



COMMAND CLIMATE ASSESSMENT FIRST-TIME SURVEY ADMINISTRATOR GUIDE

INTRODUCTION

As a first-time survey administrator, your leadership, organization, and attention to detail are vital to the success of your unit's or organization's command climate assessment (CCA) efforts. This guide provides an overview of command climate assessments and the survey administration process, outlines the policies and procedures that govern CCAs, and links to valuable resources and training.

There are multiple steps involved in the CCA process. These include the Defense Organizational Climate Survey (DEOCS and the Defense Organizational Climate Pulse (DOCP survey. These two surveys are key tools used by commanders and leaders to understand and improve readiness. The results from these surveys help leaders identify strengths, address areas of concern, and develop targeted actions that support mission effectiveness and readiness. As a survey administrator, one of your main responsibilities will be to administer the DEOCS or DOCP survey.

This document provides a comprehensive understanding of the CCA process to help you effectively conduct your unit's or organization's CCA using the DEOCS or DOCP survey. Your role as survey administrator is not just procedural—it is instrumental in helping leaders build a positive, prevention-focused environment where all members are prepared to contribute to the mission.

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COMMAND CLIMATE ASSESSMENT AND DoDI 6400.11 SUMMARY

The CCA lifecycle is a structured, data-driven approach used by the U.S. Department of War (DoW) to evaluate the command climate of military units and organizations. It helps leaders understand the health, morale, and culture of their commands. CCAs serve as a key tool for promoting and improving readiness, resilience, and prevention of harmful behaviors.

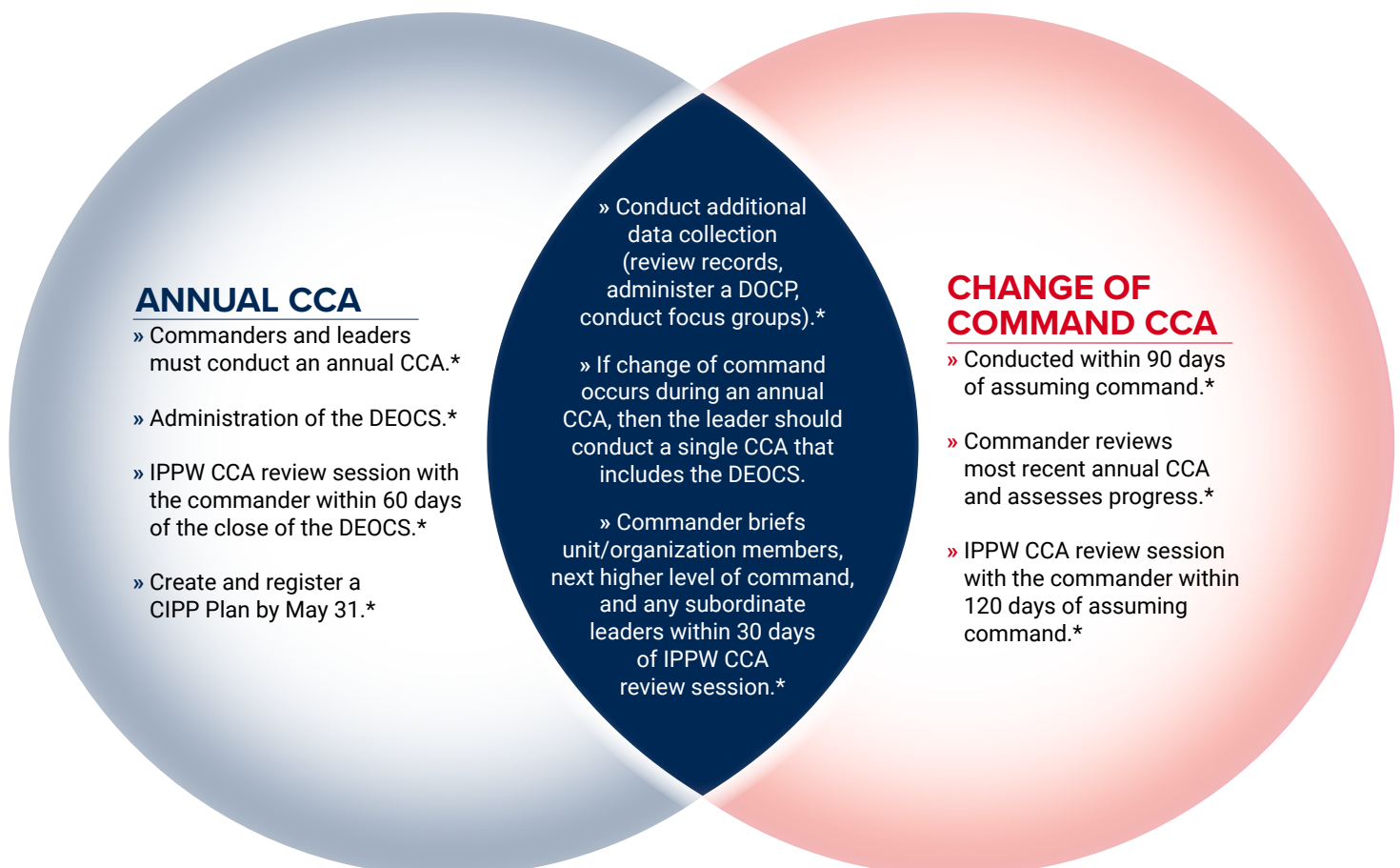
Before You Begin

The first step in the process is understanding what the command climate assessment process is.

Department of Defense Instruction (DoDI) 6400.11, “DoD Integrated Primary Prevention Policy for Prevention Workforce and Leaders”

DoDI 6400.11 establishes policies, procedures, and responsibilities relating to the CCA process. There are two types of CCAs: the annual CCA and the change of command (CoC) CCA. Figure 1 summarizes important CCA action items from DoDI 6400.11 in a Venn diagram. Review any relevant Service-specific policies relating to the CCA process to ensure a complete understanding of required action items.

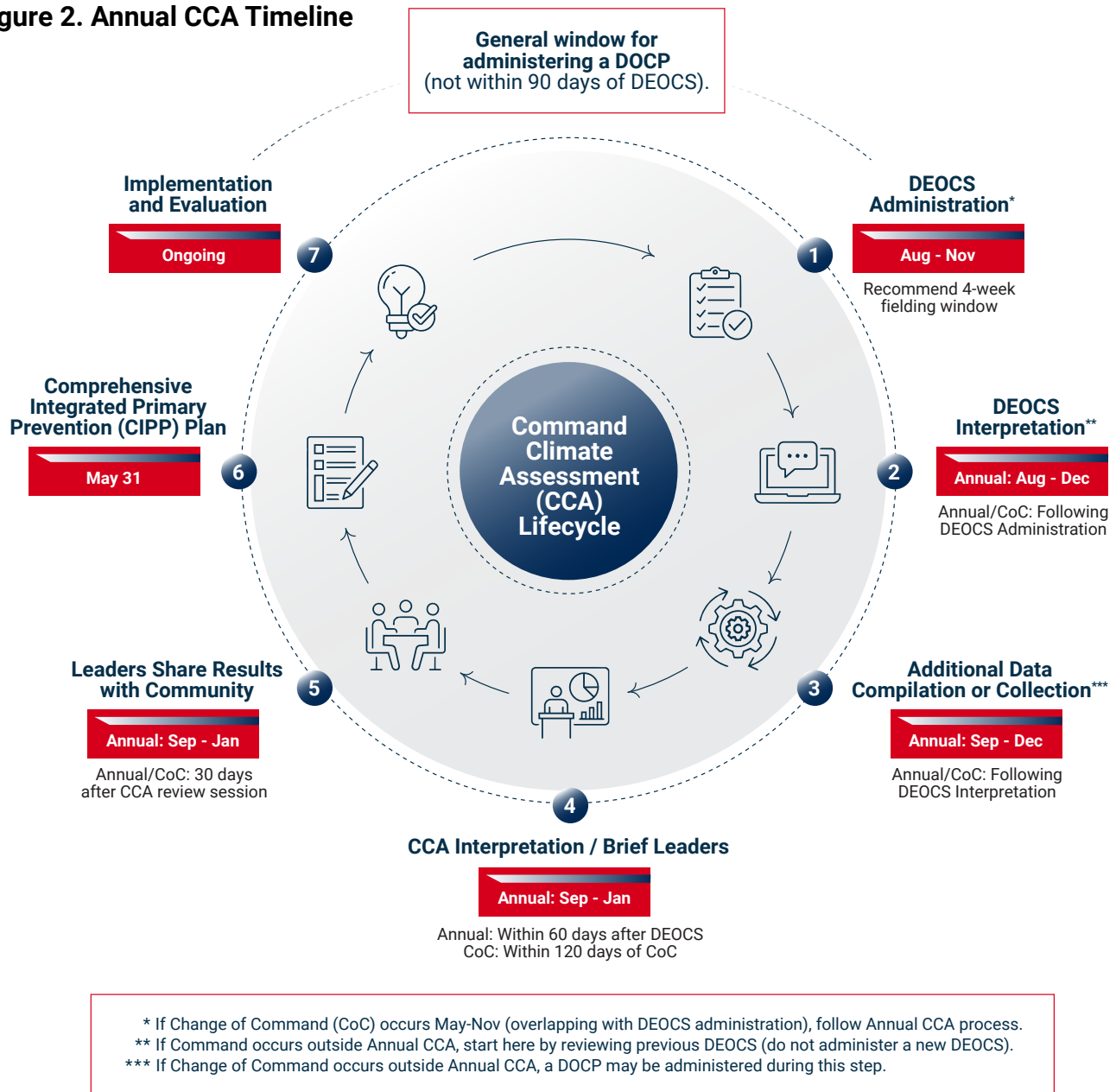
Figure 1. Command Climate Assessments



* Indicates required components according to DoDI 6400.11

The annual CCA process includes a DEOCS administration, additional data collection, results interpretation, briefing results, and developing and implementing a Comprehensive Integrated Primary Prevention (CIPP) Plan to improve the organization. Figure 2 below displays a summary of the annual CCA timeline according to DoDI 6400.11. DEOCS administration occurs between August 1 and November 30 and surveys must begin by October 31. The organization works with Integrated Primary Prevention Workforce (IPPW) personnel or other relevant points of contact to develop the CIPP Plan. The CIPP Plan is a tool used to document prevention-based activities to reduce readiness threatening factors and enhance readiness enabling factors.¹

Figure 2. Annual CCA Timeline



¹To learn more about the CIPP Plan and CIPP Plan registration, review the resources on the CIPP Plan System Resource Center: <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/>

Command Climate Assessment Participants

DoDI 6400.11 specifies which DoW members are eligible to participate in the CCA process. Below is a summary of who is eligible.

- » All DoW Service members and employees, including foreign nationals should be provided with the opportunity to participate in a DEOCS or DOCP.
 - DoW contractors are not eligible to participate in a DEOCS or DOCP.
- » Completing a DEOCS or DOCP is voluntary; however, participation is strongly encouraged.
- » Individuals who are on detail or temporarily assigned to another command should be included in the CCA for the organization in which they are currently performing their duties.
- » Individuals should only be assessed at one echelon during the CCA (e.g., a Service member must be assessed at either the company echelon or battalion echelon, not both.)²

DEOCS AND DOCP SUMMARY

The DEOCS and DOCP are CCA tools that provide commanders and leaders with important feedback and information about their current command climate. The surveys are administered individually at each unit or organization. This means that each organization has a survey administrator whose job is to register the survey, promote the survey, track response rates, and download reports for that unit or organization.

The DEOCS asks questions that are linked to 18 readiness threatening factors and readiness enabling factors. The results for these factors provide valuable insight into a command's strengths and opportunities for improvement. Additionally, the survey provides participants with an opportunity to write open-ended responses that reflect their experiences at the unit/organization. These written responses along with the factor results provide an in-depth understanding of command climate.

² Individuals who are a Reservist and DoW civilian employee can participate in the DEOCS for each organization.



The DOCP is a shorter, more customizable version of the DEOCS. The DOCP includes a base of demographic questions. The command then builds out the rest of the survey by choosing items from the DOCP Question Bank. The DOCP can be used to gather information on command climate after a change of command, to evaluate the effectiveness of action items identified in the CIPP Plan, or to get a pulse on command climate after a policy change or recent command event. According to DoDI 6400.11, the DOCP shall not be administered within 90 days of the DEOCS. The DOCP survey is typically available for administration between January and July 31. Figure 3 provides a more detailed comparison between the two surveys.



Figure 3. DEOCS and DOCP Summary

DEOCS:

- » Provides an in-depth assessment of command climate
- » Composed of questions that are linked to 18 factors
- » Able to add up to five open-ended and 10 closed-ended questions from the DEOCS Question Bank
- » Conducted between Aug 1 and Nov 30 and surveys must start by Oct 31
- » Required component of an annual CCA

DOCP SURVEY

- » Provides a targeted assessment of command climate on topics of interest for the unit or organization
- » Able to add one open-ended question and up to 15 closed-ended questions from the DOCP Question Bank
- » Conducted between January and July 31 and cannot be conducted within 90 days of a DEOCS
- » Optional data collection to inform an annual CCA or change of command CCA

Reportable Results Requirements

To administer a DEOCS or DOCP survey, a unit or organization must have at least 16 members. To receive results, at least 16 individuals need to complete the survey. These rules are in place to protect participant privacy. Because not all members complete the DEOCS, it is important to consider whether your unit or organization has a sufficient number of participants before registering a survey. If your unit or organization is small and it is likely you will not receive enough responses to generate results reports, then we recommend adding your unit or organization as a subgroup on the survey administration for a larger related unit or organization. Subgroups only need five responses to receive stand-alone results for closed-ended questions.

For More Information on Subgroups

Review the [“How to Create a Survey Roster”](#) guide or video on the Prevention.mil Survey Resource Center.

ROLES AND RESPONSIBILITIES

Successfully administering a command climate assessment is a team effort that requires close collaboration between leadership and staff, with each member of the CCA team being vital to ensure the process is effective and runs smoothly. Below are the general roles and responsibilities of personnel during the CCA process. These may be different depending on your Service component and unit or organization.

Survey Administrator³

- » Understand the CCA process.
 - Complete the [How to Conduct a Command Climate Assessment and Administer the Defense Organizational Climate Survey](#) training.
- » Register the DEOCS or DOCP.
 - Create a participant roster and designate subgroups, if applicable.
 - Enter required unit or organization information during registration.
 - Select custom questions from the DEOCS or DOCP Question Bank with the commander or leader.
 - Select survey start and end dates with the commander or leader.
 - Submit the survey registration. Ensure the commander or leader reviews and approves the survey.
- » Promote the DEOCS or DOCP survey when it is available for participation.
- » Monitor survey response rates.
 - Response rates are updated daily at 6 a.m. Central Time.
- » Share the results reports with the CCA team and assist with interpretation.

Commander or Organizational Leader

- » Have a basic understanding of the two types of survey tools.
- » Review and approve the DEOCS or DOCP survey registration.
- » Ensure CCAs are completed on time and in alignment with DoDI 6400.11.
- » Designate personnel to administer DEOCS or DOCP.
 - Ensure designated personnel with CCA responsibilities completes the [CCA training module](#).

³ Depending on your Service component and unit or organization, the survey administrator may be asked to help create the CIPP Plan and register the CIPP Plan.

- » Attend briefings on CCA results.
- » Share aggregated, de-identified DEOCS or DOCP results with unit or organization members and commanders or leaders up and down the chain of command.
- » Ensure action items identified in the CIPP Plan are implemented.

Integrated Primary Prevention Workforce (IPPW)

- » Complete [How to Conduct a CCA and Administer the DEOCS](#) and [Development of a Comprehensive Integrated Primary Prevention Plan](#) trainings.
- » Ensure commanders and leaders understand the two types of CCAs and their requirements.
- » Assist commanders and leaders with identifying existing data and determining the need for new data.
- » Advise commanders and leaders on collecting additional CCA data.
 - This may include reviewing administrative records and reports, conducting interviews and focus groups, or reviewing the current or previous DEOCS and DOCP results.
- » Provide guidance and help design and implement scientific methods for CCA analysis.
- » Work collaboratively with other program specialists and prevention collaborators on interpreting results and creating the CIPP Plan.

- » Review DEOCS or DOCP results with commanders and leaders.
 - Help interpret findings across all data sources.
 - Help disseminate CCA results to their subordinates.
 - Help identify courses of action based on CCA results.
 - Document dates of CCA review sessions in the CIPP Plan.
- » Incorporate the results of annual CCAs or change of command CCAs in the CIPP Plan.
- » Include targeted actions for low readiness enabling factors or high readiness threatening factors indicated by factor rating alerts.
- » Help to implement the CIPP Plan action items.
- » Track the progress of the CIPP Plan action items.

Equal Opportunity Advisor (EOA)/ Command Climate Specialist (CCS)

- » Serve in a supporting role during the CCA process.
- » May serve as the survey administrator.
- » Promote the DEOCS or DOCP survey.
- » Assist with CCA results interpretation.

Organization Members

- » Participate in the DEOCS or DOCP survey.
- » Participate in any relevant additional CCA data collection.
- » Attend CCA or DEOCS/DOCP results briefings.
- » Implement relevant action items identified in the CIPP Plan, if applicable.

OPA DEFENSE COMMAND CLIMATE PORTAL

The Office of People Analytics' (OPA) Defense Command Climate Portal (DCP) website is a centralized platform developed to support the administration of command climate surveys and CIPP Plan registration. This website is where survey administrators register the DEOCS or DOCP, track survey response rates, and download results reports.

For technical assistance with the OPA DCP, please reach out to us or give us a call using the contact information below:

OPA_DCP@DataRecognitionCorp.com |
1-833-867-5674



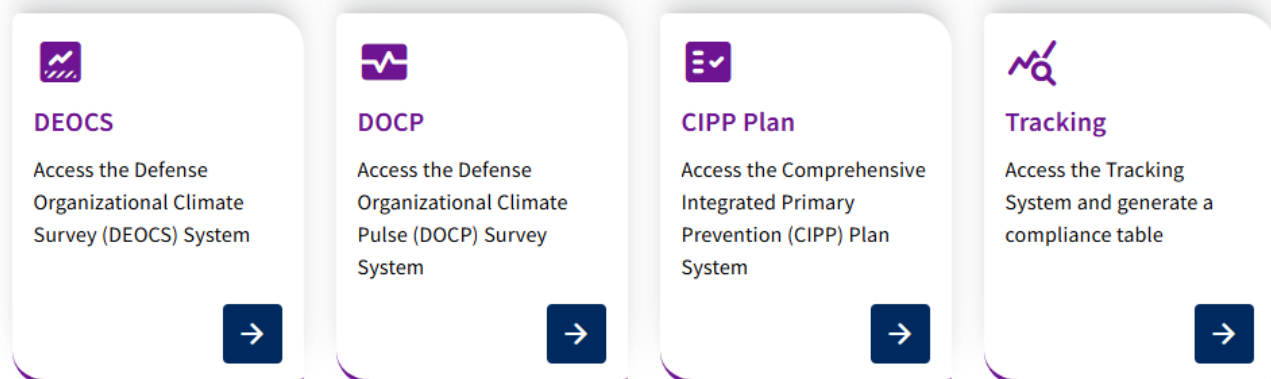
Creating an OPA DCP Account

To serve as a survey administrator, you must first create an OPA DCP account. You can register for an account at <https://www.drcedirect.com/all/eca-user-management-ui/#/registration/deocs>

Once you have registered for an account and set up your password, you can log in at <https://www.drcedirect.com/all/eca-portal-v2-ui/#/login/deocs>

There are four main systems in the OPA DCP. The DEOCS and DOCP systems are where survey administration takes place. The CIPP Plan System is where CIPP Plans are uploaded and registered. The Tracking System allows users with access to multiple registrations and users with higher-level permissions in the OPA DCP to track multiple survey administrations or CIPP Plan registrations for their Service.

Welcome to the OPA Defense Command Climate Portal (DCP)



DEOCS and DOCP Systems

The DEOCS and DOCP systems include sections for viewing existing survey registrations, creating new registrations, reviewing and approving survey requests, and viewing response rates and reports. These two systems have the same layout, so although the visuals below are specific to the DEOCS System, they can also be used to assist with navigating the DOCP System.



Welcome to the DEOCS System

1



View Existing DEOCS Requests

2



Create a New DEOCS Registration

3



Review/Approve a DEOCS Request

4



View Response Rates and Reports

DEOCS Home

Help

DEOCS Registration

- **Want to view existing DEOCS requests?** Click on “View Existing DEOCS Requests” to the left or under the “MY APPLICATIONS” drop-down menu at the top.
- **Want to create a new DEOCS registration?** Click on “Create a New DEOCS Registration” to the left or under the “MY APPLICATIONS” drop-down menu at the top.
- **Want to review and/or approve a DEOCS request?** Click on “Review/Approve a DEOCS Request” to the left or under the “MY APPLICATIONS” drop-down menu at the top.

DEOCS Results

- **Want to track response rates for a DEOCS?** Click on “View Response Rates and Reports” to the left and navigate to the “Response Rates” tab.
- **Want to view results/reports of a fielded DEOCS?** Click on “View Response Rates and Reports” to the left or under the “MY APPLICATIONS” drop-down menu at the top.

1

The “View Existing DEOCS Requests” section provides an overview of current and previous DEOCS registrations. This section also provides status tracking (i.e., draft, ready for approval, approved, rejected, canceled, or completed) for registrations. If you have a registration that you would like to edit or an ongoing survey administration you would like to make changes to, then this section is where those changes can be made.



Survey Registration

Search



Showing all available results

Create a New DEOCS

Clear All Filters

Service Component

Select

Survey Status

Select

DEOCS ID ↕	Registration Name ↕	Unit Title ↕	Administrator ↕	Commander ↕	Survey Window ↓	Participants ↕	Status ↕
528cc2ac	DEOCS2024_Integration_DRCD OD_528cc2ac	DRC 2024 DOD	Survey Admin surveyadmin@mail.mil	Integration, Commander	07/15/2024 to 07/15/2024	539	Completed
5f3d4112	DEOCS2025_Leader_75234_5f3 d4112	DCP Unit	Survey Admin surveyadmin@mail.mil	Leader, Commander	04/16/2025 to 05/14/2025	23	Ready For Approval
64dabba0	DEOCS2025_Cosner_62451_64 dabba0	Naval Base DCP	Survey Admin surveyadmin@mail.mil	Cosner, Willie	03/28/2025 to 04/25/2025	20	Cancelled
e676c6e4	DEOCS2025_Smith_60361_e67 6c6e4	OPA DCP Unit	Survey Admin surveyadmin@mail.mil	Smith, Bob	02/19/2025 to 03/19/2025	0	Draft



2

The “Create a New DEOCS Registration” section provides a space to start new DEOCS registrations.

New Registration

Survey Administrator: Survey Admin
Survey Commander:

[Discard Draft](#) [Preview Survey](#) [Save Draft](#) [Save And Exit](#)

Previous Registrations

- 2 Unit/Organization Details
- 3 Leadership Information
- 4 Participant Information
- 5 Customize the DEOCS
- 6 Survey Window
- 7 Review & Register

DEOCS Registration

Ready to register your unit's or organization's DEOCS? Review the instructions below and complete the first step before continuing.

- Before you can submit your DEOCS registration, all required fields in each step (noted with a red asterisk*) must be filled out.
- You can return to previous steps and make changes to fields at any time.
- At any time, you can select 'Save and Exit' to return to the registration later.
- After completing all steps, you will review key registration information in the final step (Review & Register) before submitting your survey request for approval.
- Once you finalize and submit the registration, an approval request will automatically be sent to the unit commander or organizational leader identified (see Leadership Information step).

3

The “Review/Approve a DEOCS Request” section allows the commander or leader to review and approve survey registrations.

Survey Registration

Search Showing all available results [Create a New DEOCS](#)

	DEOCS ID ↓	Registration Name ↕	Unit Title ↕	Administrator ↕	Commander ↕	Survey Window ↕	Participants ↕	Status ↕
Clear All Filters Service Component Select Survey Status Select	ea19b11d	DEOCS2025_Johnson_52063_ea19b11d	Defense Climate Portal Unit	William Cosner william.p.cosner.ctr@mail.mil	Johnson, Steve	06/17/2025 to 07/15/2025	23	Ready For Approval
	b478432b	DEOCS2024_Line_Supp4USA_b478432b	Example Results	William Cosner william.p.cosner.ctr@mail.mil	Line, Help	05/13/2024 to 06/10/2024	64	Completed
	9241b4d0	DEOCS2025_Johnson_52063_9241b4d0	Defense Climate Portal Unit	William Cosner william.p.cosner.ctr@mail.mil	Johnson, Steve	02/20/2025 to 03/20/2025	23	Completed

4

The "View Response Rates and Reports" section allows users to check response rates, download the results reports after the survey has ended, and create combined reports.

[About](#)[Response Rates](#)[Download](#)[Combined Results](#)

Defense Organizational Climate Survey (DEOCS)

Response Rates and Reports

Use the "Response Rates" tab to track up-to-date DEOCS response rates, the "Download" tab to access DEOCS results, and the "Combined Reports" tab to create aggregated reports.

CIPP Plan System

The Comprehensive Integrated Primary Prevention (CIPP) Plan System is where CIPP Plans are registered and uploaded for a community. For more information on CIPP Plan registration, review the [CIPP Plan System Resource Center](#).

Tracking System

The Tracking System allows users to download tracking tables that summarize the DEOCS administrations, DOCP administrations, or CIPP Plan registrations that they have access to. These tables provide summary spreadsheets in Microsoft (MS) Excel format and the data included will vary depending on the system you select for your query. The system is designed for users that have higher-level access to the DCP to track multiple survey administrations or CIPP Plan registrations simultaneously. For more information on the Tracking System, review the resources under the [Tracking tab](#) on the Survey Resource Center.

PREVENTION.MIL COMMAND CLIMATE PORTAL

[Prevention.mil](#), specifically the [Command Climate Portal](#) page, is home to resources that assist with administering the DEOCS and DOCP survey. Additionally, it links to the OPA DCP. Prevention.mil consists of several resources to help guide first-time survey administrators through the CCA process. Below are some recommended resources users can review to help prepare for their CCA.

Contact Us

For any questions regarding the CCA process or user resources, please reach out to us at

DODHRA.OPA-CCA-Support@mail.mil

[Command Climate Assessment Timeline Checklist](#)

- » This document provides a structured timeline and checklist for completing all required and recommended steps in the CCA process, in alignment with DoDI 6400.11. This resource is a valuable starting point for any first-time survey administrator. If this resource is used, then the CCA process should be set up for success.

[DEOCS and DOCP: Survey Administrator Frequently Asked Questions](#)

- » This page contains a list of FAQs about the DEOCS and DOCP survey. It is intended to provide a high-level overview of the surveys.

[How to Request an OPA Defense Command Climate Portal Account](#)

- » This resource, available in document and video format, provides a high-level overview of the OPA DCP and instructions for creating an OPA DCP account.

[How to Register a DEOCS or DOCP Registration Training Video](#)

- » These resources guide users through the entire DEOCS or DOCP registration process, including required information, system navigation, customization options, and post-registration steps.

[DEOCS Custom Question Bank](#) or [DOCP Question Bank](#)

- » These resources provide closed-ended and open-ended questions that can be selected for inclusion on the DEOCS or DOCP survey by the command. Up

to 10 closed-ended questions and five open-ended questions can be selected from the DEOCS Question Bank, and up to 15 closed-ended questions and one open-ended question can be selected from the DOCP Question Bank. These resources are available in PDF and Excel format.

If your command wants to add questions to the question bank, question recommendations can be submitted at the following link and will be considered for addition:

<https://www.dodsurveys.mil/EFM/se/6F7A71BC4417870D>

[Roster Template](#)

- » This Excel file provides a template to create a participant roster for the DEOCS or DOCP. If a participant roster already exists for the unit or organization from a previous survey administration, then that roster can be used as a starting point for the current roster.

[2026 DEOCS Questions by Factor Mil/Civ](#)

- » A sample 2026 DEOCS that presents questions with their associated factors.

[DOCP Survey Templates](#)

- » This resource provides example DOCP surveys designed to gather information on topics such as cohesion and leadership response or harassment and discrimination.

[DEOCS Promotional Poster](#) or [DOCP Promotional Poster](#)

- » These posters are designed to help units and organizations promote their survey, and they include a QR code that links to the DEOCS or DOCP participant login. Posters can be placed around the unit or organization or sent out digitally.

[DEOCS Data Overview](#) or [DOCP Data Overview](#)

- » These documents provide information on how results are calculated and weighted, how demographic categories are created and reported, why data are not reportable, how factor rating alerts are generated, when trends over time are available, and considerations for creating combined reports.

[Factor Rating Interpretation Guide](#)

- » This document provides interpretation information for each of the 18 DEOCS factors and assists with understanding DEOCS results.

[Guide to Interpreting Written Comments](#)

- » This document provides best practices for interpreting written comments from the DEOCS and DOCP survey.

[DEOCS Results First Look – Commander/Leader](#)

- » This template presentation provides a starting point for an initial briefing designed for the commander or leader once DEOCS results reports are available.

Engagement Hours

The OPA team hosts multiple live trainings each year called Engagement Hours that provide information on survey administration and recent developments within the CCA space. For more information on the Engagement Hours, reach out to DODHRA.OPA-CCA-Support@mail.mil

IMPORTANT NOTES FOR FIRST-TIME SURVEY ADMINISTRATORS

- 1. Previous Registration Access:** You will not have access to previous survey administrations unless granted access by the previous survey administrator.
 - » If you have access to the previous survey, then you can use that information to pre-populate the upcoming survey registration. Please note that you do not need access to the previous DEOCS or DOCP survey to register the upcoming survey.
 - » To get access to the previous survey administration, coordinate with the previous survey administrator. They can navigate into the survey registration from the “View Existing Survey Requests” page. Under the Leadership Information section, there is a tab titled “Manage User Access” where they can search for your e-mail address and add you as a proxy once you have created an OPA DCP account.

2. Survey Roster Template: You should start your roster template as soon as you can as it generally requires the most work to gather the necessary participant information and ensure it is accurate.

- » When filling out the roster, including participant e-mail addresses is recommended because it allows the system to send survey invitation and reminder e-mails to participants.

Access the Roster Template

<https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/#create>

3. Creating Subgroups: Subgroups can be designated on the survey roster to get more granular data for specific workgroups or sub-units, allowing leaders to better understand command climate. For subgroup-specific comments to be available, at least 16 individuals from that subgroup need to complete the survey. For subgroup results to be available for closed-ended questions, at least five individuals from that subgroup need to complete the survey.

4. Generating Trend Results: To generate trend data in the survey results reports, you must use the same Service component and Unit Identification Code (UIC) as used in the previous DEOCS registration.

5. Selecting Custom Questions: Consult with the commander or leader on which custom questions to include on the DEOCS or DOCP survey prior to survey registration. Consider which questions were selected on previous survey registrations or whether the commander or leader has any areas of interest they would like to gather

Access the Question Bank

[DEOCS Custom Question Bank](#) or [DOCP Question Bank](#).



1. What is your affiliation to: OPA DCP Command?

Some people may have multiple affiliations (for example, a Reservist who also works as a civilian at the DoW). We are interested in your affiliation to the unit or organization conducting this DEOCS.

- ☐ Active duty military member
- ☐ Reserve military member
- ☐ National Guard member
- ☐ Civilian employee
- ☐ Military Service Academy (MSA) cadet/midshipman
- ☐ MSA Preparatory School cadet candidate/midshipman candidate

6. **Reviewing Registration Information:** During survey registration, ensure the information entered is accurate as some of the information will be added to questions on the DEOCS (e.g., the unit or organization name and the commander's rank or title and name) and it cannot be edited once the survey is approved by the commander or leader.
7. **Adding/Removing Participants:** Once the survey has started, you are not able to delete participants or change participant information. You are only able to add new participants to the roster and edit the survey end date.
8. **Monitoring Response Rates:** Survey administrators should monitor response rates during survey administration. For results to be available for the unit or organization, at least 16 participants need to complete the survey.
 - » If you notice a drop in response rates, consider sending out an organization-wide e-mail or promoting the survey. You can also edit the survey end date to extend the survey, if necessary.
9. **Getting Help and Learning More:** Along with the DCP help desk found at the bottom of this document, the DCP team hosts engagement hours where all who work on CCAs are welcome to attend, learn more about the CCA process, and ask questions directly to the DCP team. Reach out to DODHRA.OPA-CCA-Support@mail.mil to learn more about the engagement hours.

Email Templates

For template e-mails to promote the DEOCS or DOCP, navigate to the "[Template Emails for Commanders and Leaders](#)" document on the Prevention.mil Survey Resource Center.



REQUIRED CCA TRAINING

According to DoDI 6400.11, personnel who will be administering or consulting on CCAs must take the training that is available on the Joint Knowledge Online (JKO) direct website.

- » Access the “[How to Conduct a Command Climate Assessment and Administer the Defense Organizational Climate Survey](#)” training.

The above training only needs to be completed once to make an individual eligible to administer or consult on CCAs. Commanders and organizational leaders do not need to complete the CCA training.

FIRST-TIME SURVEY ADMINISTRATOR CHECKLIST

Below is a checklist of action items for first-time survey administrators to complete to ensure a successful CCA.



CHECKLIST

- ☐ Complete the JKO [Command Climate Assessment Training](#).
 - » Recommend completing prior to the CCA.
- ☐ Create an [OPA Defense Command Climate Portal Account](#).
- ☐ Review the [CCA Timeline Checklist](#).
- ☐ Coordinate with the commander or leader on the selection of custom questions for the [DEOCS](#) or [DOCP](#).
- ☐ Develop the participant [roster](#) for the survey.
- ☐ Complete and submit the survey registration.
- ☐ Ensure the commander or leader reviews and approves the survey registration.
- ☐ Monitor the survey response rate, extending the survey end date if response rates are low in coordination with the commander or leader.
- ☐ Once the survey has closed, download and interpret results reports.
- ☐ Brief the commander or leader on the results, if necessary.
- ☐ Coordinate with the commander, Integrated Primary Prevention Workforce personnel, and any other CCA support personnel on additional data collection.
- ☐ Support the development of the CIPP Plan and CIPP Plan registration, if necessary.

CONTACTING THE HELP DESK

If you have questions or any problems while creating an account or registering a DEOCS or DOCP survey, then please contact our help desk at:

» OPA_DCP@datarecognitioncorp.com

» 1-833-867-5674

If you have questions about the CCA process or user resources, then please contact:

» DODHRA.OPA-CCA-Support@mail.mil