DOCP Registration Training Video Script

March 2026

Introduction

(0:11) Welcome to the OPA Defense Command Climate Portal Resource Center. This is a training on registering a Defense Organizational Climate Pulse, or DOCP, within the OPA DCP.

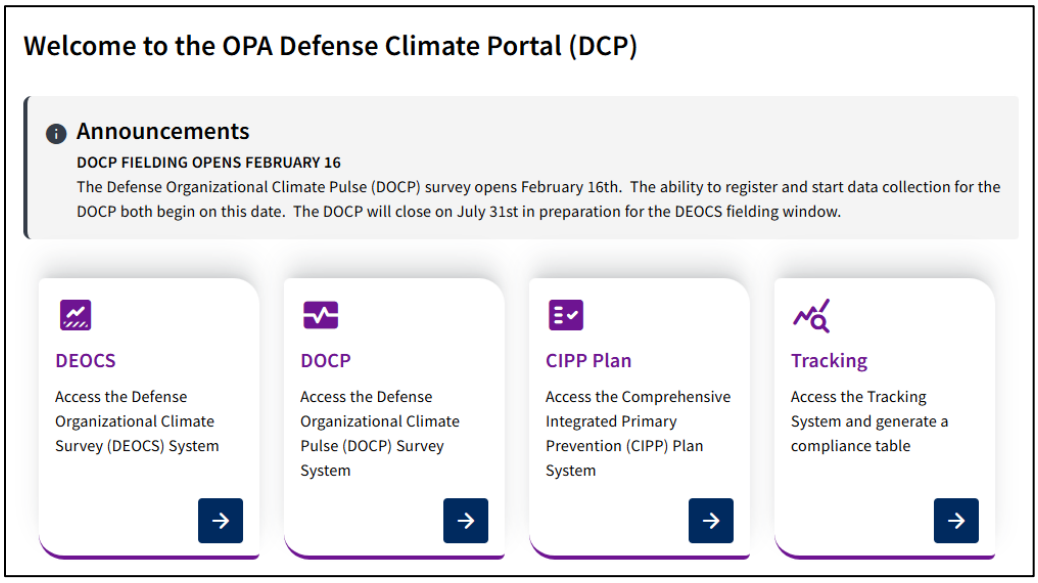
(0:24) During this training, I'll cover three topic areas; accessing the DOCP System, registering a new DOCP survey, and where to find help.

(0:37) A great place to start is the prevention.mil website in the Command Climate Portal tab which provides DOCP training and resources, such as the DOCP Talking Paper and the DOCP Question Bank. Here, you will also find resources for DOCP results interpretation, such as the Data Overview document. The link to these and other resources is shown at the bottom of the screen.

Accessing the DOCP System

(1:02) This training will start in the Office of People Analytics Defense Command Climate Portal. If you need access to the OPA DCP, please review the "How to Request an OPA DCP Account" document or video found on the prevention.mil Survey Resource Center.

(1:17) After logging into the DCP, you'll see this screen with the DEOCS System, the DOCP System, the CIPP Plan System, and the Tracking System. Since I am interested in registering a DOCP, I'll click on the DOCP System tile.



Preparing to Register a DOCP

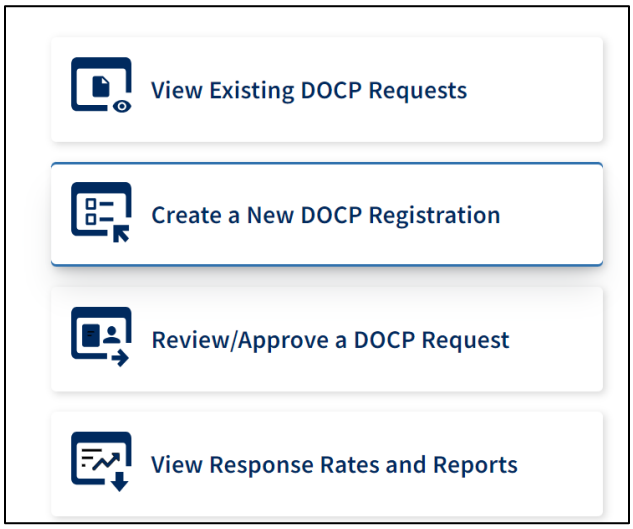
(1:37) It is recommended that you review the DOCP Question Bank and Roster Template documents found on the prevention.mil website to begin your preparation for registering a DOCP survey.

(1:50) Note, the DOCP roster must be created outside of the Registration Portal. Include this in your DOCP timeline, as it may take several days to gather this information and create your roster. A good starting point for a roster could be a previous roster for the DEOCS.

(2:09) Keep in mind that you can start the registration process and save your progress without a completed roster, however the time spent preparing to register and creating the roster will prevent from delays and frustration when it comes time to register your DOCP survey.

Registering a DOCP

(2:31) Let's go through the process of registering a new DOCP survey. First, I'll click on Create a New DOCP Registration.



Previous DEOCS Registration Information

(2:42) I am asked if I want to use a previous DEOCS registration to pre-populate information for the DOCP. If I click "No," I will be asked to provide a reason why I do not want to use DEOCS information for this DOCP.

(2:58) If I click "Yes," I will select a DEOCS registration to which I have access to that I want to use to pre-populate my DOCP registration. Once that is selected and I see the green banner at the top, I will click continue.

Previous DEOCS Registration Information

All required fields are noted with a red asterisk (*) and must be filled out before you can continue creating your registration.

You can pre-populate registration information for your DOCP if the unit/organization you are registering for has completed a DEOCS previously within the past two years.

Do you want to use a previous DEOCS registration to pre-populate information for this DOCP? *

- ○ Yes
- ○ No

Unit/Organization Details

(3:14) A DOCP registration requires me to provide basic information about the unit or organization. As you can see, most of this information is already populated from the DEOCS we previously selected. I'll go back and click "No" so I can go through the registration without using information from a previous DEOCS.

(3:37) Now that a DEOCS is not selected, I will have to manually enter the registration information. I'll start with the "Component Type." Depending on my Component type, I may have to then fill out the "Service Branch" and "Population." Population is only relevant for Military Service Academies, MSA Prep schools, and DoD.

Service Component

Component Type *	Service Branch	Population
Select	Select	Select

(3:57) Next, I will input Unit/Organization Information. First is the unit/organization identification code section. Additional Service-specific instructions can be found here for filling out this information.

Unit/Organization Information

Unit/Organization Identification Code (UIC/RUC/PAS/OPFAC) *

There are many ways in which units and organizations are identified. In this field, enter the UIC, RUC, PAS, or OPFAC code that identifies the level at which you are registering your unit or organization's DOCP. Use the full 5- or 6-digit UIC code, 5-digit RUC, 8-digit PAS code, or 5-digit OPFAC code assigned to your unit or organization.

If needed, more Service-specific instructions are available.

(4:10) I am then asked to fill out "Command Level," "Unit Type," and "Unit." Depending on what was selected for the "Service Component" section, different fields may be required here as you can see, if I select DoD instead of Active Duty, I only need to fill out Unit Type.

(4:29) Next is the Unit or Organization Title. This title will appear in e-mails as entered so please ensure that it is written exactly as it should appear. Then we have Unit/Organization City, State, and ZIP.

Command Level *
Select

Unit Type
Select

Unit *

Unit/Organization Title *

Your unit or organization title will appear in e-mails as entered here, so please ensure it is written exactly as it should appear.

Unit/Organization City*

Unit/Organization State *
Select

Unit/Organization Zip*

(4:46) The Installation/Base/Ship/Location information section provides a searchable dropdown menu. Here I can search for and select the appropriate information. If my Installation/Base/Ship/Location is not listed, I can manually add it by typing the full official name into the field. If the majority of my survey participants are not located at the installation or base, I will search and select "Does not apply."

Installation/Base/Ship/Location *

Use the searchable drop-down menu below to identify the installation, base, ship, or other location where the majority of your survey participants currently work. You can search by entering text into the field or view all options by clicking on the field and scrolling through the list. If your installation, base, ship, or location is **not** listed, manually add it by typing the full, official name directly into the field or select "Does not apply" if applicable. Do not use acronyms. For National Guard, Reserve, or other (e.g., recruiting stations) units/organizations where the majority of your survey participants are not located at a military installation or base please search and select "Does not apply".

Click to view all or start typing to search

(5:16) I'll then be asked about the deployment status of my unit. The last section on this page asks me to provide a reason for the DOCP request. The options include "Request for a change of command, As a requirement for a CIPP or as a follow up after a DEOCS, and Other." If I select "Other," I'll be asked to type in an explanation. Now I'll continue on to the next section of the registration.

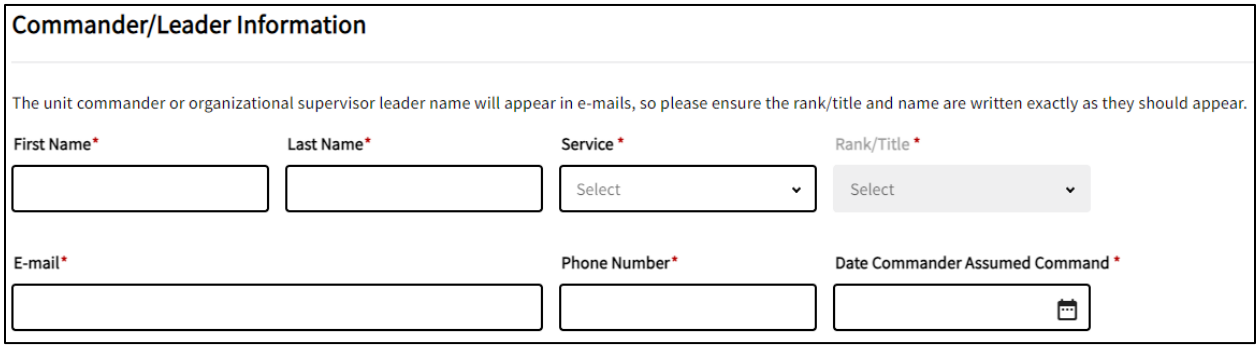
Reason for DOCP *
Other

Please enter a reason for DOCP *

Leadership Information

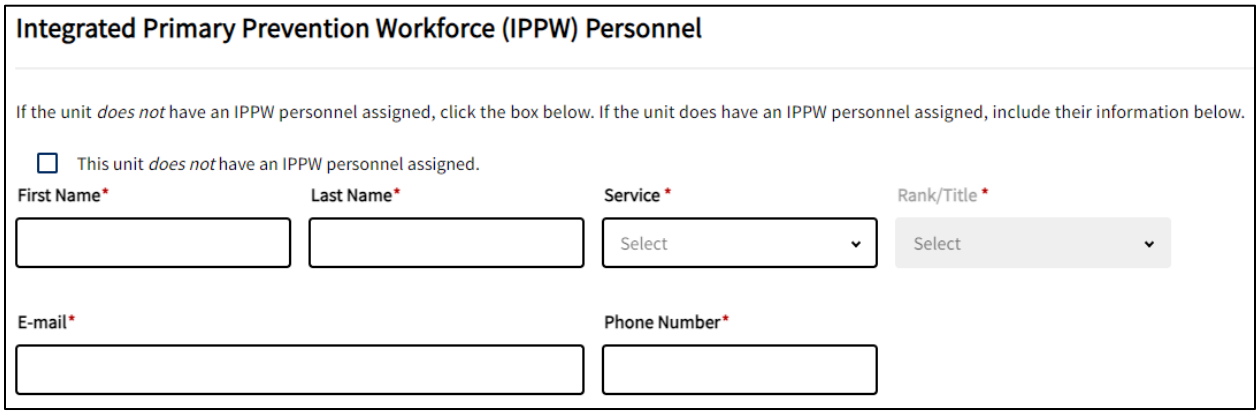
(5:44) Now, I will enter Leadership Information for the DOCP survey. If I had selected a DEOCS to populate information from, most of this information would already be populated. Since I did not, I will have to fill out the Leadership Information.

(6:01) Starting with the Commander/Leader information, I'll fill out their First Name, Last Name, Service, Rank/Title, E-mail, Phone Number, and the date they assumed command.



(6:15) Similarly for the Commander/Leader Supervisor section, I must fill out the First Name, Last Name, Service, Rank/Title, E-mail, and Phone Number. Next, I must fill out the same information for the unit's EOA or CCS. If the unit or organization does not have an EOA or CCS, I will check the box here and do not need to fill out this information.

(6:46) Similarly, I am asked to provide information on the Integrated Primary Prevention Workforce (IPPW) Personnel. This is the IPPW point of contact for your unit or organization. Here, I will input the First Name, Last Name, Service, Rank/Title, E-mail, and Phone Number for this individual. If the unit does not have IPPW personnel, I will click the box below and do not have to fill out this information. Once I am finished adding in this information, I'll click continue.



Participant Information

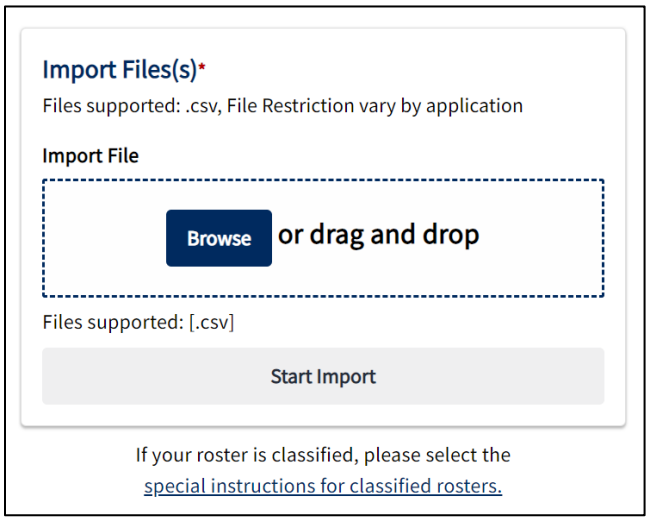
(7:24) Next is the Participant Details section. Here I will upload the participant roster for the DOCP survey. The participant roster can be found on the prevention.mil website. The roster format is the same as the DEOCS roster. We have First Name, Last Name, DoD ID, Primary E-mail, Secondary E-mail, Phone number, and Subgroup. First and Last name are required as well as either one e-mail or DoD ID.

(7:58) If phone number is included, it will need to be accompanied by at least one other piece of identifying information. This means that each participant must have either DoD ID or an e-mail address listed on the roster.

(8:13) Finally, if I wanted to add non-overlapping subgroups to my roster, I could do so here. Subgroups could be based on organizational structure, for example, by company or platoon, organizational function such as by department or division, or organizational location, such as installation or detachment. Subgroups should not be based on demographic characteristics, as results will be automatically broken out by a select set of demographics.

(8:44) Consider reviewing how subgroups were used in past DEOCS registrations for creation of DOCP subgroups. I've separated my roster out by operations, executive administration, other administration, and logistics. Note that this column is optional. I don't have to use the subgroup functionality if I don't wish to. Instead, I can just leave this column blank, with the subgroup header maintained.

(9:12) The roster must contain at least 16 participants. To protect participant privacy, results will not be generated for any closed-ended survey questions that have fewer than five responses. For subgroups, there must be at least five members and results for subgroups with fewer than five members responding to a given item will not be reported. The reason for these requirements is we want to provide you the best data we can, but we also need to protect participants' privacy.



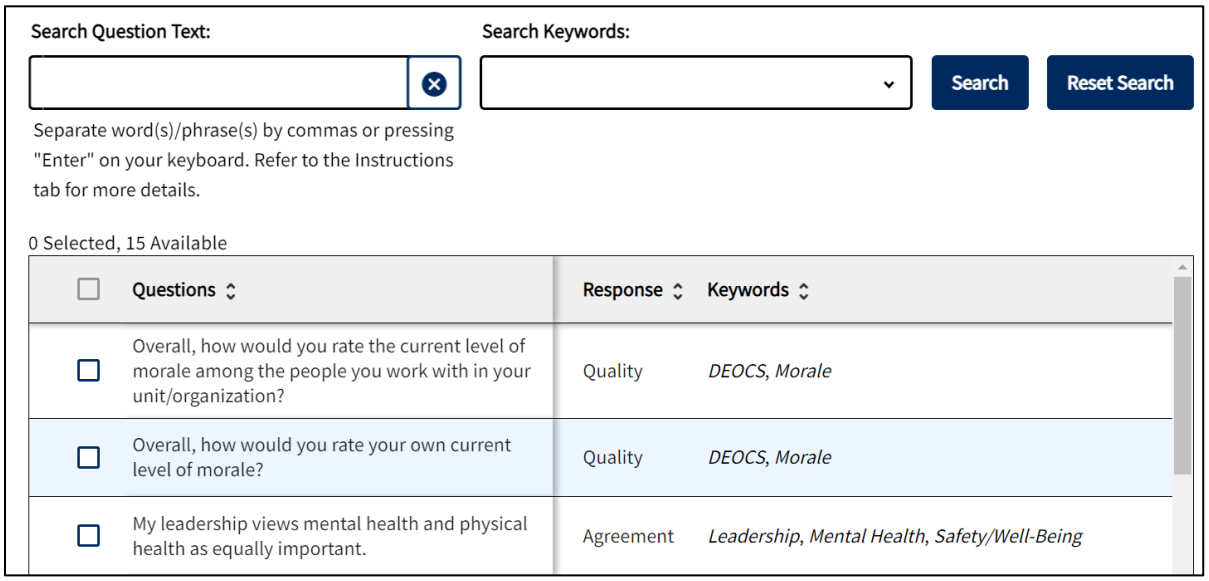
(9:43) Note that this process will be slightly different for a small number of units or organizations working with classified rosters. Now let's upload the roster. Once I have added the roster, I can click "Start Import" to import the roster. I can see that the roster has flagged some errors.

(10:06) Here I can see we have a duplicate DoD ID. Let's quickly fix that DoD ID and resave the roster. Now I can add the file again and click "Start Import." The roster has now been successfully uploaded.

Survey Builder

(10:24) Next up is the Survey Builder section. In this section, I can select up to 15 closed-ended questions and one open-ended question for inclusion in the DOCP. Reminder that the DOCP Question Bank found on the prevention.mil website includes a comprehensive list of the closed-ended and open-ended questions.

(10:46) First, I'll start by selecting some closed-ended questions. These questions are categorized with keywords. In these boxes, I can search for specific question text or search by keyword.



(11:00) For example, if I am interested in questions about the commander, I can search for questions that include the word "commander." I am also able to search for multiple words at the same time. So, let's say I also want to see questions about "morale" alongside questions about the commander. I can add the word "morale" to the search box and press Search.

(11:24) Now I can see that the question list contains items that include the word commander or the word morale. This search box is an "or" search meaning that if I add multiple words to search, the table will populate any question that contains one or more words listed in the search. If I want to get rid of the search terms, I can press the x

button to get rid of individual terms or the larger x on the right to remove all question text search terms.

(11:54) Now I will search by keyword. I can use this dropdown to select the keywords of interest. Let's say I am interested in questions about "Passive Leadership." I can now see all the questions in the bank related to Passive Leadership.

(12:12) If I am also interested in questions on "Alcohol/Substance Use," I can select that keyword as well. Again, this is an "or" search meaning that if I add multiple keywords, the table will populate any question that is categorized by one or more of those keywords.

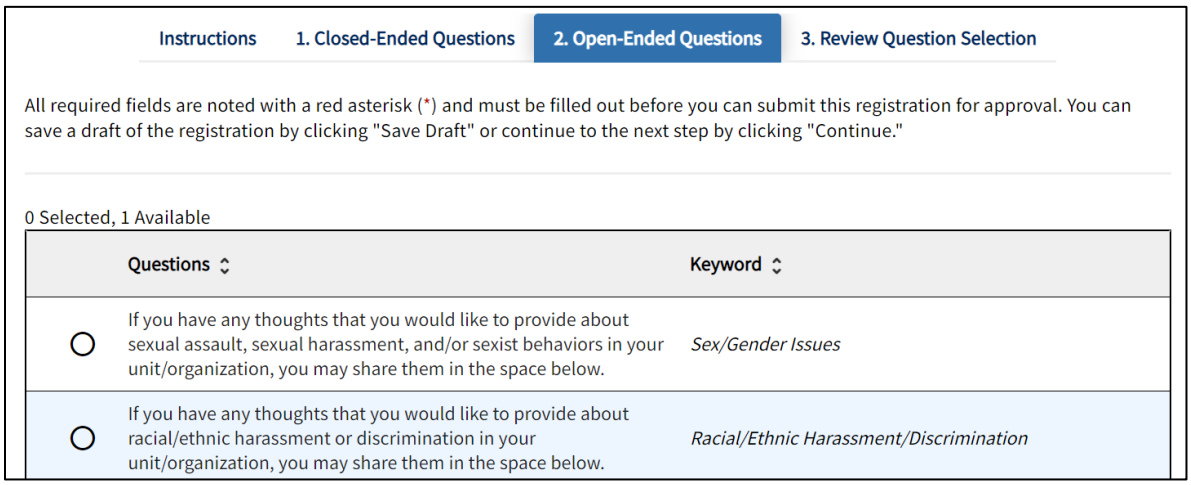
(12:33) Now let's use the two search functions together. I will search "commander" in the question text search and select "Passive Leadership" in the key word search. This search with commander and Passive Leadership will show only the questions that have commander in the question text and Passive Leadership as a keyword.

(12:55) In other words, searching with question text and keywords is an "and" search. This type of search narrows down the questions available in the table as opposed to the "or" search that provides all questions related to any given search term.

(13:10) Additionally, I can use the "Populations" search here to locate population specific questions. For example, if I was interested in questions that were specific to civilians, I could select "Civilian" here and click search to review and select those questions.

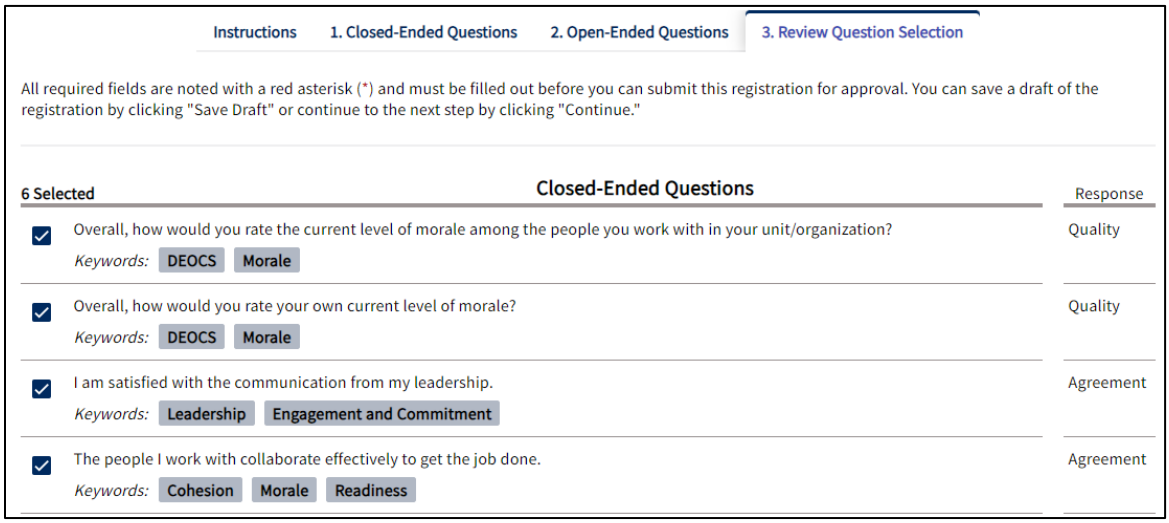
(13:26) Now that I have searched for these questions, I will select a few by clicking the check box to the left. Once I have selected the questions I want, I can save the draft by clicking "Save Draft" to make sure the information I have provided and questions I have selected are saved. We can now click on the Open-Ended Questions tab.

(13:47) There are a lot fewer open-ended questions to select from and only one can be selected. These questions are also categorized by keyword. Since I am interested in leadership, I will select this question here.

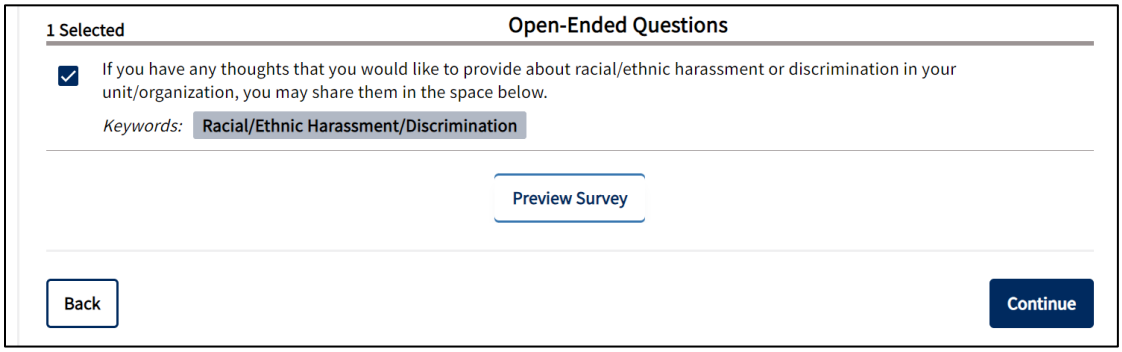


(14:02) Finally, I will click on Review Question Selection to review the selected items. If there is a question I want to change, I can de-select the item and return to the previous steps to select other content.

(14:16) The review tab is the best way to ensure all questions selected are the items I would like to ask on the DOCP survey. Before I can submit the registration, I will need to confirm the item selection with the checkbox here.



(14:30) Because the DOCP has some fixed items (namely demographic questions), I also have the ability to preview the content from the perspective of the participant. To view the DOCP as a participant would take it, click the “Preview Survey” button at the bottom of the page. If everything looks satisfactory, we can click continue.



Survey Window

(14:54) The last section of the registration is selecting the Survey Window. Here I can select the start and end date for the DOCP. Keep in mind that the date and time for the survey window is aligned to Central Standard Time. We recommend having the survey open for four weeks to allow everyone time to respond.

DOCP Survey Fielding Window

All required fields are noted with a red asterisk (*) and must be filled out before you can submit this registration for approval. You can save a draft of the registration by clicking "Save Draft" or continue to the next step by clicking "Continue."

Due to differences in time zones, allow additional time when selecting start and end dates.

Survey Window

Start Date *	End Date *
01/22/2024	02/19/2024
Available at 12:01 AM CT	Closes at 11:59 PM CT

(15:15) The Survey Window Automatic Extension feature extends the survey end date by one week if fewer than 16 participants have taken the survey. Additionally, if the response rate is less than 30%, the system will also automatically extend the survey end date by one week. This automatic extension can occur up to two times before your survey closes.

Survey Window Automatic Extension

The system will monitor response rates and extend the end date of the survey if there are fewer than 16 participants or if the response rate is less than 30%. Specifically, the end date will automatically extend by one week if fewer than 16 participants responded three days before the scheduled end date. Additionally, even if 16 participants responded, if the response rate is less than 30%, the system will automatically extend the survey by one week. Automatic extensions will happen up to 2 times.

You can update the 'End Date' to manually extend the survey window or close the survey at any point, even if the survey was automatically extended.

Once the DOCP survey window closes it can **NOT** be reopened.

(15:35) The automatic extension is enabled for all DOCP registrations. If your survey extends and you would like to end the survey sooner, you can navigate into the system and change the end date to the current date. The survey will then close at the end of the day.

(15:49) Monitoring response rates is important because if the DOCP survey does not have at least 16 respondents, you will not receive DOCP results. As the survey administrator, you can navigate into the survey registration at any time prior to the DOCP survey closing and manually extend the end date.

Review and Register

(16:09) In the Review and Register section, I can make sure that the registration information is correct. Here I can see information on the unit, leadership, participant information, the number of questions selected, and the survey window.

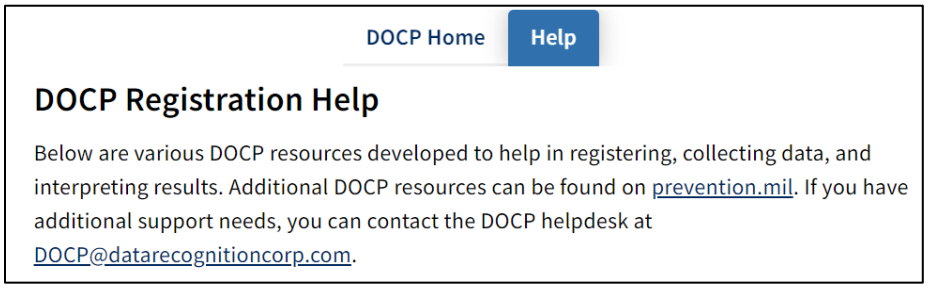
(16:22) Additionally, if my unit or organization is small or if the subgroups designated on my roster are small, I will see alerts in the table here. Keep in mind the required response rate needed to generate a report during the survey. Consider combining

small subgroups, if possible, to increase the chances of receiving standalone subgroup reports.

(16:41) If all the information on this page looks accurate, I can then click register. The commander or leader will then be notified via e-mail that the survey is ready for them to review and approve.

Getting Help

(16:55) If you are looking for additional information and resources, you can find them here in the “Help” tab. Here you will find links to helpful resources for the DOCP registration and results interpretation. If you run into technical issues, you can reach out to us using the contact information located here.



Conclusion

(17:18) This concludes the DOCP registration training. You can find additional training and resources on the prevention.mil Survey Resource Center page. Thank you for taking the time to listen in, have a great day!