



OPA DCP Tracking System: How to Generate CIPP Plan Tracking Tables

The Comprehensive Integrated Primary Prevention (CIPP) Plan System maintains registration data and stores community CIPP Plans within the Defense Climate Portal (DCP). The Office of People Analytics (OPA) developed the OPA Defense Climate Portal (DCP) Tracking System to provide users both the ability to generate summary information about multiple registrations at a glance, and to ensure their units and organizations comply with DoDI 6400.11. This guide provides users with information on how to access and use the Tracking System for CIPP Plan registrations.

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CIPP Plan Tracking Tables Overview

The Tracking System allows users to generate tracking tables to see what CIPP Plan registrations have been submitted. This allows users to quickly monitor CIPP Plans or communities of interest.

Below is a comprehensive list of the information included in a CIPP Plan tracking table.

- Community tracking table
 - CIPP version
 - CIPP Plan ID
 - Community leader last name
 - Community name
 - Community Service
 - Installation/base/ship/location
 - Community colocation status
 - Community unit/organization count
 - Initial and updated CIPP upload dates
 - Keywords listed in the CIPP Plan
- Unit/organization tracking table
 - CIPP version
 - CIPP Plan ID
 - Commander last name
 - Unit/organization Service
 - Unit/organization title
 - Unit/organization type
 - Unit identification code
 - Unit/organization installation
 - DEOCS ID associated with the CIPP Plan
 - CIPP review information

User Roles and Permissions in the Tracking System

CIPP Plan registrations available in the Tracking System depend on each user's role and permissions within the OPA DCP. You can only create CIPP Plan tracking tables for CIPP Plan registrations you have access to in the CIPP Plan System.

IPPW personnel, community leaders, and unit/organization commanders/leaders have access to any CIPP Plan registration they are associated with in the CIPP Plan System. Additionally, users with Service Administrator level permissions can view all CIPP Plans for their Service component.¹

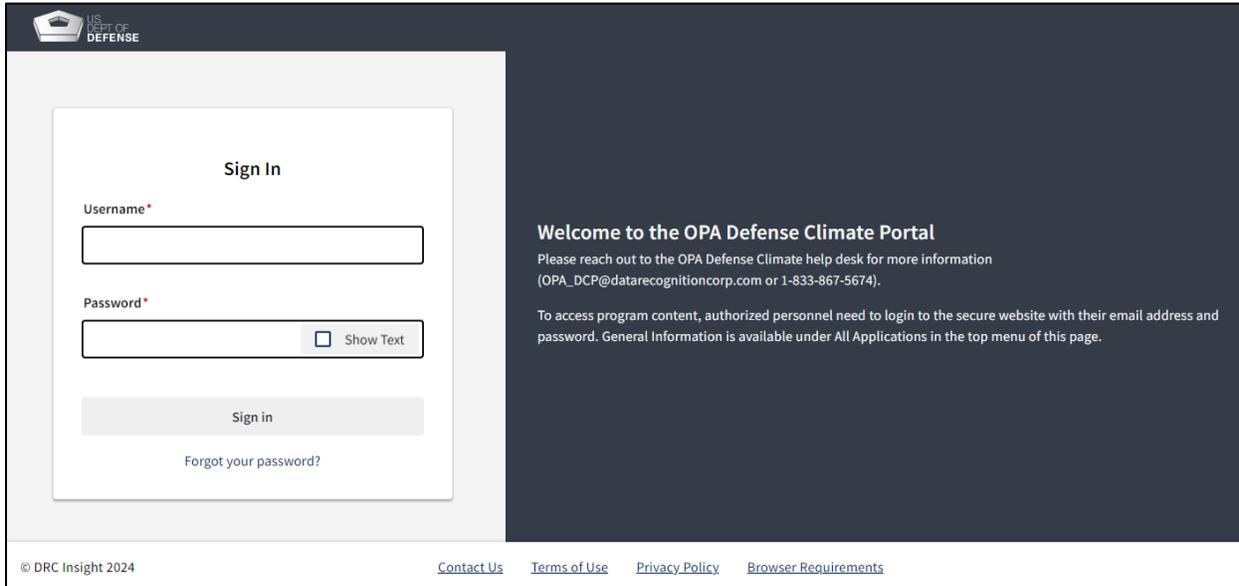
¹For more information about OPA DCP User Permissions, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Comprehensive-Integrated-Primary-Prevention-Plan-System-Resource-Center/> and under "Manage Users and Permissions," and click on the document titled "OPA Defense Climate Portal User Roles and Management."

How to Use the Tracking System: CIPP Plan Registrations

This section provides OPA DCP users with step-by-step instructions on how to generate CIPP Plan tracking tables.

Navigate to CIPP Tracking

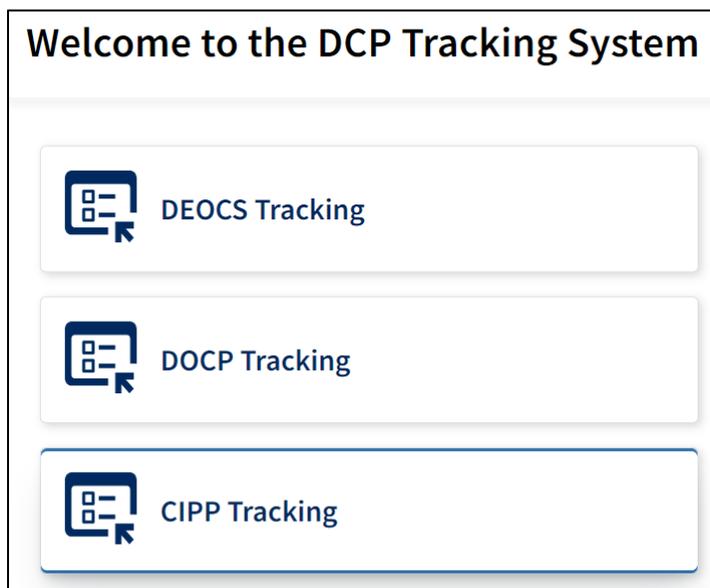
- **Step 1 – Log in to the OPA DCP** (<https://www.drceadirect.com/all/eca-portal-v2-ui/#/login/deocs>). For best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.



- **Step 2 – Select “Tracking”.**

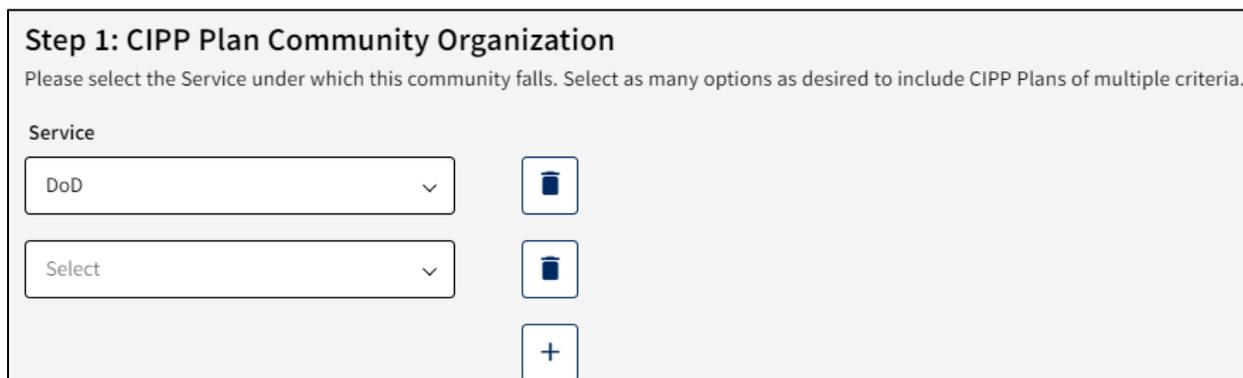


- **Step 3 – Select “CIPP Tracking”.**



CIPP Plan Registration Details

- **Step 4 – Select CIPP Plan Community Organization.**
 - Select the Service to be included in the tracking tables. Use the “plus” button to add more than one selection if desired.
 - Depending on your account’s level of access, Service may already be selected for you.



- **Step 5 – Select CIPP Plan Registration Type.**
 - This step allows you to include any combination of initial or updated CIPP Plan registrations in the tracking table.
 - This step defaults to selecting both types to provide maximum visibility of registrations available to the user.

Step 2: CIPP Plan Registration Type

Select the type of CIPP Plan registration you would like included in the tracking table. Please note that although CIPP Plan types are associated with due dates, they may be submitted before or after those deadlines.

- Initial (Due annually 01/31)
- Updated (Due annually 07/31)

- **Step 6 – Select CIPP Plan Submission Dates.**
 - Select the “From” and “To” date for the search. CIPP Plan registrations submitted between these two dates will be included in the tracking tables.
 - The “To” date defaults to the current date and the “From” date defaults to a year prior.
 - The maximum date range is five years prior to the date of generating the tracking tables.

Step 3: CIPP Plan Submission Dates

Select the dates between which a CIPP Plan was submitted. For example, if you want to include all CIPP Plans submitted in May, select May 01 in the “From” field, and May 31 in the “To” field.

From	To
07-16-2023	07-16-2024

- **Step 7 – Click “Generate Tracking Table”.**
 - Your internet browser will download the tracking tables according to your default download configuration and security settings.
 - Open the file in Excel to view the data available for CIPP Plan registrations that meet the criteria of your selections in prior steps.
 - If the table does not contain any data, no CIPP Plan registration data matched your selection(s). If so, revise your selection(s) and generate a new tracking table.



Contacting the Help Desk

If you have questions or have any problems utilizing the OPA DCP Tracking System, please contact our help desk at:

- OPA_DCP@datarecognitioncorp.com
- 1-833-867-5674