



# OPA DCP Tracking System: How to Generate a DEOCS Tracking Table

August 2024

The Defense Organizational Climate Survey (DEOCS) is a tool that provides commanders and other Department of Defense (DoD) leaders with important feedback about the current workplace climate within their unit or organization. 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 DEOCS registrations.

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## DEOCS Tracking Table Overview

The Tracking System allows OPA DCP users to generate tracking tables illustrating DEOCS registrations according to their status: currently fielding, closed, and/or approved but not yet fielding. This allows users to quickly monitor surveys of interest. Registrations that meet the reportability criteria but have recently closed may appear as "not reportable" in the DEOCS Reporting Status section. In these cases, this is because their reports have not yet been created by the OPA DCP, but any registration with at least 16 respondents will be reportable. There may be a delay of up to two weeks after a survey closes before its results become reportable.

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

- |                                   |   |
|-----------------------------------|---|
| • Year administered               | • Unit state                                      |
| • Survey version                  | • Unit ZIP code                                   |
| • DEOCS ID                        | • Deployment status                               |
| • Service component               | • DEOCS reason                                    |
| • Survey start and end date       | • Total complete respondents                      |
| • Commander/leader name           | • Roster size                                     |
| • Unit/organization title         | • Response rate                                   |
| • Unit type                       | • DEOCS fielding status                           |
| • Unit name                       | • DEOCS reporting status                          |
| • Unit identification code        | • DEOCS factor ratings for each reportable factor |
| • Installation/base/ship/location |   |
| • Unit city                       |   |

## User Roles and Permissions in the Tracking System

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

Survey administrators, commanders/leaders, commander's/leader's supervisors, Equal Opportunity Advisors/Command Climate Specialists, and Integrated Primary Prevention Workforce (IPPW) personnel have access to any DEOCS registration they are associated with in the DEOCS System. Additionally, Service Administrators and Integrated Primary Prevention Workforce (IPPW) personnel can view all DEOCS registrations within their Service component.<sup>1</sup>

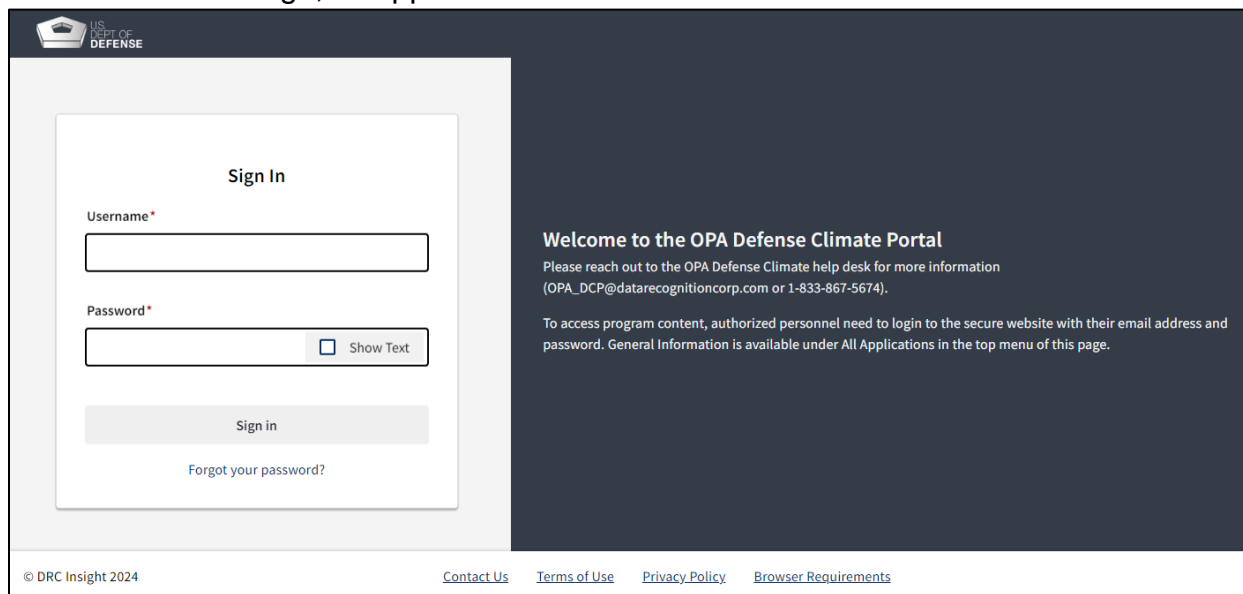
<sup>1</sup>For more information about OPA DCP User Permissions, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and under DEOCS, go to "Manage Users and Permissions," and click on the document titled "OPA Defense Climate Portal User Roles and Management."

## How to Use the Tracking System: DEOCS Registrations

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

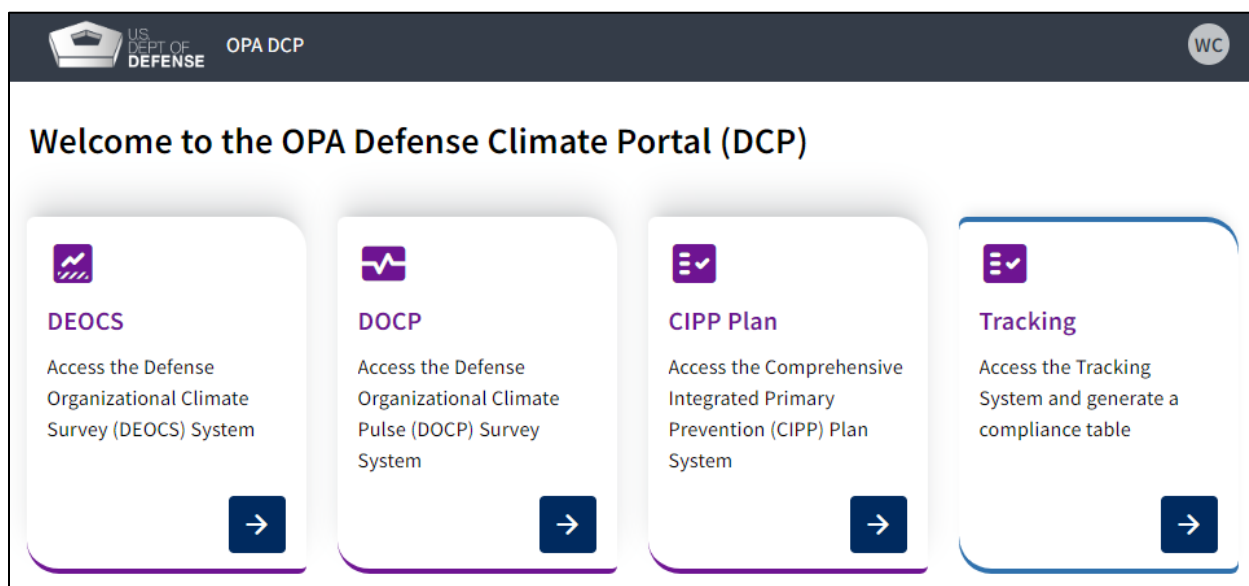
### Navigate to the DCP Tracking System's DEOCS page

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




The screenshot shows the login interface of the OPA Defense Climate Portal. On the left, there is a 'Sign In' form with fields for 'Username\*' and 'Password\*', a 'Show Text' checkbox, and a 'Sign in' button. Below the button is a link for 'Forgot your password?'. On the right, a dark blue sidebar contains a 'Welcome to the OPA Defense Climate Portal' message, contact information for the help desk, and a note about login requirements. The footer includes the copyright '© DRC Insight 2024' and links for 'Contact Us', 'Terms of Use', 'Privacy Policy', and 'Browser Requirements'.


- **Step 2 – Select “Tracking”.**




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

Welcome to the DCP Tracking System

 DEOCS Tracking

 DOCP Tracking

 CIPP Tracking




### DEOCS Registration Details

- **Step 4 – Select Survey Component/Service Information.**
  - Select the component type, Service branch, and population to be included in the tracking table. Use the “plus” button to add more than one component type to the tracking table if desired.
  - Depending on your account’s level of access, component type and Service branch may already be selected for you.

**Step 1: Survey Component/Service Information**

Please select the component type, service branch, and population (if applicable) of surveys that you would like detailed in the tracking table.

If you'd like to include multiple combinations of components/service branches/populations in a single tracking table, click on the plus button to add an additional row(s). In this new row, select the desired survey population of surveys to be included in the table.

| Component Type | Service Branch | Population |   |
|----------------|----------------|------------|---|
| DoD            | Select         | Select     |  |
| Select         | Select         | Select     |  |
|                |                |            |  |

**Step 5 – Select DEOCS Status(es).**

- This step allows you to include any combination of surveys that are closed, surveys that are currently fielding, and/or surveys that have been approved but have not yet opened.
- This step defaults to selecting all statuses to provide maximum visibility of registrations available to the user.

**Step 2: Current DEOCS Status**

Please select the current status(es) of DEOCS registrations to be included in the tracking table. For example, if you want the tracking table to include surveys that are closed *and* surveys that are registered but not yet open, select “Closed” and “Upcoming”.


- ☒ Closed (Survey is complete)
- ☒ Fielding (Survey is live)
- ☒ Upcoming (Survey is approved but not yet fielding)

- **Step 6 – Select Survey Registration Dates.**

- Select the “From” and “To” date for the search. DEOCS registrations approved by the commander/leader between these two dates will be included in the tracking table.
- The “To” date defaults to the current date and the “From” date defaults to one year prior.
- The maximum date range is five years prior to the date of generating the tracking table.

**Step 3: Survey Registration Dates**

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

|  |  |
|--|--|
| From   | To   |
| 07-23-2023  | 07-23-2024  |

- **Step 7 – Click “Generate Tracking Table”.**

- Your internet browser will download the tracking table according to your default download configuration and security settings.
- Open the file in Excel to view the data available for DEOCS registrations that meet the criteria of your selections in prior steps.
- If the table does not contain any data, no DEOCS registration data matched your selection(s). If so, revise your selection(s) and generate a new tracking table.

**Generate 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](mailto:OPA_DCP@datarecognitioncorp.com)
- 1-833-867-5674