



U.S. Department of Defense

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

August 2025

Introduction

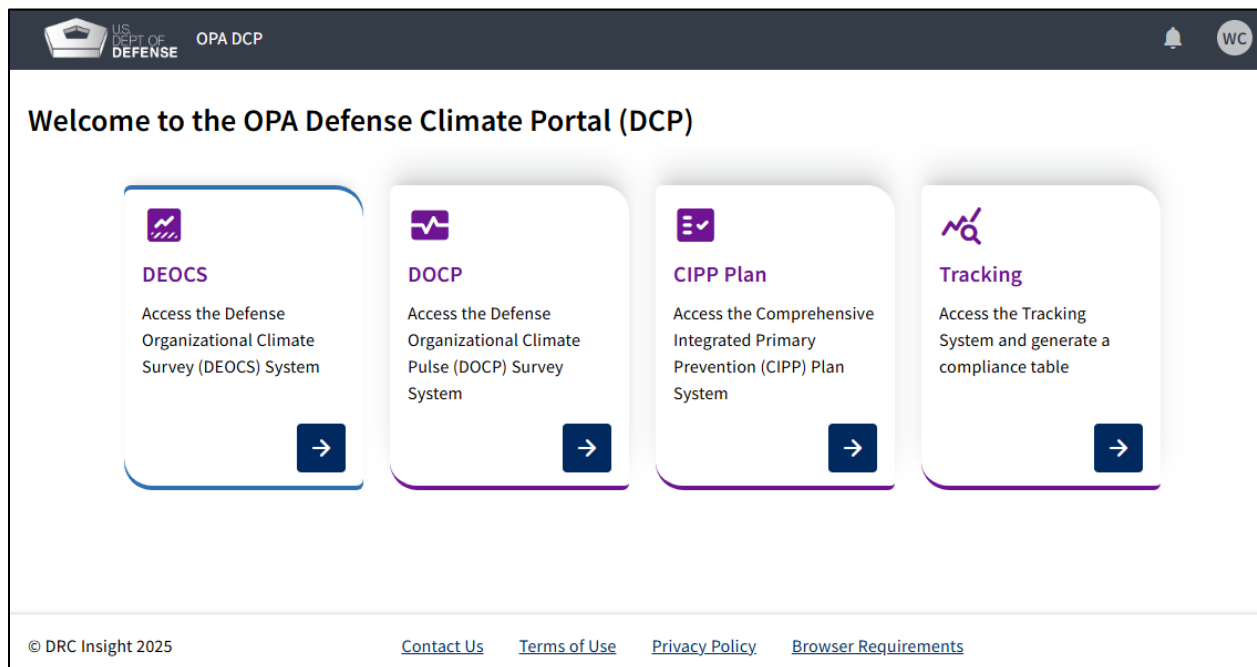
(0:12) Welcome to the Office of People Analytics Defense Command Climate Portal, also known as the OPA DCP Resource Center. This is a training on creating a DEOCS tracking table within the OPA DCP Tracking System.

(0:27) During this training I'll cover three topic areas; Navigating to the Tracking System, Generating a DEOCS Tracking Table, and Where to Find Help.

Navigating to the Tracking System

(0:41) 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.

(0:56) Once logged into the OPA DCP, I will see four systems, the DEOCS System, the DOCP System, the CIPP Plan System, and the Tracking System. Since we are interested in tracking tables, I will navigate to the Tracking System.



(1:13) On the left side of the Tracking System welcome screen, there are three tabs. Here I can access DEOCS Tracking, DOCP Tracking, or CIPP Tracking. Since we are interested in generating DEOCS tracking tables, I will click on the “DEOCS Tracking” tab.

Welcome to the DCP Tracking System



DEOCS Tracking



DOCP Tracking



CIPP Tracking

Downloading Tracking Tables

(1:34) On this page I can see all the options for search criteria available to me in order to generate the tracking table. In Step 1, I will select the Component Type, Service Branch, and Population to be included in the tracking table. Depending on your OPA DCP account permissions, this information may be selected for you.

(1:55) Keep in mind that you can only generate a tracking table for DEOCS registrations that you have access to. For example, if you are a survey administrator and you have access to five DEOCS registrations in the DEOCS System, you can generate a tracking table that includes information for those five registrations.




(2:14) Service Administrators, Service Users, and Integrated Primary Prevention Workforce user accounts have access to all DEOCS registrations within their Service component and can generate tracking tables that include all available registrations within their Service.

(2:28) If I have access to DEOCS registrations for multiple Component Types, Service Branches, or Populations, and I would like to include them in one tracking table, I can use the “plus” button to add an additional search row.

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	
Active Duty	Marine Corps	Select	
Select	Select	Select	
			

(2:42) Once that information is selected, I can select the DEOCS Status in Step 2. The search options are closed surveys, surveys that are fielding or currently open, and upcoming surveys. I can select one, two, or all three of these options depending on which DEOCS registrations I am interested in. By default, each of these options is selected to provide maximum visibility to users, so if you want to make a targeted query, you can de-select the options you don't want included on the tracking table.

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)

(3:13) Then I can select the date range for the survey registrations that I want included in the tracking table. DEOCS registrations approved by the commander or leader between these two dates will be included in the tracking table. The maximum date range here for the search is five years prior to the current date.

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
08-23-2023 	08-23-2024 

(3:30) With that information selected, I can click "Generate Tracking Table." The tracking table may take some time to be created. The tracking table will then be downloaded as an Excel document.

(3:43) In the tracking table, I can see the DEOCS registration information such as the Unit Identification Code and roster size. I can also see the response rate, the DEOCS fielding status, and overall factor ratings for the various units and organizations.

(4:01) If I want to search for a specific unit, I can search the Excel file for relevant information on that unit or I can highlight the available information and convert this document into a table where I can search for and select relevant information within each column. For example, if I am looking for units or organizations that are under a specific installation, I can search the installation, base, ship or location column for the installation of interest.

Relevant Resources

(4:33) For more information on DEOCS reports and tracking tables, review the resources on the Survey Resource Center located under the “Viewing DEOCS Results,” “Interpreting DEOCS Results,” and “DEOCS Tracking” tabs.

Closing

(4:26) This concludes the training on creating a DEOCS tracking table within the OPA DCP Tracking System.

(4:53) Thank you for taking the time to listen in and have a great day!