



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

August 2024

The Defense Organizational Climate Pulse (DOCP) survey is a tool that provides commanders and Department of Defense (DoD) leaders with timely feedback on targeted organizational climate topics. 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 DOCP registrations.

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## DOCP Tracking Overview

The Tracking System allows OPA DCP users to generate tracking tables illustrating DOCP registrations according to their status: currently fielding, closed, and/or approved but not yet fielding. This allows users to quickly monitor surveys of interest.

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

- Year administered
- DOCP ID
- Service component
- Survey start and end date
- Commander/leader name
- Unit/organization title
- Unit type
- Unit name
- Unit identification code
- Installation/base/ship/location
- Unit city
- Unit state
- Unit ZIP code
- Deployment status
- DOCP reason
- Total complete respondents
- Roster size
- Response rate
- DOCP fielding status
- DOCP reporting status
- Number of closed-ended questions
- Number of open-ended questions
- A count of the keywords associated with each question

## User Roles and Permissions in the DOCP Tracking System

DOCP registrations available in the Tracking System depend on each user's role and permissions within the OPA DCP. You can only create DOCP tracking tables for DOCP registrations you have access to in the DOCP 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 DOCP registration they are associated with in the DOCP System. Additionally, Service Administrators and Integrated Primary Prevention Workforce (IPPW) personnel can view all DOCP registrations within their Service component.<sup>1</sup>

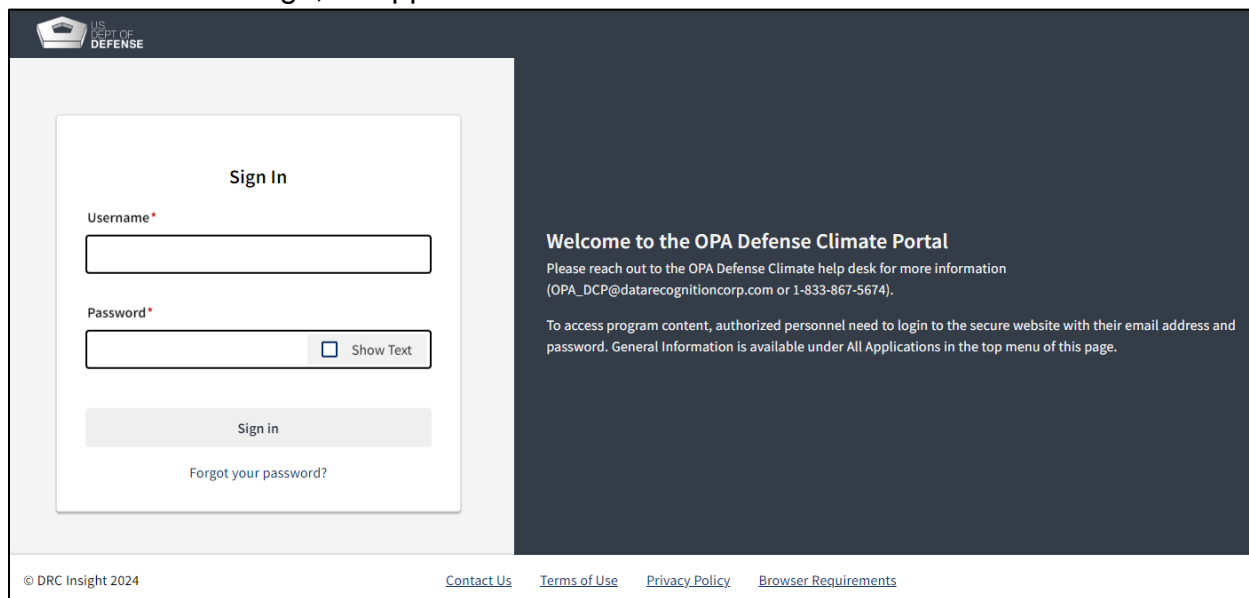
<sup>1</sup>For more information about OPA DCP User Permissions, navigate to <https://www.prevention.mil/Climate-Portal/Defense-Climate-Portal-Survey-Resource-Center/> and under DOCP, go to "Manage Users and Permissions," and click on the document titled "OPA Defense Climate Portal User Roles and Management."

## How to Use the DOCP Tracking System

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

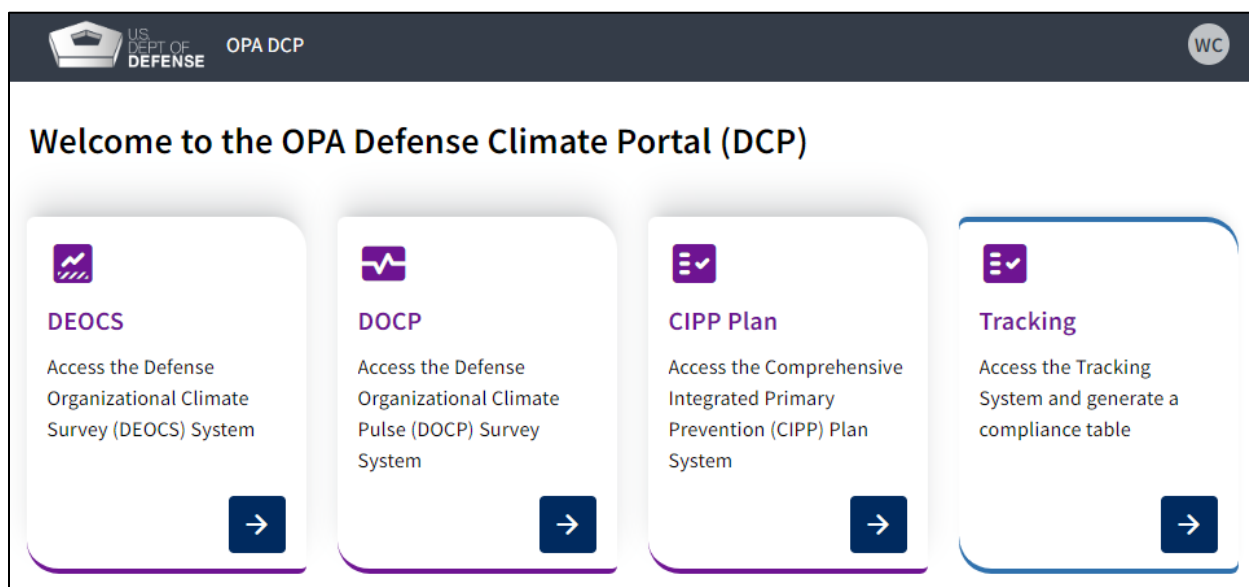
### Navigate to DCP Tracking System's DOCP page

- **Step 1 – Log in to the OPA DCP** (<https://www.drcedirect.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 the text: 'Welcome to the OPA Defense Climate Portal', 'Please reach out to the OPA Defense Climate help desk for more information (OPA\_DCP@datarecognitioncorp.com or 1-833-867-5674).', and 'To access program content, authorized personnel need to login to the secure website with their email address and password. General Information is available under All Applications in the top menu of this page.' The footer includes '© DRC Insight 2024' and links for 'Contact Us', 'Terms of Use', 'Privacy Policy', and 'Browser Requirements'.


- **Step 2 – Select “Tracking”.**




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

### Welcome to the DCP Tracking System

 DEOCS Tracking

 DOCP Tracking

 CIPP Tracking




## DOCP 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 DOCP 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 DOCP Status

Please select the current status(es) of DOCP 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. DOCP 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 DOCP 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 DOCP registrations that meet the criteria of your selections in prior steps.
- If the table does not contain any data, no DOCP 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