



The Defense Organizational Climate Survey (DEOCS) is a tool that provides commanders and Department of Defense (DoD) leaders with important feedback about the current climate within their unit or organization. Commanders and leaders serve an important role on the DEOCS and must approve or deny any survey request for their unit or organization. This guide provides an overview of the commander’s and leader’s role in conducting a DEOCS, including how requests are received, how to review and approve or deny a DEOCS request, and how to review DEOCS results.¹

Table of Contents

- Receiving a DEOCS Request 1
- Reviewing, Approving, and Denying a DEOCS Request..... 1
- Receiving DEOCS Results 4
- Contacting the DEOCS Help Desk 4

Receiving a DEOCS Request

When creating a DEOCS request, survey administrators will enter the corresponding commander or leader’s name and e-mail into the request form, along with their supervisor’s name and e-mail. Once this request has been submitted, it is then necessary for survey administrators to obtain consent from the commander or leader (1) to move forward with the DEOCS request and (2) to receive the DEOCS results. To accomplish this, the DEOCS system will e-mail commanders and leaders and ask them to review and approve or deny the DEOCS request. The survey cannot begin until it has been approved by commanders and leaders .

Reviewing, Approving, and Denying a DEOCS Request

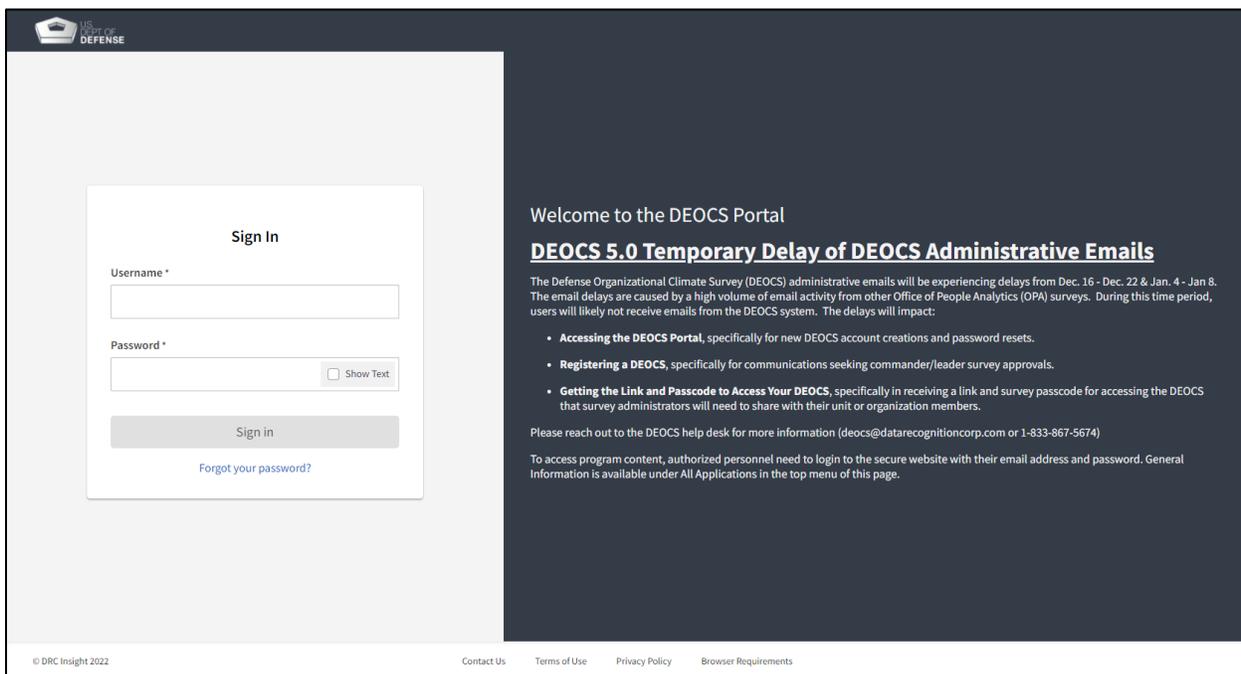
This section will provide commanders and leaders with step-by-step instructions for reviewing and approving or denying a DEOCS request.

- **Step 1 – Locate the approval request e-mail sent from the Survey Registration process.**
 - The “from” address will be “Department of Defense – DEOCS <deocs@mail.mil>”.
 - Commanders and leaders can quickly approve the survey without review in the Portal by clicking the link that says, “Click here to immediately approve the Survey Request without logging into the Portal.” Clicking this link will trigger a confirmation message that the survey is approved. The

¹ For more information about the roles different personnel take in the DEOCS, navigate to <https://www.defenseculture.mil/Assessment-to-Solutions/A2S-Home/> and under step 1, Prepare, click on the document titled “User Roles and the DEOCS Process.”

survey will open and close in the time frame designated by the survey administrator. If commanders or leaders approved the survey request from this e-mail, no further action is necessary, and they may disregard steps 2-7.

- To conduct a more thorough review, continue to Step 2.
- **Step 2 – Copy and paste the link provided in the e-mail into your browser to log in to the DEOCS Portal.**
 - First time users of the DEOCS Portal, continue to Step 3.
 - Users who have previously logged in to the Portal and set up a password, skip to Step 4. Access the Portal by going to <https://www.drceirect.com/all/eca-portal-v2-ui/#/login/deocs>.
 - For best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari. Internet Explorer is not a supported browser at this time.
- **Step 3 – Log in to the DEOCS Portal (<https://www.drceirect.com/all/eca-portal-v2-ui/#/login/>).** First time users will be prompted to enter and confirm a new password.
 - For best results, use Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari. Internet Explorer is not a supported browser at this time.
 - An account will be automatically created for commanders and leaders based on the e-mail that the survey administrator entered for the DEOCS request. Commanders and leaders will use this e-mail and password to log in to the DEOCS Portal to review and approve or deny DEOCS requests for the unit or organization and to view DEOCS results.



Sign In

Username *

Password *

Show Text

Sign in

[Forgot your password?](#)

Welcome to the DEOCS Portal

DEOCS 5.0 Temporary Delay of DEOCS Administrative Emails

The Defense Organizational Climate Survey (DEOCS) administrative emails will be experiencing delays from Dec. 16 - Dec. 22 & Jan. 4 - Jan 8. The email delays are caused by a high volume of email activity from other Office of People Analytics (OPA) surveys. During this time period, users will likely not receive emails from the DEOCS system. The delays will impact:

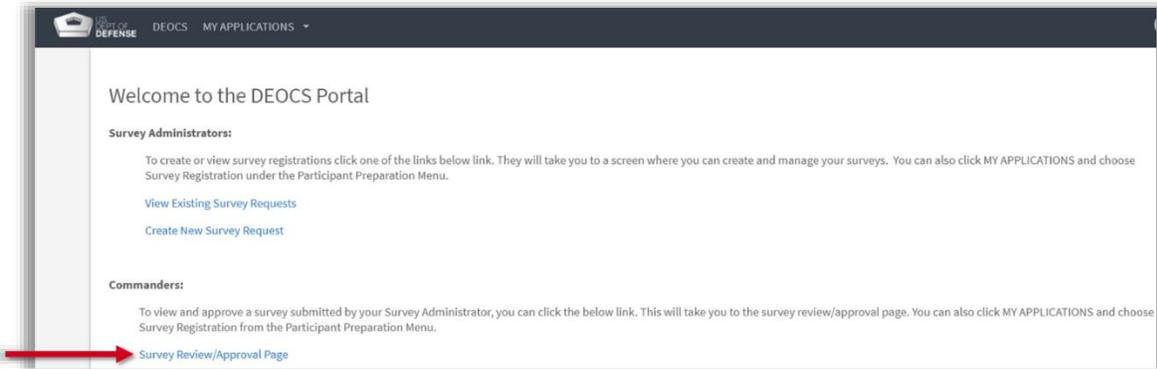
- **Accessing the DEOCS Portal**, specifically for new DEOCS account creations and password resets.
- **Registering a DEOCS**, specifically for communications seeking commander/leader survey approvals.
- **Getting the Link and Passcode to Access Your DEOCS**, specifically in receiving a link and survey passcode for accessing the DEOCS that survey administrators will need to share with their unit or organization members.

Please reach out to the DEOCS help desk for more information (deocs@datarecognitioncorp.com or 1-833-867-5674)

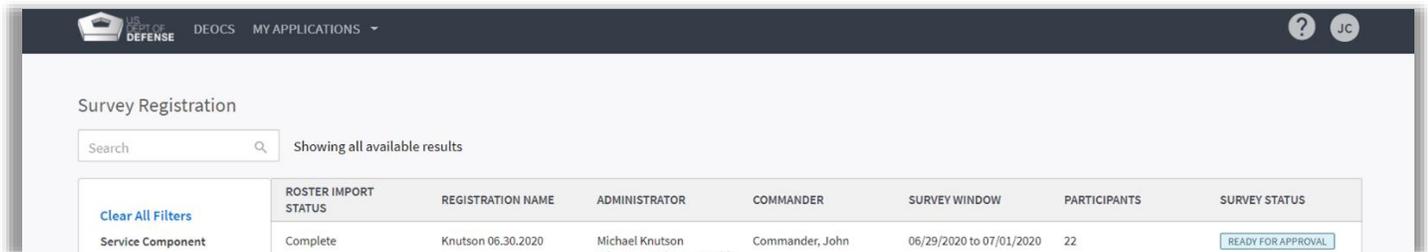
To access program content, authorized personnel need to login to the secure website with their email address and password. General Information is available under All Applications in the top menu of this page.

© DRC Insight 2022 Contact Us Terms of Use Privacy Policy Browser Requirements

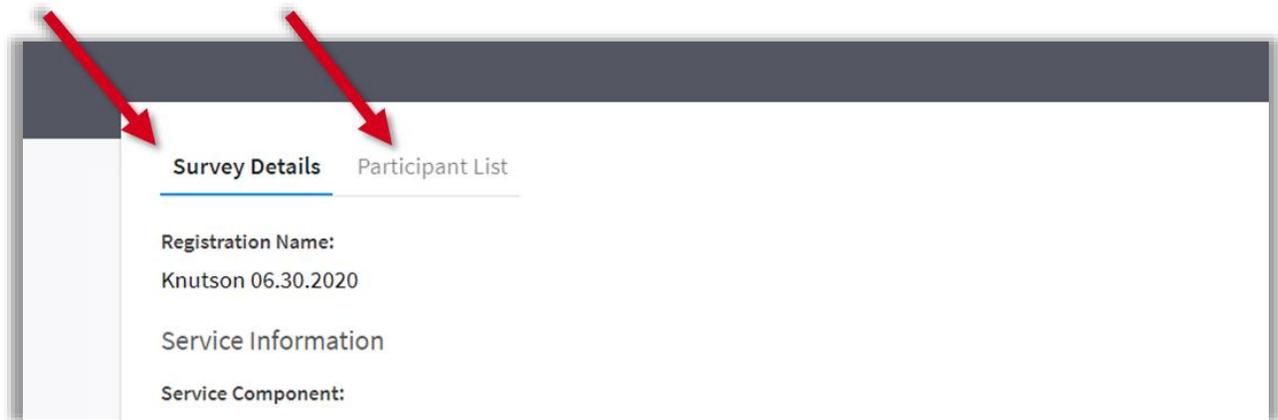
- **Step 4 – Once logged in, two sections will be displayed on the main screen: one with a link for survey administrators and one with a link for commanders. Under the Commanders section, click “Survey Review/Approval Page.”**



- **Step 5 – DEOCS requests that are ready for approval will be shown in the middle of the screen. Click anywhere on the specific request that needs review.**
 - This will bring users to a new page with more information about the survey.



- **Step 6 – Review survey details and the participant list.**
 - There are two tabs—one that displays the details for the survey and one that displays the participant list.
 - The **Survey Details tab** displays all of the information for the unit or organization and the start and end dates for the requested DEOCS. If custom multiple choice or short answer questions were added to the DEOCS, you can view these by clicking the “View Additional Questions” button at the bottom of the screen.
 - The **Participant List tab** displays the individuals that will receive an invitation to complete the unit’s or organization’s DEOCS.



- **Step 7 – If everything looks satisfactory, go to the Survey Details tab and click the “Approve” button in the upper, right corner. If changes are needed or there are other problems with the request, click “Deny.” To deny a survey request, users will also need to enter a reason for the denial. Following approval or denial, click the “Done” button.**
 - The DEOCS will not start until it is approved by the commander. If approved, the survey administrator will receive a notification and the DEOCS will start as planned.
 - If denied, the survey administrator will receive a notification and should work with the commander or leader to correct the request, as needed.

Receiving DEOCS Results

Within 24-72 hours after the DEOCS has ended, the requesting commander or leader, commander or leader’s supervisor, and the survey administrator will all receive an e-mail notification stating the DEOCS results are ready to view. Commanders, leaders, their supervisors, and survey administrators can then begin the process of interpreting their DEOCS results. Results are displayed in the DEOCS Portal through the Interactive Dashboard, an online reporting tool that also gives users the option to download all or a portion of the results to a PDF.²

Contacting the DEOCS Help Desk

If you have questions or any problems reviewing and approving or denying a DEOCS, please contact our help desk at:

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

² For more information on the Interactive Dashboard, visit <https://www.defenseculture.mil/Assessment-to-Solutions/A2S-Home/> and under step 2, Conduct, open the guide titled “How to Use the Interactive Dashboard.”