



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 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

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Receiving a *DEOCS* Request

When creating a *DEOCS* request, survey administrators will enter the corresponding commander’s or leader’s name and e-mail into the Registration Portal, along with their supervisor’s name and e-mail. Once the registration has been submitted, it is then necessary for survey administrators to obtain consent from the commander or leader (1) for the survey to start on the designated date (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 the commander or leader.

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 survey will open and close in the time frame designated by the survey

¹ For more information about the roles different personnel take in the *DEOCS*, click [here](#), and under step 1, “Prepare,” click on the document titled “User Roles and the DEOCS Process.”

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.drccedirect.com/all/eca-portal-v2-ui/#/login/DEOCS>.
 - Please 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.drccedirect.com/all/eca-portal-v2-ui/#/login/>). First time users will be prompted to enter and confirm a new password.**
 - Please 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 login 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

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.

ATTENTION: Due to system maintenance, the download reporting capabilities of this system will be unavailable on 4/21/23 starting at 11:30pm CT. This outage is expected to last through 6:00am on 4/22/23. All other system functionality will be available during this time.

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- **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.”**

Welcome to the DEOCS Portal

Survey Administrators:

To create or view survey registrations click one of the links below link. They will take you to a screen where you can create and manage your surveys. You can also click MY APPLICATIONS and choose Survey Registration under the Participant Preparation Menu.

[View Existing Survey Requests](#)

[Create New Survey Request](#)

Commanders:

To view and approve a survey submitted by your Survey Administrator, you can click the below link. This will take you to the survey review/approval page. You can also click MY APPLICATIONS and choose Survey Registration from the Participant Preparation Menu.

[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.

Survey Registration

Search Showing all available results [Create a new DEOCS](#)

Clear All Filters	DEOCS ID ↕	Commander ↕	Survey Window ↕	Participants ↕	Survey Status ↓
Service Component	8940f5bc	Cosner, Willie	02/20/2023 to 02/22/2023	27	Ready for Approval

- **Step 6 – Review “Survey Details” and 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 closed-ended or open-ended 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.

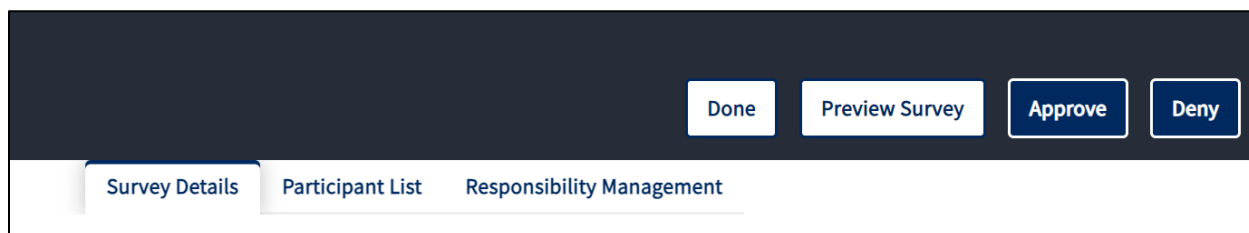
[Survey Registration](#) → Cosner 07.01.2023

Cosner 07.01.2023

Survey Administrator: William Cosner [Preview Survey](#) [Discard Draft](#) [Save as Draft](#) [Register](#)

Survey Commander: [Survey Details](#) [Participant List](#)

- **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 two weeks after the *DEOCS* has closed the requesting commander or leader, commander’s 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, click [here](#), and under step 2, “Conduct,” open the guide titled “How to Use the Interactive Dashboard.”