



DEOCS Portal: How Commanders/Leaders Review a DEOCS Request

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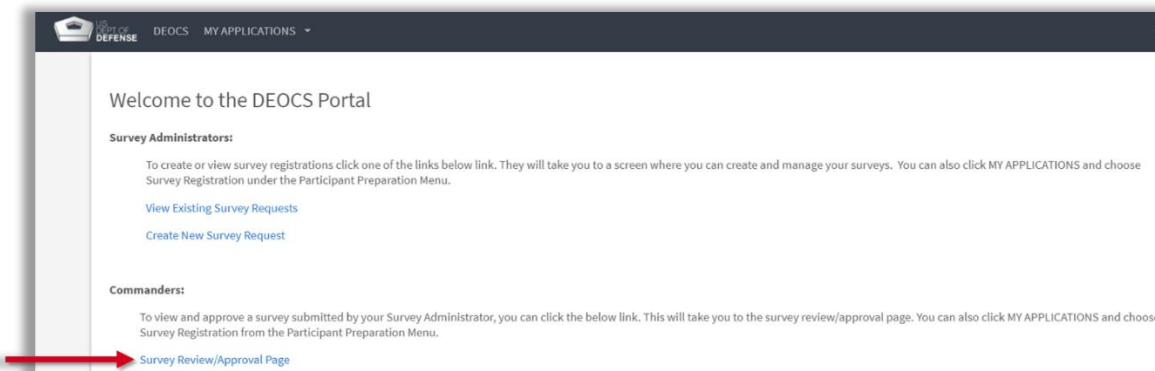
How Commanders/Leaders Receive a DEOCS Request

Because the DEOCS is an assessment for commanders and leaders, it is necessary for survey administrators to acknowledge they have: (1) obtained consent from the commander/leader to request the assessment and (2) obtained consent from the commander/leader to receive the DEOCS report. A DEOCS is initiated when a survey administrator makes a DEOCS request on behalf of a commander/leader in the DEOCS portal. At this time, they enter the corresponding commander's/leader's name and email as well as the commander's/leader's supervisor's name and email. This automatically creates an account for the requesting commander/leader and their supervisor; an email notification is sent to both individuals.

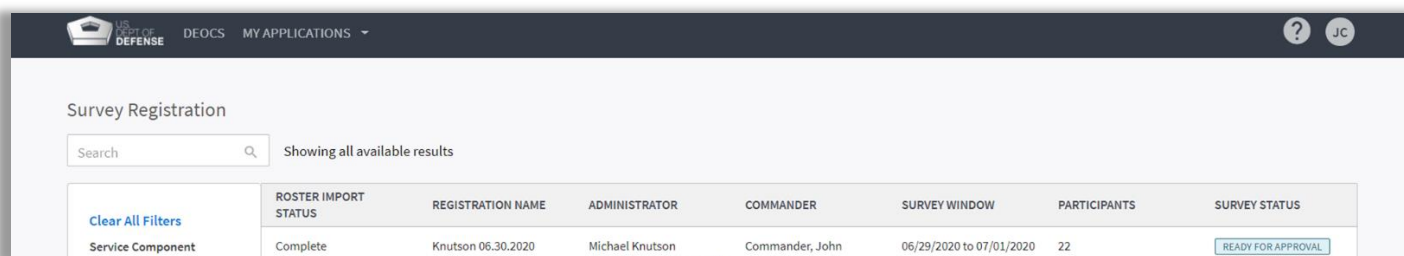
As the commander or leader in charge of a DEOCS, you must review and approve this DEOCS request. The DEOCS cannot start until you have approved it. To approve a DEOCS request you must either approve the survey through the link in the email **or** log in to the DEOCS portal, reviewing the request, and acknowledging approval.

How Commanders/Leaders Review and Approve/Deny a DEOCS Request

- 1. Locate the email that was sent from Survey Registration process. The “from” address will be “Department of Defense – DEOCS <deocs@mail.mil>” You can approve the survey quickly without reviewing it in the portal by clicking on the link that says, “Click here to immediately approve the Survey Request without logging into the Portal.”** If you click that link and receive a confirmation message that the survey is approved, you are done. If you would like to do a more thorough review, continue to step 2.
- 2. You login to the portal to conduct a more thorough review by copying/pasting the link provided in the email into your browser.** If you have already logged in to the portal previously and set up a password, you can access the portal at <https://www.drcedirect.com/all/eca-portal-v2-ui/#/login/deocs>; skip to step 4. For best results, use Chrome. Internet Explorer is not a supported browser at this time.
- 3. Login to DEOCS portal. If this is your first time logging in, enter a new password when prompted and confirm the new password.** You will use your email and password to login to the DEOCS Portal to review/approve DEOCS requests for your unit/organization and to view DEOCS results.
- 4. Once you are logged in, you will see two sections on the main screen, one with a link for survey administrators and one with a link for commanders. Under the Commanders section, select the link to the “Survey Review/Approval Page.”**



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 your review. This will bring you to a new page with more information about the survey.



6. Review survey details and participant list. There are two tabs—one that shows the details for the survey and one that shows the participant list.

- The **Survey Details tab** shows all of the information for your unit/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 all of the individuals that should receive an invitation to complete your unit/organization’s DEOCS.



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.” If you deny a survey request, you will also need to enter a denial reason. After you approve or deny, click the “Done” button. The DEOCS will not start until you approve it. 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 will work with you to correct the request, as needed.

How Commanders/Leaders Receive DEOCS Results

Between 24 and 72 hours after the DEOCS has ended, the requesting commander/ leader, commander’s/leader’s supervisor, and the survey administrator will all receive a notification email stating the DEOCS results are ready to view. 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. For more information on the Interactive Dashboard, please see the guide titled “How to Use the Interactive Dashboard” on the Assessment to Solutions website:

<https://www.defenseculture.mil/Assessment-to-Solutions/A2S-Home/>

Contact DEOCS HelpDesk

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

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