



Before Registering a New Survey in the DEOCS Portal

You will need the following information to complete a DEOCS request:

- Service component
- Command level (select from a drop-down for National Guard, Army, Air Force, Marine Corps, Navy, Space Force)
- Unit Type (select from a drop-down)
- Unit (select from a drop-down for National Guard, Army, Air Force, Marine Corps, Navy, Space Force)
- Roster of individuals in your organization in a CSV file including:
 - First Name
 - Last Name
 - Email Address - *It is preferable to use an individual's .mil, .gov, or .edu email, but you may also use a personal email if a valid work email is not available. Do not use group, listserv, or distribution list emails.*
 - Mobile Phone Number (optional) - *For individuals that do not have an email address, include the phone number you use to contact them.*
 - Subgroup Name (optional) - *If you would like to include subgroups or breakout groups in your DEOCS, use this column to identify which subgroup each individual belongs to.*
- Unit Identification Code (UIC) (USN, USMC, & USA Only)
- Personal Accounting Symbol (PAS) (USAF Only)
- Operational Facilities (OPFAC) (USCG Only)
- Unit/Organization Title – *The title will appear in your survey as entered here. For example, how would you rate the current level of morale in Unit/Organization Title. Please ensure this is written exactly as it should appear in the survey.*
- Unit/Organization City
- Unit/Organization State
- Unit/Organization Zip
- Reason for DEOCS request (select from a drop-down for initial request for commander assuming new position, to meet the annual requirement, ad hoc or out of cycle)
- Deployment status (National Guard, Army, Air Force, Marine Corps, Navy, Space Force only)
- Name, email, and phone number of commander/leader – *This name may appear in your survey as entered here. Please ensure the name is written exactly as it should appear in the survey.*
- Name, email, and phone number of commander's/leader's supervisor
- Survey start and end dates

- Optional: Up to 10 multiple choice questions (formerly known as locally developed questions or LDQs) and/or up to five short answer questions. *To view the list of custom questions, visit www.defenseculture.mil/Assessment-to-Solutions/A2S-Home/ and open the document “Custom Questions.”*

Creating a Roster

Survey administrators must create and upload a roster of all individuals in the unit/organization taking the DEOCS. It must be in a CSV file and must contain each individual’s name and email; phone numbers and subgroups/breakouts are optional. Survey administrators will upload this roster into the DEOCS portal. Your roster must have at least 16 people to register a DEOCS. If fewer than 16 people respond to the survey, you will not receive DEOCS results. If your roster size is larger than 4,000 people, please contact the DEOCS help desk at decos@datarecognitioncorp.com for special instructions.

Who to Include: Your roster should contain all Service members and DoD civilians over the age of 18 in the unit/organization that is administering the DEOCS. It is important that the roster is as complete and accurate as possible as it will affect the accuracy of your response rates and results.

Who to Exclude: Per DoD policy, your DEOCS roster cannot include DoD contractors, foreign nationals, nor DoD civilians under the age of 18. Service members of all ages are allowed. Do not include the commander/leader or commander’s/leader’s supervisor in the roster. Do not include group, listserv, or distribution list emails in the roster.

Roster Template: A roster template CSV file is located on the Assessment to Solutions website. Visit www.defenseculture.mil/Assessment-to-Solutions/A2S-Home/ and open the document “Roster Template.” The column headers you see in the template in row 1 must be formatted exactly as shown in order to successfully upload the file into the DEOCS Portal.

The roster should include the following column headers in this order:

- First Name
- Last Name
- Email Address
- Mobile Phone Number
- Subgroup Name

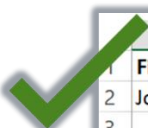
Email Address: It is preferable to use an individual’s .mil, .edu, or .gov email, but you may also use a personal email only if an individual does not have a valid .mil, .edu, or .gov email.

Mobile Phone Number: You must include this as a column header, but you are not required to enter a phone number for any individuals in the roster unless they do not have an email. For individuals that do not have an email address, include the phone number you or the commander/leader would use to contact them.

Subgroup Name: This column is used to identify any subgroups or breakout groups. Subgroups should be used to get more information on specific groups within the unit, like divisions, branches, MOS, or lower-level commands. Subgroups should not be used to identify specific demographic groups (such as Black women). Results will automatically be broken out by demographic groups (e.g., race/Hispanic Origin, gender) so subgroups should not be used for this purpose. You must include “Subgroup Name” as a column header, but you are not required to enter any information if you are not requesting breakout groups. If you would like to include subgroups or breakout groups in your DEOCS, use this column to identify which subgroup each individual belongs to. You can name your subgroups anything you wish (e.g., UIC, subunit title, commander names) and have up to 15 different subgroups. You must have at least five respondents from a subgroup to receive factor scores broken out by that subgroup and at least 16 respondents from a subgroup to receive comments broken out by that subgroup.

Formatting: Make sure the column headings in row 1 of your roster are formatted and ordered exactly as shown in the image below, and as shown in the template. If they are not, you will receive an error message when trying to upload the roster in the DEOCS portal. For example, if the third column header is “Email” instead of “Email Address,” you will not be able to successfully upload the roster.

Example of a roster with correct column headings:

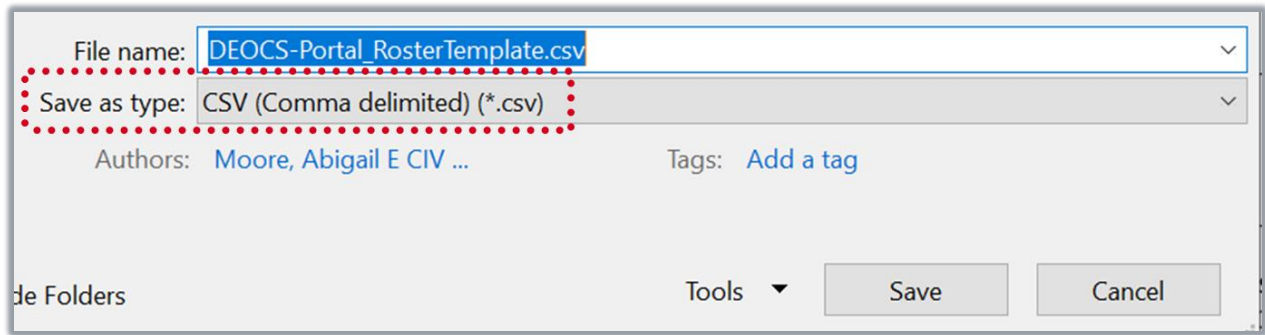


	A	B	C	D	E
1	First Name	Last Name	Email Address	Mobile Phone Number	Subgroup Name
2	John	Doe	john.d.doe.mil@mail.mil	[Optional] 111-111-1111	[Optional] Unit 123 Breakout ABC
3					

Example of a roster with incorrect column headings:

	A	B	C	D	E
1	First Name	Last Name	X Email	Mobile Phone Number	Subgroup Name
2	John	Doe	john.d.doe.mil@mail.mil	[Optional] 111-111-1111	[Optional] Unit 123 Breakout ABC
3					

File Type: The roster must be a CSV file. You will only be able to upload a .csv file; you will not be able to upload an excel document (.xlsx, .xls), text file (.txt), or other type of file. If your roster is an excel or text file, click “File” and “Save as.” After selecting where you would like to save your file and the file name, in the “Save as type” drop-down menu, choose “CSV (Comma delimited) (*.csv).”



Next Steps

After creating your DEOCS roster, go to the DEOCS portal to register yourself as a survey administrator (if you have not already done so for a previous survey) and begin the process of registering your survey.

- To self-register for a portal account, go to www.defenseculture.mil/Assessment-to-Solutions/A2S-Home/ and click on “Create an Account Here.”
- If you have already self-registered for a portal account, go to www.drceirect.com/all/eca-portal-v2-ui/#/login/deocs and sign in with your username and password.

For details on how to register a DEOCS, please read “How to Register a Survey” at www.defenseculture.mil/Assessment-to-Solutions/A2S-Home/

Contact DEOCS HelpDesk

If you have questions or have any problems requesting a DEOCS, please contact our helpdesk at:

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