



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. To register a *DEOCS*, the survey administrator must request their survey through the Registration Portal and provide information about the unit or organization to be surveyed.<sup>1</sup> This document provides a list of information survey administrators will need to request a *DEOCS*.

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## Information Required to Register a *DEOCS*

This section describes all the information required to register a *DEOCS*.

- **Roster of Individuals in Your Unit or Organization.** This roster includes both required and optional information about the members of your unit/organization. You must provide an individual’s first and last name and at least one additional piece of information—i.e., DoD ID, primary or secondary e-mail address (preferably .mil for their primary address), or phone number. It is recommended to include an e-mail address, as this allows the *DEOCS* system to automatically send e-mails to participants notifying them that their *DEOCS* is available and providing them with their login information. Follow-up e-mails are also sent to encourage participation. Step-by-step instructions for creating a roster are presented in the [Create a Roster](#) section found later in this document.<sup>2</sup>
- **Service Component.** Options are: Joint Service, DoD, the Military Service Academies (MSA) and MSA Preparatory Schools, as well as active duty and Reserve options for the Army, Navy, Marine Corps, Air Force, Space Force, and Coast Guard.
- **Command Level.** Applicable to Army, Navy, Marine Corps, Air Force, Space Force, and National Guard units and organizations.
- **Unit Type.** Applicable to DoD, Joint Service, Army, Navy, Marine Corps, Air Force, Space Force, and Coast Guard units and organizations.
- **Unit.** Applicable to Army, Navy, Marine Corps, Air Force, Space Force, Coast Guard, and National Guard units and organizations.

<sup>1</sup> 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.”

<sup>2</sup> To view a *DEOCS* roster template, click [here](#), and under step 1, “Prepare,” open the document titled “Roster Template.”

- **Unit/Organization Identification Code (Unit Identification Code (UIC)/Reporting Unit Code (RUC)/Personal Accounting Symbol (PAS)/Operational Facilities Code (OPFAC)).**
  - UIC should be used for the Army, Navy, and the DoD.
  - RUC should be used for Marine Corps.
  - PAS should be used for the Air Force and Space Force.
  - OPFAC should be used for the Coast Guard.
  - MSAs and MSA Preparatory Schools should use the code associated with their Service component.

If you have trouble locating this information, reach out to your Service's point of contact.

- **Installation/Base/Ship/Location.** This field is a searchable dropdown menu where you will identify the name of the installation, base, ship, or location where the majority of your *DEOCS* participants currently work. For example, Fort Bragg, the Pentagon, or Whiteman Air Force Base. If your installation, base, shop, or location is not listed, manually add it by typing the full, official name into the field. For National Guard, Reserve, or other (e.g., recruiting station) surveys where the majority of your participants are not located at a military installation or base, please search and select "Does not apply."
- **Unit/Organization Title.** The title you provide will be used throughout the *DEOCS* to keep participants oriented to thinking about their specific unit, so ensure it is written exactly as you would like it to appear. For example, participants in a unit whose Unit/Organization Title was entered as "First Armored Division," will see questions throughout the survey such as: "Overall, how would you rate the current level of morale in your unit, First Armored Division?"
- **Unit/Organization City.** This should be the name of the city where the majority of your *DEOCS* participants work.
- **Unit/Organization State.** This should be the state where the majority of your *DEOCS* participants work.
- **Unit/Organization Zip.** This should be the zip code where the majority of your *DEOCS* participants work.
- **Deployment Status.** This field is only applicable for Army, Navy, Marine Corps, Air Force, Space Force, National Guard, and Coast Guard. Please select "No" if your unit is not deployed or if deployment is not applicable for your unit or organization.
- **Commander/Leader's Information.** The personnel specified will be responsible for reviewing and approving or denying the *DEOCS* request and will receive information and updates about the request. You will be asked to provide the commander's or leader's Service, rank/title, first name, last name, e-mail, phone number and date the commander or leader assumed command. The commander's or leader's name and rank will be used in *DEOCS* survey items and e-mails, so ensure this information is provided exactly as it should appear.

- **Commander's/Leader's Supervisor's Information.** The personnel specified will receive information and updates about the *DEOCS* registration, as well as response rates and results. You will be asked to provide the commander's or leader's supervisor's Service, rank/title, first name, last name, e-mail, and phone number.
- **Equal Opportunity Advisor (EOA)/Command Climate Specialist (CCS) Information.** The personnel specified will have a *DEOCS* account created for them if they do not already have one. They will be able to access the *DEOCS* registration, response rates, and results. You will be asked to provide the EOA's or CCS's Service, rank/title, first name, last name, e-mail, and phone number. If you are the EOA or CCS for the unit or organization, or there is not one, you can click a check box that says, "I am the EOA/CCS for this unit or this unit does not have an EOA/CCS," and you will not need to fill in this information.
- **Senior Non-Commissioned Officer (NCO)/Senior Enlisted Leader (SEL) Information.** The name and rank of the personnel specified may appear in the survey, so ensure their information is accurate. You will be asked to provide the Senior NCO's or SEL's Service, rank/title, first name, last name, e-mail, and phone number. If your unit or organization does not have a Senior NCO/SEL, you can click a check box that says, "this unit does not have a Senior NCO/SEL," and you will not need to fill in this information.
- **Survey Start and End Dates.** The annual fielding window for the *DEOCS* is from August 1<sup>st</sup> to November 30<sup>th</sup> and surveys must begin by October 31<sup>st</sup>. It is recommended that you make your survey available for at least 20 business days (i.e., four work weeks). Although this is often enough time for everyone who wishes to complete the *DEOCS* to do so, the survey administrator should closely monitor the response rate as they can extend the end date of the survey if the response rate is lower than anticipated or desired.
- **Why is this *DEOCS* being conducted outside of the annual fielding window?** This field is only displayed if you select a start date that falls outside of the annual fielding window. Options are: *Due to deployment*, *Due to the unit/organization training schedule*, *Due to operational demands*, *Other*. If *Other* is selected, there is a free response box provided to include justification for the selected dates.
- **Survey Window Automatic Extension.** If enabled, the *DEOCS* system will monitor response rates for your *DEOCS* and automatically extend the survey end date if the response rate is low. Specifically, if, three days before your scheduled end date, your response rate is under 30% or fewer than 16 participants have taken the survey, the system will automatically extend your survey end date by one week. This automatic extension can occur up to two times. This feature is automatically enabled. If you would prefer not to use the automatic extension system, you will need to opt-out of it during survey registration.
- **Customizable Question List (Optional).** You will be provided the opportunity to add up to ten closed-ended questions (formerly known as locally developed

questions or LDQs) and five open-ended questions (formerly known as short answer questions or SAQs) from the custom question bank.<sup>3</sup>

## Creating a Roster

To request a *DEOCS*, survey administrators must create and upload a roster of all the individuals in the unit or organization taking the *DEOCS*. This section provides step-by-step instructions for creating a survey roster.

### Roster Requirements

*DEOCS* rosters must be created outside of the *DEOCS* Registration Portal. OPA recommends that survey administrators build their roster from the template on the Assessment to Solutions website.<sup>4</sup> It is also recommended that survey administrators regularly update these roster files between survey administrations with changes to staffing or personnel contact information. Doing so will help to streamline subsequent *DEOCS* administrations for the unit or organization.

### Personnel

A roster must contain at least 16 personnel to register a *DEOCS*. If fewer than 16 people respond to the survey, the survey administrator, commander or leader, and their supervisor will not receive *DEOCS* results. Only one roster may be uploaded per *DEOCS* registration. The roster can be modified by adding or removing participants, changing identifying information, or changing subgroup information up until the survey start date. Once the survey starts, only additional participants can be added.

The roster must contain the first and last name of each member and at least one additional type of information—i.e., DoD ID, primary or secondary e-mail address (preferably .mil for their primary address), or phone number. Providing as much information as you have about each unit/organization member will aid in a smoother login process for participants. Below provides additional information about these fields:

- **First Name (required).**
- **Last Name (required).**
- **DoD ID.** The unique 10-digit number associated with each member. This is an optional field if an e-mail and/or phone number is already provided. For individuals that do not have an e-mail address or phone number, include their DoD ID.
- **Primary E-mail Address.** It is preferable to use an individual's .mil, .gov, or .edu e-mail, but you may also use a personal e-mail if a valid work e-mail is not available. Do not use group, listserv, or distribution list e-mails.

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<sup>3</sup> To view the custom question bank, click [here](#), and under step 1, "Prepare," open the document titled "Custom Question Bank".


<sup>4</sup> To view a *DEOCS* roster template, click [here](#), and under step 1, "Prepare," open the document titled "Roster Template."

- **Secondary E-mail Address.** It is preferable to use an individual's .mil, .gov, or .edu e-mail, but you may also use a personal e-mail if a valid work e-mail is not available. Do not use group, listserv, or distribution list e-mails. It is not required to enter a secondary e-mail address.
- **Mobile Phone Number.** For individuals that do not have an e-mail address, include the phone number you use to contact them. You are not required to enter a phone number for any individuals on the roster unless they do not have an e-mail or DoD ID listed.
- **Subgroup Name (if subgroup breakouts are desired).** If you would like your DEOCS reporting to include subgroup breakouts beyond demographics, use this column to identify which subgroup each individual belongs to. For example, if you choose to group on commander, the subgroup names entered would be the name of the commander within the unit linked to each individual roster member. A roster can have up to 50 different subgroups. Each subgroup must have at least five individuals take the survey for *factor scores* to be reported broken out by that subgroup, and at least 16 participants for *comments* broken out by that subgroup. If you do not wish to designate subgroups for your DEOCS, simply leave this column blank. Subgroups should be mutually exclusive and nested subgroups (e.g., MOS within commander) are not possible. Subgroups should not be used to identify demographic groups (such as women), as results will automatically be broken out by demographic groups (e.g., race/Hispanic Origin, gender) in the DEOCS Interactive Dashboard.

### 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 in the template.<sup>5</sup> If they are not, you will receive an error message when trying to upload the roster in the DEOCS Portal. For example, if the fifth column header is “Secondary Email” instead of “Secondary E-mail Address” you will not be able to successfully upload the roster.

### Example of a roster with correct column headings:



	A	B	C	D	E	F	G
1	<b>First Name</b>	<b>Last Name</b>	<b>DoD ID Number</b>	<b>Primary E-mail Address</b>	<b>Secondary E-mail Address</b>	<b>Mobile Phone Number</b>	<b>Subgroup Name</b>
2	John	Smith	1234567890	JohnSmith@mail.mil	JohnSmith@email.com	123-456-7890	Subunit A
3	Jane	Doe	1234567891	JaneDoe@mail.mil	JaneDoe@email.com	123-456-7891	Subunit B
4	Anna	Miller	1234567892				Subunit B
5	Matt	Johnson		MattJohnson@mail.mil			Subunit A
6	Maria	Garcia				123-456-7892	Subunit A
7	Olivia	Carter	1234567893	OliviaCarter@mail.mil			Subunit B
8	Blake	Lee		BlakeLee@mail.mil	BlakeLee@email.com		Subunit B

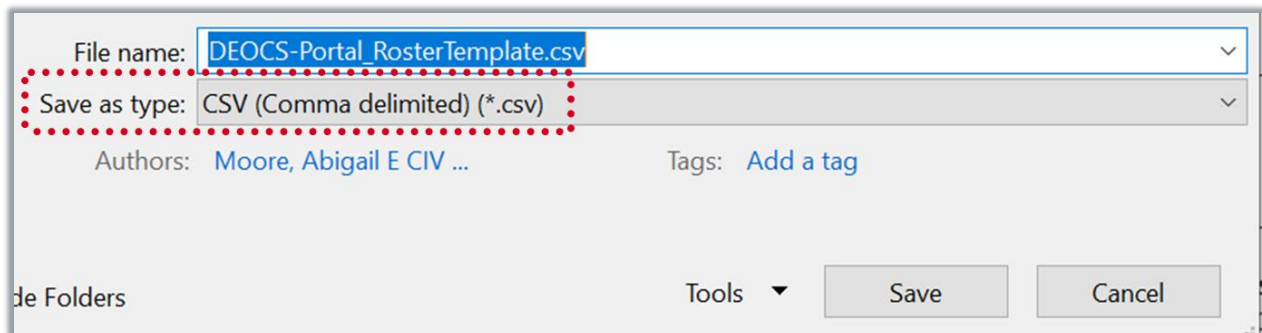
<sup>5</sup> To view a DEOCS roster template, click [here](#), and under step 1, “Prepare,” open the document titled “Roster Template.”

**Example of a roster with incorrect column headings:**

	A	B	C	D	E	F	G
1	<b>First Name</b>	<b>Last Name</b>	<b>DoD ID Number</b>	<b>Primary E-mail Address</b>	<b>Secondary Email</b>	<b>Mobile Phone Number</b>	<b>Subgroup Name</b>
2	John	Smith	1234567890	JohnSmith@mail.mil	JohnSmith@email.com	123-456-7890	Subunit A
3	Jane	Doe	1234567891	JaneDoe@mail.mil	JaneDoe@email.com	123-456-7891	Subunit B
4	Anna	Miller	1234567892				Subunit B
5	Matt	Johnson		MattJohnson@mail.mil			Subunit A
6	Maria	Garcia				123-456-7892	Subunit A
7	Olivia	Carter	1234567893	OliviaCarter@mail.mil			Subunit B
8	Blake	Lee		BlakeLee@mail.mil	BlakeLee@email.com		Subunit B

**File Type**

The roster must be 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).”

**Roster Limitations**

The Portal allows you to upload a roster with **up to 12,000 individuals**. If your unit/organization has more than 12,000 individuals, you will need to create multiple registrations. When planning how to divide individuals into multiple registrations, keep in mind that you will only receive one overall report per registration and one report for each subgroup in a registration. We are not able to combine data from multiple registrations into one report. For assistance with setting up multiple registrations, you can contact the DEOCS help desk at [DEOCS@datarecognitioncorp.com](mailto:DEOCS@datarecognitioncorp.com) or 1-833-867-5674.

**Who to Include**

The roster should contain all Service members, DoD civilians, and foreign nationals (with the exception of those specified in the following section) in the unit or organization administering the DEOCS. It is important that the roster is as complete and accurate as possible as it will affect the accuracy of your results.

## Who to Exclude

Per DoD policy, your *DEOCS* roster should not include DoD contractors or any non-Service members under the age of 18 (Service members of all ages, however, should be included). In addition, do not include the commander or leader or the commander's or leader's supervisor in the roster.

## Next Steps

After creating your *DEOCS* roster and gathering the information needed to register a *DEOCS*, you may need to register for a *DEOCS* Portal account. Go to the *DEOCS* Portal to register and begin the process of registering your survey.<sup>6</sup>

- To register for a *DEOCS* Portal account, click [here](#), and under step 1, "Prepare," click on "Create an Account Here."<sup>7</sup>
- If you already have a *DEOCS* Portal account, click [here](#), and sign in with your username and password.

## Contacting the *DEOCS* Help Desk

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

- [DEOCS@datarecognitioncorp.com](mailto:DEOCS@datarecognitioncorp.com)
- 1-833-867-5674

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<sup>6</sup> For details on how to register a *DEOCS*, click [here](#), and under step 2, "Conduct," click the document titled "How to Use the Registration Portal."

<sup>7</sup> For step-by-step instructions on registering for a *DEOCS* Portal account, click [here](#), and under step 1, "Prepare," click the document titled "How to Request a *DEOCS* Portal Account".