



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. To register a DEOCS, the survey administrator must request their survey on the Registration Portal and provide information about the unit or organization.¹ 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 your 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 when needed. Step-by-step instructions for creating a roster are presented in the [Create a Roster](#) section found later in this document.²
- **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.

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.”

² To view a DEOCS roster template, visit www.defenseculture.mil/Assessment-to-Solutions/A2S-Home/ and under step 1, Prepare, open the document titled “Roster Template.”

- **Unit.** Applicable to DoD, Joint Service, Army, Navy, Marine Corps, Air Force, Space Force, Coast Guard, and National Guard units and organizations.
- **Unit Identification Code (UIC)/Personal Accounting Symbol (PAS)/Operational Facilities Code (OPFAC).**
 - UIC should be used for the Army, Navy, Marine Corps, and the DoD.
 - 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 MEO representative.

- **Installation/Base/Location.** This is the name of the installation, base, or location where the majority of your DEOCS participants work. For example, Fort Bragg, Pentagon, or Whiteman Air Force Base. For National Guard, Reserve, or other (e.g., recruiting station) surveys where the majority of your participants are not located at a military installation/base/location, you should provide the city and state. For example, Hays, KS; Vicksburg, MS; or San Jose, CA.
- **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 formulated exactly as you would like it to appear to them. For example, participants in a military unit whose Unit/Organization Title was entered as “First Armored Division,” will see questions throughout 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.** Only applicable to Army, Navy, Marine Corps, Air Force, Space Force, National Guard, and Coast Guard units or organizations.
- **Request Detail Options.** Options are: *Initial request for a commander upon assuming command*, *To meet the annual requirement*, and *Ad hoc or out of cycle*.
- **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 or leader’s Service, rank/title, first name, last name, e-mail, and phone number. The commander or leader’s name and rank may 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 receive information and updates about 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.
- **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 provided exactly as it should appear. 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, leave this section blank.
- **Survey Start and End Dates.** OPA recommends making the survey available for 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 survey response rates as they can extend the end date of the survey if the response rate is lower than anticipated or desired.
- **Survey Window Automatic Extension.** Prior to registering your survey, you may wish to give some thought as to whether you will want to use the 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. More 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 system is automatically enabled. If you would prefer not to use the automatic extension system, you will need to opt-out of it when you register your survey.
- **Customizable Question List (Optional).** You will be provided an opportunity to add up to ten multiple choice questions (formerly known as locally developed questions or LDQs) and five short answer questions (SAQs) custom question bank.³

³ To view the custom question bank, visit www.defenseculture.mil/Assessment-to-Solutions/A2S-Home/ and under step 1, open the document titled "Custom Question Bank".

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.⁴ 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 in order 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 to the roster.

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.
- **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

⁴ To view a DEOCS roster template, visit www.defenseculture.mil/Assessment-to-Solutions/A2S-Home/ and under step 1, Prepare, open the document titled "Roster Template."


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. 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 shown in the template.⁵ 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	First Name	Last Name	DoD ID Number	Primary E-mail Address	Secondary E-mail Address	Mobile Phone Number	Subgroup Name
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

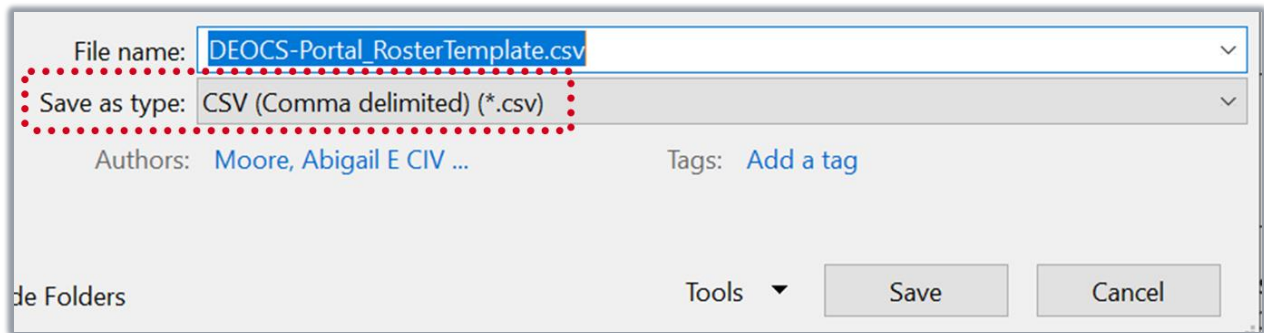
⁵ To view a DEOCS roster template, visit www.defenseculture.mil/Assessment-to-Solutions/A2S-Home/ and under step 1, Prepare, open the document titled “Roster Template.”

Example of a roster with incorrect column headings:

	A	B	C	D	E	F	G
1	First Name	Last Name	DoD ID Number	Primary E-mail Address	Secondary Email	Mobile Phone Number	Subgroup Name
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 or 1-833-867-5674.

Who to Include

The roster should contain all Service members and DoD civilians (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, foreign nationals, or DoD civilians 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 self-register and begin the process of registering your survey.⁶

- To self-register for a DEOCS Portal account, go to www.defenseculture.mil/Assessment-to-Solutions/A2S-Home/ and under step 1, Prepare, click on "Create an Account Here."⁷
- If you already have a DEOCS Portal account, go to www.drcedirect.com/all/eca-portal-v2-ui/#/login/deocs 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
- 1-833-867-5674

⁶ For details on how to register a DEOCS, navigate to www.defenseculture.mil/Assessment-to-Solutions/A2S-Home/ and under step 2, Conduct, click the document titled "How to Use the Registration Portal."

⁷ For step-by-step instructions on registering for a DEOCS Portal account, navigate to <https://www.defenseculture.mil/Assessment-to-Solutions/A2S-Home/> and under step 1, Prepare, click the document titled "How to Request a DEOCS Portal Account".