


# DOCP Survey Requirements

Web Screen Mockups

Last update: 03/30/2023

**Confidential Version**

# DOCP Login/Landing Page



## DOCP

**Welcome to the Defense Organizational Climate Pulse Survey (DOCP)**


To take your unit or organizations DOCP, we need to match your information to a registered DOCP roster that was created by your DOCP administrator.

Please select the type of information that you want to use to match to your unit or organization's DOCP roster. Once you select the DoD ID, e-mail address (.mil or DoD), or phone number a text box will appear. Enter the relevant information in the text box and click 'Continue' to enter your survey. If you do not have a .mil or DoD e-mail address, please enter the e-mail address that your leadership uses to communicate with you. If you do not know your DoD ID, it is the 10-digit number located on the back of your CAC.

DoD ID     E-mail Address     Phone Number

[Continue](#)

[Frequently Asked Questions \(FAQs\)](#)



# DOCP Login/Landing Page cont.

## Error messages for login

### **ERROR MESSAGE(S):**

- **Non-matched DoD ID:**

"The DoD ID that you entered does not match to a registered DOCP roster. It could be the case that you are entering your correct DoD ID but are not matching to a roster because your DOCP administrator did not list that information on the roster.

Try entering an e-mail address or phone number that your leadership uses to communicate with you. If you are still unable to log into the system, please contact the individual who invited you to this survey."

- **Non-matched E-mail:**

"The e-mail address you entered did not match to a registered DOCP roster. Please try another e-mail address, your DoD ID, or a phone number. If you are still unable to log into the system, please contact the individual who invited you to this survey."


- **Non-matched Phone Number:**

"The phone number you entered did not match to a registered DOCP roster. Please try another phone number, an e-mail address, or your DoD ID. If you are still unable to log into the system, please contact the individual who invited you to this survey."

- **If the participant is enrolled in more than one open DEOCS registrations**

"We have found multiple registrations matching your information. Please select the DOCP you wish to take now."

# Multiple Registrations




## DOCP

We have found multiple registrations matching your information. Please select the DOCP you wish to take now.


v

[Continue](#)

[Frequently Asked Questions \(FAQs\)](#)



# DoD ID Prompt





## DOCP

Your registration for [Unit/Organization/Academy/Preparatory School Title] was found. To confirm your registration, please provide your DoD ID number.








DoD ID Number

[Continue](#)


*Your DoD ID number is the 10-digit number located on the back of your CAC.*



[Frequently Asked Questions \(FAQs\)](#)



# PIN Creation



## DOCP

### Create Your PIN

To continue, please create a **4-digit PIN**. This PIN protects your privacy and allows only you to re-enter the survey. **Please write down your PIN.**


*If you **forget** your PIN, we will **NOT be able to give it to you**, you will **NOT be able to create a new one**, and you will **NOT be able to re-enter the survey**.*

Please enter your 4-digit PIN:

Please re-enter your 4-digit PIN:

[Continue](#)

[Frequently Asked Questions \(FAQs\)](#)



## **ERROR MESSAGE(S):**

- **If the participant does not enter any PIN**
  - "You are required to create a PIN to continue. Your PIN must be 4 digits."
- **If the participant enters only one PIN**
  - "The PINs entered do not match."

# About the DOCP (Informed Consent)



## DOCP

### About the DOCP

**Agency Disclosure Notice (ADN):** The public reporting burden for this collection of information, OMB Control Number: XXXX-XXXX, is estimated to average 7 minutes per response, including the time for reviewing the instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or burden reduction suggestions to the Department of Defense (DoD), Washington Headquarters Services, at [whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil) (OMB Control Number: XXXX-XXXX). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**AUTHORITY:** 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness, DoD Instruction (DoDI) 6400.11, DoD Integrated Primary Prevention Policy for Prevention Workforce and Leaders, DoD Instruction (DoDI) 1100.13, DoD Surveys, National Defense Authorization Act for Fiscal Year 2013, National Defense Authorization Act for Fiscal Year 2014.

**PURPOSE:** The Defense Organizational Climate Pulse (DOCP) survey is conducted by the Department of Defense (DoD) Office of People Analytics (OPA) and provides leaders with information on select topics so they can understand problems occurring within your unit's or organization's climate and implement solutions.

**ROUTINE USES:** Disclosure of records are generally permitted under 5 U.S.C. 522a(b) of the Privacy Act of 1974, as amended.

To contractors, grantees, experts, consultants, students, and others performing or working on a contract, service, grant, cooperative agreement, or other assignment for the federal government when necessary to accomplish an agency function related to this system of records. Additional routine uses are listed in the applicable System of Records Notice, DHRA 03, Survey Data and Assessment (July 28, 2021, 86 FR 40498) at: <https://www.federalregister.gov/documents/2021/07/28/2021-16054/privacy-act-of-1974-system-of-records>

**DISCLOSURE:** Participation in the DOCP is voluntary. You can skip any questions you choose not to answer, and you can stop participating at any time. The survey should take no more than 7 minutes. Maximum participation is encouraged, however, so that the data collected will be complete and representative.

**ADDITIONAL INFORMATION:** Protecting your DOCP responses is important to us. Any responses that you provide on the survey will be combined with the responses of everyone in your unit or organization to produce results of the entire group or subgroup. Leadership in your chain of command will receive group or subgroup reports if there is enough reportable data, including written comments. While your written comments are only reported with other comments from people in your unit or organization, they are not edited. Therefore, please refrain from using any personally identifiable information (PII) or other detailed information that may identify yourself or others (for example, telling a story that is specific enough that someone could recognize the people involved).

It is important to us to maintain your confidentiality. Your answers are confidential to the extent that the law permits. Under state and federal law, certain circumstances may require us to break your confidentiality. For example, if you indicate a direct threat to harm yourself or others within responses.

Taking the DOCP is not expected to involve any risk and the data collection procedures are developed to reduce discomfort to you. The only potential risk is accidental or unintentional disclosure of the data you provide. To ensure your data are safe and protected, the government and its contractors have several policies and procedures in place. For example, no identifying information (such as your name or DoD ID) is ever stored on the same file as your survey responses. Additionally, any use of these data for research purposes will be deidentified.

**Thank you for taking your [Unit/Organization/Academy/Preparatory School Title] DOCP!**

Click Continue if you agree to take the survey.

Continue



[Frequently Asked Questions \(FAQs\)](#)




### INTERNAL NOTE:

- Clicking "Continue" will take the participant to the next web screen (Web Screen 4: Pre-Survey Instructions)



# Pre-Survey Instructions




## DOCP

### Taking the Defense Organizational Climate Pulse Survey (DOCP)


- Use the survey navigation buttons 'Previous', 'Next', and 'Save and Return Later'. DO NOT use your web browser's 'Back' button.
- If you need to take a break and finish later, use the 'Save and Return Later' button.
- Your survey will timeout after 20 minutes of inactivity.
- To continue where you left off, use your original URL or click on the link on the timeout page.
- When returning to the survey, you will need to enter your PIN to continue where you left off.
- Thank you for taking the [Unit/Organization/Academy/Preparatory School Title] DOCP!

[Continue](#)

[Frequently Asked Questions \(FAQs\)](#)



# Submit Survey



## DOCP

**Submit Your Survey**

If you are finished and do not wish to change any of your previous responses, click the 'Submit' button.

If you wish to view or change any of your responses, please click the 'Previous' button to return to the survey.

[Previous](#) [Submit](#)

[Frequently Asked Questions \(FAQs\)](#)



# Thank You



## DOCP

### Thank You

Your survey responses have been recorded. Surveys, like the DOCP, are used to improve the DoD, and specifically your unit or organization.

### Resources

If you are experiencing any discomfort or distress after taking the DOCP, [resources are available to you here.](#)

For your security, you should close this browser window.

[Frequently Asked Questions \(FAQs\)](#)



# Timeout



## DOCP

### Survey Timeout


You have been logged out of the DOCP due to inactivity.

To return to the survey, please [click here](#).

[Frequently Asked Questions \(FAQs\)](#)



# Welcome Back



## DOCP

**Welcome Back**

Please enter your PIN below and then click the 'Continue' button to return to your survey.


Please enter your 4-digit PIN:

*If you do not remember **your PIN**, we cannot give it to you, you cannot create a new one, and you can not re-enter the survey.*


*Your responses will be submitted when your DOCP closes, but you cannot re-enter the survey to answer additional questions if you do not have your PIN.*

[Continue](#)

[Frequently Asked Questions \(FAQs\)](#)



# Save and Return Later



## DOCP


**Save and Return Later**

You have decided to save your answers for your DOCP and return later to complete the survey. **Please write down your PIN.** You cannot re-enter the survey without your PIN.

Your PIN is: [####]

To return to the survey, please [click here](#).

[Frequently Asked Questions \(FAQs\)](#)



# Already Complete

Already completed



## DOCP

### DOCP Already Completed

The [Unit/Organization/Academy/Preparatory School Title] DOCP survey has already been completed.

Thank you for your participation.

Close this browser to protect the privacy of your information.

[Frequently Asked Questions \(FAQs\)](#)





# FAQ



## DOCP

### Frequently Asked Questions

[What is the DOCP?](#)

[How do I know this is an official, approved DoD survey?](#)

[Why doesn't my information match to a registered DOCP?](#)

[How will my answers be used?](#)

[Are my DOCP answers private?](#)

[What is the Office of People Analytics \(OPA\)?](#)

[Why should I participate?](#)

[Why do I have to create a PIN?](#)

[What is DOCP@datarecognitioncorp.com?](#)

[Why are you using a ".com" instead of a ".mil" domain to field this survey?](#)

[Do I have to answer all the questions?](#)

[What if I forget my PIN?](#)

[Why does the survey ask personal questions?](#)

[Can I withdraw my answers once I have started the survey?](#)

[Will I ever see the results of the survey?](#)

[Who do I contact if I still have questions?](#)

[Resources](#)






# Forced Anonymous Version

**NOTE:** the standard DOCP version is Confidential, and not Forced Anonymous. Forced Anonymous DOCP's retain the same survey structure but are an option for classified units/organizations (e.g., SOCOM). In the registration of a DOCP, survey administrators can identify the unit/organization as classified and opt into an anonymous condition. This option is reserved for classified or otherwise protected populations and should be rarely selected. The most notable difference is in the information provided on unit/organization personnel and changes the way that participants access the survey.

# Landing Page



## DOCP


**Welcome to the Defense Organizational Climate Pulse Survey (DOCP)**

Please enter the passcode that was provided to you by your unit or organization.

Passcode:

[Continue](#)

[Frequently Asked Questions \(FAQs\)](#)



# About the DOCP (Informed Consent)



## DOCP

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**ADDITIONAL INFORMATION:** Protecting your DOCP responses is important to us. Any responses that you provide on the survey will be combined with the responses of everyone in your unit or organization to produce results of the entire group or subgroup. Leadership in your chain of command will receive group or subgroup reports if there is enough reportable data, including written comments. While your written comments are only reported with other comments from people in your unit or organization, they are not edited. Therefore, please refrain from using any personally identifiable information (PII) or other detailed information that may identify yourself or others (for example, telling a story that is specific enough that someone could recognize the people involved).

**Thank you for taking your [Unit/Organization/Academy/Preparatory School Title] DOCP!**

Click Continue if you agree to take the survey.

Continue


[Frequently Asked Questions \(FAQs\)](#)



### INTERNAL NOTE:

- Clicking "Continue" will take the participant to the next web screen (Web Screen: Pre-Survey Instructions)

# Pre-Survey Instruction




## DOCP

**Taking the Defense Organizational Climate Pulse Survey (DOCP)**

- You must complete the survey in one sitting. You cannot leave the survey and return later to finish.
- Your survey will timeout after 20 minutes of inactivity.
- Thank you for taking the [Unit/Organization/Academy/Preparatory School Title] DOCP!

[Continue](#)

[Frequently Asked Questions \(FAQs\)](#)



# Submit Survey



## DOCP

### Submit Your Survey

If you are finished and do not wish to change any of your previous responses, click the 'Submit' button.

If you wish to view or change any of your responses, please click the 'Previous' button to return to the survey.

[Previous](#) [Submit](#)

[Frequently Asked Questions \(FAQs\)](#)



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[Frequently Asked Questions \(FAQs\)](#)





## DOCP

### Frequently Asked Questions (FAQs)

[What is the DOCP?](#)

[How do I know this is an official, approved DoD survey?](#)

[How is my privacy protected?](#)

[Is the DOCP Section 508 compliant?](#)

[How will my answers be used?](#)

[Are my DOCP answers private?](#)

[What is the Office of People Analytics \(OPA\)?](#)

[Why should I participate?](#)

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