

CLASSIFICATION: UNCLASSIFIED/
ROUTINE
R 312034Z JUL 25 MID120002103614U
FM CNO WASHINGTON DC
TO NAVADMIN
INFO CNO WASHINGTON DC
BT
UNCLAS
PASS TO OFFICE CODES:
FM CNO WASHINGTON DC//N1//
INFO CNO WASHINGTON DC//N1//

NAVADMIN 163/25

MSGID/GENADMIN/CNO WASHINGTON DC/N1/JUL//

SUBJ/CALENDAR YEAR 2025 COMMAND CLIMATE ASSESSMENTS//

REF/A/DOC/DOD/20DEC22//
REF/B/DOC/CNO WASHINGTON DC/26JUN18//

NARR/REF A IS DODI 6400.11, DEPARTMENT OF DEFENSE INTEGRATED PRIMARY PREVENTION POLICY FOR PREVENTION WORKFORCE AND LEADERS.
REF B IS U.S. NAVY REGULATIONS, 1990.//

RMKS/1. This NAVADMIN provides additional guidance on the Command Climate Assessment (CCA) process outlined in reference (a), to include responsibilities for Commanders, Commanding Officers (CO), Officers-in-Charge, and civilian equivalents (subsequently referred to as Commanders in this NAVADMIN), and Immediate Superiors in Command (ISIC). This NAVADMIN will enable and support implementation of the Culture of Excellence (COE), and build Great People, Leaders, and Teams.

2. COE is dependent on high-quality CCAs that are thoroughly debriefed to their command and ISIC. The back of the COE placemat includes the CCA as part of "Listening and Acting" and continues to be part of the CCA Executive Summary.

3. Per reference (b), section 0820, COs must "use all proper means to foster high morale, and to develop and strengthen the moral and spiritual well-being of the personnel under his or her command."
The CCA gives leaders data-driven feedback about the climate and culture at their command. Leveraging the Defense Organizational Climate Survey (DEOCS) and other sources of information, the CCA process provides Commanders with actionable insight on risk common to many Navy commands.

4. CCA (roles and responsibilities).

a. Commanders. Commanders are responsible for executing this NAVADMIN, to include consideration of the best practices contained in paragraph (8).

b. ISIC (Echelon 4 or higher). In addition to executing their own CCA, ISICs are responsible for ensuring subordinate commanders conduct a debrief of their CCA. Doing so enables ISICs to assess, document, and mentor the performance of Commanders based on their ability to build superior cultures. ISICs may adjust the timing of subordinate CCAs based on operational requirements, with any waivers documented in writing and provided to their Echelon 3 Commander.

Every effort must be made to administer the DEOCS during the annual fielding window; however, if a waiver was granted due to operational requirements and the DEOCS was not completed during the fielding window, once operationally feasible, a Defense Organizational Climate Pulse (DOCP) survey should be administered as part of the CCA if the DEOCS is unavailable.

c. Echelon 2. Annually, by 31 March, each Echelon 2 must report annual CCA completion and ISIC debrief status to the Navy Culture and Force Resilience Office (OPNAV N17) via tasker response, to include commands that have requested a waiver or are incomplete.

d. Integrated Primary Prevention Workforce (IPPW). IPPW personnel consist of full-time, dedicated primary prevention professionals in the roles of deployable Embedded Integrated Prevention Coordinators and shore-based Integrated Prevention Coordinators. IPPW personnel, if available, must be consulted and leveraged as part of the CCA process.

e. Command Climate Specialists (CCS). CCSs located at select Echelon 2 and 3 staffs, and assigned to aircraft carriers and amphibious assault ships, will track and monitor the completion of CCAs and face-to-face debriefs within their enterprise. The CCS will collaborate and coordinate with the Command Resilience Team

(CRT) and IPPW to provide advice and guidance to the Commander on all matters and issues that may affect the command's climate.

f. CRTs. The CRT is accountable to the Commander for administering the CCA.

g. Command Managed Equal Opportunity (CMEO) Program Manager. Serves as the CCA coordinator.

5. CCA (timeline and process).

a. Annual CCA:

(1) Must include administration of a DEOCS between 1 August and 30 November (the CCA fielding window).

(2) Must initiate the DEOCS no later than 31 October.

(3) Must include additional sources of information gathered by the CRT within the fielding window, such as focus groups and/or interviews, administrative records and/or reports review, review of the current and previous DEOCS, previous DOCP survey results, and other existing data.

(4) The CRT, or subgroup thereof, and IPPW personnel, if available, must have a CCA review session with the Commander within 60 calendar days (or by the next drill period) of the close of the DEOCS. The CCA review sessions must include review of a draft Navy Comprehensive Integrated Primary Prevention (N-CIPP) Plan, which is comprised of the Executive Summary (EXSUM) and Plan of Action and Milestones (POAM).

(5) Must be debriefed to the ISIC within 30 calendar days after the CCA review session was completed. Email review and reply are not acceptable.

(6) Must be debriefed to the command, by the Commander, to include key items from the N-CIPP Plan within 30 calendar days of the CCA review session.

(7) DEOCS registration for the new fielding window opened mid-June. Valid ISIC, IPPW personnel, and next higher-level CCS contact information must be included in the DEOCS request, which allows those individuals to directly access DEOCS results.

b. Change of Command CCA:

(1) Must be completed within 90 days after assumption of command or office.

(2) If the change of command occurs outside of the CCA fielding window, the change of command CCA should not include a DEOCS if one has been conducted in the last year.

(3) If a change of command occurs during the CCA fielding window, Commanders must conduct a single CCA that includes the administration of a DEOCS, satisfying both requirements.

(4) Must include a review of the most recent annual CCA, assessment of the previous Commander's progress in implementing the relevant actions in the N-CIPP Plan, focus groups and/or interviews, administrative records and/or reports review, and other data as available. To document completion, findings must be incorporated into the existing N-CIPP Plan as an addendum to the EXSUM, and submitted at the next due date (31 January for annual or 31 July for Mid-Year Assessment).

(5) The CRT, or subgroup thereof, and IPPW personnel, if available, must have a CCA review session with the Commander within 120 calendar days after assumption of command (or by the next drill period). The CCA review session must include review of N-CIPP Plan actions and updates.

(6) Must be debriefed to the ISIC within 30 calendar days after the CCA review session was completed. Email review and reply are not acceptable.

(7) Must be debriefed to the command, by the Commander, to include key items from the N-CIPP Plan within 30 calendar days of the CCA review session.

6. N-CIPP Plan.

a. The N-CIPP Plan is the roadmap for units to describe their current command climate and needs, most at-risk populations, planned research-based prevention activities, and evaluation plans.

The N-CIPP Plan is comprised of the EXSUM and POAM. EXSUM enclosures should only be provided to the ISIC and should not be attached to or submitted with the N-CIPP Plan. The approved N-CIPP Plan template must be used and can be found on MyNavy HR under the Primary Prevention page at <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Primary-Prevention/>.

b. Must be uploaded as a single PDF to the Defense Climate Portal (DCP) at <https://www.prevention.mil/Climate-Portal/> annually by 31 January.

c. Must complete the mid-year assessment by 31 July via the DCP, describing implementation progress, assessment of actions, and new information (e.g., findings from new Change of Command CCAs, new DOCP surveys, research, and evaluations).

d. When available, IPPW personnel are responsible for uploading N-CIPP Plans and mid-year assessments to the DCP. In the absence of assigned IPPW personnel, the CMEOP Program Manager will upload the N-CIPP Plan.

7. N-CIPP Plan and DEOCS Training.

a. CCA administrators, IPPW personnel, and any other personnel administering or consulting on CCAs are required to receive training on how to conduct a CCA and administer the DEOCS through the Joint Knowledge Online (JKO) course PREV-004 "How to Conduct a Command Climate Assessment and Administer the Defense Organizational Climate Survey."

b. IPPW personnel are required to receive training on N-CIPP Plan development through JKO course PREV-005, "Development of a Comprehensive Integrated Primary Prevention Plan."

c. These courses are available on JKO at <https://jkodirect.jten.mil/>.

8. CCA Best Practices.

a. All Service Members and civilian employees in the command or organization must have the opportunity to participate in the CCA. Contractor personnel may not participate in the CCA, per reference (a).

b. Triads and CRTs should seek to maximize participation during working hours through creative means, as part of morale-building events or all hands training. The best way to encourage participation is through yearly debriefs of CCA results and periodic debriefs of ongoing POAM actions.

c. An active and sustained CRT remains a best practice in high- performing commands so that collaborative relationships are established, data-informed actions are taken, and trends can be assessed over time.

d. Commanders should emphasize the importance of DEOCS participation, but participation must remain voluntary in keeping with statute and regulation, and to ensure results are not skewed.

Historically, the Navy has averaged about 40 percent DEOCS participation. The higher the voluntary survey participation, the more confidence Commanders can have that the results represent the views of their unit.

9. CCA Resources.

a. DEOCS, DOCP surveys, and N-CIPP Plans are managed via the DCP. Information on the DCP, including the registration form and login, is available at <https://www.prevention.mil/Climate-Portal/>.

b. Questions about the CCA process can be forwarded to the appropriate Echelon 2 CCS, or the Integrated Primary Prevention Program mailbox, OPNAV_IPP.fct@navy.mil.

c. Questions about IPPW assignments and availability to support units can be directed to the Regional Integrated Prevention Coordinators listed at the following link:

https://ffr.cnic.navy.mil/Portals/76/Family_Readiness/Documents/Regional%20IPC%20Contact%20Information%20Update%2020241024.pdf.

10. DOCP Survey. The Department of Defense (DoD) provides commands with a pulse survey capability to augment DEOCS. The DOCP survey is a short, customizable survey on command climate, consisting of relevant, command-selected questions. The DOCP survey question bank is designed to assess a wide variety of topics within a unit or organization and allow each command to tailor the survey for their unique needs. The DOCP survey cannot be administered more than once a year or administered within the 90 days before or after a DEOCS.

The DOCP is the only DoD approved survey tool to measure command climate between CCAs. To build and use a DOCP survey, commands should access through the DCP located at <https://www.prevention.mil/Climate-Portal/>.

11. This NAVADMIN supersedes NAVADMIN 152/24 and supersedes OPNAVINST 5354.1J with regard to the CCA process.

12. Released by Ms. Lisa St. Andre, Assistant Deputy Chief of Naval Operations, N1B.//

BT

#0001

NNNN

CLASSIFICATION: UNCLASSIFIED/