**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/director would use to contact them.

**Subgroup Name:** This column is used to identify any subgroups or breakout groups. You must include this 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, unit title, commander names) and you must have at least five individuals in each 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, the EOA 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.

**Save the entire DEOCS Request Form with the following naming convention, then email the completed request to the BDE EOA:** YYYYMMDD - Unit Name, DEOCS Request, CDR's Rank Last Name - Survey Type (initial, annual, adhoc, etc.)

**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@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 | 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 | | | | | |