



## CAM APPOINTMENT LETTER

Designating Contractor Account Manager (CAM)  
for NISP Contract Classification System (NCCS)

### AUTHORIZING OFFICIAL'S (AO) STATEMENT DCSA NCCS ORC CHAIR STATEMENT

I, \_\_\_\_\_ hereby appoint \_\_\_\_\_

as a NCCS Contractor Account Manager (CAM) for the following Company:

\_\_\_\_\_

\_\_\_\_\_ contact information follows:

(Print Mr. or Ms. CAM's last name)

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I acknowledge that I am authorized to appoint CAM(s) for the company listed above.

\_\_\_\_\_  
AO POC's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
DCSA NCCS ORC Chair POC's Signature

\_\_\_\_\_  
Date

### ACKNOWLEDGEMENT OF APPOINTMENT

I have read and understand the **CAM Responsibilities and Accountability** as contained in this CAM Appointment Letter. I further understand this appointment will remain in effect until CAM privileges are revoked by my supervisor. I understand that privileges may be revoked without cause. By signing and dating below I acknowledge my appointment.

\_\_\_\_\_  
Appointee Signature

\_\_\_\_\_  
Date



## CAM RESPONSIBILITIES AND ACCOUNTABILITY

You are hereby appointed as Contractor Account Manager (CAM) for the NISP Contract Classification System (NCCS) application. Your span of control includes the company listed above, based on your tiered hierarchy selection at registration.

As a CAM, you are a critical part of maintaining system security because you enable and disable user access and authorization.

You are responsible for the following activities:

- a. Activate and disable users' accounts in your scope of authority. Once users register the CAM will receive notification within NCCS to authorize the account.
- b. Ensure your CAM account stays active by logging into the system at least once per month so that your account does not get deactivated for inactivity.

When activating privileges and profiles, you will comply with the principles of least privilege and segregation of duties as described in your respective company policy guidance, aligned to the NCCS implementation guidance released.

As a CAM you will verify all required roles and/or appointment memo signatures (if applicable) prior to activating the individual.

You will review user accounts within your scope of authority at least quarterly for violations of privilege, segregation of duties, and other matters required by the NCCS ORC. You will disable/archive user accounts immediately upon notification of the following:

- a. The user account is no longer needed, or
- b. Access has been revoked or suspended.

You will immediately report any suspected or known security incidents to the DCSA NCCS Team at [dcsa.quantico.dcsa-hq.mbx.nccs@mail.mil](mailto:dcsa.quantico.dcsa-hq.mbx.nccs@mail.mil).

You agree to have your first name, last name, phone number and email address as contact information for users under your purview listed on the NCCS web site.