NCCS: NISP CONTRACT CLASSIFICATION SYSTEMS - ROLES

Certifying Official

The Certifying Official is an individual who **signs the DD Form 254 in Block 17.** This role is the **Contracting Officer** (CO) or other individual delegated in writing by the CO.

What are the Permissions of the Role?

- **Edit ability** of draft DD Form 254 before certification in any field within the DD Form 254

- **Return** the DD Form 254 to Originator

- **View only** for DD Form 254s assigned or DD Form 254s certified by the user

- **Delete DD Form 254** prior to certification in areas of duplication and/or error

- **Download/export all** DD Form 254s assigned to the user and all completed DD Form 254s certified by the user

WHO SHOULD USE THIS ROLE?

Government Only, Contracting Officer or others as designated by the Contracting Officer

Reporting Capability

This role allows for metrics reporting **surrounding individual use within NCCS**

- Current status of DD Form 254s

- Number of DD Form 254s assigned for certification (by week/month/year)

- Number of DD Form 254s certified (by week/month/year)

Guiding Policy

- FAR 4.402
  https://www.acquisition.gov/browse/index/far

System Access Requirement

- This role requires a CAC/PIV for access

Checklist for Registration

- ☐ Completed SAAR signed by supervisor
  - ☐ Date of completed IA (cyber) training
  - ☐ Signed by supervisor
  - ☐ Sent to NCCS support mailbox
- ☐ Registered account on NCCS
  - Delegation letter required for authorized representatives

Questions? Contact: dcsa.quantico.is.mbx.nccs@mail.mil