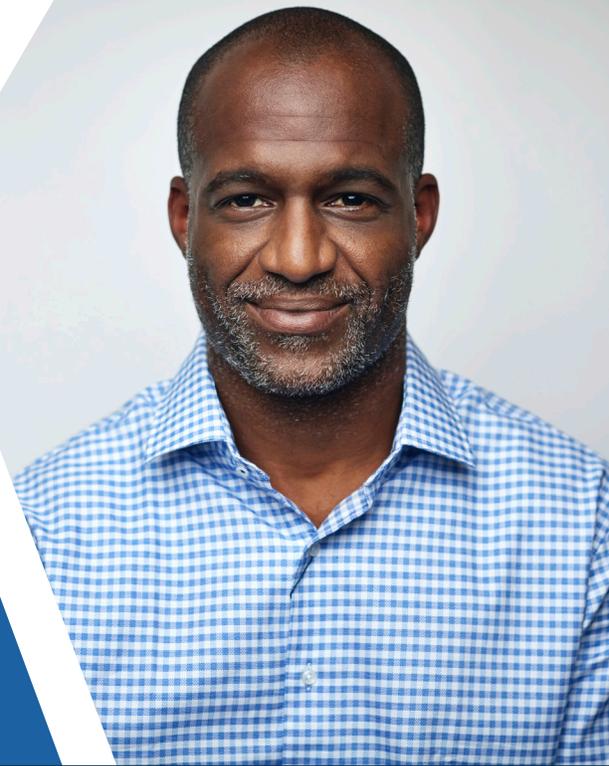




## NCCS: NISP CONTRACT CLASSIFICATION SYSTEMS - ROLES



# Government Originator

The Government Originator, also referred to as the **“Requirements Owner,” drafts the DD Form 254.** The Originator selects reviewers, a certifier and a Contracting Officer (CO), in accordance with agency procedures, to finalize processing for the DD Form 254.

### What are the Permissions of the Role?

- **Create** draft DD Form 254
- **Edit** draft DD Form 254
- **Assign** reviewers, certifiers and contracting officers (DD Form 254)
- **View only** within the assigned hierarchy and/or DD Form 254s created by the user
- **Upload or delete** attachments (DD Form 254)
- **Download/export all** “self/user” (DD Form 254)

### WHO SHOULD USE THIS ROLE?

Personnel in the organization responsible for creating the draft DD 254

## Reporting Capability

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

- Current status of DD Form 254s
- Number of DD Form 254s created (by week/month/year)
- Number of subcontractor DD Form 254s created from the prime DD Form 254

## 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

## Guiding Policy

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

## System Access Requirement

- This role requires a CAC/PIV for access

**Questions? Contact:** [dcsa.quantico.is.mbx.nccs@mail.mil](mailto:dcsa.quantico.is.mbx.nccs@mail.mil)