



## NCCS: NISP CONTRACT CLASSIFICATION SYSTEMS - ROLES

# Government Reviewer

The reviewer **evaluates the DD Form 254 for accuracy and completeness in collaboration with the requirements owner(s) and Contracting Officer.** There can be multiple reviewers selected in the workflow process of the DD Form 254.

### What are the Permissions of the Role?

- Edit draft DD Form 254 for **security requirements and required language** within the DD Form 254
- **Return** the DD Form 254 to Originator
- **View only** for drafted and reviewed DD Form 254s once completed
- **Download/export** all DD Form 254s assigned to the user, all completed DD Form 254s reviewed by the user and all DD Form 254s within the assigned hierarchy tier



### WHO SHOULD USE THIS ROLE?

Personnel in the organization responsible for reviewing, editing or providing content to the DD 254

## 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 review (by week/month/year)
- Number of DD Form 254s reviewed (by week/month/year)

## 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

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