



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 created DD Form 254 before certification in any field within the DD Form 254
- **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.dcsa-hq.mbx.nccs@mail.mil