



NCCS: NISP CONTRACT CLASSIFICATION SYSTEMS - ROLES



Contracting Officer

The Contracting Officer (CO) role is an individual who **officially releases the DD Form 254 within NCCS to Industry and is only authorized for government employees.** This role is the CO only, no delegation is authorized.

What are the Permissions of the Role?

- **View only** for DD Form 254s within the assigned hierarchy and/or DD Form 254s certified by the user
- **Edit** draft DD Form 254 prior to release
- **Return to Originator** DD Form 254
- **Release** the DD Form 254 to Industry within NCCS
- **Download/export all** DD Form 254s within their organization, based on organization hierarchy

WHO SHOULD USE THIS ROLE?:

Government Contracting
Activity Officers or
Authorized representative

Reporting Capability

This role allows for metrics reporting **surrounding individual use within NCCS, as well as oversight capability based on organization hierarchy.**

- Current status of DD Form 254s
- Number of DD Form 254s completed and released (by week/month/year)
- Number of subcontractor DD Form 254s created and certified from users Prime DD Form 254s
- Search capability across organization hierarchy for DD Form 254 status and tracking

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

System Access Requirement

- This role requires a CAC/PIV for access

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