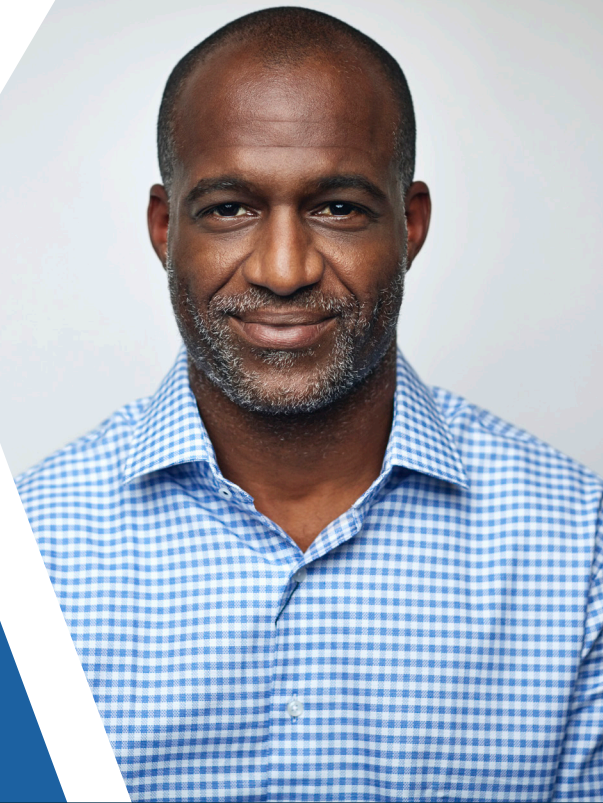




NCCS: NISP CONTRACT CLASSIFICATION SYSTEMS - ROLES



Government Originator

The Government Originator **drafts the DD Form 254**, also referred to as the “**Requirements Owner**.” 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** 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

System Access Requirement

- This role requires a CAC/PIV for access

Guiding Policy

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

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