



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
- **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.dcsa-hq.mbx.nccs@mail.mil