



NCCS: NISP CONTRACT CLASSIFICATION SYSTEMS - ROLES

Industry Certifier

The Industry Certifier role certifies the reviewed Subcontractor DD Form 254s. This role is typically filled by the program manager or other individual as determined by the organization.

Role Permissions:

- Ability to edit the draft Subcontractor DD Form 254 prior to certification
- View DD Form 254s assigned or DD Form 254s certified by the user
- Return Subcontractor DD Form 254 prior to certification in areas of duplication and/or error
- Download/Export all DD Form 254s assigned or certified by the user organization



Industry program managers or support contractors

Reporting Capability

This role allows for metrics reporting surrounding individual use within NCCS

- Status of DD Form 254s assigned
- Number of DD Form 254s assigned for certification
- Number of DD Form 254s certified with reporting of days from creation to review to certification
- Reporting of Subcontractor DD Form 254s created and certified

System Access Requirements

- This role requires a CAC/PIV for access



Checklist for Registration

- SAAR
 - a. Date of completed IA (cyber) training
 - b. Signed by supervisor
 - c. Sent to NCCS support mailbox
- Delegation letter to sign in Block 17 for the contracting officers
- Registered account on NCCS