



NCCS: NISP CONTRACT CLASSIFICATION SYSTEMS - ROLES

Contracting Officer

The Contracting Officer (KO) role is an individual who **officially releases the DD Form 254 within NCCS to Industry and is only authorized for government employees.**

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
- **Return** the DD Form 254 to Originator
- **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.is.mbx.nccs@mail.mil