



# NCCS

## NISP Contract Classification System



## GOVERNMENT AGENCIES - GETTING STARTED

Welcome to the National Industrial Security Program (NISP) Contract Classification System (NCCS). This quick start guide will help our government partners set up their organization to use NCCS, gain access to the hosting platform, and register to start using the application.

### Organizational Setup and Structure

Completing these steps prior to using the system ensures the seamless and efficient use of NCCS.

- 1 Identify an agency onboarding champion to serve as the main point of contact (POC) and sponsor throughout the onboarding process.
- 2 Determine the agency's hierarchy for NCCS.
- 3 Provide the agency's hierarchy to DCSA.
- 4 Identify one POC at the agency's 1st tier to serve as the initial GAM Category 1.
- 5 Determine the appropriate individuals in the organization to fill the roles in NCCS.
- 6 Establish the organization's processes and procedures on how their users will operate within NCCS.

### NCCS Roles

Each organization will identify the individuals with the appropriate knowledge and skillsets to fill these roles. Users may register for up to three roles within the system.

#### Government Account Manager (GAM):

Assists with account management processes. GAMs approve users' roles at their tier level or lower within the organization. A GAM Category 1 can approve other GAMs whereas a GAM Category 2 cannot.

#### Government Originator:

Drafts the DD Form 254. This role is filled by the requirements owner or other individual as determined by the organization.

#### Government Reviewer:

Evaluates the DD Form 254 for accuracy and completeness. There can be up to eight (8) reviewers assigned to a DD Form 254.

#### Government Certifying Official:

Signs the reviewed DD Form 254s. This role is the Contracting Officer (CO) or other individual delegated in writing by the CO.

#### Government Contracting Officer:

Officially releases the DD Form 254 within NCCS to industry. This role is the CO only; no delegation is authorized.

#### Government Operations Officer:

Is a reporting, metrics, and oversight role only. This role can be at any tier level within the organization.



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As DCSA onboards organizations to NCCS, we are committed to supporting them every step of the way. To begin onboarding to NCCS, organizations must follow the steps below.

### Onboarding the System

**STEP 1:** The initial GAM completes System Authorization Access Request (SAAR) form (DD2875) for user account creation.

- A prepopulated SAAR and government onboarding instructions can be found at: [www.dcsa.mil/is/nccs/training](http://www.dcsa.mil/is/nccs/training)
- Submit the completed form to: [dcsa.quantico.is.mbx.nccs-support@mail.mil](mailto:dcsa.quantico.is.mbx.nccs-support@mail.mil)

**STEP 2:** Once you have access to the platform, register your GAM role in NCCS at <https://tesseract.cloud.dcsa.mil/nccs/>. GAMs must upload a GAM Appointment Letter as part of the registration process. Download the form at: [https://www.dcsa.mil/Portals/128/Documents/IS/NCCS/GAM\\_Appointment\\_Letter.pdf](https://www.dcsa.mil/Portals/128/Documents/IS/NCCS/GAM_Appointment_Letter.pdf)

**STEP 3:** The organization's government originators, reviewers, and certifiers request access to the system via SAAR Form DD2875 and register their roles. The GAM approves all new user role registrations for their organization.

#### Requirements

- PKI enabled CAC or DoD approved ECA certificate
- Completed DD Form 2875 SAAR
- Completed DoD-sponsored cybersecurity training within past 12 months
- (GAMs Only) - Completed and approved GAM Appointment Letter

#### Resources

- @ Contact Us  
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### Getting Started Process Flow

