NISP Contract Classification System (NCCS) Government Roles **User Guide**



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Overview

The National Industrial Security Program (NISP) Contract Classification System (NCCS) is the one-stop shop for processing, distribution and collection of DoD contract security classification specifications, also known as the DD Form 254, for contracts requiring access to classified information.

Mandated by the Federal Acquisition Regulation (FAR) 4.402, NCCS is the federal enterprise information system supporting the Department of Defense, other federal agencies under NISP agreement, and cleared industry (nondefense) organizations.

(i) Note on the Training

This step-by-step guide will provide information for working with sample DD Form 254s within NCCS. This information is provided for training purposes only. To create, review, and certify an accurate DD Form 254 outside of the training environment, Government users will need to make selections based on their knowledge of the specific contract requirements and industry partners.

Workflow Process



Acronyms

Acronyms	Meaning
CAGE Code	Commercial and Government Entity Code
GAM	Government Account Manager
CSO	Cognizant Security Office
DCSA	Defense Counterintelligence Security Agency
DD Form 254	DoD Contract Security Classification Specification
DOD	Department of Defense
GCA	Government Contracting Activity
NCCS	National Industrial Security Program Contract Classification System
NISP	National Industrial Security Program
POC	Point of Contact

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Unclassified

Government Account Manager (GAM)

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Government Account Manager (GAM)

Overview of the Role

The Government Account Manager (GAM) is the official who assists in account approvals.

Permissions of the Role:

- Creates security guidance templates for their organization.
- Approves user accounts under organization purview.
- Approves user role additions/deletions once user accounts are provisioned.

Getting Started

1. Review the Consent to Monitor and select **Acknowledge** to continue.

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Manage Users

Government Account Managers can edit government users' profile information in NCCS. Users are allowed to fill up to three different roles in NCCS, and the GAM can set those roles for them.

- 1. Click Govt Users (Registered).
- **2.** Click the edit icon –**pencil** next to the user name to make changes. GAMs can edit personal information, work locations, government roles, and organization information.
- **3.** To upload a delegation letter for the Certifying Official role, click **Upload Appointment Letter**.
- 4. Click **Save Changes** on the top right corner of the screen.

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Verify Users

Government Account Managers can verify users who have registered in NCCS. Once their registration has been verified, these government users can log into the system and perform functions associated with their roles.

GAMs will receive an email notification that there are users pending certification.

- 1. From the Welcome Screen, you will find a list of users pending certification in the Notifications box. Click on the name you wish to verify or click **Verify Users** on the left-hand navigation menu.
- 2. Click Verify on the left side of the list next to the name of user.
- **3.** Review the personal and organizational information for the user. Government Account Managers cannot make changes on this screen.

🖃 Note

This screen stores PDFs of the Delegation letter or Appointment letter, if required. You can click on the title of the PDF to open and review it.

- 4. Select **Reject** or **Approve** at the bottom of the screen.
- 5. In the pop-up box, click **Approve**.

🖃 Note

"Successfully approved user" appears in a green box in the bottom right part of the screen.



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Security Guidance

Government Account Managers and people in the Government Originator role can create unique security guidance templates for their organizations. They can create different templates based on the needs of the type of contract for the DD 254.

- 1. Click **Security Guidance** from the left-hand navigation menu.
- 2. Click the add icon Plus at the top of the screen.
- **3.** In the pop-up box called New Security Guidance Template, type in a name for the template.
- 4. Click Save.
- 5. Click Add Security Guidance on the top right part of the screen.
- **6.** Click the **Drop-Down Menu Arrow** in the area called Security Guidance Section. From here, you can add any of the sections from Blocks 10, 11, and 13 to create a new template.
- 7. Click **Save** at the bottom of the screen.

🖃 Note

You can turn the sections of the template on and off by going to the Enable column and switching the toggle to the on or off position.

🖃 Note

You can also edit an existing template by clicking the pencil icon at the top of the screen.

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Government Originator

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Unclassified

NCCS Welcome Screen – Menu Options

1. Click the **Originate** tab in the left navigation menu to reveal the originate options.

🖬 Note

The left navigation tabs are context dependent; that means they will be different depending on your profile's registered roles. You must be registered as an Originator to have access to the Originate menu options.

Originate Prime

1. In the left navigation menu, click **Prime** to begin originating a Prime DD Form 254.

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Classification

For Classification, identify the classification of the information you intend to include on this DD Form 254.

2. Click the arrow on the drop-down menu called CSCS Content Classification and select classification.

Prime Contactor

3. Input the CAGE code of the prime contractor and click Verify CAGE Code to authenticate it.

🖃 Note

Your only options are CUI and Unclassified because NCCS can only store CUI and Unclassified information in the unclassified government cloud.

4. Review all information and click **Start** to continue.

🖃 Note

CAGE codes are five-digit alpha-numeric codes used to identify businesses wishing to pursue contracts with Government. NCCS will look up the CAGE code and verify it against a repository.

- If the code is correct, the business name and address will be displayed.
- If the Cognizant Security Office, or CSO, is on file, it will automatically be added. If the CSO information is not on file, you will have the option to manually type it in.

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Clearance, Specifications, and Follow-On Contract

🖃 Note

For the most part, the blocks in NCCS are presented in the same order as the blocks in the PDF-version of DD Form 254. Based on your role and the answers you provide as you fill out this form, NCCS will only present the areas you need to complete.

Clearance and Safeguarding (Block 1)

For Block 1, select the level of facility security clearance required of the entity.

- 1. Click the drop-down menu and select either Confidential, Secret, or Top Secret.
- 2. Click the drop-down menu to select Confidential, Secret, Top Secret, or None.

🖃 Note

The level of safeguarding for classified information and materials cannot exceed the security clearance level of the facility. If the entity will not have any requirements to safeguard classified materials for the execution of the contract, you can select None.

A pop-up box will appear with additional information if you select any option other than None.

If has been changed to SECRET, since TB is not NONE 1A has been unchecked and disabled, and 11B, 11C, 11D, 11H, 11I, and 11K have seen enabled.

🖃 Note

Both selections in Block 1 have warnings for selections that exceed designations in sam.gov or NISS. Verify that your information is correct.

(Continues on next page) \rightarrow

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Clearance, Specifications, and Follow-On Contract (Continued)

Specifications (Block 2)

For Block 2, provide the prime contract number. Prime contract numbers are 13-digit alpha-numeric sequences, and this field will limit your entry to 13 characters. Including dashes will not count toward the 13-character limit.

3. Input the 13-digit prime contract number.

Follow-On Contract (Block 4)

For Block 4, indicate whether this DD Form 254 is a follow-on contract. If it is a follow-on contract, you would select Yes and enter the contract number of the previous contract.

- 4. Select Yes or No.
- 5. Click **Next** to continue to the next screen.

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Actual Performance

For Block 8, add actual performance locations. The business name and address will be pulled from the previous steps. You may remove the entry by clicking the delete icon –the trashcan $\hat{\bullet}$ – if the work will not be performed at that location. Input the 13-digit prime contract number.



If additional sites will be used throughout the performance of this contract, you can add them here, either by CAGE code lookup or by entering the information manually.

Add Actual Performance Locations (Block 8)

- 1. Click CAGE Code Lookup to enter additional CAGE Codes and verify information.
- 2. Click Manual Entry to input location details.
- **3.** Click **Close** to close the pop-up boxes.
- 4. Click **Next** to continue to the next screen.

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Procurement Description

For Block 9, provide additional information about the contract. The description should be short, concise, and UNCLASSIFIED while still providing enough detail to provide an adequate picture of the project.

General Unclassified Description of this Procurement (Block 9)

- **5.** Type a general description in the text box.
- 6. Click **Next** to continue to the next screen.

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Contract Access

🖃 Note

Some options will be greyed out or automatically selected for you based on information entered earlier within the application and within this block itself. These automatic selections are driven by business rules determined by DCSA.

Contract will require access to: (Block 10)

1. For Block 10, select from the provided options all access that the contract will require.

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In performing this contract, the contractor will: (Block 11)

2. For Block 11, select from the provided options all access that the contractor will require.



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Contract Access (Continued)

For Block 12, provide guidance on the appropriate entity that has public release authority for the contract.

Public Release (Block 12)

- **3.** From the Public Release Options drop-down menu, select **Direct** or **Through.** If Through is selected, additional information will be required.
- **4.** Enter a Description of Authority in the free text field. There is a 270-character limit for this field.
- 5. Click **Next** to continue to the next screen.

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Security

On this screen, the NCCS application automatically generates the Block 13 Security Guidance based on your selections in Blocks 10 and 11. The cards in this panel make up the Security Guidance. Your cards will vary based on your previous selections. For example, if you selected option "a" from the Contract Access section of Block 10, you will see a card called "Ref, 10a" in this guidance.

Security Guidance (Block 13)

1. To edit a card, click the edit icon −a pencil *P* − in the card's upper right-hand corner.

🖃 Note

- If you want to revert to the default verbiage, you can press the reset button ${f C}$ on the top right of the card.
- Block 13 General card cannot be deleted. However, if your organization does not require them, all other cards can be removed completely by clicking the delete icon −the trashcan m − in the card's upper right-hand corner.
- **2.** Make changes to the text.
- 3. Click Save to preserve your changes.
- **4.** To apply a security guidance template unique to your organization, select the template from the drop-down menu called Security Guidance Template at the top of the screen.
- 5. Click Apply Template.
- 6. Click Next to continue to the next screen.



Security Requirements and Inspections

Answers for Blocks 14 and 15 may be automatically selected based on your selections in Blocks 10 and 11.

Additional Security Requirements (Block 14)

1. Select **Yes** or **No.** If you select Yes, you must include additional information in the free text field.

Inspections (Block 15)

- 2. Select Yes or No. If you select Yes, you must include additional information in the free text field.
- **3.** Click **Next** to continue to the next screen.

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Add Security Reviewers

For Block 13, you can select up to eight reviewers to review your DD Form 254. After you submit your draft DD Form 254, NCCS will systematically pass it from one reviewer to the next. Reviewers are not required for the DD Form 254; if you do not wish to add any reviewers, you can skip this step.

To find a reviewer, you can sort and filter by Name, Primary Organization, Secondary Organization, Phone Number, or Email. If you do not find someone's name on this grid, it is possible that they are not registered in NCCS. They must be registered before you can select them as reviewers, certifiers, or contracting officers.

Select Reviewers (Block 13)

- **1.** Select the reviewer's name.
- 2. Click Add Reviewer in the upper-right side of the panel.
- **3.** To remove a reviewer, click the minus sign next to the reviewer's name.
- 4. Click **Next** to continue to the next screen.

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Add Certifier

For Block 17, only one certifier can be selected on DD Form 254s.

Select Certifier (Block 17)

- **1.** Select the certifier's name.
- 2. Click Add Certifier in the upper-right side of the panel.
- **3.** Click **Next** to continue to the next screen.

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Add Contracting Officer

Once your DD Form 254 has been reviewed and certified, it will be ready for release by the contracting officer.

Select Contracting Officer (Block 16 d, e, f)

- **1.** Select the Contracting Officer's name.
- 2. Click Add Contracting Officer in the upper-right side of the panel.
- **3.** Click **Next** to continue to the next screen.

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Government Contracting Activity (Block 16 a,b,c)

1. For Block 16 a, b, c, input the address of the Government Contracting Activity.

Point of Contact (Block 16 d,e,f)

For Block 16 d,e,f, you will find pre-populated Point of Contact information. This information aligns to the contracting officer you have identified in the form.

Required Distribution by the Certifying Official (Block 18)

Government Contracting Activity (Block 16 a,b,c)	Point of Contact (Block 36 d,e,f)
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- 2. For Block 18, select where you would like the completed DD Form 254 to be sent.
- 3. Click **Next** to continue to the next screen.

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Tag Agencies

On this screen, you have the option to tag agencies before submitting the DD Form 254.

- **1.** Click **Tag Agencies** to open a pop-up window.
- **2.** Select the appropriate agency and any additional hierarchy tiers as required.
- **3.** Select **Add Agency** and verify that it appears in the Tag Agencies window.



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Form Validation

Review and validate your DD Form 254 before submitting it for the next step in the workflow.

On this screen, you will be presented with errors or warnings found within the information you have provided. Review the errors or warnings and take any necessary actions to ensure the information you have provided is accurate and complete.

- 1. Click on the hyperlink to take you to where the error or warning exists in your application.
- **2.** Select the checkmark from the section navigation on the right of the screen to take you back to the Form Validation section.

🖃 Note

In NCCS, you can use this navigation bar at any point in originating a DD Form 254 to move to different sections. Your work on the DD Form 254 is autosaved in NCCS. You can exit the document at any time and return to your saved work.

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Form Validation (Continued)

Now that you have corrected any errors and taken note of any errors or warnings, you may want to review the information in PDF form and save a copy for your records.

- 3. Click View PDF to review your DD Form 254.
- **4.** Click the **Exit** button –the X 🗷 at the top right of the PDF– to continue.

Now that you have reviewed and corrected your form, you are ready to submit your DD Form 254 to the next step in the process.

5. Click Submit with Warnings.

6. Click **Submit Form** to confirm your submission.



Originating a Solicitation DD Form 254 in NCCS

A Solicitation DD Form 254

An original DD Form 254 may be issued for a solicitation for a classified contract, whether or not the actual bid package contains classified information.

Getting Started

1. Review the Consent to Monitor and select **Acknowledge** to continue.

Consent to Monitoring
All information, including classified information, processed, stored, or disseminated via any system ovived or managed by the united states lowermeet (2002) IS THE PROPERTY OF THE USS, USS systems and access accounts are provided to users only for official 200 purposes. Users of all USS systems and informational size is to RO DOPECTATION OF PROJECT in any data transmitted, processed, or stored by these systems.
All USD systems are subject to ocumboring for maintenance, botting, security, counterminifigence, management, and minute and a purposes. Monitoring may include sensors analysis, automated intrusion, and essure-detection systems, access, subsc, togong, keystraine monotoring, and full-text ensure different ensures to an intrust and resures of lawful purposes. To include ensuring the availability, integral, and confidentiality of government information. Automatic officiality integral.
Accessing a colo system or communicating access UED system inhustrative signifies your consent to such recording and your agreement to use information resources only for authorized purposes. Nystem efficiels may provide existing a close structure in the authorized accessing and your agreement to use information existing and your accessing and your agreement to use information existing and your accessing and your agreement to use information existing and your agreement to use information existing and your accessing and your agreement to use information existing and your agreement and accessing and your agreement accessing

NCCS Welcome Screen

1. Click the **Originate** tab in the left navigation menu to reveal the originate options.

🖃 Note

The left navigation tabs are context dependent; that means they will be different depending on your profile's registered roles. You must be registered as an Originator to have access to the Originate menu options.

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Originate Solicitation

1. In the left navigation menu, click **Solicitation** to begin originating a Solicitation DD Form 254.

Classification

2. Click the arrow on the drop-down menu called CSCS Content Classification and select classification.

🖃 Note

Your only options are CUI and Unclassified because NCCS can only store CUI and Unclassified information in the unclassified government cloud.

Prime Contractor

3. Input the CAGE code of the prime contractor and click Verify CAGE Code to authenticate it.

🖃 Note

CAGE codes are five-digit alpha-numeric codes used to identify businesses wishing to pursue contracts with Government. NCCS will look up the CAGE code and verify it against a repository. If the code is correct, the business name and address will be displayed. If the Cognizant Security Office, or CSO, is on file, it will automatically be added. If the CSO information is not on file, you will have the option to manually type it in.

🖃 Note

If you do not know who will be bidding on this contract, you may enter TBD for the CAGE code.

4. Review all information and click **Start** to continue.

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Clearance, Specifications, and Follow-On Contract

For Block 1, select the level of facility security clearance required of the entity.

Clearance and Safeguarding (Block 1)

1. Click the drop-down menu and select either **Confidential**, **Secret**, or **Top Secret**.

Important: Both selections in Block 1 have warnings for selections that exceed designations in sam.gov or NISS. Verify that your information is correct in NISS.

Choose the level of safeguarding for classified information and materials at the contract facility.

2. Click the drop-down menu and select either **Confidential**, **Secret**, or **Top Secret**.

🖃 Note

The level of safeguarding for classified information and materials cannot exceed the security clearance level of the facility. If the entity will not have any requirements to safeguard classified materials for the execution of the contract, you can select None.

A pop-up box will appear with additional information if you select any option other than None.

Specifications (Block 2)

- 3. Input the solicitation number. If you do not know the solicitation number, you may enter **TBD**.
- 4. Input the date when the bids are due. You can click the calendar icon to select the due date.
- 5. Click **Next** to continue to the next screen.

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Actual Performance

For Block 8, add actual performance locations. The business name and address will be pulled from the previous steps. You may delete the entry if the work will not be performed at that location.

Add Actual Performance Locations (Block 8)

If additional sites will be used throughout the performance of this contract, you can add them here, either by CAGE code lookup or by entering the information manually.

- 1. Click **CAGE Code Lookup** to enter additional CAGE Codes and verify information.
- 2. Click Manual Entry to input location details.
- **3.** Click **Close** to close the pop-up boxes.
- 4. Click **Next** to continue to the next screen.

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Procurement Descroption

For Block 9, provide additional information about the contract. The description should be short, concise, and UNCLASSIFIED while still providing enough detail to provide an adequate picture of the project.

General Unclassified Description of this Procurement (Block 9)

- **1.** Type a general description in the text box.
- 2. Click **Next** to continue to the next screen.

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Contract will require access to: (Block 10)

1. For Block 10, select from the provided options all access that the contract will require.

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In performing this contract, the contractor will: (Block 11)

2. For Block 11, select from the provided options all access that the contractor will require.

🖃 Note

Some options will be greyed out or automatically selected for you based on information entered earlier within the application and within this block itself. These automatic selections are driven by business rules determined by DCSA.

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In performing this contract, the contractor will: (Block 11) (Continued)

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Public Release (Block 12)

For Block 12, provide guidance on the appropriate entity that has public release authority for the contract.

- 3. From the Public Release Options drop-down menu, select **Direct** or **Through**.
- **4.** Enter a Description of Authority in the free text field. There is a 270-character limit for this field.
- 5. Click **Next** to continue to the next screen.

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Security Guidance (Block 13)

On this screen, the NCCS application automatically generates the Block 13 Security Guidance based on your selections in Blocks 10 and 11. The cards in this panel make up the Security Guidance. Your cards will vary based on your previous selections. For example, if you selected option "a" from the Contract Access section of Block 10, you will see a card called "Ref, 10a" in this guidance.

- 1. To edit a card, click the edit icon −a pencil *P* − in the card's upper right-hand corner.
- **2.** Make changes to the text
- 3. Click Save to preserve your changes.

🖬 Note:

If you want to revert to the default verbiage, you can press the reset button on the top right of the card.

🖃 Note:

The Block 13 General card cannot be deleted. However, if your organization does not require them, all other cards can be removed completely by clicking the delete icon –the trashcan– in the card's upper right-hand corner.

- **4.** To apply a security guidance template unique to your organization, select the template from the drop-down menu called Security Guidance Template at the top of the screen.
- 5. Click **Apply** Template.
- 6. Click Next to continue to the next screen.



Additional Security Requirements (Block 14)

Answers for Blocks 14 and 15 may be automatically selected based on your selections in Blocks 10 and 11.

- **1.** Select Yes or No. If you select Yes, you must include additional information in the free text field.
- **2.** Make changes to the text. Security Requirements and Inspections.

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Inspections (Block 15)

- **1.** Select Yes or No. If you select Yes, you must include additional information in the free text field.
- 2. Click **Next** to continue to the next screen.

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Select Reviewers (Block 13)

For Block 13, you can select up to eight reviewers to review your DD Form 254. After you submit your draft DD Form 254, NCCS will systematically pass it from one reviewer to the next. Reviewers are not required for the DD Form 254; if you do not wish to add any reviewers, you can skip this step.

To find a reviewer, you can sort and filter by Name, Primary Organization, Secondary Organization, Phone Number, or Email. If you do not find someone's name on this grid, it is possible that they are not registered in NCCS. They must be registered before you can select them as reviewers, certifiers, or contracting officers

- **1.** Select the reviewer's name.
- 2. Double click the reviewer's name or click **Add Reviewer** in the upper-right side of the panel.
- **3.** To remove a reviewer, click the minus sign next to the reviewer's name.
- 4. Click **Next** to continue to the next screen.

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Select Certifier (Block 17)

For Block 17, only one certifier can be selected on DD Form 254.

- **1.** Select the certifier's name.
- 2. Double click the reviewer's name or click **Add Certifier** in the upper-right side of the panel.
- **3.** Click **Next** to continue to the next screen.

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Select Contracting Officer (Block 16 de, e, f)

Once your DD Form 254 has been reviewed and certified, it will be ready for release by the contracting officer.

- **1.** Select the Contracting Officer's name.
- **2.** Double click the reviewer's name or click **Add Contracting Officer** in the upper-right side of the panel.
- **3.** Click **Next** to continue to the next screen.

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Government Contracting Activity (Block 16 a,b,c)

1. For Block 16 a, b, c, input the address of the Government Contracting Activity.

Point of Contact (Block 16 d,e,f)

For Block 16 d, e, f, you will find pre-populated Point of Contact information. This information aligns to the contracting officer you have identified in the form.

Required Distribution by the Certifying Official (Block 18)

- 2. For Block 18, select where you would like the completed DD Form 254 to be sent.
- 3. Click **Next** to continue to the next screen.

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Tag Agencies

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- **1.** Click **Tag Agencies** to open a pop-up window.
- **2.** Select the appropriate agency and any additional hierarchy tiers as required.
- **3.** Select **Add Agency** and verify that it appears in the Tag Agencies window.



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Form Validation

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On this screen, you will be presented with errors or warnings found within the information you have provided. Review the errors or warnings and take any necessary actions to ensure the information you have provided is accurate and complete.

- 1. Click on the hyperlink to take you to where the error or warning exists in your application.
- **2.** Select the checkmark from the section navigation on the right of the screen to take you back to the Form Validation section.

Discrete Note:

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Now that you have corrected any errors and taken note of any errors or warnings, you may want to review the information in PDF form and save a copy for your records.

- 3. Click View PDF to review your DD Form 254.
- 4. Click the Exit button -the X at the top right of the PDF- to continue.

Now that you have reviewed and corrected your form, you are ready to submit your DD Form 254 to the next step in the process. If a reviewer was selected, they will be the next to view your DD Form 254; otherwise, it will go to the certifier.

- 5. Click Submit with Warnings.
- 6. Click Submit Form to confirm your submission.

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Creating a Revised DD Form 254 in NCCS

Role

The Government Originator is the requirements owner who is responsible for creating the draft DD Form 254.

Revised DD Form 254s

Revised DD Form 254s are issued when there is a change to classification guidance or security requirements of the contract.

Getting Started

1. Review the Consent to Monitor and select **Acknowledge** to continue.

Consent to Monitoring	
 All information, including casafied information, processed, stored, or deservated via any system overaid or managed by the United listees dovernment (USU) in THE PROP privated to users only for official uSU purposes. Users of all USU systems and infrastructure have NO (UMP)CT/CDU OF PROVIDE in any data transmitted, processed, or dove 	RTV OF THR USG. USG systems and access accounts are of by These systems
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Accessing a USE system or communicating access USE system inhuidsucture signifies your consent to such monitoring and your agreement to use information resolution of intrusion, mission, mission, mission, mission, accessing a listing, or other melocous acts to the appropriate law enforcement or other authorities for appropriate action, which may include or	ly for actionand purposes, by their officials may possible evidence minut investigation and administrative disciplinary inforcement.

NCCS Welcome Screen

1. Click the **Review & Release** tab in the left navigation menu to reveal the revision options.

Discrete Note:

The left navigation tabs are context dependent; that means they will be different depending on your profile's registered roles. You must be registered as an Originator to have access to these menu options.

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- **1.** Find the released contract. You can search by entity name, contract number, CAGE Code, type, version, content classification, release date, GCA full name or GCA AAC.
- 2. Under the Action column, click the icon with two overlapping pages to edit the original DD Form 254.

Discrete Note:

Originators can edit released DD Form 254s that they created or that they have access to based on their registration. The presence of the icon with two overlapping pages indicates that you have access to that form.

3. Click Create Revision in the pop-up box.

Discrete Note:

From here, NCCS will lead you through the blocks of the released DD Form 254. All of the blocks are editable for your revision. For step-by-step instructions on completing all blocks of a DD Form 254 in NCCS, please see "Originating a Prime DD Form 254" in this Government User Guide.

You may proceed through the form by clicking **Next** at the bottom of each screen.

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Creating a Final DD Form 254 in NCCS

Final DD Form 254s

A Final DD Form 254 is used only if the contractor requests the right to retain any project-related classified materials beyond the NISPOM permitted timeframe.

Getting Started

1. Review the Consent to Monitor and select **Acknowledge** to continue.

Consent to Monitoring	
All information, including classified information, possessed, stored, or disseminuted via any system owned or managed by the instead taxes Government (USD) IS THE PROPERTY OF THE LISS. USD systems and access accounts provided to users only file official USD porposes. Users of all USD systems and informative have ND EXPECTATION OF PROVIDEY or any data transmitted, processed, or stand by these systems.	77.2
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NCCS Welcome Screen

1. Click the **Review & Release** tab in the left navigation menu to reveal the revision options.

☐ Note:

The left navigation tabs are context dependent; that means they will be different depending on your profile's registered roles. You must be registered as an Originator to have access to these menu options.

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Released List

In the left navigation menu, click **Released List** to begin creating a final prime DD Form 254.

- **1.** Find the released contract. You can search by entity name, contract number, CAGE Code, type, version, content classification, release date, GCA full name, or GCA AAC.
- 2. Under the Action column, click the icon with two overlapping pages to edit the original DD Form 254.

Discrete Note:

Originators can edit released DD Form 254s that they created or that they have access to based on their registration. The presence of an icon with two overlapping pages indicates that you have access to that form.

3. Click Create Final in the pop-up box.

Discrete Note:

From here, NCCS will lead you through the blocks of the released DD Form 254. All of the blocks are editable for your revision.

You may proceed through the form by clicking **Next** at the bottom of each screen.



Final DD Form 254 (Block 5)

Block 5 is an extra block in NCCS only used for Final DD Form 254s. You will find Block 5 on the screen titled "Clearance, Specifications, and Follow-On Contract."

- **1.** Input the Final Request Date. You can click the calendar icon to select the date.
- **2.** Input the number of days for the retention period.
- **3.** Click **Next** to continue to the next screen.

🖃 Important

For step-by-step instructions on completing all blocks of a DD Form 254 in NCCS, please see "<u>Originating a Prime DD</u> Form 254" in this Government User Guide.

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Creating a Acquisition Assist DD Form 254 in NCCS

Getting Started

1. Review the Consent to Monitor and select **Acknowledge** to continue.

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NCCS Welcome Screen

1. Click the **Review & Release** tab in the left navigation menu to reveal the revision options.

Discrete Note:

The left navigation tabs are context dependent; that means they will be different depending on your profile's registered roles. You must be registered as an Originator to have access to these menu options.

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- **1.** Find the released contract. You can search by entity name, contract number, CAGE Code, type, version, content classification, release date, GCA full name, or GCA AAC.
- 2. Under the Action column, click the icon with two overlapping pages to edit the original DD Form 254.

Discrete Note:

Originators can edit released DD Form 254s that they created or that they have access to based on their registration. The presence of an icon with two overlapping pages indicates that you have access to that form.

3. Click Acquisition Assist in the pop-up box.

Discrete Note:

From here, NCCS will lead you through the blocks of the released DD Form 254. All of the blocks are editable for your revision.

You may proceed through the form by clicking **Next** at the bottom of each screen.

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Acquisition Assist DD Form 254 (Block 2)

Block 2 is an extra block in NCCS only used for Final DD Form 254s. You will find Block 2 on the screen titled "Clearance, Specifications, and Follow-On Contract."

- **1.** Select the Acquisition assist type required and input the acquisition assist number.
- 2. Click Add Acquisition Assist to confirm.
- 3. Click **Next** to continue to the next screen.

🖃 Important

For step-by-step instructions on completing all blocks of a DD Form 254 in NCCS, please see "Originating a Prime DD Form 254" in this Government User Guide.

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Creating a Security Guidance Template

Creating a Security Guidance Template

Government Originators can create unique security guidance templates based on the needs of the type of contract.

Getting Started

1. Review the Consent to Monitor and select **Acknowledge** to continue.

Consent to Monitoring
AE information, including classified information, processed, stored, or disseminated in any system owned or managed by the United States Government (USD) IS THE HEDERTY OF THE LISEs upto and access accounts are provided to seen only file efficial USD purposes. Users of all USD systems and infrastructure have NO EXPECTATION OF PRIVACY in any data bananetted, processed, or stored by these systems.
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NCCS Welcome Screen

1. Click the **Originate** tab in the left navigation menu to reveal the revision options.

Discrete Note:

The left navigation tabs are context dependent; that means they will be different depending on your profile's registered roles. You must be registered as an Originator to have access to these menu options.

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Security Guidance

- **1.** Click **Security Guidance** from the left-hand navigation menu.
- 2. Click Create Template.
- **3.** In the pop-up box called New Security Guidance Template, type in a name for the template.

4. Click Save.

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Security Guidance (Continued)

- 5. Click Add Security Guidance on the top right part of the screen.
- **6.** Click the **Drop-Down Menu Arrow** in the area called Security Guidance Section. From here, you can add any of the sections from Blocks 10, 11 and 13 to create a new template.
- 7. Click Save at the bottom of the screen.

When creating your unique security guidance template, you would repeat this action for all the sections you wish to replace, append, or delete.

🖃 Note

You can turn the sections of the template on and off by going to the Enable column and switching the toggle to the on or off position.

🖃 Note

You can also edit an existing template by clicking the pencil icon at the top of the screen.



Uploading a Completed DD Form 254 PDF

Uploading a Completed DD Form 254 PDF

The most likely use case for uploading a completed DD Form 254 is a legacy document pre-dating NCCS access.

Getting Started

1. Review the Consent to Monitor and select **Acknowledge** to continue.

Consent to Monitoring Advantation, including classified information, processed, stored, or discenses/edit is any system investiged by the coded thates Conversed (2000, 10 Tref PROPRITY OF Tref) LOD, CDD systems and access accounts are provided to same only for official USD purposes. Users of all USD instants and inhumitudes have ND EXPECTATION OF PROVIDEY in any data treasmitted, processed, or stored by their coded inhumitude to the ND expectation of the ND

Upload

In the left navigation menu, click **Upload** to begin.

Note: Uploaded DD Form 254s must be current and active.

- 1. Click Upload DD Form 254.
- 2. Click Select File to Upload in the upper center of the panel.
- **3.** Select the PDF file to upload.
- 4. Click Open.



- 5. In the left navigation menu, click **Uploaded Pending Review List.**
- **6.** Select the PDF you want to manage.
- **7.** Click the pencil icon to edit.

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Review Uploaded DD Form 254

The left side of the panel shows the information that has been pulled from the PDF on the right side of the panel.

Review how the information from the completed Form 254 has been transferred from the PDF into NCCS.

1. Click Complete Review.

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D Final Review

Government Reviewer

Unclassified

Government Reviewer

Role Overview

The reviewer evaluates the DD Form 254 for accuracy and completion in collaboration with the requirement owner(s) and the contracting officer. There can be multiple reviewers selected in the workflow process of the DD Form 254.

Permissions of the Role

- Edit draft DD Form 254 for security requirements and required language within the DD Form 254.
- Return the DD Form 254 to the government originator.
- View only for drafted and reviewed DD Form 254s.
- 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.

The review process begins when you receive a notification via email that you have been assigned a DD Form 254 to review. You will only receive this notification if you are a registered user with the role of reviewer in NCCS.

Getting Started

1. Review the Consent to Monitor and select **Acknowledge** to continue.

Welcome Screen

There are three ways to begin the review process of this form:

- **A.** From the Notifications box, click the business name of the prime contractor.
- **B.** From the left navigation menu, select **My Dashboard.** Here, you can locate the DD 254 under "My Assigned Contracts."
- C. From the left navigation menu, select **Review & Release.** Next, select **Pending Review List.**

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Pending Review List

From here, you have three action options:

- Clicking the **eye icon** lets you read the form without making any changes. You will only have the view option if you do not have editing permissions for this DD Form 254.
- Clicking the **PDF icon** opens a draft PDF version of the form, offering a quick preview without going into the review screens in the app.
- Clicking the **pencil icon** allows you to enter the review mode of this DD 254 in the application. You will only have the editing option if you have editing permissions for this DD Form 254.

Review Mode Blocks (1-9) (16-18)

- 1. Click **Blocks (1-9) (16-18)** at the top of the screen. These are read-only blocks.
- **2.** There are two ways to review the information in Blocks (1-9) (16-18):
 - Open the PDF by clicking **Preview** at the top-right corner of the screen
 - In the NCCS app, scroll down to read Blocks 1-9 and 16-18.
- 3. If there are errors in these blocks for the originator to correct, click **Return to Originator**.
- **4.** In the Return to Originator pop-up box, type a reason for returning the form.

5. Click Return to Originator.

The originator will take back ownership of the DD 254, make their necessary adjustments, and then resubmit it through the review process.

☐ Note:

A best practice is to review the entire DD Form 254 before returning it to the originator.

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Review Mode Blocks (10-12) (14-5)

- 1. Click **Blocks (10-12) and (14-15)** at the top of the screen. The user in the reviewer role has permissions to make edits to these blocks.
- 2. Review the information in Blocks (10-12) (14-15). Click the edit icon –the pencil \checkmark to go into edit mode.
- **3.** Check or uncheck option selections.
- 4. Click Save.

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Review Mode Block 13

- 1. Click **Block 13** at the top of the screen. Changes to Blocks 10 and 11 will be reflected in Block 13.
- **2.** Click the edit icon –the pencil *P* to make changes.

3. Click Save.

A second option for editing the security guidance verbiage is to apply a Security Guidance template, if any are provided within your organization.

- 4. Click the drop-down menu at the top of the screen.
- **5.** Select the template you want to use. You will only be able to see the templates available to your organization.

6. Click Apply Template.

7. Preview the information before clicking **Apply** again.

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Reviewers

The reviewer list shows you all the reviewers assigned to this DD Form 254. You can see who has already reviewed the form and who will review it after you. The DD Form 254 can have up to eight reviewers.

Click the **Reviewers** tab at the top of the screen.

Documents

The Documents tab allows you to see all the documents uploaded during DD Form 254 creation. You can download these documents for further review.

Click the **Documents** tab at the top of the screen.

History

The History tab tracks the DD254's journey from creation to release. It tracks changes and updates to the document that you and other reviewers have made.

Click the **History** tab at the top of the screen.

Sign

If you are satisfied with your review and you don't have any suggested changes, you can proceed to the end of the process.

- 1. Click Sign.
- 2. Click Sign Form to confirm the signing action.

Your account has now signed the form. From here, the DD Form 254 will either move to the next reviewer or advance to the certifier.

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Government Certifying Official

Unclassified
Certifying Official

Role Overview

The reviewer evaluates the DD Form 254 for accuracy and completion in collaboration with the requirement owner(s) and the contracting officer. There can be multiple reviewers selected in the workflow process of the DD Form 254.

Permissions of the Role

- Edit draft DD Form 254 for security requirements and required language within the DD Form 254. Return the DD Form 254 to the government originator.
- Return the DD Form 254 to the government originator.
- View only for drafted and reviewed DD Form 254s.
- 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.

The certification process begins when you receive a notification via email that you have been assigned a DD Form 254 to certify. You will only receive this notification if you are a registered user with the role of certifying officer in NCCS.

Getting Started

1. Review the Consent to Monitor and select **Acknowledge** to continue.

Consent to Monitoring
All information, including classified information, processes, stored, or illusersivated via any symem overed or managed by the United States Soverment (USIS) IS THE PROPERTY OF THE USIS, USIS systems and access accounts are provided to users only for official USI properses. Users of all USIs systems and informative have NO (APECLETION OF PROVIDE in any data transmitted, processes, or stored by these systems.
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Welcome Screen

There are three ways to begin the review process of this form:

- **A.** From the Notifications box, click the business name of the prime contractor.
- **B.** From the left navigation memo, select **My Dashboard.** Here, you can locate the DD 254 under "My Assigned Contracts."
- C. From the left navigation menu, select **Review & Release.** Next, select **Pending Certification List.**

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Pending Certification List

From here, you have three action options:

- Clicking the **eye icon** lets you read the form without making any changes. You will only have the view option if you do not have editing permissions for this DD Form 254.
- Clicking the **PDF icon** opens a draft PDF version of the form, offering a quick preview without going into the review screens in the app.
- Clicking the **pencil icon** allows you to enter the review mode of this DD 254 in the application. You will only have the editing option if you have editing permissions for this DD Form 254.

Review Mode Blocks (1-9) (16-18)

- 1. Click **Blocks (1-9) (16-18)** at the top of the screen. These are read-only blocks.
- **2.** There are two ways to review the information in Blocks (1-9) (16-18):
 - Open the PDF by clicking **Preview** at the top-right corner of the screen
 - In the NCCS app, scroll down to read Blocks 1-9 and 16-18.
- **3.** If there are errors in these blocks for the originator to correct, click **Return to Originator**.
- **4.** In the Return to Originator pop-up box, type a reason for returning the form.
- 5. Click Return to Originator.

The originator will take back ownership of the DD 254, make their necessary adjustments, and then resubmit it through the review process.

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Review Mode Blocks (10-12) (14-5)

- 1. Click **Blocks (10-12) and (14- 15)** at the top of the screen. The user in the reviewer role has permissions to make edits to these blocks.
- 2. Review the information in Blocks (10-12) (14-15). Click the edit icon –the pencil \checkmark to go into edit mode.
- **3.** Check or uncheck option selections.
- 4. Click Save.

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Review Mode Block 13

- 1. Click **Block 13** at the top of the screen. Changes to Blocks 10 and 11 will be reflected in Block 13.
- **2.** Click the edit icon –the pencil *P* to make changes.

3. Click Save.

A second option for editing the security guidance verbiage is to apply a Security Guidance template, if any are provided within your organization.

- 4. Click the drop-down menu at the top of the screen.
- **5.** Select the template you want to use. You will only be able to see the templates available to your organization.

6. Click Apply Template.

7. Preview the information before clicking **Apply** again.

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Reviewers

The reviewer list shows you all the reviewers assigned to this DD Form 254. You can see who has already reviewed the form and who will review it after you. The DD Form 254 can have up to eight reviewers.

Click the **Reviewers** tab at the top of the screen.

Documents

The Documents tab allows you to see all the documents uploaded during DD Form 254 creation. You can download these documents for further review.

Click the **Documents** tab at the top of the screen.

History

The History tab tracks the DD254's journey from creation to release. It tracks changes and updates to the document that you and other reviewers have made.

Click the **History** tab at the top of the screen.

Sign

If you are satisfied with your review and you don't have any suggested changes, you can proceed to the end of the process.

- 1. Click Sign.
- 2. Click Sign Form to confirm the signing action.

Your account has now signed the form. From here, the DD Form 254 will either move to the next reviewer or advance to the certifier.

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Government Contracting Officer

Unclassified

Government Contracting Officer

Role Overview

The contracting officer role is an individual who officially releases the DD Form 254 within NCCS to industry. This role is the contracting officer only. No delegation is authorized.

Role permissions: History

- 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.

The review process begins when you receive a notification via email that you have been assigned a DD Form 254 to review and release. You will only receive this notification if you are a registered user with the role of contracting officer in NCCS.

Getting Started

1. Review the Consent to Monitor and select Acknowledge to continue.

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Welcome Screen

There are two ways to begin the release process:

- **A.** From the Notifications box, click the business name of the prime contractor.
- B. From the left navigation menu, select **Review & Release**. Next, select **Pending Release List**.

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Pending Release List

From here, you have three action options:

- Clicking the **eye icon** lets you read the form without making any changes.
- Clicking the **PDF icon** opens a draft PDF version of the form, offering a quick preview without going into the review screens in the app.
- Clicking the **paper icon** allows you to enter the release mode of this DD 254 in the application.

Discrete Note:

The role of contracting officer does not have permissions to edit the DD Form 254 in NCCS.

Review Mode

- 1. Click the **Eye icon** to enter reviewer mode.
- 2. To progress through the DD Form 254 blocks, click the tab groups at the top of the screen.

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Reviewers

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Documents

The Documents tab allows you to see all the documents uploaded during DD Form 254 creation. You can download these documents for further review.

Click the **Documents** tab at the top of the screen.

History

82

The History tab tracks the DD254's journey from creation to release. It tracks changes and updates to the document that you and other reviewers have made.

Click the **History** tab at the top of the screen.

Release

If you're satisfied with your review, you can release the document.

- 1. From the left navigation menu, click **Review & Release**.
- 2. Click Pending Release List.
- **3.** Find the contract in the grid. Click play **>** the arrow in the column next to the contract to proceed.
- **4.** A pop-up box will appear. Select the box to acknowledge that the DD Form 254 will be released to the contractor.
- 5. Click the yellow **Release** button.



Released List

Now that you have released the contract, it will appear in the Released List.

- 1. To confirm that the DD Form 254 has been released, from the left navigation menu, click **Review & Release.**
- 2. Click Released List.

From the Released List, you can review the contract again in the NCCS app or open it in PDF form.

3. Click the **PDF icon**. You will note that the PDF is no longer in draft mode. If you wish, you can download the final PDF from here.



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Unclassified

Change Log

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		Author	Process Owner/ Approver	QA			

Addtional Information

Points of Contact

• NCCS Support: dcsa.quantico.is.mbx.nccs-support@mail.mil