NISP Contract Classification System (NCCS)

Government Roles
User Guide

August 2025

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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 Department of Defense (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 DoD and other federal agencies under NISP agreement.

ⓘ **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 originate, 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

| Government Originator creates a draft DD Form 254 | Reviewer (s) review the draft DD Form 254 | Certifier certifies the DD Form 254 | Contracting Officer releases DD Form 254 to prime contractor |

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Acronyms

Acronyms	Meaning
BPA	Blanket Purchase Agreement
CAGE Code	Commercial and Government Entity Code
CSCS	Contract Security Classification Specification
CSO	Cognizant Security Office
CUI	Controlled Unclassified Information
DCSA	Defense Counterintelligence Security Agency
DD Form 254	DoD Contract Security Classification Specification
DOD	Department of Defense
FAR	Federal Acquisition Regulation
GAM	Government Account Manager
GCA	Government Contracting Activity
GSA	General Services Administration
IDIQ	Indefinite Delivery, Indefinite Quantity
IDIV	Indefinite Delivery Vehicle
NCCS	National Industrial Security Program Contract Classification System
NISP	National Industrial Security Program
NISPOM	National Industrial Security Program Operating Manual
NISS	National Industrial Security Systems
OTA	Other Transaction Authority
POC	Point of Contact
TBD	To Be Determined

Registration - Government Users

Government User Registration

All Government users must register their roles in NCCS.

Welcome to NCCS

1. Select **Start Registration (Govt)**.
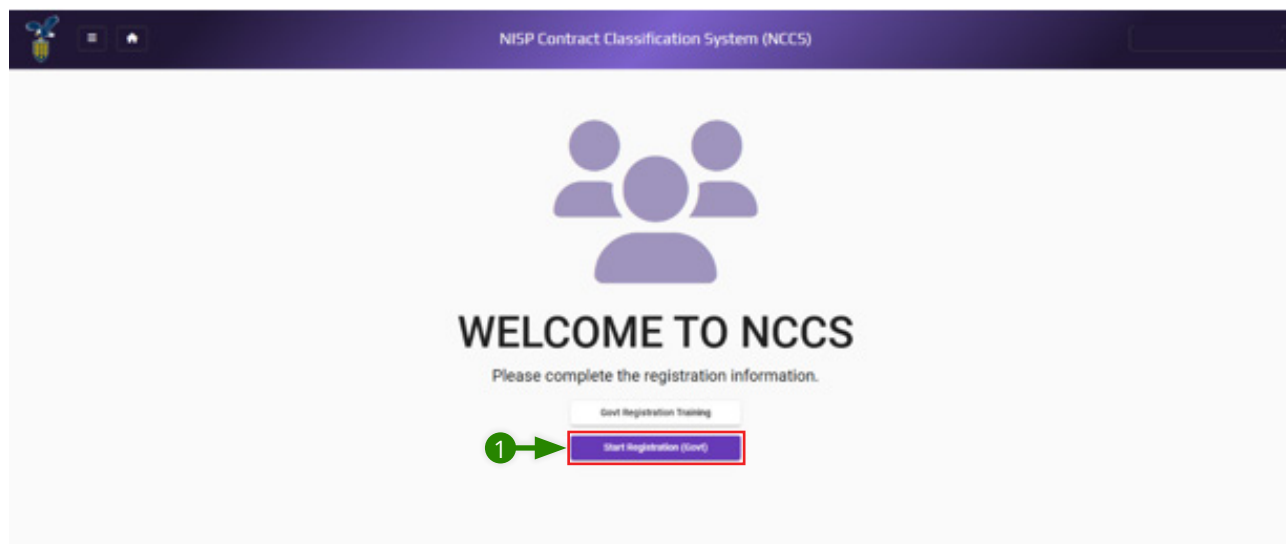
User Profile

1. Complete the User Profile fields: First Name, Last Name, Title, Email, and Phone number.

2. Select **Next**.

Roles Selection

Government Roles

1. Select your role.

> 🗐 **Note**
>
> Each user can select up to three (3) roles in NCCS.

Upload Applicable Appointment Letter (Required) [For GAMs]
Upload Certifying Official Delegation Letter (Optional) [For Certifying Officials]

Depending on the role you select, you may be required to upload accompanying documentation. The image below shows the letter upload process for Certifying Officials.

2. Click **Select File to Upload (Delegation Letter)**.

3. Select appointment letter file.

Role Justification

4. Enter an explanation for your role request(s) in the text box.

5. Select **Next**.

Organization

Your organization establishes the organization structure in the NCCS system. If you encounter any difficulties or are unsure about which components to select, please contact your Government Account Manager (GAM) for guidance.

Government users register within a hierarchical system. This process involves selecting the specific organizational unit you belong to, starting from the top level and progressively narrowing down to your specific subcomponent.

1. Navigate the hierarchy. Begin by selecting the top-level component that encompasses your organization.

Organization (*continued*)

2. Refine your selection. The secondary organization options populate based on your initial selections. From the selected component, choose the relevant subcomponent that represents your specific unit.

3. Continue the process. Repeat Step 2, navigating further down the hierarchy, until you reach the most granular level that accurately reflects your position within the government structure.

4. Make your final selection. Ensure the final subcomponent selected accurately represents your department or team. Mark any remaining tiers below your final selection as "N/A".

5. Select **Next**.

Address

Official Organization Address

1. Complete the address fields: Address Line 1, Address Line 2, City, State, and Zip Code.

2. Click **Next**.

Submission

1. Click **Submit** to submit your registration request.

Government Account Manager (GAM)

Government Account Manager (GAM)

Overview of the Role

The Government Account Manager (GAM) is responsible for approving user accounts.

Permissions of the Role:
- User account approval: Approve new user accounts within their organizational purview.

- Role management: Approve user role additions and deletions of initially provisioned user accounts.

GAM Role Types

The system utilizes two primary Government Account Manager (GAM) roles: GAM1 and GAM2. Each role grants different levels of access and approval authority.

Tiered Access
Both GAM1s and GAM2s can exist at Tiers 1 through 5.

Authorities and Visibility
Government Account Manager 1 (GAM1):

- Authority: GAM1 can approve both user accounts and other GAM accounts within their tier and any tiers below them.

- Visibility: GAM1 at any tier has visibility of all GAMs, users, and DD Form 254s within their tier and any tiers below them.

> 🗔 **Note**
>
> In addition to the standard GAM1 privileges, a GAM1 at Tier 1 possesses the unique ability to create and manage security classification guidance for the entire agency or organization. This functionality is exclusively available to GAM1s at Tier 1.

Government Account Manager 2 (GAM2):

- Authority: GAM2 can approve only user accounts at their tier and any tiers below them.

- Visibility: GAM2s cannot see other GAMs within their tier. They can see users and DD Form 254s within their tier and any tiers below them.

Key Differences

	GAM1	GAM1 at Tier 1	GAM2
GAM approval	Tier and below	Tier and below	Tier and below
User approval	Tier and below	Tier and below	All users and DD254s at their tier and below
Visibility	All GAMs, users, and DD254s at their tier and below	All GAMs, users, and DD254s at their tier and below	All users and DD254s at their tier and below
Security guidance creation	N/A	Yes, for the entire organization	N/A

Getting Started

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

Consent to Monitoring

All information, including classified information, processed, stored, or disseminated via any system owned or managed by the United States Government (USG) IS THE PROPERTY OF THE USG. USG systems and access accounts are provided to users only for official USG purposes. Users of all USG systems and infrastructure have NO EXPECTATION OF PRIVACY in any data transmitted, processed, or stored by these systems.

All USG systems are subject to monitoring for maintenance, testing, security, counterintelligence, management, and other lawful purposes. Monitoring may include network analysis, automated intrusion, and misuse-detection systems, access, audits, logging, keystroke monitoring, and full-text review of files and electronic mail messages for all lawful purposes, to include ensuring the availability, integrity, and confidentiality of government information. Authorized officials may examine, record, copy, and appropriately disseminate any information discovered in the course of lawful monitoring activities.

Accessing a USG system or communicating across USG system infrastructure signifies your consent to such monitoring and your agreement to use information resources only for authorized purposes. System officials may provide evidence of intrusion, misuse, misconduct, criminal activity, or other malicious acts to the appropriate law enforcement or other authorities for appropriate action, which may include criminal investigation and administrative disciplinary enforcement.

1 → **Acknowledge**

Manage Users

Government Account Managers can edit Government users' profile information in NCCS. The NCCS system allows users to fill up to three (3) 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. Government Account Managers 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 (GAMs) can verify users who have registered in NCCS. Once GAMs have verified their registration, 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 navigation menu.

2. Click **Verify** on the left side of the list next to the name of the 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.

Security Guidance

Government Account Managers at Tier 1 of the hierarchy 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 Form 254.

1. Click **Security Guidance** from the left 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.

> **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.
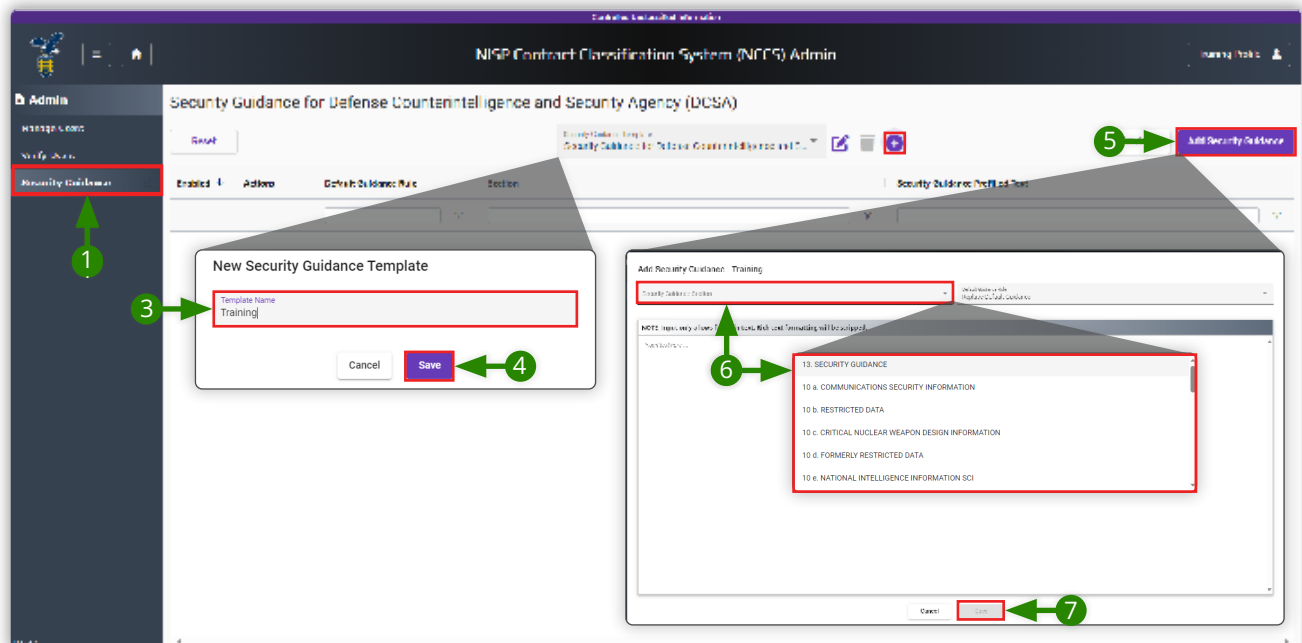
Government Originator

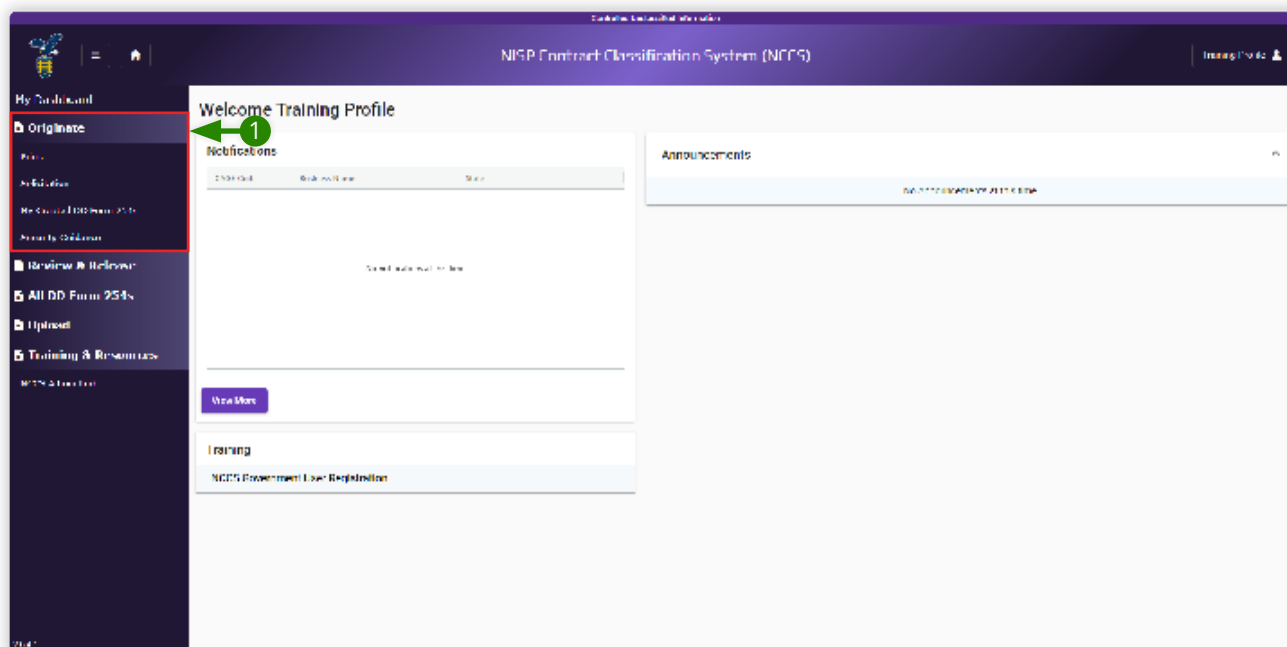## NCCS Welcome Screen – Menu Options

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

> **🖼 Note**
>
> 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.

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. CAGE Codes are verified against the live sam.gov database.

> 🗒 **Note**
>
> 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 (5)-digit alphanumeric codes used to identify businesses wishing to pursue contracts with Government. NCCS looks up the CAGE Code and verifies it against a repository.
>
> - If the code is correct, the business name and address display.
>
> - If the Cognizant Security Office (CSO) is on file, it automatically displays. If the CSO information is not on file, you have the option of manually typing it in.

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Clearance, Specifications, and Follow-On Contract

> **▤ Note**
>
> 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 **Confidential**, **Secret**, or **Top Secret**.

2. Click the drop-down menu and 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.

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

> **▤ Note**
>
> Both selections in Block 1 have warnings for selections that exceed designations in the National Industrial Security Systems (NISS). Verify that your information is correct.

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Clearance, Specifications, and Follow-On Contract Specifications (Block 2)

For Block 2, provide the prime contract number. Prime contract numbers are 17-digit alphanumeric sequences, and this field will limit your entry to 17 characters. Dashes will not count toward the 17-character limit.

> 🗐 **Note**
>
> If you are processing an assisted acquisition DD Form 254 (IDIQ, IDIV, OTA, GSA Purchase Agreement, Task Order, BPA, etc.), please see the Acquisition Assist section.

3.   Input the 17-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.

Actual Performance

For Block 8, add actual performance locations. The NCCS system pulls the business name and address from previous selections. You may remove the entry by clicking the delete icon –the trashcan 🗑– if the work will not be performed at that location. Removing the generated performance location will require you to perform a manual entry, which is explained below.

🗑	Training Tutorial Inc	Testing Road STE B, Ashland, VA 23005-3982	#####	H-FCB - Facility Clearance Branch

If the organization will use additional sites throughout the performance of this contract, you can add them here, either by CAGE Code lookup or by performing a manual entry which is explained below.
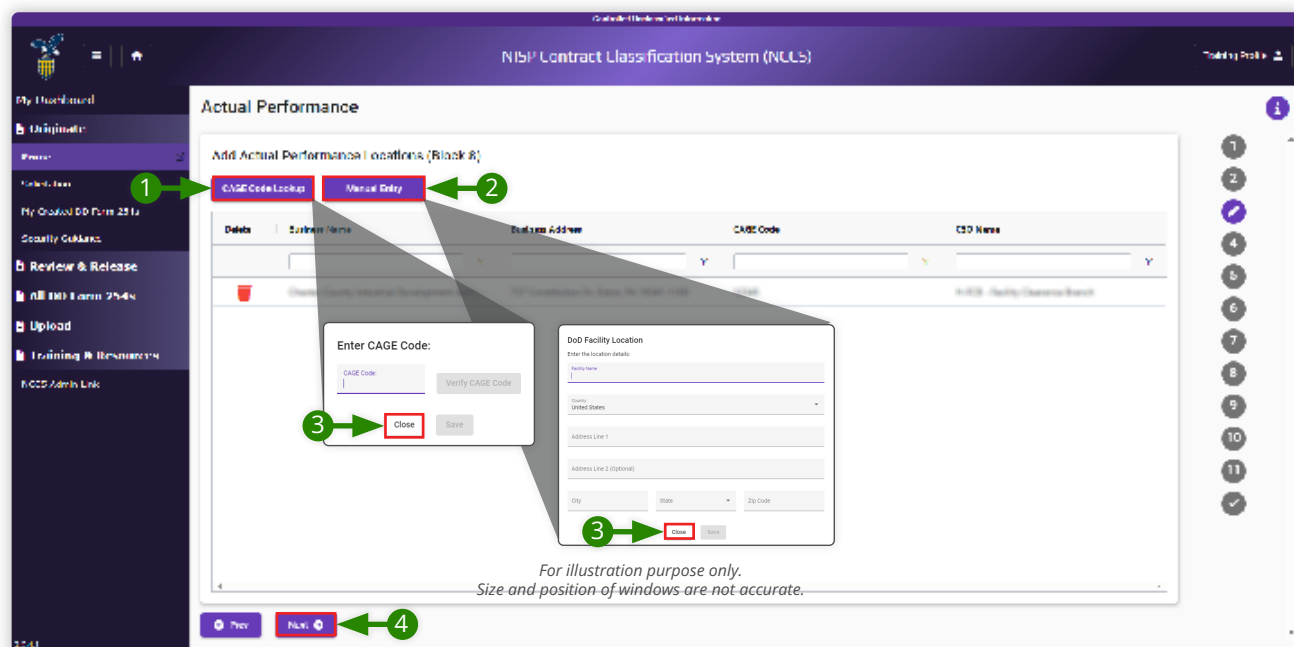
> 🗒 **Note**
>
> You cannot edit the information pulled from sam.gov in previous steps. If the information is incorrect, manually enter the correct information and then delete the pre-populated sam.gov information.

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.

Procurement Description

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

For illustration purpose only.
Size and position of windows are not accurate.

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.

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.

Contract will require access to: (Block 10)

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

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.

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, you must include additional information.

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.

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 ✏– in the card's upper right corner.

> 🗄 **Note**
> - If you want to revert to the default verbiage, you can press the reset button ↻ on the top right of the card.
> - You cannot delete Block 13 General card. 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 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.

For illustration purpose only.
Size and position of window are not accurate.

30
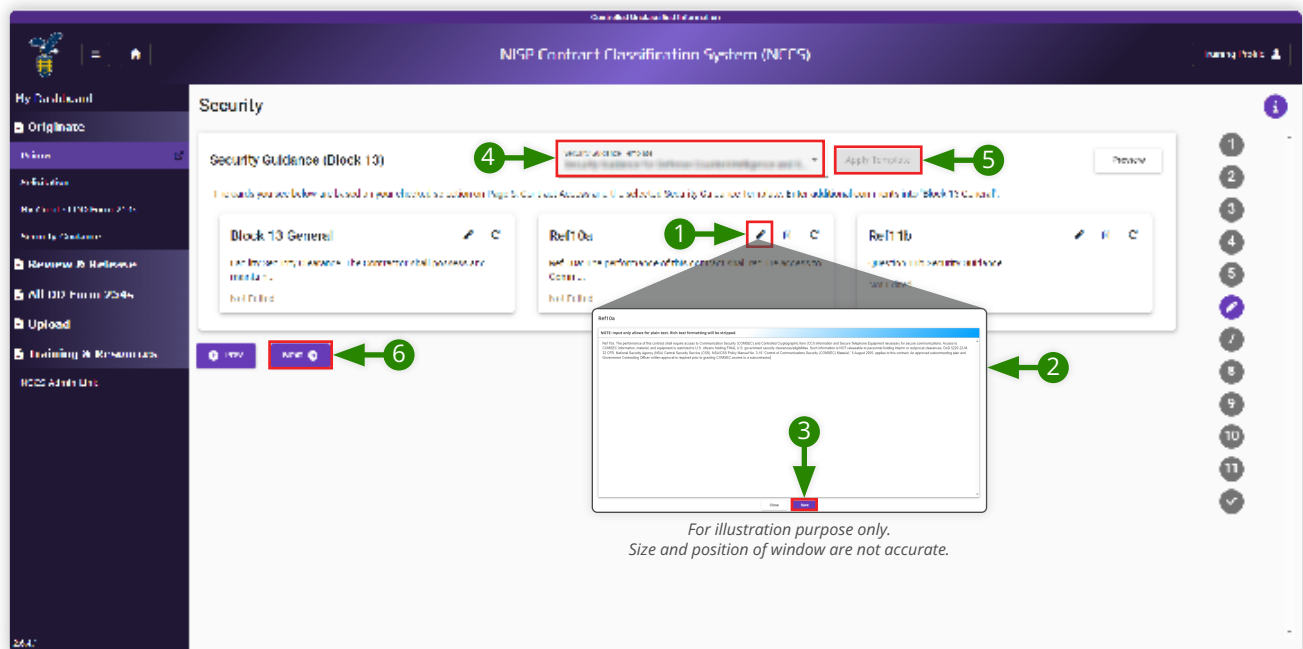
Security Requirements and Inspections

Answers for Blocks 14 and 15 may automatically display 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.

Add Security Reviewers

Reviewers are not required for the DD Form 254; if you do not wish to add any reviewers, you can skip this step. For Block 13, you can select up to eight (8) reviewers to review your DD Form 254. After you submit your draft DD Form 254, NCCS systematically passes it from one reviewer to the next.

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.

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.

Add Certifier

For Block 17, there can only be one (1) certifier on DD Form 254s.

To find a certifier, 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 a certifier.

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.

<div style="writing-mode: vertical">Government Originator</div>

Add Contracting Officer

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

To find a contracting officer, 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 a 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 (GCA).

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.

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.

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.

> **Errors appear in red**. They prevent the system from completing an action and require immediate correction.

> **Warnings appear in yellow**. They indicate potential problems that you can bypass, but it is strongly discouraged as it may lead to inaccurate results or delays in processing.

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.

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. The submission button will display either "Submit" or "Submit with Warnings." Although NCCS allows submission with warnings, it is strongly recommended to review the DD Form 254 and resolve all warnings beforehand to ensure accurate and timely processing.

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

For illustration purpose only.
Size and position of windows are not accurate.

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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 Monitoring and select **Acknowledge** to continue.

Government Originator

NCCS Welcome Screen

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

> 📑 **Note**
>
> You must be registered as an Originator to have access to the Originate menu options.

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 (5)-digit alphanumeric 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 display. If the Cognizant Security Office (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.

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 **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 **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.

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.

Procurement Description

For Block 9, provide additional information about the contract. The description should be short, concise, and unclassified while still containing 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.

Contract will require access to: (Block 10)

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

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.

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

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.

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 ✏– in the card's upper right corner.

2. Make changes to the text.

3. Click **Save** to preserve your changes.
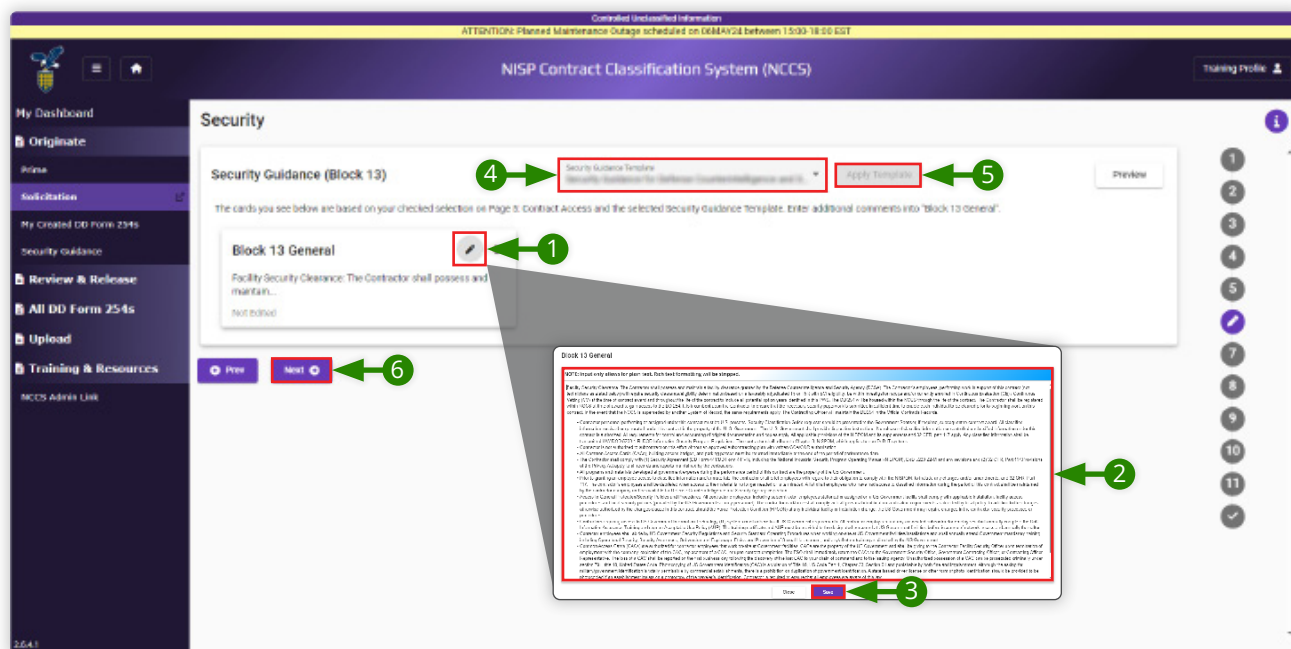
> 🗒 **Note:**
>
> If you want to revert to the default verbiage, you can press the reset button on the top right of the card.

> 🗒 **Note:**
>
> You cannot delete the Block 13 General card. However, if your organization does not require them, you can remove all other cards completely by clicking the delete icon –the trashcan– in the card's upper right 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 automatically display 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.

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.

Select Reviewers (Block 13)

Reviewers are not required for the DD Form 254; if you do not wish to add any reviewers, you can skip this step. For Block 13, you can select up to eight (8) 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.

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.

Select Certifier (Block 17)

For Block 17, only one (1) certifier can be selected on DD Form 254.

1. Select the certifier's name.

2. Double click the certifier's name or click **Add Certifier** in the upper-right side of the panel.

3. Click **Next** to continue to the next screen.

<div style="writing-mode: vertical">Government Originator</div>

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 (GCA).

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.

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.

Form Validation

Review and validate your DD Form 254 before submitting it for the next step in the workflow. On this screen, the NCCS system presents errors or warnings found within the information you have provided.

Errors appear in red. They prevent the system from completing an action and require immediate correction.

Warnings appear in yellow. They indicate potential problems that you can bypass, but it is strongly discouraged as it may lead to inaccurate results or delays in processing.

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.

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 you added a reviewer(s), 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.

Creating a Revised DD Form 254 in NCCS

Role

The Government Originator is the requirements owner who is responsible for creating a Revised 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 Monitoring and select **Acknowledge** to continue.
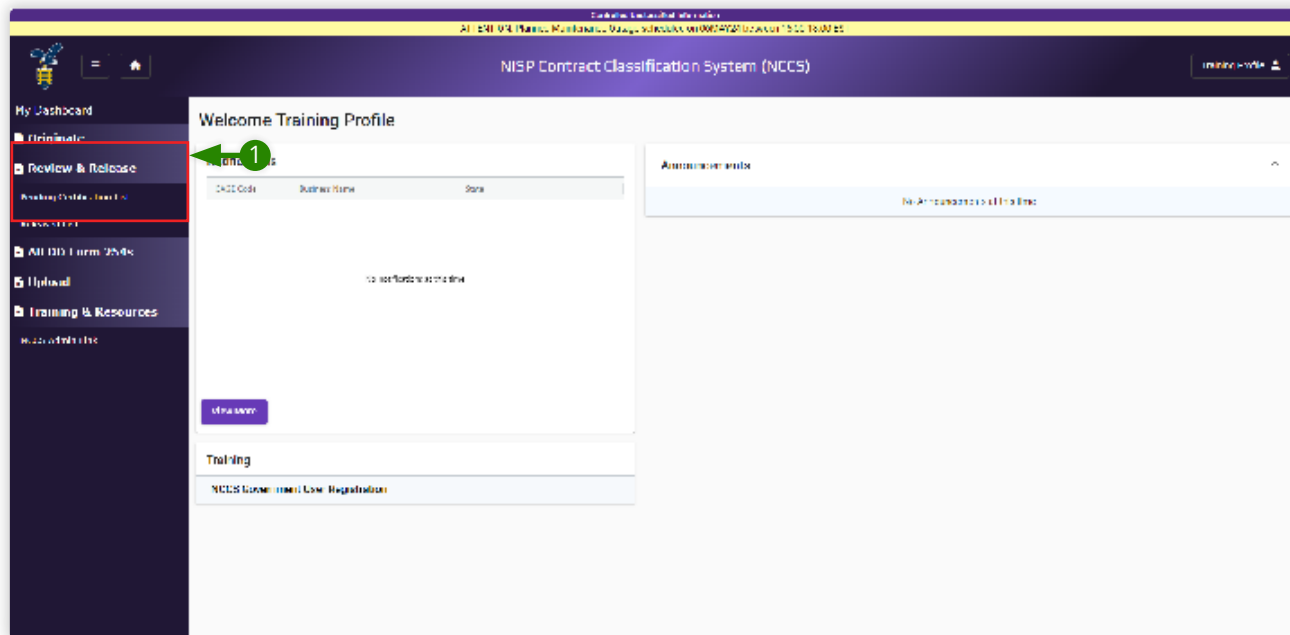
NCCS Welcome Screen

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

> 🗄 **Note:**
>
> You must be registered as an Originator to have access to these menu options.

Released List

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.

> 🗒 **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.

> 🗒 **Note:**
>
> 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.

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 permitted timeframe.

Getting Started

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

NCCS Welcome Screen

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

> 🗄 **Note:**
>
> You must be registered as an Originator to have access to these menu options.

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 generate a final DD Form 254.

> 🗒 **Note:**
>
> 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.

> 🗒 **Note:**
>
> 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.

Creating an Acquisition Assist DD Form 254

An Acquisition Assist DD Form 254 is a specific type of DD Form 254 used when a contractor is supporting another contractor on a government contract.

Several types of contracts might use Acquisition Assist DD Form 254s, including an Indefinite Delivery/ Indefinite Quantity (IDIQ), Indefinite Vehicle (IDIV), Task Order, Other Transaction Authority (OTA), General Services Agreement (GSA) Purchase Agreement, etc.

To create an Acquisition Assist DD Form 254, the original (prime) DD form 254 must first exist in NCCS. If it does not, please contact the Government Contracting Activity (GCA) responsible for the prime contract and request that they upload or create the DD Form 254 in NCCS. Also, request that they tag your agency during the DD Form 254 generation. This tagging is essential for you to subsequently create Acquisition Assist DD Form 254s based on the prime DD Form 254. Once the prime DD Form 254 is successfully uploaded into NCCS, you will then be able to generate an Acquisition Assist DD Form 254 from that linked prime DD Form 254.

Acquisition Assist Workflow

Prime DD Form 254
in NCCS

Acquisition Assist DD Form 254
linked to
Prime DD Form 254

Subcontract DD Form 254
based on
Acquisition Assist DD Form 254

Getting Started

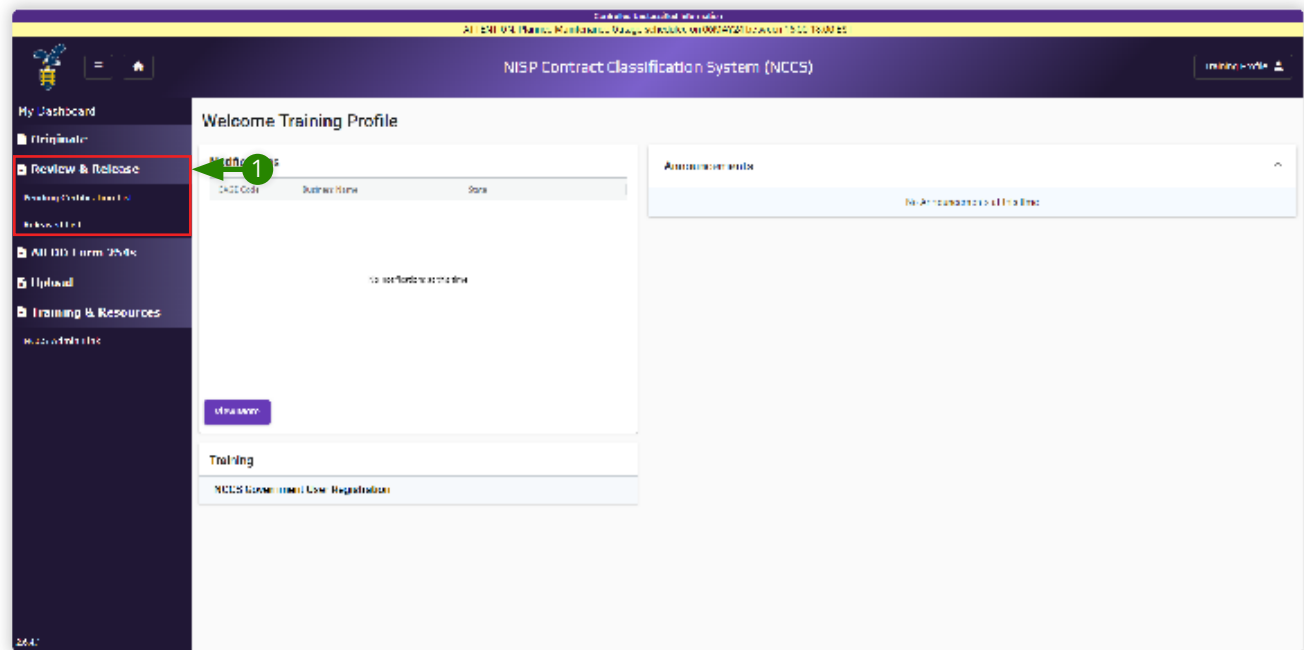1.   Review the Consent to Monitoring and select **Acknowledge** to continue.

NCCS Welcome Screen

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

> 📑 **Note:**
>
> You must be registered as an Originator to have access to the "Review and Release" menu option on the left navigation bar.

Released List

In the left navigation menu, click **Released List** to begin creating an Acquisition Assist 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.

> 🗔 **Note:**
>
> 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.

> 🗔 **Note:**
>
> 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.

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.

Creating a Security Guidance Template

Creating a Security Guidance Template

Government Originators have the authority to create security classification guidance templates specifically tailored for their own use and not for the whole organization.

Government Account Managers 1 at Tier 1 have the unique authority to create security classification guidance templates specifically tailored for their organization's use.

Getting Started

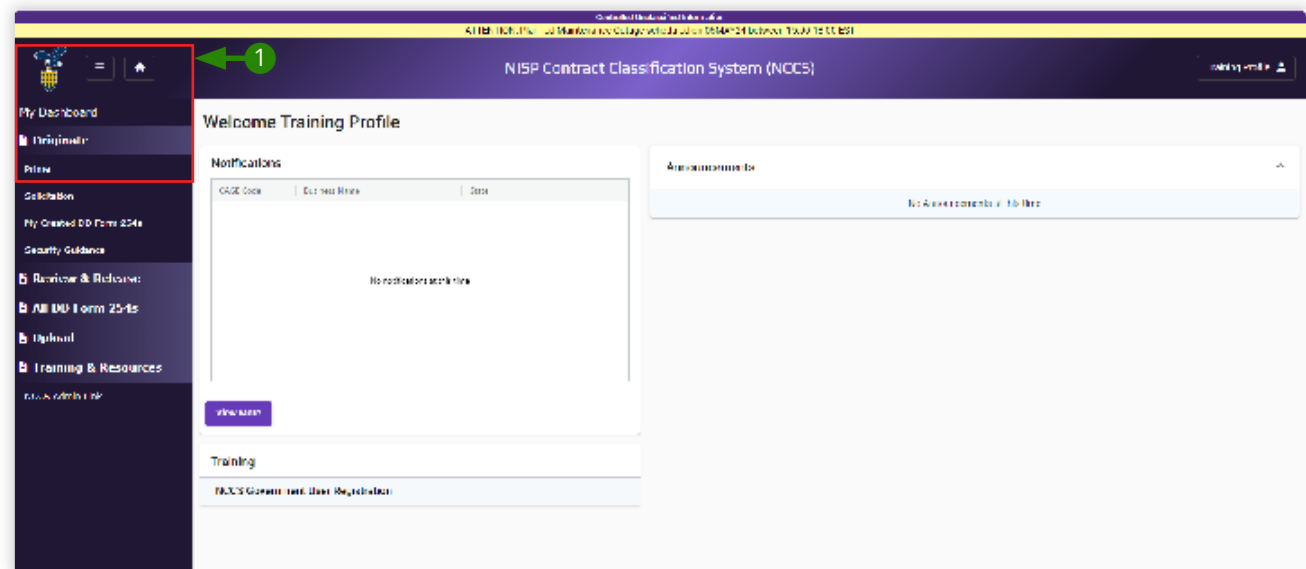1. Review the Consent to Monitoring and select **Acknowledge** to continue.

NCCS Welcome Screen

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

> 🗄 **Note:**
>
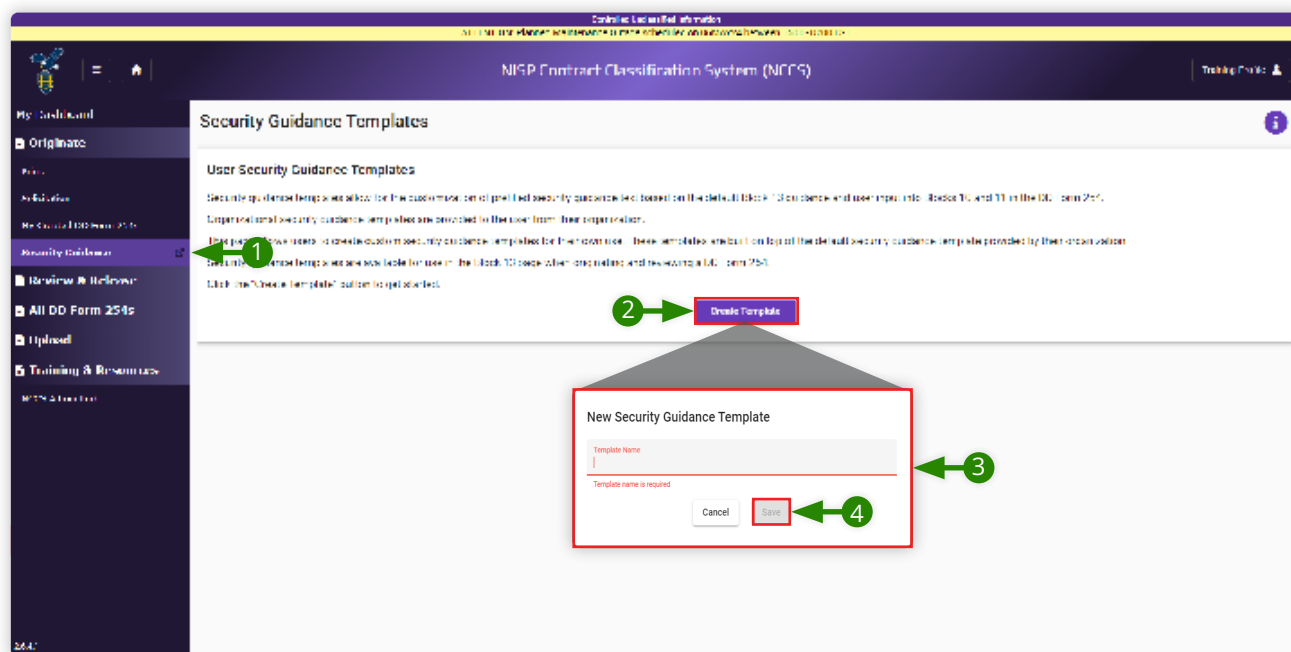> You must be registered as an Originator to have access to these menu options.

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Security Guidance

1. Click **Security Guidance** from the left 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**.

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.

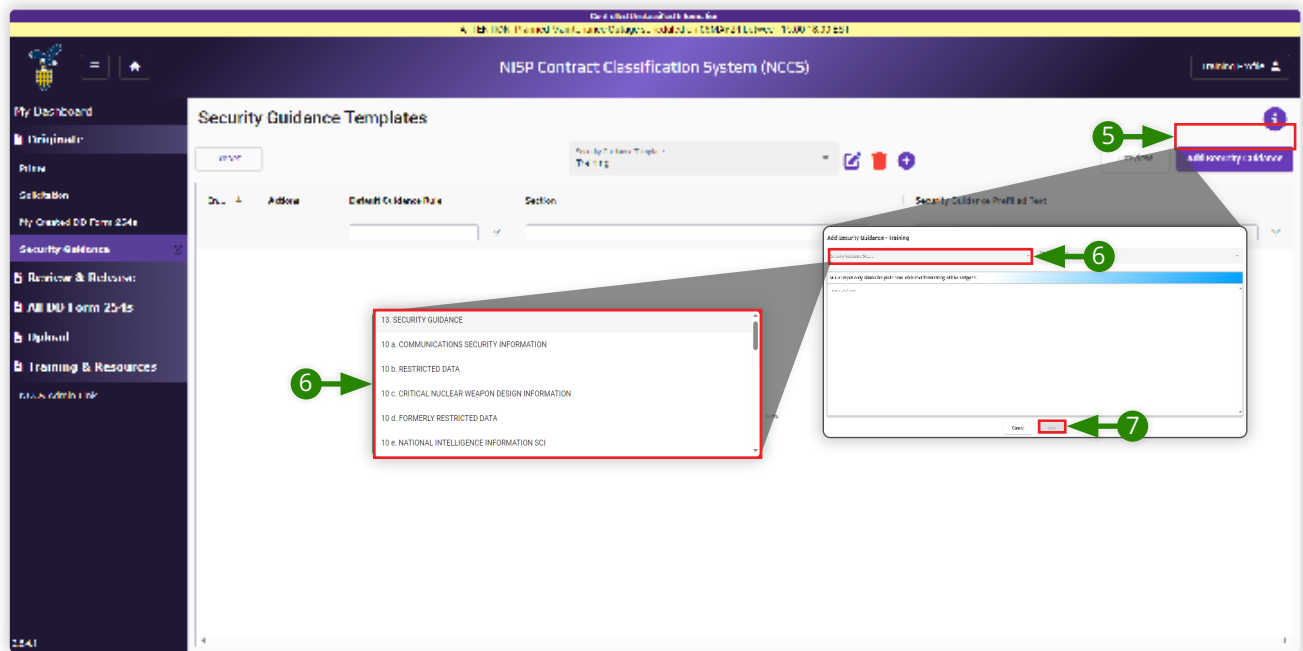7. Click **Save** at the bottom of the screen.

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.

Please only upload DD Form 254s that have previously been released to Industry.

Getting Started

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

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 file** you want to manage.

7. Click the pencil ✏ icon to edit.
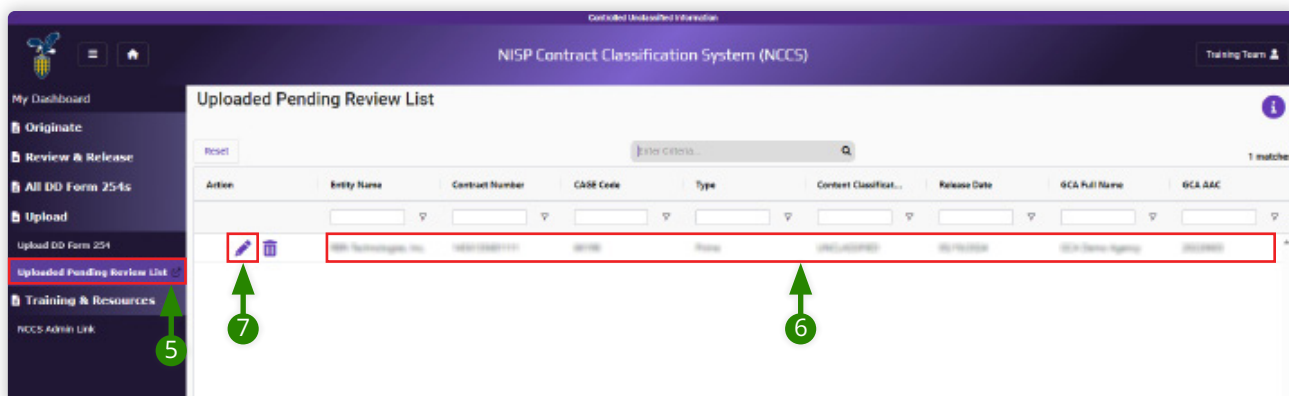
Review Uploaded DD Form 254

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

1. Click **Complete Review.** Review the transferred information from the completed DD Form 254.

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Government Reviewer

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. The workflow process of the DD Form 254 in the NCCS system may have zero to eight (0-8) reviewers selected.

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 Monitoring 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 Form 254 under "My Assigned Contracts."

C. From the left navigation menu, select **Review & Release.** Next, select **Pending Review List.**

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 Form 254 in the

> 🗒 **Note:**
>
> When a Government Certifier assigns you to review a subcontract DD Form 254 that contains proscribed information, it will appear in your workflow. For detailed instructions, refer to the Proscribed Information Workflow section of this Government User Guide.

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 application, 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 Form 254, make their necessary adjustments, and then re-submit it through the review process.
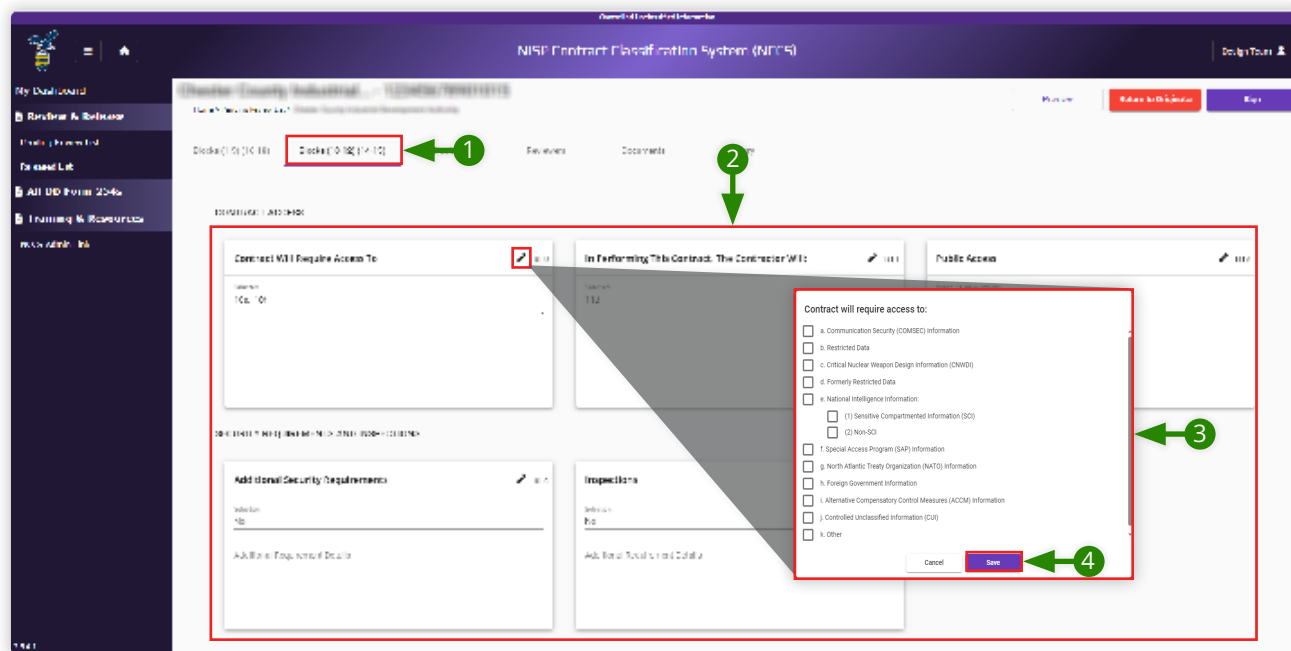
> 🗒 **Note:**
>
> A best practice is to review the entire DD Form 254 before returning it to the Government Originator.

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 ✏– to go into edit mode.

3. Check or uncheck option selections.
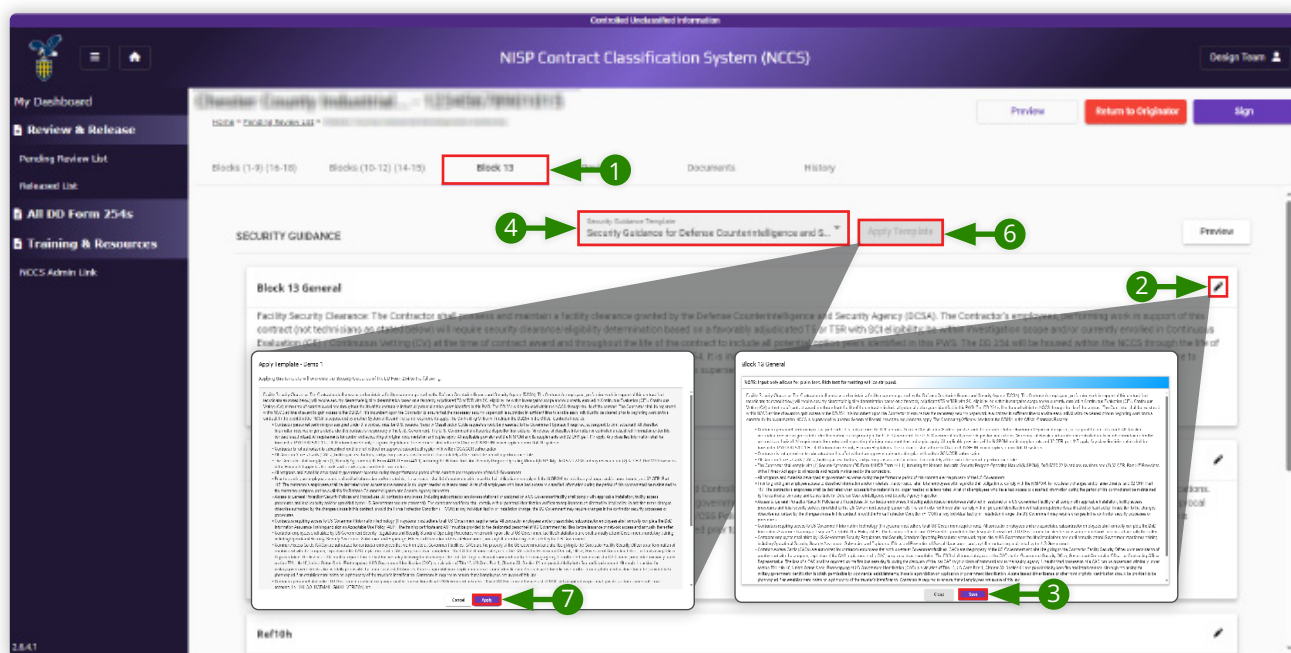
4. Click **Save**.

Review Mode Block 13

1. Click **Block 13** at the top of the screen. Block 13 reflects changes to Blocks 10 and 11.

2. Click the edit icon –the pencil ✏– 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. The NCCS system will display only the templates available to your organization.

6. Click **Apply Template**.

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

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 (8) 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 DD Form 254's journey from creation to release. It tracks changes and updates to the document that you and other reviewers have made.
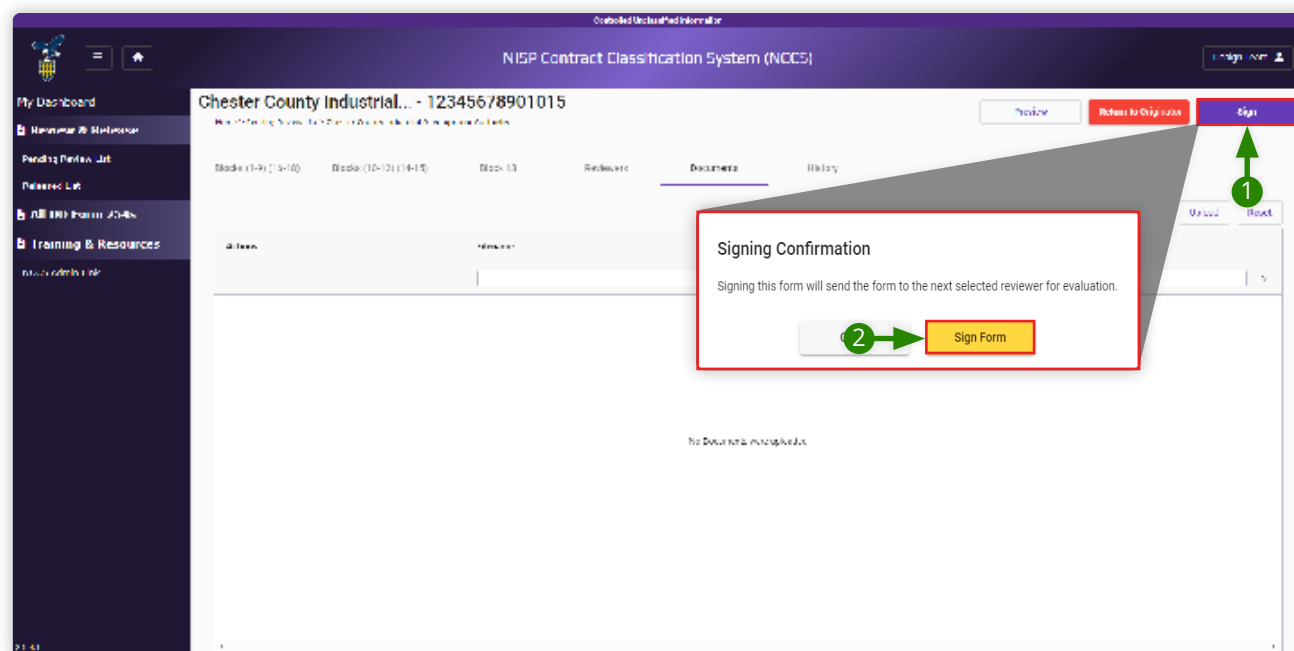
Click the **History** tab at the top of the screen.

Sign

If you are satisfied with your review and you do not 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.

Government Certifying Official

Certifying Official

Role Overview

The certifier evaluates the DD Form 254 for accuracy and completion in collaboration with the requirement owner(s) and the contracting officer.

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 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

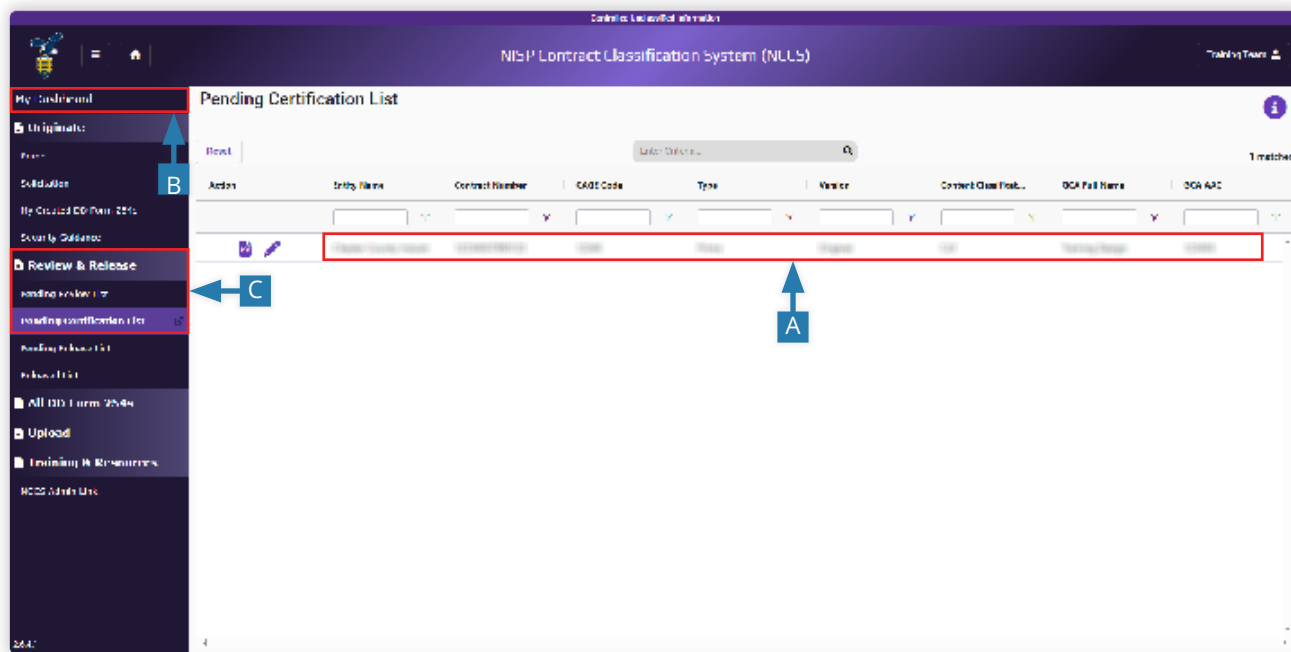1. Review the Consent to Monitoring and select **Acknowledge** to continue.

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 Form 254 under "My Assigned Contracts."

C. From the left navigation menu, select **Review & Release.** Next, select **Pending Certification List.**

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 Form 254 in the application.

> 🗒 **Note:**
>
> When a subcontract contains proscribed information, a subcontract DD Form 254 appears in your workflow for review and certification. For detailed instructions, refer to the <u>Proscribed Information Workflow</u> section of this guide.

Government Certifying Official

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 application, 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 Form 254, make their necessary adjustments, and then re-submit it through the review process.
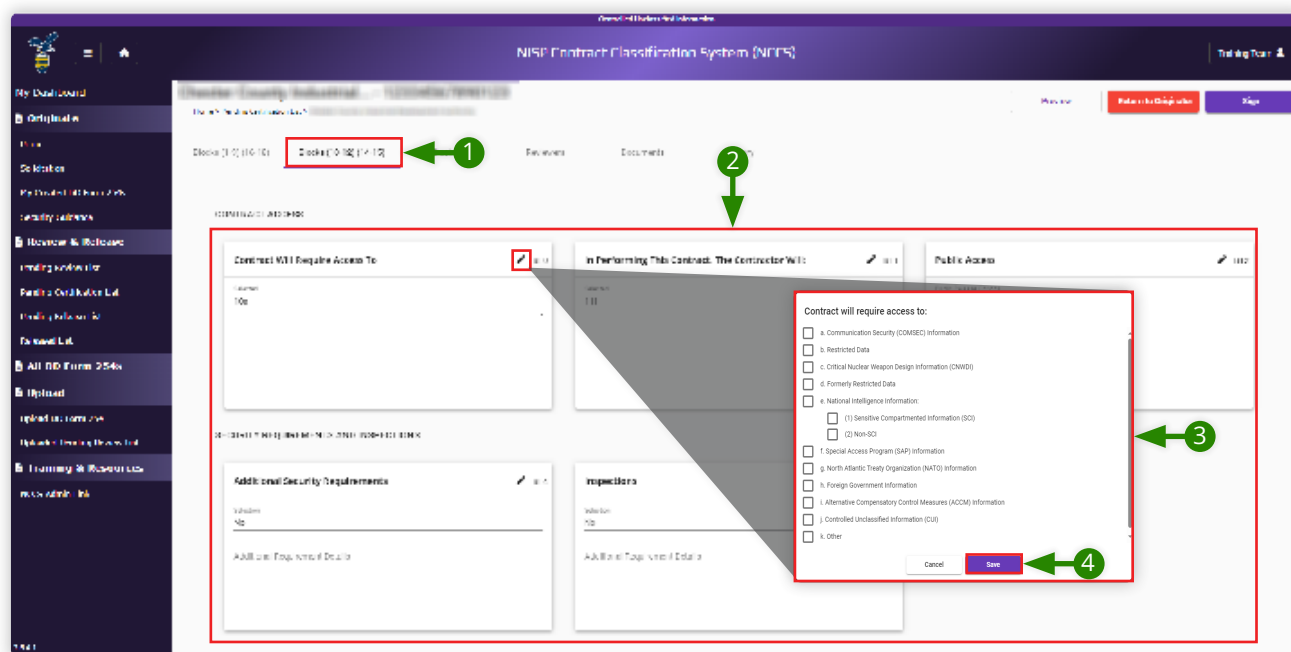

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Review Mode Blocks (10-12) (14-5)

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 ✏– to go into edit mode.
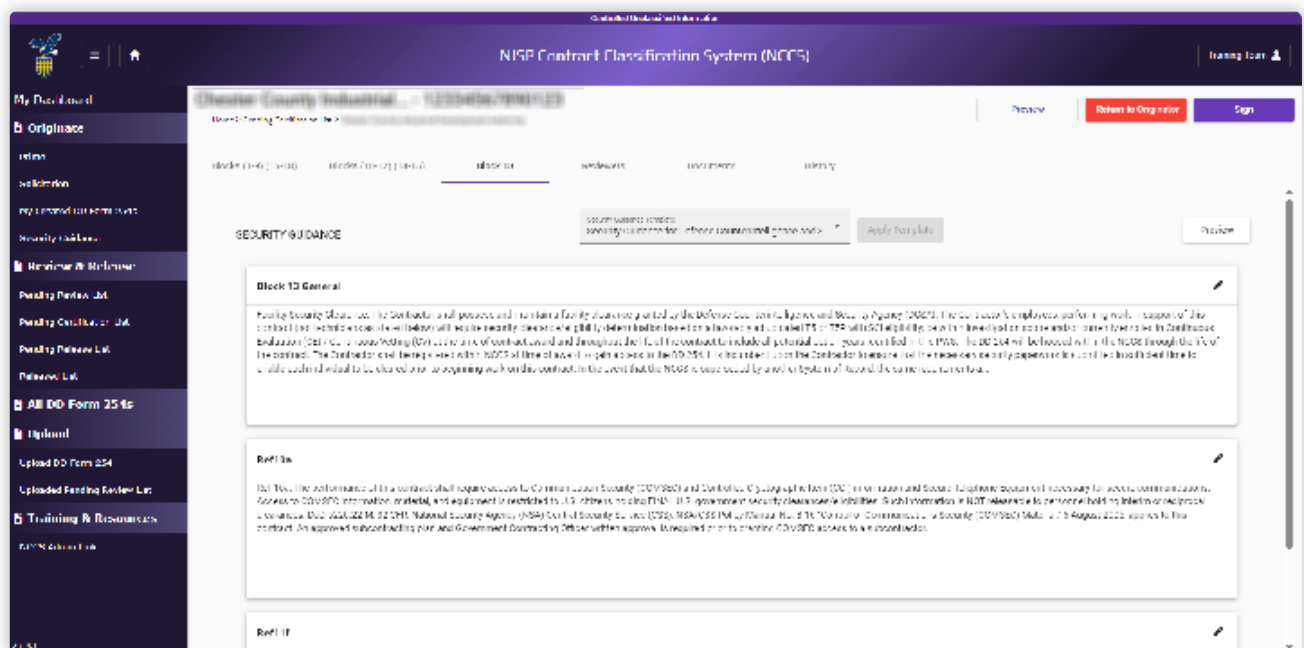
3. Check or uncheck option selections.

4. Click **Save.**

Government Certifying Official

Review Mode Block 13

1. Click **Block 13** at the top of the screen. Block 13 will reflect changes to Blocks 10 and 11.

2. Click the edit icon –the pencil ✏ – 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. The NCCS system displays only the templates available to your organization.

6. Click **Apply Template**.

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

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 (8) 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 DD Form 254's journey from creation to release. It tracks changes and updates to the document that you and other reviewers have made.
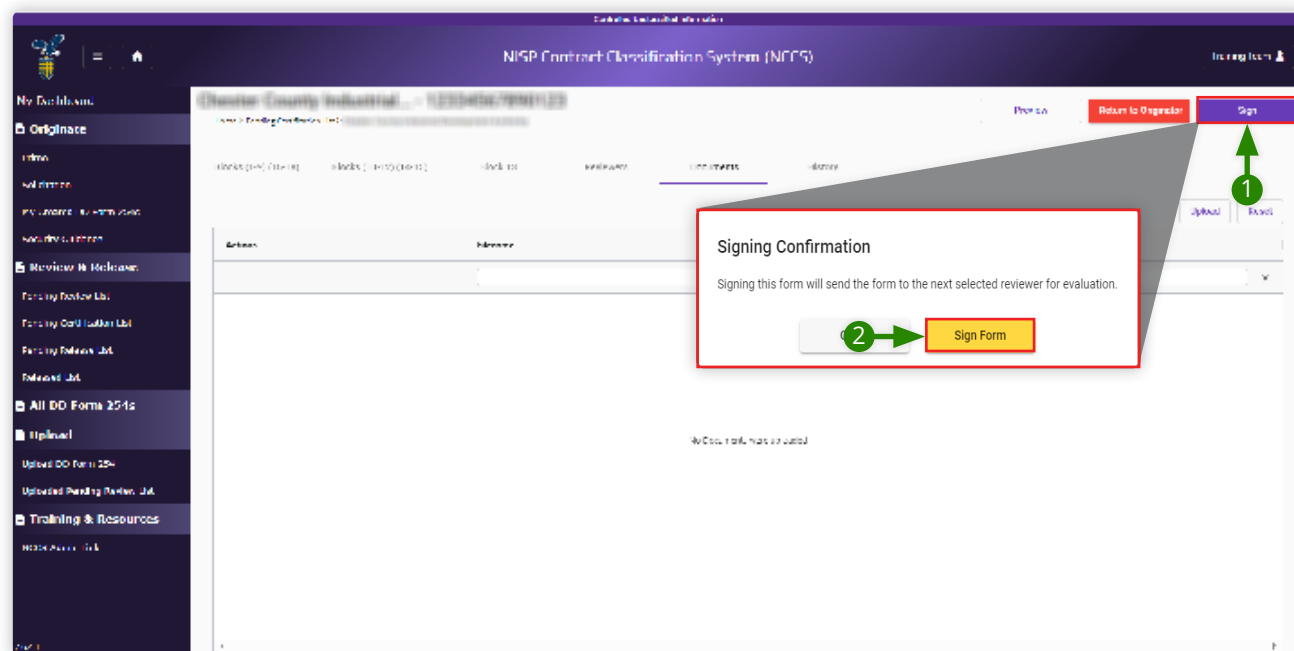
Click the **History** tab at the top of the screen.

Sign

If you are satisfied with your review and you do not 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.

Government Contracting Officer

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

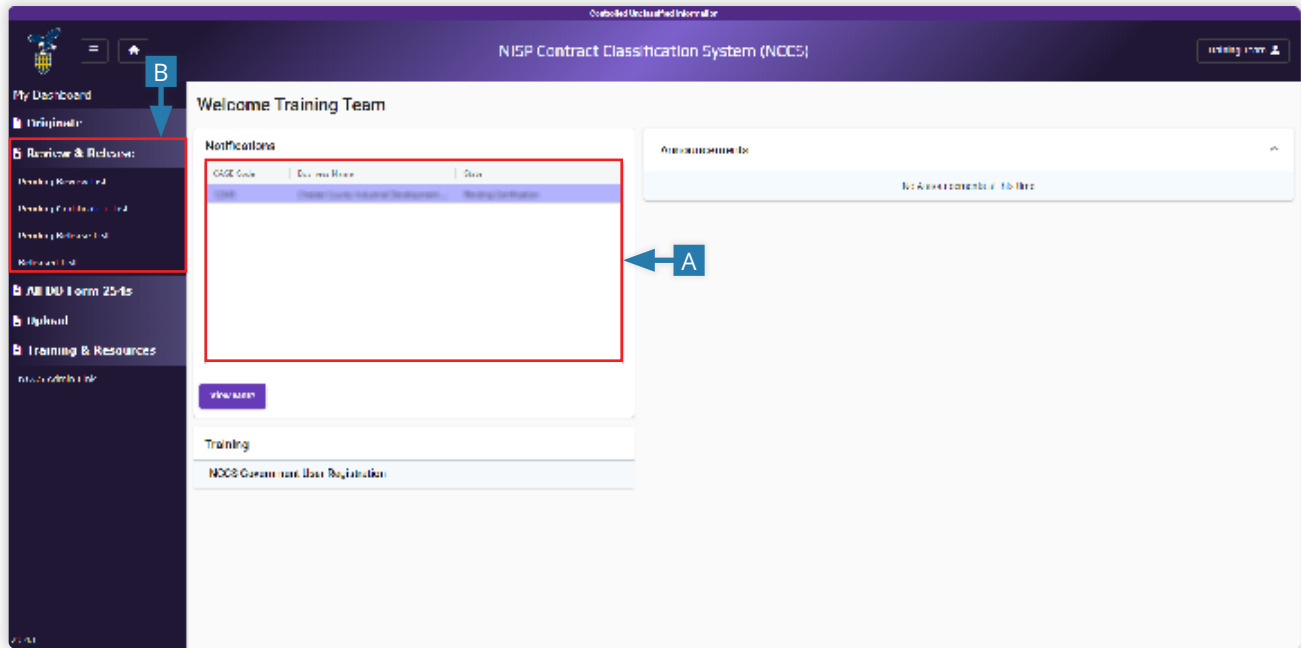1. Review the Consent to Monitoring and select **Acknowledge** to continue.

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**.

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 Form 254 in the application.

> 🗒 **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.

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 (8) 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.

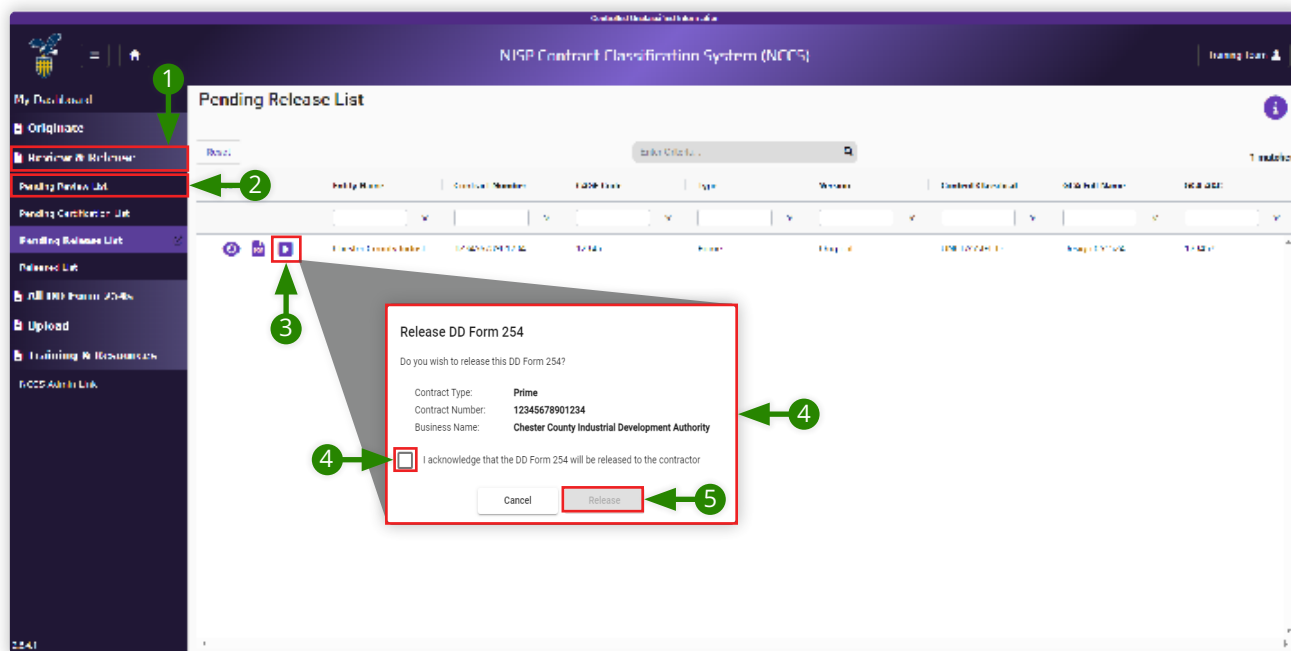Click the **Documents** tab at the top of the screen.

History

The History tab tracks the DD Form 254'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 are 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.

Proscribed Information Workflow

Proscribed Information Workflow

Overview

The NCCS system prompts Government Certifiers and, depending on the degree of review required, Government Reviewers to review subcontract DD Form 254s containing proscribed information in the contract. According to DoD Instruction 5220.22, Volume 3, proscribed information is classified or unclassified data a contractor cannot release without prior U.S. Government written concurrence.

Workflow

The subcontract DD Form 254 with proscribed information workflow moves from Industry Originator to Industry Reviewer to Government Certifier to Industry Certifier:

When the subcontract DD Form 254 enters the Government workflow, it may take several paths, depending on the accuracy of the form and the degree of review required.

- The most direct path goes from the Government Certifier to the Industry Certifier.

- For subcontract DD Form 254s requiring a deeper review, the subcontract may go through Government Reviewers (up to eight) and the Government Certifier before being sent to the Industry Certifier.

- If the subcontract DD Form 254 contains errors, the document returns to the Industry Originator where it reenters the origination and review workflow.

Welcome Screen

1. In the "Notifications" box, click the business name of the subcontract DD Form 254 pending review.
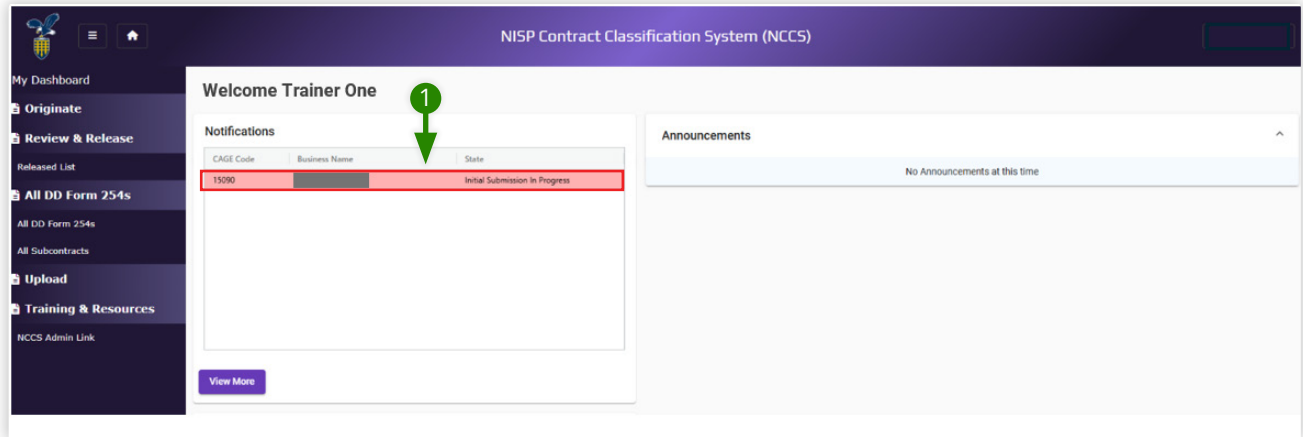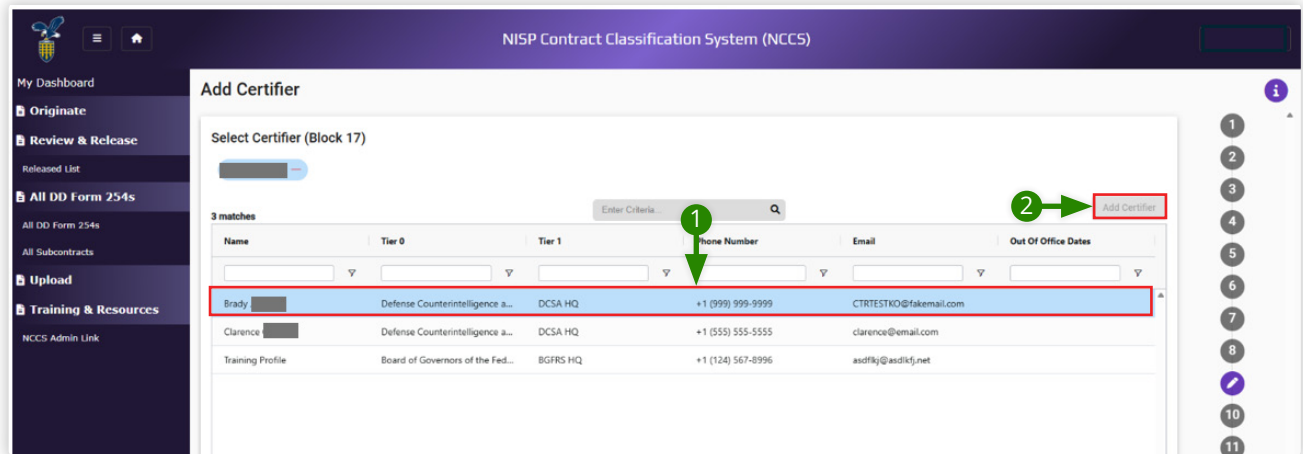

Add Certifier

Select Certifier (Block 17)

To find a certifier, you can sort and filter by Name, Primary Organization, Secondary Organization, Phone Number, or Email.

1. Select the Certifier's name.

2. Click **Add Certifier** in the upper-right side of the panel.

3. Click **Next**.

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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**.

Select Government Reviewers

Reviewers are not required for the subcontract DD Form 254 with proscribed information. If you do not wish to add any reviewers, you can skip this step. You may select up to eight (8) reviewers.

To find a reviewer, you can sort and filter by Name, Primary Organization, Secondary Organization, Phone Number, or Email.

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. Click **Next**.

Welcome Screen

1. In the "Notifications" box, click the business name of the subcontract DD Form 254 pending review.

Security Requirements and Inspections

Additional Security Requirements (Block 14)

1. Select **Yes** or **No**.

Inspections (Block 15)

2. Select **Yes** or **No**.

3. Click **Next**.

Documents

Navigate to the Documents tab and upload a memo indicating NISPOM written concurrence.

Sign

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

1. To indicate your approval, click Sign.

2. Click Sign Form to confirm the signing action.

Your account has now signed the form. From here, the subcontract DD Form 254 moves to the next reviewer, advances to the certifier, or returns to the Industry Certifier.

Point of Contact

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