NISP Contract Classification System (NCCS)

Industry 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 provides information for working with sample subcontract DD Form 254s within NCCS. This information is provided for training purposes only. To create, review, and certify an accurate subcontract DD Form 254 outside of the training environment, Industry users will need to make selections based on their knowledge of the specific subcontract requirements.

Acronyms

Acronyms	Meaning
CAGE Code	Commercial and Government Entity Code
CAM	Contractor Account Manager
CSO	Cognizant Security Office
DCSA	Defense Counterintelligence Security Agency
DD Form 254	DoD Contract Security Classification Specification
DOD	Department of Defense
FAR	Federal Acquisition Regulation
FCL	Facility Clearance
GCA	Government Contracting Activity
NCCS	National Industrial Security Program Contract Classification System
NISP	National Industrial Security Program
NISS	National Industrial Security System
POC	Point of Contact

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Registration -
Contractor Account Manager (CAM)

Contractor Account Manager (CAM) Registration

1. Click **Start Registration (Industry)**.

User Profile

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

2. Click **Next**.

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Roles Selection

Industry Roles

1. Select **Account Manager (CAM)**.

> ⓘ **Note**
>
> Users can select the CAM role and up to two (2) additional roles. Small organizations may request a fourth role by contacting the support team.

Upload Applicable Appointment Letter (Required)

> ⓘ **Note**
>
> If you selected the CAM role, you will be required to upload your appointment letter. You may use your own appointment letter, but it must specifically state that it grants access to NCCS. A template for a Contractor Account Manager appointment letter is available on the DCSA NCCS Training Materials website.

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

3. Select the appointment letter file.

Role Justification

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

5. Click **Next**.

Work Location

Work Location CAGE Code

> ⚠ **Note**
>
> You must include at least one primary work location to proceed with your request.

1. Enter the Commercial and Government Entity (CAGE) Code of your primary work location.

2. Click **Verify CAGE Code**.

Additional CAGE Codes (Optional)

> ⚠ **Note**
>
> Contract Account Managers (CAMs) are encouraged to register for all CAGE Codes associated with their organization to ensure they are able to approve the appropriate users.

3. Click **Add CAGE Code**.

4. Enter CAGE Code in text box.

5. Click **Verify CAGE Code**.

6. Please review and ensure all CAGE Codes are correct prior to submission. Click **Save**.

7. Click **Next**.

Submission

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

ⓘ **Note**

The NCCS support team will approve or reject your submitted Contract Account Manager (CAM) registration.

Registration - Non-CAM Roles

Originator

Reviewer

Certifier

Non-CAM User Roles Registration

1. Click **Start Registration (Industry)**.

User Profile

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

2. Click **Next**.

Roles Selection

Industry Roles

1.   Select up to three (3) industry roles.

Role Justification

2.   Enter an explanation for your role request(s) in the text box. Your justification will be reviewed and approved or rejected by your Contract Account Manager.

3.   Click **Next**.

Contract Account Manager (CAM) and Work Location

CAM

1. Search and click on your Contract Account Manager (CAM) by entering the name, email, phone number or CAGE Code of your CAM.

> ⓘ **Note**
>
> - If you are associated with multiple CAGE Codes that are managed by different CAMs, you must add all associated CAMs. If you do not add all CAMs, you will not be provided with all possible work location options below and any subsequent associated subcontract DD Form 254s. Repeat step 1 above to select multiple CAMs.
>
> - You can remove a CAM by clicking the minus button next to the CAM's phone number.
>
> - If you cannot find your CAM listed, you will not be able to proceed. Reach out to your CAM and request that they register in NCCS.

Select All Work Locations

2. Select the work locations appropriate for you.

> ⓘ **Note**
>
> You must select one primary work location. If you do not select a primary work location or if you select more than one, you will not be able to advance to the next screen.

3. You may also click the **Select All Work Locations** checkbox.

4. Click **Next**.

Submission

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

> ⓘ **Note**
>
> After your registration as a user is submitted, it will be approved or rejected by the Contractor Account Manager (CAM) you identified in your registration.

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Contractor Account Manager (CAM) Functions

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Contractor Account Manager (CAM)

Overview of the Role

The Contractor Account Manager (CAM) approves user accounts under their organization's purview and approves user role additions and deletions once the user accounts are provisioned.

Role Permissions:

- View all DD Form 254s within specified CAGE codes

- Approve accounts for their specific organization

- Approve individuals' roles as they pertain to organization DD Form 254s

Getting Started

1. To access CAM functionalities, navigate to the admin site via the NCCS admin site link located on your homepage or navigate to https://tesseract.cloud.dcsa.mil/nccs-admin/.

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

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Manage Users

1. From the left navigation menu, click **Manage Users** to see a list of Industry Users (Registered).

2. In the Action column, click the edit icon – a pencil ✐ – to begin managing a registered Industry User.
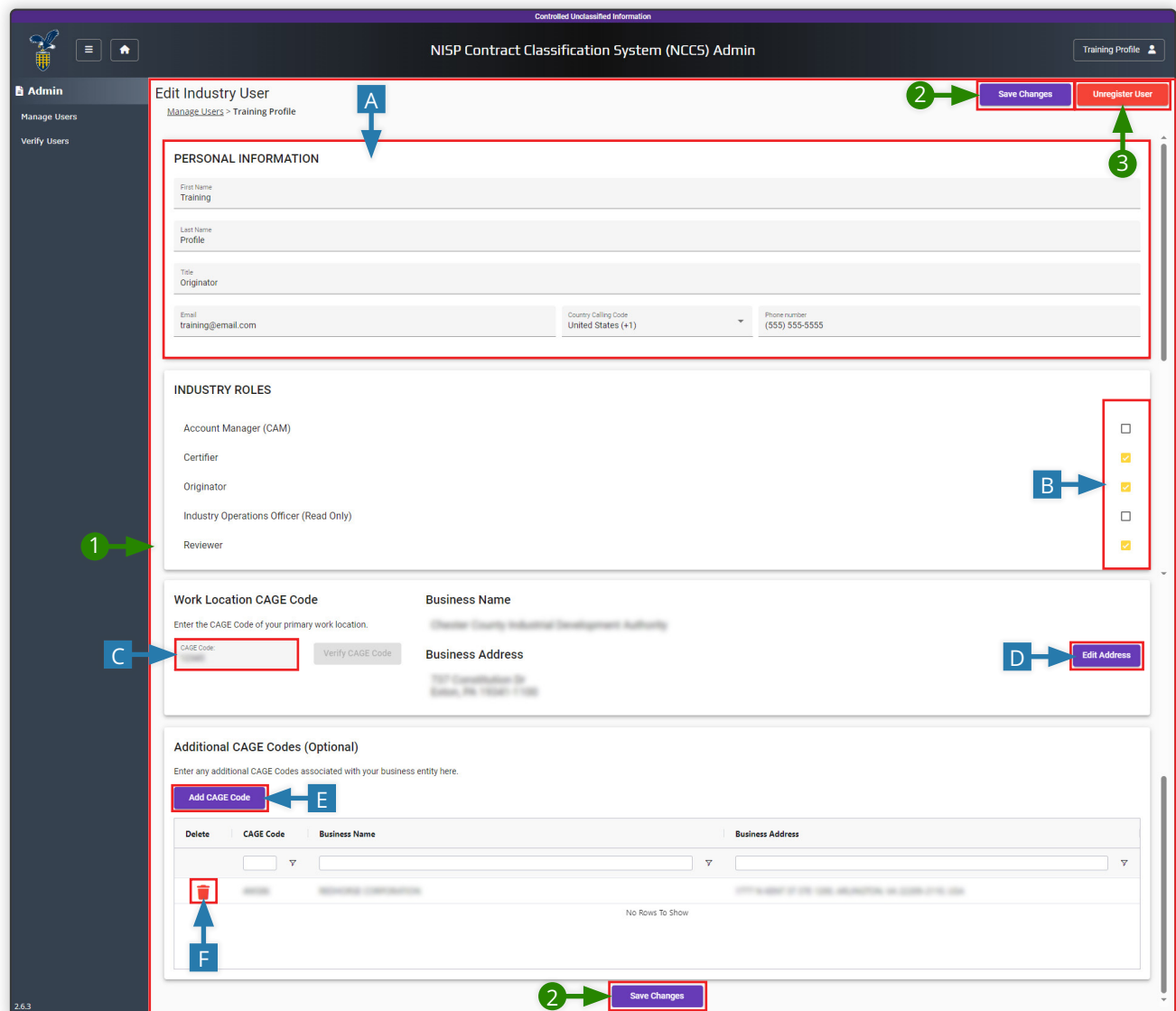
Edit Industry User

1. On this screen, Contractor Account Managers (CAMs) can edit the personal information, roles, CAGE codes, or business addresses of the registered user.

   A. To edit personal information, type the changes directly in the text boxes.

   B. To add or remove roles, select or deselect the boxes.

   C. To change the primary work location CAGE code, type the change directly in the text box.

   D. To change the business address, click **Edit Address** and make changes.

   E. To add CAGE code(s) associated with the user, click **Add CAGE Code** and make changes.

   F. To delete CAGE code(s) associated with the user, click the delete – trashcan 🗑 – icon.

2. Once changes are made, click **Save Changes** to save those edits.

3. CAMs can also unregister users. Click **Unregister User** on the right-hand top corner of the screen.

Verify Users

1. From the left navigation menu, click **Verify Users** to see a list of Industry Users (Pending).

2. In the Action column, click **Verify** next to the full name of the user you wish to verify.
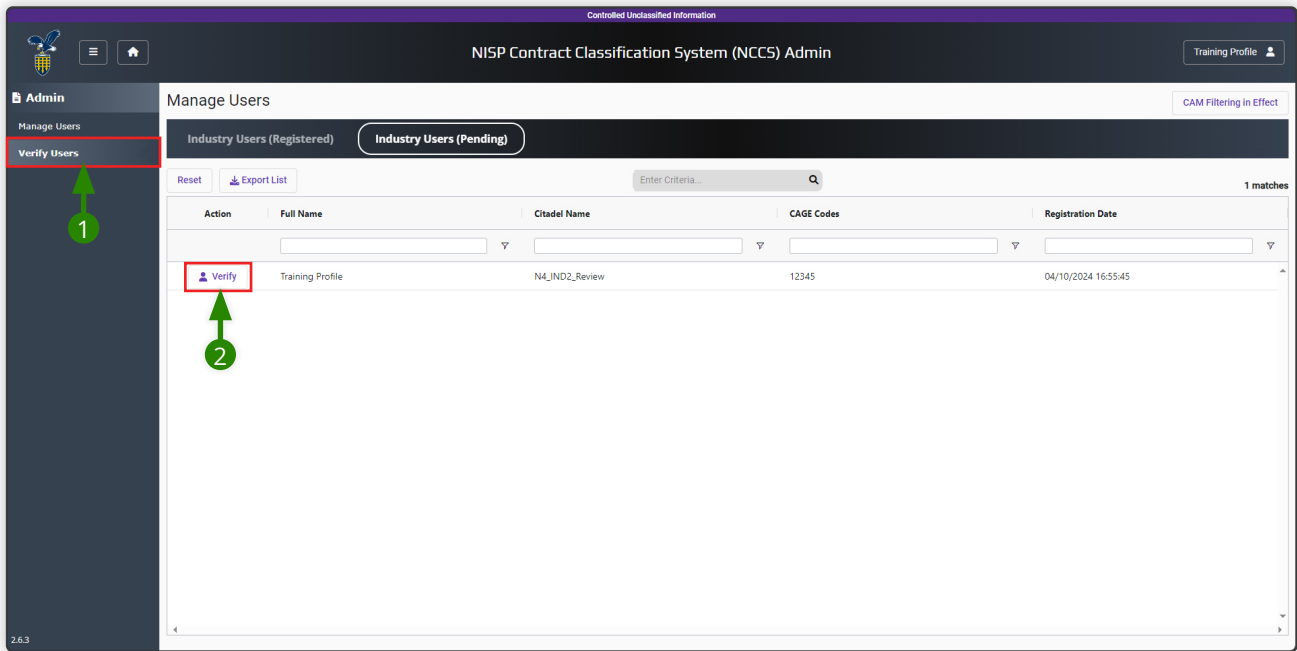
Verify Industry Registration Request

1. Review the user-related information. Contractor Account Managers (CAMs) do not have permissions to edit this information.

2. If the registering user needs to change or add information, click **Reject**.

3. On the Reject User pop-up box, type a reason for rejecting the user.

4. Click **Reject**.

5. If the information is accurate, click **Approve**.

6. On the Approve User pop-up box, click **Approve**.

> ⚠ **Note**
>
> CAMs needing to add a CAGE Code should contact the NCCS support team.

Industry Originator

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Industry Originator

Overview of the Role

The Industry Originator drafts subcontract DD Form 254s. The Industry Originator selects reviewers and a certifier to finalize the processing of subcontract DD Form 254s.

Role Permissions:

- Create draft subcontract DD Form 254s

- Edit draft "self/user" created subcontract DD Form 254s

- View DD Form 254s with associated CAGE Code(s)

- Upload or delete subcontract DD Form 254 attachments

- Download/export DD Form 254s with associated CAGE Code(s)

> ⓘ **Note**
>
> The subcontract DD Form 254 will pre-populate with information from the prime contract. NCCS will only display fields requiring completion or additions.

Getting Started

1. Navigate to https://tesseract.cloud.dcsa.mil/nccs/.

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

NCCS Welcome Screen

All DD Form 254s

1. In the left navigation menu under My Dashboard, click **All DD Form 254s**.

2. Under All DD Form 254s, click **All DD Form 254s**.

3. Locate the prime DD Form 254 from which you will create a subcontract. You can search by scrolling or filtering fields. All prime (original) DD Form 254s associated with your CAGE Code will appear in a list.

4. After you have located the prime DD Form 254, click the right caret arrow next to the contract number. Under the Action column, you now have the option to view the prime DD Form 254 in NCCS, view a PDF form of the prime DD Form 254, or create a new subcontract DD Form 254.

5. Click the paper icon to create a subcontract DD Form 254.

6. On the pop-up window, click **Create Subcontract**.

Classification and Prime Contractor

Subcontractor (Block 7)

1. Input the CAGE Code for the subcontractor and click **Verify CAGE Code** to authenticate it.

2. Review all information.

> ⓘ **Note:**
>
> CAGE Codes are five-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 will display. If the Cognizant Security Office (CSO) is on file, it is added automatically. If the CSO information is not on file, you have the option of manually entering it.

3. Click **Next**.

Clearance, Specifications, and Follow-On Contract

Clearance and Safeguarding (Block 1)

For Block 1, select the level of facility clearance (FCL) required of the entity.

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 the National Industrial Security System (NISS). Verify that your information is correct in NISS.

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

Specifications (Block 2)

For Block 2, the prime contract number will be prepopulated.

3. Input the subcontract number.

4. Click **Next**.

Actual Performance

Add Actual Performance Locations (Block 8)

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

If you will use additional sites throughout the performance of this contract, you can add them here.

1. Click **CAGE Code Lookup** to enter additional CAGE Codes and verify information.

2. Click **Close** to close the pop-up box.

3. You also have the option to enter the actual performance location manually. Click **Manual Entry** to input location details.

4. Click **Next**.

Industry Originator

Procurement Description

General Unclassified Description of this Procurement (Block 9)

For Block 9, the description from the prime contract is provided. You may add, edit, or delete unclassified information while still providing enough detail to provide an adequate picture of the project.

1. Type changes to the description in the text box.

2. Click **Next**.

Contract Access

Blocks 10 and 11

For Blocks 10 and 11, Industry Originators may only deselect options. The NCCS application automatically selects access options based on the prime contract.

Public Release (Block 12)

For Block 12, you may change the public release option. If you change the selection to "Through," you will have to include additional information.

1. From the Public Release Options drop-down menu, select **Direct** or **Through**.

2. Enter a Description of Authority in the free text field. There is a 270-character limit for this field.

3. Click **Next**.

Security

Security Guidance (Block 13)

On this screen, the NCCS application automatically generates the Block 13 Security Guidance based on the selections in Blocks 10 and 11. The cards in this panel make up the Security Guidance.

Industry Originators can edit Block 13 General. You can remove cards with additional references, but you cannot edit the references.

1. To edit a card, click the edit icon – a pencil ✏ – in the card's upper right-hand corner.

2. Make changes to the text.

3. Click **Save** to preserve your changes.

4. Click **Next**.

Security Requirements and Inspections

Additional Security Requirements (Block 14)

The NCCS application may automatically select answers for Blocks 14 and 15 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.

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**.

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Add Security Reviewers

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 from zero (0) to eight (8) reviewers to review your subcontract DD Form 254. After you submit your draft subcontract 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 or certifiers.

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**.

Add Government Certifier

Subcontract DD Form 254s with Proscribed Information

> ⓘ **Important:**
>
> The NCCS application will prompt the Industry Originator to add a Government Certifier only if there is proscribed information in the contract. If there is no proscribed information in the contract, this screen will not populate, and the Industry Originator will proceed directly to adding an Industry Certifier.

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 workflow for processing subcontract DD Form 254s with proscribed information includes an additional step.

The subcontract DD Form 254 workflow moves from Industry Originator to Industry Reviewer to Industry Certifier:

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

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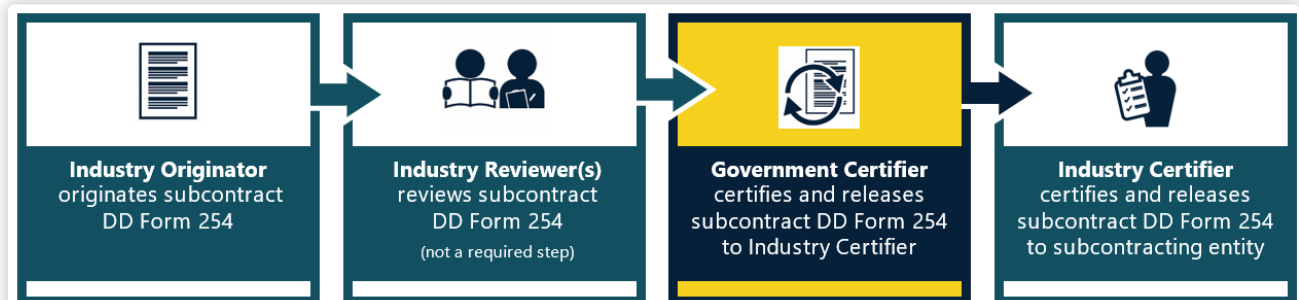
Add Government Certifier (continued)

Select Certifier (Block 17)

For Block 17, the Industry Originator can only select one Government Certifier on DD Form 254. 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 Government Certifier** in the upper-right side of the panel.

3. Click **Next**.

Add Certifier

Select Certifier (Block 17)

For Block 17, the Industry Originator can select only one Industry Certifier on DD Form 254. 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**.

GCA, POC, and Required Distribution

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

Industry Originators cannot make any edits to this section.

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

Industry Originators cannot make any edits to this section.

Required Distribution by the Certifying Official (Block 18)

Industry Originators may only edit Block 18 by selecting "f. Other as Necessary."

1. For Block 18, f, select **Other as Necessary**.

2. In the text box, add entities that will require distribution.

3. Click **Next**.

Review and Submit

Form Validation

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

On this screen, the NCCS application displays 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 are displayed in red. They prevent the system from completing an action and require immediate correction.

Warnings are displayed 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 subcontract DD Form 254 to move to different sections. Your work on the subcontract 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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Review and Submit *(Continued)*

Form Validation

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 subcontract DD Form 254 to the next step in the process. If a reviewer was selected, they will be the next to view your subcontract DD Form 254; otherwise, it will go to the certifier.

5.   Click **Submit with Warnings**.

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

Industry Reviewer

Industry Reviewer

Overview of the Role

The Industry Reviewer evaluates the subcontract DD Form 254 for accuracy and completeness in collaboration with the requirements owner(s). There can be multiple reviewers selected in the workflow process to review subcontract DD Form 254s.

Role Permissions:

- Edit draft subcontract DD Form 254s for security requirements and required language within the DD Form 254

- Transfer subcontract DD Form 254s to the originator for correction

- View drafted and reviewed subcontract DD Form 254s

- Download/Export DD Form 254s assigned to the user, completed DD Form 254s reviewed by the user, and DD Form 254s within the assigned hierarchy as determined by the organization

Getting Started

1. Navigate to https://tesseract.cloud.dcsa.mil/nccs/.

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

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NCCS Welcome Screen

1. In the Notifications box, click the business name of the subcontract DD Form 254 pending review.
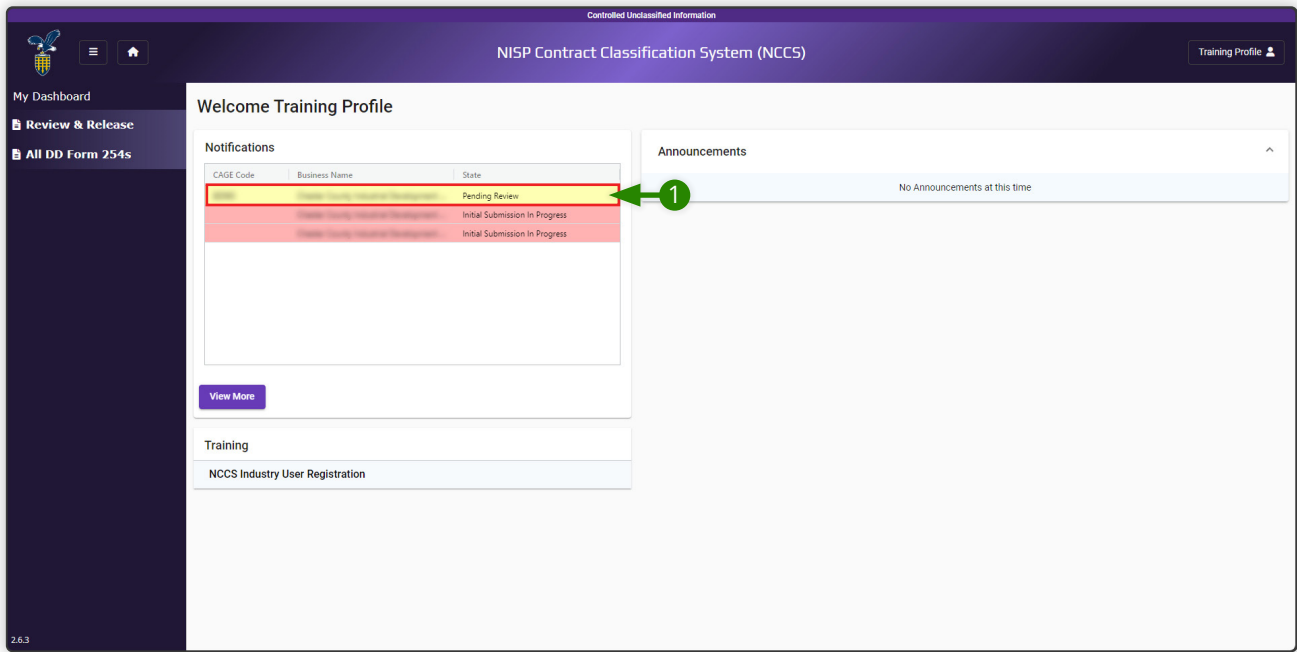
Pending Review List - Subcontract DD Form 254 Details

1. Review the information in Blocks (1-9) (16-18). Industry Reviewers do not have permissions to edit these blocks. If there are errors in these blocks for the Originator to correct, click **Return to Originator**.

2. In the Return to Originator pop-up box, type a reason for returning the form and click **Return to Originator**.

3. Review the information in Blocks (10-12) (14-15). Industry Reviewers have permissions to edit these blocks. Click the edit icon – the pencil ✏ – to begin editing.

4. Make any neccessary edits and click **Save**.

Pending Review List - Subcontract DD Form 254 Details *(Continued)*

5. Review the information in Block 13. Industry Reviewers have permissions to edit the Security Guidance. Click the edit icon – the pencil ✎ – to begin editing. Make changes and click **Save**.

6. Industry Reviewers do not have permissions to edit references. If changes are required in the references, click **Return to Originator**.

Reviewers

The reviewer list shows you all the reviewers assigned to this subcontract 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.

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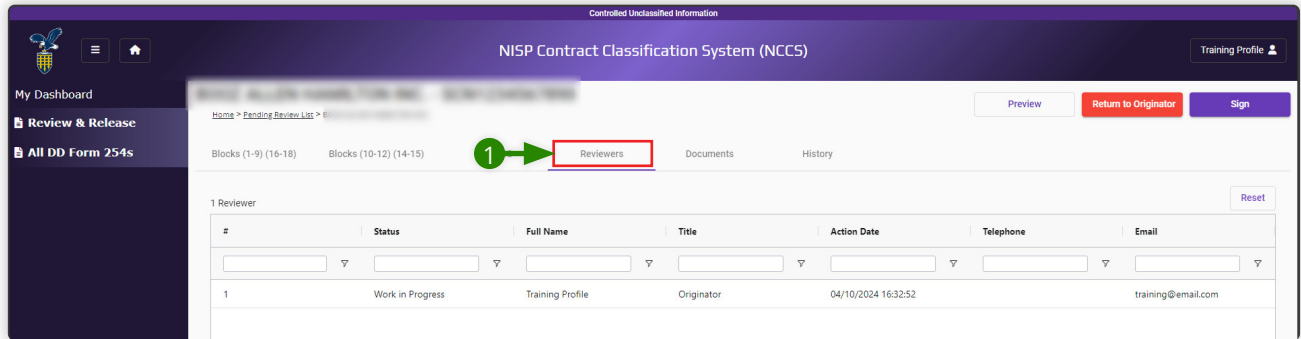
Documents

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

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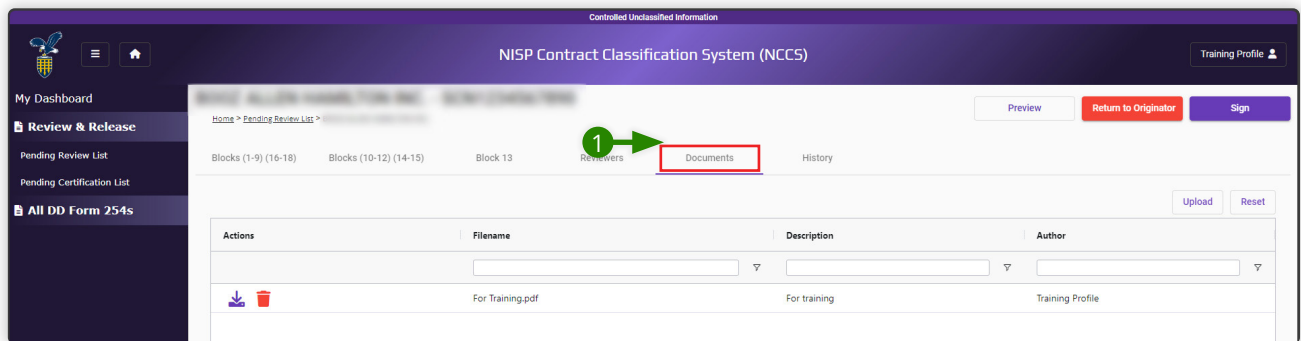
History

The History tab tracks the subcontract DD Form 254's journey from creation to release. It tracks changes and updates to the document that you and other reviewers have made.

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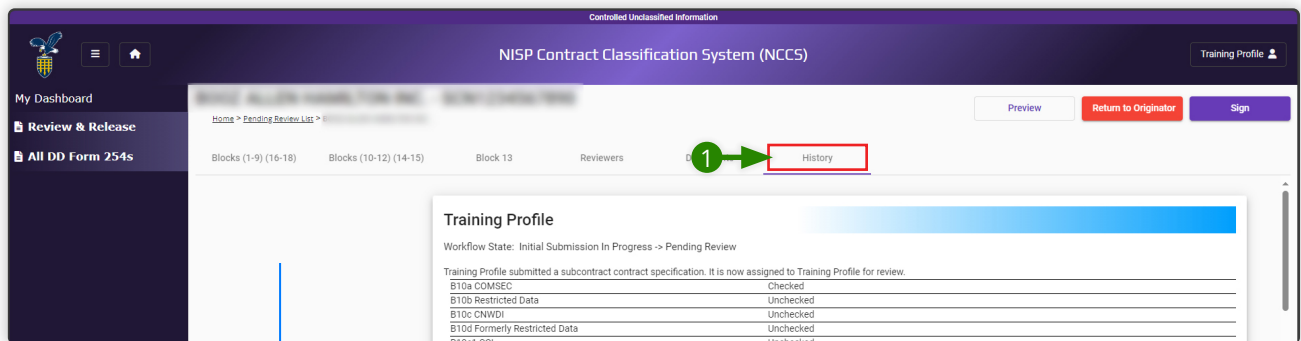
Sign

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 subcontract DD Form 254 will either move to the next Industry Reviewer or advance to the Industry Certifier.

Industry Certifier

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Industry Certifier

Overview of the Role

The Industry Certifier role certifies reviewed subcontract DD Form 254s.

Role Permissions:

- Edit the draft subcontract DD Form 254 prior to certification

- View DD Form 254s assigned or DD Form 254s certified by the user

- Return subcontract DD Form 254s prior to certification in areas of duplication and/or error

- Download/export all DD Form 254s assigned or certified by the user organization

Getting Started

1. Navigate to https://tesseract.cloud.dcsa.mil/nccs/.

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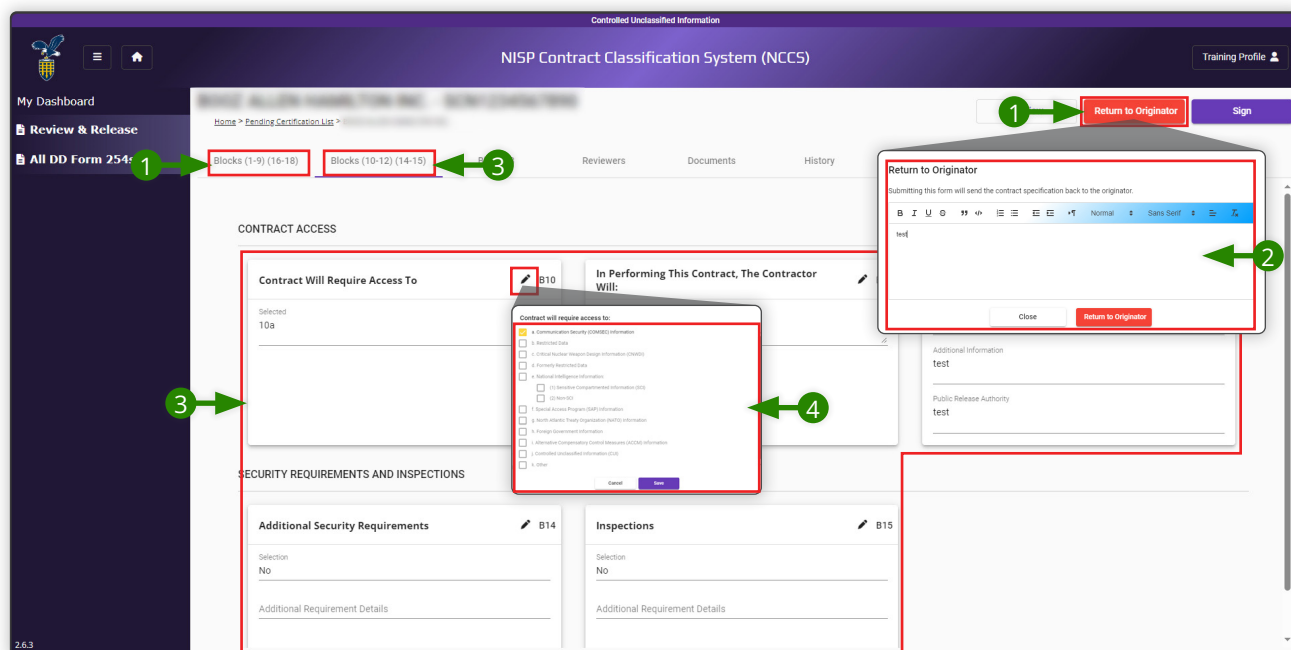

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Industry Certifier

NCCS Welcome Screen

1.   In the Notifications box, click the business name of the subcontract DD Form 254 pending certification.
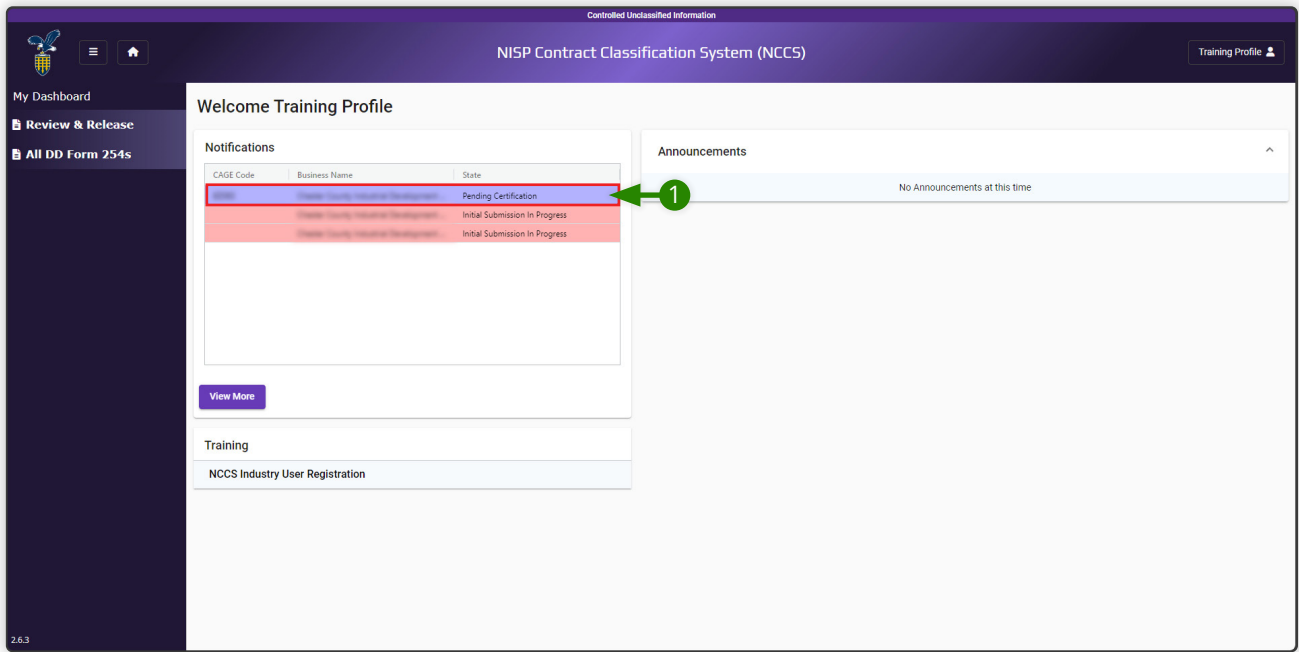
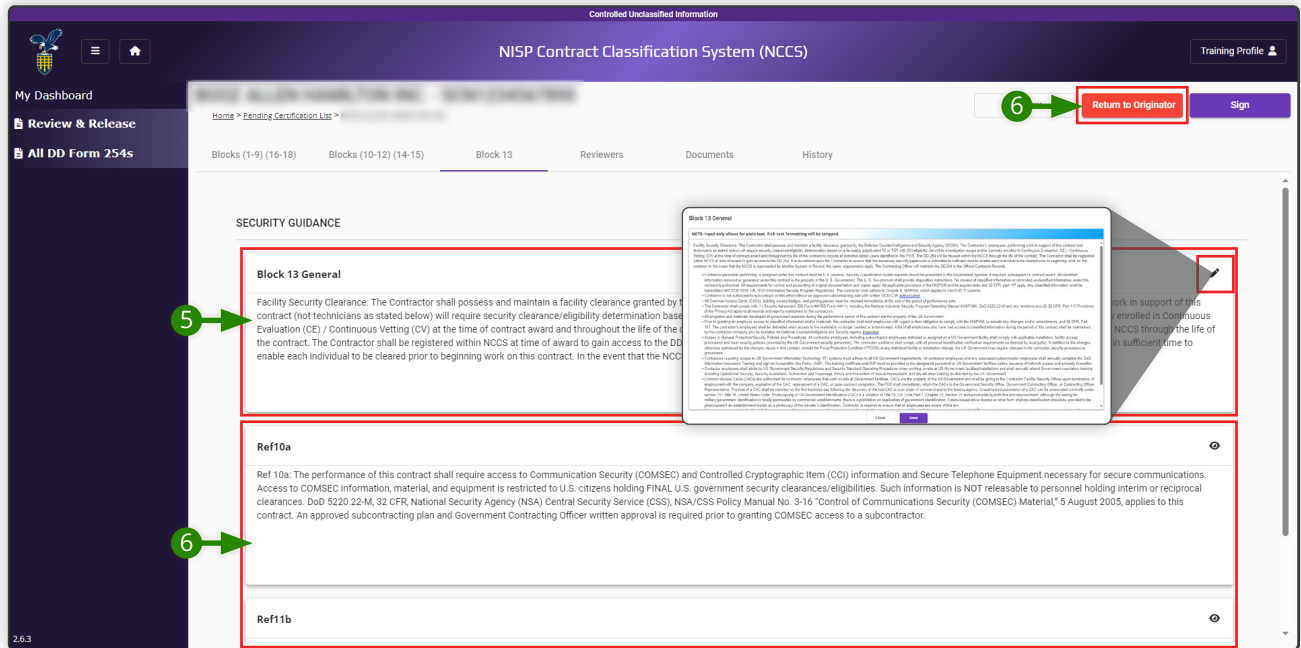## Pending Certification List - Subcontract DD Form 254 Details

1. Review the information in Blocks (1-9) (16-18). Industry Certifiers do not have permissions to edit these blocks. If there are errors in these blocks for the Originator to correct, click **Return to Originator**.

2. In the Return to Originator pop-up box, type a reason for returning the form and click **Return to Originator**.

3. Review the information in Blocks (10-12) (14-15). Industry Certifiers have permissions to edit these blocks. Click the edit icon – the pencil 🖉 – to begin editing.

4. Make any neccessary edits and click **Save**.

Pending Certification List - Subcontract DD Form 254 Details *(Continued)*

5. Review the information in Block 13. Industry Certifiers have permissions to edit the Security Guidance. Click the edit icon – the pencil ✏ – to begin editing. Make changes and click **Save**.

6. Industry Certifiers do not have permissions to edit references. If changes are required in the references, click **Return to Originator**.

Reviewers

The reviewer list shows you all the reviewers assigned to this subcontract DD Form 254. You can see who has already reviewed the form.
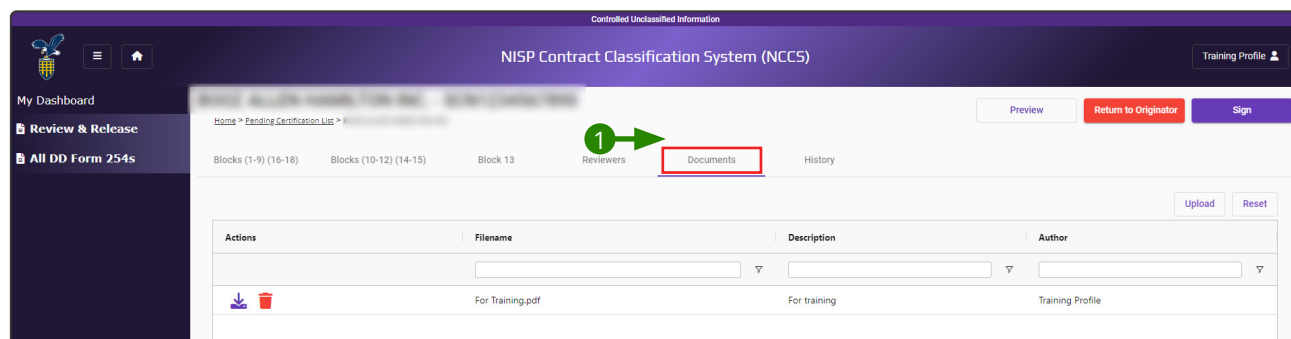
1. Click the **Reviewers** tab at the top of the screen.
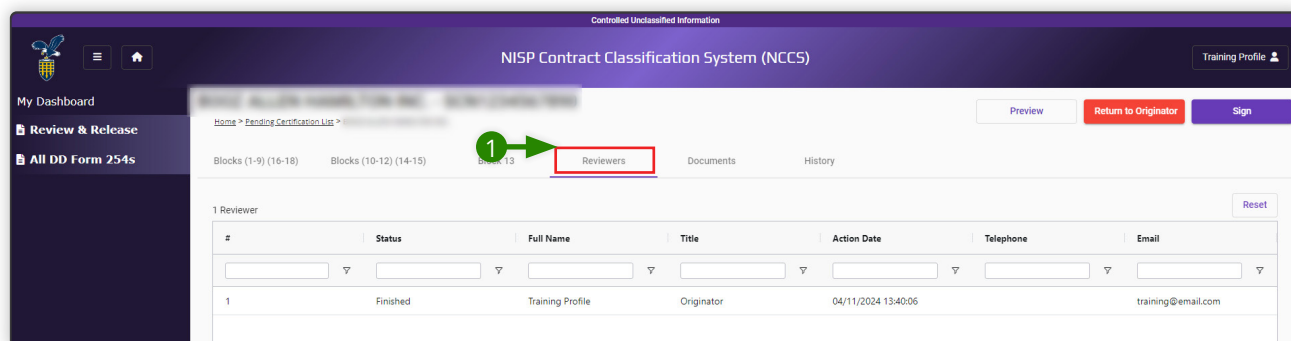
Documents

The Documents tab allows you to see all the documents uploaded during DD Form 254 creation. You can download these documents for further review.
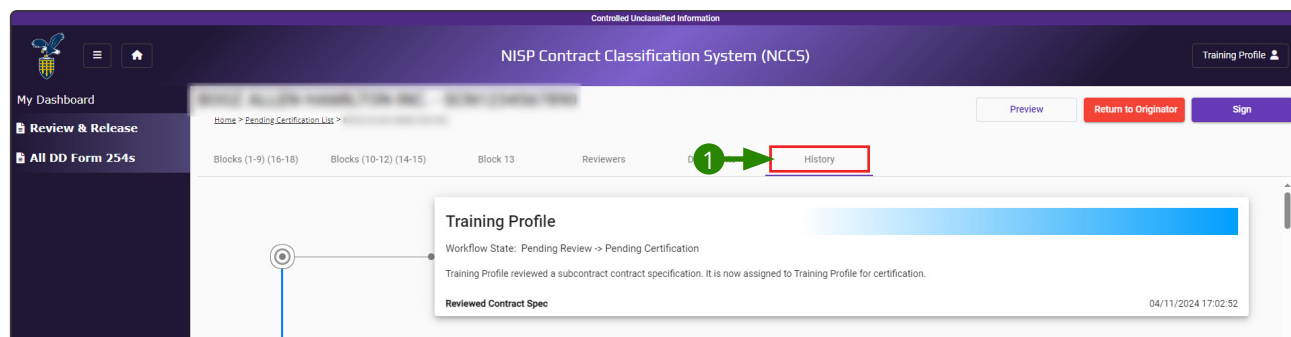
1. Click the **Documents** tab at the top of the screen.

History

The History tab tracks the subcontract DD Form 254's journey from creation to release. It tracks changes and updates to the document that reviewers have made.

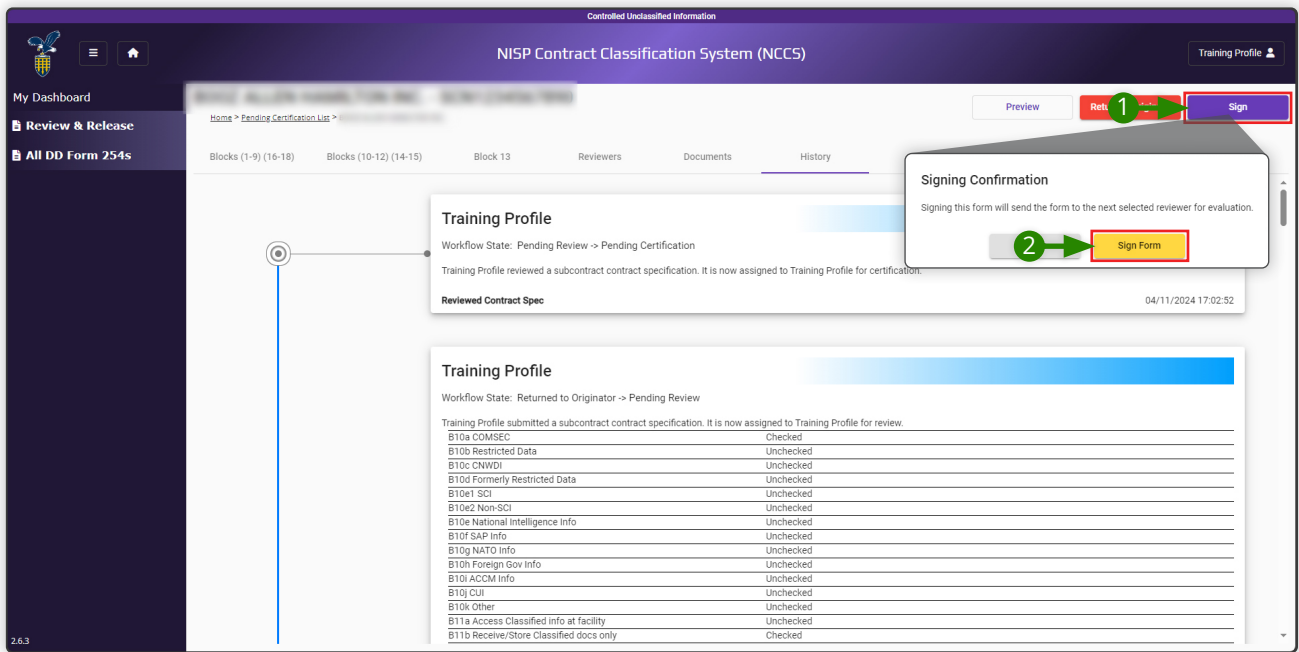1. Click the **History** tab at the top of the screen.

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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.

> ⊘ **Important**
>
> Once you have signed the subcontract DD Form 254, you cannot recall it or make any further changes to the form.

1. Click **Sign**.

2. Click **Sign Form** to confirm the signing action.

Point of Contact

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