

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

# **Registration - Contractor Account Manager (CAM)**

# Contractor Account Manager (CAM) Registration

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

Controlled Unclassified Information

NISP Contract Classification System (NCCS)

Training Profile

WELCOME TO NCCS

Please complete the registration information.

1 Start Registration (Industry)

## User Profile

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

Controlled Unclassified Information

NISP Contract Classification System (NCCS)

Training Profile

Industry Registration Form

1 2 3 4

User Profile Roles Selection CAM and Work Location Submission

User Profile

First Name Last Name

Title

Email

Country Calling Code USA +1 Phone number

Next

## 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**.

Controlled Unclassified Information

NISP Contract Classification System (NCCS)

Training Profile

### Industry Registration Form

1. User Profile
2. Roles Selection
3. Work Location
4. Submission

#### Industry Roles

- 1 Account Manager (CAM) ☒
- Certifier ☐
- Industry Operations Officer (Read Only) ☐
- Originator ☐
- Reviewer ☐

#### Upload Applicable Appointment Letter (Required)

Upload a copy of the appointment letter for the selected CAM Role.

2 Select File to Upload (Appointment Letter)

Appointment Letter is Required

#### Role Justification

4 Explain your role selection

Justification

5 Prev 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**.

Controlled Unclassified Information

NISP Contract Classification System (NCCS)

Training Profile

### Industry Registration Form

1 User Profile 2 Roles Selection 3 Work Location 4 Submission

**Work Location CAGE Code**

Enter the CAGE Code of your primary work location.

CAGE Code

Verify CAGE Code

**Business Name**

Charles County Industrial Development Authority

**Business Address** [Edit Address](#)

787 Constitution Dr  
Beltz, MD 20611-1100

**Additional CAGE Codes (Optional)**

Enter any additional CAGE codes associated with your business entity here.

[Add CAGE Code](#)

Delete	CAGE Code	Business Name	Business Address
	00000	CHARLES INDUSTRIAL, LLC	7877 TOWN OF LEE ROAD, N.

[Prev](#) [Next](#)

## Submission

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

Controlled Unclassified Information

NISP Contract Classification System (NCCS)

Training Profile

### Industry Registration Form

1 2 3 4

User Profile Roles Selection Work Location Submission

Ready to submit registration

1 → Submit

#### ! 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**.

Controlled Unclassified Information

NISP Contract Classification System (NCCS)

Training Profile

Industry Registration Form

1 User Profile 2 Roles Selection 3 CAM and Work Location 4 Submission

**Industry Roles**

Account Manager (CAM)	<input type="checkbox"/>
Certifier	<input checked="" type="checkbox"/>
Industry Operations Officer (Read Only)	<input checked="" type="checkbox"/>
Originator	<input checked="" type="checkbox"/>
Reviewer	<input type="checkbox"/>

**Role Justification**

Explain your role selection justification

Prev 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**.

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## Submission

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

Controlled Unclassified Information

NISP Contract Classification System (NCCS)

Training Profile

### Industry Registration Form

1 2 3 4

User Profile Roles Selection Work Location Submission

Ready to submit registration

1 → Submit

### ⓘ 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.

# **Contractor Account Manager (CAM) Functions**

# 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.

**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.

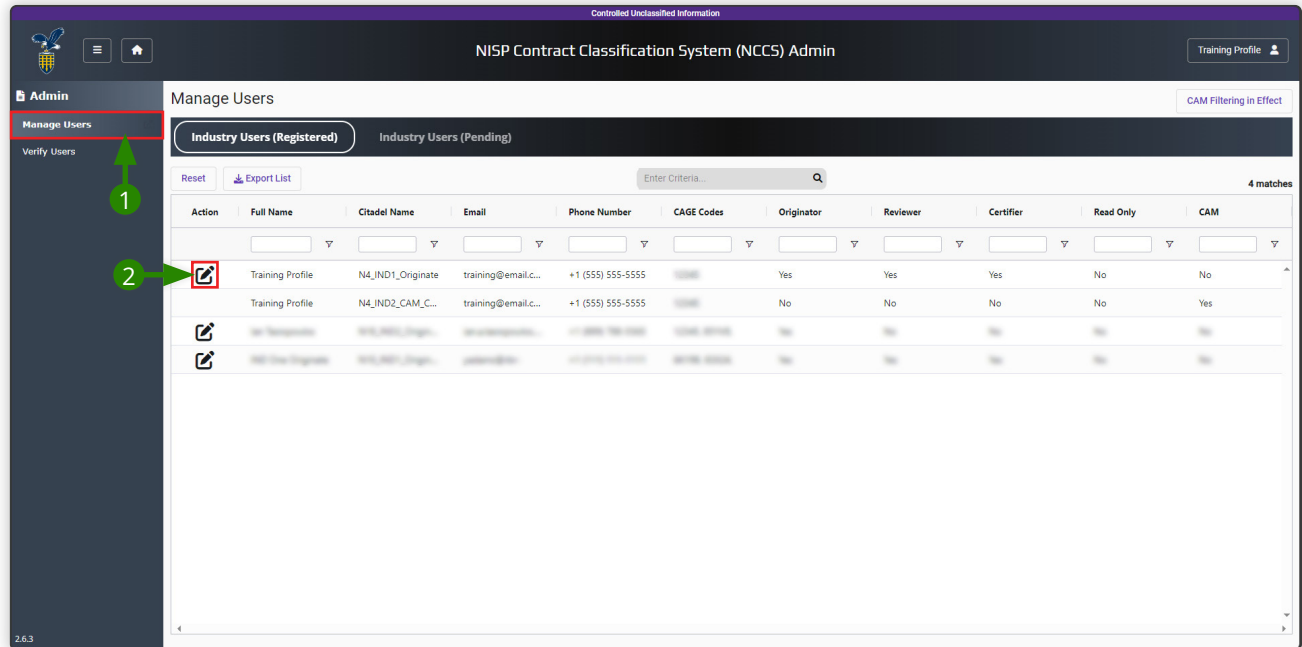
All USG systems are subject to monitoring for maintenance, testing, security, counterintelligence, management, and other lawful purposes. Monitoring may include network analysis, automated intrusion, and misuse-detection systems, access, audits, logging, keystroke monitoring, and full-text review of 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.

**2** → **Acknowledge**

## 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.



Controlled Unclassified Information

NISP Contract Classification System (NCCS) Admin

Training Profile

Admin

Manage Users

Verify Users

1

2





Manage Users

Industry Users (Registered) Industry Users (Pending)

Reset Export List


Enter Criteria...

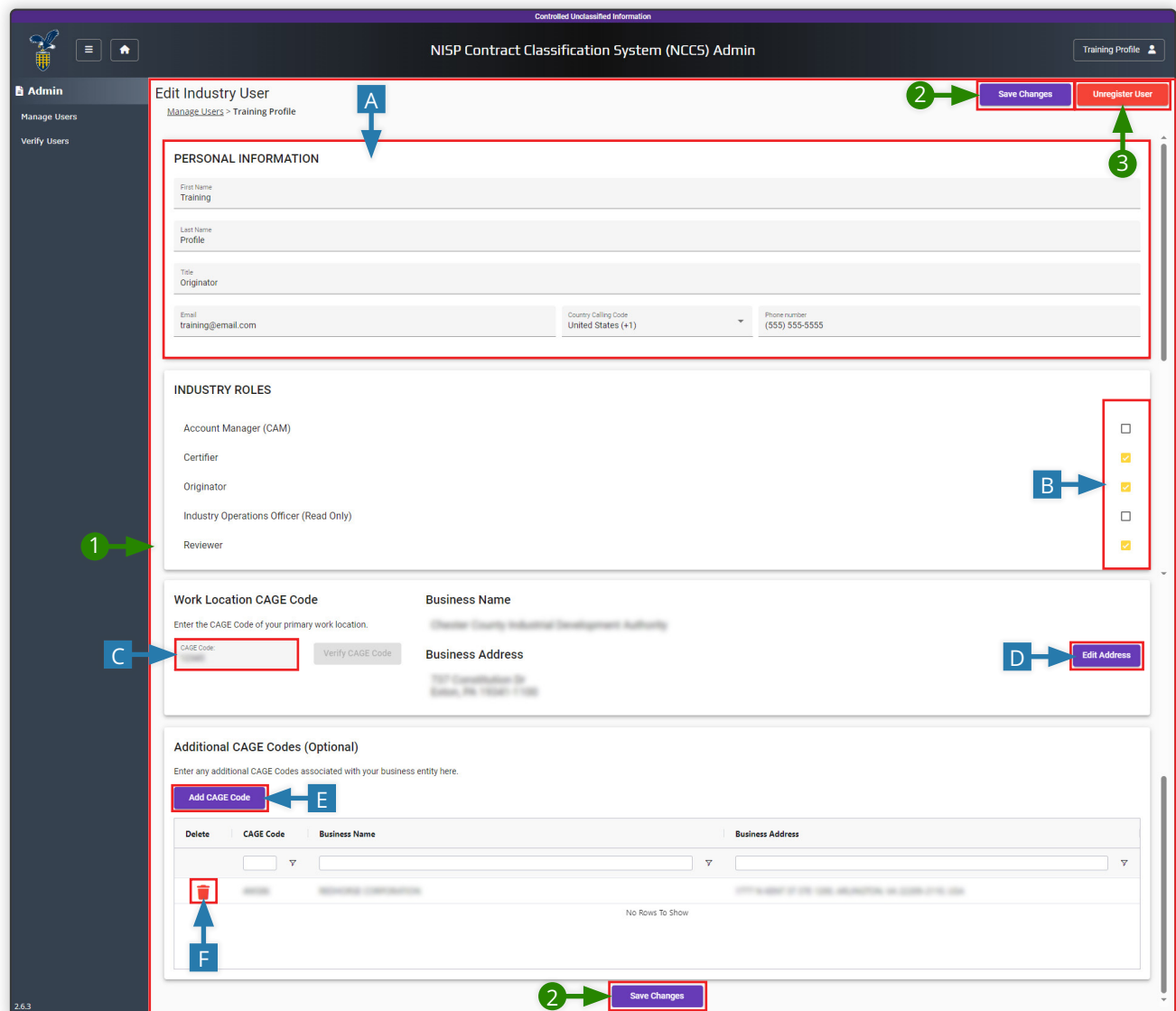
4 matches

Action	Full Name	Citadel Name	Email	Phone Number	CAGE Codes	Originator	Reviewer	Certifier	Read Only	CAM
	Training Profile	N4_IND1_Originate	training@email.c...	+1 (555) 555-5555	12345	Yes	Yes	Yes	No	No
	Training Profile	N4_IND2_CAM_C...	training@email.c...	+1 (555) 555-5555	12345	No	No	No	No	Yes
	...	...	...	...	...	...	...	...	...	...
	...	...	...	...	...	...	...	...	...	...

2.6.3

## Edit Industry User

- On this screen, Contractor Account Managers (CAMs) can edit the personal information, roles, CAGE codes, or business addresses of the registered user.
  - To edit personal information, type the changes directly in the text boxes.
  - To add or remove roles, select or deselect the boxes.
  - To change the primary work location CAGE code, type the change directly in the text box.
  - To change the business address, click **Edit Address** and make changes.
  - To add CAGE code(s) associated with the user, click **Add CAGE Code** and make changes.
  - To delete CAGE code(s) associated with the user, click the delete – trashcan  – icon.
- Once changes are made, click **Save Changes** to save those edits.
- CAMs can also unregister users. Click **Unregister User** on the right-hand top corner of the screen.



Controlled Unclassified Information

NISP Contract Classification System (NCCS) Admin

Training Profile

**Admin**

Manage Users

Verify Users

**Edit Industry User**

Manage Users > Training Profile

**PERSONAL INFORMATION**

First Name  
Training

Last Name  
Profile

Title  
Originator

Email  
training@email.com

Country Calling Code  
United States (+1)

Phone number  
(555) 555-5555

**INDUSTRY ROLES**

Account Manager (CAM) ☐

Certifier ☒

Originator ☒

Industry Operations Officer (Read Only) ☐

Reviewer ☒

**Work Location CAGE Code**

Enter the CAGE Code of your primary work location.

CAGE Code:

Verify CAGE Code

**Business Name**

Chesler County Industrial Development Authority


**Business Address**

707 Constitution Dr  
Barnes, PA 17007-1100

**Additional CAGE Codes (Optional)**

Enter any additional CAGE Codes associated with your business entity here.

Add CAGE Code

Delete	CAGE Code	Business Name	Business Address
			

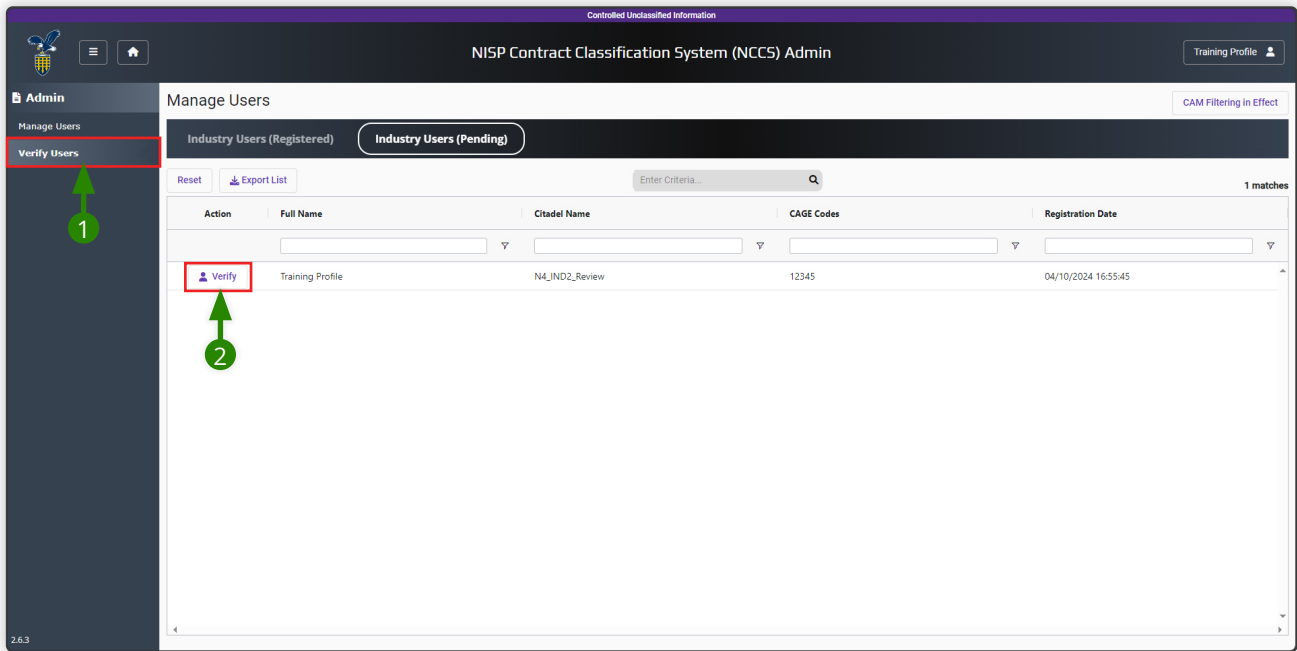
No Rows To Show

Save Changes

Unregister User

### 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**.

The screenshot shows the NISP Contract Classification System (NCCS) Admin interface. The main section is titled 'Verify Industry Registration Request' and displays user information for 'Training Profile'. The information includes Full Name, Username, Title, Email Address, Phone Number, Primary CAGE Code, Work Location, Additional CAGE Codes, Requested Roles, Role Justification, Registration Date, and Appointment Letter. At the bottom of the user information section are 'Back', 'Reject', and 'Approve' buttons. Two pop-up boxes are shown: 'Reject User' and 'Approve User'. The 'Reject User' box has a 'Reason' field and 'Cancel' and 'Reject' buttons. The 'Approve User' box has a checkbox for certification and 'Cancel' and 'Approve' buttons. Numbered callouts (1-6) indicate the steps for each action: 1 points to the user information, 2 points to the 'Reject' button, 3 points to the 'Reason' field in the 'Reject User' box, 4 points to the 'Reject' button in the 'Reject User' box, 5 points to the 'Approve' button, and 6 points to the 'Approve' button in the 'Approve User' box.

### Note

CAMs needing to add a CAGE Code should contact the NCCS support team.

# Industry Originator

# 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.

#### 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.

2

**Acknowledge**

## 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**.

The screenshot displays the NCCS (NISP Contract Classification System) interface. The left navigation menu shows 'My Dashboard' with sub-items: 'Review & Release', 'All DD Form 254s' (highlighted), 'My DD Form 254s', and 'My Created DD Form 254s'. The main area is titled 'All DD Form 254s' and features a search bar with the placeholder 'Enter Criteria...'. Below the search bar is a table with columns: Group, Action, Workflow S..., Last Update Full Name, Last Update..., Primary Or..., Secondary ..., CAGE Code, Company N..., and Contract N....

The table lists several contract specifications. The first row is highlighted with a red box and a green arrow labeled '4'. This row has a dropdown arrow in the 'Group' column, a 'Prime (Original)' label, and a 'Released' status. A green arrow labeled '5' points to the 'Action' column of this row, which contains three icons: a magnifying glass, a document, and a paper icon. A pop-up window is open over the paper icon, titled 'Create a new DD Form 254 from this contract specification: Prime (Original)'. The pop-up contains a 'Cancel' button and a 'Create Subcontract' button, which is highlighted with a red box and a green arrow labeled '6'.

2.63

## 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**.

The screenshot displays the NISP Contract Classification System (NCCS) interface. The main content area is titled 'Classification and Prime Contractor'. It contains several sections: 'Business Name and Address' (showing 'Chester County Industrial Development Authority'), 'Subcontractor (Block 7)' (with a 'Verify CAGE Code' button highlighted by a red box and a green arrow labeled '1'), and 'Cognizant Security Office (CSO)' (with a red box and a green arrow labeled '2'). At the bottom left, a 'Next' button is highlighted by a red box and a green arrow labeled '3'. The left sidebar shows navigation options like 'My Dashboard', 'Review & Release', and 'All DD Form 254s'. The top right corner shows a 'Training Profile' button. A vertical sidebar on the right contains a list of numbered steps from 1 to 10, with step 1 currently selected.

## 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**.

The screenshot displays the NISP Contract Classification System (NCCS) interface. The main content area is titled "Clearance, Specifications, and Follow-On Contract". It contains three sections:

- Clearance and Safeguarding (Block 1)**: Contains two drop-down menus. The first is labeled "a. Level of Facility Security Clearance (FCL) Required:" and has "CONFIDENTIAL" selected. The second is labeled "b. Level of Safeguarding for Classified Information/Material Required at Contract Facility:" and also has "CONFIDENTIAL" selected. Red boxes and green arrows with numbers 1 and 2 point to these menus.
- Specifications (Block 2)**: Contains two text input fields. The first is labeled "Prime Contract Number:" and is prepopulated with "PCN0123456789". The second is labeled "Subcontract Number:" and has "SCN1234567890" entered. A red box and a green arrow with number 3 point to the subcontract number field.
- Follow-On Contract (Block 4)**: Contains a radio button question "Is this a follow-on contract?" with "Yes" and "No" options. The "No" option is selected.

At the bottom of the main content area, there are "Prev" and "Next" buttons. A red box and a green arrow with number 4 point to the "Next" button.

The right-hand navigation pane shows a vertical list of steps numbered 1 through 10. Step 1 is highlighted with a purple circle, and step 4 is highlighted with a green circle.

## 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**.

The screenshot displays the NISIP Contract Classification System (NCCS) interface. The main content area is titled 'Actual Performance' and contains a section for 'Add Actual Performance Locations (Block 8)'. This section includes a 'Delete' button and a table with columns for 'Business Name' and 'Business Address'. A 'CAGE Code Lookup' pop-up is open, showing a 'CAGE Code' input field and a 'Verify CAGE Code' button. A 'Close' button is highlighted with a red box and a green arrow labeled '2'. To the right of the pop-up is a 'DoD Facility Location' form with fields for 'Facility Name', 'Country' (set to 'United States'), 'Address Line 1', 'Address Line 2 (Optional)', 'City', 'State', and 'Zip Code'. A 'Close' button is at the bottom of this form. At the bottom of the main content area, there are 'Prev' and 'Next' buttons. The 'Next' button is highlighted with a red box and a green arrow labeled '4'. A sidebar on the left contains navigation links: 'My Dashboard', 'Review & Release', 'All DD Form 254s', 'My DD Form 254s', and 'My Created DD Form 254s'. A vertical list of numbers 1 through 10 is on the right side of the interface, with a checkmark next to the number 10.

## 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**.

The screenshot displays the NISP Contract Classification System (NCCS) interface. The main content area is titled "Procurement Description" and contains a section for "General Unclassified Description of this Procurement (Block 9)". Below this title, a large text box is outlined in red, with a green arrow labeled "1" pointing to it. Below the text box, there are two buttons: "Prev" and "Next". The "Next" button is highlighted with a red border, and a green arrow labeled "2" points to it. On the right side of the interface, there is a vertical list of numbered buttons from 1 to 10, with button 9 currently selected. The top header of the interface includes the text "Controlled Unclassified Information" and "NISP Contract Classification System (NCCS)". The left sidebar contains navigation links such as "My Dashboard", "Review & Release", "All DD Form 254s", "My DD Form 254s", and "My Created DD Form 254s".



## 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**.


The screenshot displays the NISP Contract Classification System (NCCS) interface. The sidebar on the left contains navigation links: "My Dashboard", "Review & Release", "All DD Form 254s", "My DD Form 254s", and "My Created DD Form 254s". The main content area is titled "Contract Access" and includes a list of checkboxes for access requirements: "i. Have a TEMPEST requirement", "j. Have Operations Security (OPSEC) requirements", "k. Authorized to use Defense Courier Service", "l. Receive, store, or generate Controlled Unclassified Information (CUI)", and "m. Other". Below this is the "Public Release (Block 12)" section, which features a dropdown menu with "Direct" and "Through (Specify below)" options. A red box and a green arrow with the number 1 point to the dropdown menu. Below the dropdown is a text field labeled "Additional Information (270 character limit)". A red box and a green arrow with the number 2 point to this text field. Below the additional information field is the "PUBLIC RELEASE AUTHORITY" section, which includes a text field labeled "Description of Authority (270 character limit)". A red box and a green arrow with the number 3 point to the "Next" button at the bottom of the form.

## 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**.

The screenshot displays the NCCS application interface for the Security Guidance (Block 13) section. On the left, a sidebar shows the 'My Dashboard' with options for 'Review & Release', 'All DD Form 254s', 'My DD Form 254s', and 'My Created DD Form 254s'. The main content area is titled 'Security' and 'Security Guidance (Block 13)'. It states: 'The cards you see below are based on your checked selection on Page 5: Contract Access. Enter additional comments into "Block 13 General".' Below this, there are three cards: 'Block 13 General', 'Ref10a', and 'Ref11b'. The 'Block 13 General' card is selected and its content is displayed in a larger view. The card contains a 'NOTE: Input only allows for plain text. Rich text formatting will be stripped.' followed by a large block of text detailing security requirements. The interface includes a 'Prev' button, a 'Next' button (highlighted with a red border), and a 'Save' button (highlighted with a red border). The 'Next' button is highlighted with a red border. The 'Save' button is highlighted with a red border. The 'Block 13 General' card is highlighted with a red border. The 'Block 13 General' card contains a large block of text.

## 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**.

Controlled Unclassified Information

NISP Contract Classification System (NCCS)

Training Profile

My Dashboard

Review & Release

All DD Form 254s

All DD Form 254s

My DD Form 254s

My Created DD Form 254s

### Security Requirements and Inspections

#### Additional Security Requirements (Block 14)

Are there additional requirements, in addition to NISPOM requirements for classified information, established for this contract?

☐ Yes ☒ No

#### Inspections (Block 15)

Are there elements of this contract that are outside the inspection responsibility of the CSO?

☐ Yes ☒ No

Prev Next

1 2 3 4 5 6 7 8 9 10

## 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**.

Controlled Unclassified Information

NISP Contract Classification System (NCCS)

Training Profile

My Dashboard

Review & Release

All DD Form 254s

All DD Form 254s

My DD Form 254s

My Created DD Form 254s

### Add Security Reviewers

Select Reviewers (Block 13)

1. Training Profile

5 matches

Enter Criteria...

Name	Tier 0	Tier 1	Phone Number	Email
Training Profile			+1 (555) 555-5555	training@email.com

Prev Next

1 2 3 4 5 6 7 8 9 10

## 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.

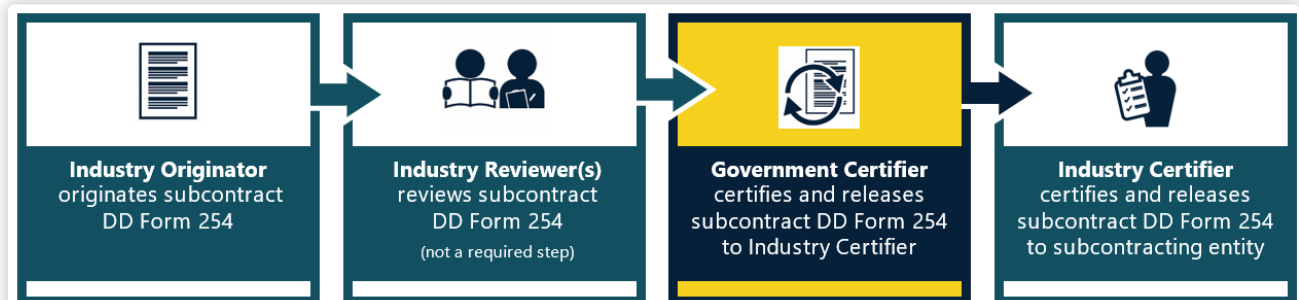
#### Workflow

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:



## 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**.

**NISP Contract Classification System (NCCS)**

My Dashboard

All DD Form 254s

All DD Form 254s

My DD Form 254s

My Created DD Form 254s

### Add Government Certifier

Select Government Certifier (Block 17)

No certifier selected.

3 matches

Enter Criteria...

Name	Tier 0	Tier 1	Phone Number	Email
[Redacted]	Defense Counterintelligence and Secu...	DCSA HQ	+1 (999) 999-9999	[Redacted]
[Redacted]	Defense Counterintelligence and...	DCSA HQ	+1 (555) 555-5555	[Redacted]
Training Profile	Board of Governors of the Federal Res...	BGFRS HQ	+1 (124) 567-8996	[Redacted]

Prev 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**.

Controlled Unclassified Information

NISP Contract Classification System (NCCS)

Training Profile

My Dashboard

Review & Release

All DD Form 254s

All DD Form 254s

My DD Form 254s

My Created DD Form 254s

2.6.3

Add Certifier

Select Certifier (Block 17)

Training Profile

Enter Criteria...

6 matches

Name	Tier 0	Tier 1	Phone Number	Email
Training Profile			+1 (555) 555-5555	training@email.com

Prev 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**.

The screenshot displays the NISP Contract Classification System (NCCS) interface. The main section is titled "GCA, POC, Certification, and Required Distribution". It contains several form fields for address and contact information. Below these, the "Required Distribution by the Certifying Official (Block 18)" section is visible, with a list of options to check. Option "f. Other as Necessary" is selected and highlighted with a red box and a green arrow labeled "1". A green arrow labeled "2" points to the text box below the list, which is intended for entering entities requiring distribution. At the bottom, the "Next" button is highlighted with a red box and a green arrow labeled "3". The interface also features a sidebar on the left with navigation links and a right-hand pane with a list of steps.



## 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.

Controlled Unclassified Information

NISP Contract Classification System (NCCS)

Training Profile

My Dashboard

Review & Release

All DD Form 254s

My DD Form 254s

My Created DD Form 254s

### Review and Submit

#### Form Validation

The errors on the following pages must be addressed before the form can be submitted:

Invalid Page	Error Count	Last Updated
Procurement Description (Step 4)	2 ▲	04/09/2024 01:52:37
Contract Access (Step 5)	2 ▲	04/09/2024 04:49:24
GCA, POC, Certification and Required Distribution (Step 10)	2 ▲	04/09/2024 08:02:51

View PDF Submit

#### Additional Documentation

Select any applicable documentation for this submission

You may upload up to 25 files for this contract specification. Each file cannot exceed 25 MB.

Prev

#### Section Navigation


1 2 3 4 5 6 7 8 9 10

2

## 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.

Controlled Unclassified Information

NISP Contract Classification System (NCCS)

Training Profile



My Dashboard

Review & Release

All DD Form 254s

### Review and Submit

#### Form Validation

Invalid Page	Error Count	Last Updated
Clearance, Specifications, and Follow-On Contract (Step 2)	0  1 	04/16/2024 01:43:31

There were no errors found in the DD Form 254, but warnings were found. The DD Form 254 can be submitted for review.

**View PDF** **Submit with Warnings** **Submit Form**

**Confirm Submission**

Submitting this form will route the form to the selected reviewers for review.

**Close** **Submit Form**

263

# 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.

### 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.

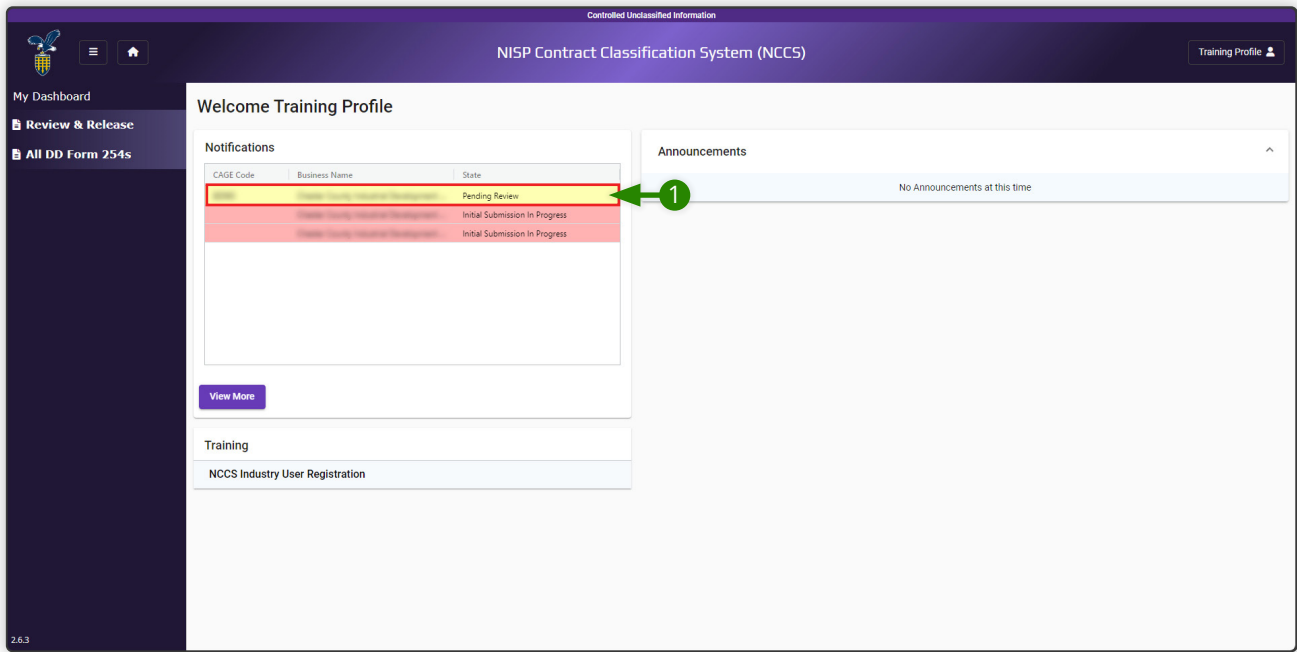
All USG systems are subject to monitoring for maintenance, testing, security, counterintelligence, management, and other lawful purposes. Monitoring may include network analysis, automated intrusion, and misuse-detection systems, access, audits, logging, keystroke monitoring, and full-text review of 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.




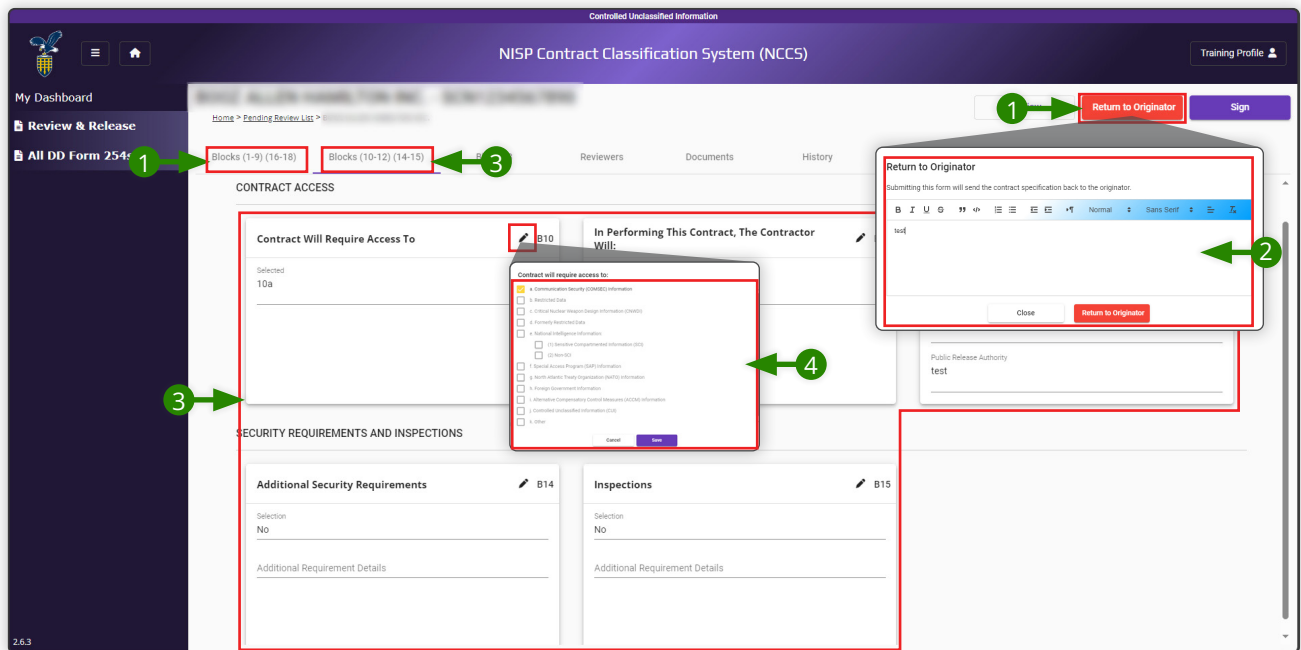
NCCS Welcome Screen

- 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 necessary edits and click **Save**.



Controlled Unclassified Information

NISP Contract Classification System (NCCS)

Training Profile

My Dashboard

Review & Release

All DD Form 254

Home > Pending Review List >

Blocks (1-9) (16-18) Blocks (10-12) (14-15)

CONTRACT ACCESS

Contract Will Require Access To

Selected 10a

In Performing This Contract, The Contractor Will:

Contract will require access to:

- ☒ 1. Communication Security (COMSEC) Information
- ☐ 2. Restricted Data
- ☐ 3. Critical Nuclear Weapon Design Information (CNWDI)
- ☐ 4. Formerly Restricted Data
- ☐ 5. National Intelligence Information
- ☐ 6. Scientific and Technical Information (STI)
- ☐ 7. Weapons
- ☐ 8. Special Source Program (SSP) Information
- ☐ 9. Radioactive Waste Management Facility Information
- ☐ 10. Foreign Government Information
- ☐ 11. Alternative Compensatory Control Measures (ACCM) Information
- ☐ 12. Controlled Unclassified Information (CUI)
- ☐ 13. Other

Cancel Save

SECURITY REQUIREMENTS AND INSPECTIONS

Additional Security Requirements B14

Selection No

Additional Requirement Details

Inspections B15

Selection No

Additional Requirement Details

Public Release Authority test


Return to Originator

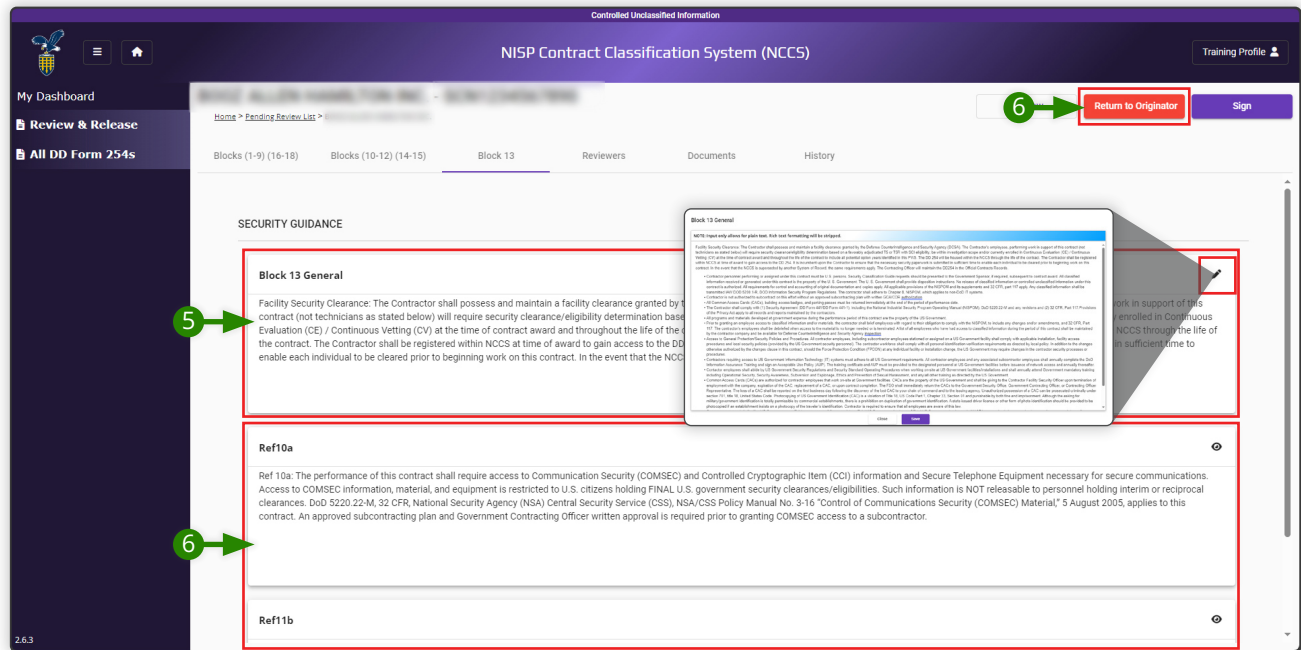
Submitting this form will send the contract specification back to the originator.

Return to Originator

Close

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

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



Controlled Unclassified Information

NISP Contract Classification System (NCCS)

Home > Pending Review List >

Blocks (1-9) (16-18) Blocks (10-12) (14-15) **Block 13** Reviewers Documents History

SECURITY GUIDANCE

**Block 13 General**

Facility Security Clearance: The Contractor shall possess and maintain a facility clearance granted by the DoD (not technicians as stated below) will require security clearance/eligibility determination based on Evaluation (CE) / Continuous Vetting (CV) at the time of contract award and throughout the life of the contract. The Contractor shall be registered within NCCS at time of award to gain access to the DD Form 254. The Contractor shall enable each individual to be cleared prior to beginning work on this contract. In the event that the NCCS is unable to clear an individual, the Contractor shall ensure that the individual is cleared prior to beginning work on this contract.

**Ref 10a**

Ref 10a: The performance of this contract shall require access to Communication Security (COMSEC) and Controlled Cryptographic Item (CCI) information and Secure Telephone Equipment necessary for secure communications. Access to COMSEC information, material, and equipment is restricted to U.S. citizens holding FINAL U.S. government security clearances/eligibilities. Such information is NOT releasable to personnel holding interim or reciprocal clearances. DoD 5220-22-M, 32 CFR, National Security Agency (NSA) Central Security Service (CSS), NSA/CSS Policy Manual No. 3-16 "Control of Communications Security (COMSEC) Material," 5 August 2005, applies to this contract. An approved subcontracting plan and Government Contracting Officer written approval is required prior to granting COMSEC access to a subcontractor.

**Ref 11b**

Return to Originator Sign

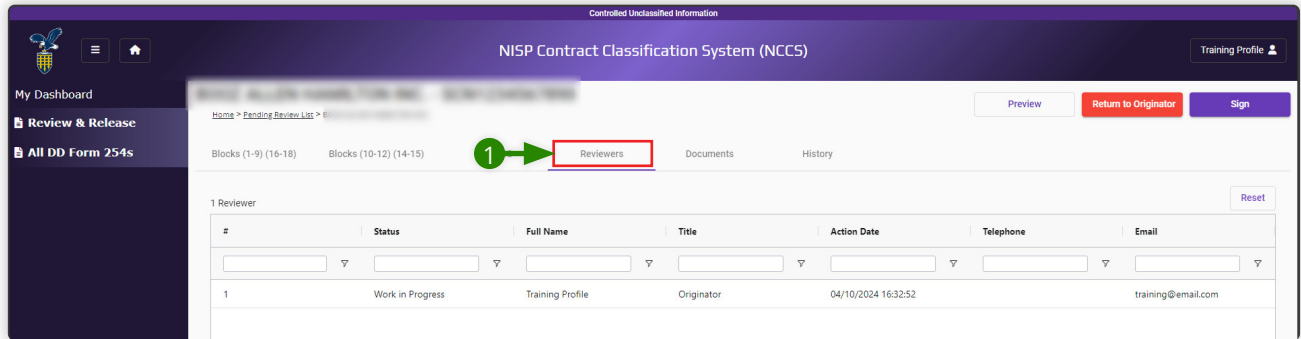
Training Profile

2.6.3

## 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.

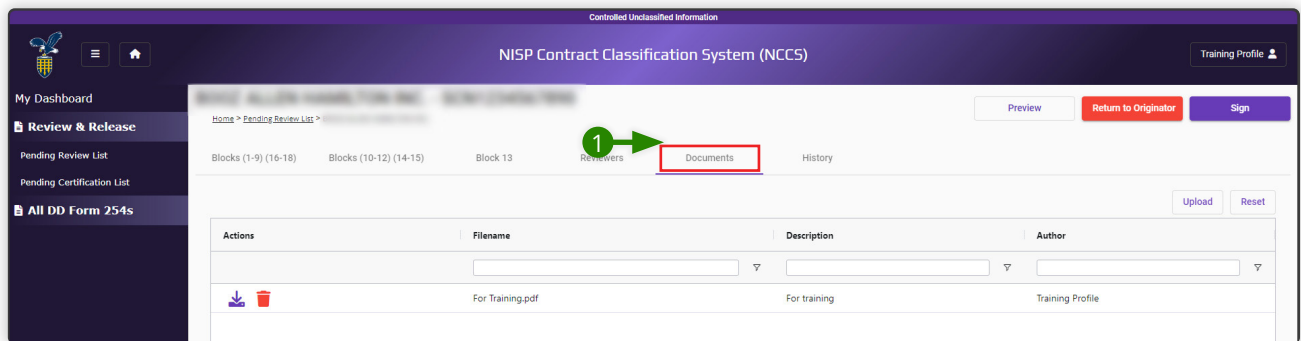
1. Click the **Reviewers** tab at the top of the screen.



## 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.

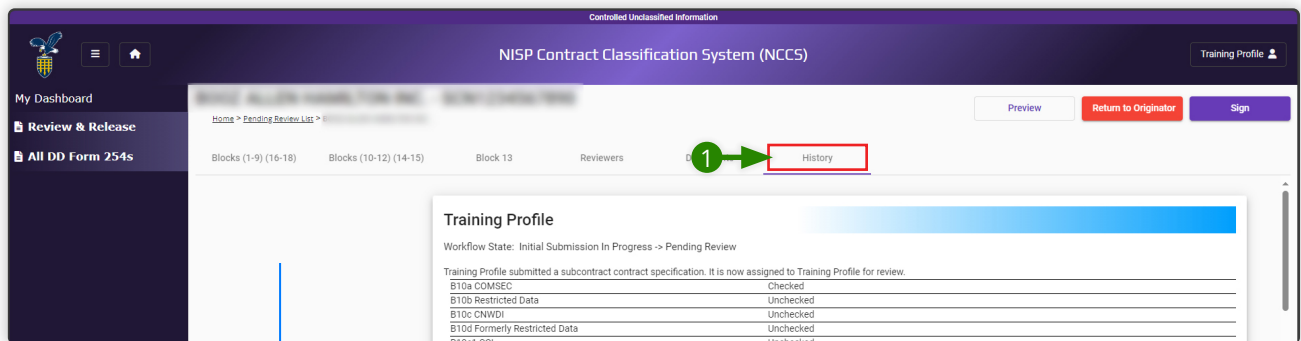
1. Click the **Documents** tab at the top of the screen.



## 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.

The screenshot displays the NISP Contract Classification System (NCCS) interface. The top navigation bar includes 'Controlled Unclassified Information' and 'NISP Contract Classification System (NCCS)'. The left sidebar shows 'My Dashboard' with 'Review & Release' and 'All DD Form 254s' options. The main content area is titled 'Training Profile' and shows a workflow state of 'Initial Submission In Progress -> Pending Review'. A table lists various classification categories and their status (Checked or Unchecked). A 'Signing Confirmation' dialog box is overlaid on the right, indicating that signing the form will send it to the next reviewer. The dialog box contains a 'Sign Form' button. A red box highlights the 'Sign' button in the top right corner, and a green arrow points from it to the 'Sign Form' button in the dialog box. A red box also highlights the 'Sign Form' button in the dialog box, and a green arrow points from it to the 'Sign Form' button in the dialog box.

Classification Category	Status
B10a COMSEC	Checked
B10b Restricted Data	Unchecked
B10c CNWDI	Unchecked
B10d Formerly Restricted Data	Unchecked
B10e1 SCI	Unchecked
B10e2 Non-SCI	Unchecked
B10e National Intelligence Info	Unchecked
B10f SAP Info	Unchecked
B10g NATO Info	Unchecked
B10h Foreign Gov Info	Unchecked
B10i ACCM Info	Unchecked
B10j CUI	Unchecked
B10k Other	Unchecked
B11a Access Classified info at facility	Unchecked
B11b Receive/Store Classified docs only	Checked
B11c Receive/Store/Gen Classified Info	Unchecked
B11d Fab/Mod/Store Classified Hardware	Unchecked
B11e Perform Services Only	Unchecked
B11f Access Classified info outside US	Unchecked
B11g Authorized use of DTIC	Unchecked
B11h Require COMSEC account	Unchecked
B11i Have tempsec requirement	Unchecked
B11j OPSEC requirements	Unchecked
B11k Authorized use of DCS	Unchecked
B11l Receive/Store/Gen CUI	Unchecked
B11m Other	Unchecked

# Industry Certifier

# 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.

#### 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.

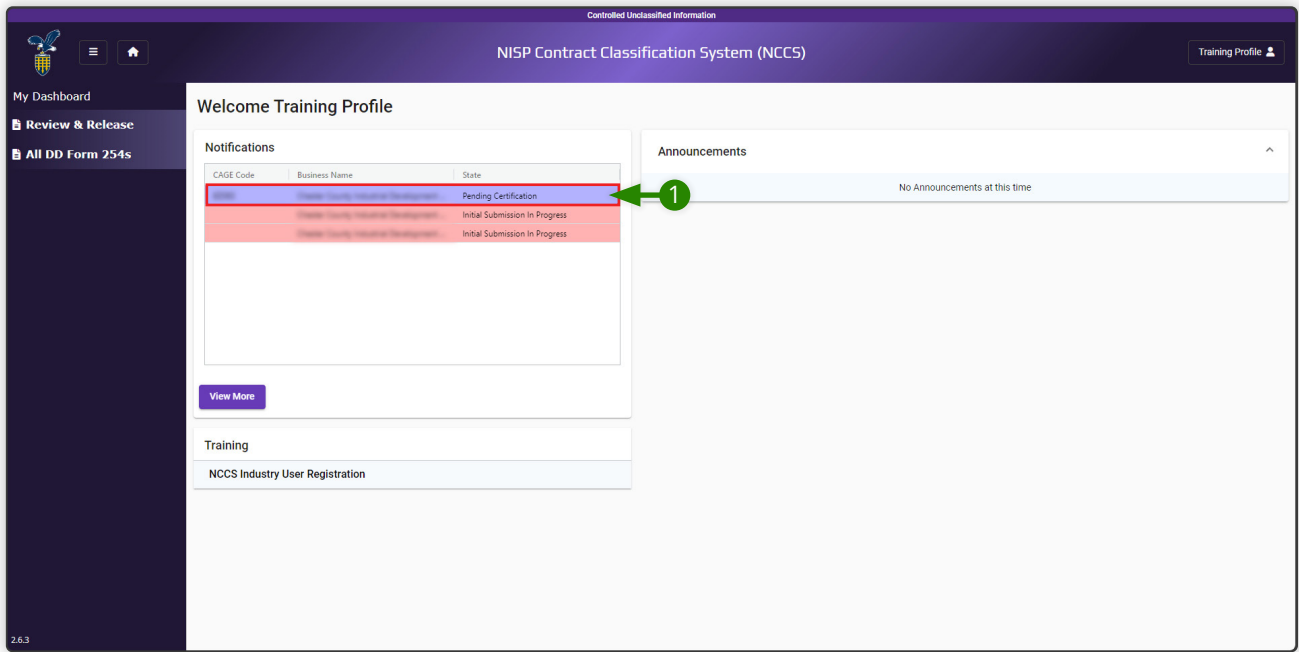
Accessing a USG system or communicating across USG system infrastructure signifies your consent to such monitoring and your agreement to use information resources only for authorized purposes. System officials may provide evidence of intrusion, misuse, misconduct, criminal activity, or other malicious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

2


 **Acknowledge**

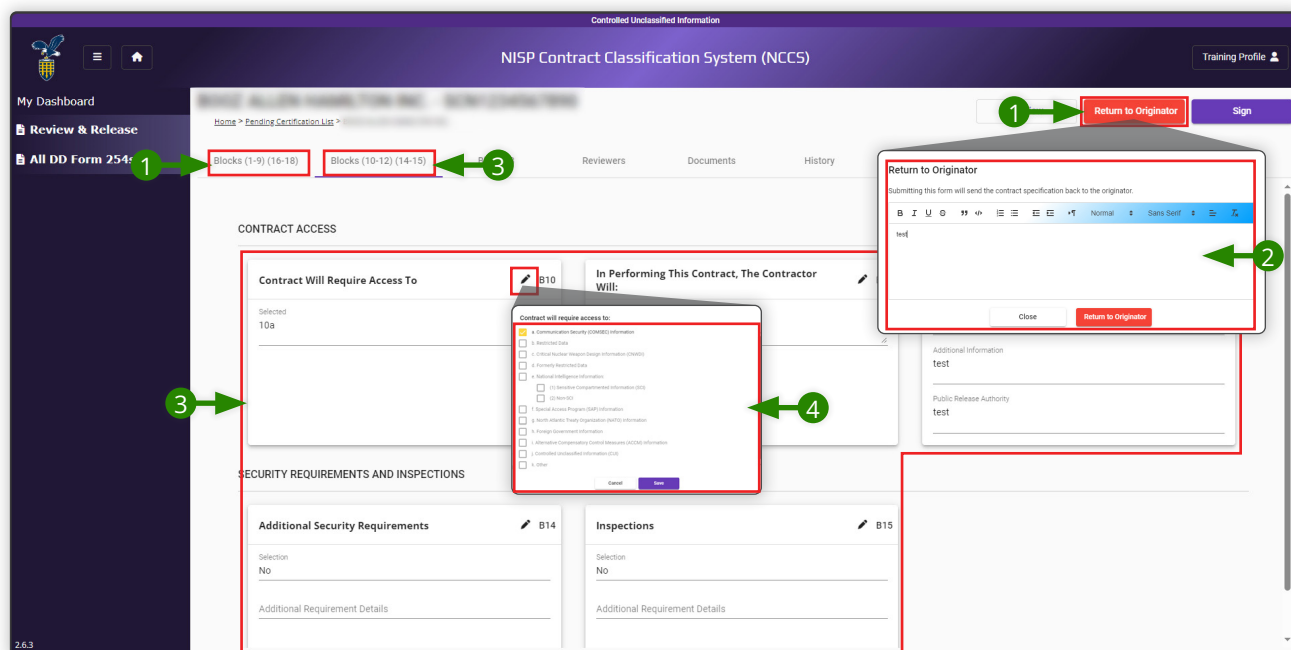
NCCS Welcome Screen

- 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

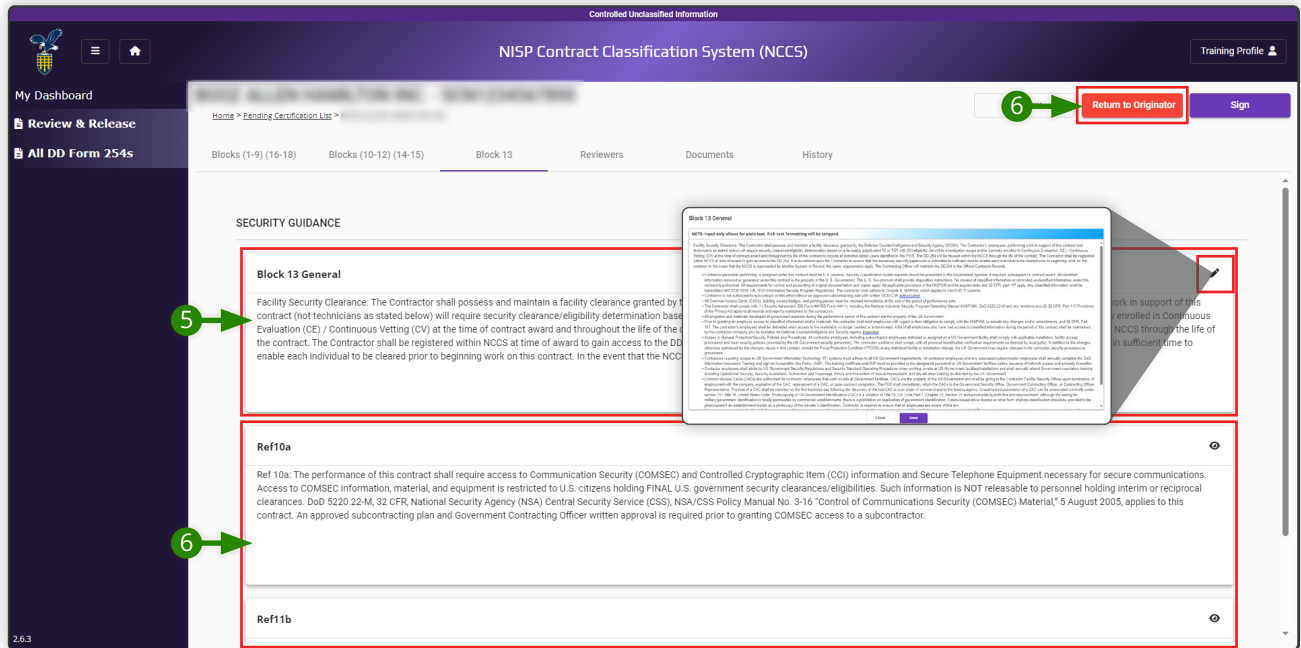
1. Review the information in Blocks (1-9) (16-18). Industry Certifiers do not have permissions to edit these blocks. If there are errors in these blocks for the Originator to correct, click **Return to Originator**.
2. In the Return to Originator pop-up box, type a reason for returning the form and click **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 necessary edits and click **Save**.



The screenshot displays the NISP Contract Classification System (NCCS) interface. The top navigation bar includes 'Controlled Unclassified Information', 'NISP Contract Classification System (NCCS)', and a 'Training Profile' link. The sidebar on the left shows 'My Dashboard', 'Review & Release', and 'All DD Form 254'. The main content area is titled 'Pending Certification List' and shows a list of contracts. The 'Contract Will Require Access To' section is highlighted with a red box and a green arrow labeled '3'. The 'Return to Originator' pop-up box is open, showing a text area for a reason and a 'Return to Originator' button, with a green arrow labeled '2' pointing to the text area. The 'Contract Will Require Access To' section has an edit icon (pencil) next to it, with a green arrow labeled '4' pointing to it. The 'Return to Originator' button in the top right corner is highlighted with a green arrow labeled '1'.

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

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



The screenshot displays the NISP Contract Classification System (NCCS) interface. The sidebar on the left contains 'My Dashboard', 'Review & Release', and 'All DD Form 254s'. The main content area shows the 'Pending Certification List' for a specific contract. The 'Block 13 General' section under 'SECURITY GUIDANCE' is highlighted with a red box. A green arrow points to the 'Return to Originator' button in the top right corner. A callout box explains that the 'Return to Originator' button is used to return to the originator if changes are required in the references.

**Block 13 General**

Facility Security Clearance: The Contractor shall possess and maintain a facility clearance granted by the contract (not technicians as stated below) will require security clearance/eligibility determination based on Evaluation (CE) / Continuous Vetting (CV) at the time of contract award and throughout the life of the contract. The Contractor shall be registered within NCCS at time of award to gain access to the DD Form 254. The Contractor shall enable each individual to be cleared prior to beginning work on this contract. In the event that the NCCS

**Ref10a**

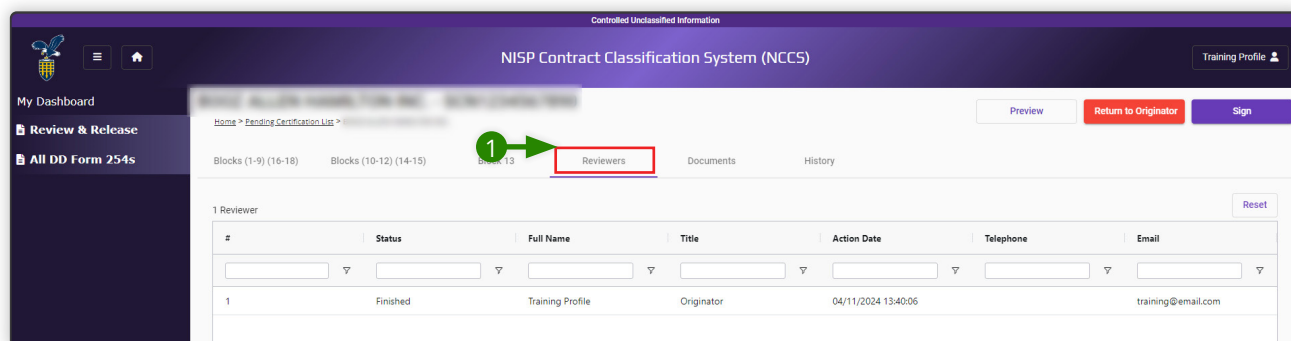
Ref 10a: The performance of this contract shall require access to Communication Security (COMSEC) and Controlled Cryptographic Item (CCI) information and Secure Telephone Equipment necessary for secure communications. Access to COMSEC information, material, and equipment is restricted to U.S. citizens holding FINAL U.S. government security clearances/eligibilities. Such information is NOT releasable to personnel holding interim or reciprocal clearances. DoD 5220-22-M, 32 CFR, National Security Agency (NSA) Central Security Service (CSS), NSA/CSS Policy Manual No. 3-16 "Control of Communications Security (COMSEC) Material," 5 August 2005, applies to this contract. An approved subcontracting plan and Government Contracting Officer written approval is required prior to granting COMSEC access to a subcontractor.

**Ref11b**

## 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.

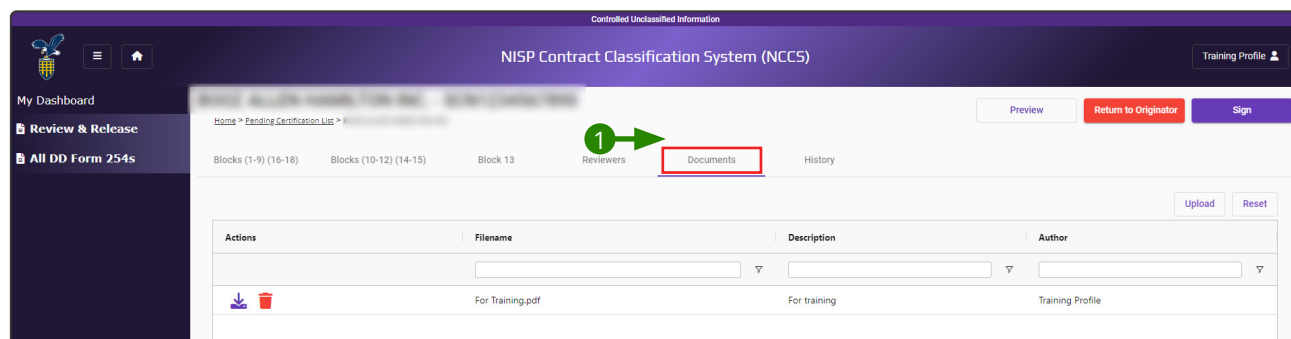
1. Click the **Reviewers** tab at the top of the screen.



## 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.

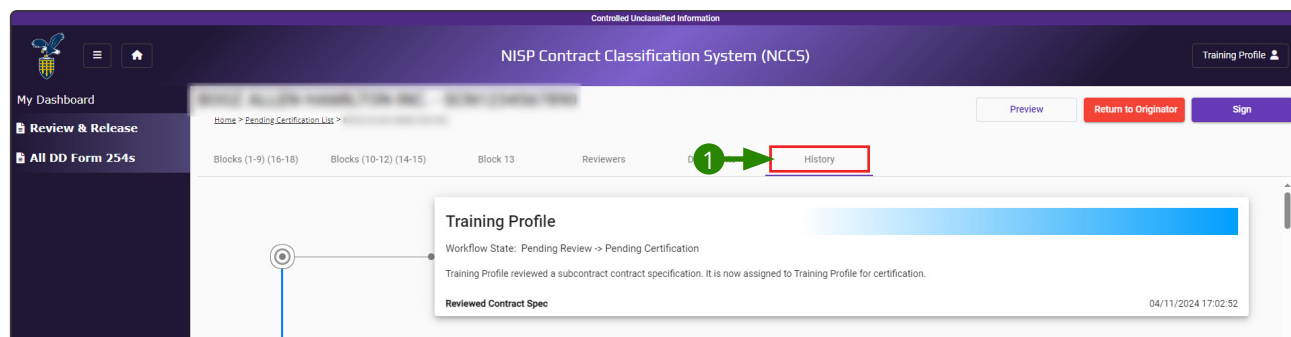
1. Click the **Documents** tab at the top of the screen.



## 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.



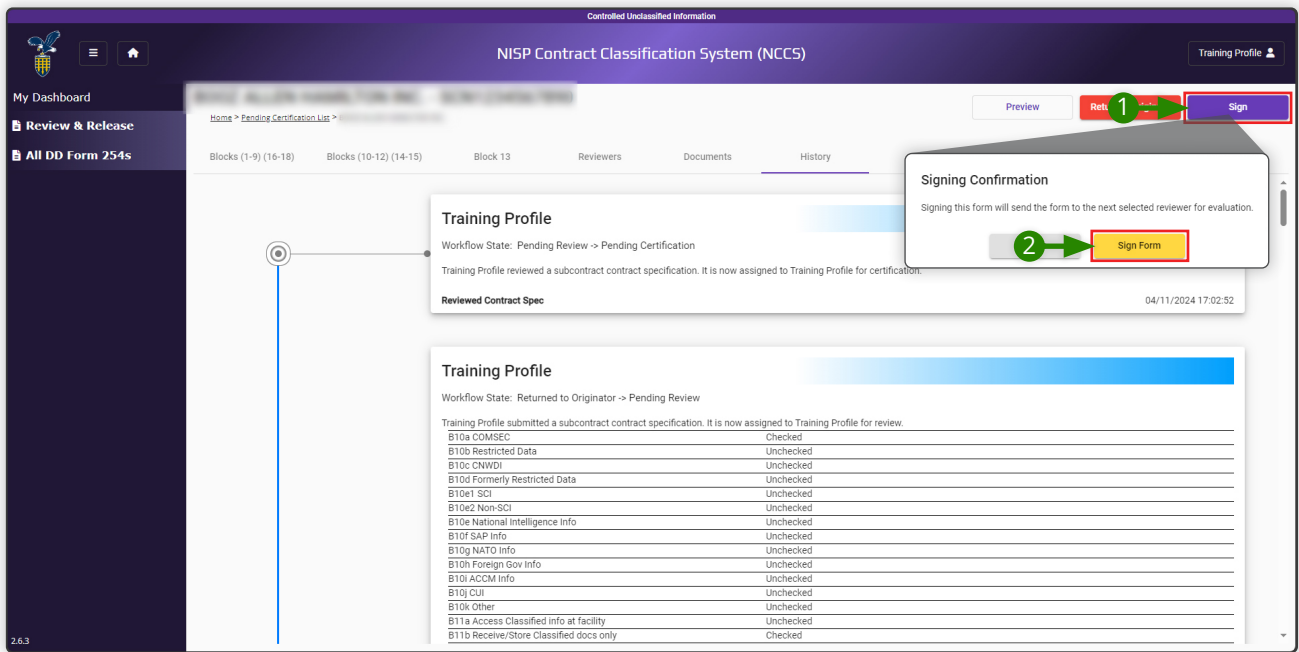
Sign

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](mailto:dcsa.quantico.is.mbx.nccs-support@mail.mil)