



# NCCS

## NISP Contract Classification System

## INDUSTRY PARTNERS - GETTING STARTED

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

### Organizational Setup and Structure

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

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

### NCCS Roles

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

#### Contract Account Manager (CAM):

Assists industry with account management processes. CAMs approve users' roles for all CAGE codes associated with their organization and under their purview. For most industry partners, CAMs are support contractors, FSOs, or organization program managers.

#### Industry Originator:

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

#### Industry Reviewer:

Evaluates the DD Form 254 for accuracy and completeness. This role is typically filled by the security specialist, FSO, or other individual as determined by the organization. There can be 0-8 reviewers assigned to a DD Form 254.

#### Industry Certifier:

Certifies the reviewed DD Form 254s. This role is typically filled by the program manager or other individual as determined by the organization.

#### Industry Operations Officer:

Has read-only permissions of DD Form 254s within their registered CAGE code(s).



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

#### Onboarding the System

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

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

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

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

#### Requirements

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

#### Resources

- @ Contact Us  
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#### Getting Started Process Flow

