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



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Overview

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

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

() Note on the Training

This step-by-step guide will provide 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
CSCS	Contract Security Classification Specification
CSO	Cognizant Security Office
DCSA	Defense Counterintelligence Security Agency
DD Form 254	DoD Contract Security Classification Specification
DOD	Department of Defense
FCL	Facility Security Clearance
GCA	Government Contracting Activity
NCCS	National Industrial Security Program Contract Classification System
NISP	National Industrial Security Program
POC	Point of Contact

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Registration -Contractor Account Manager (CAM)

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

Each user can select up to three roles in NCCS.

Upload Applicable Appointment Letter (Required)

🖃 Note

If you selected the CAM role, you will be required to upload your appointment letter.

- 2. Click Select File to Upload (Appointment Letter).
- **3.** Select the appointment letter file.

Role Justification

- **4.** Type 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 CAGE Code of your primary work location.
- 2. Click Verify CAGE Code.

Additional CAGE Codes (Optional)

🖃 Note

CAMs are encouraged to register for all CAGE Codes associated with their company 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.

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Submission

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

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Registration -Non-CAM Roles

Non-CAM 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.

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Roles Selection

Industry Roles

1. Select up to three industry roles.

Role Justification

2. Type an explanation for your role request(s) in the text box.

3. Click Next.

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CAM and Work Location

CAM

1. Search and click on your Contract Account Manager 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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Contractor Account Manager

Contractor Account Manager

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: <u>https://tesseract.cloud.dcsa.mil/nccs-admin/</u>.
- 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.

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Edit Industry User

- **1.** On this screen, 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.

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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.

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Verify Industry Registration Request

- 1. Review the user-related information. 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**.

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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)

(i) Note on Originating a Subcontract DD Form 254

For the most part, information for the subcontract DD Form 254 has been pulled from the information in the prime contract. NCCS will only present the areas you need to complete.

Getting Started

- 1. Navigate to <u>https://tesseract.cloud.dcsa.mil/nccs/</u>.
- 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.

Discrete Note:

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

3. Click Next.

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Clearance, Specifications, and Follow-On Contract

Clearance and Safeguarding (Block 1)

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

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

☐ Important:

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

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**.

Discrete 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.

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Actual Performance

Add Actual Performance Locations (Block 8)

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

If additional sites will be used 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.

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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.

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Contract Access

Blocks 10 and 11

For Blocks 10 and 11, Industry Originators may only deselect options. Access options have been selected 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.

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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 *P* 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)

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

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

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.



Add Security Reviewers

Select Reviewers (Block 13)

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

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

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Add Government Certifier

Select Certifier (Block 17)

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

- **1.** Select the Goverment Certifier's name.
- 2. Click Add Certifier in the upper-right side of the panel.
- 3. Click Next.



Add Goverment Certifier Reviewers

Select Certifier (Block 17)

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

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



Sub254 GCA Routing

- **1.** As an Industry Originator navigate to "All DD Form 254's".
- 2. Select the desired contract and click the two page icon to open subcontract prompt.
- 3. Click Create Subcontract.

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Government certifier routing for sub 254

For additional guidance, please refer to the Review and Submit section.



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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.

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

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

Discrete Note:

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.



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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 <u>https://tesseract.cloud.dcsa.mil/nccs/</u>.
- 2. Review the Consent to Monitor and select **Acknowledge** to continue.

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NCCS Welcome Screen

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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.



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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 reviewers.

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

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Documents

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

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

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History

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The History tab tracks the subcontract DD254'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.

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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.

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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 <u>https://tesseract.cloud.dcsa.mil/nccs/</u>.
- 2. Review the Consent to Monitor and select **Acknowledge** to continue.

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NCCS Welcome Screen

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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 *P* to begin editing.
- 4. Make any neccessary edits and click **Save**.



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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 *ℓ* 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.

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Documents

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

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History

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Sign

If you're satisfied with your review and you don't 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.

The subcontract DD Form 254 has now been released to the subcontracting entity.

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Change Log

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		Author	Process Owner/ Approver	ŲΑ	

Addtional Information

Points of Contact

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