

Unclassified



NISP CONTRACT CLASSIFICATION SYSTEM (NCCS)

Contractor Account Manager SOP

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REVISION HISTORY

DATE	VERSION	CHANGE DESCRIPTION	AUTHOR
4/18/22	1.0	Released on DCSA template	DCSA
4/20/22	1.1	Updated to include signature page	DCSA

The undersigned acknowledge they have reviewed and approved the Contractor Account Manager SOP. Changes to this plan will be coordinated with and approved by the undersigned or their designated representatives. Central Repository for certified DD Form 254 Records.

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1. Purpose

This document outlines guidance and steps for account management for the Contractor Account Manager (CAM) roles within the National Industrial Security Program (NISP) Contract Classification System (NCCS). This standard operating procedure (SOP) is maintained by the Defense Counterintelligence and Security Agency (DCSA) Industrial Security (IS).

2. Background

NCCS is a Department of Defense (DoD) enterprise Federal Information System (IS) for facilitating the processing and distribution of the DoD Contract Security Classification Specification (DD Form 254) regarding contracts requiring access to classified information for the DoD, other Federal Agencies, and cleared industry. NCCS established a centralized repository for the collection of classified contract security requirements and supporting data while automating the DD Form 254 (DoD Contract Security Classification Specification) processes and workflows. NCCS provides oversight and management of the security requirements captured within the DD Form 254 to enable the NISP facility clearance process and the FOCl oversight mission across the DoD.

3. Contractor Account Manager Role and Appointment Memo

Contractor Account Managers (CAMs) are established to assist industry with account management processes. CAMs can reside within any tier of the organization as defined during the registration process. CAMs will be granted authority based on their lowest selected tier (see image 5 during the registration section). This allows CAMs to have oversight and approval authority over their respective groups within the organization.

Appointment memos are required for CAMs. Templates can be found at <https://www.dcsa.mil/is/nccs/>. These memos will need to be submitted along with the registration application for NCCS (see steps below).

4. Submitting a CAM Request and Registering for NCCS

Prior to registering for the CAM role in the NCCS application, users must submit a CAM request to DCSA for approval. CAMs will submit a SAAR (template located at: <https://www.dcsa.mil/is/nccs/>) and submit to the NCCS mailbox, dcsa.quantico.hq.mbx.nccs@mail.mil. Once approval is granted CAMs should navigate to the NCCS application, <https://tesseract.cloud.dcsa.mil/nccs>. The "consent to monitoring" banner will appear as shown below.



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Review the consent to monitor and select **"Acknowledge"** to continue.

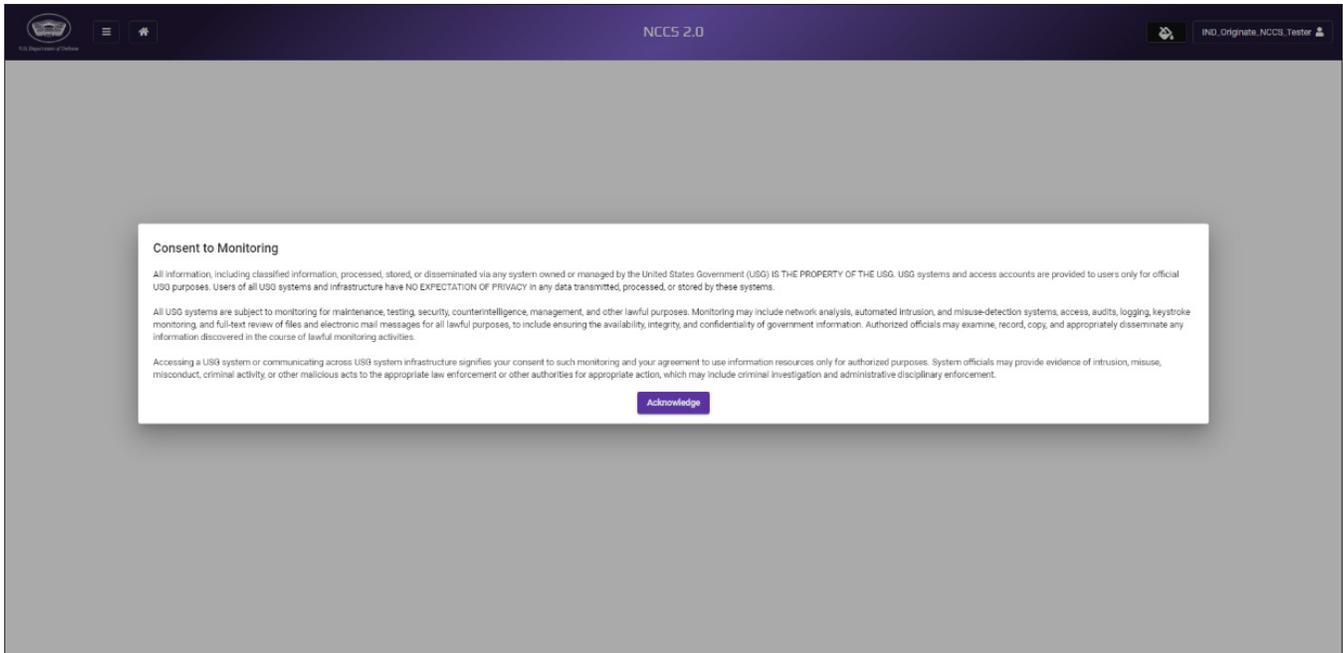


Image 1. Consent to Monitor

You will then be presented with the NCCS welcome screen, select **"Start Registration (Industry)"**.

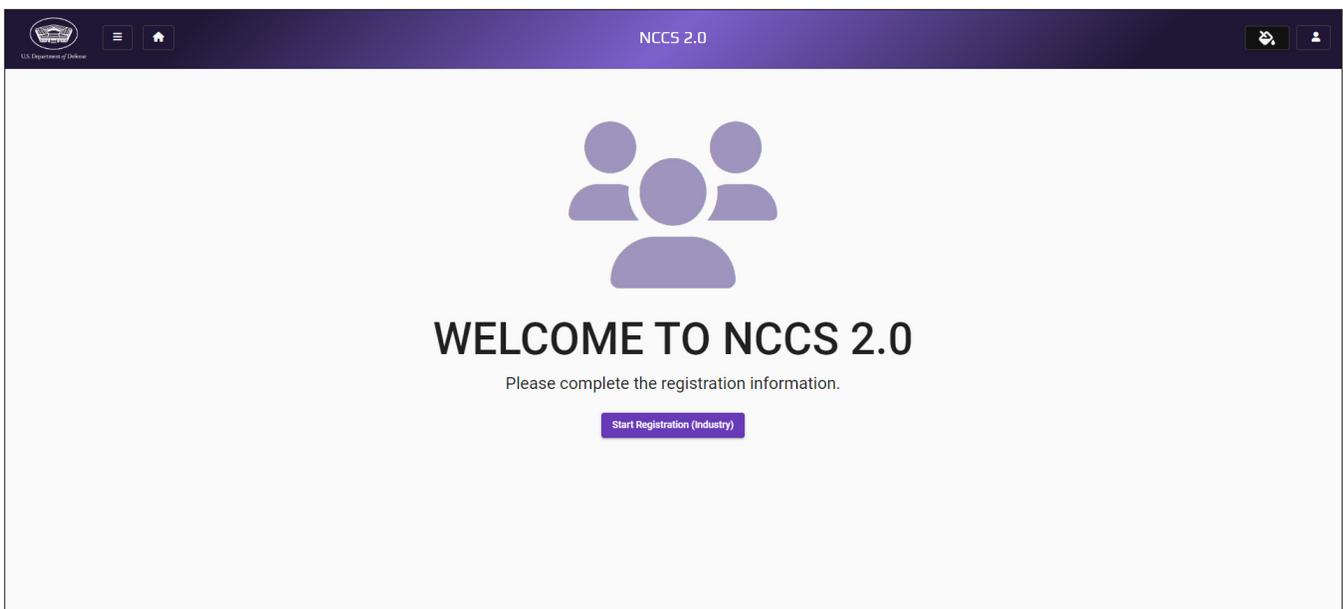


Image 2. Start Registration (Industry)



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CAMs will continue with the registration process, filling out user's profile data and selecting **"Next"**.

A screenshot of the NCCS 2.0 web application interface. The page title is "Industry Registration Form". At the top, there is a navigation bar with the U.S. Department of Defense logo, a home icon, and the text "NCCS 2.0". On the right side of the navigation bar are icons for a printer and a user profile. Below the navigation bar is a progress indicator with four steps: 1. User Profile (highlighted in purple), 2. Work Location, 3. Roles Selection, and 4. Submission. The main content area displays the "User Profile" form, which includes input fields for "First Name", "Last Name", "Title", "Email", and "Phone number". A "Next" button with a right-pointing arrow is located at the bottom right of the form.

Image 3. User Profile Data



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The second step in the registration process is identification of the location of work. CAMs will enter all CAGE code associated with their work. Begin by entering the primary CAGE code and then use the: "Add CAGE Code" button to enter any additional work locations associated with the CAM. Once completed hit the **"Next"** button to proceed.

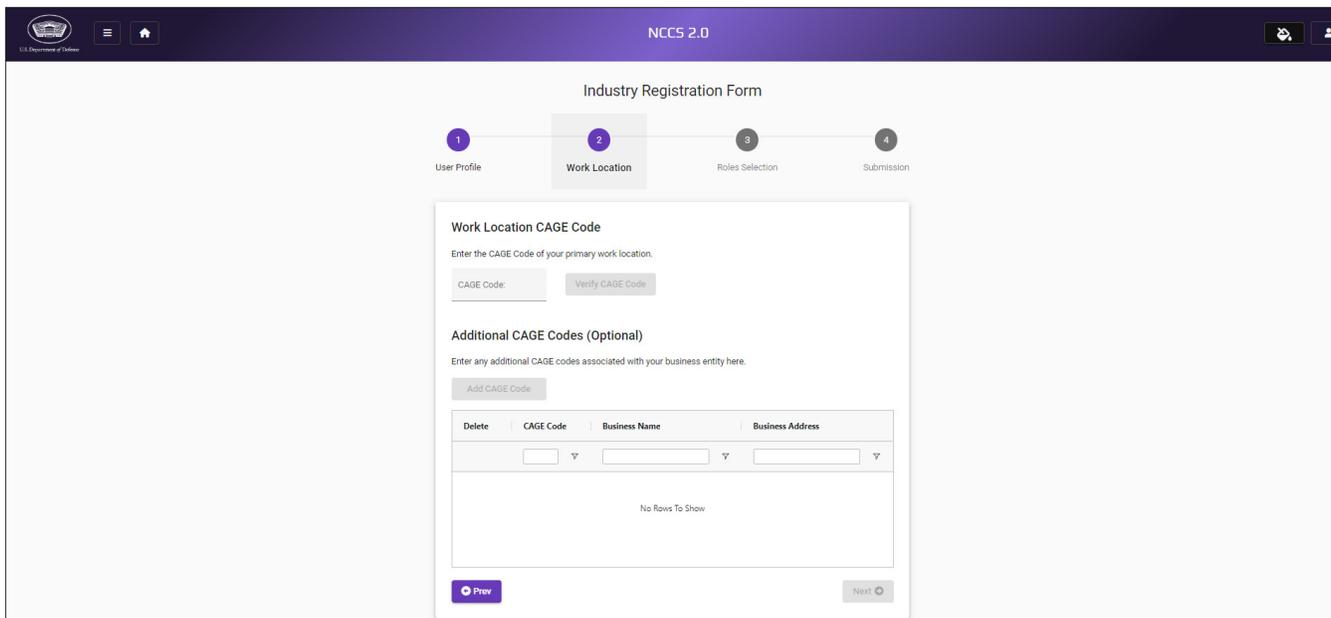


Image 4. User Work Location



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CAMs will continue with the registration process, selecting user roles as appropriate. Users can select multiple roles, up to three (3). Enter the justification for the role and upload any respective memos as required. Select **"Next"** to continue.

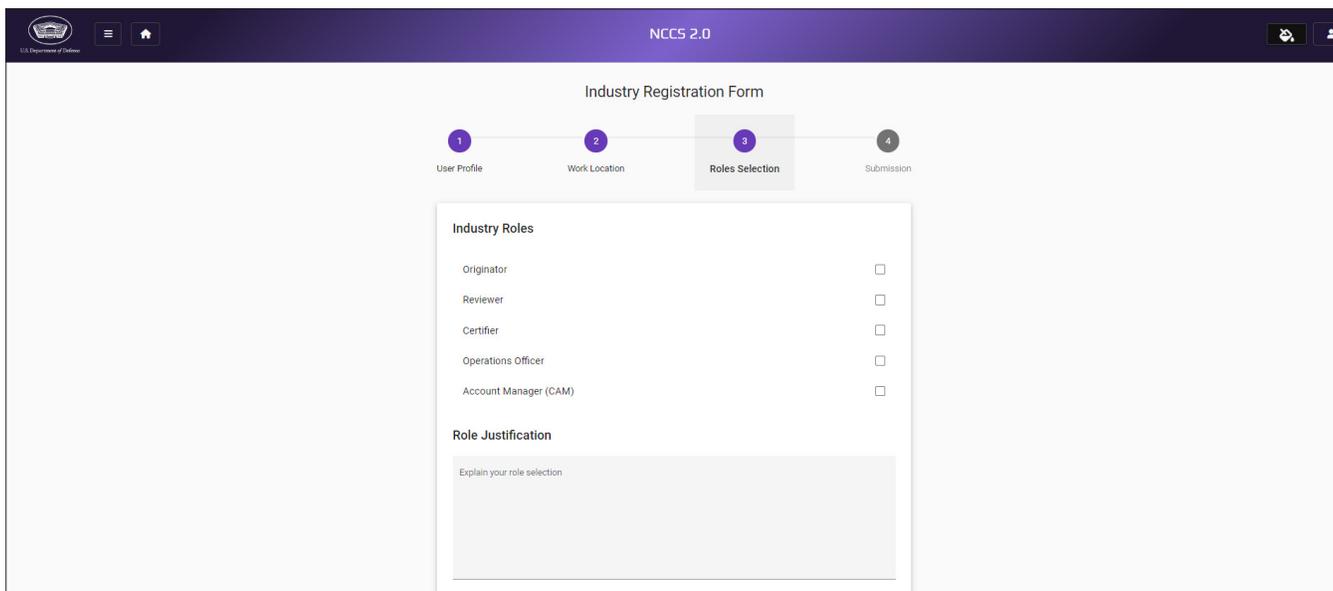


Image 5. User Role Selection

Click **"Submit"** to complete the registration process.

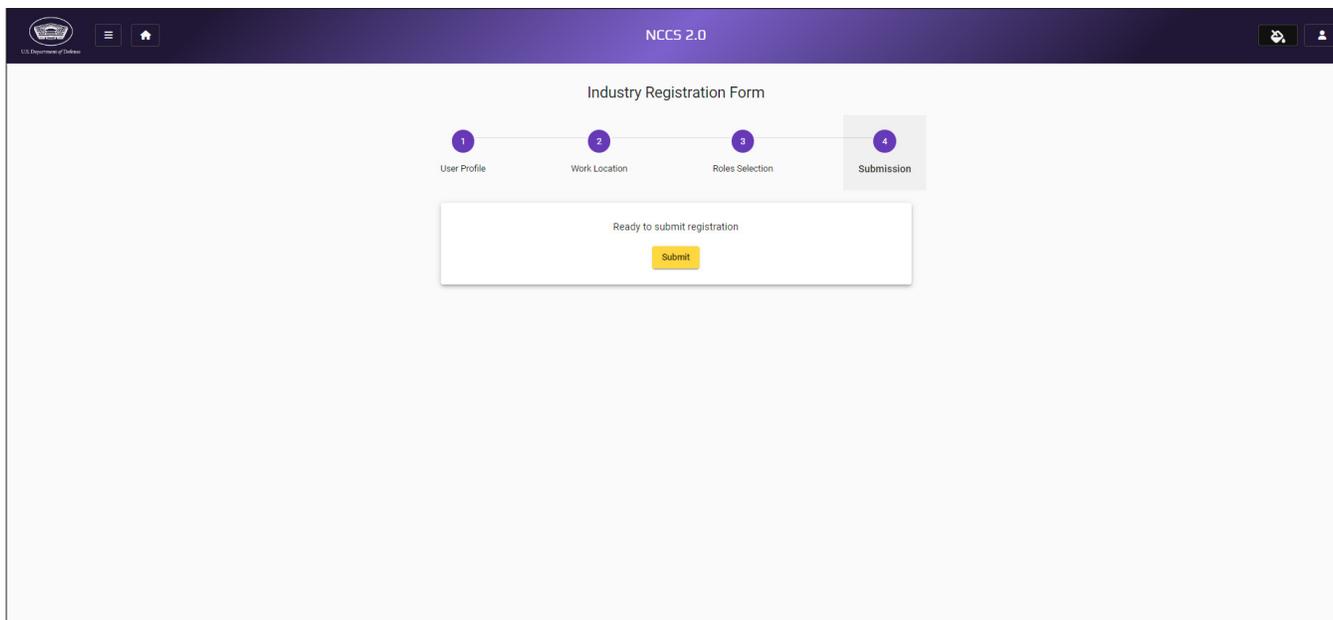


Image 6. Registration Submission



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Successful submission will bring users back to a screen with a large green check mark, indicating registration is complete. Accounts will be approved or denied within 48 hours and an email approval will be sent to users alerting them to begin utilizing NCCS.

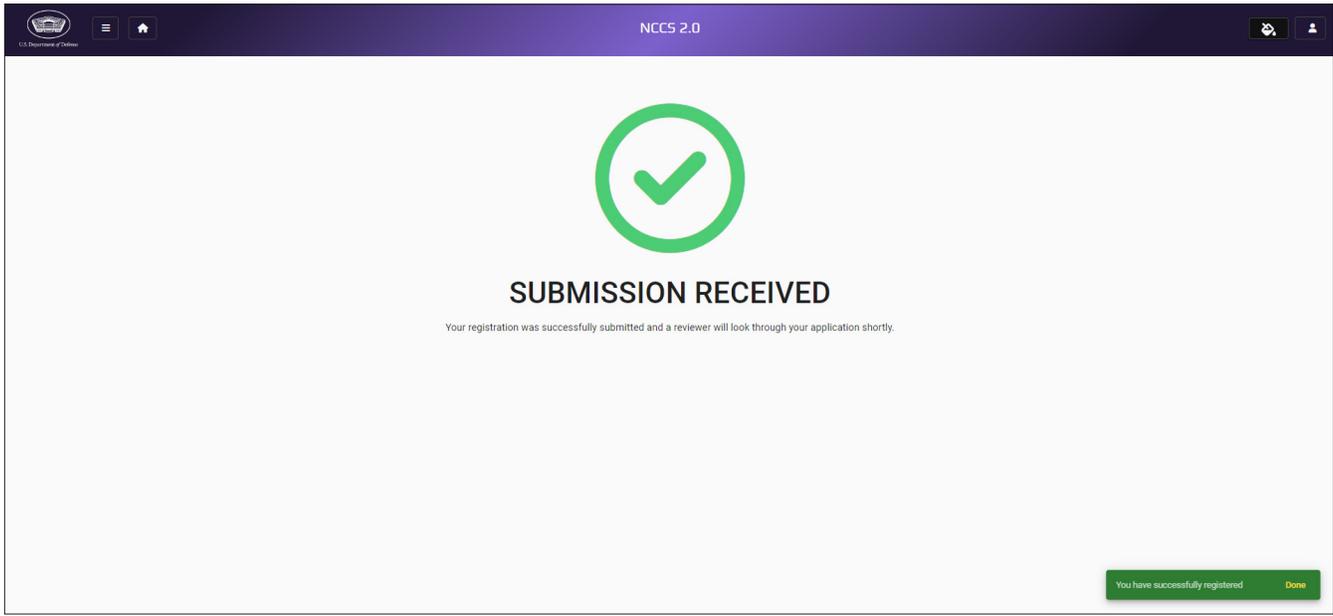


Image 7. Registration Submission - Success



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5. How to Approve Users within NCCS

Once CAMs have an approved account, users will log into the NCCS application at: <https://tesseract.cloud.dcsa.mil/nccs-admin>. Then the user will log into the Admin tab on the right side of the page.

The user will select **"Role Management"**. To approve a user within the NCCS application, the user will first select the **"Manage Users"** tab under the Admin tab and select **"Verify"** next to the name of the individual in que. If the CAM wishes to change the roles associated with a particular approved user that CAM must scroll to the bottom of the page and select the **"Contact Support"** link. From there the CAM will create a ticket and request a role change for the appropriate user.

Note: Please see the "Help Desk Training" for more information on filling out a Help Desk Ticket.

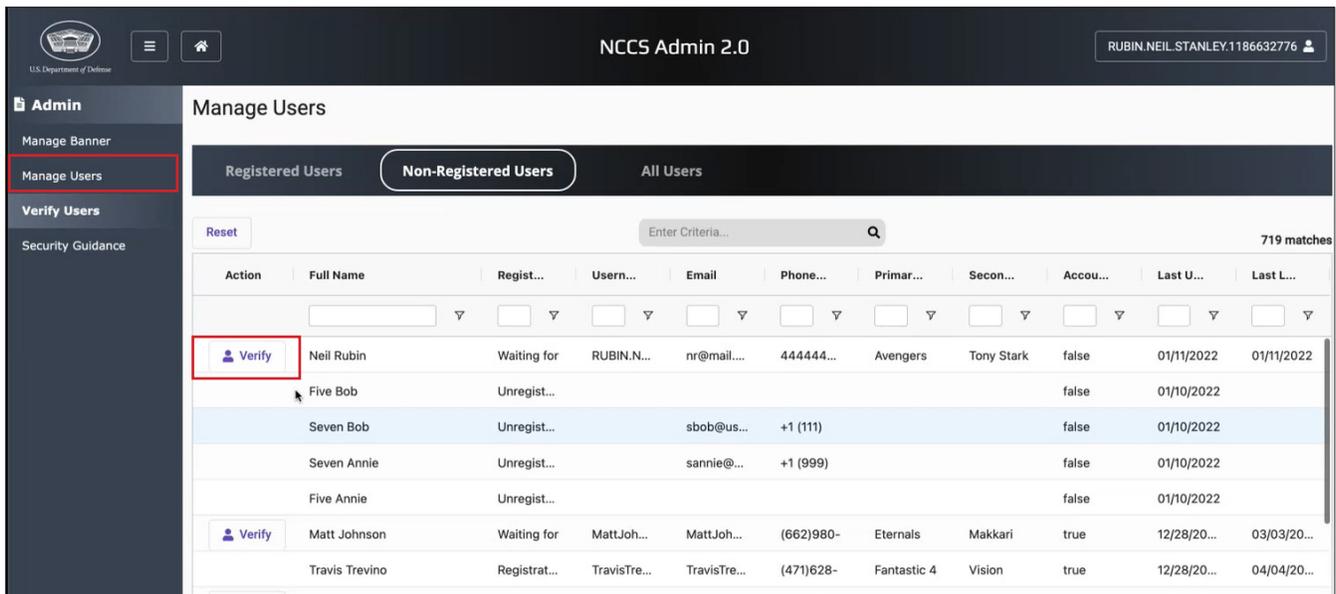


Image 8. Selecting User



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Once **"Verify"** is selected the page will expand to show all user requested details. Scroll to the bottom following review and select **"Reject"** or **"Approve"** as appropriate.

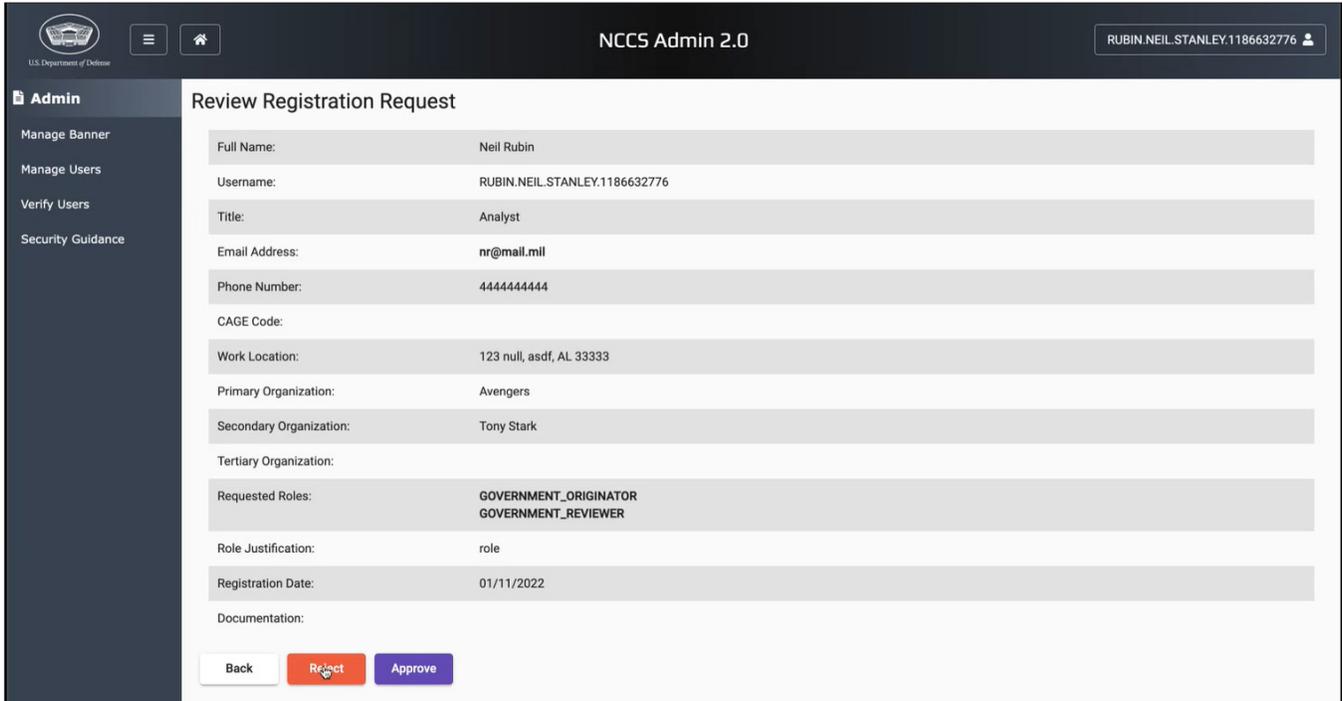


Image 9. Verify User

The final step to complete the approval process is to select **"Approve"** in the pop-up window one final time.

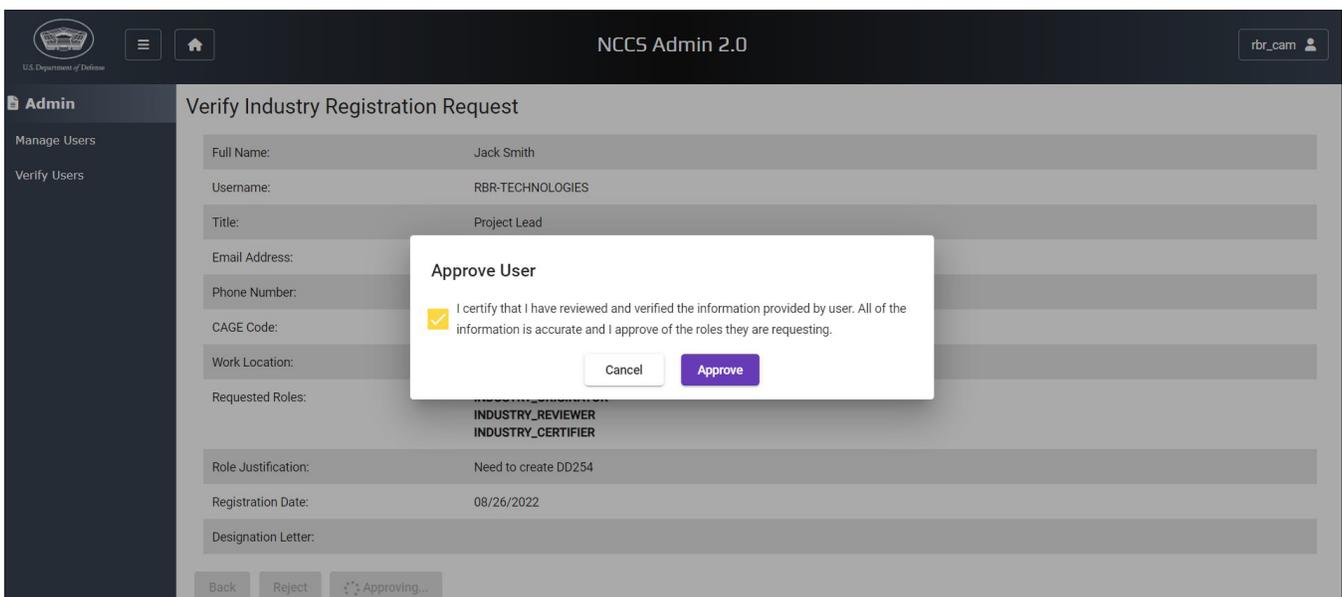


Image 10. User Approval