Unclassified



NISP CONTRACT CLASSIFICATION SYSTEM (NCCS)

Contractor Account Manager SOP

Document Version 1.1 4/20/22

Unclassified

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.

Signature: _____

Print Name: Stephen F. Nemeth

Role: PMO Division Chief (Acting), NCCS

Signature: _____

Print Name: David Drys

Role: Program Manager, NCCS

Table of Contents

1.	Purpose	4
2.	Background	4
3.	Contractor Account Manager Role and Appointment Memo	. 4
4.	Submitting a CAM Request and Registering for NCCS	4
5.	How to Approve Users within NCCS	7



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) 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 FOCI 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 <u>https://www.dcsa.mil/is/nccs/</u>. 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</u>. The "consent to monitoring" banner will appear as shown below.

Unclassified



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

U.S. Department of Defense	* NCC5 2.0 🗞	IND_Originate_NCCS_Tester
	Consent to Monitoring All information invested stored or disseminated via any exten named or measured to the United States Government (USQ) IG THE EROPETTY OF THE USQ. USQ externs and access accounts are smalled to users only for official	
	USD purposes. Users of all USD systems and infrastructure have NO EXPECITATION OF PRIVACY in any data transmitted, processed, or stored by these systems. All USD 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, keystrole monitoring, and fulf-set makes of files and electronic mail messages for all lawful purposes, to include ensuing 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 USB system or communicating across USB 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 mallocus acts to the appropriate law enforcement, or other authorized action, which may include orininal investigation and administrative disciplinary enforcement.	
	Acknowledge	

Image 1. Consent to Monitor

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

US Department of Debase	NCCS 2.0	۵
	WELCOME TO NCCS 2.0 Please complete the registration information.	
	Start Registration (industry)	

Image 2. Start Registration (Industry)



Contractor Account Manager SOP

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

	NCC	\$, 1		
	Industry Reg	istration Form		
1 User Profile	2 Work Location	3 Roles Selection	4 Submission	
User Profile				
First Name		Last Name		
Email		Phone number		
			Next O	

Image 3. User Profile Data



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.

Contractor Account Manager SOP

El Departer / Mete		NCC5 2	.0			ð
		Industry Registra	tion Form			
	1 User Profile	2 Work Location	3 Roles Selection	4 Submission		
	Work Location CAC Enter the CAGE Code of yo CAGE Code: Additional CAGE C Enter any additional CAGE Add CAGE Code	SE Code ar primary work location. Verify CAGE Code odes (Optional) codes associated with your busines verte Business Name	s entity here.			
	O Prov	de Business Name	Business Address ア 200	Next O		

Image 4. User Work Location

Contractor Account Manager SOP



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.

US Depresent / Defeet		NC	CS 2.0		\$.
		Industry Reg	istration Form		
	1 User Profile	2 Work Location	3 Roles Selection	4 Submission	
	Industry Roles				
	Originator				
	Reviewer				
	Certifier				
	Operations Office				
	Account Manager	(CAM)			
	Role Justification	'n			
	Explain your role sek	ction			

Image 5. User Role Selection

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

E A		NCCS	2.0			&
		Industry Regist	tration Form			
	1 User Profile	2 Work Location	3 Roles Selection	4 Submission		
		Ready to submit	registration			

Image 6. Registration Submission



Contractor Account Manager SOP

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.

US Days may a fixed as	NCC5 2.0	ö.
	SUBMISSION RECEIVED	
	Your registration was successfully submitted and a reviewer will look through your application shortly.	
		You have successfully registered Done

Image 7. Registration Submission - Success



5. How to Approve Users within NCCS

Once CAMs have an approved account, users will log into the NCCS application at: <u>https://tesseract.cloud.dcsa.mil/nccs-admin</u>. 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.

U.S. Department of Defense	*		NCCS Admin 2.0			RUBIN.NEIL.STANLEY.1186632	2776 💄
🛱 Admin	Manage Users						
Manage Banner							
Manage Users	Registered Users	Non-Registered Users	All Users				
Verify Users							
Security Guidance	Reset		Enter Criteria	۹		71	9 matches
	Action Full Name	Regist	Usern Email	Phone Primar	Secon Accou	u Last U Las	t L
		V V	v v	v v	7	V V	v
	💄 Verify Neil Rubin	Waiting for	RUBIN.N nr@mail	444444 Avengers	Tony Stark false	01/11/2022 01/1	1/2022
	Five Bob	Unregist			false	01/10/2022	
	Seven Bob	Unregist	sbob@us	+1 (111)	false	01/10/2022	
	Seven Annie	Unregist	sannie@	+1 (999)	false	01/10/2022	
	Five Annie	Unregist			false	01/10/2022	
	Leverify Matt Johnson	Waiting for	MattJoh MattJoh	(662)980- Eternals	Makkari true	12/28/20 03/0	03/20
	Travis Trevino	Registrat	TravisTre TravisTre	(471)628- Fantastic 4	Vision true	12/28/20 04/4	04/20

Image 8. Selecting User

Unclassified



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.

US. Department of Defense	1	•	NCCS Admin 2.0	RUBIN.NEIL.STANLEY.1186632776 💄
🛱 Admin	F	Review Registration Request		
Manage Banner		Full Name:	Neil Rubin	
Manage Users		Username:	RUBIN.NEIL.STANLEY.1186632776	
Verify Users		Title:	Analyst	
Security Guidance		Email Address:	nr@mail.mil	
		Phone Number:	44444444	
		CAGE Code:		
		Work Location:	123 null, asdf, AL 33333	
		Primary Organization:	Avengers	
		Secondary Organization:	Tony Stark	
		Tertiary Organization:		
		Requested Roles:	GOVERNMENT_ORIGINATOR GOVERNMENT_REVIEWER	
		Role Justification:	role	
		Registration Date:	01/11/2022	
		Documentation:		
		Back Reject Approve		

Image 9. Verify User

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

U.S. Department of Defense		NCCS Admin 2.0	rbr_cam 💄
🖥 Admin	Verify Industry Regist	ration Request	
Manage Users Verify Users	Full Name: Username: Title:	Jack Smith RBR-TECHNOLOGIES Project Lead	
	Email Address: Phone Number: CAGE Code: Work Location: Requested Roles:	Approve User I certify that I have reviewed and verified the information provided by user. All of the information is accurate and I approve of the roles they are requesting. Cancel Approve INDUSTRY_REVIEWER INDUSTRY_CREVIEWER INDUSTRY_CRE	
	Role Justification: Registration Date: Designation Letter: Back Reject (1) 4	Need to create DD254 08/26/2022	

Image 10. User Approval