

NISP CONTRACT CLASSIFICATION SYSTEM (NCCS)

Government Account Manager SOP

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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 Government Account Manager SOP. Changes to this plan will be coordinated with and approved by the undersigned or their designated representatives.

Signature:	

Print Name: Stephen F. Nemeth

Role: PMO Division Chief (Acting), NCCS

Signature: _____

Print Name: David Drys

Role: Program Manager, NCCS

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1. Purpose

This document outlines guidance and steps for account management for the Government Account Manager (GAM) 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. Government Account Manager Role and Appointment Memorandum

GAMs are established to assist DoD components, federal agencies and industry support personnel with account management processes. GAMs can reside within any tier of the organization as defined during the registration process. GAMs will be granted authority based on their lowest selected tier (see image 5 during the registration section). This allows GAMs to have oversight and approval authority over their respective groups within the organization.

Appointment memorandums are required for GAMs. Templates can be found at <u>https://www.dcsa.mil/is/nccs/</u>. The GAM appointment memorandum will be submitted prior to registering for the GAM role in NCCS (see steps below).

4. Submitting a GAM Request and Registering for NCCS

Prior to registering for the GAM role in the NCCS application, users must submit a GAM request to DCSA for approval. GAMs 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 GAMs should navigate to the NCCS application, https://tesseract.cloud.dcsa.mil/nccs</u>. The consent to monitoring banner will appear as shown below.



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

U.S. Department of Defense	* NCCS 2.0	ě.	IND_Originate_NCCS_Tester
	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 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 USB 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, loggin monitoring and full-last veives of files and detection in an intrasessage for all lawful purposes, to include ensuing the availability, integrity, and confidentiality of government information. Authorized officials may examine, record, copy, and appropriately disser 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, mic misconduct, criminal activity or other malicious acts to the appropriate law enforcement or other authorized purposes.	use,	
	Adstroneledge		

Image 1. Consent to Monitor

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

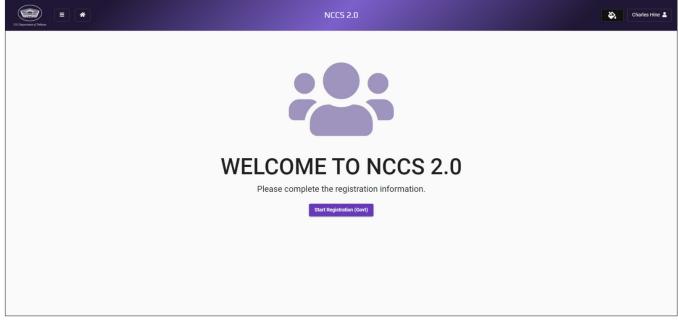


Image 2. Start Registration (Govt)



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

US Dependent of Defense		I	NCC5 2.0				Þ.	Charles Hine 💄
	1 User Profile	2 Roles Selection	3 Organization	4 Address	5 Submission			
	User Profile First Name Anew							
	User Title GG-15 Email		Phone Number	í.				
					Next O			

Image 3. User Profile Data



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GAMs will continue with the registration process, selecting additional user roles as appropriate. Users can select multiple roles during this process, up to three (3). Please refer to the Government Role Slick Sheets for additional information on non-GAM role registration. Enter the justification for the role and upload any respective memos as required. Select **"Next"** to continue.

	NCC5 2.0					
	Governme	nt Registration	Form			
1 User Profile	2 Roles Selection	3 Organization	4 Address	5 Submission		
Govern	mment Roles					
Origina	nator					
Review	ewer					
Certify	fying Official					
Contra	racting Officer					
Govt A	Account Manager (GAM)					
Read 0	I Only Access					
Role Ju	Justification					
Explain	n your role selection					
	_					
O Prev	ev			Next O		

Image 4. User Role Selection

Tier 1 GAM can assist with account management for users at category 1 or lower.

Tier 2 GAM can assist with account management for users at category 2 and lower.

Following role selection, GAMs will select organizational data from pre-define drop down menu options, beginning with "Tier 0". Once "Tier 0" is selected the system will auto-populate selections within that organization for the user to select as they move down the selection process as applicable. Please continue until you reach "Tier 4" or a Tier auto-populates with N/A as the only option OR until the last applicable selection is reached. Select **"Next**" to continue.



UL Paperser of Uniter	NCC5 2.0							
	1 User Profile	2 Roles Selection	3 Organization	4 Address	5 Submission			
	Organizati Ter 0 NAVY	DN						
	Tier 1 Chief Naval 0 Tier 2	perations			*			
	Tier 3 N/A				*			
	O Prev				Next O			

Image 5. Hierarchy Selection

The last step in the registration process is to fill out the Official Address section. This is the **user's duty station**. Select **"Next"** to continue, and then **"Submit"** to finish the registration process.

US. Department of Defense		N				\$.	Charles Hine 💄				
	Government Registration Form										
	1 User Profile	2 Roles Selection	3 Organization	Addr		5 Submission					
	Official Orga	nization Address									
	Address Line 1										
	City		State	•	Zip Code						
	• Prev					Next O					

Image 6. Official Duty Address



UL Depresent (Thinks			NCC5 2.0					۵,	Charles Hine 💄	
	Government Registration Form									
	1 User Profile	2 Roles Selection	3 Organization	4 Address	5 Submission					
		Ready	y to submit registration							

Image 7. Registration Submission

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.

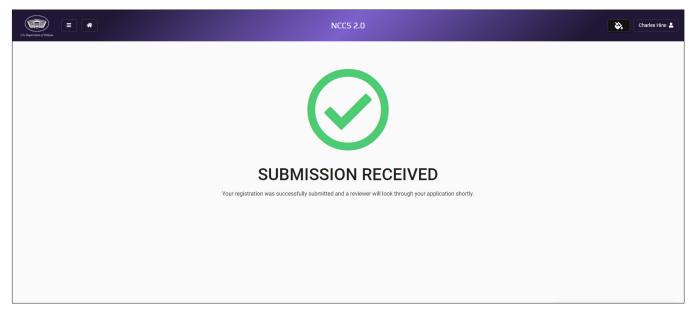


Image 8. Registration Submission - Success



5. How to Approve Users within NCCS

Once GAMs 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 GAM wishes to change the roles associated with a particular approved user that GAM must scroll to the bottom of the page and select the **"Contact Support"** link. From there the GAM 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 Onlines	*		N	CCS Adr	min 2.0						abartnik	< ≛
🛱 Admin	Manage Use	rs										
Manage Users Verify Users	Govt Users (F	Registered) Gov	t Users (Pending)									
	Reset			Enter C	criteria		Q				1 m	natches
	Action	Full Name	Citadel Name	1.	Tier 0		Tier 1		Tier 2		Tier 3	
			7	7		7		8		7		
	Le Verify	Jesse McKnight	jmcknight		Defense		Industrial Security		N/A		N/A	

Image 9. Selecting User



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.

UL Department of Deleser	= *	NCCS Admin 2.0	abartnik 💄
B Admin	Full Name:	Jesse McKnight	
Manage Users	Username:	jmcknight	
Verify Users	Title:	Project Manager	
	Email Address:	jamck13@gmail.com	
	Phone Number:	(555) 555-5555	
	Work Location:	1127 River Bay Rd null, Annapolis, MD 21409	
	Tier 0:	Defense Counterintelligence and Security Agency	
	Tier 1:	Industrial Security Directorate	
	Tier 2:	N/A	
	Tier 3:	N/A D	
	Requested Roles:	GOVERNMENT_ORIGINATOR GOVERNMENT_REVIEWER	
	Role Justification:	Anything	
	Registration Date:	04/20/2022	
	Documentation:		
2.0.2-SNAPSHOT	Back Reject	Approve II dod.teams.microsoft.us is sharing your screen. Stop sharing Hide	

Image 10. Verify User

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

	^	NCCS Admin 2.0	ibartnik_gov 💄
U.S. Department of Defense	Email/Address.	aaartegmanoom	
🖹 Admin	Phone Number:	(555) 444-5555	
Manage Banners	Work Location:	123 Uptown Ave null, Somewhere, MD 33333	
Manage Users	Tier 0:	Defense Counterintelligence and Security Agency (DCSA)	
Verify Users	Tier 1:	Industrial Security Directorate	
Security Guidance	Tier 2:	Annual lies	
Update SAM API Key	Tier 3:	Approve User	
Update CAGE Code CSOs	Tier 4:	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.	
	Tier 5:	Cancel Approve	
	Requested Roles:	GOVERNMENT_REVIEWER CERTIFYING_OFFICIAL	
	Role Justification:	Need to submit DD254	
	Registration Date:	08/26/2022	
	Documentation:		
	Designation Letter:		

Image 11. User Approval