



Contracting Officer (KO)

The Contracting Officer (KO) role is an individual who officially releases the DD Form 254 within NI2 to Industry. Only government employees are authorized for this role.

Role Permissions:

- View only for DD Form 254s within the assigned hierarchy and/or DD Form 254s certified by the user.
- Release the DD Form 254 to Industry within NI2.
- Download/export all DD Form 254s within their organization, based on organizational hierarchy.



WHO SHOULD USE THIS ROLE?

Government Contracting Activity (GCA) Officers or authorized representatives

Reporting Capability

This role allows for metrics reporting surrounding individual use within NI2 as well as oversight capability based on organizational hierarchy.

- Current status of DD Form 254s.
- Number of DD Form 254s completed and released (by week/month/year).
- Number of subcontractor DD Form 254s created and certified from users Prime DD Form 254s.
- Search capability across organization hierarchy for DD Form 254 status and tracking.



SYSTEM ACCESS CHECKLIST

- Registered account on NI2
Completed and approved Delegation letter uploaded during registration [here](#).
- CAC/PIV

Resources

 NI2 Landing Page
<https://niss.dcsa.mil>

 Contact Us
dcsa.meade.peo.mbx.ni2@mail.mil

 For more information visit
<https://www.dcsa.mil/Systems-Applications/NI2-National-Industrial-Security-System-Increment-II>