



## Certifying Official

The Certifying Official is an individual who signs the DD Form 254 in Block 17. This role is the Contracting Officer (KO) or other individual delegated in writing by the KO.

### Role Permissions:

- Ability to edit draft DD Form 254 before certification in any field within the DD Form 254.
- Return the DD Form 254 to Originator.
- Upload or delete attachments (DD Form 254) created by the user.
- Delete DD Form 254 prior to certification in cases of duplication and/or error.
- Download/export all DD Form 254s assigned to the user and all completed DD Form 254s certified by the user.



**WHO SHOULD USE THIS ROLE?**  
Government personnel, Contracting Official (KO), or others as designated by the KO

## Reporting Capability

This role allows for metrics reporting surrounding individual use within NI2.

- Current status of DD Form 254s
- Number of DD Form 254s assigned for certification (by week/month/year)
- Number of DD Form 254s certified (by week/month/year)

## Guiding Policy

- FAR 4.402 <https://www.acquisition.gov/browse/index/far>

## Resources

NI2 landing page <https://niss.dcsa.mil>

Contact us at [dcsa.meade.peo.mbx.ni2@mail.mil](mailto:dcsa.meade.peo.mbx.ni2@mail.mil)

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



## SYSTEM ACCESS CHECKLIST

- Required training completed within the last 12 months from approved DoW source
  - a. Identifying and Safeguarding Personally Identifiable Information (PII) at <https://www.cdse.edu/Training/eLearning/DS-IF101-signup>
  - b. Cyber Awareness Challenge at <https://www.cyber.mil/cyber-awareness-challenge> or <https://www.cdse.edu/Training/eLearning/DS-IA106>
- Registered account on NI2  
Completed and approved [Delegation letter](#) uploaded during registration
- CAC/PIV