



## Government Reviewer

The reviewer evaluates the DD Form 254 for accuracy and completeness in collaboration with the requirements owner(s) and Contracting Officer (KO). The DD Form 254 may have multiple Government Reviewers.

### Role Permissions:

- Edit draft DD Form 254 for security requirements and required language within the DD Form 254.
- Return the DD Form 254 to Originator.
- View only for drafted and reviewed DD Form 254s once completed.
- Upload or delete attachments (DD Form 254) created by the user.
- Download/export all DD Form 254s assigned to the user, all completed DD Form 254s reviewed by the user and all DD Form 254s within the assigned hierarchy tier.



### WHO SHOULD USE THIS ROLE?

Personnel in the organization responsible for reviewing, editing, or providing content for the DD Form 254

## 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 review.
- Number of DD Form 254s reviewed.

## 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