



## 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.
- ☐ CAC/PIV

## Resources

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

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