



2025



NI2 | NATIONAL INDUSTRIAL SECURITY SYSTEM (NISS) INCREMENT II Government Contracting Activity User Guide

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Overview

The Government Contracting Activity (GCA) User Guide outlines multiple step-by-step processes for the National Industrial Security System Increment II (NI2) System. This guide aims to clarify complex tasks by structuring them as a series of manageable and sequential actions, thereby minimizing ambiguity. This structured approach minimizes errors and standardizes procedures. This information is representative content and is to be used for training purposes only.

Acronyms

Acronyms	Meaning
AAC	Activity Address Code
AUP	Authorized Use Policy
CAC	Common Access Card
CAGE Code	Commercial and Government Entity Code
CI	Counterintelligence Account Manager
CSO	Cognizant Security Office
CUI	Controlled Unclassified Information
DCSA	Defense Counterintelligence and Security Agency
DoD	Department of Defense
DDA	Due Diligence Analyst
DDC	Due Diligence Chief
DDDC	Due Diligence Deputy Chief
DDTL	Due Diligence Team Lead
ETC	Entity Triage Chief
ETDC	Entity Triage Deputy Chief
ETS	Entity Triage Specialist
ETTL	Entity Triage Team Lead
EV	Entity Vetting
EVPM	Entity Vetting Performance Manager
GAM	Government Account Manager
GCA	Government Contracting Activity
KO	Contract Officer
NCCS	National Industrial Security Program (NISP) Contract Classification System
NI2	National Industrial Security System Increment II
NISPOM	National Industrial Security Program Operating Manual
NISS	National Industrial Security System
OGC	Office of General Counsel
PDF	Portable Document Format
PKI	Public Key Infrastructure
RMC	Risk Management Chief
RMDC	Risk Management Deputy Chief
RMO	Risk Management Officer
RMTL	Risk Management Team Lead
SA	Signing Authority
TA	Threat Analyst
TRTL	Threat Response Team Lead

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Authorized Use Policy (AUP)

Authorized Use Policy

Annually you must review and acknowledge the National Security System Increment II (NI2) AUP.

Use Policy Screen

- 1. Scroll down and read the Authorized Use Policy Agreement.

Annual AUP Acknowledgement
You must read and acknowledge the AUP by scrolling down

✓ Acknowledge

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5.2 Access and Data Handling: 6

- 2. Select **Acknowledge**.

Annual AUP Acknowledgement
You must read and acknowledge the AUP by scrolling down

Acknowledge

persons theretofore listed as having a need to know.

Signature	Date

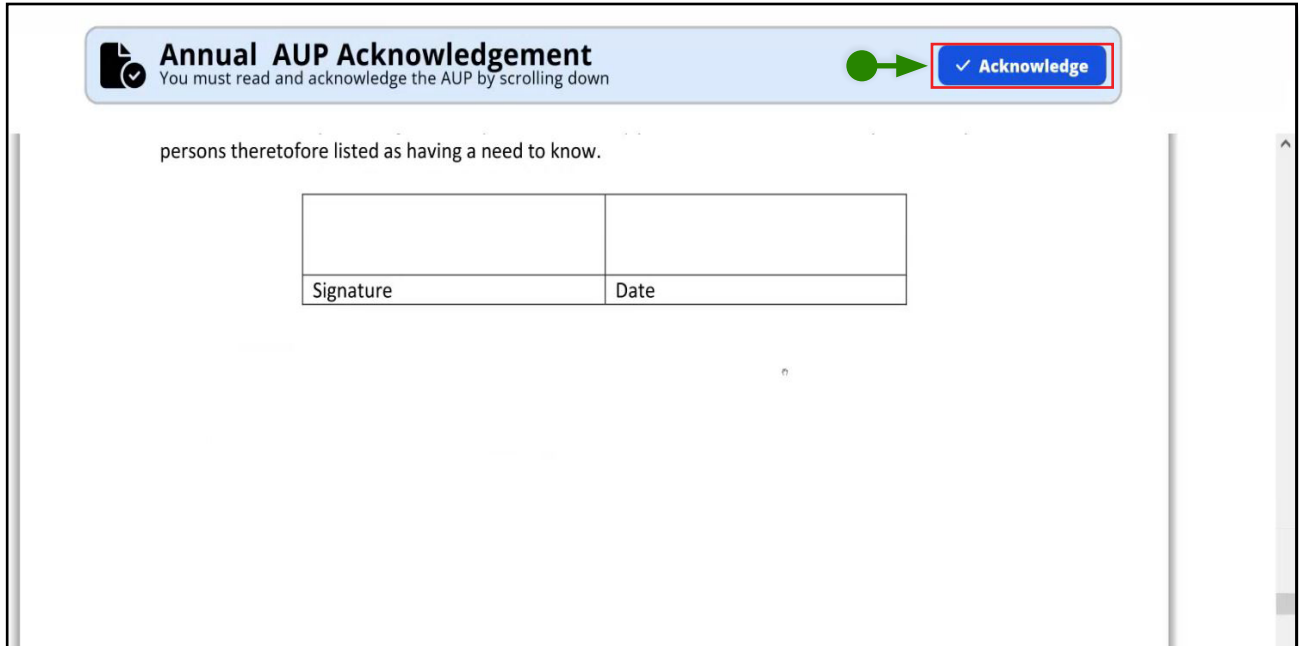
NI2 System Access

System Access

The following steps guide the user to gain access to the NI2 System.

Initial Access

1. Navigate to <https://niss.dcsa.mil>.
2. Select the NI2 access link.
3. Review the Consent to Monitor, and select **Acknowledge** to continue.



Annual AUP Acknowledgement
You must read and acknowledge the AUP by scrolling down

persons theretofore listed as having a need to know.

Signature	Date

4. Select **Login CA or CAC**.



National Industrial Security System (NISS)
Increment II (NI2)

Login with Fake CA or CAC

Contact Help Desk Support at: dcsa.meade.peo.list.ni2-support@mail.mil

Government Contracting Activity (GCA) NI2 Registration

GCA Registration

Before registering within the NI2 System, ensure the previous steps have been followed.

Welcome Screen

1. Navigate to <https://niss.dcsa.mil/registration>.
2. Select **Register**.

Welcome to National Industrial Security System 2

Please click register to begin the process for the use of this platform as a government employee

Register

Help



3. Type the following information into the corresponding text fields:
 - a. First Name
 - b. Last Name
 - c. Title
 - d. Email
 - e. Select a Country Calling Code
 - f. Phone number

4. Under "Do you work for DCSA?" Select **No**.

Government Registration

Please provide your information

FIRST NAME

LAST NAME

TITLE

EMAIL

COUNTRY CALLING CODE

PHONE NUMBER

DO YOU WORK FOR DCSA?
☐ Yes ☐ No

Next


1

2

3

4

5



5. Select **Next**.

Government Registration

Please provide your information

FIRST NAME

LAST NAME

TITLE

EMAIL

COUNTRY CALLING CODE

PHONE NUMBER

DO YOU WORK FOR DCSA?
☐ Yes ☒ No

Next


1

2

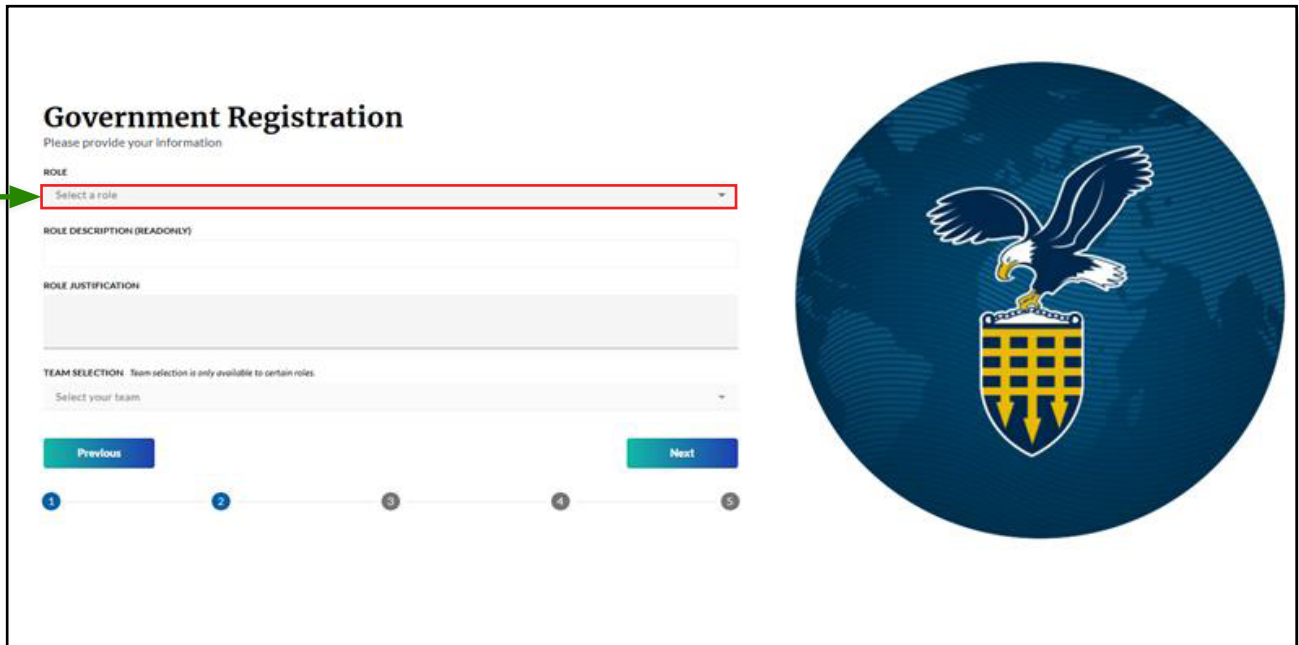
3

4

5



6. Select a role from the drop-down menu.



Government Registration
Please provide your information

ROLE
Select a role


ROLE DESCRIPTION (READONLY)

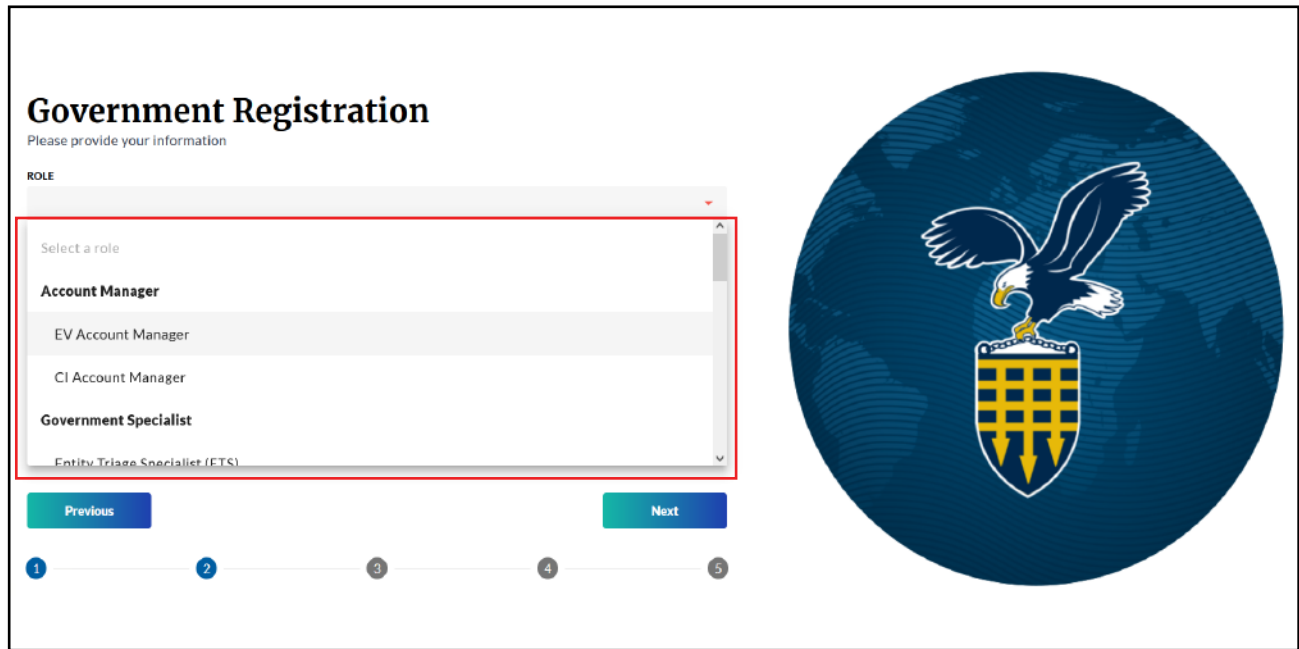
ROLE JUSTIFICATION

TEAM SELECTION Team selection is only available to certain roles.
Select your team

Previous Next

1 2 3 4 5





Government Registration
Please provide your information

ROLE


Select a role

- Account Manager**
 - EV Account Manager
 - CI Account Manager
- Government Specialist**
 - Entity Triage Specialist (ETS)

Previous Next

1 2 3 4 5

The image shows a screenshot of a web form titled "Government Registration" with the instruction "Please provide your information". Under the "ROLE" section, there is a dropdown menu with the text "Select a role". The menu is open, showing two main categories: "Account Manager" and "Government Specialist". Under "Account Manager", there are two options: "EV Account Manager" and "CI Account Manager". Under "Government Specialist", there is one option: "Entity Triage Specialist (ETS)". Below the dropdown menu are two buttons: "Previous" and "Next". At the bottom of the form, there is a progress indicator with five numbered circles (1 to 5). Circle 2 is highlighted in blue, indicating the current step. To the right of the form is a large circular graphic featuring an eagle with spread wings perched on a shield with a grid pattern and three downward-pointing arrows.

 **Note:** Listed below are the available user roles for registration.

Entity Vetting (EV) Account Manager

Office of General Counsel (OGC)

Counterintelligence (CI) Account Manager

Signing Authority (SA)

Government Account Manager (GAM), Level 1

Entity Vetting Performance Manager (EVPM)

Entity Triage Specialist (ETS)

GCA Contracting Officer (GCA KO)

Entity Triage Team Lead (ETTL)

Entity Triage Deputy Chief (ETDC)

Entity Triage Chief (ETC)

Due Diligence Analyst (DDA)

Due Diligence Team Lead (DDTL)

Due Diligence Deputy Chief (DDDC)

Due Diligence Chief (DDC)

Risk Management Officer (RMO)

Risk Management Team Lead (RMTL)

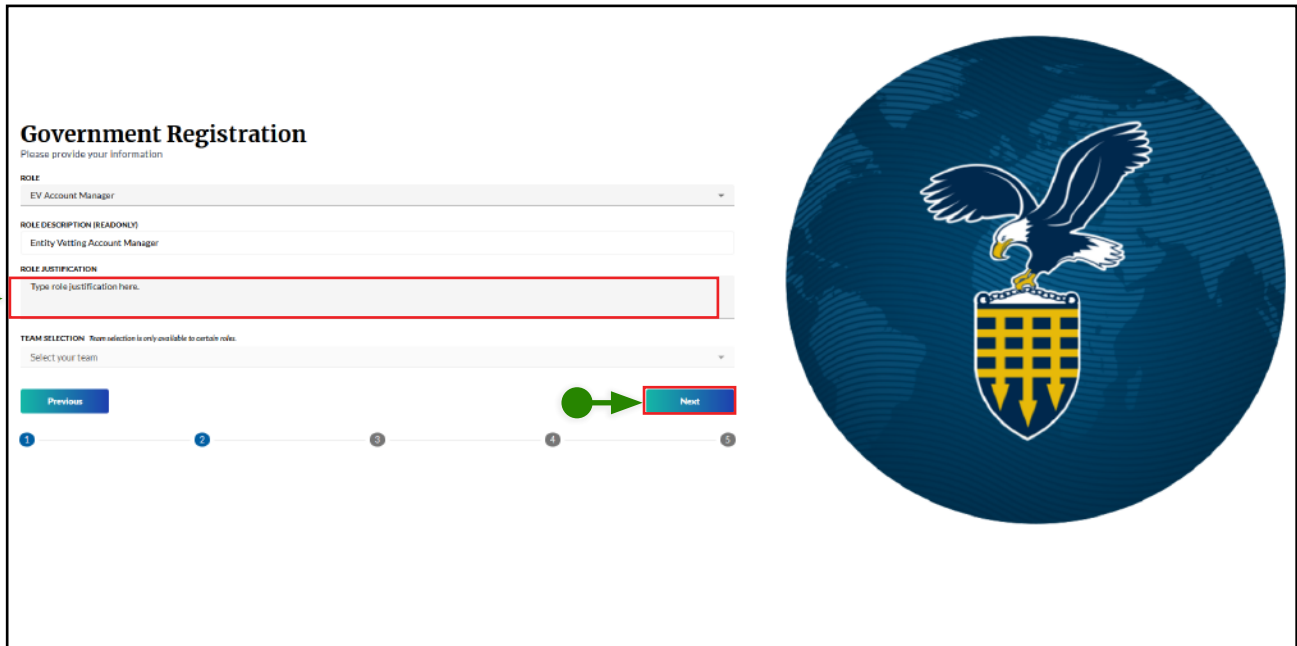
Risk Management Deputy Chief (RMDC)

Risk Management Chief (RMC)

Threat Analyst (TA)

Threat Response Team Lead (TRTL)

7. Type in a Role Justification.
8. Select **Next**.



Government Registration
Please provide your information

ROLE
EV Account Manager

ROLE DESCRIPTION (READONLY)
Entity Vetting Account Manager


ROLE JUSTIFICATION
Type role justification here.

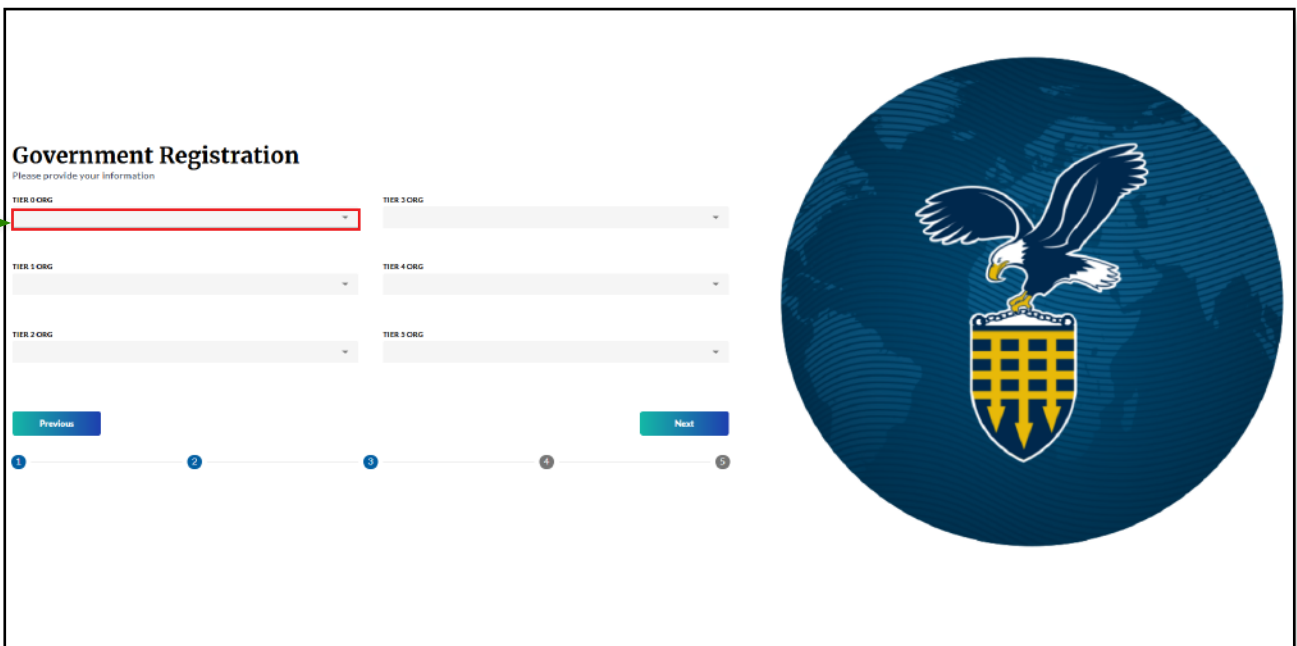
TEAM SELECTION: Team selection is only available to certain roles.
Select your team

Previous Next

1 2 3 4 5

9. Select an organization from the TIER 0 ORG drop-down menu.

 **Note:** If the remaining tiers do not auto populate, or your position is at a lower tier, please make the appropriate choices in the subsequent tiers. Choose N/A for any tiers that do not apply to you



Government Registration
Please provide your information

TIER 0 ORG
TIER 1 ORG
TIER 2 ORG
TIER 3 ORG
TIER 4 ORG
TIER 5 ORG

Previous Next

1 2 3 4 5

10. Select Next.


Government Registration


Please provide your information

TIER 0 ORG Defense Counterintelligence and Security Agency (DCSA)	TIER 3 ORG N/A
TIER 1 ORG N/A	TIER 4 ORG N/A
TIER 2 ORG N/A	TIER 5 ORG N/A

[Previous](#) [Next](#)

1 2 3 4 5

**11. Type Organization Address or duty location.**

 **Note:** 9-digit zip code is required.

Government Registration

Please provide your information


OFFICIAL ORGANIZATION ADDRESS LINE 1

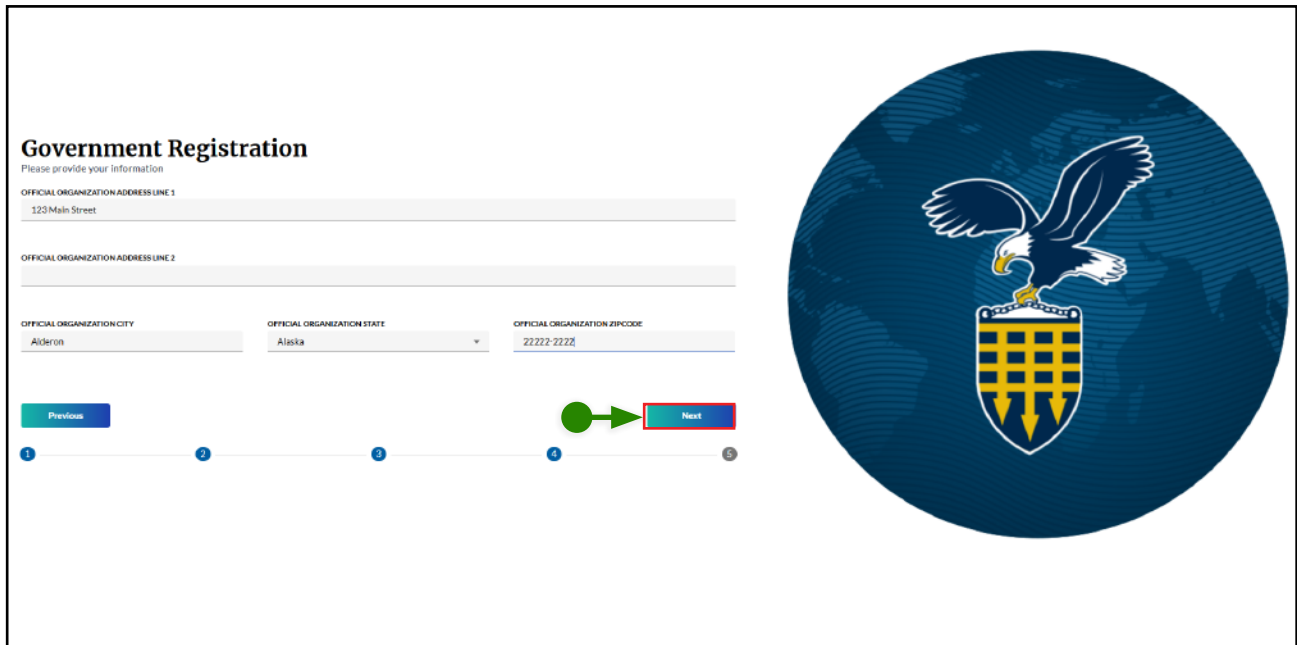
OFFICIAL ORGANIZATION ADDRESS LINE 2

OFFICIAL ORGANIZATION CITY OFFICIAL ORGANIZATION STATE OFFICIAL ORGANIZATION ZIP CODE

[Previous](#) [Next](#)

1 2 3 4 5



12. Select Next.


Government Registration
Please provide your information

OFFICIAL ORGANIZATION ADDRESS LINE 1
123 Main Street

OFFICIAL ORGANIZATION ADDRESS LINE 2

OFFICIAL ORGANIZATION CITY
Alderton


OFFICIAL ORGANIZATION STATE
Alaska

OFFICIAL ORGANIZATION ZIP CODE
22222-2222


Previous

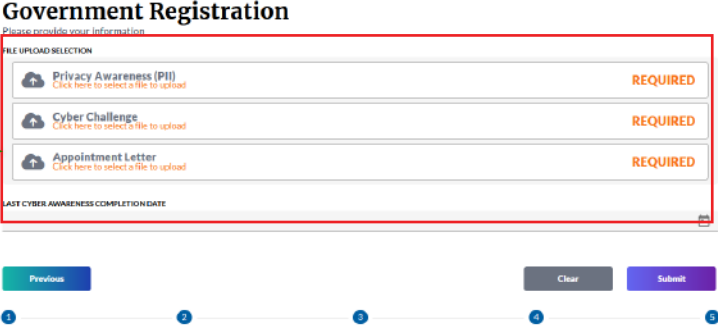
Next

1 2 3 4 5


13. Attach the following documents:

- Identifying and Safeguarding Personally Identifiable Information (PII) to the "Privacy Awareness (PII)" tab
- Cyber Awareness Challenge certificate (with date of completion) to the "Cyber Challenge" tab
- Appointment Letter for all Account Managers to the "Appointment Letter" tab

 **Note:** Ensure the training certificates are completed utilizing the "DOD approved" training sites. Refer to the GCA Quick Start Guide. <https://securitytraining.dcsa.mil/>



Government Registration

Please provide your information


FILE UPLOAD SELECTION

Privacy Awareness (PII) Click here to select a file to upload	REQUIRED
Cyber Challenge Click here to select a file to upload	REQUIRED
Appointment Letter Click here to select a file to upload	REQUIRED

LAST CYBER AWARENESS COMPLETION DATE

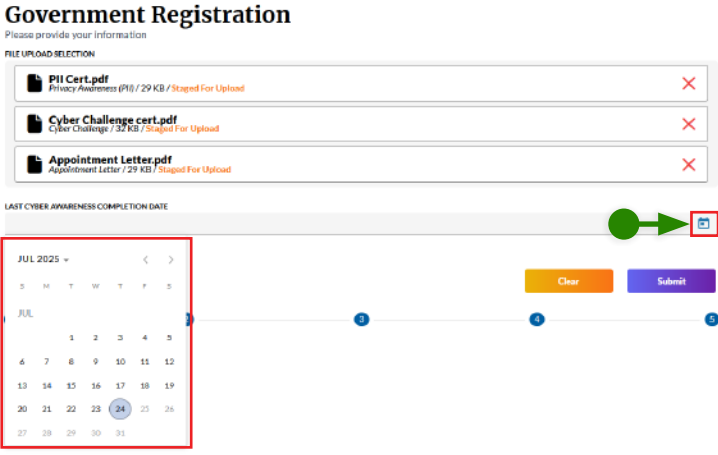
Previous Clear Submit

1 2 3 4 5



14. After attaching required documents, select the calendar icon, and select the completion date for the Cyber Awareness Challenge certificate.

 **Note:** Confirm the date is not later than today's date.



Government Registration

Please provide your information

FILE UPLOAD SELECTION

PII Cert.pdf Privacy Awareness (PII) / 29 KB / Staged For Upload	✕
Cyber Challenge cert.pdf Cyber Challenge / 29 KB / Staged For Upload	✕
Appointment Letter.pdf Appointment Letter / 29 KB / Staged For Upload	✕


LAST CYBER AWARENESS COMPLETION DATE

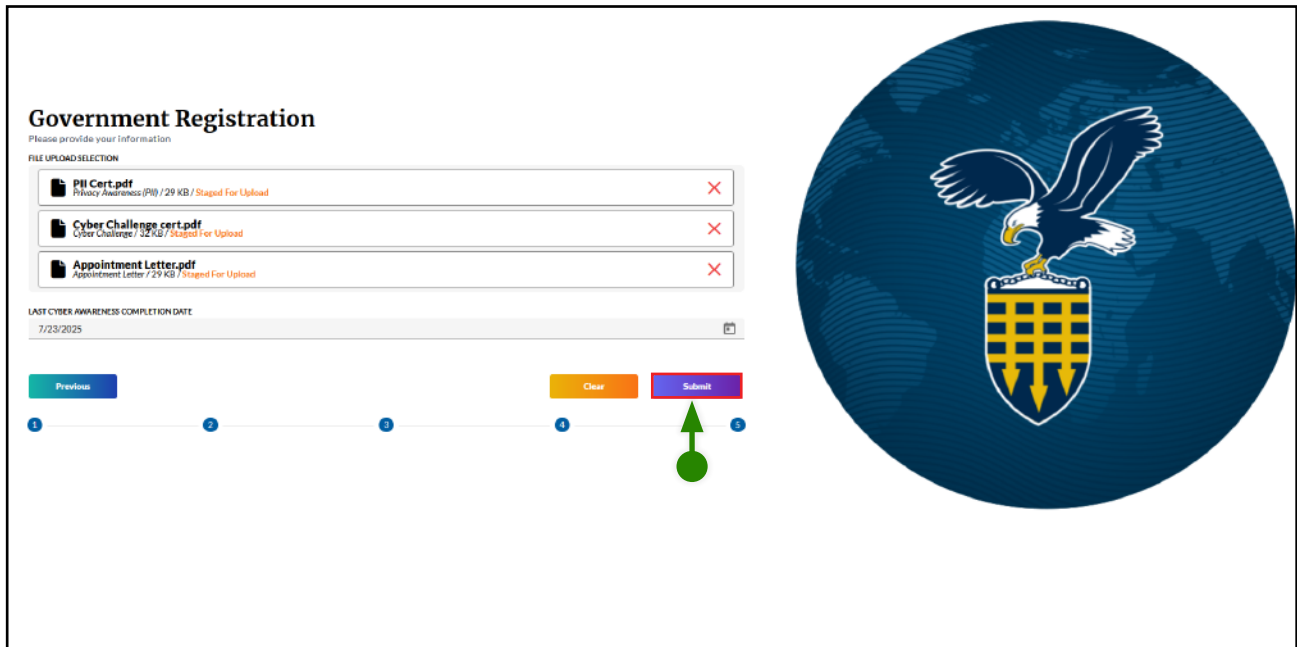
JUL 2025 < >

S	M	T	W	T	F	S
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Clear Submit

1 2 3 4 5



15. Select **Submit**.


Government Registration
Please provide your information

FILE UPLOAD SELECTION

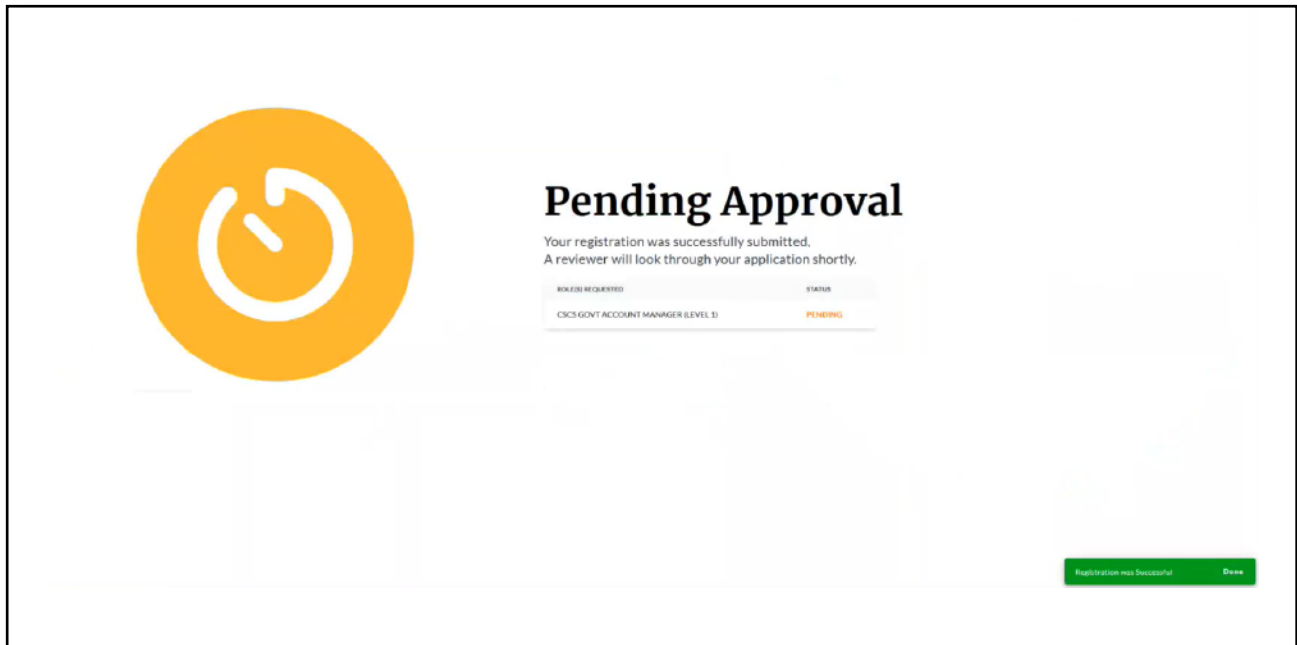
PII Cert.pdf Privacy Awareness (PII) / 29 KB / Staged For Upload	✕
Cyber Challenge cert.pdf Cyber Challenge / 32 KB / Staged For Upload	✕
Appointment Letter.pdf Appointment Letter / 29 KB / Staged For Upload	✕

LAST CYBER AWARENESS COMPLETION DATE
7/23/2025

Previous Clear Submit

1 2 3 4 5

16. After user registration is submitted, the users should see “Pending Approval” screen. No further action is required at this time.



Pending Approval

Your registration was successfully submitted.
A reviewer will look through your application shortly.

REQUEST REQUESTED	STATUS
CICS GOVT ACCOUNT MANAGER (LEVEL 1)	PENDING

Registration was Successful Done

Note: If the request is denied, a notification will be sent out detailing the reason for denial and instructions for resubmission.

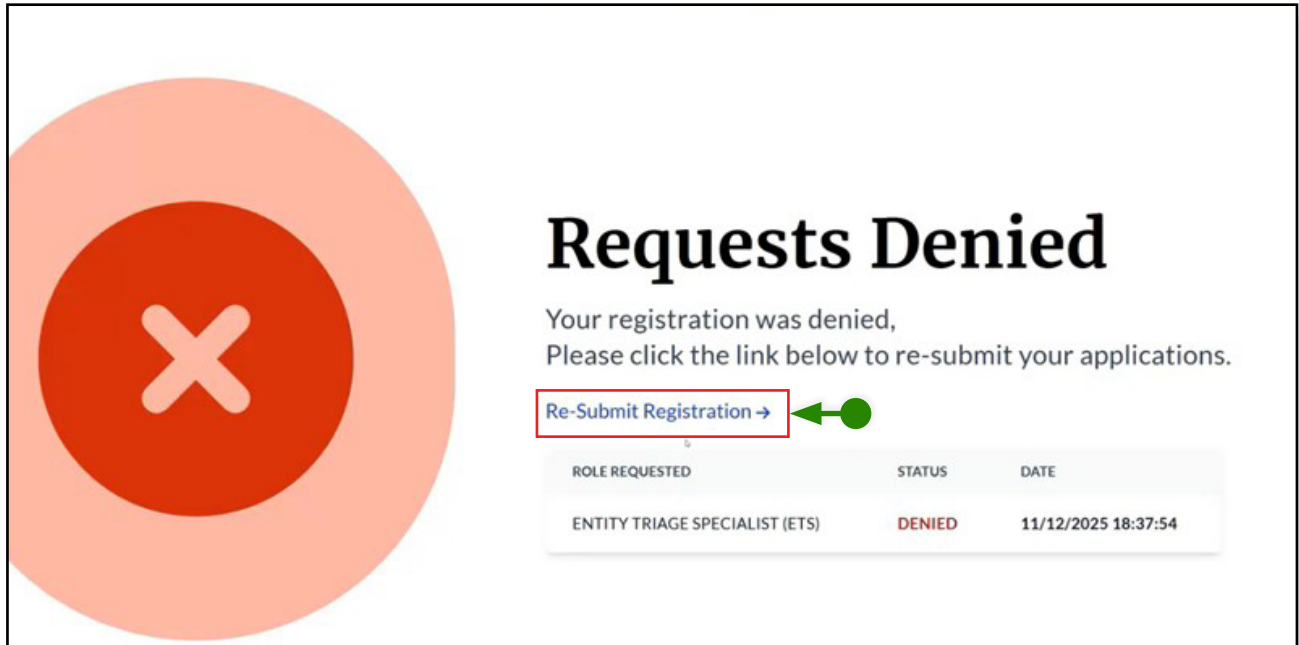
Government Contracting Activity (GCA) NI2 Re-Registration

GCA Re-registration

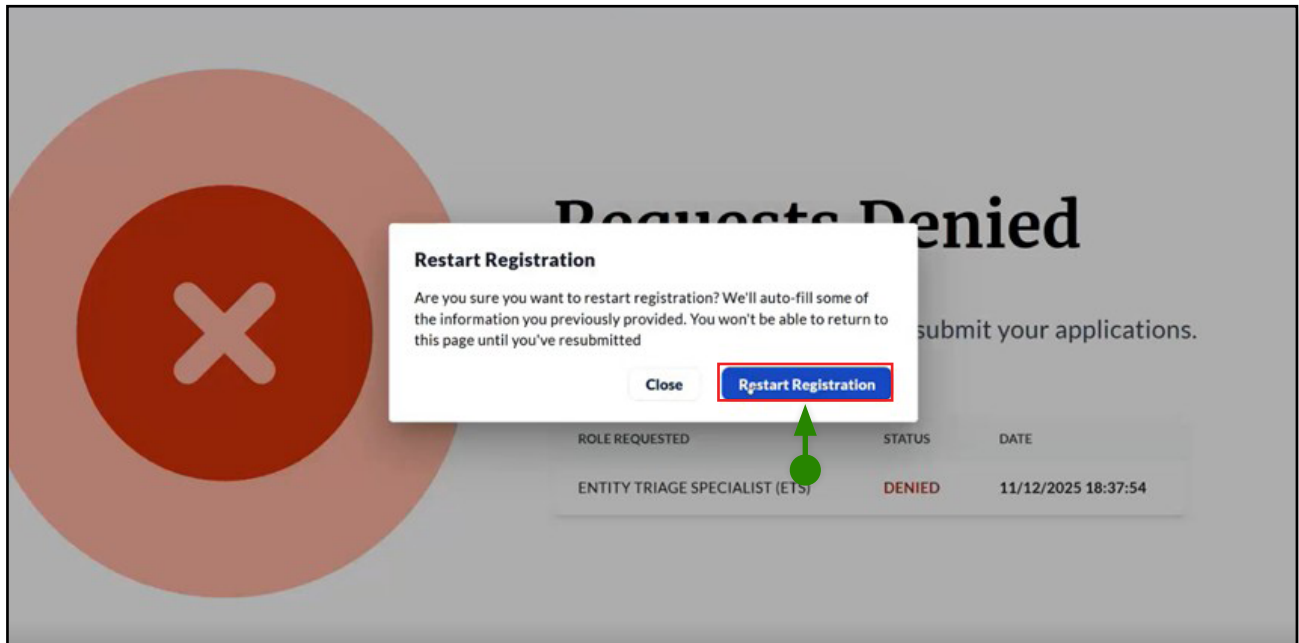
If your initial registration request was denied, and requires resubmission, follow these steps.

Welcome Screen

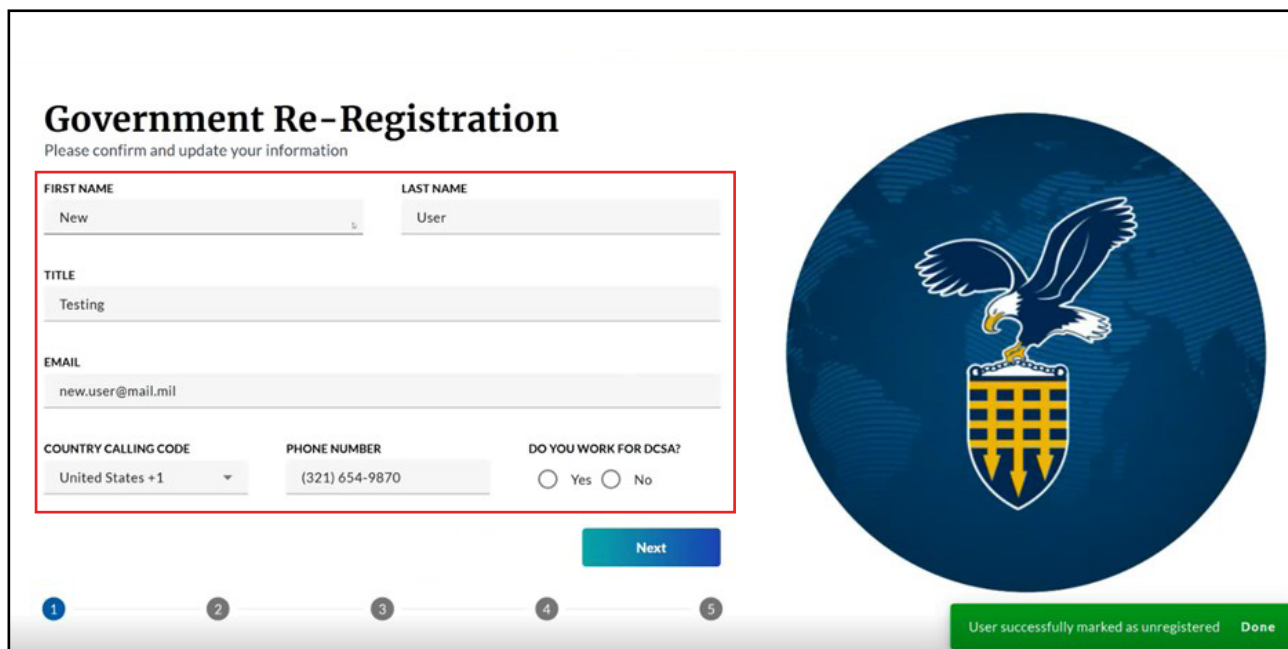
1. Log in to <https://niss.dcsa.mil/registration>.
2. Select **Re-Submit Registration**.



3. Select **Restart Registration**.



4. Verify if the information entered is still correct.



Government Re-Registration
Please confirm and update your information

FIRST NAME
New

LAST NAME
User

TITLE
Testing

EMAIL
new.user@mail.mil

COUNTRY CALLING CODE
United States +1

PHONE NUMBER
(321) 654-9870

DO YOU WORK FOR DCSA?
☐ Yes ☐ No

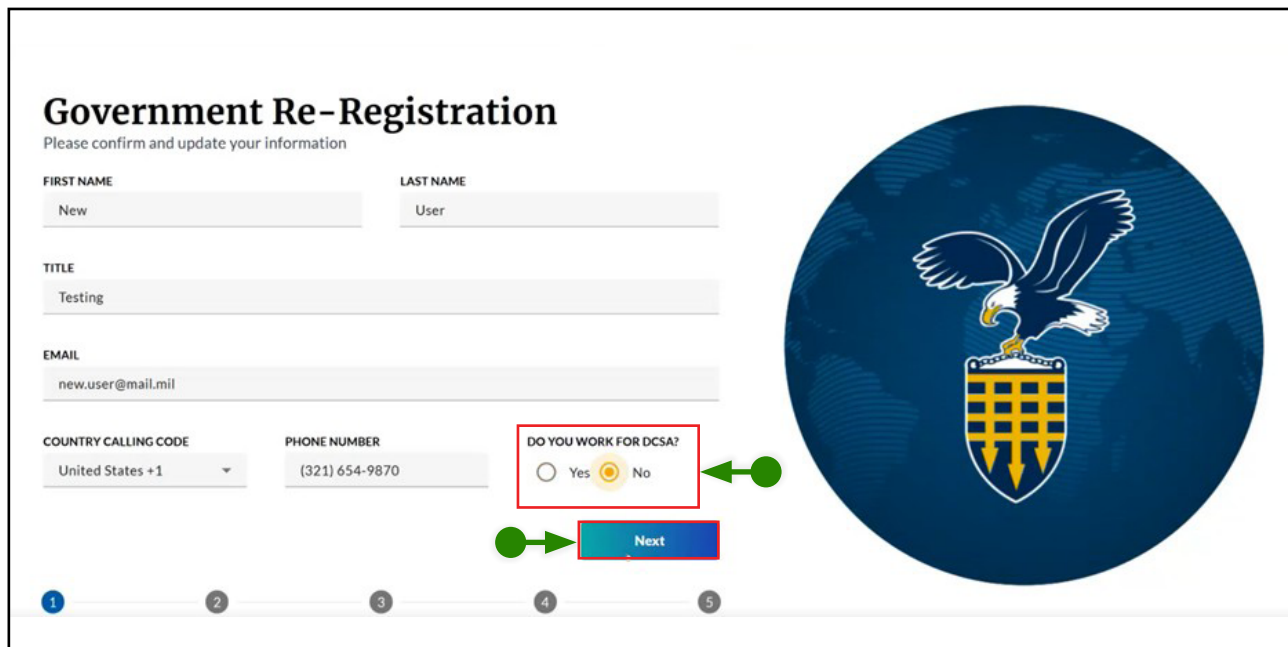
Next

1 2 3 4 5

User successfully marked as unregistered **Done**

The screenshot shows a 'Government Re-Registration' form. A red box highlights the input fields for First Name, Last Name, Title, Email, Country Calling Code, and Phone Number. The 'Do you work for DCSA?' question has two radio buttons, 'Yes' and 'No', both of which are currently unselected. A 'Next' button is located below the form. At the bottom, a progress bar shows five steps, with the fourth step (Do you work for DCSA?) being the current step. A green banner at the bottom right says 'User successfully marked as unregistered Done'.

5. Under "Do you work for DCSA?" Select **No**, then select **Next**.



Government Re-Registration
Please confirm and update your information

FIRST NAME
New

LAST NAME
User

TITLE
Testing

EMAIL
new.user@mail.mil

COUNTRY CALLING CODE
United States +1

PHONE NUMBER
(321) 654-9870

DO YOU WORK FOR DCSA?
☐ Yes ☒ No

Next

1 2 3 4 5

The screenshot shows the same 'Government Re-Registration' form as before. In this version, the 'No' radio button for the 'Do you work for DCSA?' question is selected. Green arrows point from the 'No' radio button to the 'Next' button. The progress bar at the bottom shows the fourth step (Do you work for DCSA?) as the current step.

6. The role rejection reason note is provided. Update the information, if applicable, then select **Next**.

Government Re-Registration
Please confirm and update your information

ROLE
Entity Triage Specialist (ETS)

ROLE DESCRIPTION (READONLY)
This role is responsible for conducting research and drafting Risk Indicator

ROLE JUSTIFICATION
Needed for work

TEAM SELECTION Team selection is only available to certain roles.
Select your team

ROLE REJECTION NOTE (READONLY)
PII Training is expired
Response provided by role request reviewer

Previous **Next**

1 2 3 4 5

7. Re-upload the expired file, then select **Submit**.

Note: Use the Restore function to retrieve files previously saved on the server. If a file is accidentally deleted during re-registration, you can restore if it was previously uploaded. The "Restore" function will be inactive if the file was not previously uploaded.

Government Re-Registration
Please confirm and update your information

FILE UPLOAD SELECTION
By uploading documents, you may provide Personally Identifiable Information (PII) or Social Security Numbers (SSN). Disclosure of your SSN is voluntary. This information will be used solely for processing your request IAW E.O. 12829, National Industrial Security Program (NISIP). For more details, please review our [Privacy Act Statement](#).

Document for Upload3.pdf **REQUIRED**
[Click here to select a file to upload](#)

Document for Upload2.pdf / Stored on server **X**

CYBER AWARENESS DATE
11/4/2025

Previous **Clear** **Restore** **Submit**

1 2 3 4 5

DD Form 254 Workflow

Overview

The Defense Counterintelligence and Security Agency (DCSA) supports a one-stop shop for processing, distribution and collection of Department of Defense (DoD) contract security classification specifications, also known as DD Form 254, for contracts requiring access to classified information.

This step-by-step guide provides information for working with sample DD Form 254s within NI2. This information is provided for training purposes only. Government users will need to make selections based on their knowledge of the specific contract requirement and industry partners.

Workflow process at a glance:




Government Originator

Government Originator

Complete the registration steps and assign user roles before creating a DD Form 254 in the NI2 System.

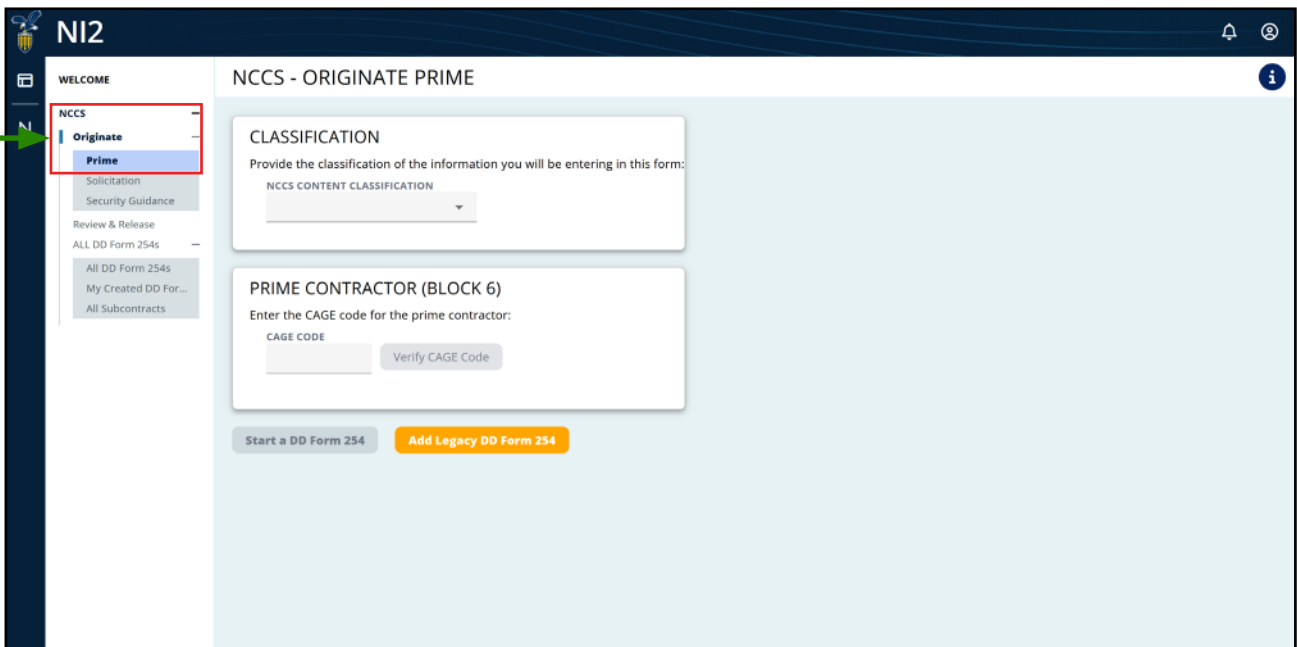
Welcome Screen

1. Select the **Originate** tab in the left navigation menu to reveal the originate options.

 **Note:** The left navigation tabs are context-dependent, that means they will be different depending on the profiles registered. Only users with the Originator role can access the originate menu options.

Originate Prime

1. Select **Prime** to begin originating a Prime DD Form 254.



The screenshot shows the NI2 system interface for 'NCCS - ORIGINATE PRIME'. On the left, a navigation menu is visible with a green arrow pointing to the 'Prime' tab under the 'Originate' section. The main content area has a header 'NCCS - ORIGINATE PRIME' and a sub-header 'CLASSIFICATION'. Below this, there is a text prompt 'Provide the classification of the information you will be entering in this form:' followed by a dropdown menu labeled 'NCCS CONTENT CLASSIFICATION'. Further down, the 'PRIME CONTRACTOR (BLOCK 6)' section prompts the user to 'Enter the CAGE code for the prime contractor:' with a text input field and a 'Verify CAGE Code' button. At the bottom, there are two buttons: 'Start a DD Form 254' and 'Add Legacy DD Form 254'.


Classification

In the Classification field, specify the classification level of the information you plan to include on this DD Form 254.


1. Select the arrow on the drop-down menu called NCCS Content Classification and select classification.

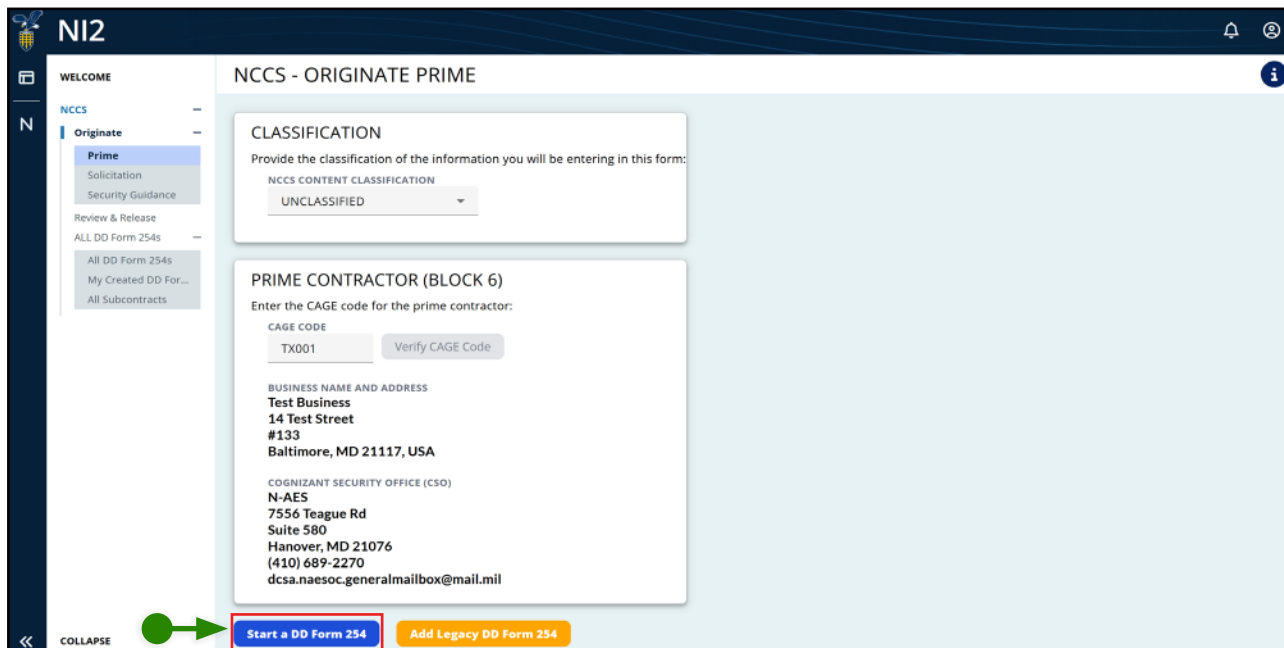
Prime Contractor

1. Input the CAGE code of the prime contractor and select **Verify CAGE Code** to authenticate it.


 **Note:** Your only options are CUI and Unclassified because NI2 system can only store CUI and Unclassified information in the unclassified government cloud.

2. Review all information and select **Start** to continue.

 **Note:** CAGE Codes are five-digit alpha-numeric codes used to identify businesses wishing to pursue contracts with U.S. Government. NI2 will look up the CAGE code and verify it against a repository. If the code is correct, the business name and address will be displayed. If the Cognizant Security Office (CSO) is on file, it will automatically be added. If the CSO information is not on file, you will have the option to manually type it in.




Clearance, Specifications, and Follow-On Contract

 **Note:** Typically, the blocks in NI2 are presented in the same order as the blocks in the PDF version of the DD Form 254. Based on your role, and the answers you provide as you fill out this form, NI2 will only present the areas you need to complete.

Clearance and Safeguarding (Block 1)


For Block 1, select the level of facility security clearance required of the entity.

1. Select the drop-down menu and select either **Confidential**, **Secret**, or **Top Secret**.
2. Select the drop-down menu and select either **Confidential**, **Secret**, **Top Secret**, or **None**.

 **Note:** The level of safeguarding for classified information and materials cannot exceed the security clearance level of the facility. If the entity will not have any requirements to safeguard classified materials for the execution of the contract, you can select None. .

A pop-up box will appear with additional information if you select any option other than None.

1B has been changed to NONE, therefore 11A has been checked and disabled, and 11B, 11C, 11D, 11H, 11I, and 11K have been unchecked and disabled. **Done**

 **Note:** Both selections in Block 1 have warnings for selections that exceed designations in sam.gov or NISS. Verify that your information is correct.

Specifications (Block 2)

In Block 2, type the prime contract number, which must be a 13 to 17 - digit alphanumeric sequence. The field is restricted to this length, but dashes included in the contract number not be counted towards the 17 character limit.

1. Type the 13-17 digit prime contract number.

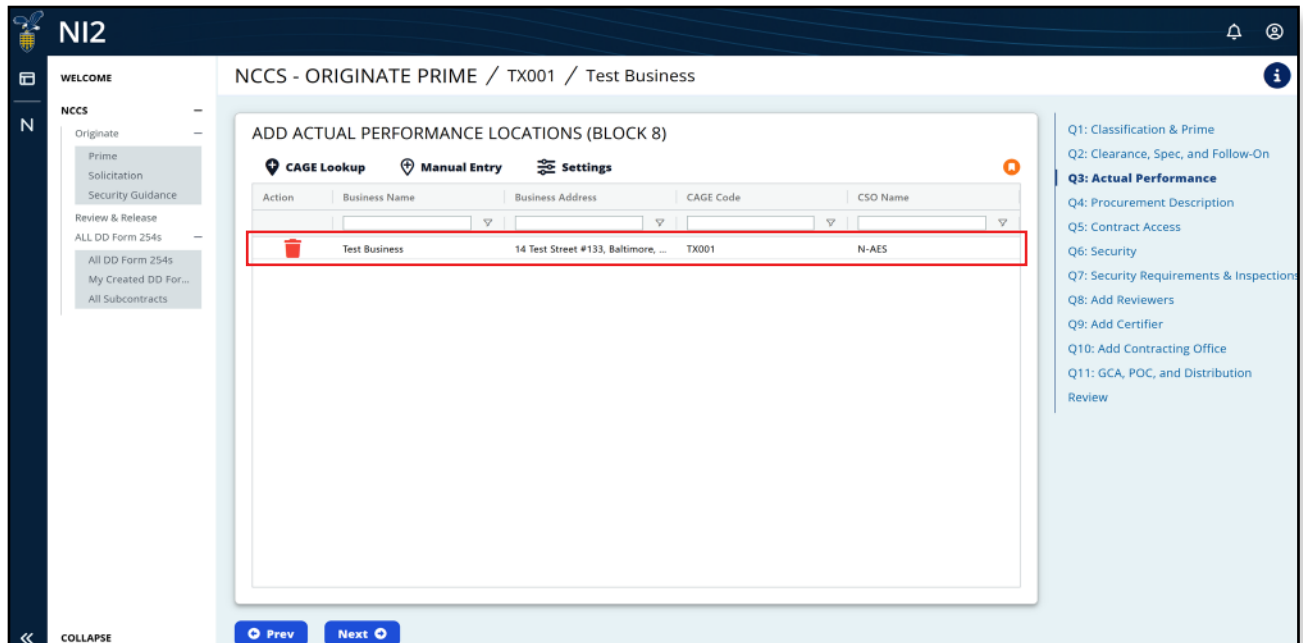
Follow-On Contract (Block 4)

In Block 4, indicate whether this DD Form 254 pertains to a follow-on contract. If so, select "Yes" and provide the contract number of the preceding contract in the designated field.

1. Select **Yes** or **No**.
2. Select **Next** to continue.

Actual Performance (Block 8)

In Block 8, add the locations where the contract work will be performed. The business name and address will be automatically populated based on previously entered information. If work will not be performed at a listed location, you can removed the entry by selected the trashcan icon. Otherwise, input the 13-17 prime contract number associated with that location.



The screenshot shows the NI2 NCCS - ORIGINATE PRIME / TX001 / Test Business interface. The main content area is titled "ADD ACTUAL PERFORMANCE LOCATIONS (BLOCK 8)". It features a table with columns: Action, Business Name, Business Address, CAGE Code, and CSO Name. A single row is visible, containing a trashcan icon in the Action column, "Test Business" in the Business Name column, "14 Test Street #133, Baltimore, ..." in the Business Address column, "TX001" in the CAGE Code column, and "N-AES" in the CSO Name column. The table is highlighted with a red border. To the right of the table, there is a list of navigation links: Q1: Classification & Prime, Q2: Clearance, Spec, and Follow-On, Q3: Actual Performance, Q4: Procurement Description, Q5: Contract Access, Q6: Security, Q7: Security Requirements & Inspections, Q8: Add Reviewers, Q9: Add Certifier, Q10: Add Contracting Office, and Q11: GCA, POC, and Distribution Review. The interface also includes a left sidebar with navigation options like "WELCOME", "NCCS", "Originate", "Prime Solicitation", "Security Guidance", "Review & Release", and "ALL DD Form 254s". At the bottom, there are "Prev" and "Next" buttons.

To add additional performance locations that may be used throughout the contract's duration, you can either search for the location by its CAGE code or manually type the necessary information.

Add Actual Performance Locations (Block 8)

1. Select **CAGE Code Lookup** to enter additional CAGE Codes and verify information.
2. Select **Manual Entry** to input location details.
3. Select **Close** to close the pop-up boxes.
4. Select **Next** to continue.

Procurement Description

For Block 9, provide additional information about the contract. The description should be short, concise, and Unclassified, while still providing enough detail to provide an adequate picture of the project.

General Unclassified Description of this Procurement (Block 9)

1. Type a general description in the text box.
2. Select **Next** to continue.

NI2

WELCOME

NCCS - ORIGINATE PRIME / TX001 / Test Business

GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT (BLOCK 9)

THE INFORMATION PROVIDED SHOULD BE UNCLASSIFIED.

No information to pass on.

Prev Next

Q1: Classification & Prime
Q2: Clearance, Spec, and Follow-On
Q3: Actual Performance
Q4: Procurement Description
Q5: Contract Access
Q6: Security
Q7: Security Requirements & Inspections
Q8: Add Reviewers
Q9: Add Certifier
Q10: Add Contracting Office
Q11: GCA, POC, and Distribution
Review

Contract Access

Note: Some options will be grayed out or automatically selected based on information entered earlier in the application or within this section. DCSA business rules govern these automatic selections.

Contract will require access to: (Block 10)

1. Select from the provided options all access that the contract will require.

NI2

WELCOME

NCCS - ORIGINATE PRIME / TX001 / Test Business

10. CONTRACT WILL REQUIRE ACCESS TO: (BLOCK 10)

CHECK ALL THAT APPLY

☐ a. Communication Security (COMSEC) Information

☐ b. Restricted Data

☐ c. Critical Nuclear Weapon Design Information (CNWDI)

☐ d. Formerly Restricted Data

☐ e. National Intelligence Information:

☐ (1) Sensitive Compartmented Information (SCI)

☐ (2) Non-SCI

☐ f. Special Access Program (SAP) Information

☐ g. North Atlantic Treaty Organization (NATO) Information

☐ h. Foreign Government Information

☐ i. Alternative Compensatory Control Measures (ACCM) Information

☐ j. Controlled Unclassified Information (CUI)

☐ k. Other

11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL: (BLOCK 11)

CHECK ALL THAT APPLY

☐ a. Have access to classified information only at another contractor's facility or a government activity

☐ b. Receive and store classified documents only

☐ c. Receive, store, and generate classified information or material

☐ d. Fabricate, modify, or store classified hardware

Q1: Classification & Prime
Q2: Clearance, Spec, and Follow-On
Q3: Actual Performance
Q4: Procurement Description
Q5: Contract Access
Q6: Security
Q7: Security Requirements & Inspections
Q8: Add Reviewers
Q9: Add Certifier
Q10: Add Contracting Office
Q11: GCA, POC, and Distribution
Review

In Performing this contract, the contractor will: (Block 11)

1. Select from the provided options all access that the contractor will require.

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11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL: (BLOCK 11)

CHECK ALL THAT APPLY

- ☐ a. Have access to classified information only at another contractor's facility or a government activity
- ☐ b. Receive and store classified documents only
- ☐ c. Receive, store, and generate classified information or material
- ☐ d. Fabricate, modify, or store classified hardware
- ☐ e. Perform Services Only
- ☐ f. Have access to U.S. classified information outside the U.S., Puerto Rico, U.S. Possessions and Trust Territories
- ☐ g. Be authorized to use the services of Defense Technical Information Center (DTIC) or other secondary distribution center
- ☐ h. Require a COMSEC account
- ☐ i. Have a TEMPEST requirement
- ☐ j. Have Operations Security (OPSEC) requirements
- ☐ k. Authorized to use Defense Courier Service
- ☐ l. Receive, store, or generate Controlled Unclassified Information (CUI)
- ☐ m. Other

PUBLIC RELEASE (BLOCK 12)

PUBLIC RELEASE OPTIONS

DESCRIPTION OF AUTHORITY (270 CHARACTER LIMIT)

Q1: Classification & Prime
Q2: Clearance, Spec, and Follow-On
Q3: Actual Performance
Q4: Procurement Description
Q5: Contract Access
Q6: Security
Q7: Security Requirements & Inspections
Q8: Add Reviewers
Q9: Add Certifier
Q10: Add Contracting Office
Q11: GCA, POC, and Distribution Review

Contract Access (Continued)

For Block 12, provide guidance on the appropriate entity that has public release authority for the contract.

Public Release: (Block 12)

1. From the Public Release Options drop-down menu, select **Direct** or **Through**. If Through is selected, additional information will be required.
2. Type a Description of Authority in the free text field. There is a 270-character limit for this field.
3. Select **Next** to continue.

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PUBLIC RELEASE (BLOCK 12)

PUBLIC RELEASE OPTIONS

Direct

Through (Specify below)

DESCRIPTION OF AUTHORITY (270 CHARACTER LIMIT)


Q1: Classification & Prime
Q2: Clearance, Spec, and Follow-On
Q3: Actual Performance
Q4: Procurement Description
Q5: Contract Access
Q6: Security
Q7: Security Requirements & Inspections
Q8: Add Reviewers
Q9: Add Certifier
Q10: Add Contracting Office
Q11: GCA, POC, and Distribution Review

Next

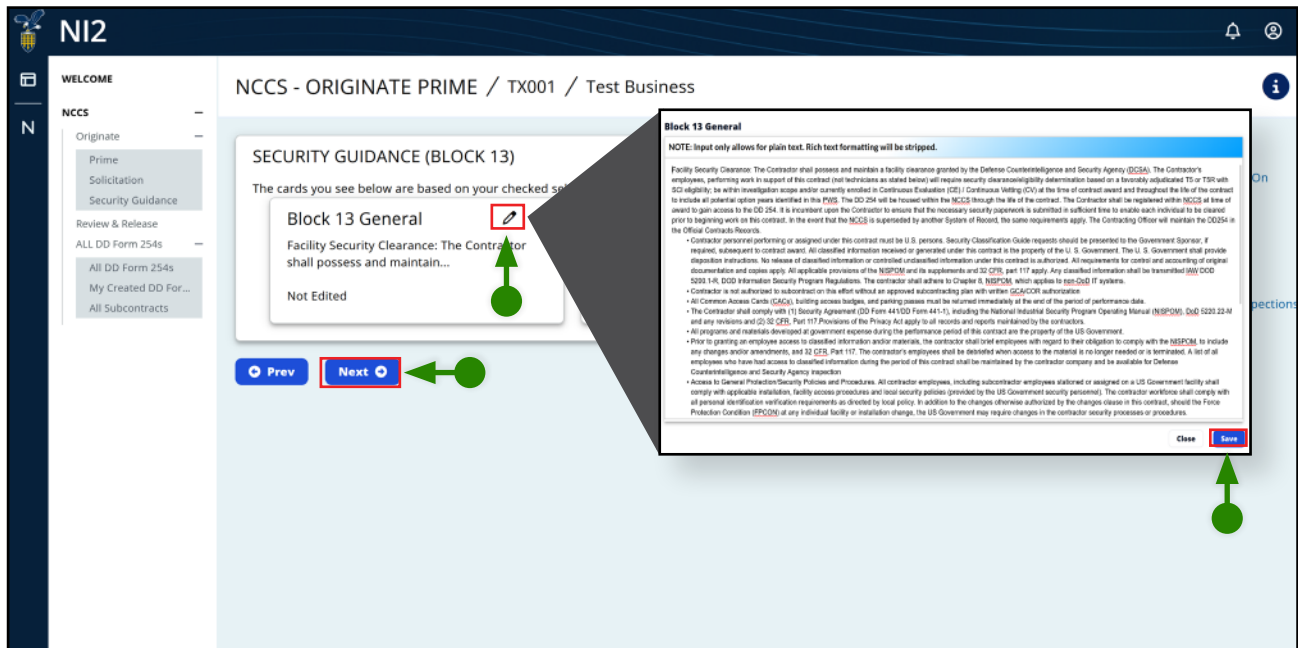
Security

Based on your selections in Blocks 10 and 11, NI2 automatically generates the Block 13 Security Guidance on this screen. The Security Guidance is presented in the form of cards, which will vary depending on your prior choices. For instance, selecting option “a” in the Contract Access section of Block 10 will result in a “Ref 10a” card appearing in this guidance section.

1. To edit a card, select the **pencil icon** in the card’s upper right-hand corner.

 **Note:** If you want to revert to the default verbiage, you can press the reset button on the top right corner of the card. Block 13 General card cannot be deleted. However, if your organization does not require them, all other cards can be removed completely by selecting the trashcan icon in the card’s upper right-hand corner.

2. Make changes to the text.
3. Select **Save** to preserve your changes.
4. Select **Next** to continue.



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SECURITY GUIDANCE (BLOCK 13)

The cards you see below are based on your checked selections.

Block 13 General

Facility Security Clearance: The Contractor shall possess and maintain...

Not Edited

Block 13 General

NOTE: Input only allows for plain text. Rich text formatting will be stripped.

Facility Security Clearance: The Contractor shall possess and maintain a facility clearance granted by the Defense Counterintelligence and Security Agency (DCISA). The Contractor's employees, performing work in support of the contract (not individuals so stated below) will require security clearance based on a security evaluation TSP or TSP with SCD eligibility, be within investigation scope and/or currently enrolled in Continuous Evaluation (CE) / Continuous Vetting (CV) at the time of contract award and throughout the life of the contract to include all potential option years identified in this PWS. The DD 254 will be housed within the NCCS through the life of the contract. The Contractor shall be required with NCCS at line of award to grant access to the DD 254. It is incumbent upon the Contractor to ensure that the necessary security paperwork is submitted in sufficient time to enable each individual to be cleared prior to beginning work on this contract. In the event that the NCCS is superseded by another System of Record, the same requirements apply. The Contracting Officer will maintain the DD254 in the Official Contracts Records.

- Contractor personnel performing or assigned under this contract must be U.S. persons. Security Classification Guide requests should be presented to the Government Sponsor. If required, subsequent to contract award. All classified information received or generated under this contract is the property of the U. S. Government. The U. S. Government shall provide disposition instructions. No release of classified information or controlled unclassified information under this contract is authorized. All requirements for control and accounting of original documentation and copies apply. All applicable provisions of the NISPOM and its supplements and 32 CFR, part 117 apply. Any classified information shall be transmitted (AW) DOD 5205.1-6, DOD Information Security Program Regulations. The contractor shall adhere to Chapter 6, NISPOM, which applies to open-ops IT systems.
- Contractor is not authorized to subcontract on this effort without an approved subcontracting plan with written (SCACOR) subcontract.
- All Common Access Cards (CACs), building access badges, and parking passes must be returned immediately at the end of the period of performance date.
- The Contractor shall comply with (1) Security Agreement (DD Form 44100 Form 44-1), including the National Industrial Security Program Operating Manual (NISPOM), DOD 5205.22-41 and any revisions and (2) 32 CFR, Part 117 Provisions of the Privacy Act apply to all records and reports maintained by the contractor.
- All programs and materials developed at government expense during the performance period of this contract are the property of the US Government.
- Prior to granting an employee access to classified information and/or materials, the contractor shall (a) ensure that all employees will regard to their obligation to comply with the NISPOM, to include any changes and/or amendments, and 32 CFR, Part 117. Two contractor's employees shall be debriefed when access to the material is no longer needed or is terminated. A list of all employees who have had access to classified information during the period of this contract shall be maintained by the contractor company and be available for Defense Counterintelligence and Security Agency inspection.
- Access to General Protection/Security Policies and Procedures. All contractor employees, including subcontractor employees stationed or assigned on a US Government facility shall comply with applicable installation, facility access procedures and local security policies (provided by the US Government security personnel). The contractor workforce shall comply with all personnel identification verification requirements as directed by local policy. In addition to the changes otherwise authorized by the changes clause in this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the US Government may require changes in the contractor security processes or procedures.

Prev **Next** **Save**

Security Requirements and Inspections

Answers for Blocks 14 and 15 may be automatically selected based on your selections in Blocks 10 and 11.

Additional Security Requirements: (Block 14)

1. Select **Yes** or **No**. If you select Yes, you must include additional information in the free text field.

Inspections: (Block 15)

1. Select **Yes** or **No**. If you select Yes, you must include additional information in the free text field.
2. Select **Next** to continue.

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ADDITIONAL SECURITY REQUIREMENTS (BLOCK 14)

ARE THERE ADDITIONAL REQUIREMENTS, IN ADDITION TO NISPOM REQUIREMENTS FOR CLASSIFIED INFORMATION, ESTABLISHED FOR THIS CONTRACT?

☒ Yes ☐ No

EXPLAIN AND IDENTIFY SPECIFIC AREAS AND GOVERNMENT ACTIVITY RESPONSIBLE FOR INSPECTIONS.

Explanation of additional security requirements.

INSPECTIONS (BLOCK 15)

ARE THERE ADDITIONAL REQUIREMENTS, IN ADDITION TO NISPOM REQUIREMENTS FOR CLASSIFIED INFORMATION, ESTABLISHED FOR THIS CONTRACT?

☒ Yes ☐ No

IDENTIFY PERTINENT CONTRACTUAL CLAUSES IN THE CONTRACT DOCUMENT ITSELF, OR PROVIDE AN APPROPRIATE STATEMENT WHICH IDENTIFIES ADDITIONAL REQUIREMENTS.

Identified contractual clauses.

Q1: Classification & Prime
Q2: Clearance, Spec, and Follow-On
Q3: Actual Performance
Q4: Procurement Description
Q5: Contract Access
Q6: Security
Q7: Security Requirements & Inspection
Q8: Add Reviewers
Q9: Add Certifier
Q10: Add Contracting Office
Q11: GCA, POC, and Distribution Review

Prev **Next**

Add Security Reviewers

In Block 13, you have the option to select up to eight reviewers for your DD Form 254. Upon submission of your draft, NI2 will route the form sequentially through the selected reviewers. Adding reviewers is not mandatory, you may skip this step if you prefer to proceed without them.

To locate a reviewer, you can sort and filter the list by Name, Primary Organization, Secondary Organization, Phone Number, or Email. If you do not find someone's name on this grid, it is possible that they are not registered in NI2. Registration is required before they can be selected as a reviewer, certifier, or contracting officer.

Select Reviewers: (Block 13)

1. Select the reviewer's name.
2. Select **Add Reviewer** in the upper-right side of the panel.
3. To remove a reviewer, select the "X" sign next to the reviewer's name.
4. Select **Next** to continue.

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SELECT REVIEWERS (BLOCK 13)

No Reviewers Selected

1 Total Users

Search...

+ Add Reviewer

Full Name Tier 0 Tier 1 Phc

Reviewer NCC Gov Fake Org I

Reviewer NCC Gov Fake Org I N/A (99)

COLLAPSE

Prev Next

Q1: Classification & Prime
Q2: Clearance, Spec, and Follow-On
Q3: Actual Performance
Q4: Procurement Description
Q5: Contract Access
Q6: Security
Q7: Security Requirements & Inspections
Q8: Add Reviewers
Q9: Add Certifier
Q10: Add Contracting Office
Q11: GCA, POC, and Distribution Review

Add Certifier

For Block 17, only one certifier can be selected on DD Form 254.

Select Certifier: (Block 17)

1. Select the certifier's name.
2. Select **Set Certifier** in the upper-left side of the panel.
3. Select **Next** to continue.

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SELECT CERTIFIER (BLOCK 17)

No Certifier Selected

1 Total Users

Search...

+ Set Certifier

Full Name Tier 0 Tier 1 Phone Number Email Out Of Office Dates

Certifier NCC Gov Fake Org I N/A (345) 678-7654 gat_254_certify_1@dcs

COLLAPSE

Prev Next

Q1: Classification & Prime
Q2: Clearance, Spec, and Follow-On
Q3: Actual Performance
Q4: Procurement Description
Q5: Contract Access
Q6: Security
Q7: Security Requirements & Inspections
Q8: Add Reviewers
Q9: Add Certifier
Q10: Add Contracting Office
Q11: GCA, POC, and Distribution Review

Add Contracting Officer

Once your DD Form 254 has been reviewed and certified, it will be ready for release by the contracting officer.

Select Contracting Officer: (Block 16 d, e, f)

1. Select the Contracting Officer's name.
2. Select **Set Contracting Officer** in the upper-left side of the panel.
3. Select **Next** to continue.

Government Contracting Activity: (Block 16 a, b, c)

1. For Block 16a, b, c, input the address of the Government Contracting Activity.

Point of Contact: (Block 16 d, e, f)

For Block 16 d, e, f, you will find pre-populated Point of Contact information. This information aligns to the contracting officer you have identified in the form.

Required Distribution by the Certifying Official: (Block 18)

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All DD Form 254s

My Created DD For...

All Subcontracts

ACTIVITY ADDRESS CODE (AAC) OF THE CONTRACTING OFFICE

ADDRESS LINE 1

ADDRESS LINE 2

CITY **STATE** **ZIP CODE**

POC TELEPHONE

(316) 546-3105

EMAIL ADDRESS

gat_254_ko_1@dcsa.gov

REQUIRED DISTRIBUTION BY THE CERTIFYING OFFICIAL (BLOCK 18)

CHECK ALL THAT APPLY

☒ a. Contractor

☒ b. Subcontractor

☒ c. Cognizant Security Office for Prime and Subcontractor

☐ d. U.S. Activity Responsible for Overseas Security Administration

☐ e. Administrative Contracting Officer

☐ f. Other as Necessary

Q1: Classification & Prime

Q2: Clearance, Spec, and Follow-On

Q3: Actual Performance

Q4: Procurement Description

Q5: Contract Access

Q6: Security

Q7: Security Requirements & Inspection

Q8: Add Reviewers

Q9: Add Certifier

Q10: Add Contracting Office

Q11: GCA, POC, and Distribution

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1. For Block 18, select where you would like the completed DD Form 254 to be sent.
2. Select **Next** to continue.

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ALL DD Form 254s

All DD Form 254s

My Created DD For...

All Subcontracts

ACTIVITY ADDRESS CODE (AAC) OF THE CONTRACTING OFFICE

ADDRESS LINE 1

ADDRESS LINE 2

CITY **STATE** **ZIP CODE**

POC TELEPHONE

(316) 546-3105

EMAIL ADDRESS

gat_254_ko_1@dcsa.gov

REQUIRED DISTRIBUTION BY THE CERTIFYING OFFICIAL (BLOCK 18)

CHECK ALL THAT APPLY

☒ a. Contractor

☒ b. Subcontractor

☒ c. Cognizant Security Office for Prime and Subcontractor

☐ d. U.S. Activity Responsible for Overseas Security Administration

☐ e. Administrative Contracting Officer

☐ f. Other as Necessary

Q1: Classification & Prime

Q2: Clearance, Spec, and Follow-On

Q3: Actual Performance

Q4: Procurement Description

Q5: Contract Access

Q6: Security

Q7: Security Requirements & Inspection

Q8: Add Reviewers

Q9: Add Certifier

Q10: Add Contracting Office

Q11: GCA, POC, and Distribution

Review

Prev **Next**

Tag Agencies

On this screen, you have the option to tag agencies before submitting the DD Form 254.

1. Select **Tag Agencies** to open a pop-up window.
2. Select the appropriate agency and any additional hierarchy tiers as required.
3. Select **Add Agency** and verify that it appears in the Tag Agencies window.

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REVIEW AND SUBMIT
There were no errors found in the DD Form 254. The DD Form 254 can be submitted for review.
[View PDF] [Submit DD254]

ADDITIONAL DOCUMENTATION
By uploading documents, you may provide Personally Identifiable Information (PII) or Social Security Numbers (SSN). Disclosure of your SSN is voluntary. This information will be used solely for processing your request IAW E.O. 12829, National Industrial Security Program (NISIP). For more details, please review our [Privacy Act Statement](#).
[Select any applicable documentation for this submission]
You may upload up to 25 files for this DD 254. Each file cannot exceed 25 MB.

TAGGED AGENCIES

[Settings] [Add Agency]

Acti...	Primary Org	Secondary Org	Tertiary Org	Quaternary Org	Quinary Org	Senary Org
Fake Org I		N/A	N/A	N/A	N/A	N/A

Q1: Classification & Prime
Q2: Clearance, Spec, and Follow-On
Q3: Actual Performance
Q4: Procurement Description
Q5: Contract Access
Q6: Security
Q7: Security Requirements & Inspections
Q8: Add Reviewers
Q9: Add Certifier
Q10: Add Contracting Office
Q11: GCA, POC, and Distribution
Review

NI2 WELCOME NCCS - ORIGINATE PRIME / TX001 / Test Business

REVIEW AND SUBMIT
There were no errors found in the DD Form 254. The DD Form 254 can be submitted for review.
[View PDF] [Submit DD254]

ADDITIONAL DOCUMENTATION
By uploading documents, you may provide Personally Identifiable Information (PII) or Social Security Numbers (SSN). Disclosure of your SSN is voluntary. This information will be used solely for processing your request IAW E.O. 12829, National Industrial Security Program (NISIP). For more details, please review our [Privacy Act Statement](#).

TAGGED AGENCIES

[Settings] [Add Agency]

Add Tagged Agency

TIER 0 ORGANIZATION
TIER 1 ORGANIZATION
TIER 2 ORGANIZATION
TIER 3 ORGANIZATION
TIER 4 ORGANIZATION
TIER 5 ORGANIZATION

[Cancel] [Save]


Q1: Classification & Prime
Q2: Clearance, Spec, and Follow-On
Q3: Actual Performance
Q4: Procurement Description
Q5: Contract Access
Q6: Security
Q7: Security Requirements & Inspections
Q8: Add Reviewers
Q9: Add Certifier
Q10: Add Contracting Office
Q11: GCA, POC, and Distribution
Review

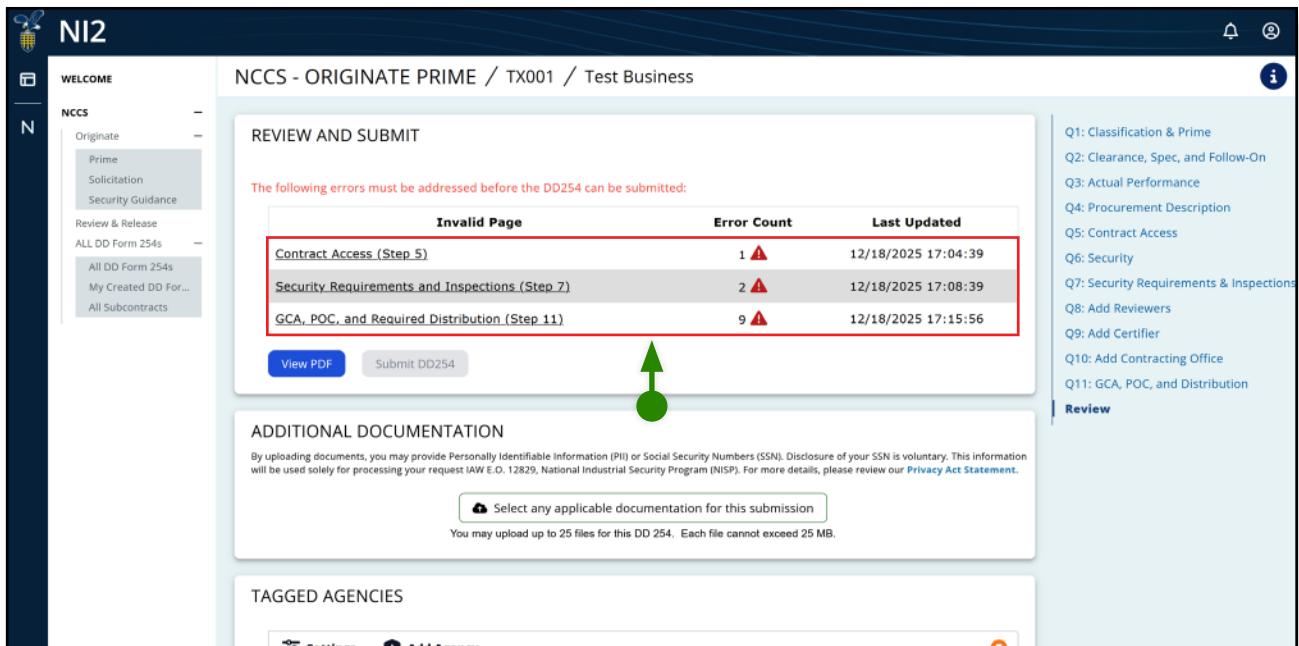
Form Validation

Review and validate your DD Form 254 before submitting it for the next step in the workflow.

On this screen, you will be presented with errors or warnings found within the information you have provided. Review the errors or warnings and take any necessary actions to ensure the information you have provided is accurate and complete.

1. Select the hyperlink.
2. Select the check mark from the section navigation on the right of the screen to take you back to the Form Validation section.

 **Note:** In NI2, you can use this navigation bar at any point in originating a DD Form 254 to move to different sections. Your work on the DD Form 254 is auto-saved in NI2. You can exit the document at any time and return to your saved work.






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REVIEW AND SUBMIT


The following errors must be addressed before the DD254 can be submitted:

Invalid Page	Error Count	Last Updated
Contract Access (Step 5)	1 	12/18/2025 17:04:39
Security Requirements and Inspections (Step 7)	2 	12/18/2025 17:08:39
GCA, POC, and Required Distribution (Step 11)	9 	12/18/2025 17:15:56

[View PDF](#) [Submit DD254](#)

ADDITIONAL DOCUMENTATION

By uploading documents, you may provide Personally Identifiable Information (PII) or Social Security Numbers (SSN). Disclosure of your SSN is voluntary. This information will be used solely for processing your request IAW E.O. 12829, National Industrial Security Program (NISIP). For more details, please review our [Privacy Act Statement](#).

 Select any applicable documentation for this submission

You may upload up to 25 files for this DD 254. Each file cannot exceed 25 MB.

TAGGED AGENCIES

[Settings](#) [Add Agency](#)

Q1: Classification & Prime
Q2: Clearance, Spec, and Follow-On
Q3: Actual Performance
Q4: Procurement Description
Q5: Contract Access
Q6: Security
Q7: Security Requirements & Inspections
Q8: Add Reviewers
Q9: Add Certifier
Q10: Add Contracting Office
Q11: GCA, POC, and Distribution

Review

Form Validation (Continued)

After correcting any errors and noting any remaining warnings, you may wish to review the information in the PDF and save a copy for your records.

1. Select **View PDF** to review your DD Form 254.
2. Select the **Exit** button the "X" at the top right of the PDF to continue.

Now that you have reviewed and corrected your form, you are ready to submit your DD Form 254 to the next step in the process.

3. Select **Submit DD254 w/Warnings**.
4. Select **Submit DD254** to confirm your submission.

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REVIEW AND SUBMIT

There were no errors found in the DD Form 254. The DD Form 254 can be submitted for review.

[View PDF](#) [Submit DD254](#)

Confirm Submission

Submitting this form will route the form to the selected reviewers for review.

[Close](#) [Submit DD254](#)

ADDITIONAL DOCUMENTATION

By uploading documents, you may provide Personally Identifiable Information (PII) for processing your request IAW E.O. 12822.

[Select any](#)

TAGGED AGENCIES

Settings	Add Agency	Acti...	Primary Org	Secondary Org	Tertiary Org	Quaternary Org	Quinary Org	Senary Org
			Fake Org I	N/A	N/A	N/A	N/A	N/A
			Fake Org I	N/A	N/A	N/A	N/A	N/A

Review

- Q1: Classification & Prime
- Q2: Clearance, Spec, and Follow-On
- Q3: Actual Performance
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- Q6: Security
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- Q8: Add Reviewers
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- Q11: GCA, POC, and Distribution

Originating a Solicitation DD Form 254 in NI2

Originating a Solicitation DD Form 254 in NI2

An original DD Form 254 may be issued for a solicitation for a classified contract, whether or not the actual bid package contains classified information.

Getting Started

1. Review the Consent to Monitor and select **Acknowledge** to continue.



National Industrial Security System (NISS) Increment II (NI2)


Acknowledge

This is an official U.S. Government (USG) Information System (IS) for authorized use only.

Do not Discuss, Enter, Transfer, Process, or Transmit Classified/Sensitive National Security information of greater sensitivity than that for which this system is authorized. Use of this system constitutes consent to security testing and monitoring. All individuals are advised that system administrators may provide evidence of possible criminal activity identified during such monitoring to appropriate law enforcement officials. Unauthorized attempts to upload, download or change information is strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1987, the National Information Infrastructure Protection Act of 1996, and United States Code Title 18, Section 1030. Under the Privacy Act of 1974, individuals with access to NISS must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United State Code, Section 552a, Public Law 93-579, DoDD 5400.11-R and the applicable service directives. Information contained herein is exempt from mandatory disclosure under FOIA. Exemption(s) 6 and 7c apply.

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for your personal benefit or privacy
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their

 **Note:** The left navigation tabs are context dependent; that means they will be different depending on your profile's registered roles. You must be registered as an Originator to have access to the Originate menu options..

Originate Prime

1. Select the **Originate** tab in the left navigation menu to reveal the originate options.
2. Select **Prime** to begin originating a Prime DD Form 254.




Originate Solicitation

1. In the left navigation menu, select **Solicitation** to begin originating a Solicitation DD Form 254.


Classification

1. Select the arrow on the drop-down menu called NCCS Content Classification and select Classification.

 **Note:** Your only options are CUI and Unclassified because NI2 can only store CUI and Unclassified information in the unclassified government cloud.

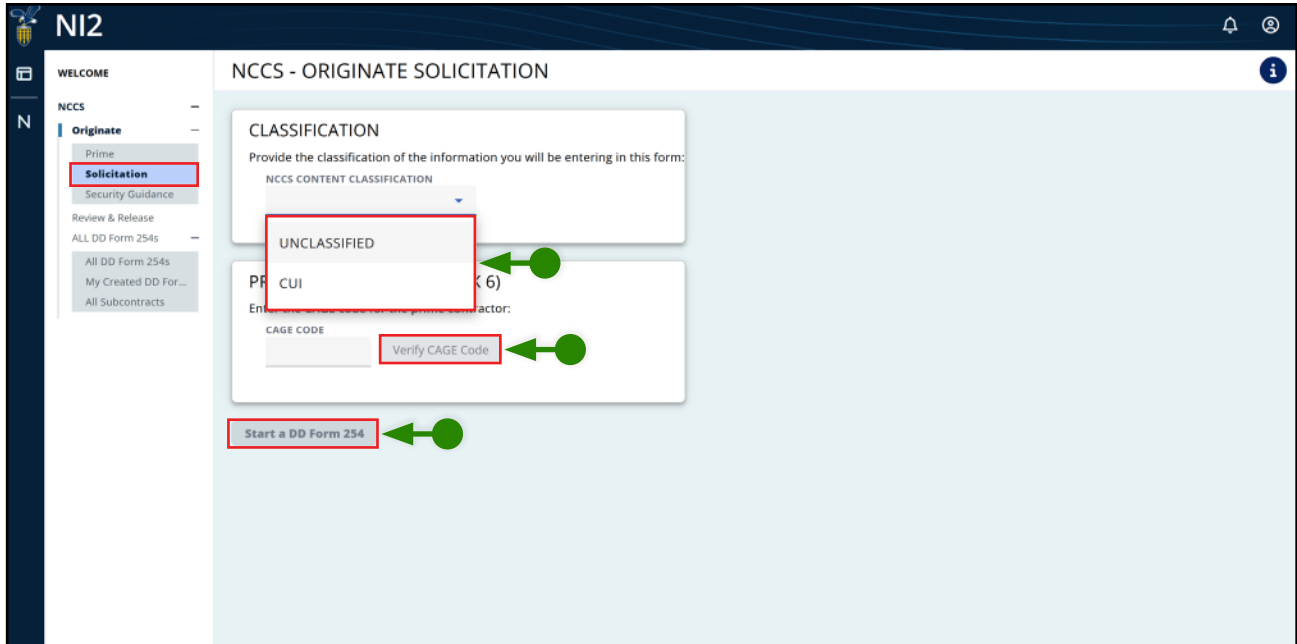
Prime Contractor

1. Input the CAGE Code of the prime contractor and select **Verify CAGE Code** to authenticate it.

 **Note:** CAGE Codes are five-digit alpha-numeric codes used to identify businesses wishing to pursue contracts with Government. NI2 will look up the CAGE code and verify it against a repository. If the code is correct, the business name and address will be displayed. If the Cognizant Security Office (CSO) is on file, it will automatically be added. If the CSO information is not on file, you will have the option to manually type it in.

 **Note:** If you do not know who will be bidding on this contract, you may type TBD for the CAGE code..

2. Review all information and select **Start a DD Form 254** to continue.



Clearance, Specifications, and Follow-On Contract

For Block 1, select the level of facility security clearance required of the entity.


Clearance and Safeguarding (Block 1)

1. In the first drop-down menu, select either **Confidential**, **Secret**, or **Top Secret**.

Important: Both selections in Block 1 have warnings for that exceed designation in sam.gov. Verify that your information is correct.

Choose the level of safeguarding for classified information and materials at the contract facility.

2. In the second drop-down menu, select either **Confidential**, **Secret**, or **Top Secret**.

 **Note:** The level of safeguarding for classified information and materials cannot exceed the security clearance level of the facility. If the entity will not have any requirements to safeguard classified materials for the execution of the contract, you can select None.

Selecting any option other than "None" will trigger a pop-up box containing additional, relevant information.

Specifications (Block 2)

1. Input the contract number. If you do not know the contract number, you may type **TBD**.
2. Input the date when the bids are due. You can select the calendar icon to select the due date.

Follow-On Contract (Block 4)

1. Select Yes or No in block 4.
2. Select **Next** to continue.

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All Subcontracts

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CLEARANCE AND SAFEGUARDING (BLOCK 1)

LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED

CONFIDENTIAL

LEVEL OF SAFEGUARDING FOR CLASSIFIED INFO/MATERIAL REQUIRED AT FACILITY

CONFIDENTIAL

SPECIFICATIONS (BLOCK 2)

PRIME CONTRACT NUMBER

TESTING123456

FOLLOW-ON CONTRACT (BLOCK 4)

PRIME CONTRACT NUMBER

☐ Yes ☒ No

Q1: Classification & Prime

Q2: Clearance, Spec, and Follow-On

Q3: Actual Performance

Q4: Procurement Description

Q5: Contract Access

Q6: Security

Q7: Security Requirements & Inspections

Q8: Add Reviewers

Q9: Add Certifier

Q10: Add Contracting Office

Q11: GCA, POC, and Distribution Review

Actual Performance

For Block 8, add actual performance locations. The business name and address will be pulled from the previous steps. You may delete the entry if the work will not be performed at that location.

Add Actual Performance Locations (Block 8)

You can add additional sites that will be utilized during the contract's performance either by searching using their CAGE Code or by manually entering the required information.

1. Select **CAGE Code Lookup** to enter additional CAGE Codes and verify information.
2. Select **Manual Entry** to input location details.
3. Select **Close** to close the pop-up boxes.
4. Select **Next** to continue.

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ADD ACTUAL PERFORMANCE LOCATIONS (BLOCK 8)

CAGE Lookup **Manual Entry**

Action	Business Name	Business Address	CAGE Code	CSO Name
	Test Business	14 Test Street #133, Baltimore, ...	TX001	N-AES

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Q1: Classification & Prime
Q2: Clearance, Spec, and Follow-On
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Q8: Add Reviewers
Q9: Add Certifier
Q10: Add Contracting Office
Q11: GCA, POC, and Distribution
Review

Procurement Description

For Block 9, provide additional information about the contract. The description should be short, concise, and Unclassified while still providing enough detail to provide an adequate picture of the project.

General Unclassified Description of this Procurement: (Block 9)

1. Type a general description in the text box.
2. Select **Next** to continue.

NI2

WELCOME

NCCS - ORIGINATE SOLICITATION / TX001 / Test Business

GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT (BLOCK 9)

THE INFORMATION PROVIDED SHOULD BE UNCLASSIFIED.

Q1: Classification & Prime
Q2: Clearance, Spec, and Follow-On
Q3: Actual Performance
Q4: Procurement Description
Q5: Contract Access
Q6: Security
Q7: Security Requirements & Inspection
Q8: Add Reviewers
Q9: Add Certifier
Q10: Add Contracting Office
Q11: GCA, POC, and Distribution
Review

Prev Next

Contract will require access to: (Block 10)

1. Select from the provided options all access that the contract will require.

NI2

WELCOME

NCCS - ORIGINATE SOLICITATION / TX001 / Test Business

10. CONTRACT WILL REQUIRE ACCESS TO: (BLOCK 10)

CHECK ALL THAT APPLY

- ☐ a. Communication Security (COMSEC) Information
- ☐ b. Restricted Data
- ☐ c. Critical Nuclear Weapon Design Information (CNWDI)
- ☐ d. Formerly Restricted Data
- ☐ e. National Intelligence Information:
 - ☐ (1) Sensitive Compartmented Information (SCI)
 - ☐ (2) Non-SCI
- ☐ f. Special Access Program (SAP) Information
- ☐ g. North Atlantic Treaty Organization (NATO) Information
- ☐ h. Foreign Government Information
- ☐ i. Alternative Compensatory Control Measures (ACCM) Information
- ☐ j. Controlled Unclassified Information (CUI)
- ☐ k. Other

11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL: (BLOCK 11)


CHECK ALL THAT APPLY

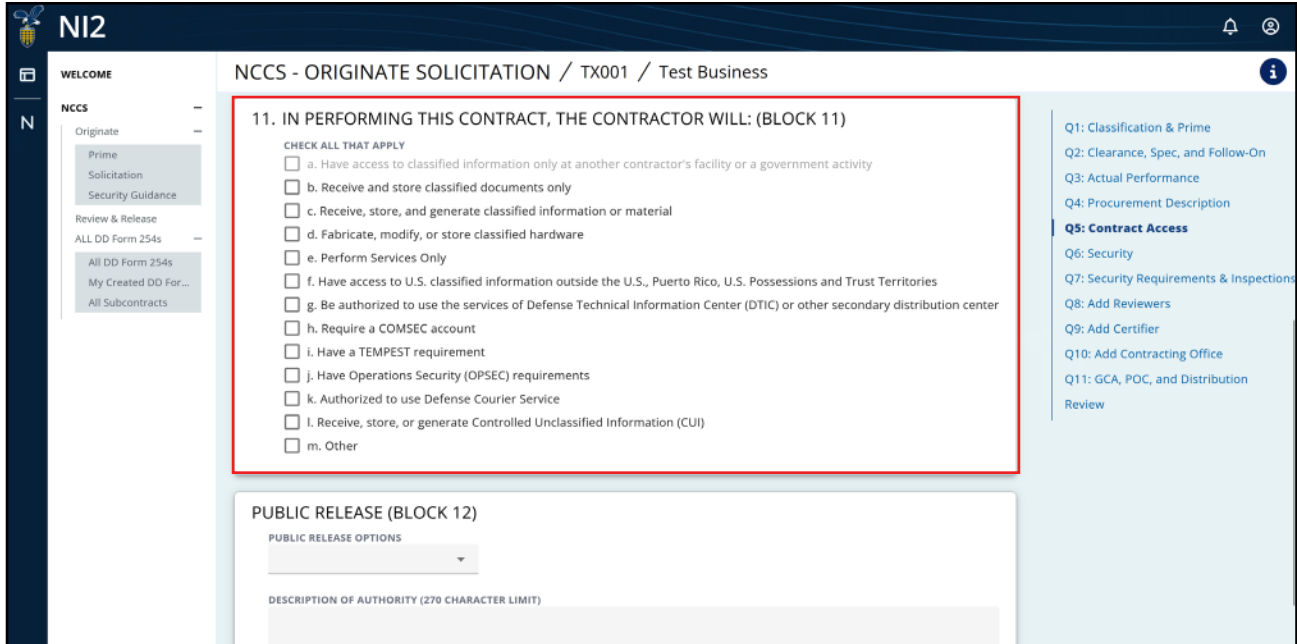
- ☐ a. Have access to classified information only at another contractor's facility or a government activity
- ☐ b. Receive and store classified documents only
- ☐ c. Receive, store, and generate classified information or material
- ☐ d. Fabricate, modify, or store classified hardware

Q1: Classification & Prime
Q2: Clearance, Spec, and Follow-On
Q3: Actual Performance
Q4: Procurement Description
Q5: Contract Access
Q6: Security
Q7: Security Requirements & Inspection
Q8: Add Reviewers
Q9: Add Certifier
Q10: Add Contracting Office
Q11: GCA, POC, and Distribution
Review

In performing this contract, the contractor will: (Block 11)

1. Select from the provided options all access that the contractor will require.

 **Note:** Some options will be grayed out or automatically selected for you based on information entered earlier within the application and within this block itself. These automatic selections are driven by business rules determined by DCSA.



11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL: (BLOCK 11)

CHECK ALL THAT APPLY

- ☒ a. Have access to classified information only at another contractor's facility or a government activity
- ☐ b. Receive and store classified documents only
- ☐ c. Receive, store, and generate classified information or material
- ☐ d. Fabricate, modify, or store classified hardware
- ☐ e. Perform Services Only
- ☐ f. Have access to U.S. classified information outside the U.S., Puerto Rico, U.S. Possessions and Trust Territories
- ☐ g. Be authorized to use the services of Defense Technical Information Center (DTIC) or other secondary distribution center
- ☐ h. Require a COMSEC account
- ☐ i. Have a TEMPEST requirement
- ☐ j. Have Operations Security (OPSEC) requirements
- ☐ k. Authorized to use Defense Courier Service
- ☐ l. Receive, store, or generate Controlled Unclassified Information (CUI)
- ☐ m. Other

PUBLIC RELEASE (BLOCK 12)

PUBLIC RELEASE OPTIONS

DESCRIPTION OF AUTHORITY (270 CHARACTER LIMIT)

Q1: Classification & Prime
Q2: Clearance, Spec, and Follow-On
Q3: Actual Performance
Q4: Procurement Description
Q5: Contract Access
Q6: Security
Q7: Security Requirements & Inspections
Q8: Add Reviewers
Q9: Add Certifier
Q10: Add Contracting Office
Q11: GCA, POC, and Distribution Review

Public Release: (Block 12)

For Block 12, provide guidance on the appropriate entity that has public release authority for the contract.

1. From the Public Release Options drop-down menu, select **Direct** or **Through**.
2. Type a Description of Authority in the free text field. There is a 270 character limit for this field.
3. Select **Next** to continue.

The screenshot shows the NI2 application interface for originating a solicitation. The main content area displays a list of checkboxes for solicitation requirements, including options for hardware, services, access to classified information, COMSEC account, TEMPEST requirement, OPSEC requirements, Defense Courier Service, and Controlled Unclassified Information (CUI). Below this is the 'PUBLIC RELEASE (BLOCK 12)' section, which includes a dropdown menu for 'PUBLIC RELEASE OPTIONS' with options 'Direct' and 'Through (Specify below)'. The right sidebar lists questions Q1 through Q11, including 'Classification & Prime', 'Clearance, Spec, and Follow-On', 'Actual Performance', 'Procurement Description', 'Contract Access', 'Security', 'Security Requirements & Inspections', 'Add Reviewers', 'Add Certifier', 'Add Contracting Office', and 'GCA, POC, and Distribution Review'. The 'Next' button is highlighted with a red box and a green arrow.

Security Guidance: (Block 13)

On this screen, the NI2 application automatically generates the Block 13 Security Guidance based on your selections in the Blocks 10 and 11. The cards in this panel make up the Security Guidance. Your cards will vary based on your previous selections. For example, if you selected option “a” from the Contract Access section of Block 10, you will see a card called “Ref, 10a” in this guidance.

1. To edit a card, select the **pencil icon** in the card’s upper right-hand corner.
2. Make changes to the text.
3. Select **Save** to preserve your changes.

Note: If you want to revert to the default verbiage, you can press the reset button on the top right of the card.

Note: The Block 13 General card cannot be deleted. However, if your organization does not require them, all other cards can be removed completely by selecting the delete icon -the trashcan- in the card’s upper right-hand corner.

4. To apply a security guidance template unique to your organization, select the template from the drop-down menu called Security Guidance Template at the top of the screen.
5. Select **Apply Template**.
6. Select **Next** to continue.

Block 13 General

NOTE: Input only allows for plain text. Rich text formatting will be stripped.

Facility Security Clearance: The Contractor shall possess and maintain a facility clearance granted by the Defense Counterintelligence and Security Agency (DCSI). The Contractor's employees, performing work in support of this contract (and its subcontractors as stated below) will require security clearance/eligibility determination based on a facility adjudicated TS or TSX with S2 eligibility, be within investigation scope and/or currently enrolled in Continuous Crosscheck (CC). Continuous Holding (CH) at the time of contract award and throughout the life of the contract to include all potential option years identified in this P&B. The DD 254 will be issued within the NCCS through the life of the contract. The Contractor shall be registered within NCCS at time of award to give access to the DD 254. It is incumbent upon the Contractor to ensure that the necessary access to personnel is submitted in sufficient time to enable each individual to be cleared prior to beginning work on this contract. In the event that the NCCS is superseded by another System of Record, the same requirements apply. The Contracting Officer will maintain the DD 254 in the Official Contract Records.

Contractor personnel performing or assigned under this contract must be U.S. persons. Security Classification Guide requests should be presented to the Government Sponsor, if required, subsequent to contract award. All classified information received or generated under this contract is the property of the U.S. Government. The U.S. Government shall provide dissemination instructions. No release of classified information or controlled unclassified information under this contract is authorized. All requirements for control and handling of original dissemination and copies apply. An applicable provision of the NISPSM and its supplements and 32 CFR, part 117 apply. Any classified information shall be transmitted (DD FORM 5885-1-4, DOD Information Security Program Regulation). The contractor shall adhere to Chapter 4, NISPSM, which applies to (DD FORM 5885-1-4) systems.

Contractor is not authorized to subcontract on this effort without an approved subcontracting plan with written S2/DCSI authorization.

All Common Access Cards (CACs), including access badges, and parking passes must be returned immediately at the end of the period of performance date.

The Contractor shall comply with 75 Security Agreement (DD Form 44100 Form 441-1), including the National Industrial Security Program Operating Manual (NISPSM), DOD 5100.10-04 and any revisions and 32 CFR, Part 117 Provisions of the Privacy Act apply to all records and reports maintained by the contractor.

All programs and materials developed at government expense during the performance period of this contract are the property of the U.S. Government.

Prior to getting an employee access to classified information and/or materials, the contractor shall have employees with regard to their obligation to comply with the NISPSM, to include any changes and/or amendments, and 32 CFR, Part 117. The contractor's employees shall be debriefed when access to the material is no longer needed or is terminated. A list of all employees who have had access to classified information during the period of this contract shall be maintained by the contractor company and be made available for Defense Counterintelligence and Security Agency inspection.

Access to General Protection/Security Policies and Procedures. All contractor employees, including subcontractor employees stationed or assigned on a US Government facility shall comply with applicable installation, facility access procedures and local security policies (provided by the US Government facility personnel). The contractor shall ensure that employees with personal identification verification requirements as checked by local policy. In addition to the changes otherwise authorized by the changes clause in this contract, should the Force Protection Condition (FPCON) at an individual facility or installation change, the US Government may require changes in the contractor security processes or procedures.

Save

Additional Security Requirements: (Block 14)

Answers for Blocks 14 and 15 may be automatically selected based on your selections in Blocks 10 and 11.

1. Select **Yes** or **No**. If you select Yes, you must include additional information in the free text field.
2. Make changes to the text.

ADDITIONAL SECURITY REQUIREMENTS (BLOCK 14)

ARE THERE ADDITIONAL REQUIREMENTS, IN ADDITION TO NISPSM REQUIREMENTS FOR CLASSIFIED INFORMATION, ESTABLISHED FOR THIS CONTRACT?

☒ Yes ☐ No

EXPLAIN AND IDENTIFY SPECIFIC AREAS AND GOVERNMENT ACTIVITY RESPONSIBLE FOR INSPECTIONS.

INSPECTIONS (BLOCK 15)

ARE THERE ADDITIONAL REQUIREMENTS, IN ADDITION TO NISPSM REQUIREMENTS FOR CLASSIFIED INFORMATION, ESTABLISHED FOR THIS CONTRACT?

☒ Yes ☐ No

IDENTIFY PERTINENT CONTRACTUAL CLAUSES IN THE CONTRACT DOCUMENT ITSELF, OR PROVIDE AN APPROPRIATE STATEMENT WHICH IDENTIFIES ADDITIONAL REQUIREMENTS.

Inspections: (Block 15)

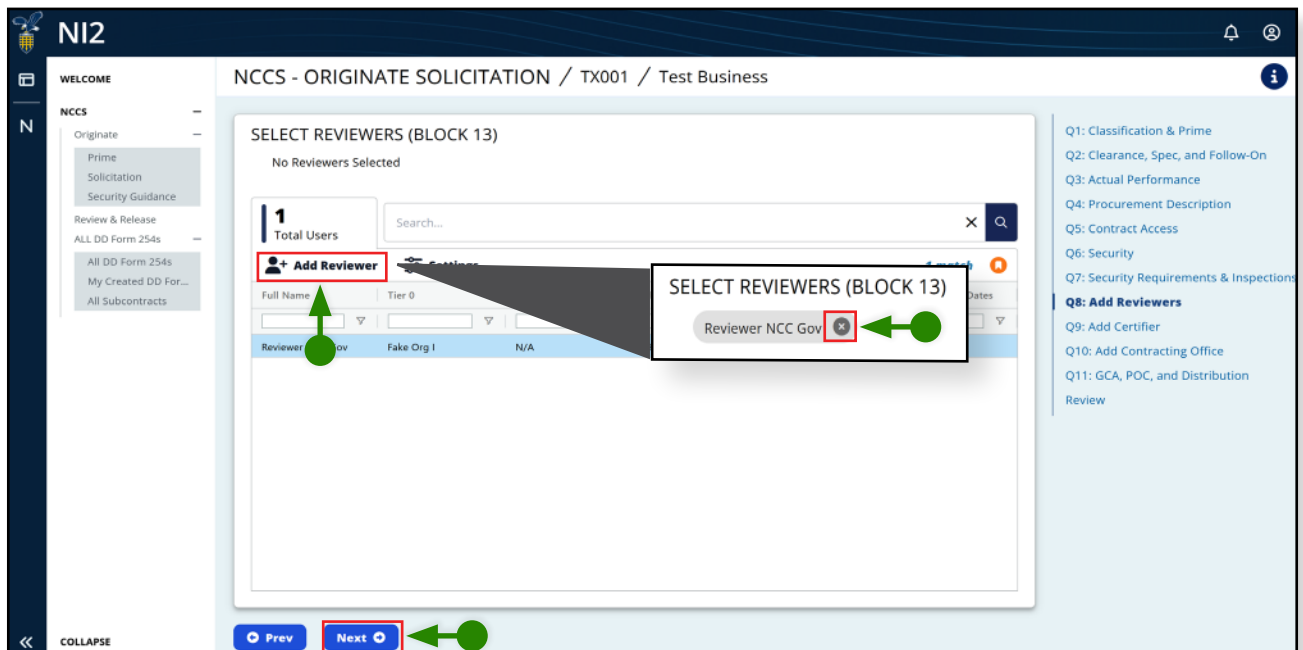
1. Select **Yes** or **No**. If you select Yes, you must include additional information in the free text field.
2. Select **Next** to continue.

Select Reviewers

For Block 13, you can select up to eight reviewers to review your DD Form 254. After you submit your draft DD Form 254, NI2 will systematically pass it from one reviewer to the next. Reviewers are not required for the DD Form 254; if you do not wish to add any reviewers, you can skip this step.

To find a reviewer, you can sort and filter by Name, Primary Organization, Secondary Organization, Phone Number, or Email. If you do not find someone's name on this grid, it is possible that they are not registered in NI2. Registration is required before they can be selected as a reviewer, certifier, or contracting officer.

1. Select the reviewer's name.
2. Select **Add Reviewer** in the upper-right side of the panel.
3. To remove a reviewer, Select the "X" next to the reviewer's name.
4. Select **Next** to continue.



Select Certifier: (Block 17)

For Block 17, only one certifier can be selected on DD Form 254.

1. Select the certifier's name.
2. Select **Set Certifier** in the upper-left side of the panel.
3. Select **Next** to continue.

WELCOME

NCCS - ORIGINATE SOLICITATION / TX001 / Test Business

SELECT CERTIFIER (BLOCK 17)

No Certifier Selected

1 Total Users

Search...

Set Certifier Settings 1 match

Full Name	Tier 0	Tier 1	Phone Number	Email	Out Of Office Dates
Certifier Name	Fake Org I	N/A	(345) 678-7654	gat_254_certify_1@dcs	

Prev Next

Q1: Classification & Prime
Q2: Clearance, Spec, and Follow-On
Q3: Actual Performance
Q4: Procurement Description
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Q8: Add Reviewers
Q9: Add Certifier
Q10: Add Contracting Office
Q11: GCA, POC, and Distribution Review

Select Contracting Officer: (Block 16 d, e, f)

Once your DD Form 254 has been reviewed and certified, it will be ready for release by the contracting officer.

1. Select the Contracting Officer's name.
2. Select **Set Contracting Officer** in the upper-left side of the panel.
3. Select **Next** to continue.

The screenshot shows the NI2 NCCS - ORIGINATE SOLICITATION / TX001 / Test Business interface. The left sidebar contains a 'WELCOME' section and a 'NCCS' section with links to 'Originate', 'Prime Solicitation', 'Security Guidance', 'Review & Release', 'ALL DD Form 254s', 'My Created DD For...', and 'All Subcontracts'. The main panel is titled 'SELECT CERTIFIER (BLOCK 17)' and contains a 'Certifier NCC Gov' button, a 'Total Users' section, and a 'Set Certifier' button. A callout box titled 'GOVERNMENT CONTRACTING ACTIVITY (BLOCK 16 A,B,C)' is overlaid, showing fields for 'GCA NAME', 'ACTIVITY ADDRESS CODE (AAC) OF THE CONTRACTING OFFICE', 'ADDRESS LINE 1', 'ADDRESS LINE 2', 'CITY', 'STATE', and 'ZIP CODE'. The 'Next' button is highlighted at the bottom.

Government Contracting Activity: (Block 16 a, b, c)

1. For Block 16 a, b, c, input the address of the Government Contracting Activity.

Point of Contact: (Block 16 d, e, f)

For Block 16 d, e, f, you will find pre-populated Point of Contact information. This information aligns to the contracting officer you have identified in the form.

Required Distribution by the Certifying Official: (Block 18)

1. For Block 18, select where you would like the completed DD Form 254 to be sent.
2. Select **Next** to continue.

NI2

WELCOME

NCCS - ORIGINATE SOLICITATION / TX001 / Test Business

Testing

ACTIVITY ADDRESS CODE (AAC) OF THE CONTRACTING OFFICE
TEST11

ADDRESS LINE 1
10 Testing Way

ADDRESS LINE 2

CITY Testing **STATE** Tennessee **ZIP CODE** 12345

POC TELEPHONE
(316) 546-3105

EMAIL ADDRESS
gat_254_ko_1@dcsa.gov

REQUIRED DISTRIBUTION BY THE CERTIFYING OFFICIAL (BLOCK 18)

CHECK ALL THAT APPLY

☐ a. Contractor

☐ b. Subcontractor

☐ c. Cognizant Security Office for Prime and Subcontractor

☐ d. U.S. Activity Responsible for Overseas Security Administration

☐ e. Administrative Contracting Officer

☐ f. Other as Necessary

Q1: Classification & Prime
Q2: Clearance, Spec, and Follow-On
Q3: Actual Performance
Q4: Procurement Description
Q5: Contract Access
Q6: Security
Q7: Security Requirements & Inspections
Q8: Add Reviewers
Q9: Add Certifier
Q10: Add Contracting Office
Q11: GCA, POC, and Distribution
Review

Prev **Next**

On this screen, you have the option to tag agencies before submitting the DD Form 254.

1. Select **Tag Agencies** to open a pop-up window.
2. Select the appropriate agency and any additional hierarchy tiers as required.
3. Select **Add Agency** and verify that it appears in the Tag Agencies window, then select **Save**.

WELCOME

NCCS

Originate

Prime

Solicitation

Security Guidance

Review & Release

ALL DD Form 254s

All DD Form 254s

My Created DD For...

All Subcontracts

NCCS - ORIGINATE SOLICITATION / TX001 / Test Business

REVIEW AND SUBMIT

There were no errors found in the DD Form 254. The DD Form 254 can be submitted for review.

View PDF

Submit DD254

ADDITIONAL DOCUMENTATION

By uploading documents, you may provide Personally Identifiable Information (PII) or Social Security Numbers (SSN). Disclosure of your SSN is voluntary. This information will be used solely for processing your request IAW E.O. 12829, National Industrial Security Program (NISP). For more details, please review our [Privacy Act Statement](#).

Select any applicable documentation for this submission

You may upload up to 25 files for this DD 254. Each file cannot exceed 25 MB.

TAGGED AGENCIES

Settings

Add Agency

Acti...	Primary Org	Secondary Org	Tertiary Org	Quaternary Org	Quinary Org	Senary Org
Fake Org 1	N/A	N/A	N/A	N/A	N/A	N/A

Q1: Classification & Prime

Q2: Clearance, Spec, and Follow-On

Q3: Actual Performance

Q4: Procurement Description

Q5: Contract Access

Q6: Security

Q7: Security Requirements & Inspections

Q8: Add Reviewers

Q9: Add Certifier

Q10: Add Contracting Office

Q11: GCA, POC, and Distribution

Review


The screenshot shows the 'NCCS - ORIGINATE SOLICITATION / TX001 / Test Business' page. A modal window titled 'Add Tagged Agency' is open, displaying a list of five tiers (TIER 0 ORGANIZATION to TIER 5 ORGANIZATION) with dropdown arrows. A green arrow points to the 'Save' button in the modal. The background page includes a 'WELCOME' section, 'NCCS' navigation, 'ADDITIONAL DOCUMENTS', 'TAGGED AGENCIES', and a 'Review' section on the right.

Form Validation

Review and validate your DD Form 254 before submitting it for the next step in the workflow.

On this screen, you will be presented with errors or warnings found within the information you have provided. Review the errors or warnings and take any necessary actions to ensure the information you have provided is accurate and complete.

1. Select the hyperlink.
2. Select the check mark from the section navigation on the right of the screen to take you back to the Form Validation section.

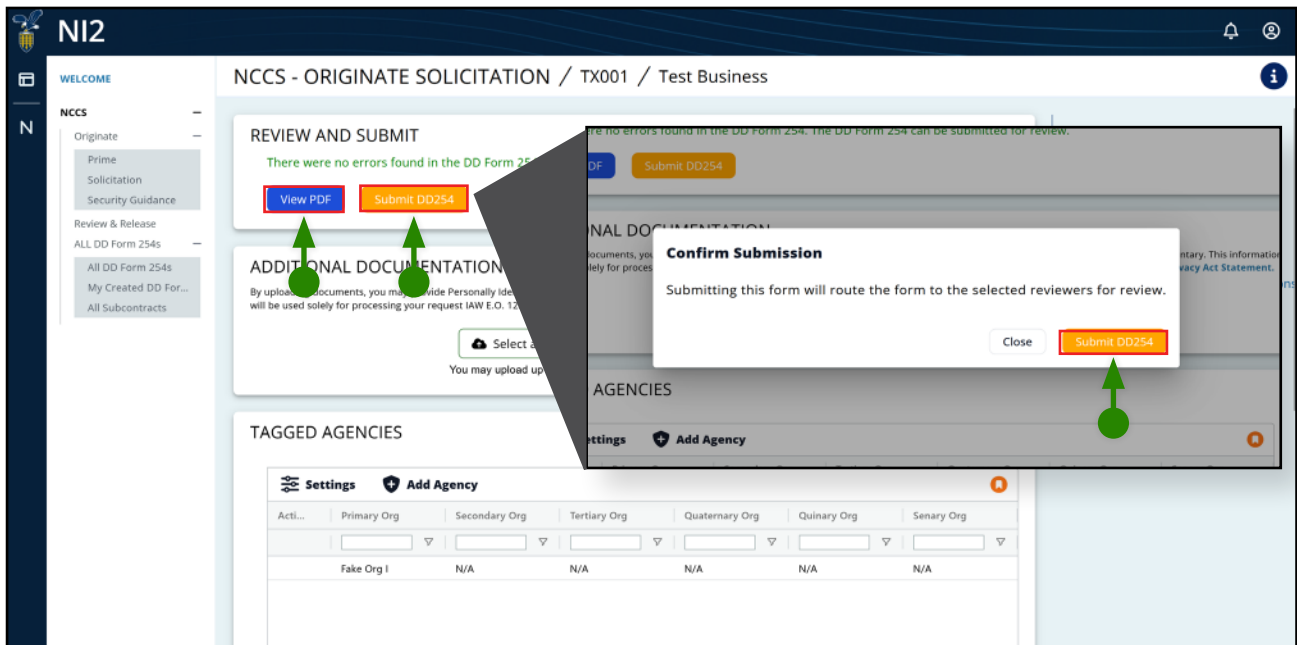
 **Note:** In NI2, you can use this navigation bar at any point in originating a DD Form 254 to move to different sections. Your work on the DD Form 254 is auto saved in NI2. You can exit the document at any time and return to your saved work.

With errors addressed and warnings acknowledged, consider reviewing the finalized information in the PDF version and saving a copy for your documentation.

3. Select **View PDF** to review your DD Form 254.
4. Select the **Exit** button the “X” at the top right of the PDF to continue.

You are now ready to submit your DD Form 254 to the next stage of the process, having reviewed and corrected it.

5. Select **Submit DD254 w/Warnings**.
6. Select **Submit DD254** to confirm your submission.



Creating a Revised DD Form 254 in NI2

Creating a Revised DD Form 254 in NI2

Role

The Government Originator is the requirements owner who is responsible for creating the draft DD Form 254.

Revised DD Form 254s

Revised DD Form 254s are issued when there is a change to the classification guidance or security requirements of the contract.

Getting Started

1. Review the Consent to Monitor and select **Acknowledge** to continue.



National Industrial Security System (NISS) Increment II (NI2)

Acknowledge

This is an official U.S. Government (USG) Information System (IS) for authorized use only.


Do not Discuss, Enter, Transfer, Process, or Transmit Classified/Sensitive National Security information of greater sensitivity than that for which this system is authorized. Use of this system constitutes consent to security testing and monitoring. All individuals are advised that system administrators may provide evidence of possible criminal activity identified during such monitoring to appropriate law enforcement officials. Unauthorized attempts to upload, download or change information is strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1987, the National Information Infrastructure Protection Act of 1996, and United States Code Title 18, Section 1030. Under the Privacy Act of 1974, individuals with access to NISS must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United State Code, Section 552a, Public Law 93-579, DoDD 5400.11-R and the applicable service directives. Information contained herein is exempt from mandatory disclosure under FOIA. Exemption(s) 6 and 7c apply.

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests -- not for your personal benefit or privacy
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their

NI2 Welcome Screen


1. Select the **Review & Release** tab in the left navigation menu to reveal the revision options.

 **Note:** The left navigation tabs are context dependent; that means they will be different depending on your profile's registered roles. You must be registered as an Originator to have access to the Originate menu options.




Released List

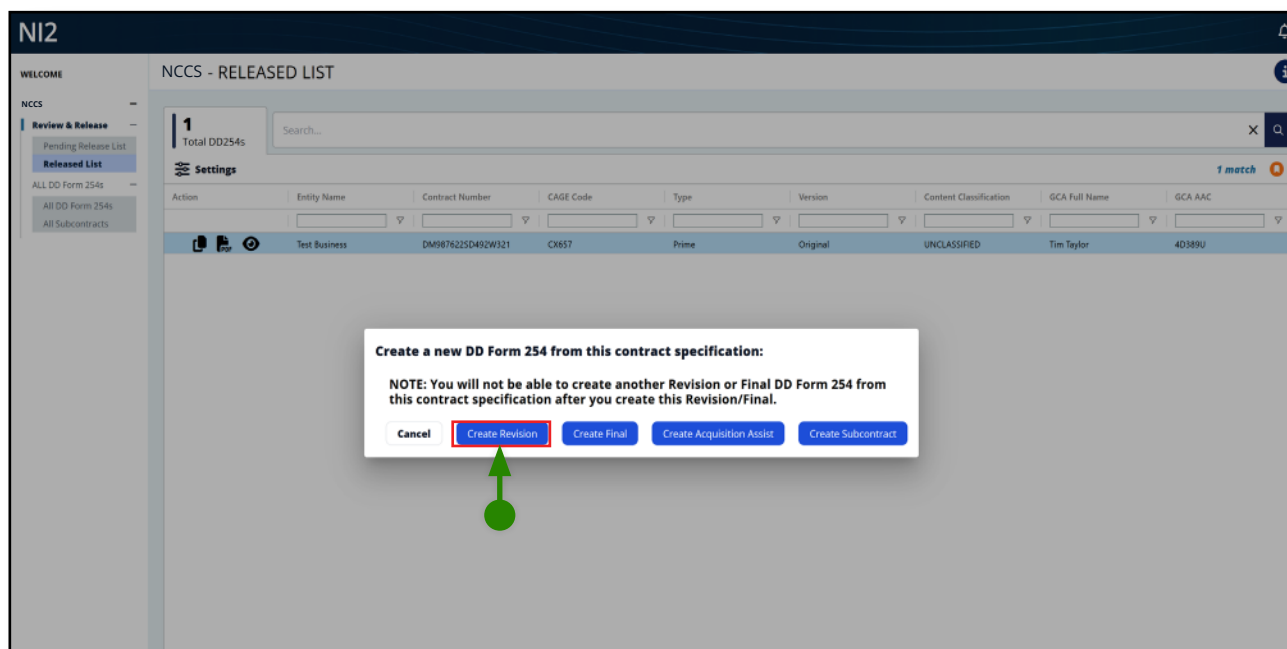
1. Find the released contract. You can search by entity name, contract number, CAGE Code, type, version, content classification, release date, GCA full name or GCA Activity Address Code (AAC).
2. Under the Action column, select the two overlapping pages icon to edit the original DD Form 254.

 **Note:** Originators can edit released DD Form 254s that they created or that they have access to based on their registration. The presence of the icon with two overlapping pages indicates that you have access to that form.

3. Select **Create Revision** in the pop-up box.

 **Note:** From here, NI2 will lead you through the blocks of the released DD Form 254. All of the blocks are editable for your revision. For step-by-step instructions on completing all blocks of a DD Form 254 in NI2 System, please see "Originating a Prime DD Form 254 in this Government User Guide"

4. To proceed through the DD Form 254, select **Next** at the bottom of each screen.



Creating a Final DD Form 254 in NI2

Creating a Final DD Form 254 in NI2

Final DD Form 254s

A Final DD Form 254 is issued only if the contractor requests the right to retain any project-related classified materials beyond the National Industrial Security Program Operating Manual (NISPOM) permitted time frame.

Getting Started

1. Review the Consent to Monitor and select **Acknowledge** to continue.



National Industrial Security System (NISS) Increment II (NI2)

Acknowledge

This is an official U.S. Government (USG) Information System (IS) for authorized use only.


Do not Discuss, Enter, Transfer, Process, or Transmit Classified/Sensitive National Security information of greater sensitivity than that for which this system is authorized. Use of this system constitutes consent to security testing and monitoring. All individuals are advised that system administrators may provide evidence of possible criminal activity identified during such monitoring to appropriate law enforcement officials. Unauthorized attempts to upload, download or change information is strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1987, the National Information Infrastructure Protection Act of 1996, and United States Code Title 18, Section 1030. Under the Privacy Act of 1974, individuals with access to NISS must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United State Code, Section 552a, Public Law 93-579, DoDD 5400.11-R and the applicable service directives. Information contained herein is exempt from mandatory disclosure under FOIA. Exemption(s) 6 and 7c apply.

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- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests --not for your personal benefit or privacy
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their

NI2 Welcome Screen

1. Select the **Review & Release** tab in the left navigation menu to reveal the revision options.


 **Note:** The left navigation tabs are context dependent; that means they will be different depending on your profile's registered roles. You must be registered as an Originator to have access to the Originate menu options.




Released List

In the left navigation menu, select **Released List** to begin creating a final prime DD Form 254.

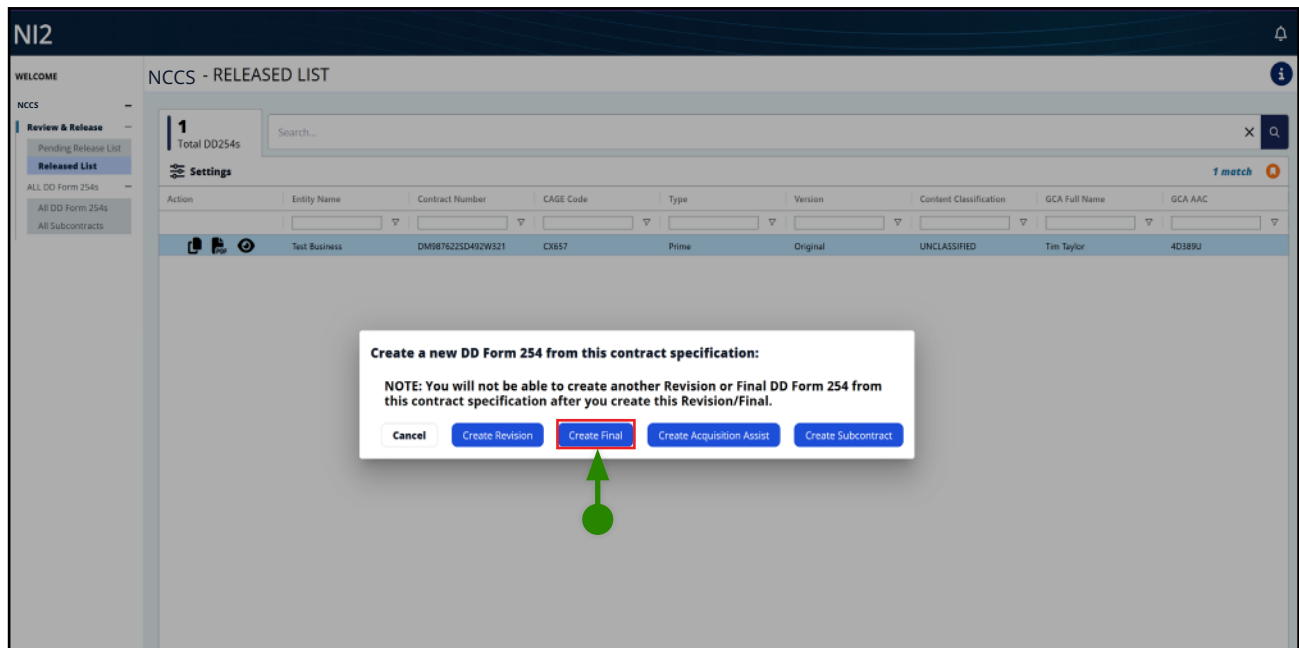
1. Find the released contract. You can search by entity name, contract number, CAGE Code, type, version, content classification, release date, GCA full name or GCA AAC.
2. Under the Action column, select the two overlapping pages icon to edit the original DD Form 254.

 **Note:** If you created or have permission to access a released DD Form 254 (based on your registration), you can edit it. The overlapping pages icon shows you have access.

3. Select **Create Final** in the pop-up box.

 **Note:** From here, NI2 will lead you through the blocks of the released DD Form 254. All of the blocks are editable for your revision.

4. You may proceed through the DD Form 254 by selecting **Next** at the bottom of each screen.



Final DD Form 254 (Block 5)

Block 5 is an extra block in NI2 only used for Final DD Form 254s. You will find Block 5 on the screen titled “Clearance, Specifications, and Follow-On Contract”.

1. Type the Final Request Date. You can select the calendar icon to choose the date.
2. Type the number of days for the retention period.
3. Select **Next** to continue.

 **Note:** For step-by-step instructions on completing all blocks of a DD Form 254 in NI2, please see “Originating a Prime DD Form 254” in this Government User Guide.

Creating an Acquisition Assist DD Form 254 in NI2

Creating an Acquisition Assist DD Form 254 in NI2

Getting Started

1. Review the Consent to Monitor and select **Acknowledge** to continue.



NI2

National Industrial Security System

National Industrial Security System (NISS) Increment II (NI2)

➡

Acknowledge

This is an official U.S. Government (USG) Information System (IS) for authorized use only.


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- At any time, the USG may inspect and seize data stored on this IS
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests --not for your personal benefit or privacy
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their

NI2 Welcome Screen

1. Select the **Review & Release** tab in the left navigation menu to reveal the revision options.


 **Note:** The left navigation tabs are context dependent; that means they will be different depending on your profile's registered roles. You must be registered as an Originator to have access to the Originate menu options.




Released List

In the left navigation menu, select **Released List** to begin creating a final prime DD Form 254.

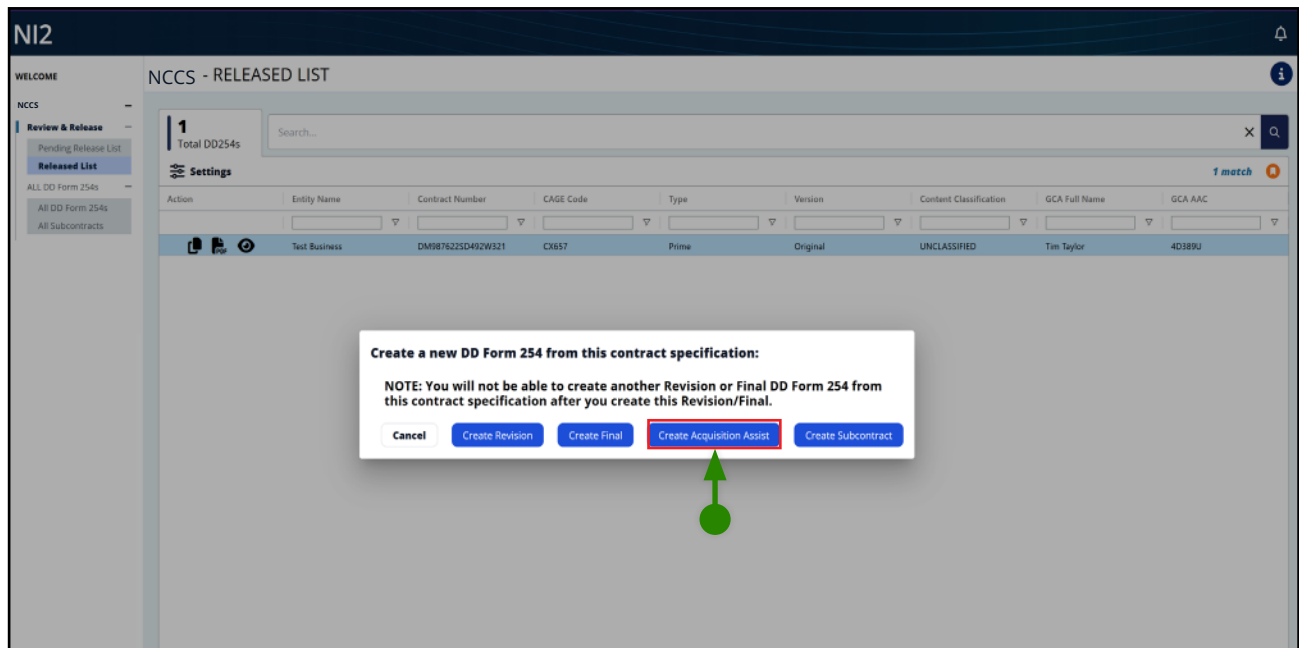
1. Find the released contract. You can search by entity name, contract number, CAGE Code, type, version, content classification, release date, GCA full name or GCA AAC.
2. Under the Action column, select the two overlapping pages icon to edit the original DD Form 254.

 **Note:** If you created or have permission to access a released DD Form 254 (based on your registration), you can edit it. The overlapping pages icon shows you have access.

3. Select **Create Acquisition Assist** in the pop-up box.

 **Note:** From here, NI2 will lead you through the blocks of the released DD Form 254. All of the blocks are editable for your revision.

4. You may proceed through the form by selecting **Next** at the bottom of each screen.



Acquisition Assist DD Form 254 (Block 2)

Block 2 is an extra block in NI2 only used for Final DD Form 254s. You will find Block 2 on the screen titled “Clearance, Specifications, and Follow-On Contract”.

1. Select the Acquisition Assist type required and input the acquisition assist number.
2. Select **Add Acquisition Assist** to confirm.
3. Select **Next** to continue.

 **Note:** For step-by-step instructions on completing all blocks of a DD Form 254 in NI2, please see “Originating a Prime DD Form 254” in this Government User Guide.

Government Reviewer

Government Reviewer

Getting Started

1. Review the Consent to Monitor and select **Acknowledge** to continue.



National Industrial Security System (NISS) Increment II (NI2)

➡

Acknowledge

This is an official U.S. Government (USG) Information System (IS) for authorized use only.

Do not Discuss, Enter, Transfer, Process, or Transmit Classified/Sensitive National Security Information of greater sensitivity than that for which this system is authorized. Use of this system constitutes consent to security testing and monitoring. All individuals are advised that system administrators may provide evidence of possible criminal activity identified during such monitoring to appropriate law enforcement officials.

Unauthorized attempts to upload, download or change information is strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1987, the National Information Infrastructure Protection Act of 1996, and United States Code Title 18, Section 1030. Under the Privacy Act of 1974, individuals with access to NISS must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United State Code, Section 552a, Public Law 93-579, DoDD 5400.11-R and the applicable service directives. Information contained herein is exempt from mandatory disclosure under FOIA. Exemption(s) 6 and 7c apply.

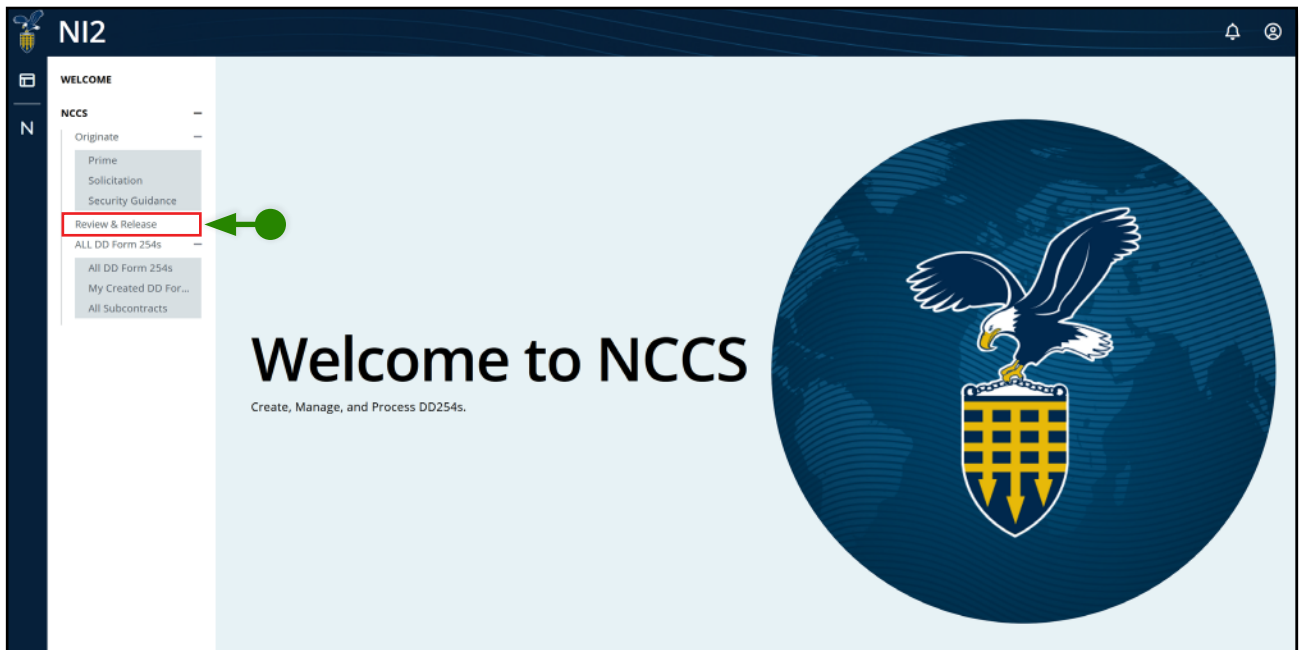
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- At any time, the USG may inspect and seize data stored on this IS
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for your personal benefit or privacy
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their

NI2 Welcome Screen

There are three ways to begin the review process of this form:

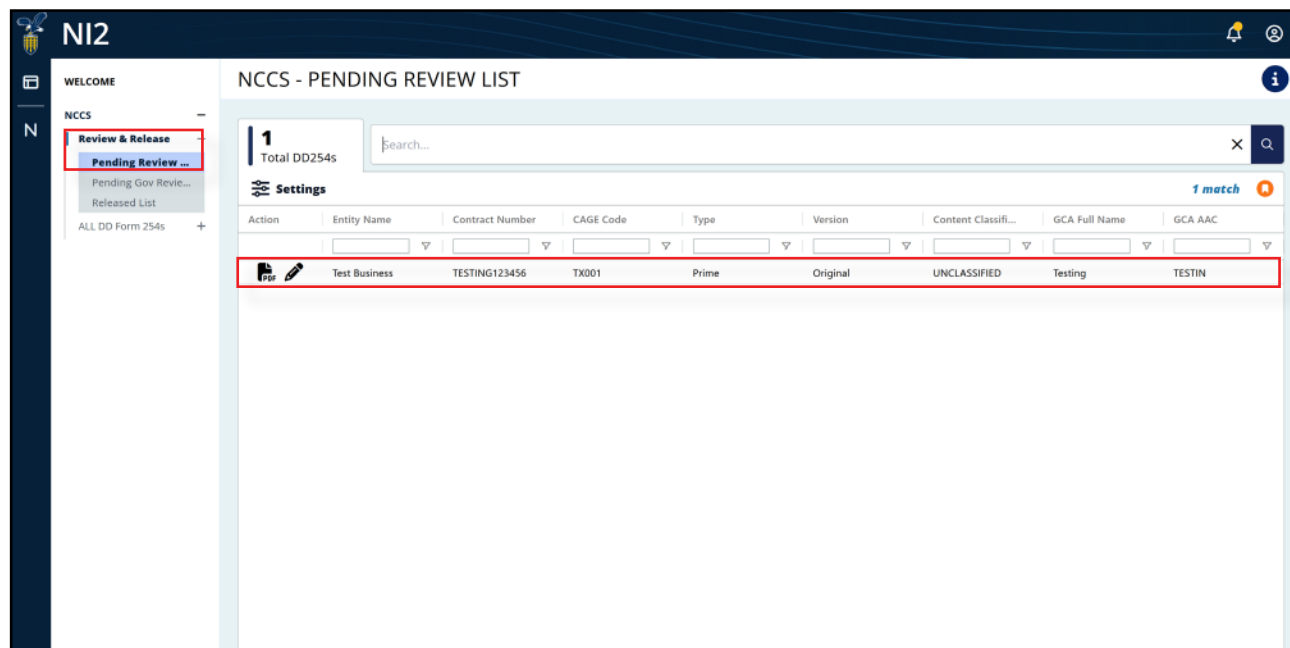
1. From the Notifications box, select the business name of the prime contractor.
2. From the left navigation menu, select **My Dashboard**. Here, you can locate the DD Form 254 under “My Assigned Contracts”.
3. From the left navigation menu, select **Review & Release**. Next, select **Pending Review List**.



Pending Review List

From here, you have two action options:

- Selecting the **PDF icon** opens a draft PDF version of the form, offering a quick preview without going into the review screens in the application.
- Selecting the **pencil icon** allows you to enter the review mode of this DD Form 254 in the application. You will only have the editing option if you have editing permissions for this DD Form 254.



Review Mode Blocks (1-9) (16-18)

1. Select **Blocks (1-9) (16-18)** at the top of the screen. These are read-only blocks.
2. There are two ways to review the information in Blocks (1-9) (16-18):
 - Open the PDF by selecting **Preview** at the top-right corner of the screen.
 - In the NI2 system, scroll down to read Blocks 1-9 and 16-18.
3. If there are errors in these blocks for the originator to correct, select **Return to Originator**.
4. In the Return to Originator pop-up box, type a reason for returning the form.
5. Select **Return to Originator**.

The originator gets the DD Form 254 back, fixes it, and sends it through the review process again.

 **Note:** Best practice is to review the entire DD Form 254 before returning it to the originator.

NI2

Test Business - TESTING123456

Pending Review List > Test Business

Blocks (1-9) (16-18) | Blocks (10-12) (14-15) | Blocks (13) | Reviewers | Documents

CLASSIFICATION

Classification of DD Form 254 B0

CLASSIFICATION
UNCLASSIFIED

CLEARANCE, SPECIFICATIONS, AND FOLLOW-ON CONTRACT

Classification & Prime Contractor, Specifications, Follow-On Contract B1-B4

FCL LEVEL REQUIRED	LEVEL OF SAFEGUARDING FOR CLASSIFIED INFO
CONFIDENTIAL	CONFIDENTIAL
2A. CONTRACT TYPE	PRIME CONTRACT NUMBER
Prime	TESTING123456
3A. DD FORM 254 TYPE	RELEASED DATE
Original	
FINAL DD FORM 254 REQUEST DATE	FINAL RETENTION PERIOD (DAYS)

Review Mode Blocks (10-12) (14-15)

1. Select **Blocks (10-12) (14-15)** at the top of the screen. The user in the reviewer role has permissions to make edits in these blocks.
2. Review the information in Blocks (10-12) (14-15). Select the **Pencil icon** to go into edit mode.
3. Check or uncheck option selections.
4. Select **Save**.

NI2

Test Business - 1234567890123

Test Business

Preview | Return to Originator | Sign

Blocks (1-9) (16-18) | **Blocks (10-12) (14-15)** | Blocks (13) | Reviewers | Documents

CONTRACT ACCESS

Contract will require access to B10

SELECTED: 10a

In performing this contract, the contractor B11

SELECTED: 11e

Public Access B12

PUBLIC RELEASE OPTIONS
Direct

PUBLIC RELEASE AUTHORITY
Testing Testing

SECURITY REQUIREMENTS AND INSPECTIONS

Additional Security Requirements B14

SELECTION
Yes

ADDITIONAL REQUIREMENT DETAILS
Testing Testing

Inspections B15

SELECTION
Yes

ADDITIONAL REQUIREMENT DETAILS
Testing Testing

Review Mode Block 13

1. Select **Block 13** at the top of the screen. Changes to Blocks 10 and 11 will be reflected in Block 13.
2. Select the **Pencil icon** to make changes.
3. Select **Save**.

NI2

WELCOME

Test Business - TESTING123456

Pending Review List > Test Business

Preview Return to Originator Sign

Blocks (1-9) (16-18) Blocks (10-12) (14-15) **Blocks (13)** Reviewers Documents

SECURITY GUIDANCE

Block 13 General

Facility Security Clearance: The Contractor shall possess and maintain a facility clearance granted by the Defense Counterintelligence and Security Agency (DCSA). The Contractor's employees, performing work in support of this contract (not technicians as stated below) will require security clearance/eligibility determination based on a favorably adjudicated TS or TSR with SCI eligibility; be within investigation scope and/or currently enrolled in Continuous Evaluation (CE) / Continuous Vetting (CV) at the time of contract award and throughout the life of the contract to include all potential option years identified in this PWS. The DD 254 will be housed within the NCCS through the life of the contract. The Contractor shall be registered within NCCS at time of award to gain access to the DD 254. It is incumbent upon the Contractor to ensure that the necessary security paperwork is submitted in sufficient time to enable each individual to be cleared prior to beginning work on this contract. In the event that the NCCS is superseded by another System of Record, the same requirements a...

Ref10a

Ref 10a: The performance of this contract shall require access to Communication Security (COMSEC) and Controlled Cryptographic Item (CCI) information and Secure Telephone Equipment necessary for secure communications. Access to COMSEC information, material, and equipment is restricted to U.S. citizens holding FINAL U.S. government security clearances/eligibilities. Such information is NOT releasable to personnel holding interim or reciprocal clearances. DoD 5220.22-M, 32 CFR, National Security Agency (NSA) Central Security Service (CSS), NSA/CSS Policy Manual No. 3-16 "Control of Communications Security (COMSEC) Material," 5 August 2005, applies to this contract. An approved subcontracting plan and Government Contracting Officer written approval is required prior to granting COMSEC access to a subcontractor.

NI2

WELCOME

Test Business - TESTING123456

Pending Review List > Test Business

Preview Return to Originator Sign

Blocks (1-9) (16-18) Blocks (10-12) (14-15) **Blocks (13)** **Reviewers** Documents

SECURITY GUIDANCE

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Reviewers

The reviewer list shows you all the reviewers assigned to this DD Form 254. You can see who has already reviewed the form and who will review it after you. The DD Form 254 can have up to eight reviewers.

1. Select the **Reviewers** tab at the top of the screen.

Documents

The Documents tab allows you to see all the documents uploaded during the creation of the DD Form 254. You can download these documents for further review.

1. Select **Documents** tab at the top of the screen.

History

The History tab tracks the DD Form 254s journey from creation to release. It tracks changes and updates to the document that you and other reviewers have made.

1. Select **History** tab at the top of the screen.

Sign

If you are satisfied with your review and do not have any suggested changes, you can proceed to the end of the process.

1. Select **Sign**.
2. Select **Sign Form**.

You, government reviewer, have now signed the form. From here, the DD Form 254 will either move to the next reviewer or advance to the certifier.

The screenshot shows the NI2 Test Business interface for 'Test Business - TD7819823SDE88000'. The 'Sign' button in the top right corner is highlighted with a green arrow. The interface includes a sidebar with 'NCCS' and 'Review & Release' sections, and a main content area with tabs for 'Blocks (1-9) (16-18)', 'Blocks (10-12) (14-15)', 'Blocks (13)', 'Reviewers', and 'Documents'. The 'Documents' tab is active, showing a list of documents with details for 'Ref11j' and 'Ref11i'.

The screenshot shows the NI2 Test Business interface for 'Test Business - 1234567890123'. A 'SIGNING CONFIRMATION' dialog box is displayed in the center, with the text 'Signing this form will send the form to the next selected reviewer for evaluation.' and buttons for 'Close' and 'Sign Form'. The 'Sign Form' button is highlighted with a green arrow. The background interface shows the same sidebar and tabs as the previous screenshot, with the 'Documents' tab active.

Certifying Official

Certifying Official

Getting Started

1. Review the Consent to Monitor and select **Acknowledge** to continue.



NI2

National Industrial Security System

National Industrial Security System (NISS) Increment II (NI2)

➡

Acknowledge

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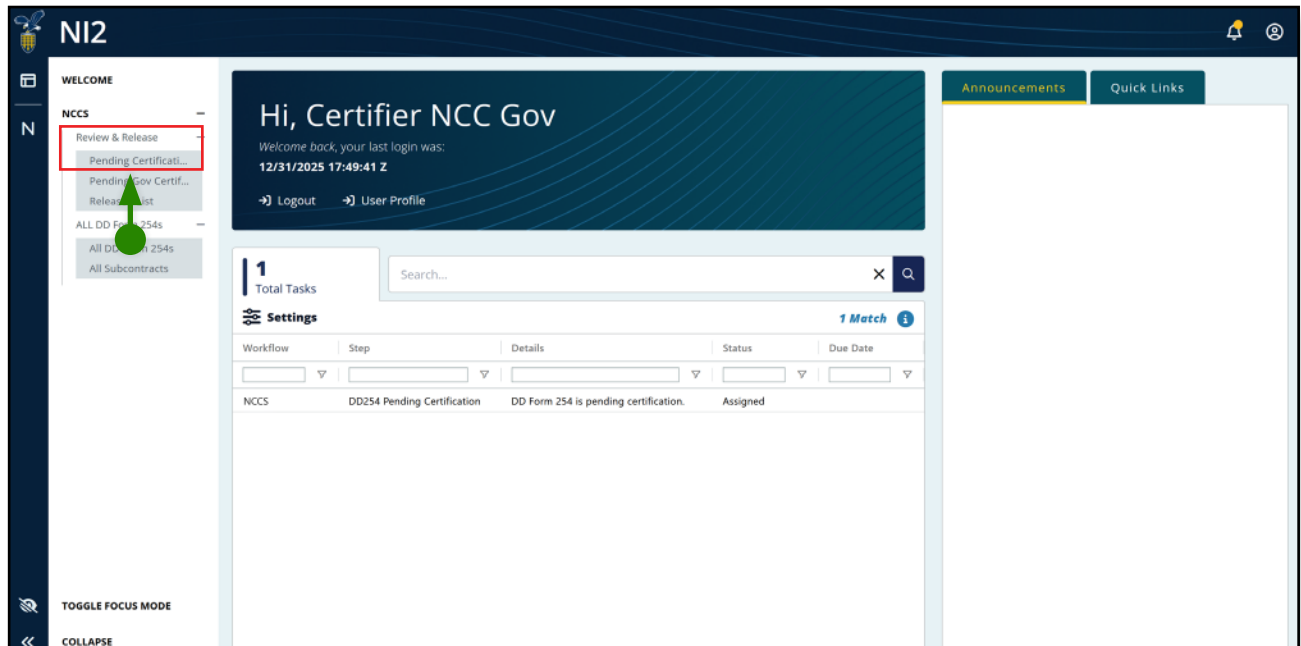
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There are three ways to begin the review process of this form:

1. From the **Notifications** box, select the business name of the prime contractor.
2. From the left navigation menu, select **My Dashboard**. Here, you can locate the DD 254 under "My Assigned Contracts".
3. From the left navigation menu, select **Review & Release**. Next, select **Pending Certification List**.



Pending Certification List

From here, you have two action options:

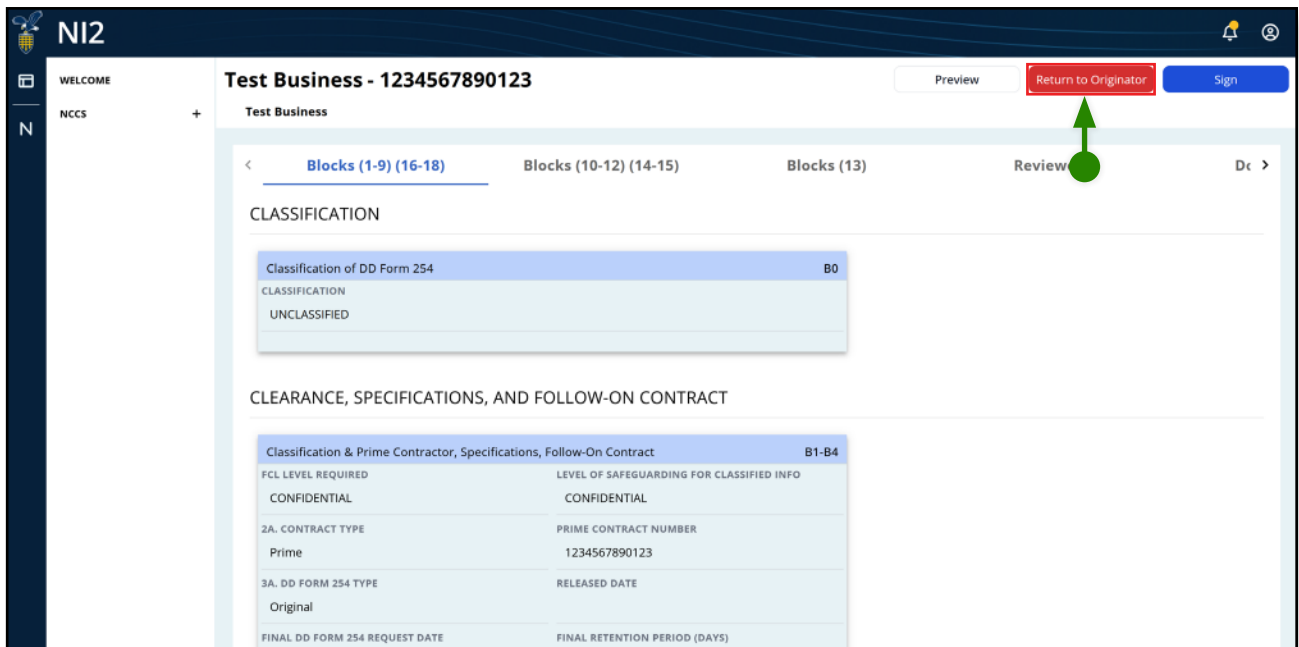
- Selecting the **PDF icon** opens a draft PDF version of the form, offering a quick preview without going into the review screens in the application.
- Selecting the **Pencil icon** allows you to enter the review mode of this DD Form 254 in the application. You will only have the editing option if you have editing permissions for this DD Form 254.

Review Mode Blocks (1-9) (16-18)

1. Select **Blocks (1-9) (16-18)** at the top of the screen. These are read-only blocks.
2. There are two ways to review the information in Blocks (1-9) (16-18):
 - Open the PDF by selecting **Preview** at the top-right corner of the screen.
 - In the NI2 application, scroll down to read Blocks 1-9 and 16-18.
3. If there are errors in these blocks for the originator to correct, select **Return to Originator**.
4. In the Return to Originator pop-up box, type a reason for returning the form.
5. Select **Return to Originator**.

The originator will take back ownership of the DD Form 254, make their necessary adjustments, and then re-submit it through the review process.

 **Note:** Best practice is to review the entire DD Form 254 before returning it to the originator.



NI2

Test Business - 1234567890123

Preview Return to Originator Sign

Blocks (1-9) (16-18) Blocks (10-12) (14-15) Blocks (13) Review

CLASSIFICATION

Classification of DD Form 254	B0
CLASSIFICATION	
UNCLASSIFIED	

CLEARANCE, SPECIFICATIONS, AND FOLLOW-ON CONTRACT

Classification & Prime Contractor, Specifications, Follow-On Contract		B1-B4
FCL LEVEL REQUIRED	LEVEL OF SAFEGUARDING FOR CLASSIFIED INFO	
CONFIDENTIAL	CONFIDENTIAL	
2A. CONTRACT TYPE	PRIME CONTRACT NUMBER	
Prime	1234567890123	
3A. DD FORM 254 TYPE	RELEASED DATE	
Original		
FINAL DD FORM 254 REQUEST DATE	FINAL RETENTION PERIOD (DAYS)	

Review Mode Blocks (10-12) (14-15)

1. Select **Blocks (10-12) (14-15)** at the top of the screen. The user in the reviewer role has permissions to make edits in these blocks.
2. Review the information in Blocks (10-12) (14-15). Select the **Pencil icon** to go into edit mode.
3. Check or uncheck option selections.
4. Select **Save**.

The screenshot displays the NI2 Test Business interface for 'Test Business - 1234567890123'. The interface includes a sidebar with navigation options like 'WELCOME', 'NCCS', and 'Review & Release'. The main content area shows a tabbed interface with 'Blocks (10-12) (14-15)' selected. The 'CONTRACT ACCESS' section contains three blocks: 'Contract will require access to' (B10), 'In performing this contract, the contractor' (B11), and 'Public Access' (B12). The 'Contract will require access to' block has a pencil icon highlighted with a green arrow. The 'SECURITY REQUIREMENTS AND INSPECTIONS' section contains two blocks: 'Additional Security Requirements' (B14) and 'Inspections' (B15).

Review Mode Block 13

1. Select **Block 13** at the top of the screen. Changes to Blocks 10 and 11 will be reflected in Block 13.
2. Select the **Pencil icon** to make changes.
3. Select **Save**.

The screenshot shows the NI2 Test Business interface for 'TESTING123456'. The top navigation bar includes 'Preview', 'Return to Originator', and 'Sign' buttons. The left sidebar shows 'WELCOME' and 'NCCS' sections. The main content area is titled 'Test Business' and displays 'Blocks (1-9) (16-18)', 'Blocks (10-12) (14-15)', and 'Blocks (13)'. The 'Blocks (13)' tab is selected and highlighted with a red box. Below the tabs, the 'SECURITY GUIDANCE' section is visible, with 'Block 13 General' selected. A green arrow points to the 'Blocks (13)' tab, and another green arrow points to a pencil icon in the top right corner of the 'Block 13 General' section, indicating where to click to make changes.

Block 13 General

Facility Security Clearance: The Contractor shall possess and maintain a facility clearance granted by the Defense Counterintelligence and Security Agency (DCSA). The Contractor's employees, performing work in support of this contract (not technicians as stated below) will require security clearance/eligibility determination based on a favorably adjudicated T5 or T5R with SCI eligibility; be within investigation scope and/or currently enrolled in Continuous Evaluation (CE) / Continuous Vetting (CV) at the time of contract award and throughout the life of the contract to include all potential option years identified in this PWS. The DD 254 will be housed within the NCCS through the life of the contract. The Contractor shall be registered within NCCS at time of award to gain access to the DD 254. It is incumbent upon the Contractor to ensure that the necessary security paperwork is submitted in sufficient time to enable each individual to be cleared prior to beginning work on this contract. In the event that the NCCS is superseded by another System of Record, the same requirements a...

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Reviewers

The reviewer list shows you all the reviewers assigned to this DD Form 254. You can see who has already reviewed the form and who will review it after you. The DD Form 254 can have up to eight reviewers.

1. Select **Reviewers** tab at the top of the screen.

Documents

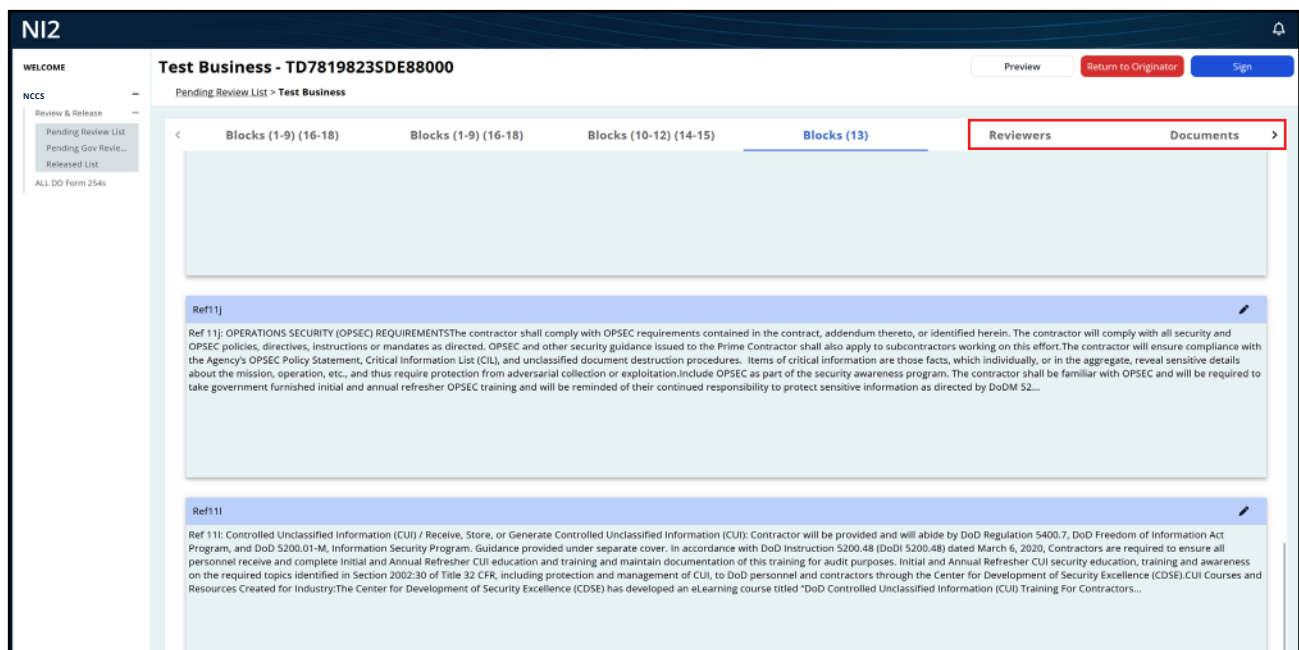
The Documents tab allows you to see all the documents uploaded during the creation of the DD Form 254. You can download these documents for further review.

1. Select **Documents** tab at the top of the screen.

History

The History tab tracks the DD Form 254s journey from creation to release. It tracks changes and updates to the document that you and other reviewers have made.

1. Select **History** tab at the top of the screen.



Sign

If you are satisfied with your review and you do not have any suggested changes, you can proceed to the end of the process.

1. Select **Sign**.
2. Select **Sign Form**.

You, as a certifier, have now signed the form. Form here, the DD Form 254 will advance to the approval process.

The screenshot shows the NI2 Test Business interface for 'Test Business - 1234567890123'. The top navigation bar includes 'Preview', 'Return to Originator', and a highlighted 'Sign' button. A green arrow points to the 'Sign' button. The left sidebar shows a menu with 'NCCS' and 'Review & Release' sections. The main content area displays a table with columns 'Actions', 'Filename', 'Description', and 'Author'. Below the table, it states 'No Documents were uploaded'.

The screenshot shows the same NI2 Test Business interface, but with a 'SIGNING CONFIRMATION' dialog box overlaid. The dialog box contains the text: 'Signing this form will send the form to the next selected reviewer for evaluation.' Below this text are two buttons: 'Close' and 'Sign Form'. A green arrow points to the 'Sign Form' button. The background interface is dimmed.

Government Contracting Officer

Government Contracting Officer

Getting Started

1. Review the Consent to Monitor and select **Acknowledge** to continue.



NI2

National Industrial Security System

National Industrial Security System (NISS) Increment II (NI2)



Acknowledge

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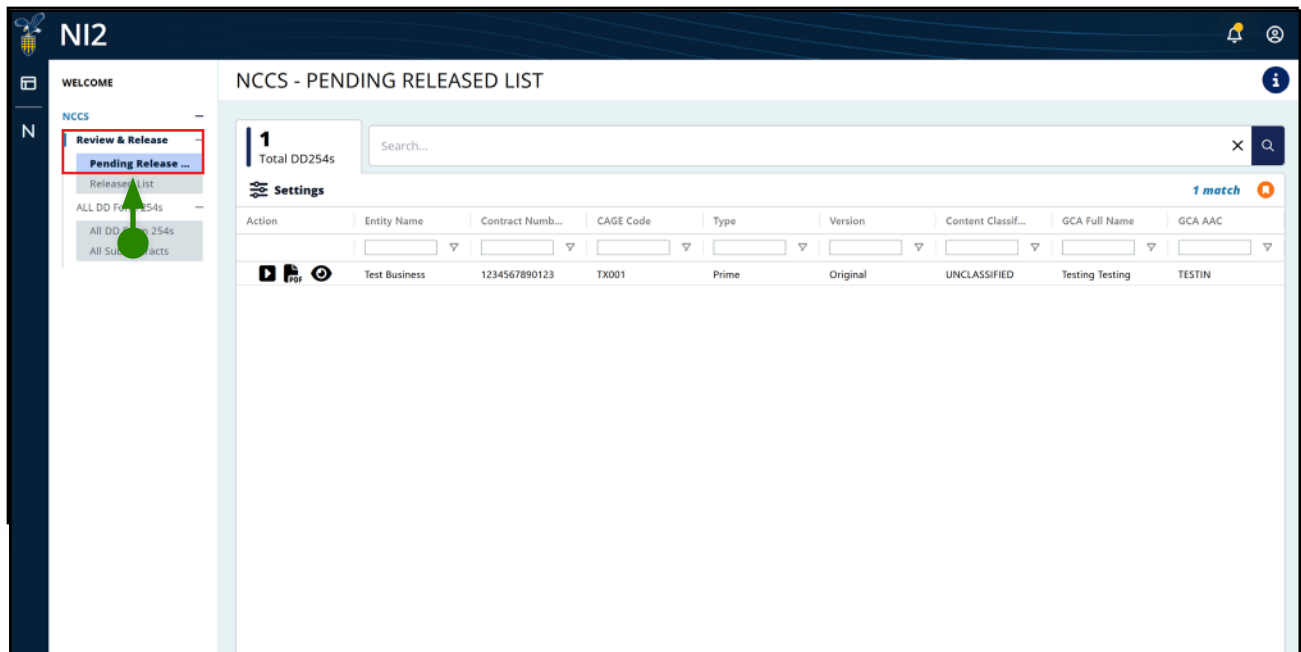
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NI2 Welcome Screen

There are two ways to begin the review process of this form:

1. From the Notifications box, select the business name of the prime contractor.
2. From the left navigation menu, select **Review & Release**. Next, select **Pending Release List**.



Pending Release List

From here, you have three action options:

- Selecting the **Eye icon** lets you view the form without making any changes. You will only have the view option if you do not have editing permissions for this DD Form 254.
- Selecting the **PDF icon** opens a draft PDF version of the form, offering a quick preview without going into the review screens in the application.
- Selecting the **Paper icon** allows you to enter the release mode of this DD Form 254 in the application.

 **Note:** Contracting Officers do not have permissions to edit the DD Form 254 within the NI2 System.

Review Mode

1. Select the **Eye icon** to enter reviewer mode.
2. To progress through the DD Form 254 blocks, select the tab groups at the top of the screen.

Reviewers

The reviewer list shows you all the reviewers assigned to this DD Form 254. You can see who has already reviewed the form and who will review it after you. The DD Form 254 can have up to eight reviewers.

- 1. Select **Reviewers** tab at the top of the screen.

Documents

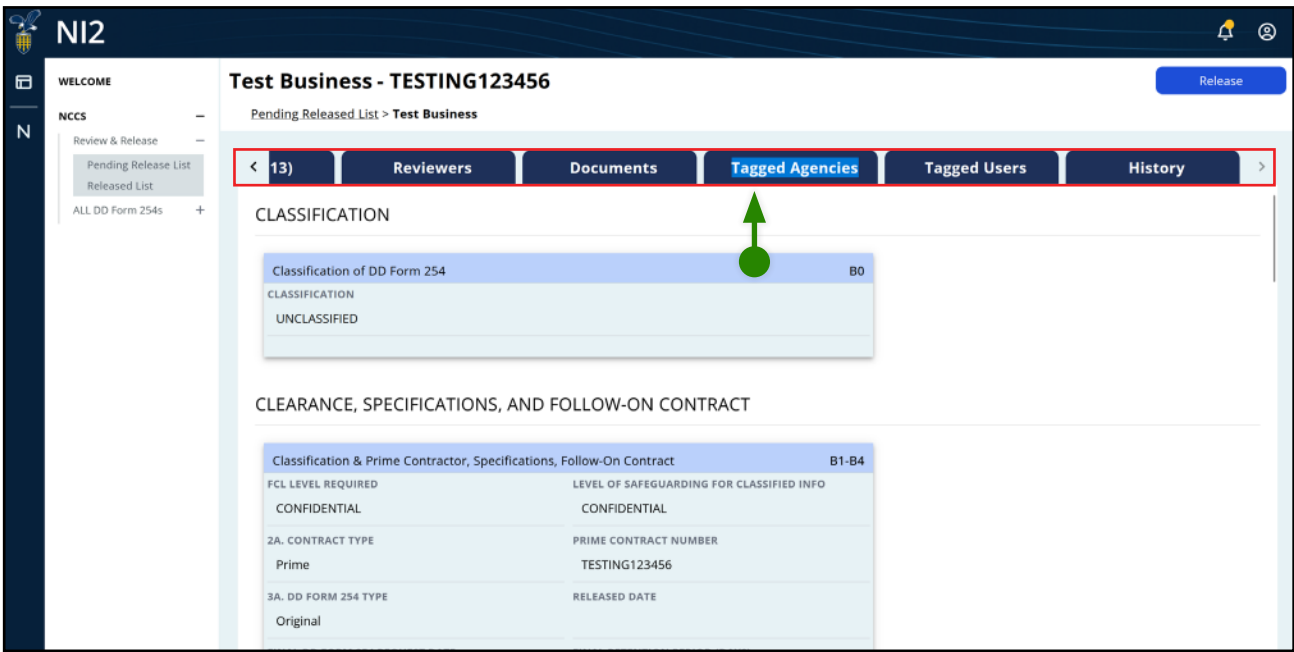
The Documents tab allows you to see all the documents uploaded during the creation of the DD Form 254. You can download these documents for further review.

- 1. Select **Documents** tab at the top of the screen.

History

The History tab tracks the DD Form 254s journey from creation to release. It tracks changes and updates to the document that you and other reviewers have made.

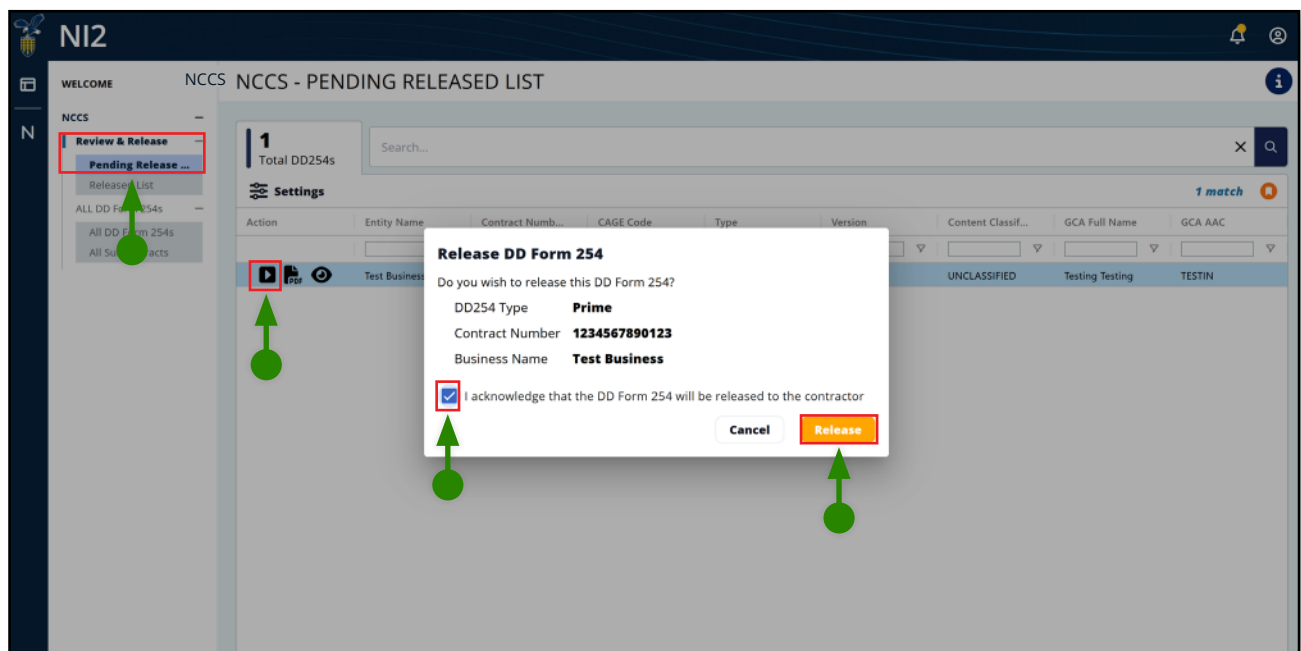
- 1. Select **History** tab at the top of the screen.



Release

If you are satisfied with your review, you can release the document.

1. From the left navigation menu, select **Review & Release**.
2. Select **Pending Release List**.
3. Find the contract in the grid.
4. Select **Play** (the arrow) in the column next to the contract to proceed.
5. Select the box to acknowledge that the DD Form 254 will be released to the contractor.
6. Select the yellow **Release** button.



Released List

Now that you have released the contract, it will appear in the Released List.

1. To confirm that the DD Form 254 has been released, from the left navigation menu, select **Review & Release**.
2. Select **Released List**.

From the Released List, you can review the contract again in the NI2 System or open it in PDF form.

3. Select the **PDF icon**. You will note that the PDF is no longer in draft mode. If you wish, you can download the final PDF from here.

The screenshot shows the NI2 NCCS - RELEASED LIST interface. The left sidebar contains a navigation menu with 'Review & Release' and 'Released List' selected. The main area displays a table of released contracts. A red box highlights the PDF icon in the 'Action' column for the first row, with a green arrow pointing to it.

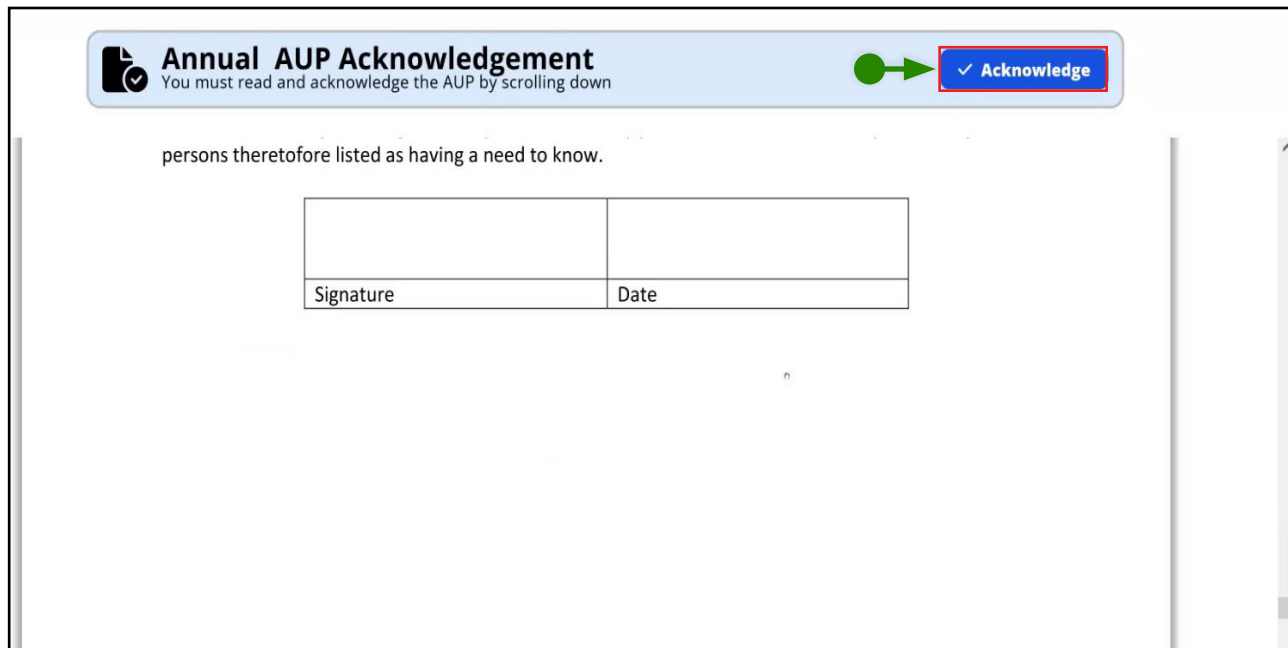
Action	Entity Name	Contract Num...	CAGE Code	Type	Version	Content Classif...	GCA Full Name	GCA AAC
PDF	Test Business	1234567890123	TX001	Prime	Original	UNCLASSIFIED	Testing Testing	TESTIN

Creating a Contract

Creating a Contract

The following steps demonstrate how to create a contract in the user role of a Government Contracting Activity (GCA) Contract Officer (KO). These steps are for training purposes only, and steps to complete a contract may vary depending on the type of contract.

1. Review the Consent to Monitor, and select **Acknowledge** to continue.

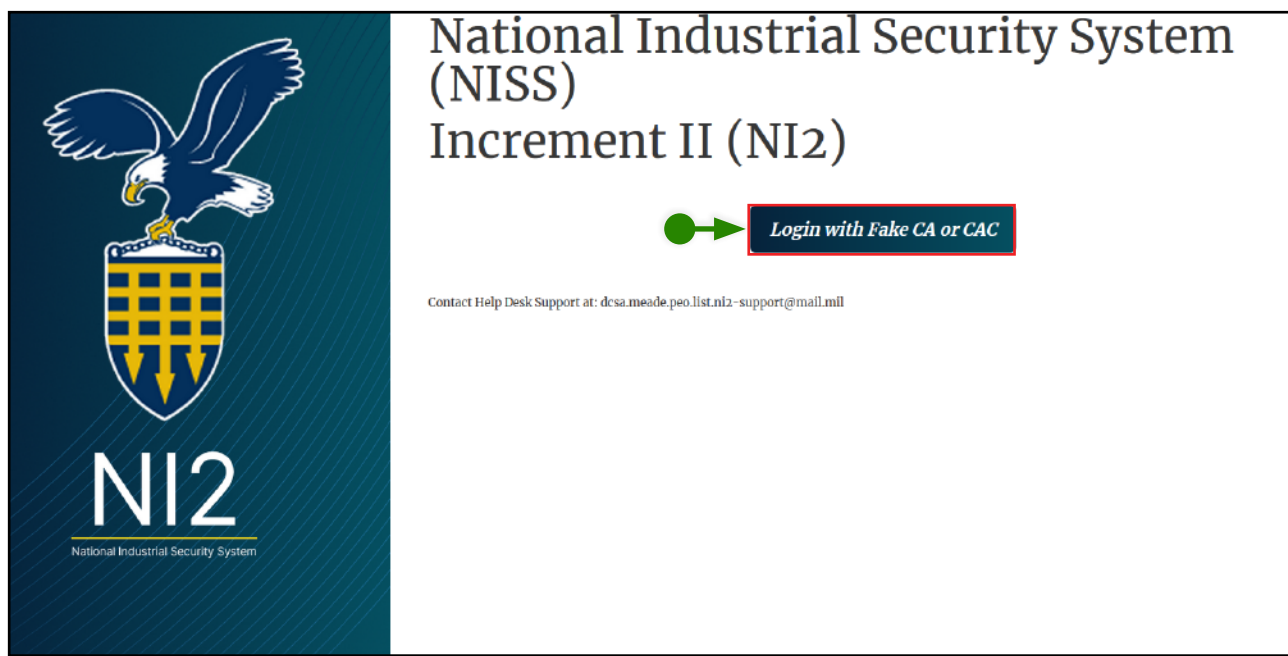


Annual AUP Acknowledgement
You must read and acknowledge the AUP by scrolling down

persons theretofore listed as having a need to know.

Signature	Date

2. Login with **CA or CAC** to Authenticate into the system.

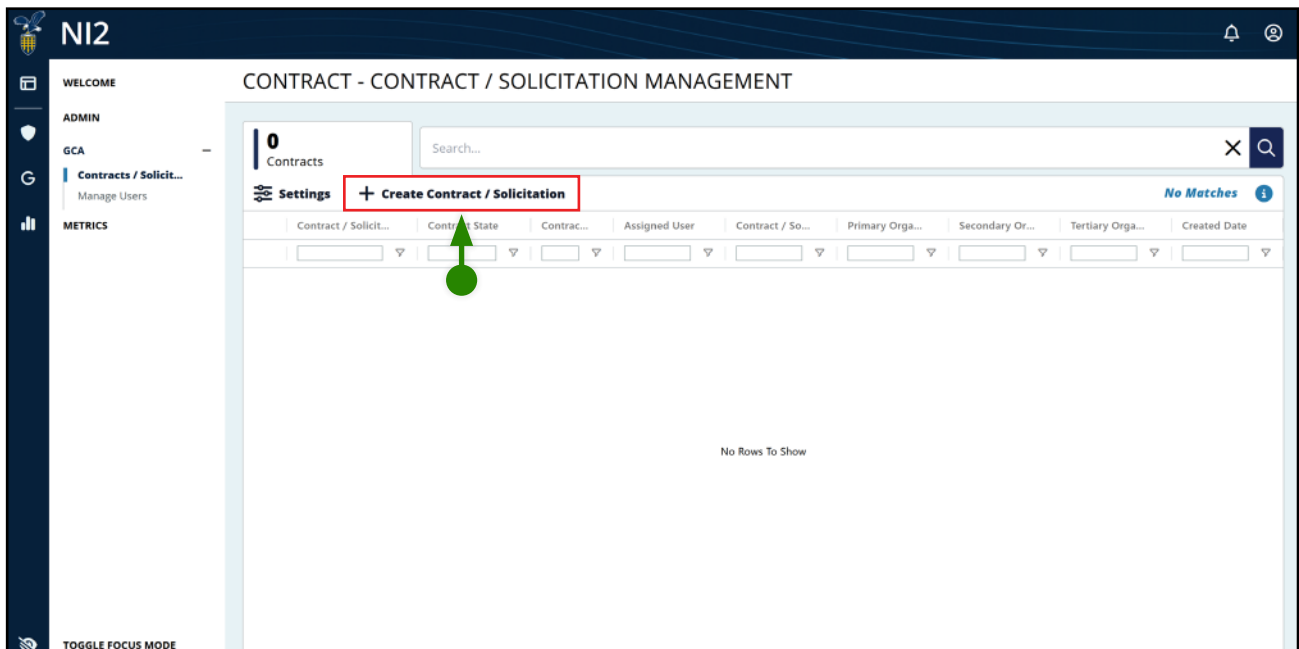


National Industrial Security System (NISS)
Increment II (NI2)

Login with Fake CA or CAC

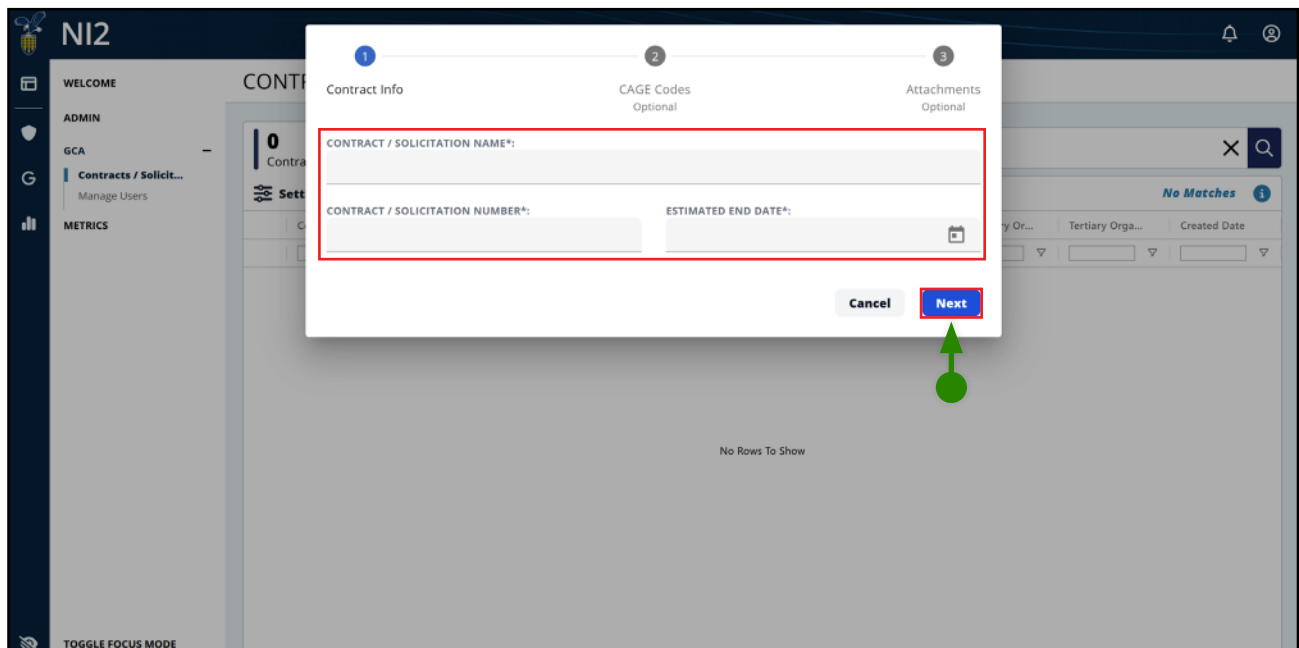
Contact Help Desk Support at: dcsa.meade.peo.list.ni2-support@mail.mil

3. Select **Create Contract / Solicitation**.



4. Type the required information in the given boxes, then select **Next**.

- Contract / Solicitation Name
- Contract / Solicitation Number
- Estimated End Date



5. Type one or multiple CAGE codes in the given field, then select **Next**.

The screenshot shows the 'CAGE Codes' step of a three-part process. The first step, 'Contract Info', is completed. The second step, 'CAGE Codes', is active and labeled 'Optional'. It features a text input field with the placeholder 'CAGE Code'. Below the field, a note states: 'You can type or paste CAGE Codes here, invalid CAGE codes will be ignored'. To the right of the input field are three buttons: 'Cancel', 'Previous', and 'Next'. A green arrow points to the 'Next' button. The background shows a sidebar with 'WELCOME', 'ADMIN', 'GCA', and 'METRICS' sections, and a main area with a search bar and a table with 'No Matches'.

6. Optionally upload any file attachments, then select **Submit**.

The screenshot shows the 'Attachments' step of a three-part process. The first two steps, 'Contract Info' and 'CAGE Codes', are completed. The third step, 'Attachments', is active and labeled 'Optional'. It features a file upload area with a cloud icon and the text 'Choose a file or Drag & Drop it here'. Below this area are three buttons: 'Cancel', 'Previous', and 'Submit'. A green arrow points to the 'Submit' button. The background is the same as the previous screenshot, showing the NI2 interface with a sidebar and a main area.

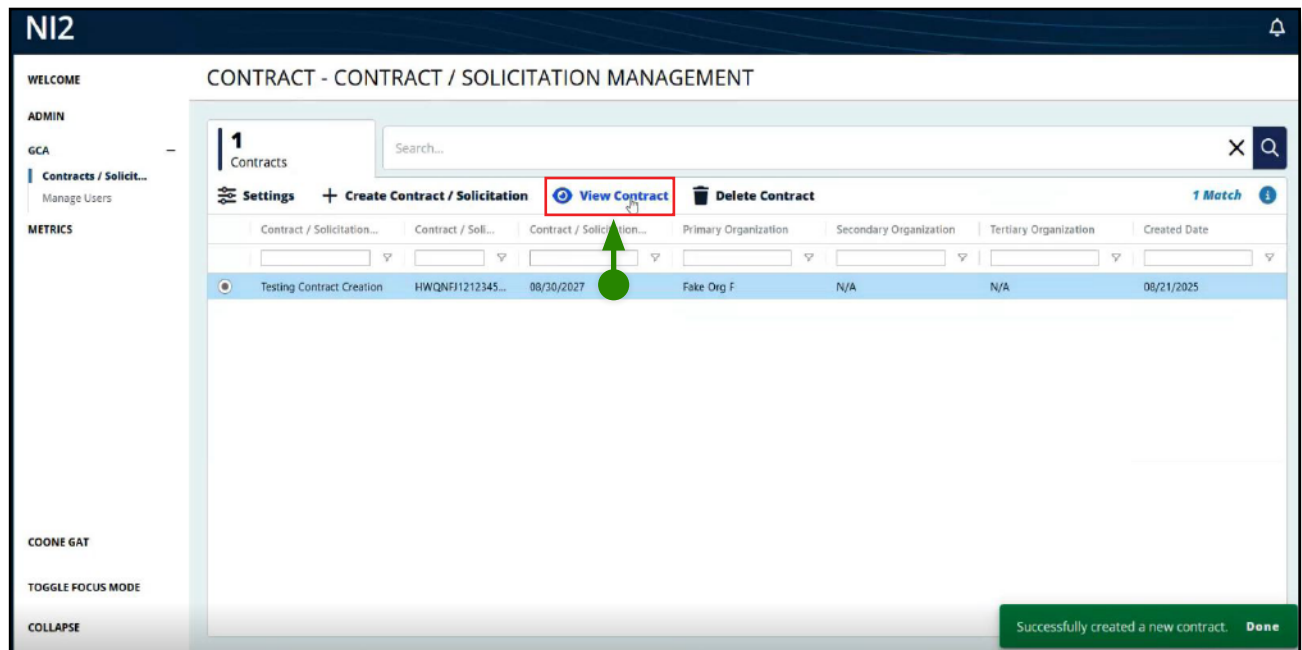
Sponsoring an Entity

Getting Started

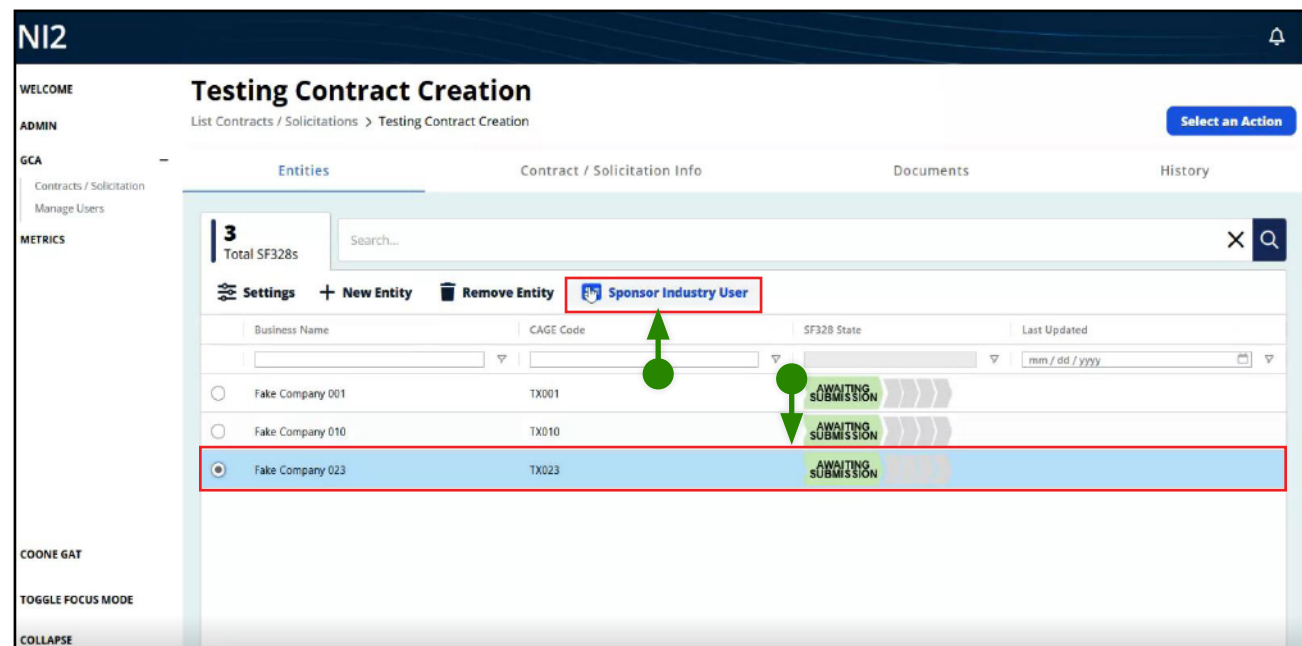
The following steps are for viewing the newly created contract and to sponsor an industry user.

From the main page, you can view contract and sponsor an industry user.

1. Select **View Contract**.



2. From this list, select the file you want to sponsor, then select **Sponsor Industry User**.



3. From this page, you can sponsor an industry user. Verify all information, then select **Submit**.

NI2

Testing Contract Creation

WELCOME

ADMIN

GCA

Contracts / Solicitation

Manage Users

METRICS

3 Total SF328s

Settings + New Entity

Business Name

Fake Company 001

Fake Company 010

Fake Company 023

COONE GAT

TOGGLE FOCUS MODE

COLLAPSE

Sponsor an Industry User

CERTIFICATE USERNAME*

hans.gruber.22222

FIRST NAME*

Hans

LAST NAME*

Gruber

EMAIL ADDRESS*

hans.gruber.22222@industry.com

Cancel Submit

Once Submit is selected, you will be brought back to the main page. You will see a green notification pop-up if the sponsorship was successful.

4. Select **Manage Users**.

NI2

Testing Contract Creation

WELCOME

ADMIN

GCA

Contracts / Solicitation

Manage Users

METRICS

3 Total SF328s

Settings + New Entity

Business Name

CAGE Code

SF328 State

Last Updated

Fake Company 001 TX001 AWAITING SUBMISSION

Fake Company 010 TX010 AWAITING SUBMISSION

Fake Company 023 TX023 AWAITING SUBMISSION

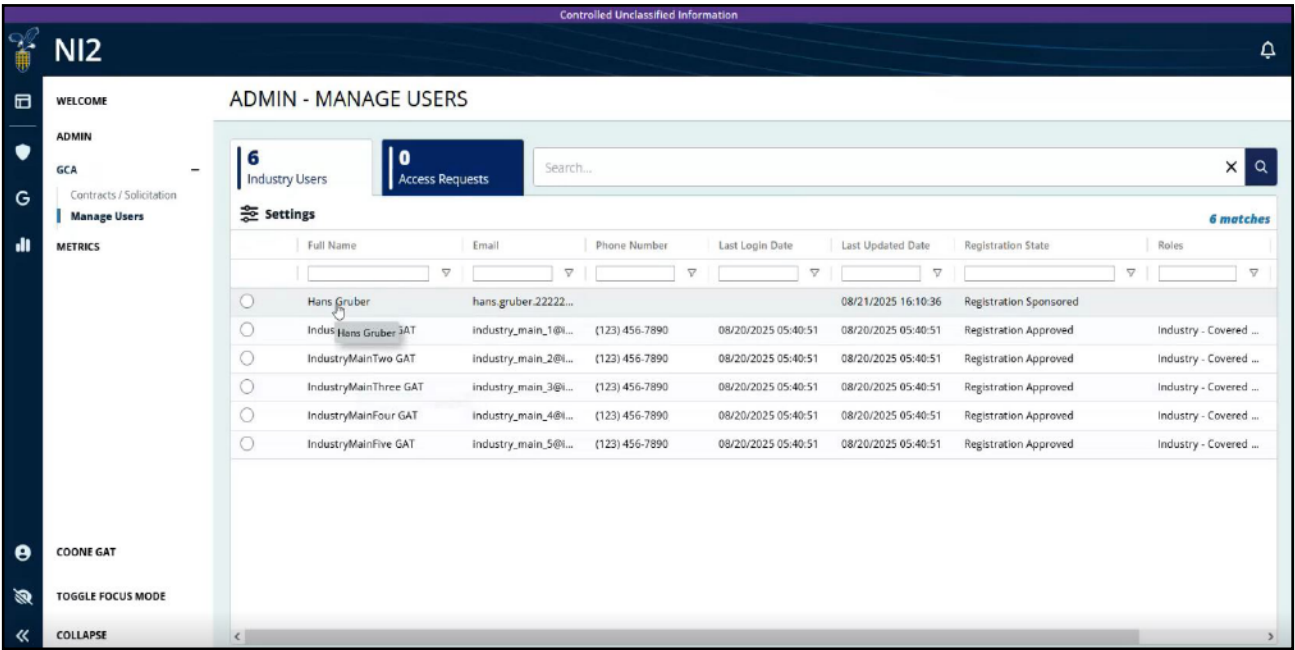
COONE GAT

TOGGLE FOCUS MODE

COLLAPSE

Industry user successfully sponsored. Done

From this page, you can view who you have sponsored and if their registration is approved or has yet to be entered. The recently sponsored entity or industry user will now be able to register within the NI2 system.



Note: Once the sponsored user / entity registers within the NI2 system, the contract / solicitation will go through additional workflows including the SF328. Once all information is completed, and DCSA is ready to award the contract / solicitation to the industry partner, the file will return to your inbox to award the contract.

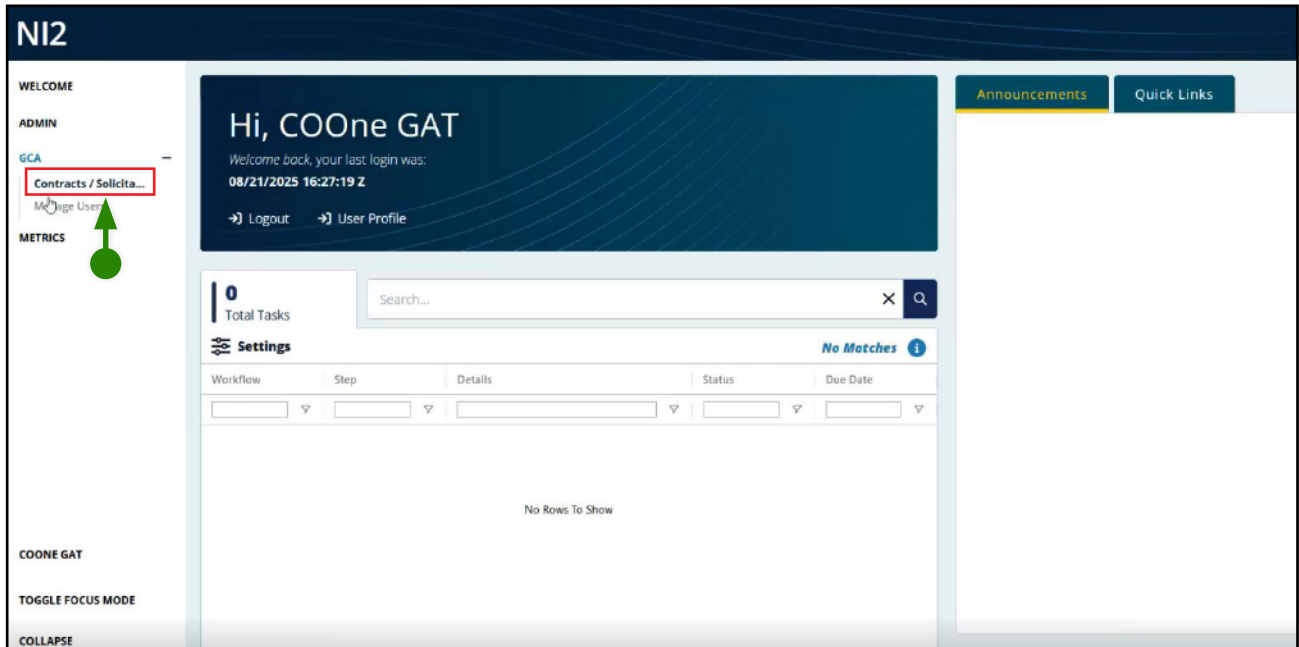
Awarding a Contract

Awarding a Contract

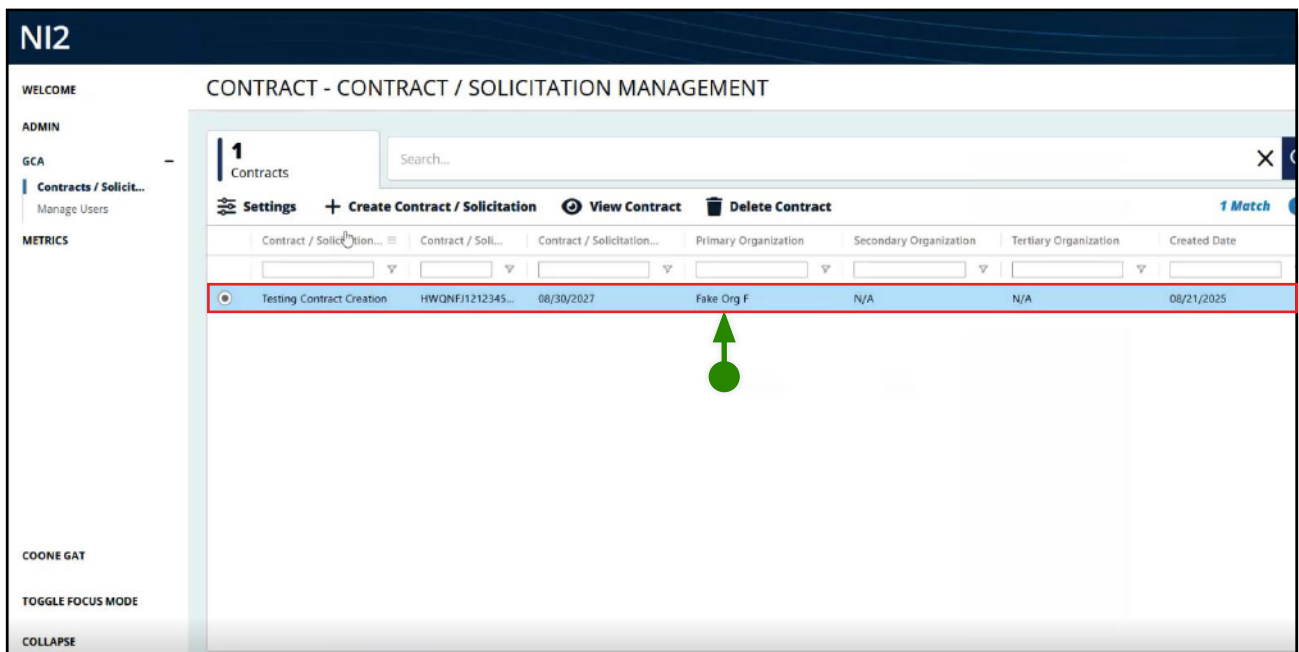
Getting Started

The following steps are for awarding contracts / solicitations to the industry partner.

1. On the left navigation panel, select **Contracts / Solicitations**.



2. Select the radio button next to the file.



- Review the file status is "Pending Award" and then select **Award Contract**.

The screenshot shows the NI2 Testing Contract Creation interface. The left sidebar contains navigation links: WELCOME, ADMIN, GCA (Contracts / Solicitation, Manage Users), METRICS, COONE GAT, TOGGLE FOCUS MODE, and COLLAPSE. The main header displays 'Testing Contract Creation' with a breadcrumb 'List Contracts / Solicitations > Testing Contract Creation' and a 'Select an Action' button. Below the header, there are tabs for 'Entities', 'Contract / Solicitation Info', 'Documents', and 'History'. The 'Entities' tab is active, showing a table with 3 total SF328s. The table has columns for Business Name, CAGE Code, SF328 State, and Last Updated. Three entities are listed: Fake Company 001 (TX001), Fake Company 010 (TX010), and Fake Company 023 (TX023). The status for Fake Company 023 is 'PENDING AWARD'. A green arrow points to the 'Award Contract' button in the top action bar, which is highlighted with a red box.

Business Name	CAGE Code	SF328 State	Last Updated
Fake Company 001	TX001	AWAITING SUBMISSION	
Fake Company 010	TX010	AWAITING SUBMISSION	
Fake Company 023	TX023	PENDING AWARD	08/21/2025

- Select **Confirm**.

The screenshot shows the same NI2 Testing Contract Creation interface, but with a confirmation dialog box open. The dialog box is titled 'Award Contract To Entity' and contains the text 'Are you sure you want to award the contract to Fake Company 023 (TX023)?'. It has two buttons: 'Cancel' and 'Confirm'. A green arrow points to the 'Confirm' button, which is highlighted with a red box.

Award Contract To Entity
Are you sure you want to award the contract to Fake Company 023 (TX023)?

Cancel Confirm

Once awarded, the contract enters the Risk Management Office workflow.

NI2

WELCOME

ADMIN

GCA

METRICS

COONE GAT

TOGGLE FOCUS MODE

COLLAPSE

Testing Contract Creation

List Contracts / Solicitations > Testing Contract Creation

Select an Action

Entities

Contract / Solicitation Info

Documents

History

3

Total SF328s

Search...

X

Q

Settings

+ New Entity

Business Name	CAGE Code	SF328 State	Last Updated
<input type="radio"/> Fake Company 001	TX001	AWAITING SUBMISSION	
<input type="radio"/> Fake Company 010	TX010	AWAITING SUBMISSION	
<input type="radio"/> Fake Company 023	TX023	IMPLEMENT RISK TREATMENT	08/21/2025

Successfully awarded contract to entity. Done