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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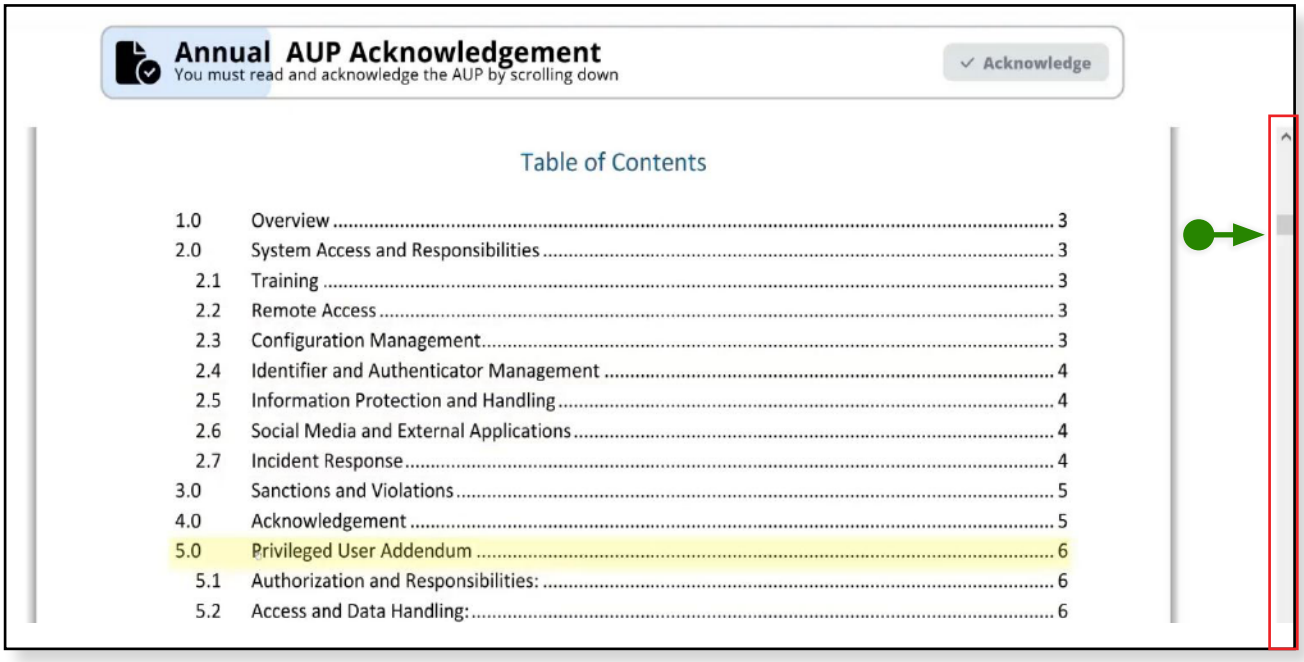
Authorized Use Policy (AUP)

Authorized Use Policy

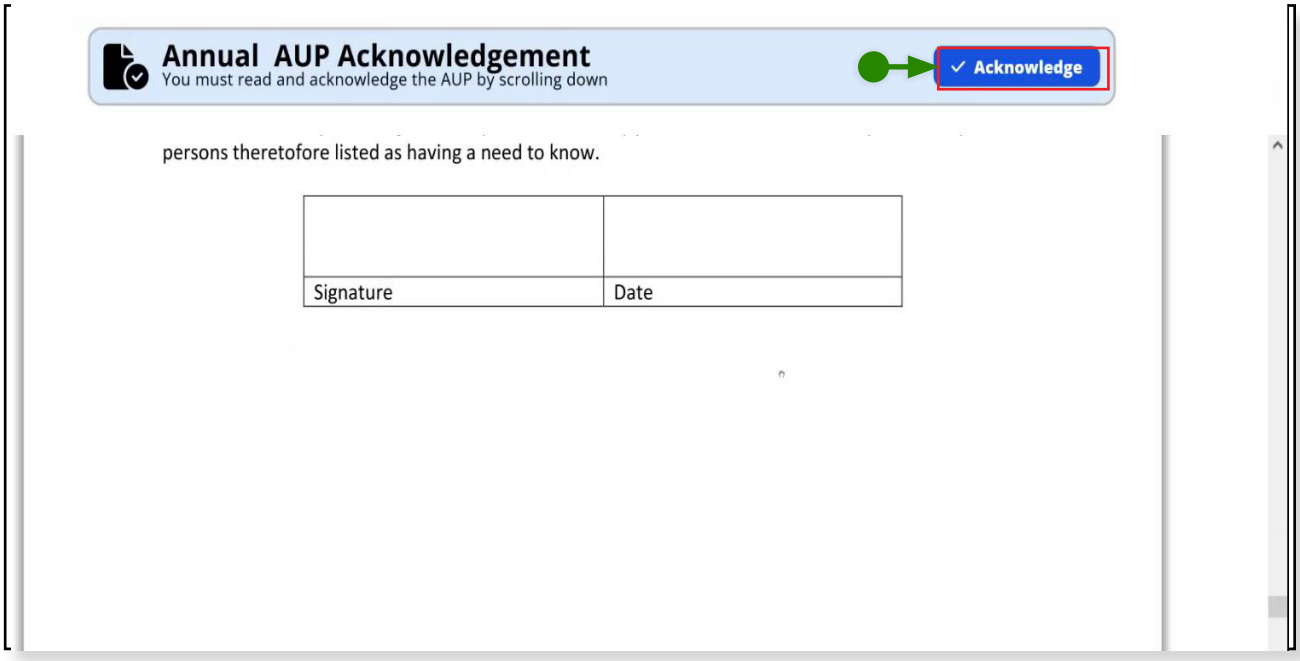
Annually you must review and acknowledge the National Security System Increment II (NI2) AUP.

Use Policy Screen

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



2. Select **Acknowledge**.



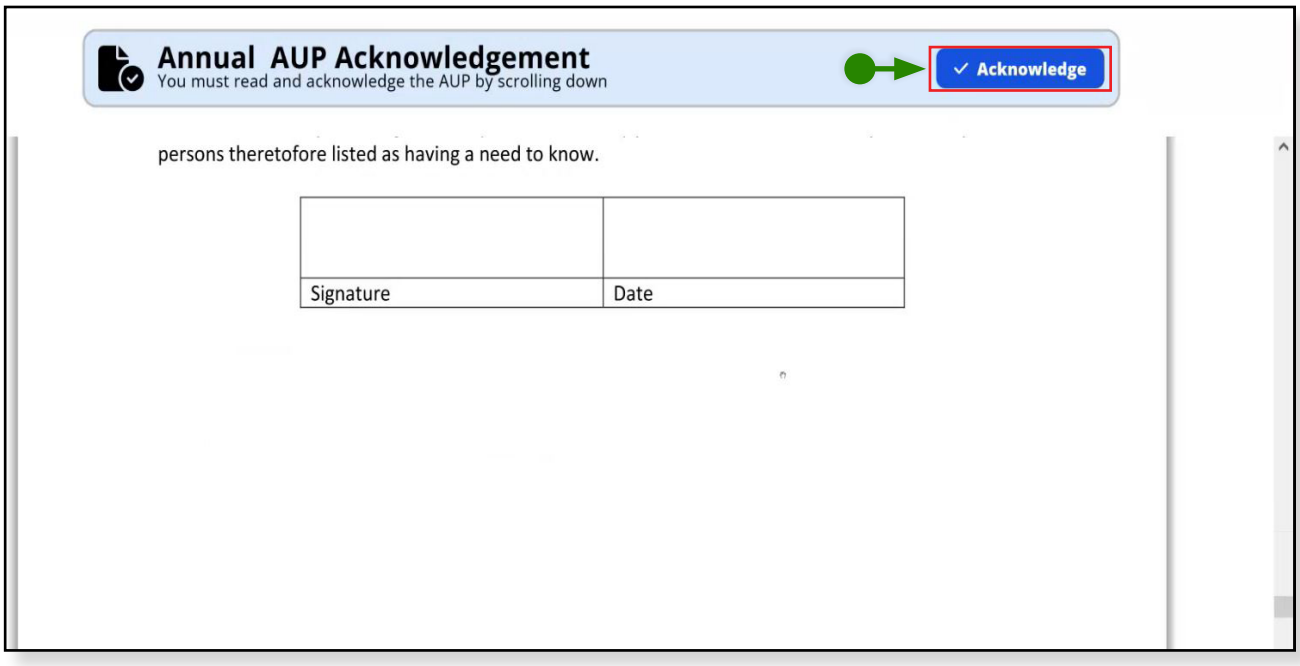
NI2 System Access

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.



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

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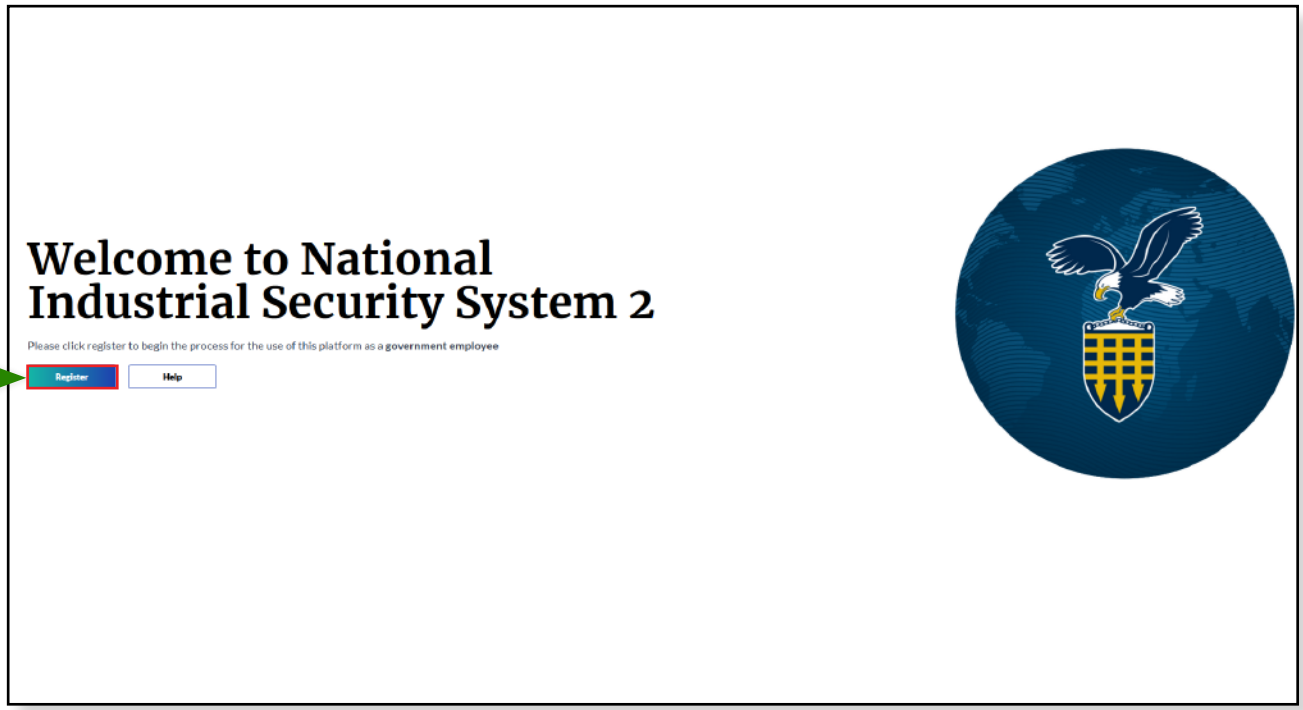
Government Contracting Activity (GCA) NI2 Registration

GCA Registration

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

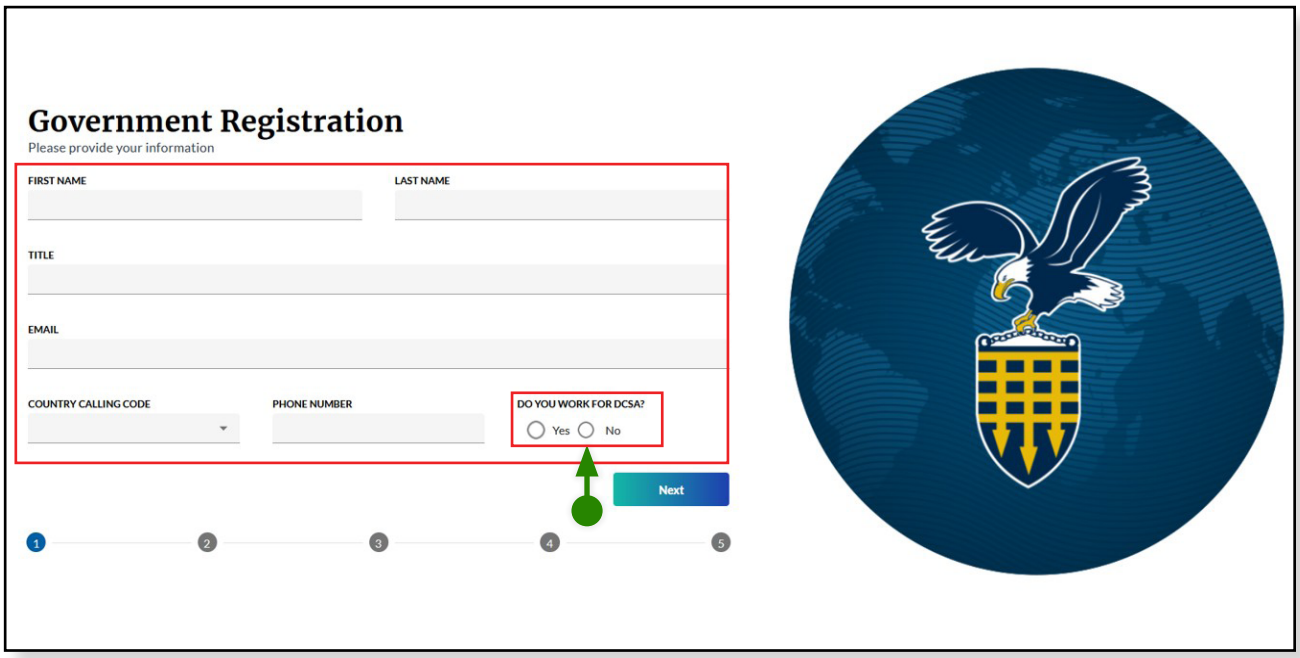
Welcome Screen

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



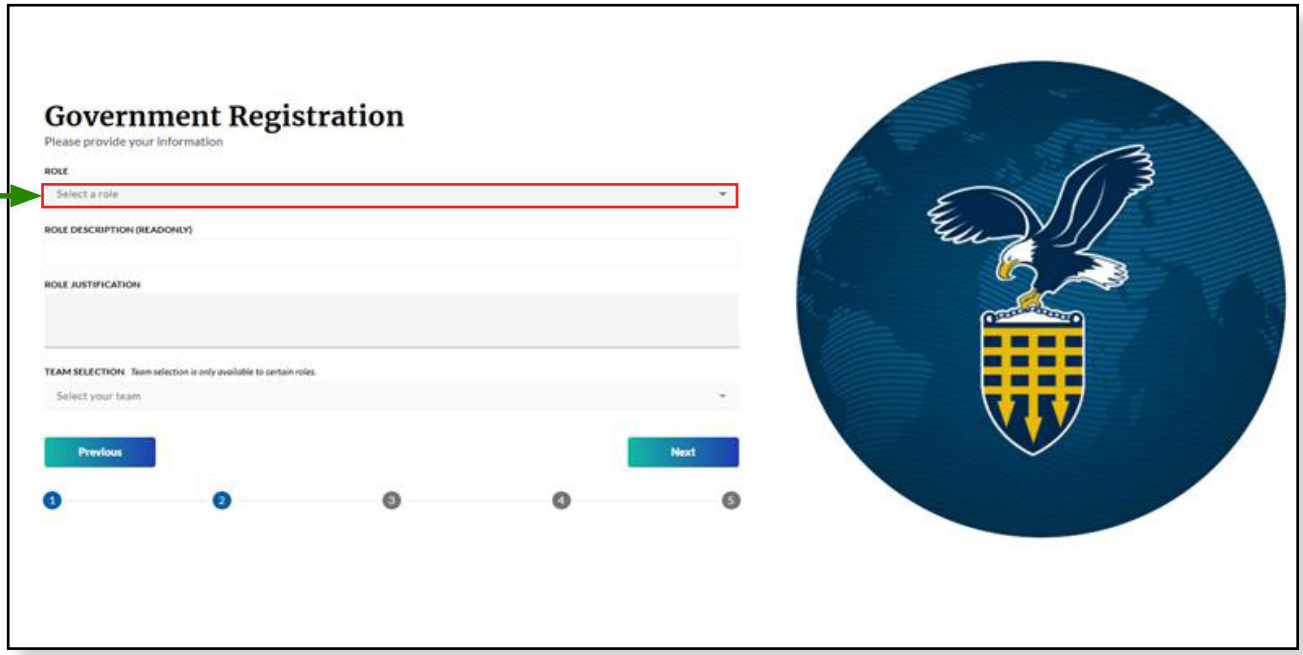
3. Type the following information into the corresponding text fields:
   a. First Name
   b. Last Name
   c. Title
   d. Email
   e. Select a Country Calling Code
   f. Phone number

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



5. Select **Next**.

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



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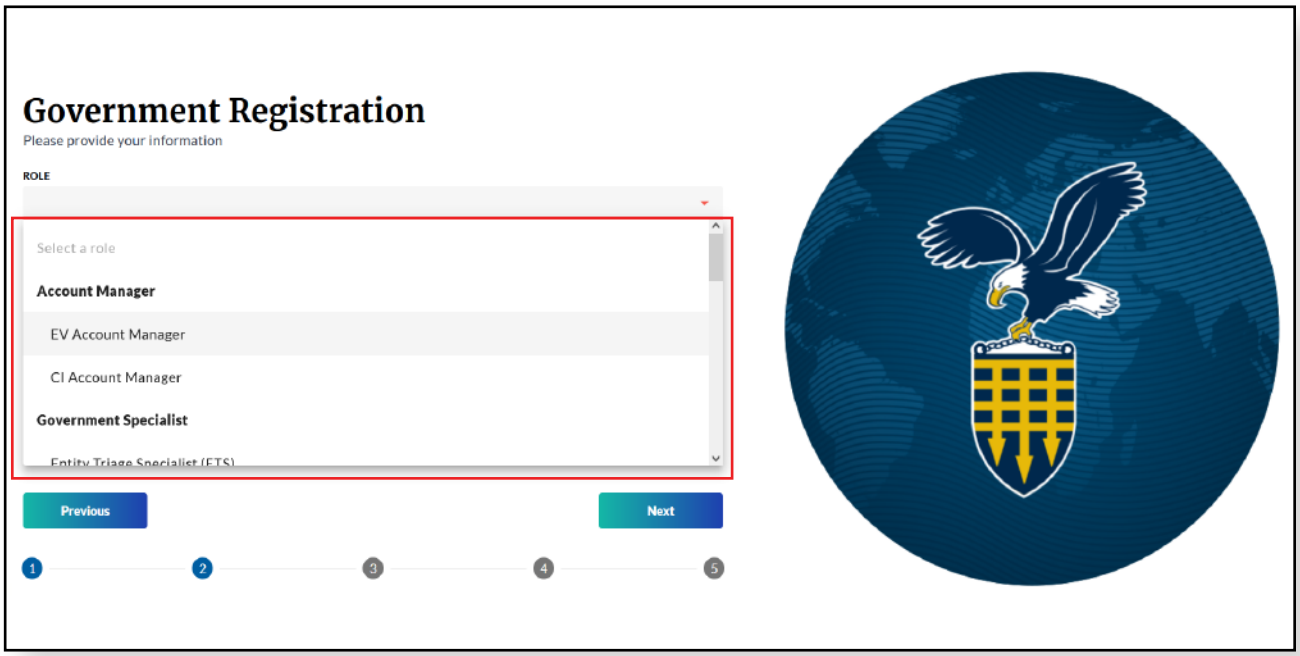

Note: Listed below are the available user roles for registration.

Entity Vetting (EV) Account Manager

Counterintelligence (CI) Account Manager

Government Account Manager (GAM), Level 1

Entity Triage Specialist (ETS)

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)

Office of General Counsel (OGC)

Signing Authority (SA)

Entity Vetting Performance Manager (EVPM)

GCA Contracting Officer (GCA KO)

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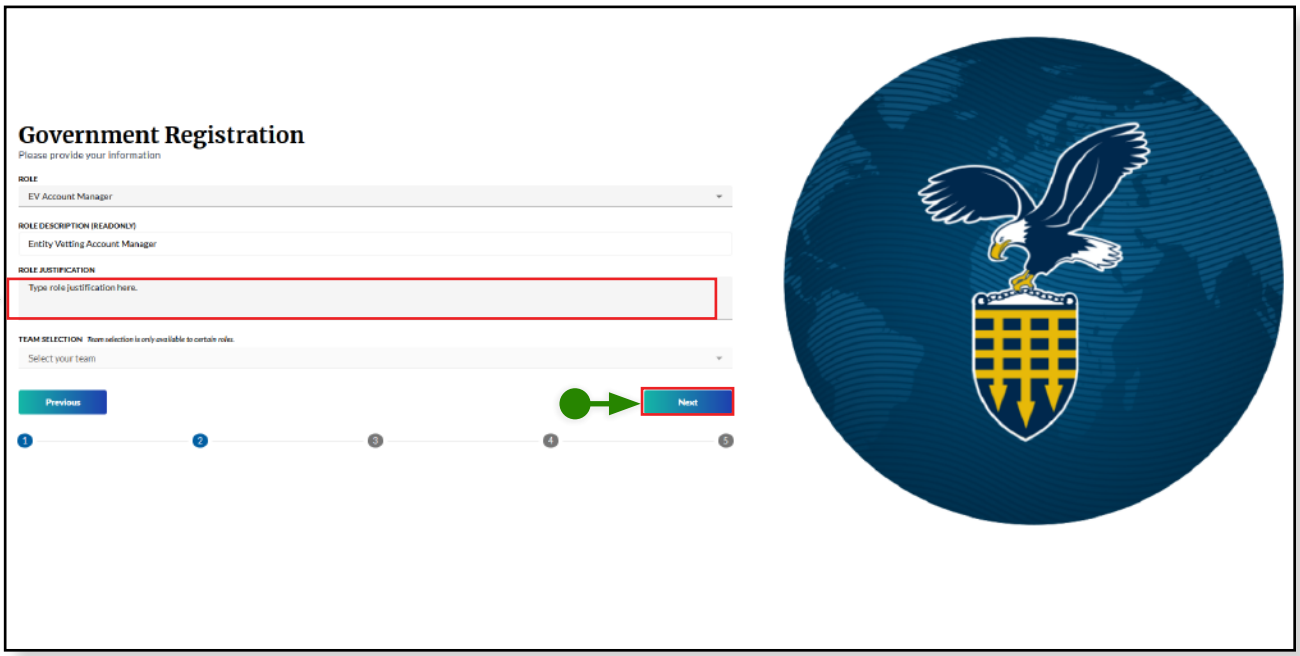
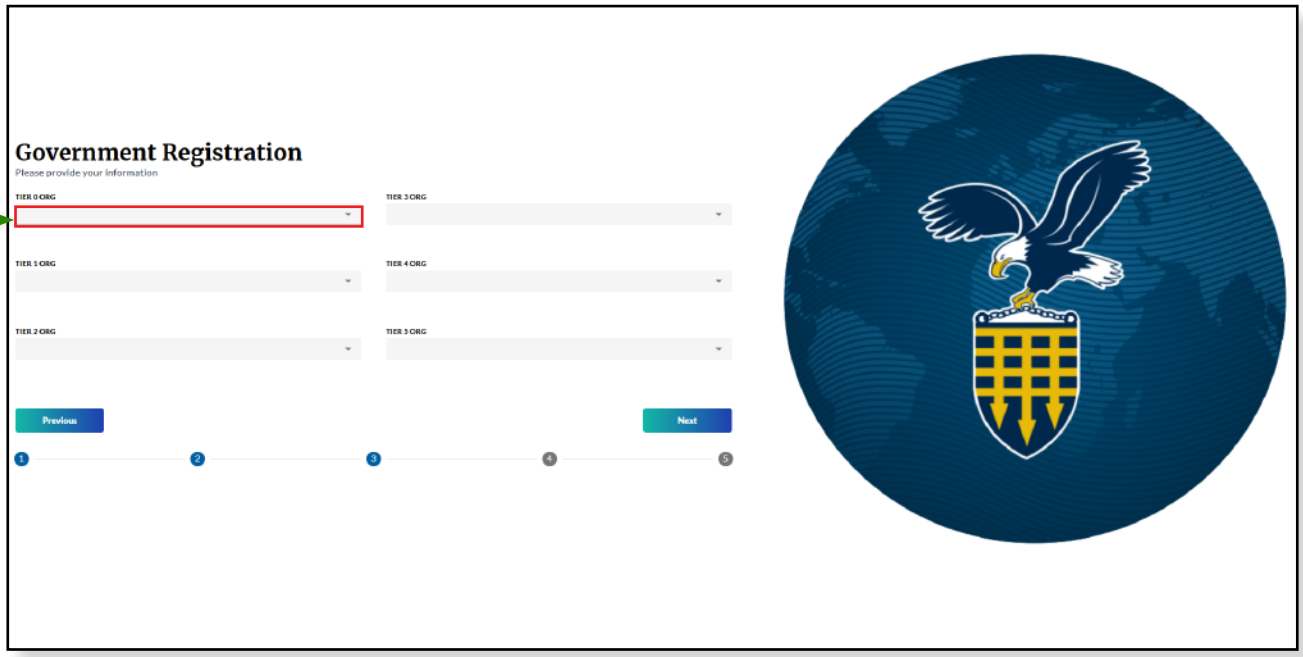
7. Type in a Role Justification.

8. Select **Next**.



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



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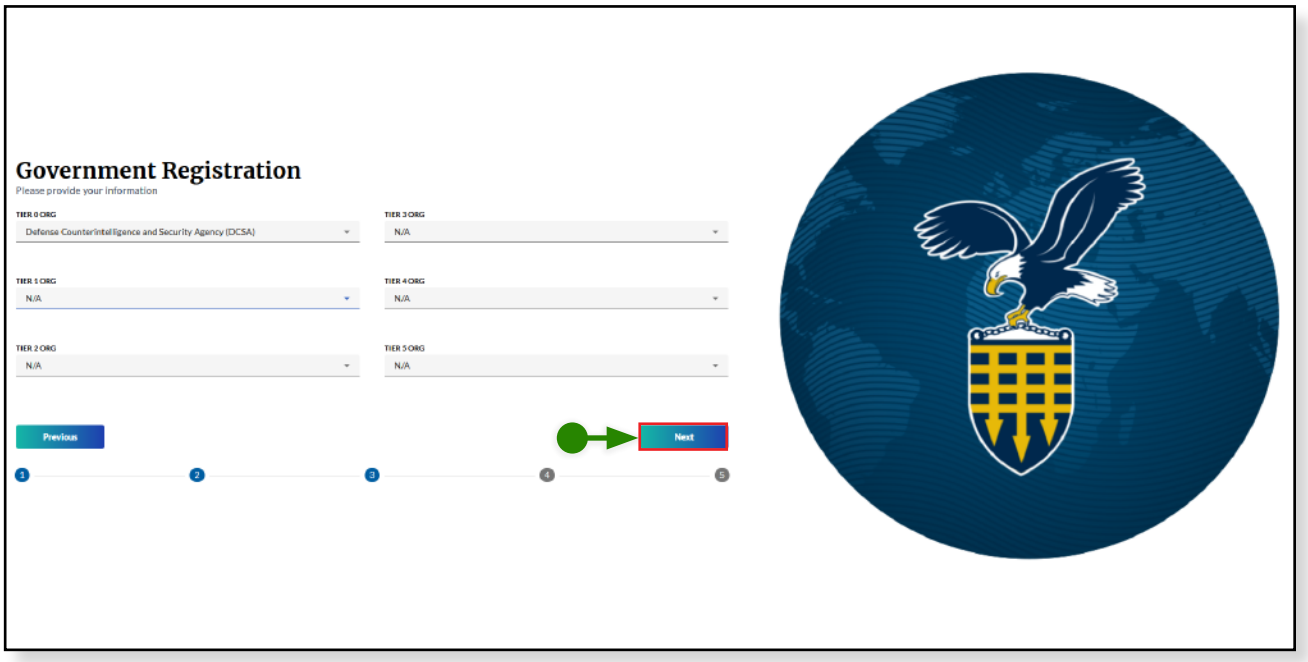
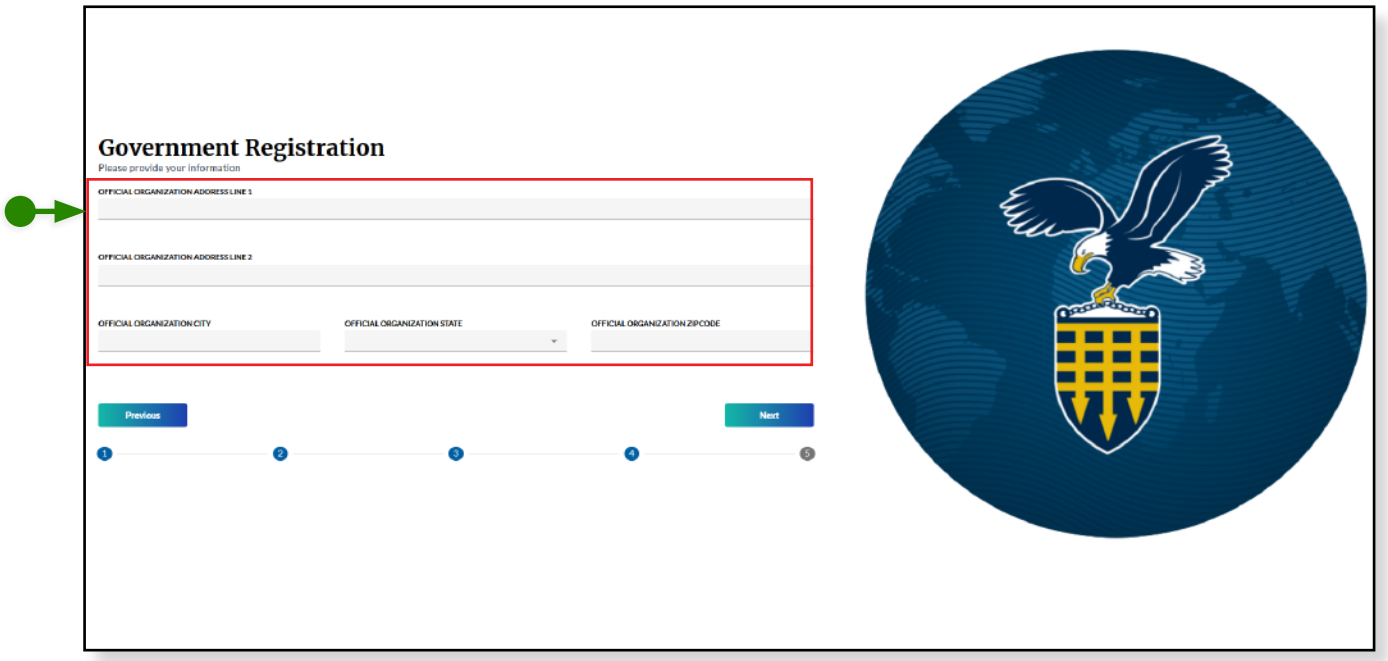
10. Select **Next**.

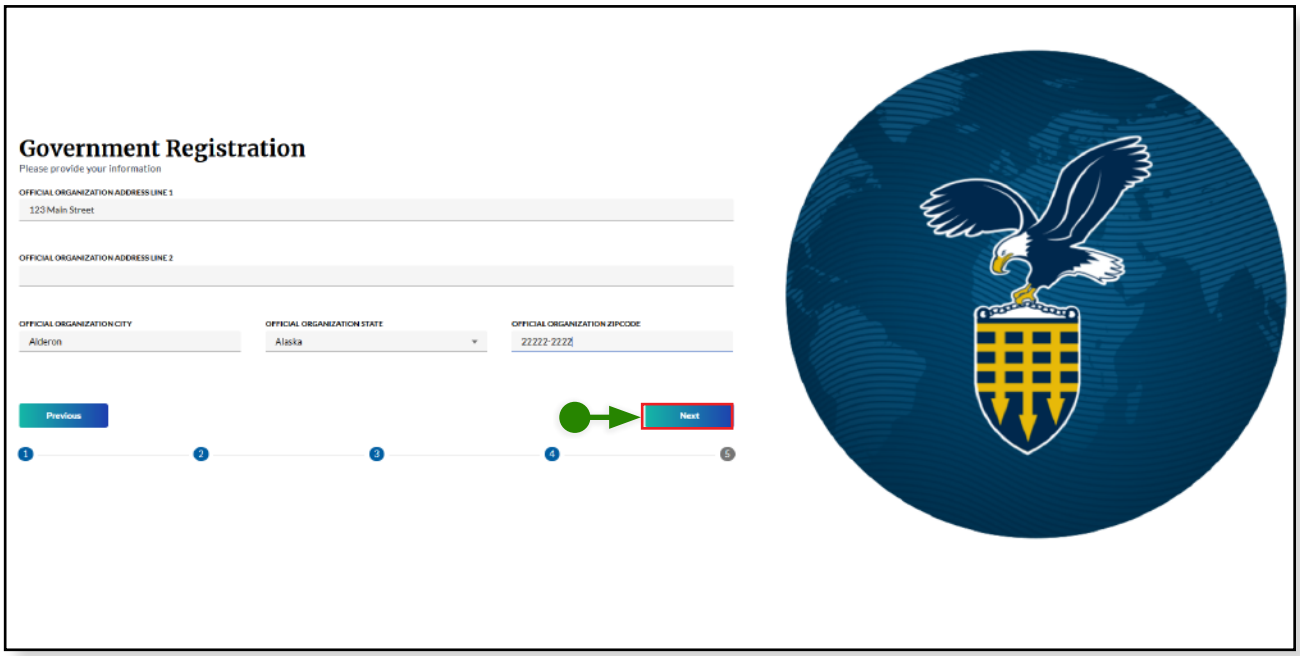


11. Type Organization Address or duty location.

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



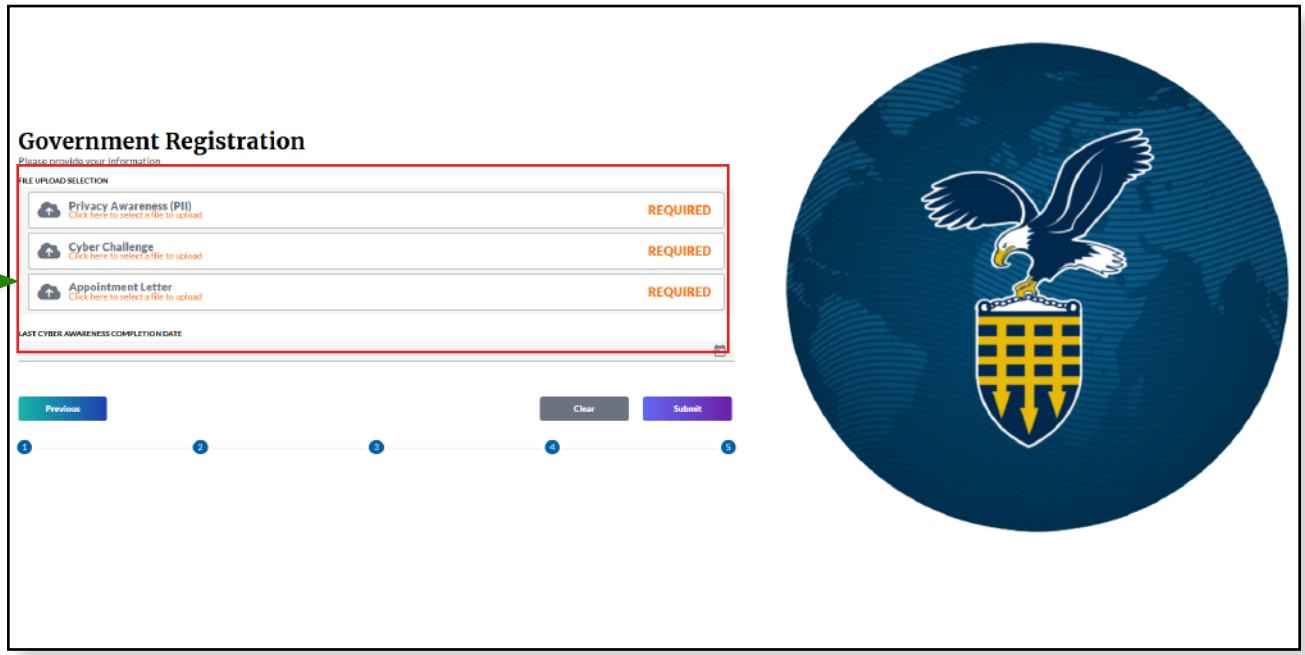
12. Select **Next**.



13. Attach the following documents:

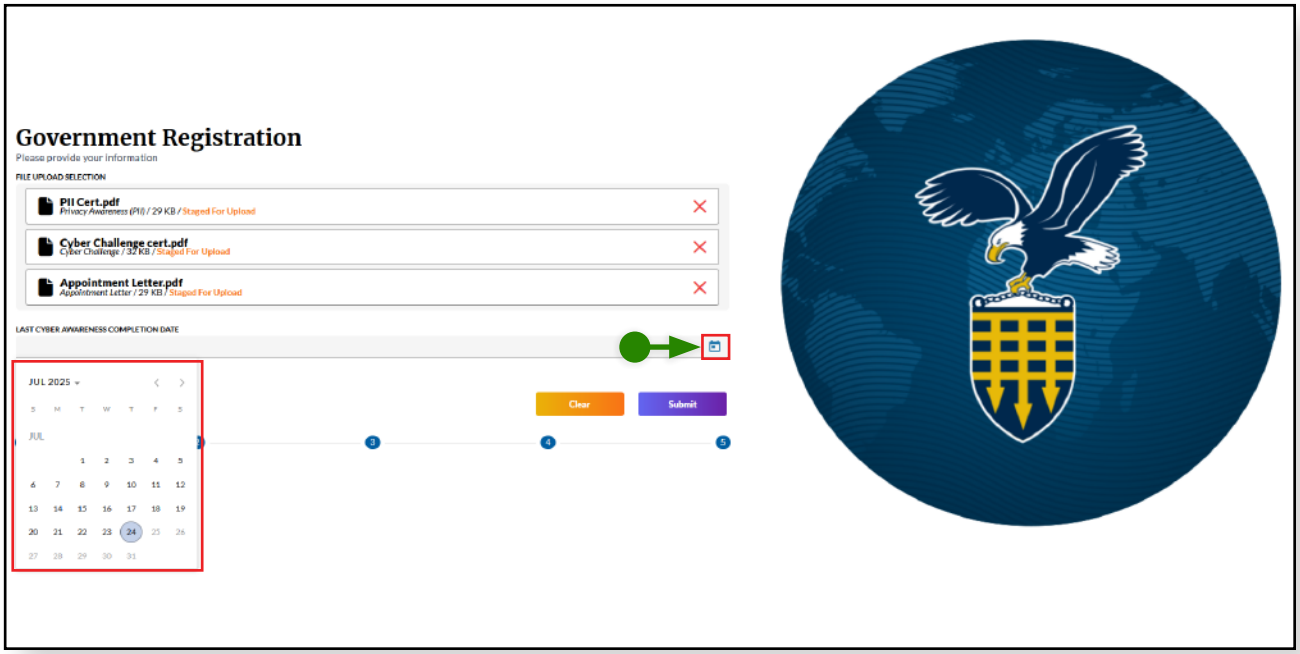
- Identifying and Safeguarding Personally Identifiable Information (PII) to the "Privacy Awareness (PII)" tab
- Cyber Awareness Challenge certificate (with date of completion) to the "Cyber Challenge" tab
- Appointment Letter for all Account Managers to the "Appointment Letter" tab

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

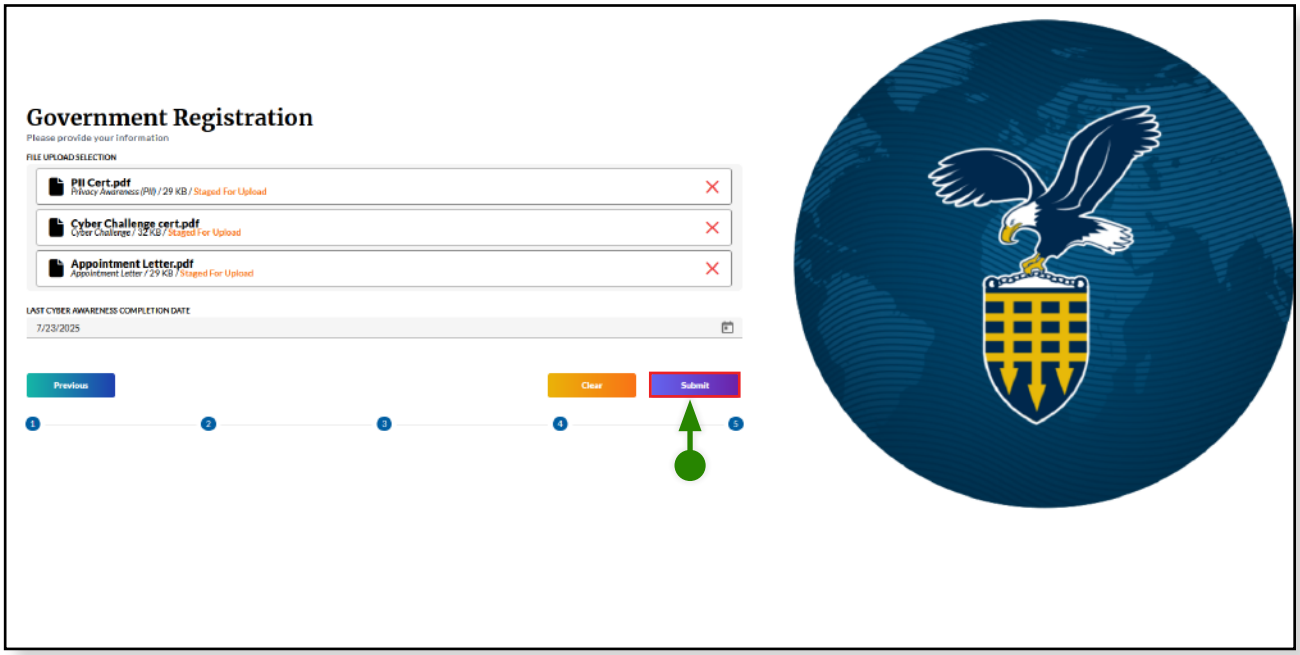


14. After attaching required documents, select the calendar icon, and select the completion date for the Cyber Awareness Challenge certificate.

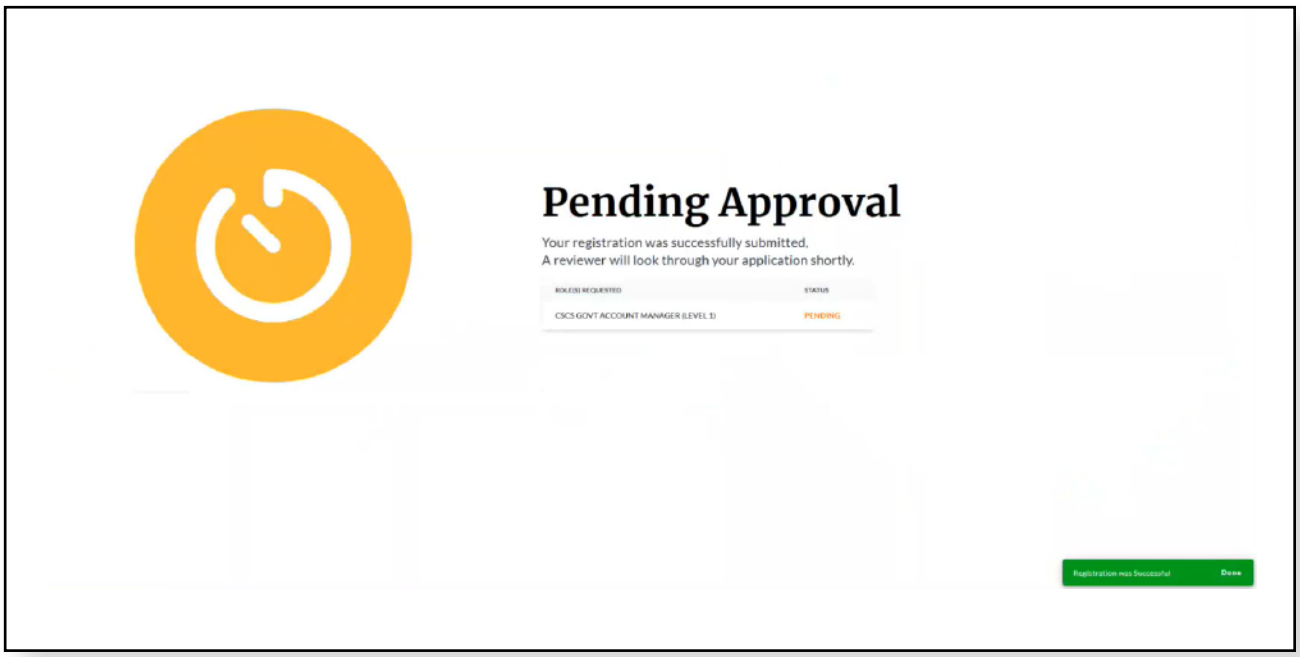
> **Note:** Confirm the date is not later than today's date.



15. Select **Submit**.



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



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

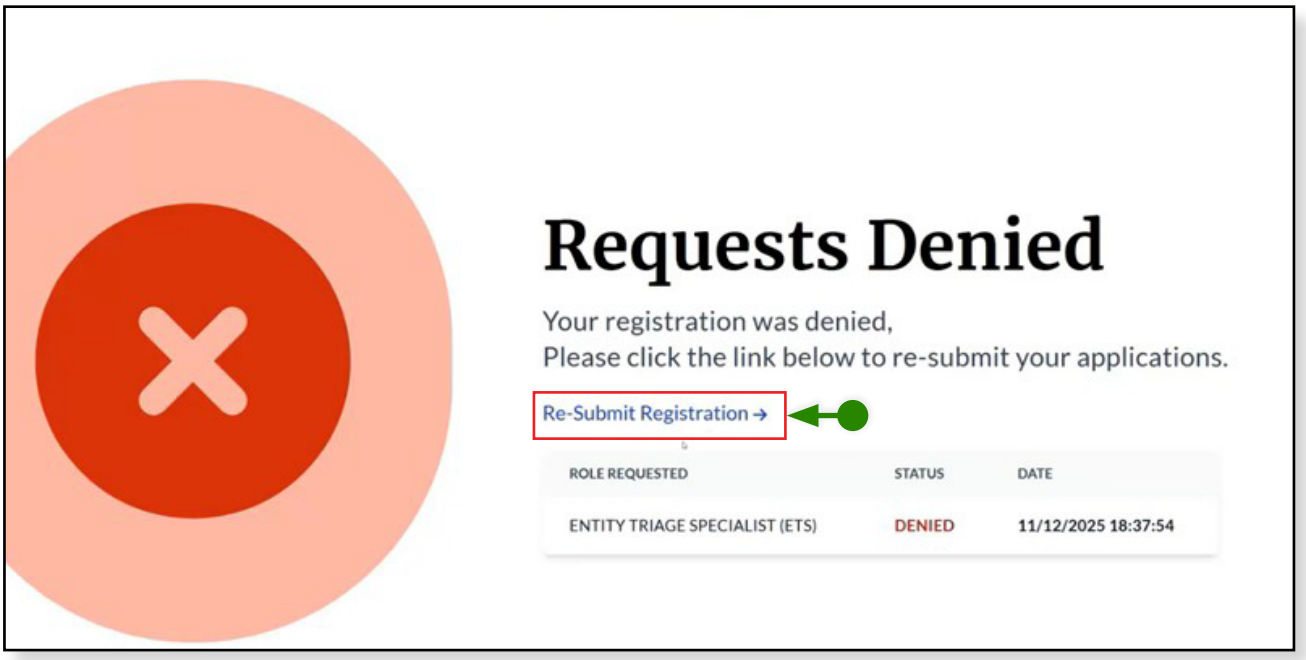
ToC

GCA Re-registration

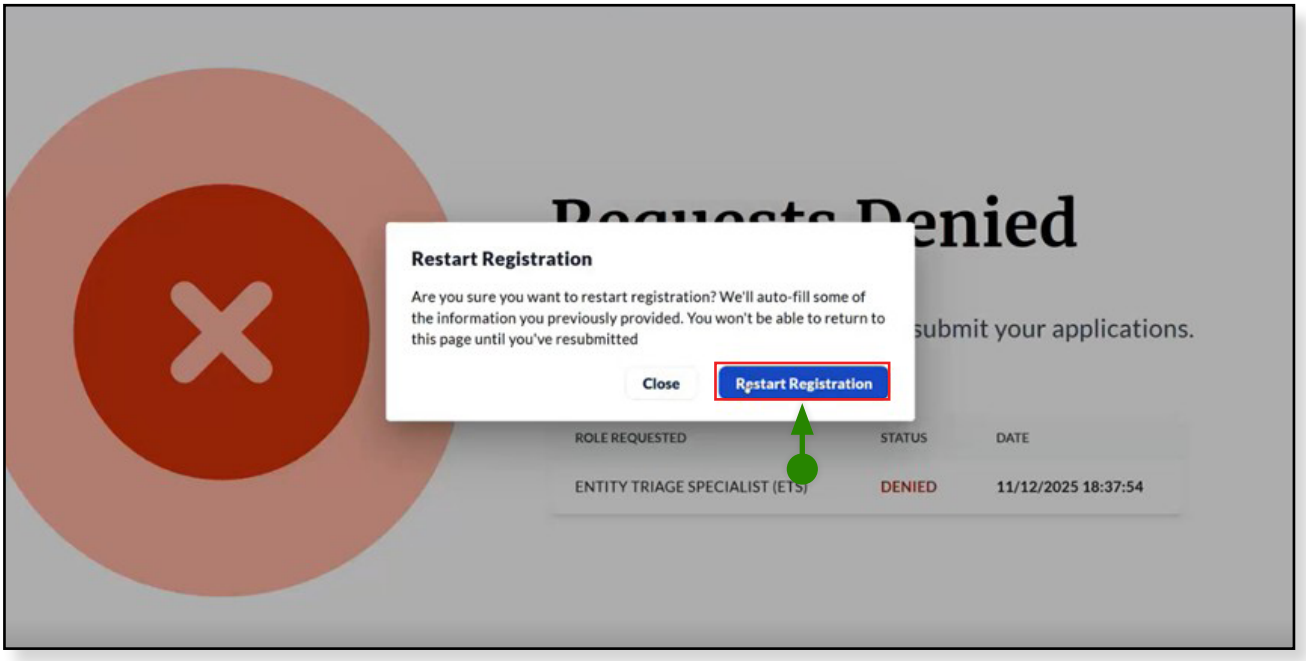
If your initial registration request was denied, and requires resubmission, follow these steps.

Welcome Screen

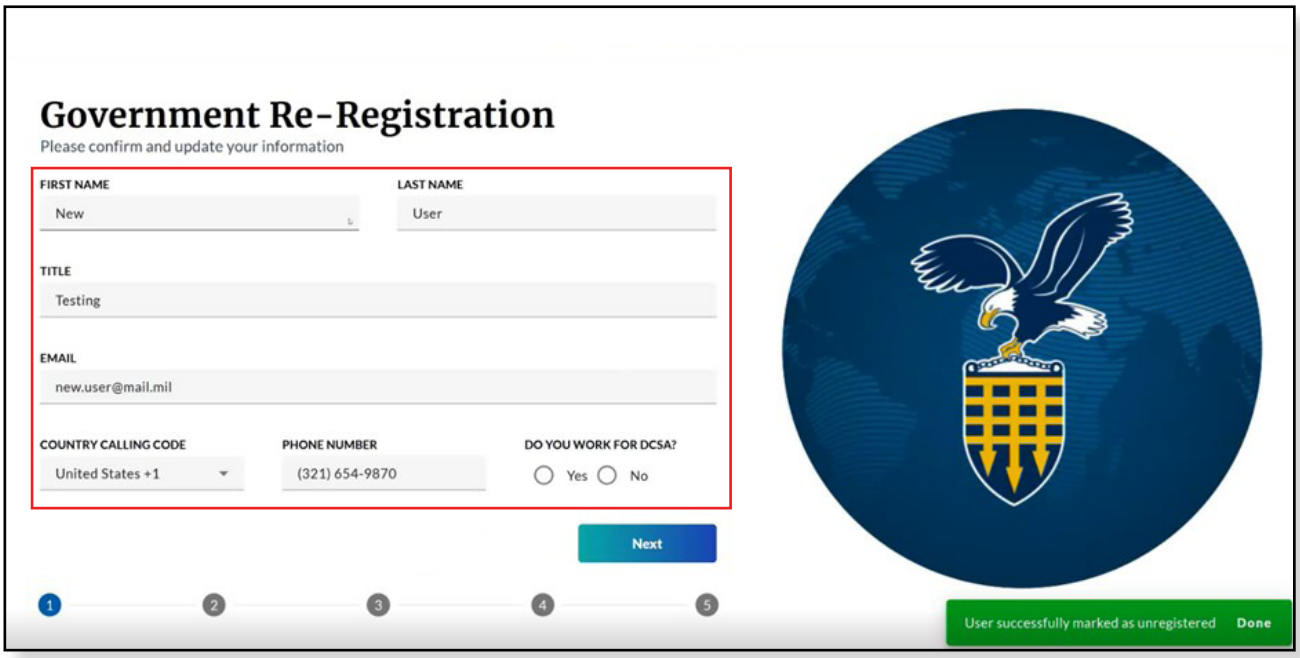
1. Log in to https://niss.dcsa.mil/registration.
2. Select **Re-Submit Registration**.



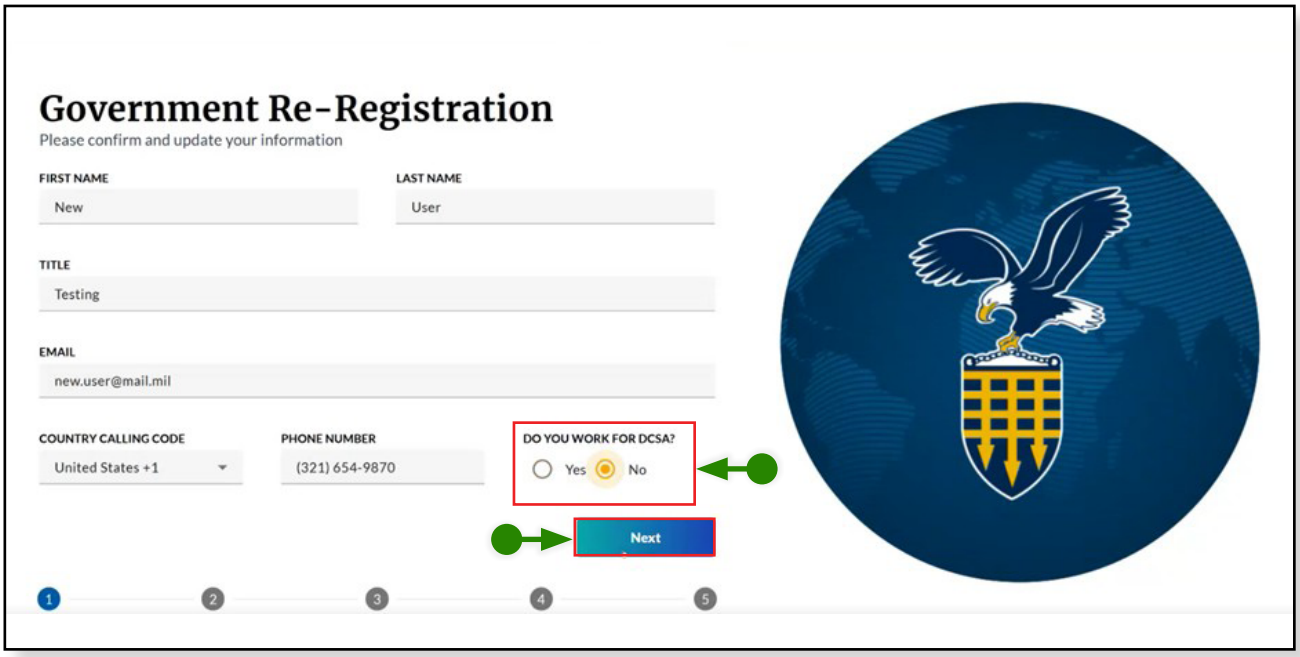
3. Select **Restart Registration**.



4. Verify if the information entered is still correct.



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



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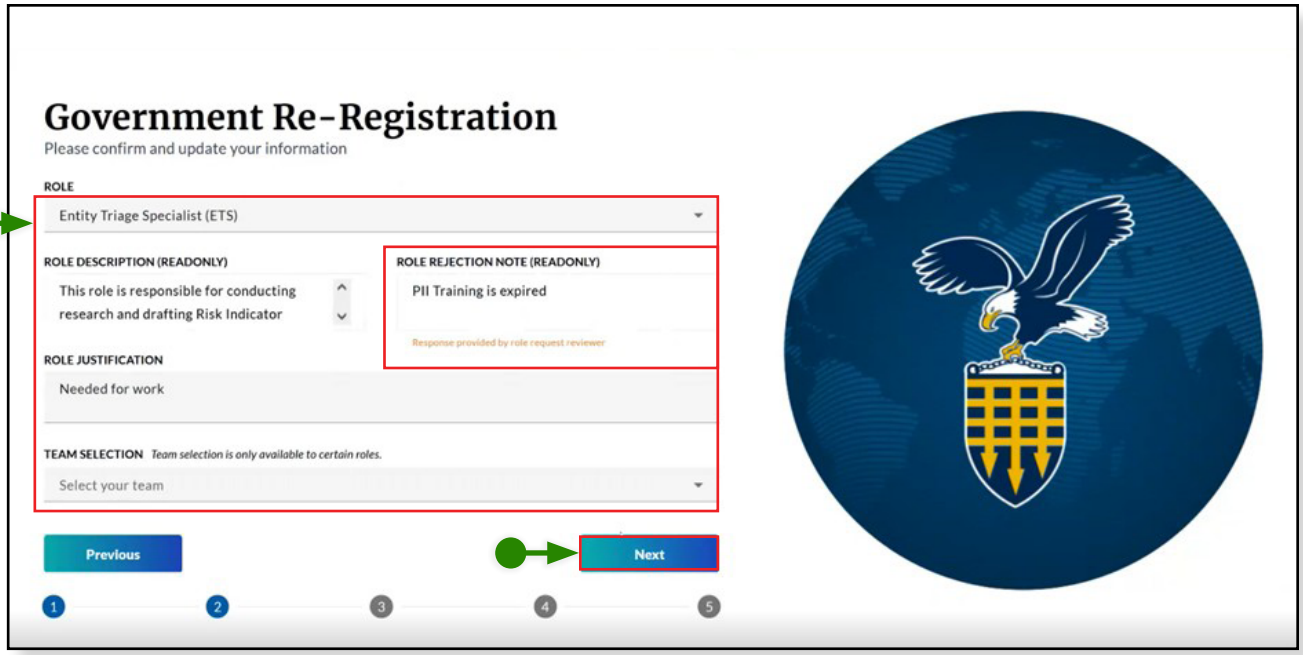
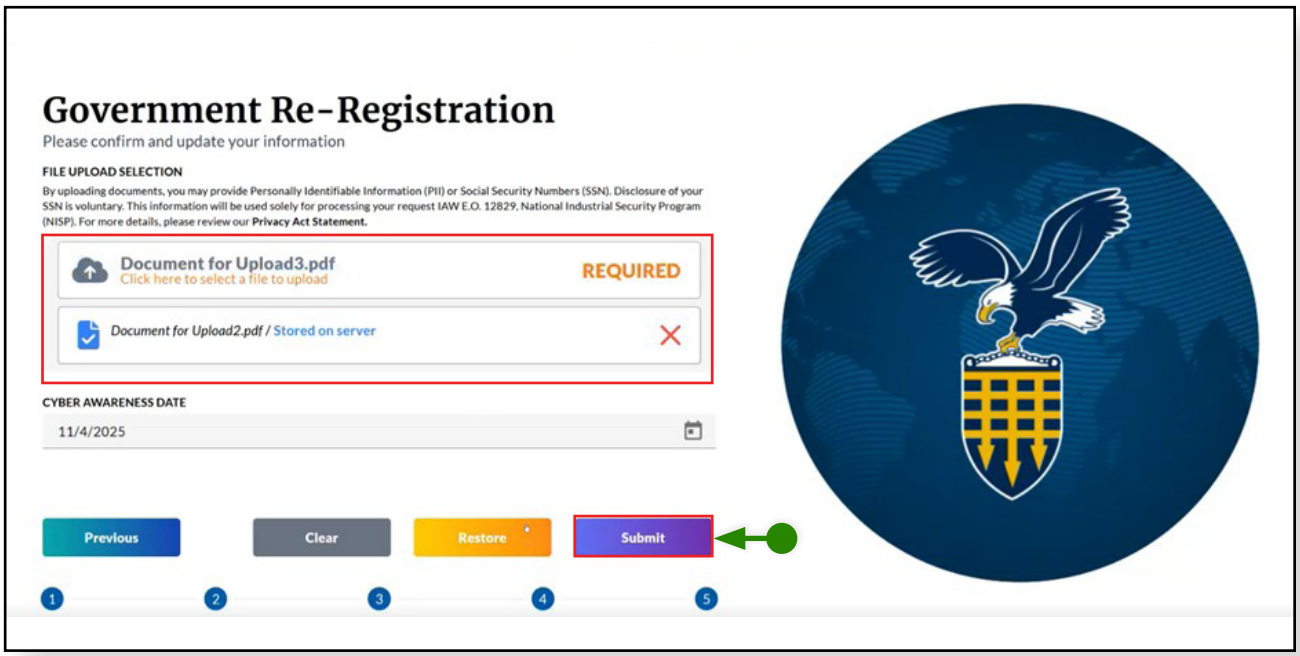
6. The role rejection reason note is provided. Update the information, if applicable, then select **Next**.



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.



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:

ToC

Government Originator

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Government Originator

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

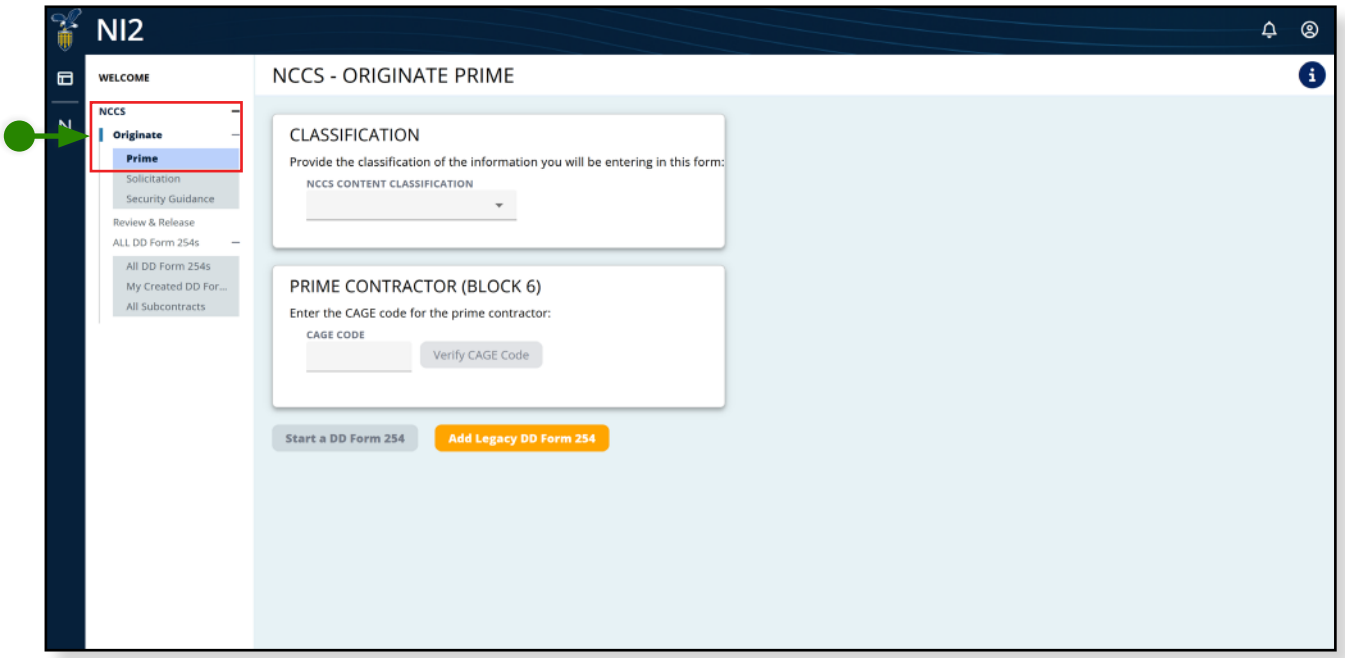
Welcome Screen

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.



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.

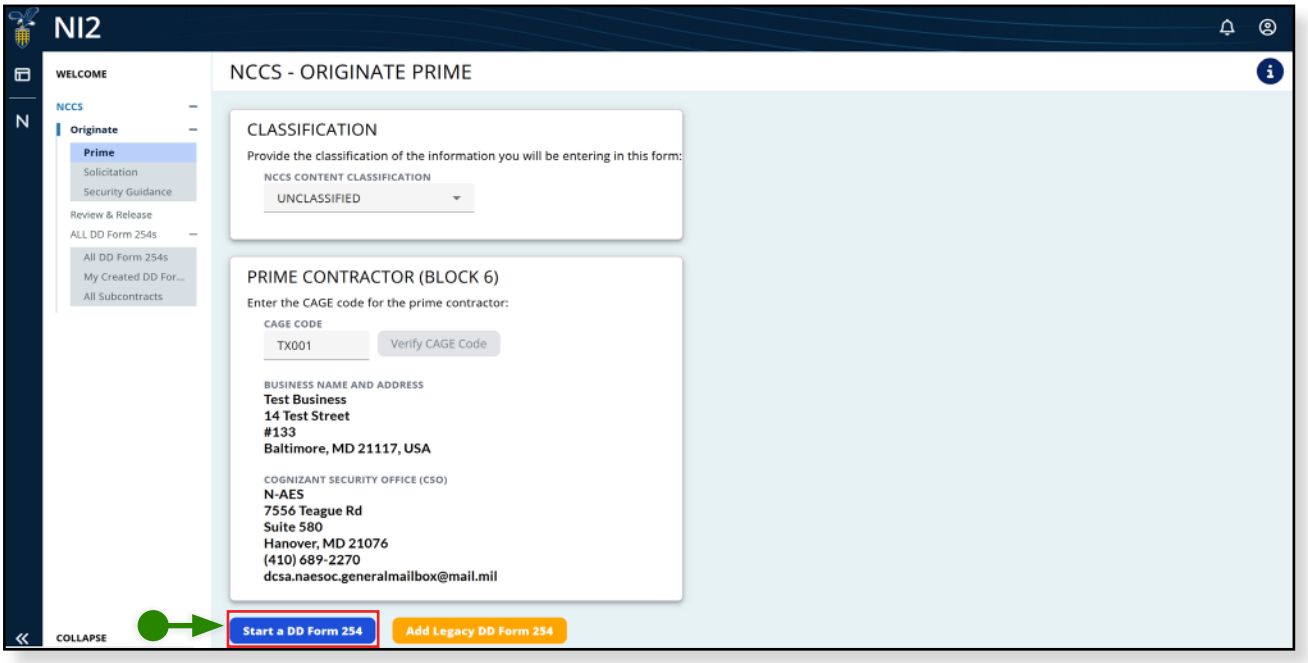
Prime Contractor

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.

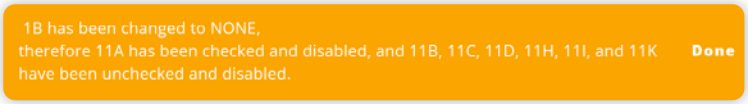
Clearance and Safeguarding (Block 1)

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.



> **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.

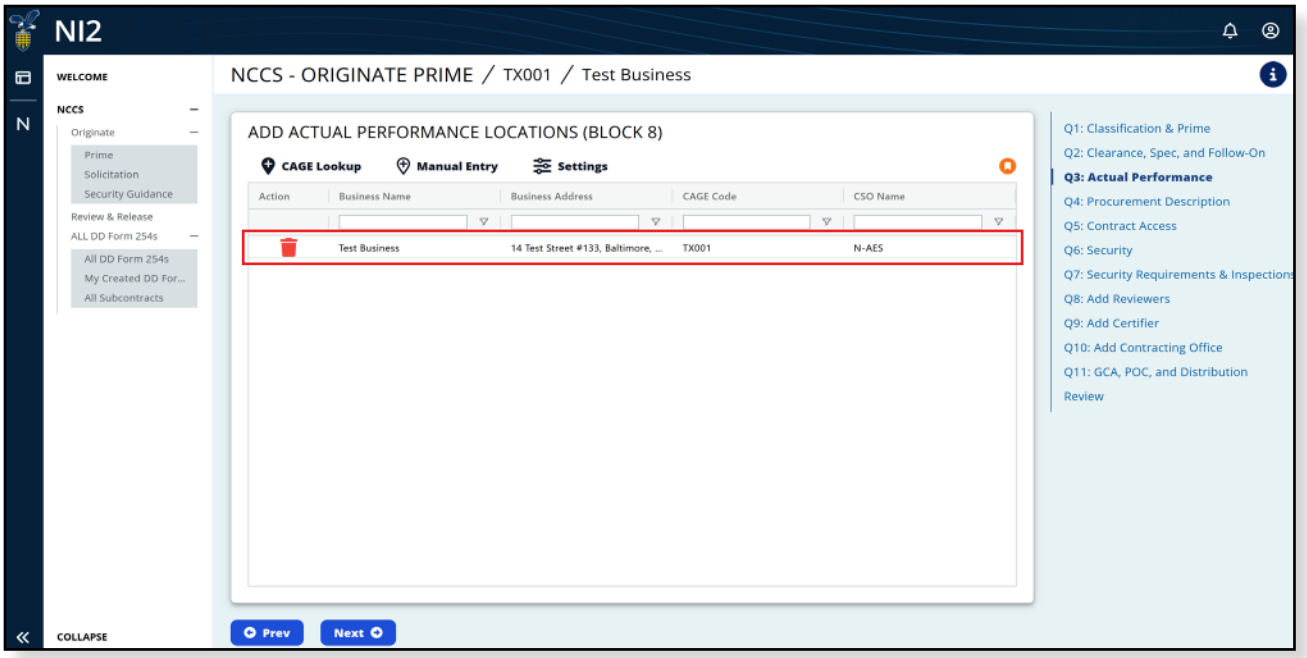
Follow-On Contract (Block 4)

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)

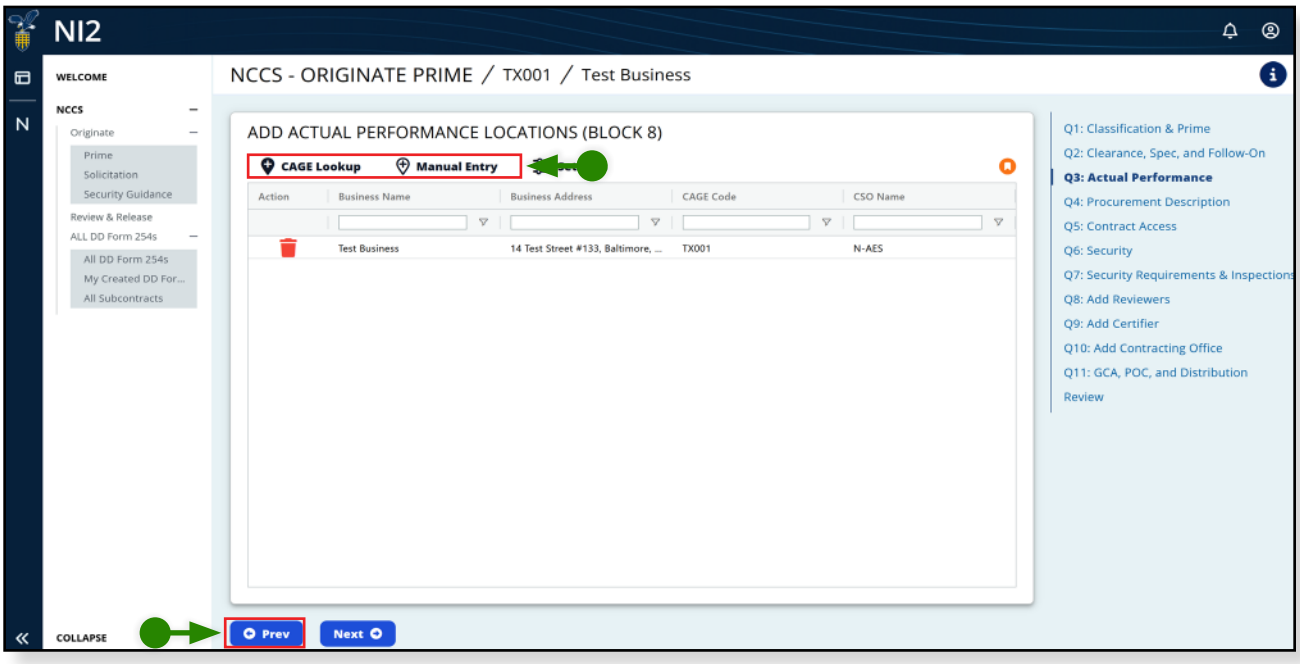
In Block 8, add the locations where the contract work will be performed. The business name and address will be automatically populated based on previously entered information. If work will not be performed at a listed location, you can removed the entry by selected the trashcan icon. Otherwise, input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



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.

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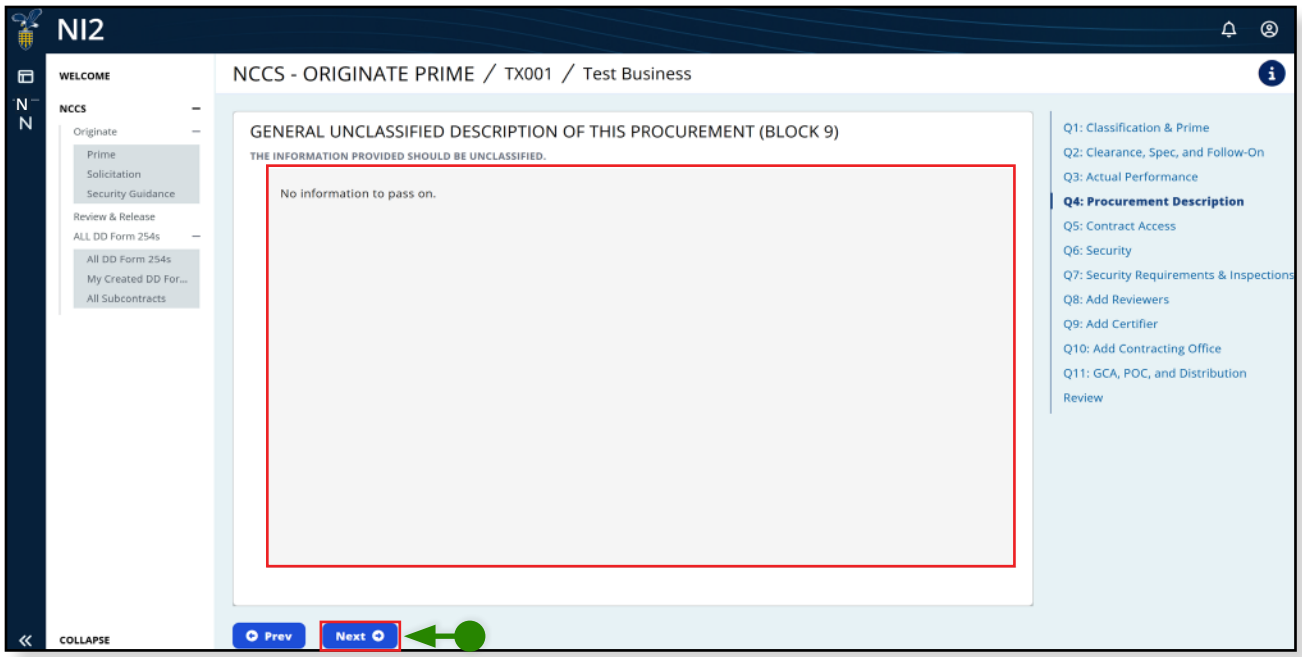
General Unclassified Description of this Procurement (Block 9)

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

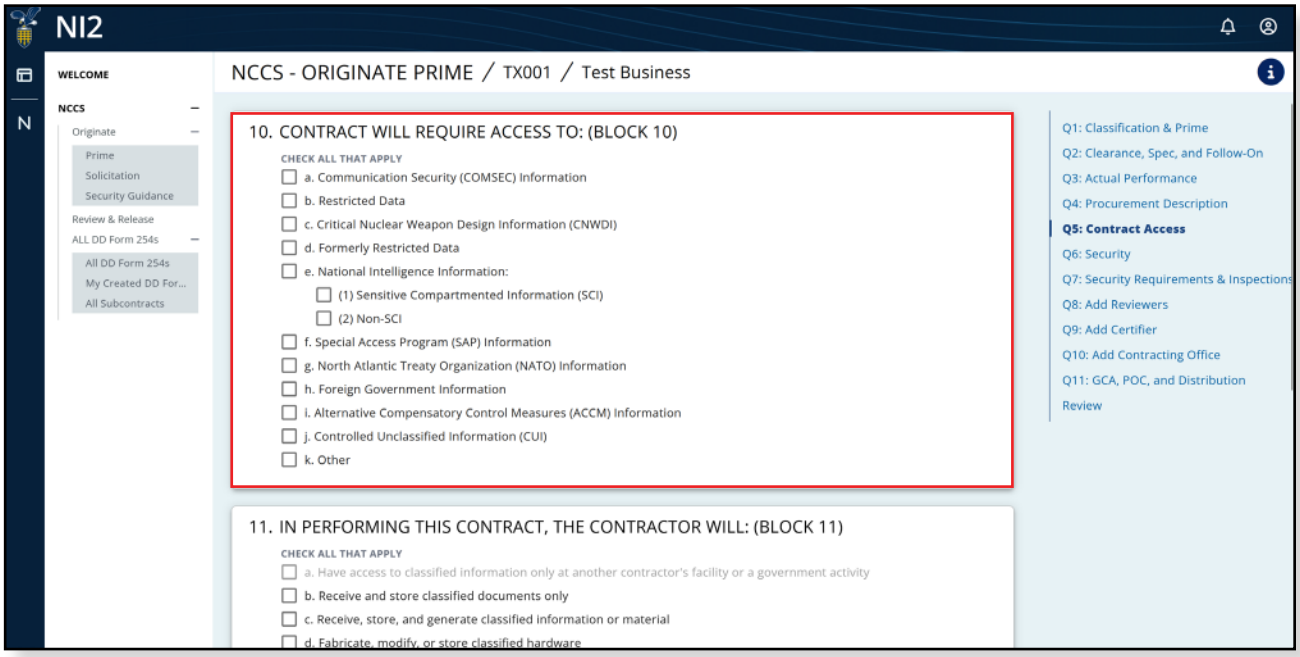


Contract Access

> **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.

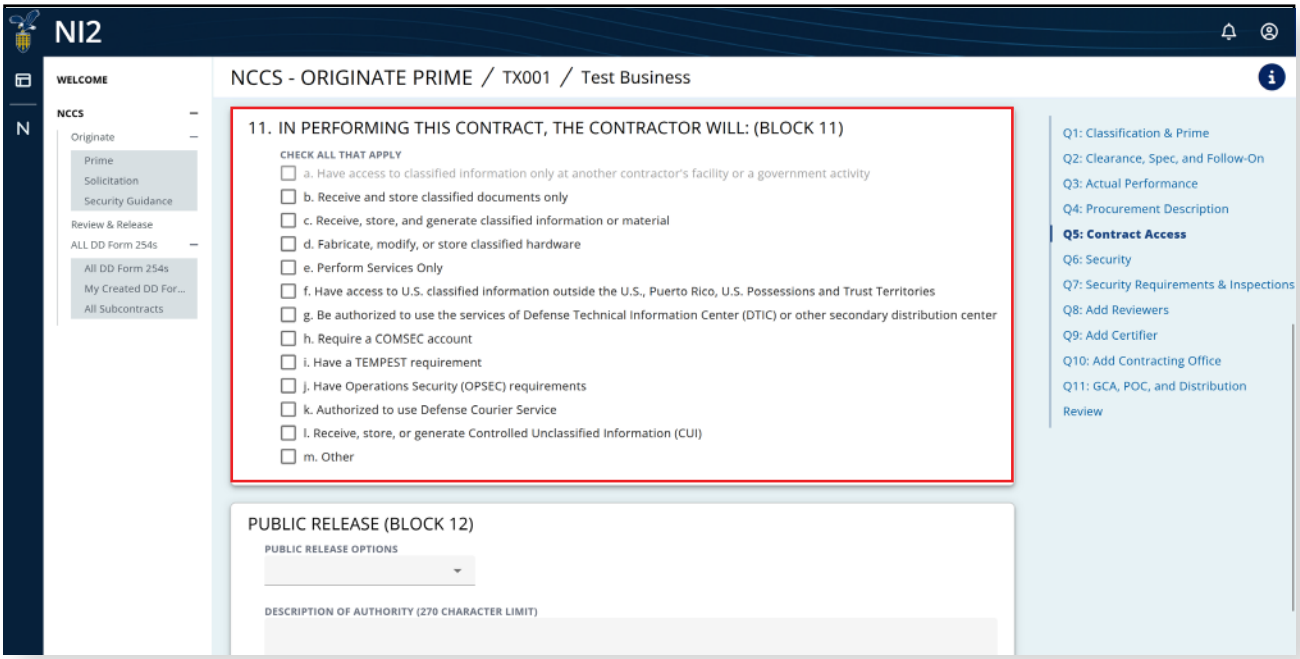
Contract will require access to: (Block 10)

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



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

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

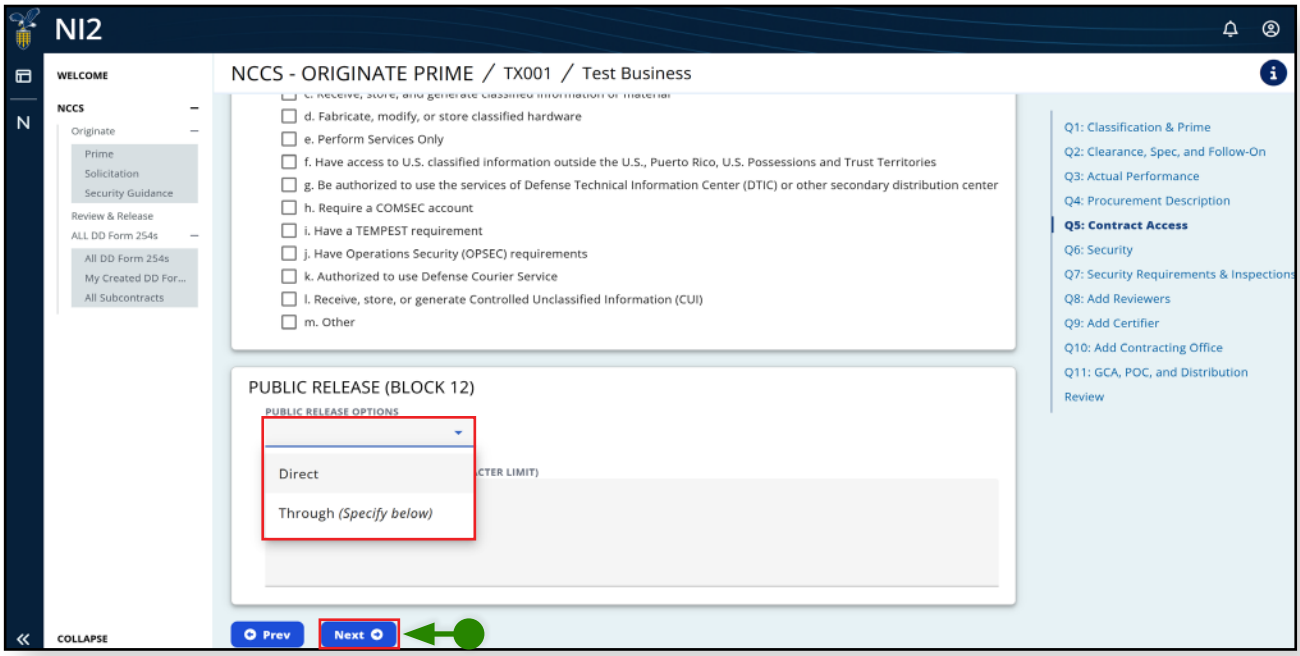


Contract Access (Continued)

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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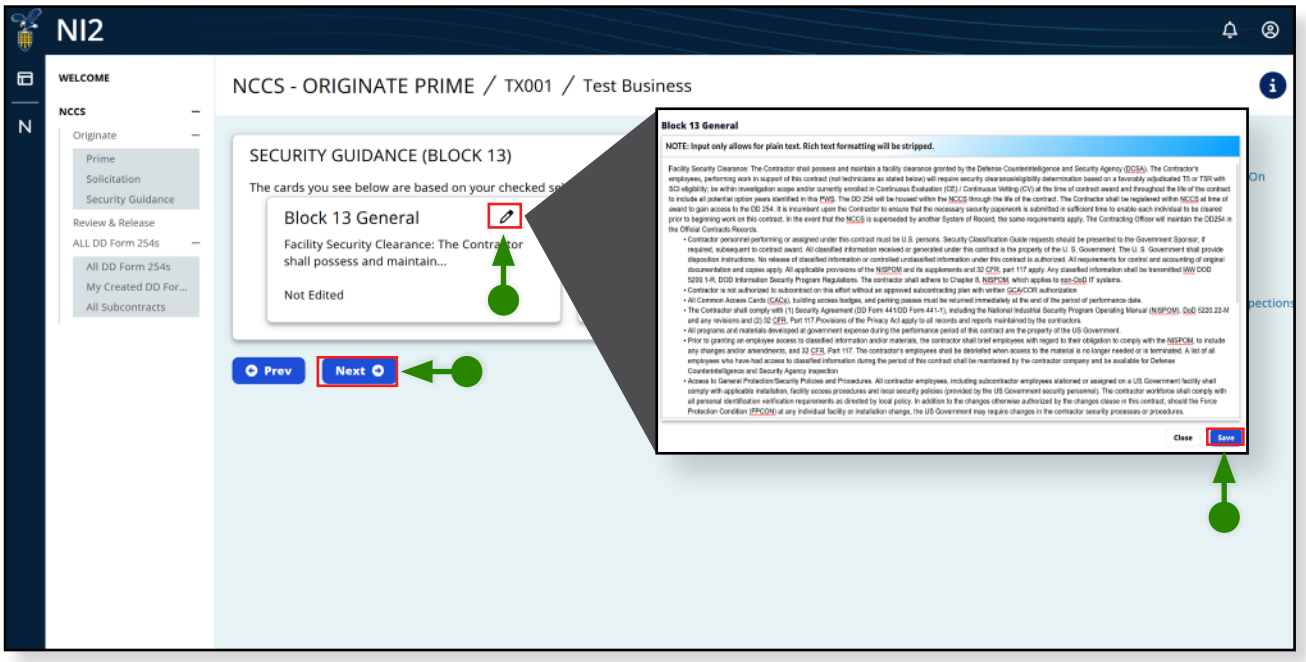
Security

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.



Security Requirements and Inspections

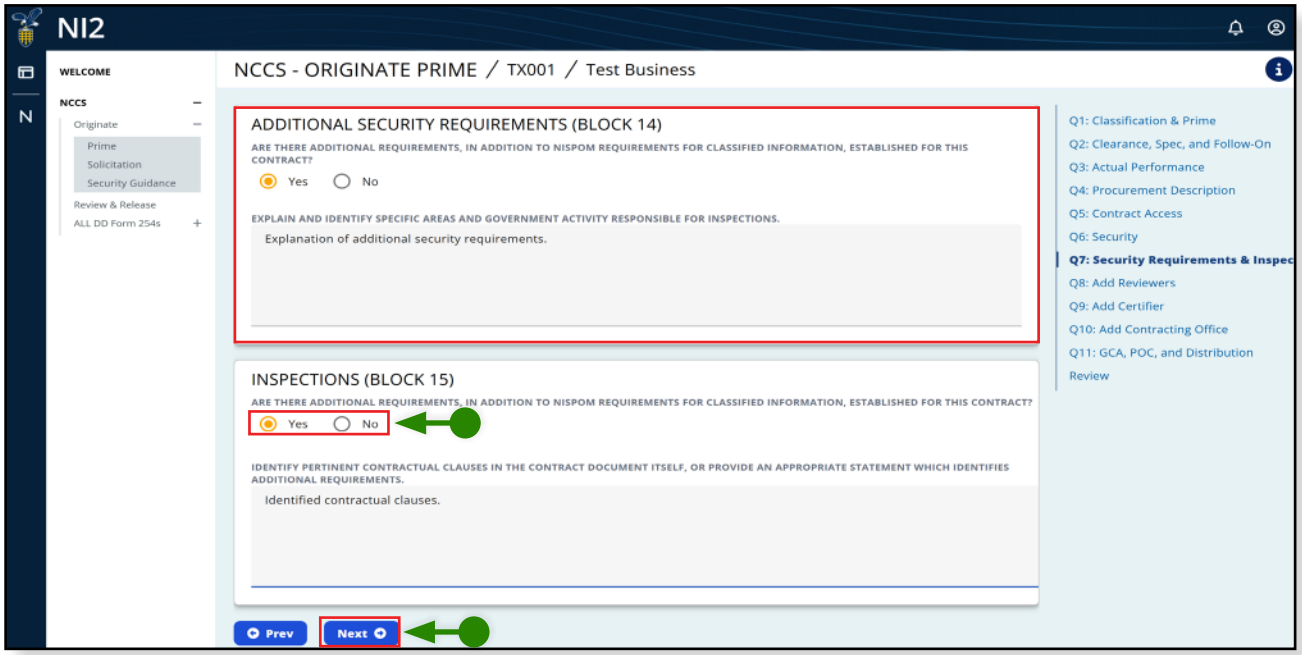
Answers for Blocks 14 and 15 may be automatically selected based on your selections in Blocks 10 and 11.

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.



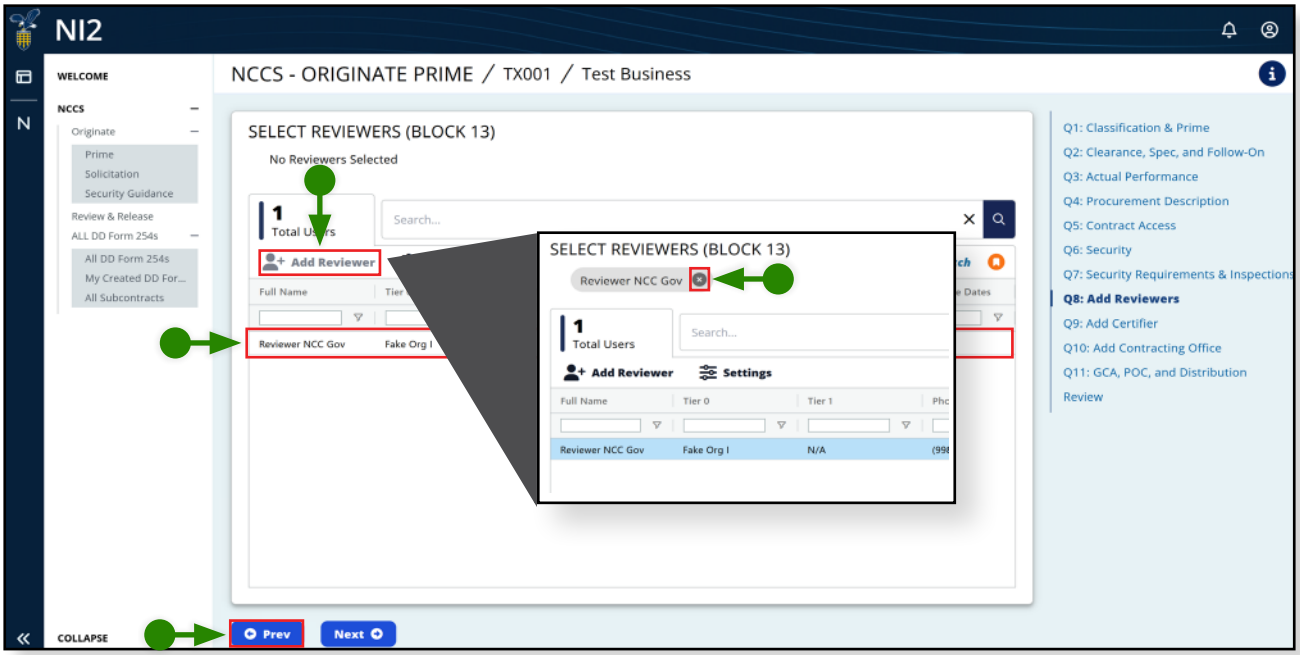
Add Security Reviewers

In Block 13, you have the option to select up to eight reviewers for you 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.

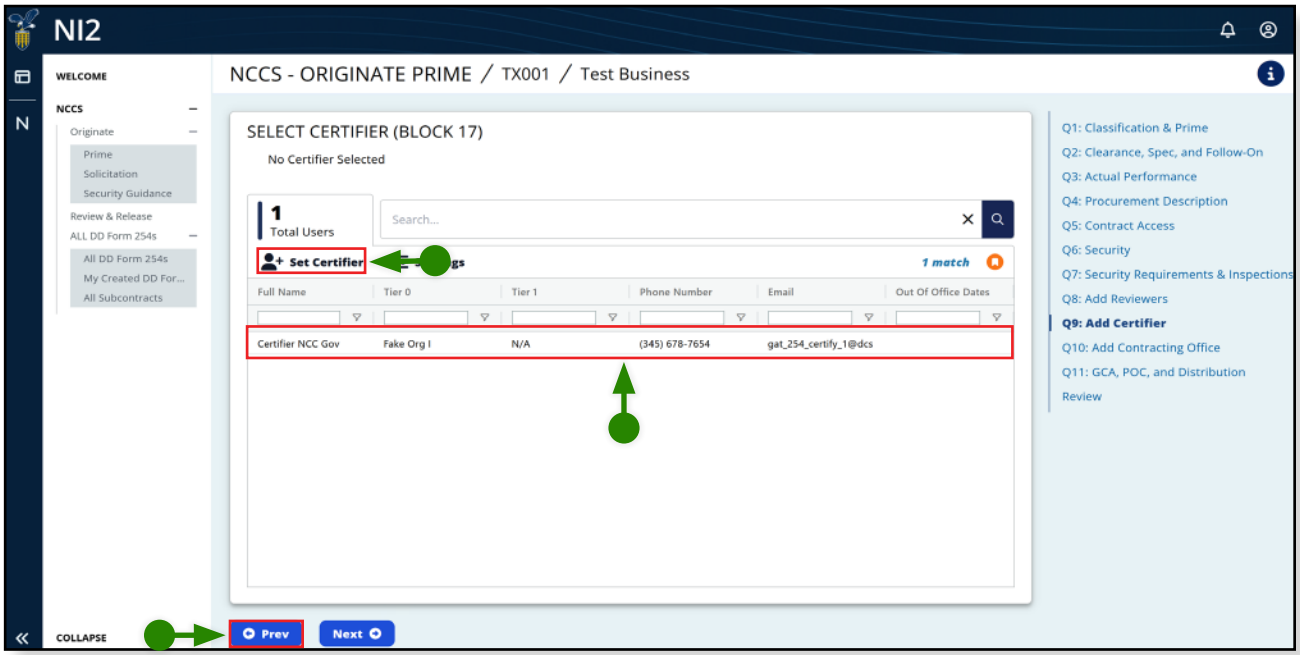


Add Certifier

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.

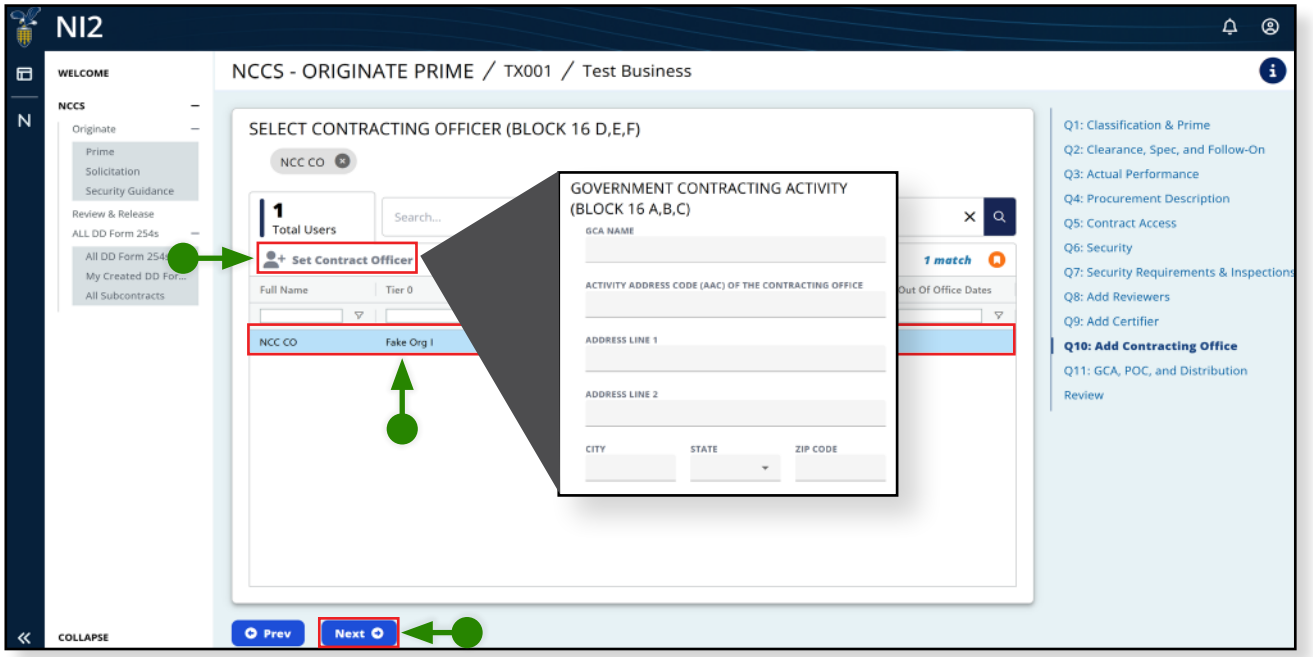


Add Contracting Officer

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.



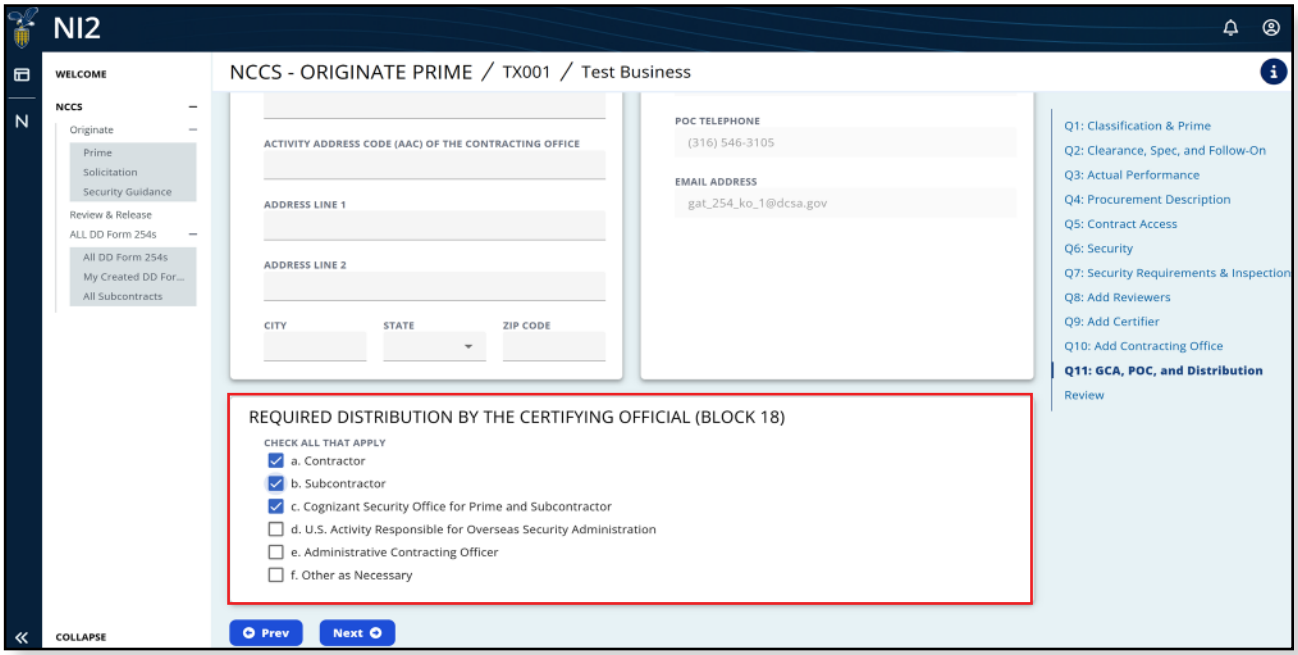
Government Contracting Activity: (Block 16 a, b, c)

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

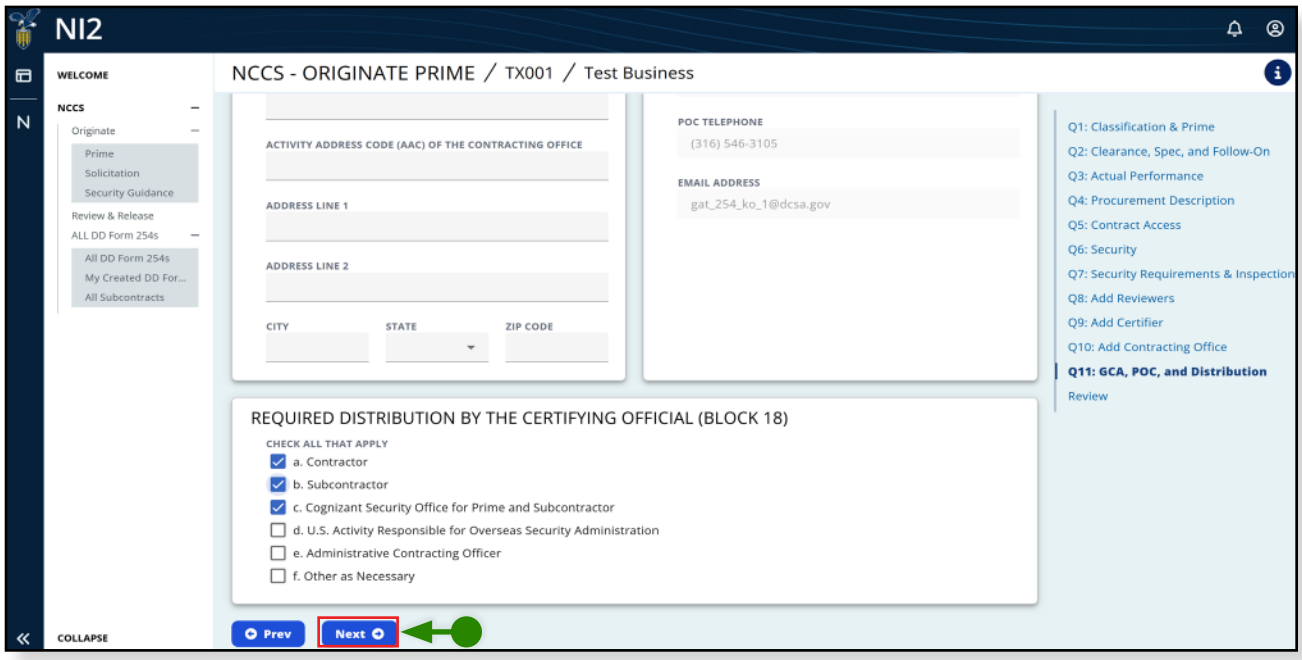
Point of Contact: (Block 16 d, e, f)

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)



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

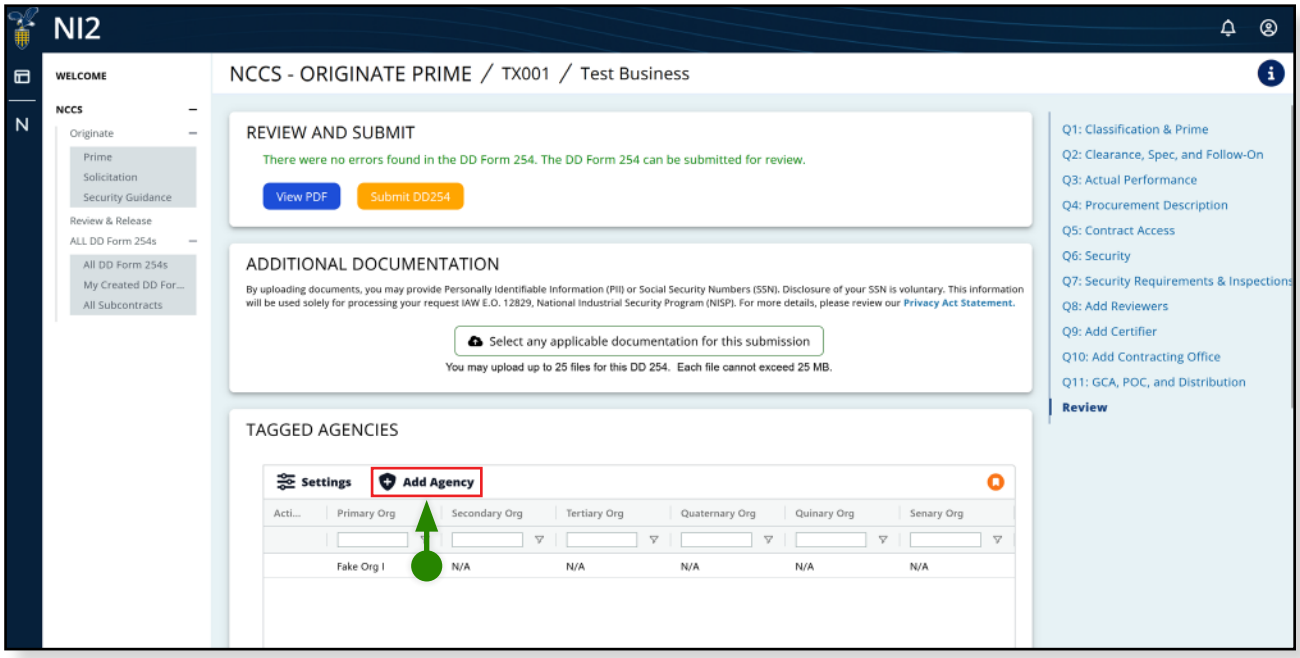


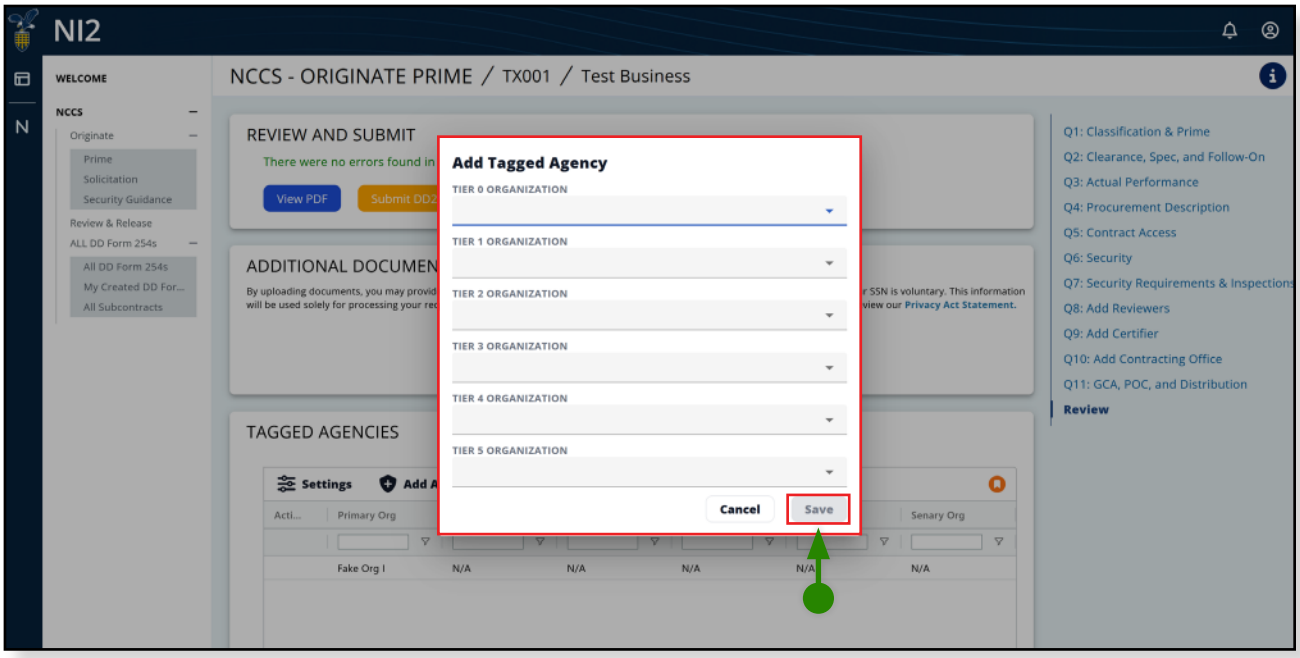
ToC

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.





ToC

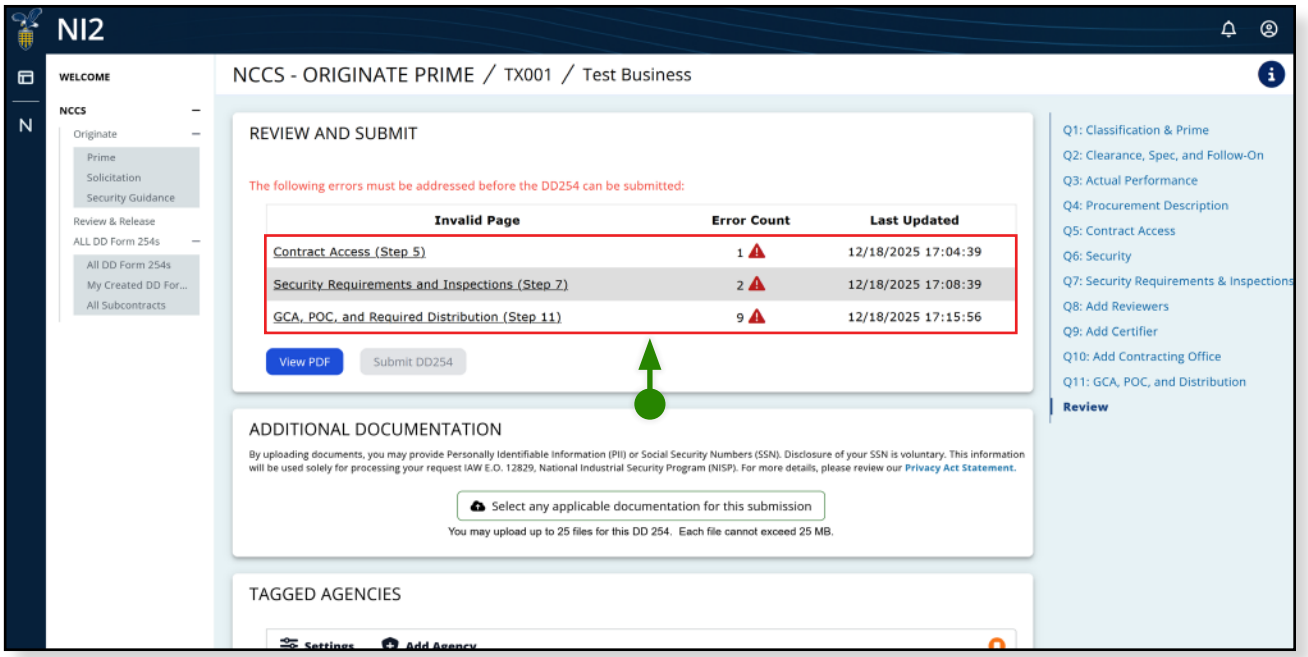
Form Validation

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.



ToC

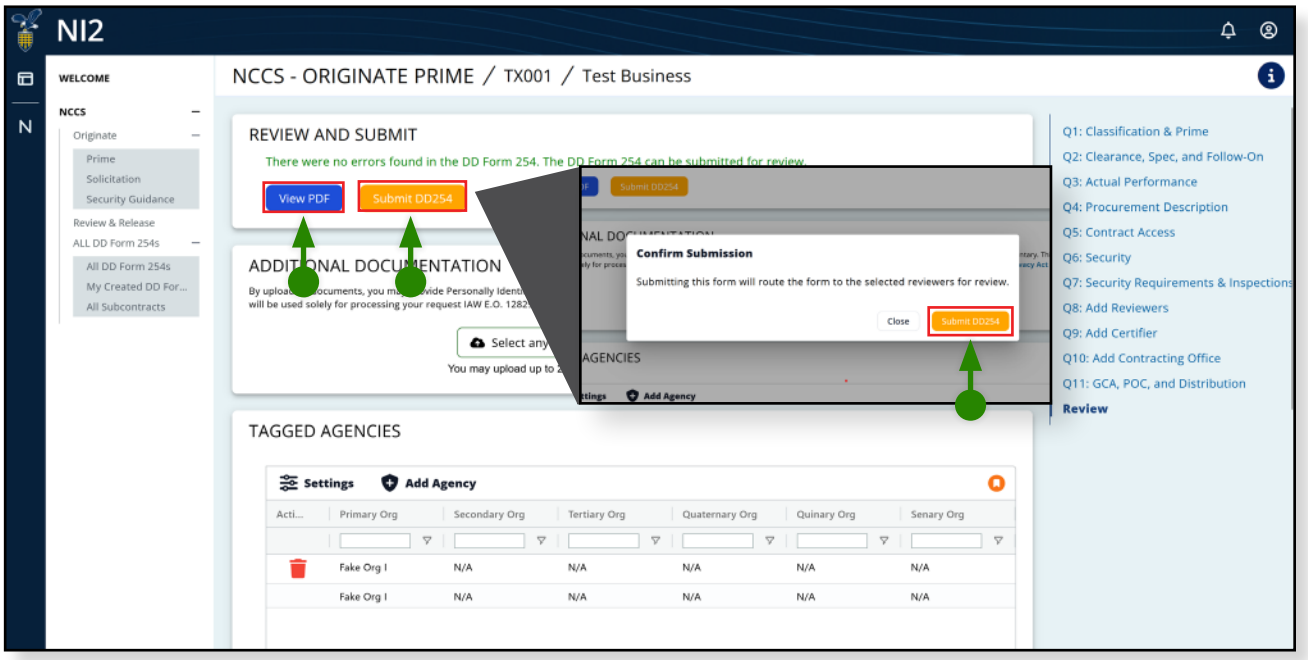
Form Validation (Continued)

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.



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.

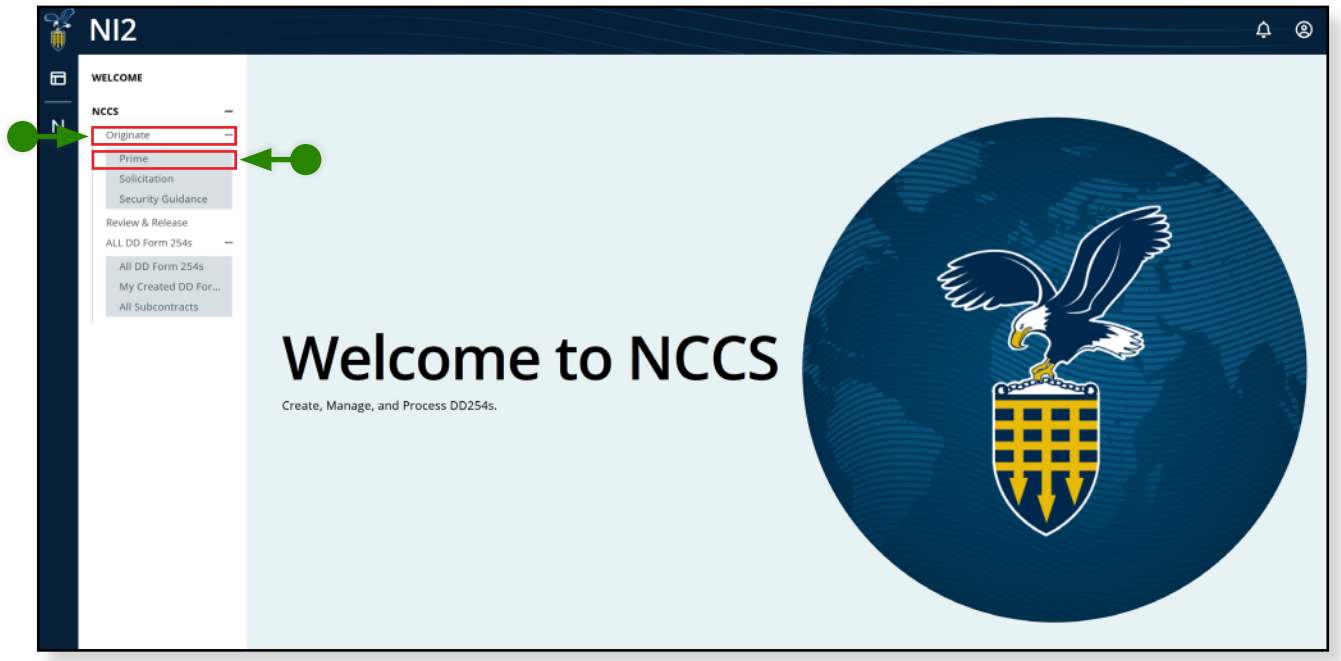
Getting Started

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

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.

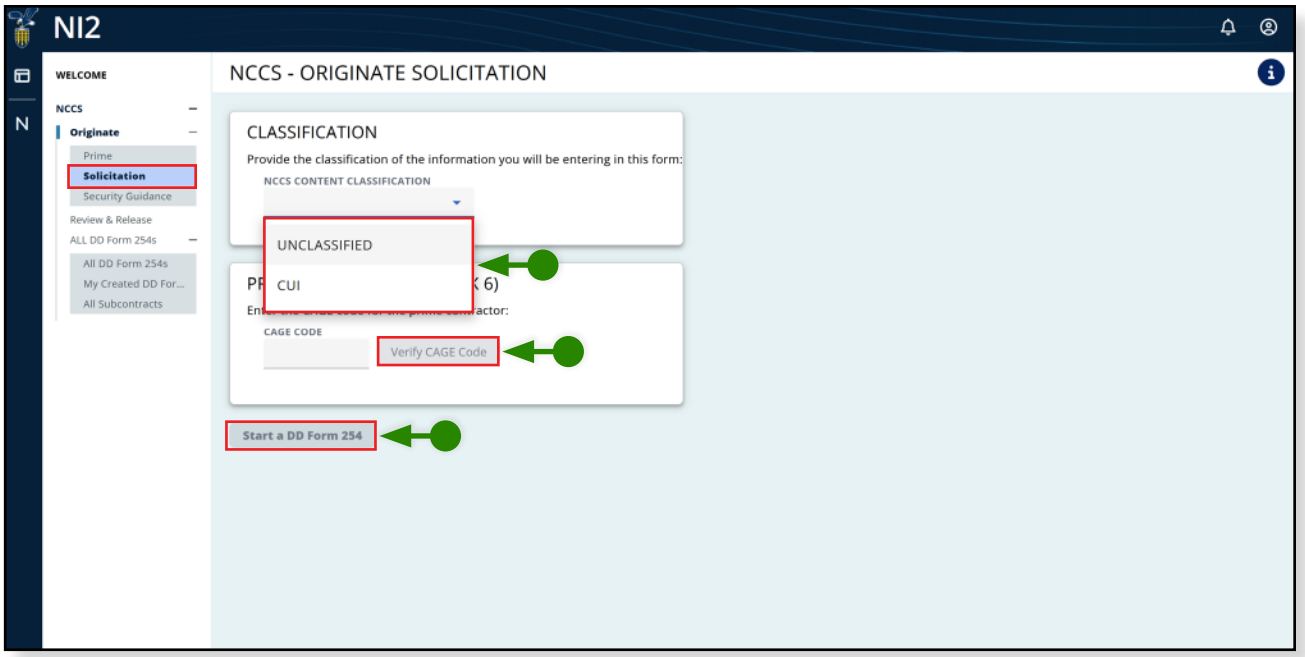
Prime Contractor

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.

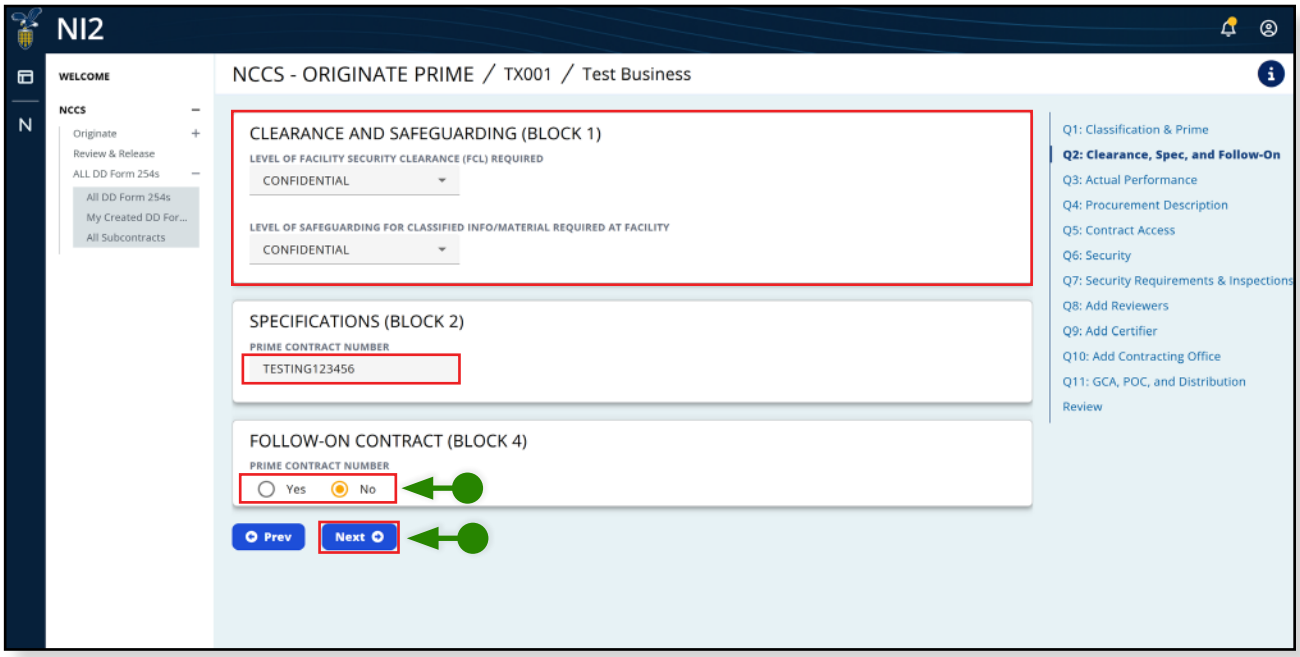
Selecting any option other than “None” will trigger a pop-up box containing additional, relevant information.

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.



ToC

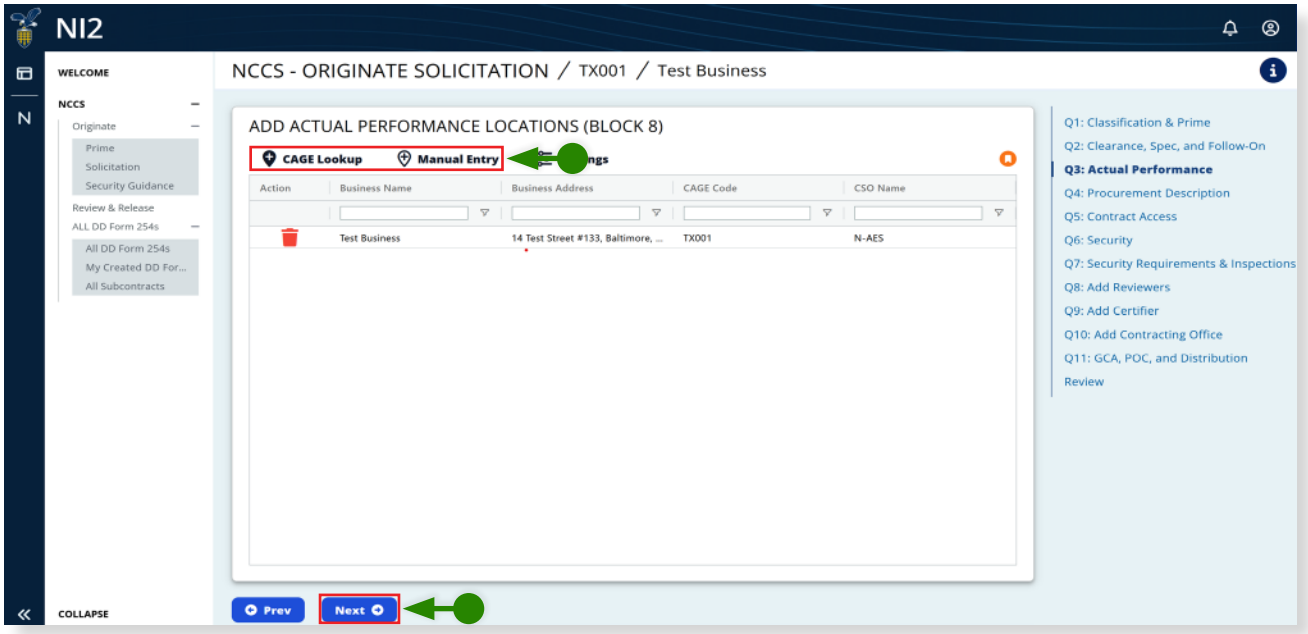
Actual Performance

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.

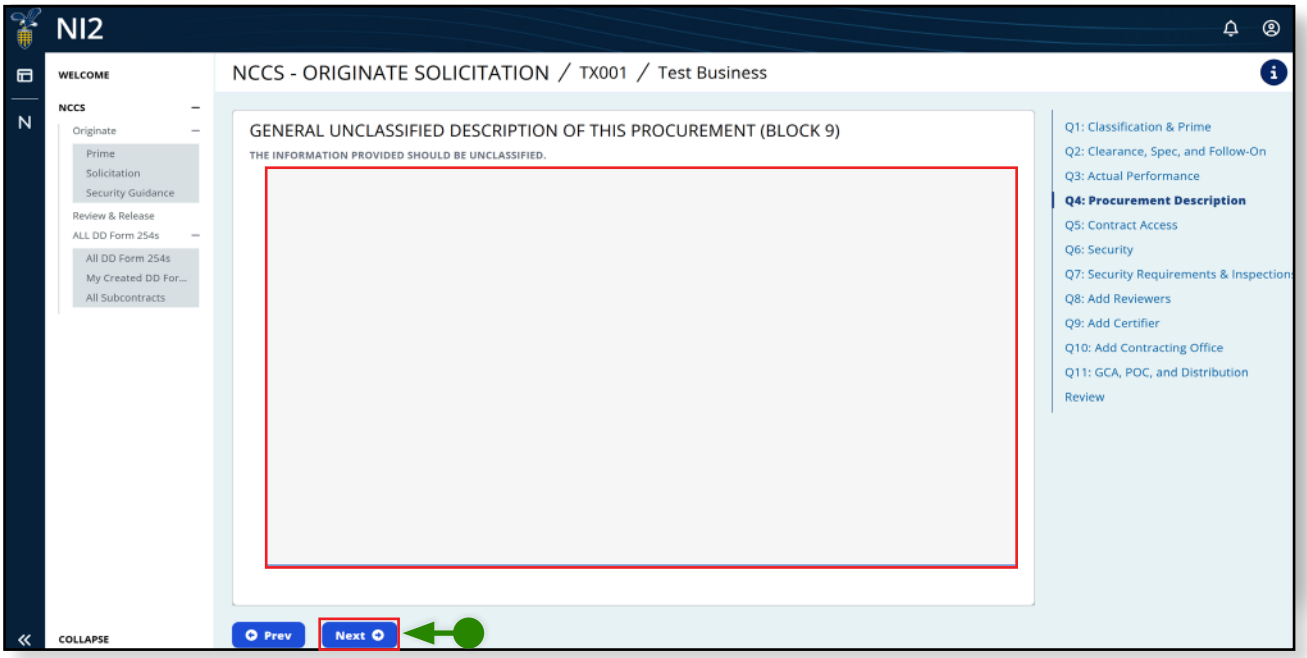


Procurement Description

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.

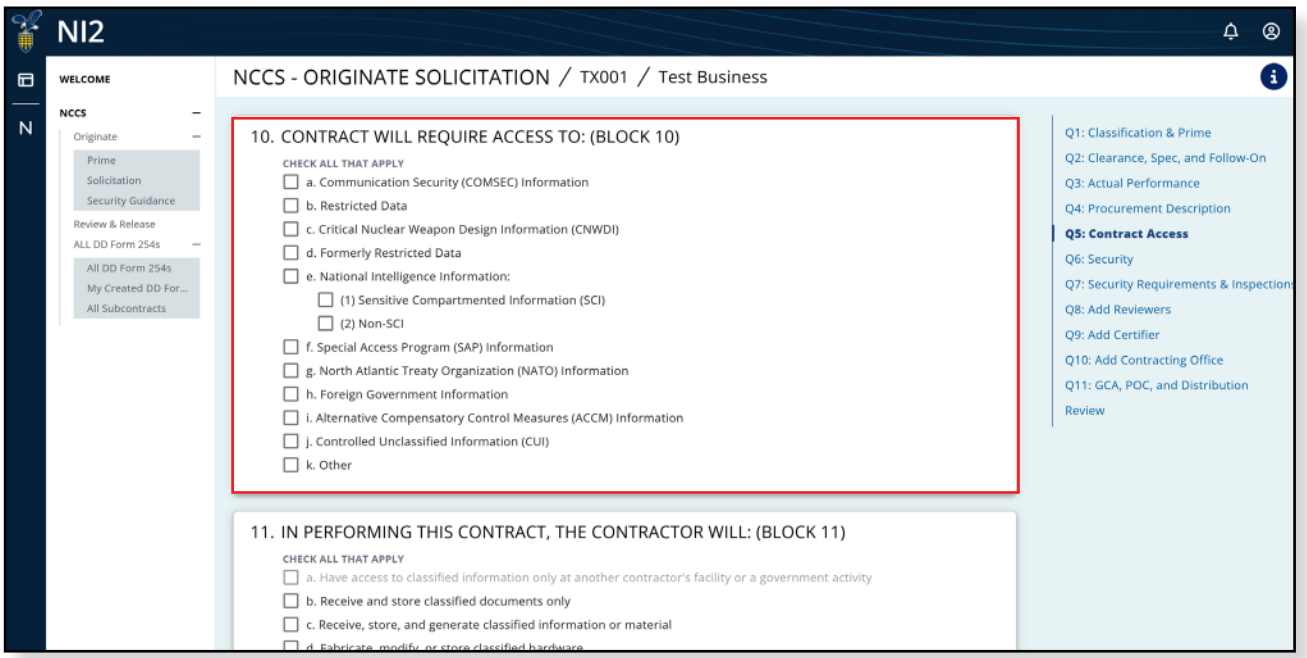
General Unclassified Description of this Procurement: (Block 9)

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



Contract will require access to: (Block 10)

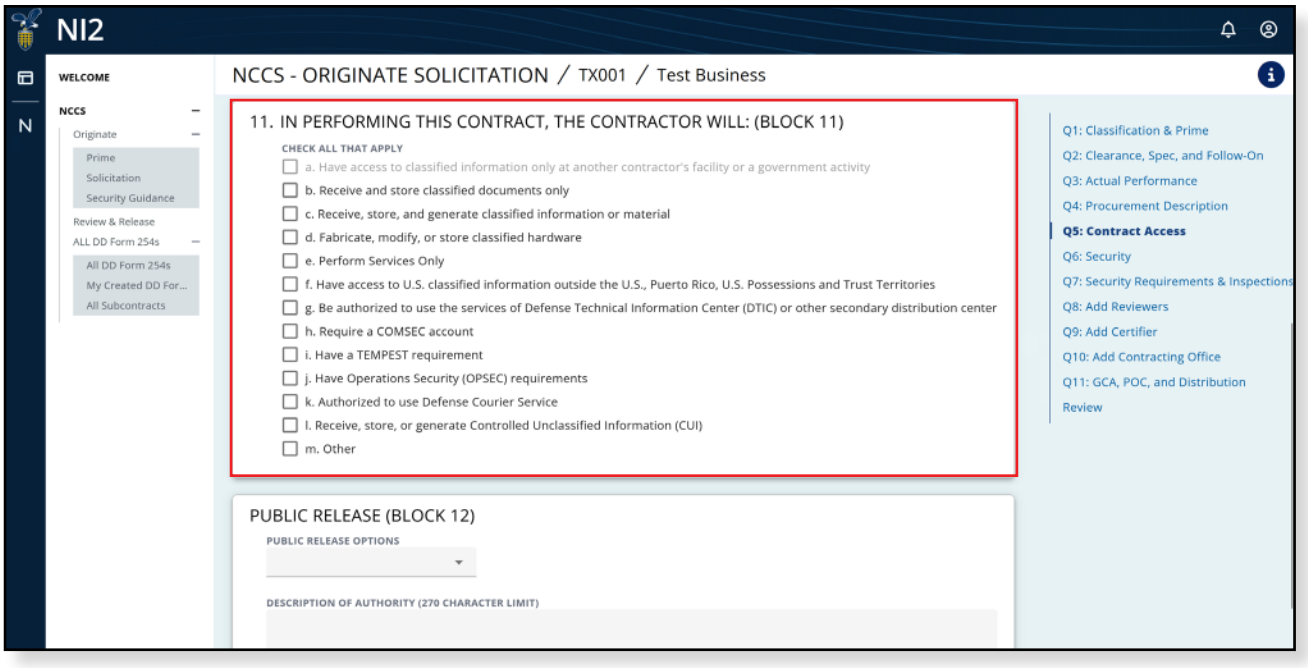
1. Select from the provided options all access that the contract will require.



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.

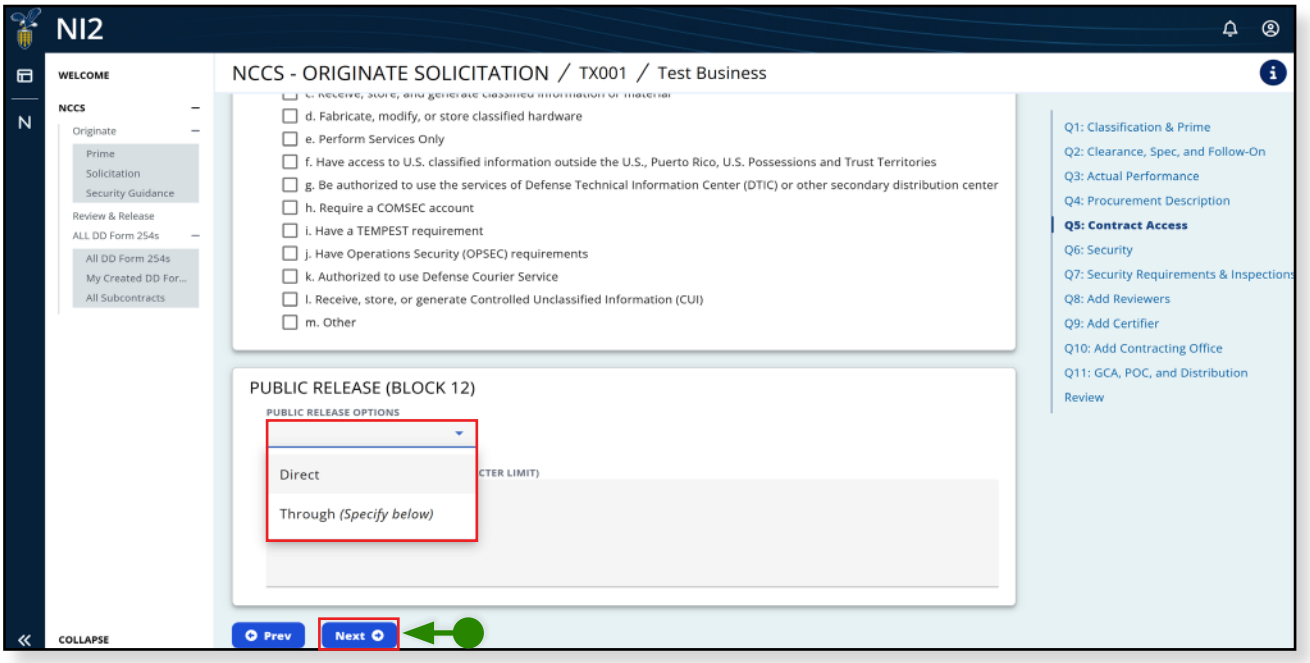


Public Release: (Block 12)

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.

ToC



Security Guidance: (Block 13)

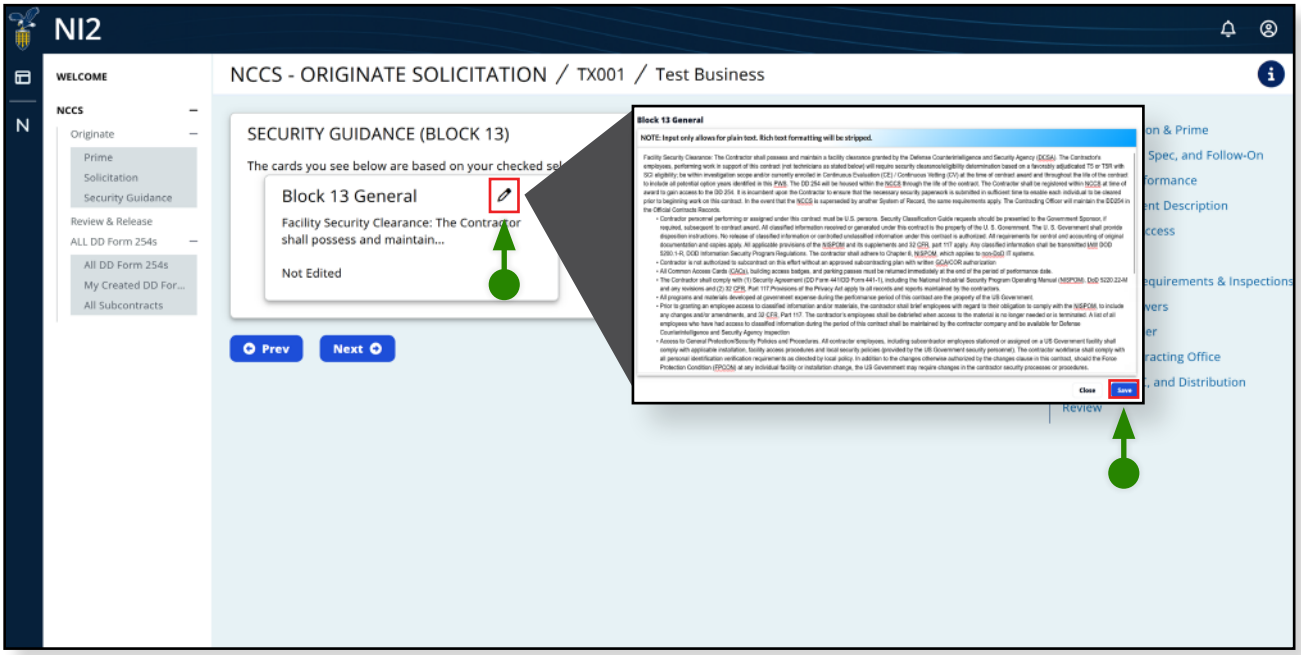
On this screen, the NI2 application automatically generates the Block 13 Security Guidance based on your selections in the Blocks 10 and 11. The cards in this panel make up the Security Guidance. Your cards will vary based on your previous selections. For example, if you selected option “a” from the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

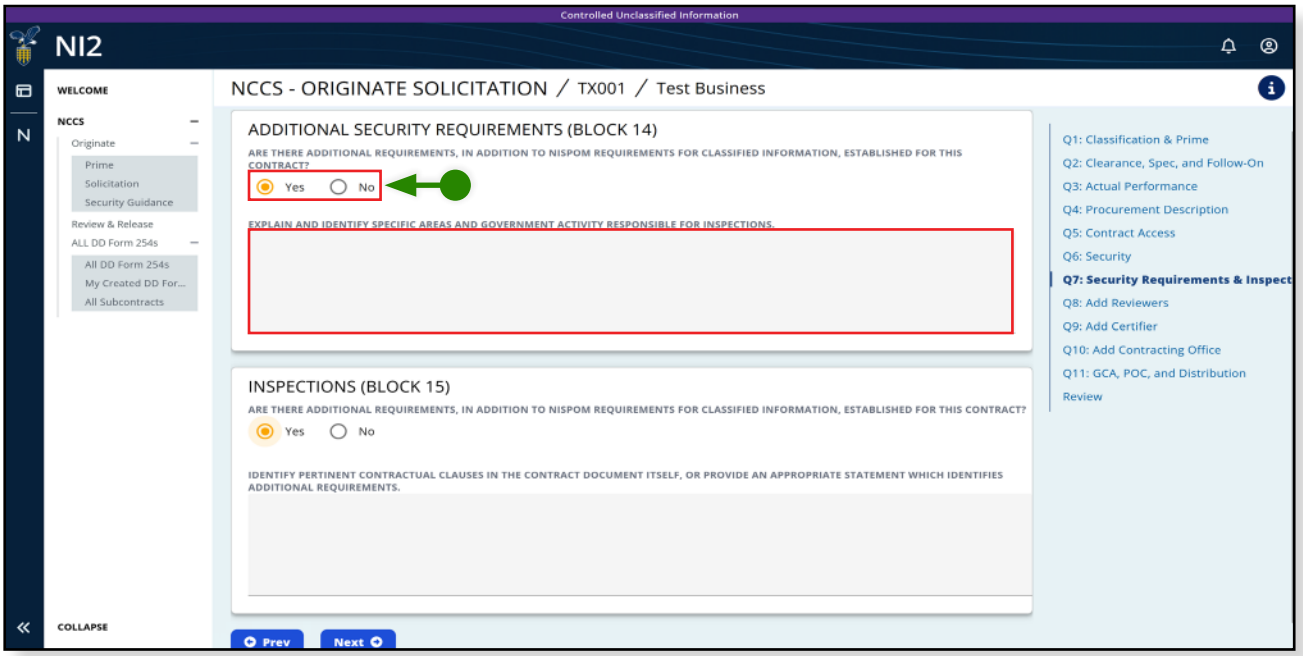
4. To apply a security guidance template unique to your organization, select the template from the drop-down menu called Security Guidance Template at the top of the screen.
5. Select **Apply Template**.
6. Select **Next** to continue.



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.



ToC

Inspections: (Block 15)

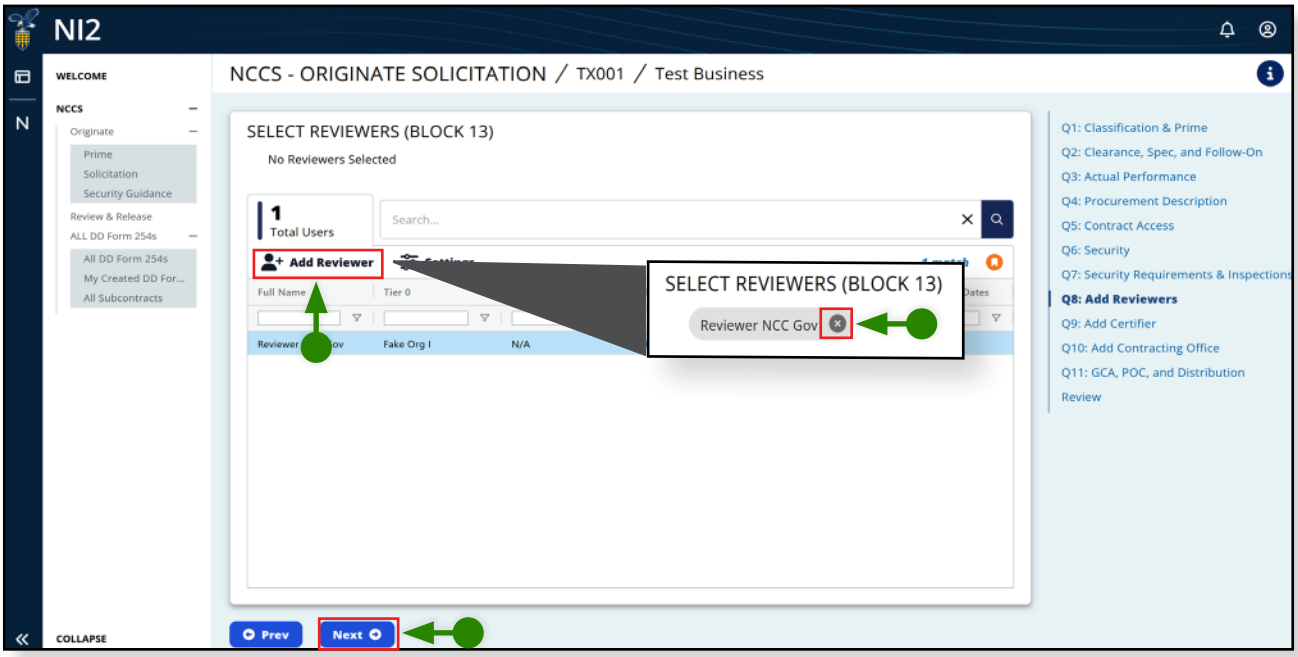
1. Select **Yes** or **No**. If you select Yes, you must include additional information in the free text field.
2. Select **Next** to continue.

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.

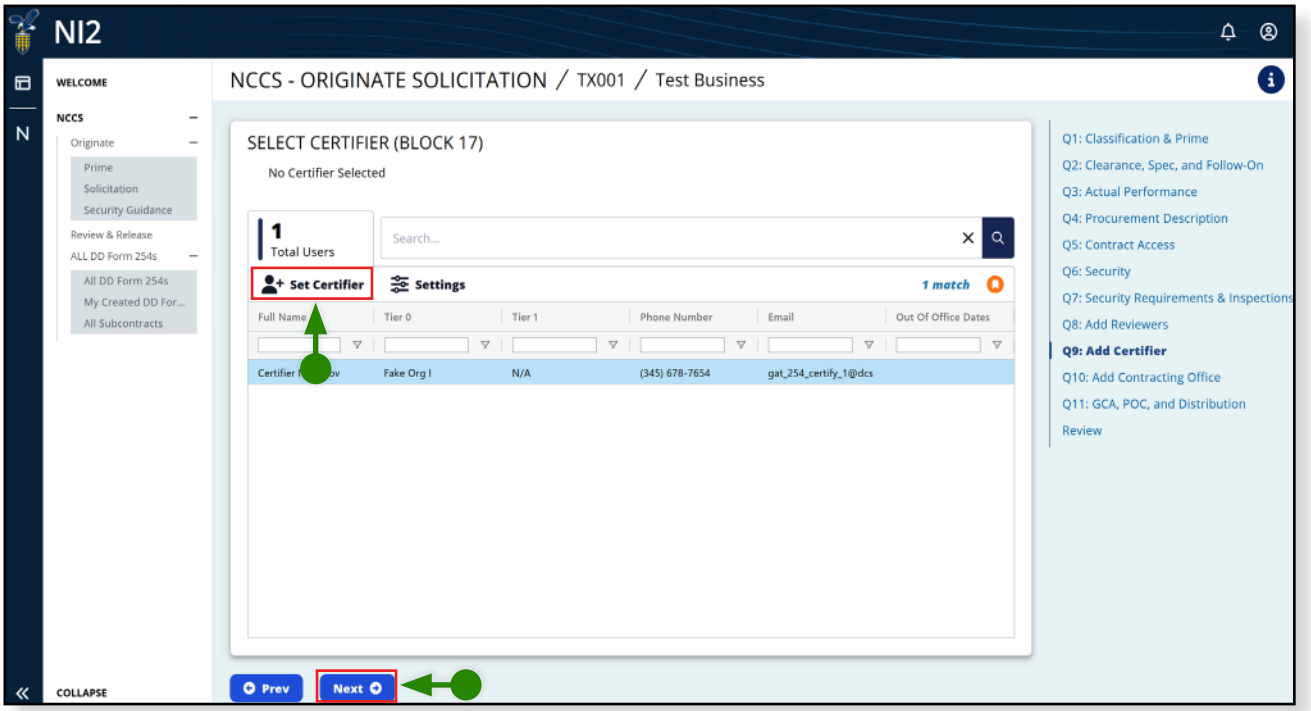
1. Select the reviewer's name.
2. Select **Add Reviewer** in the upper-right side of the panel.
3. To remove a reviewer, Select the "**X**" next to the reviewer's name.
4. Select **Next** to continue.



Select Certifier: (Block 17)

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

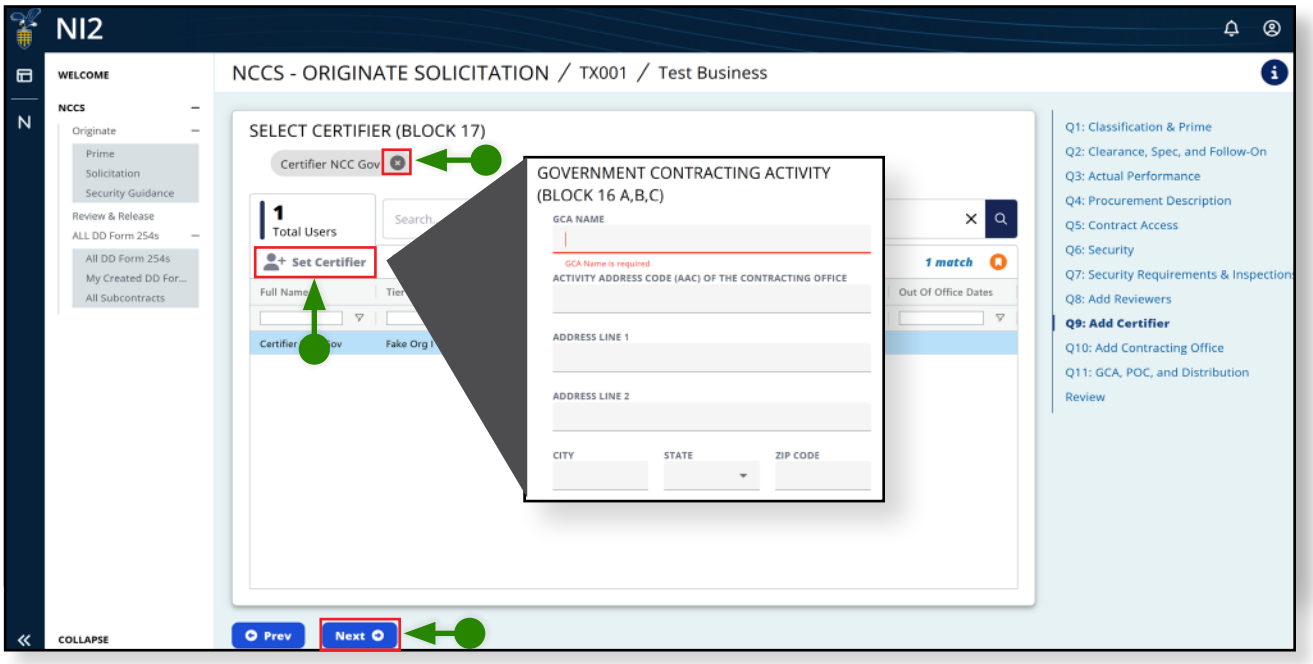
1. Select the certifier's name.
2. Select **Set Certifier** in the upper-left side of the panel.
3. Select **Next** to continue.



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.



ToC

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

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

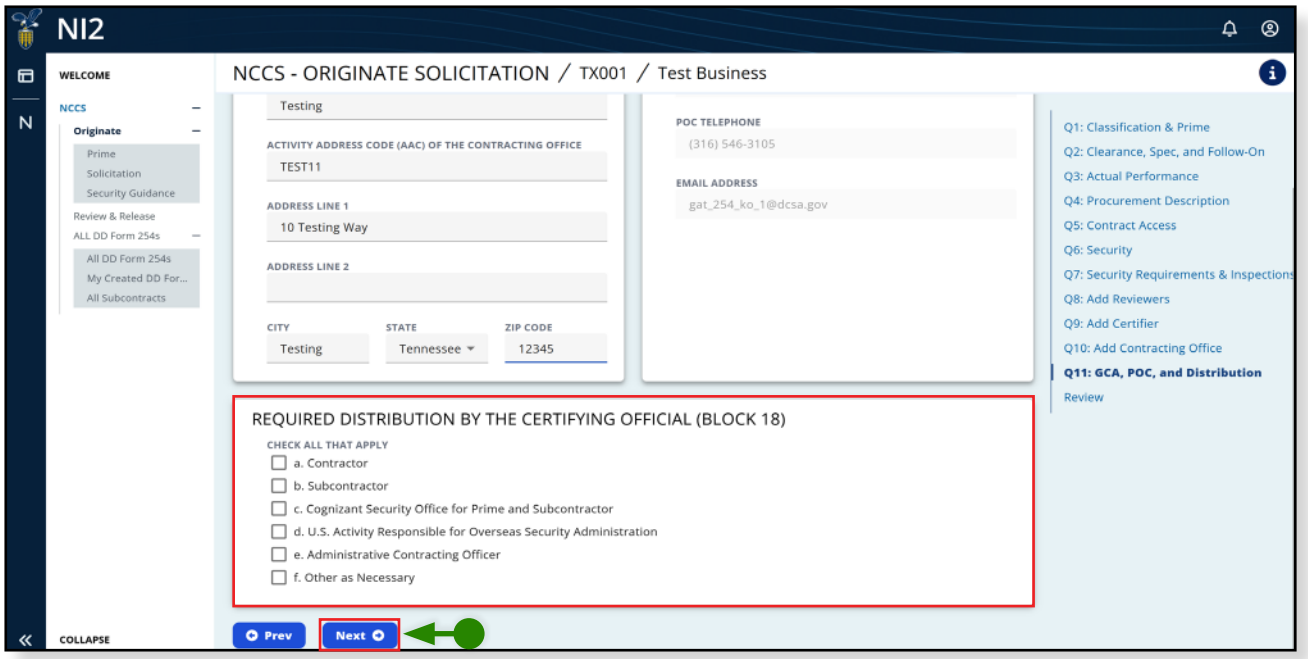
Point of Contact: (Block 16 d, e, f)

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.

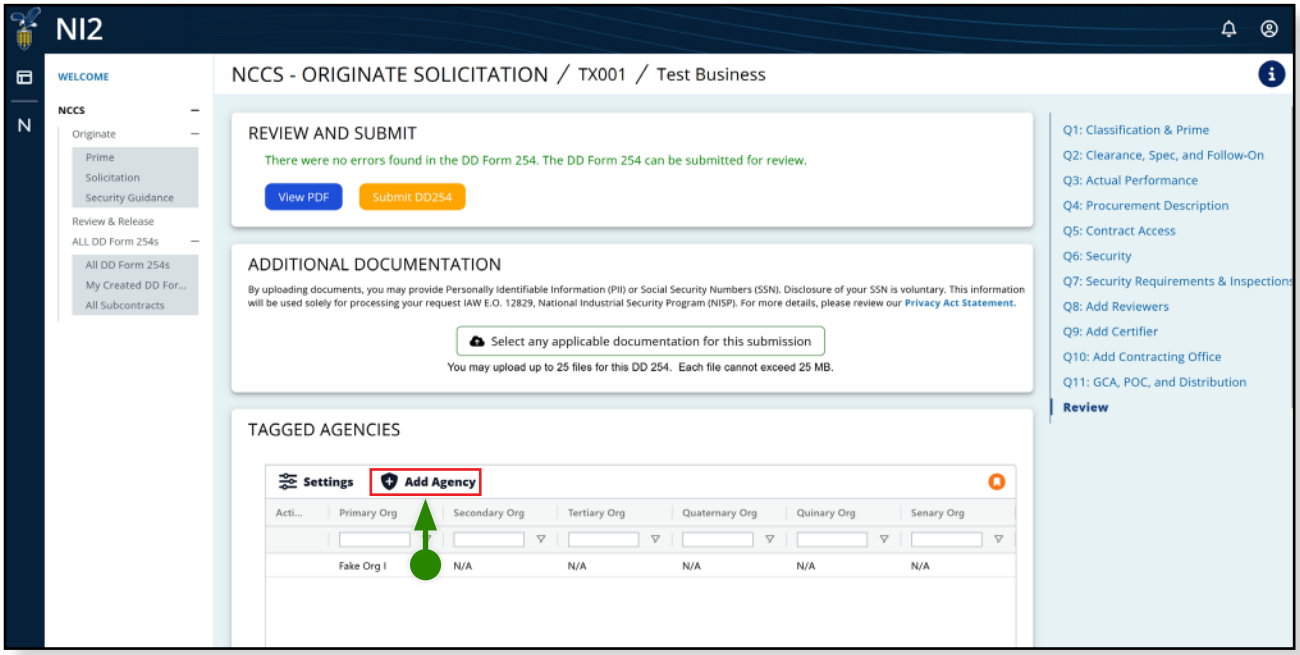


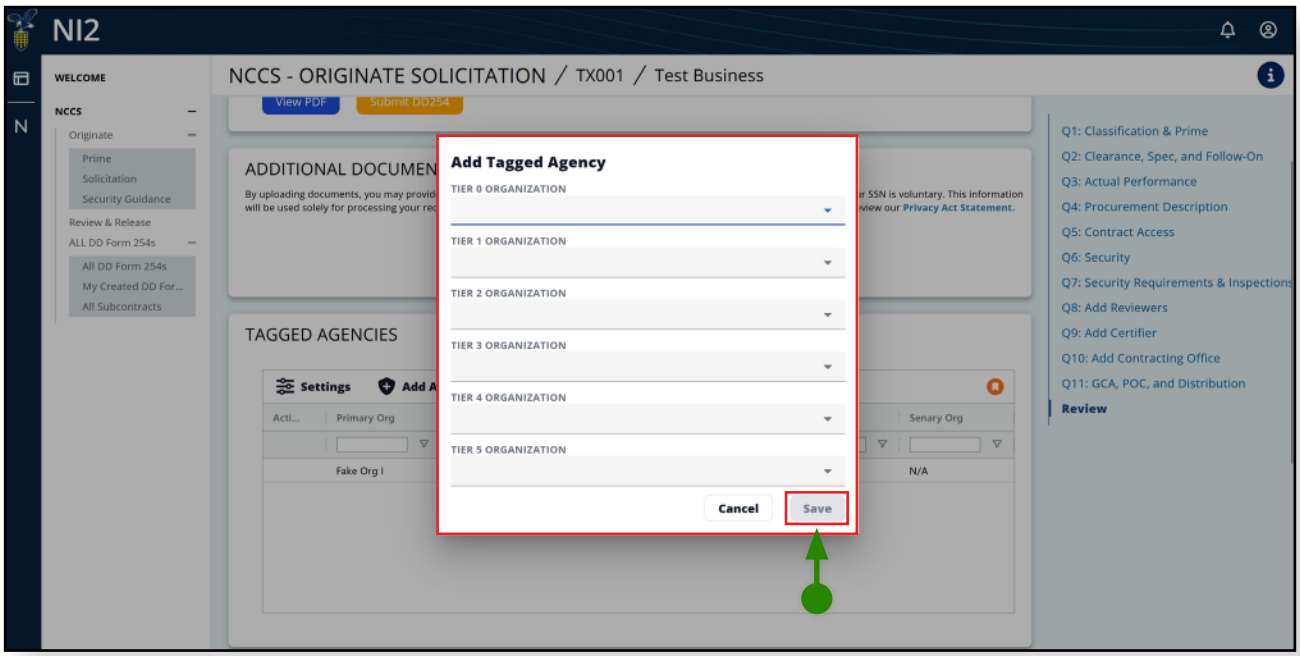
ToC

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, then select **Save**.





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.

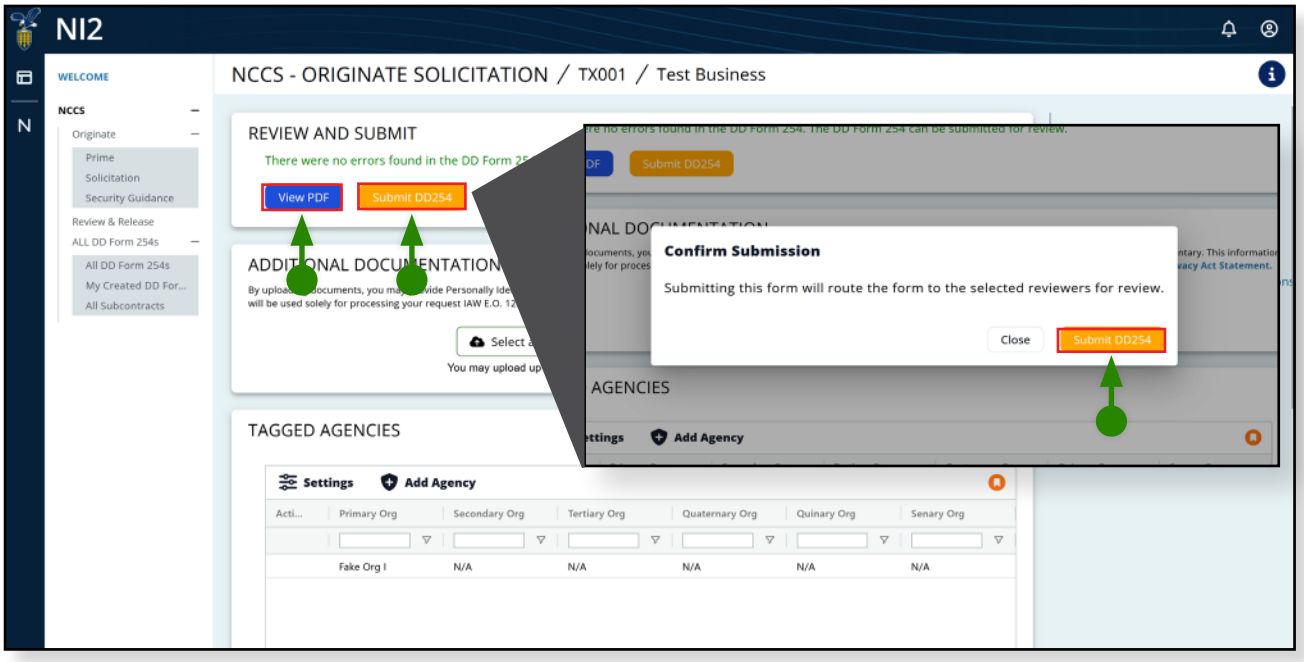
> **Note:** In NI2, you can use this navigation bar at any point in originating a DD Form 254 to move to different sections. Your work on the DD Form 254 is auto saved in NI2. You can exit the document at any time and return to your saved work.

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.

ToC

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.

ToC

Released List

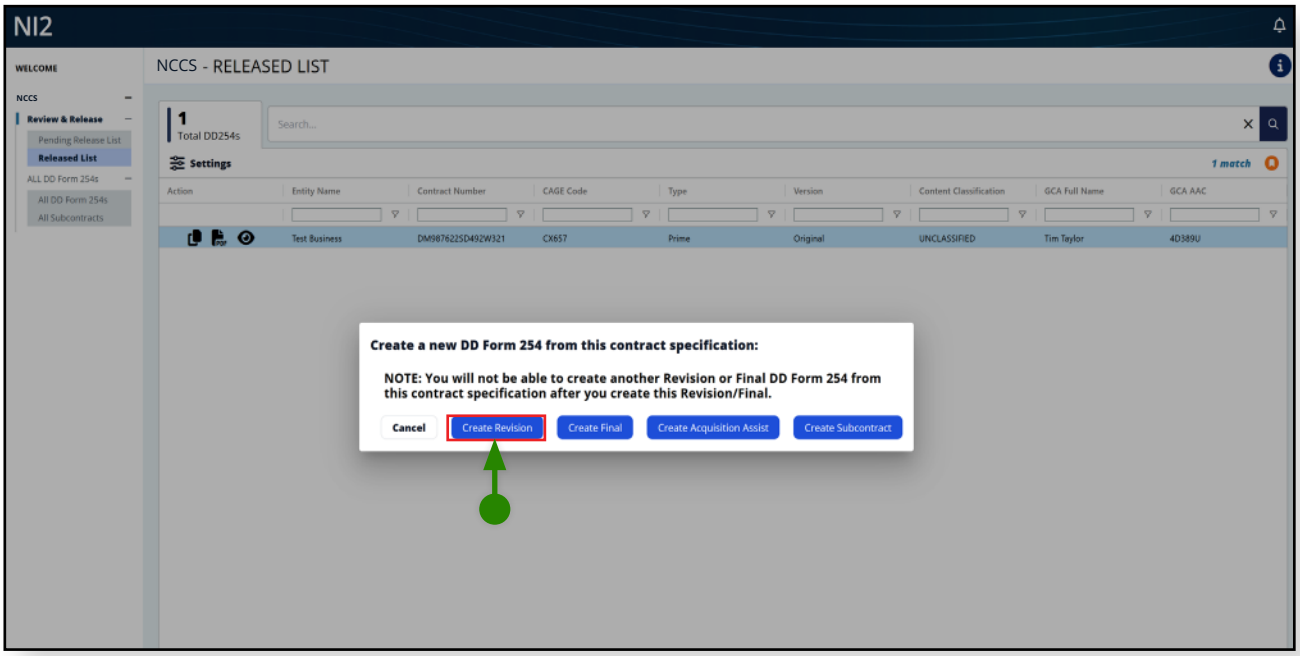
1. Find the released contract. You can search by entity name, contract number, CAGE Code, type, version, content classification, release date, GCA full name or GCA Activity Address Code (AAC).
2. Under the Action column, select the two overlapping pages icon to edit the original DD Form 254.

> **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.

ToC

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.

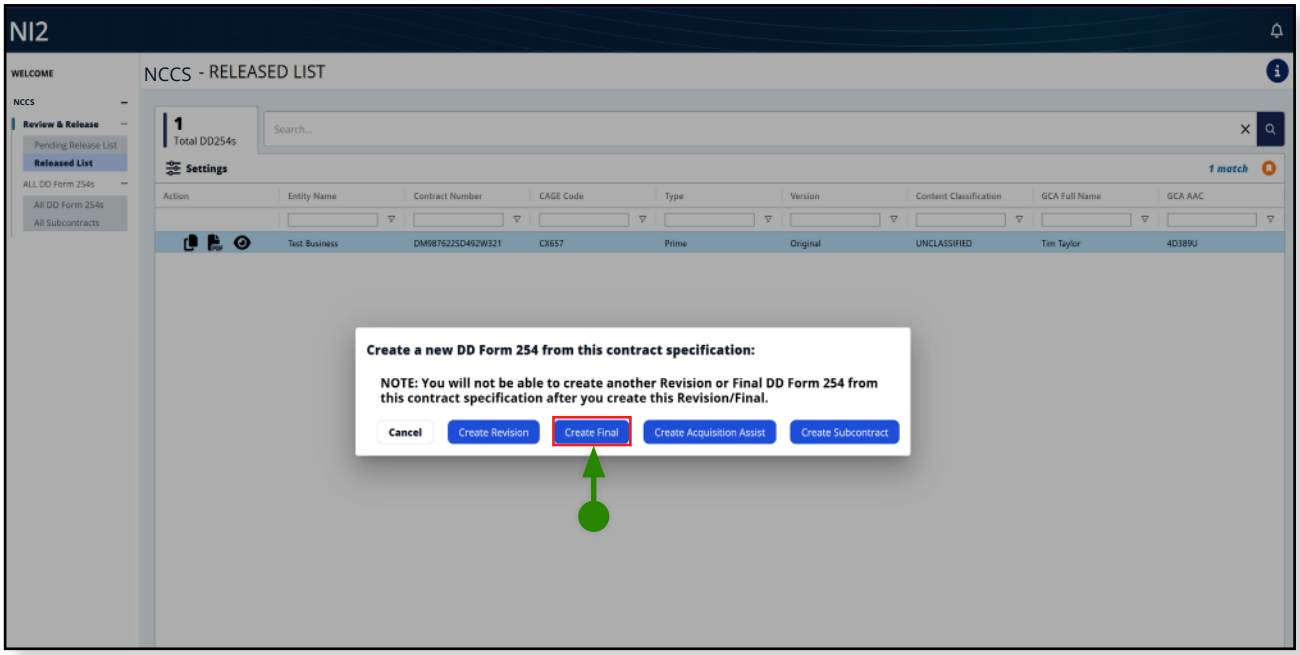
> **Note:** If you created or have permission to access a released DD Form 254 (based on your registration), you can edit it. The overlapping pages icon shows you have access.

ToC

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.

ToC

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.

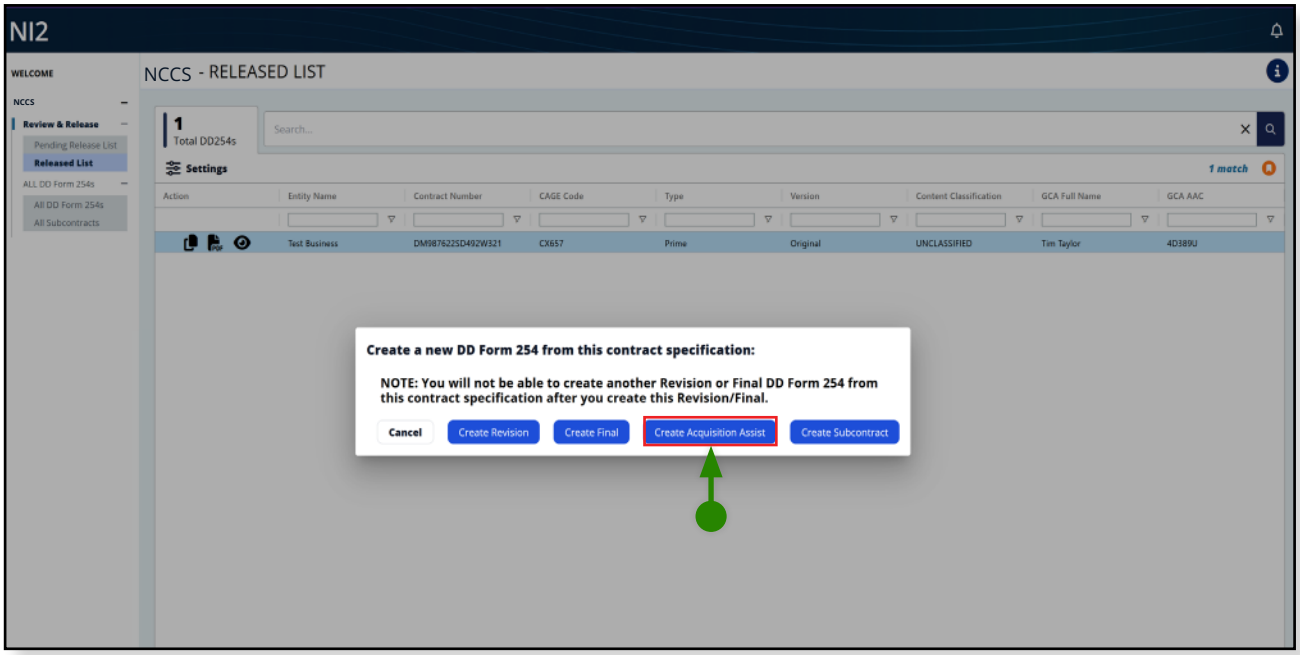
1. Find the released contract. You can search by entity name, contract number, CAGE Code, type, version, content classification, release date, GCA full name or GCA AAC.
2. Under the Action column, select the two overlapping pages icon to edit the original DD Form 254.

> **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

Government Reviewer

Getting Started

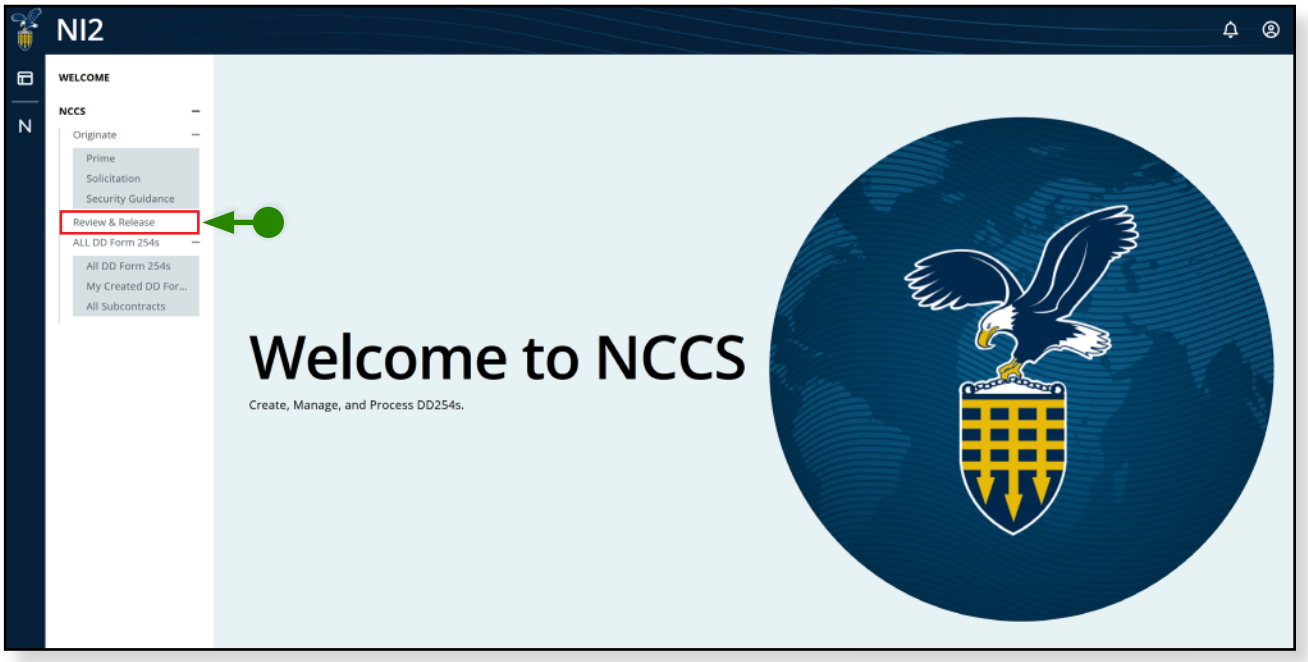
1. Review the Consent to Monitor and select **Acknowledge** to continue.

ToC

NI2 Welcome Screen

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

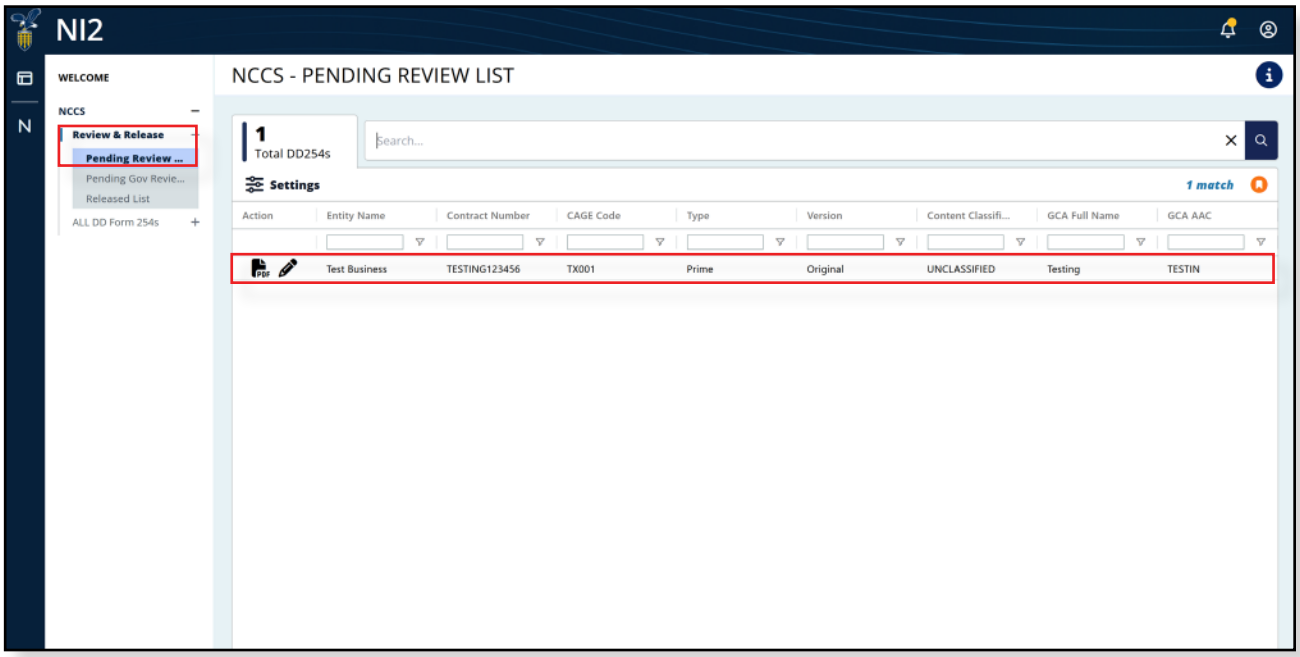
1. From the Notifications box, select the business name of the prime contractor.
2. From the left navigation menu, select **My Dashboard**. Here, you can locate the DD Form 254 under “My Assigned Contracts”.
3. From the left navigation menu, select **Review & Release**. Next, select **Pending Review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

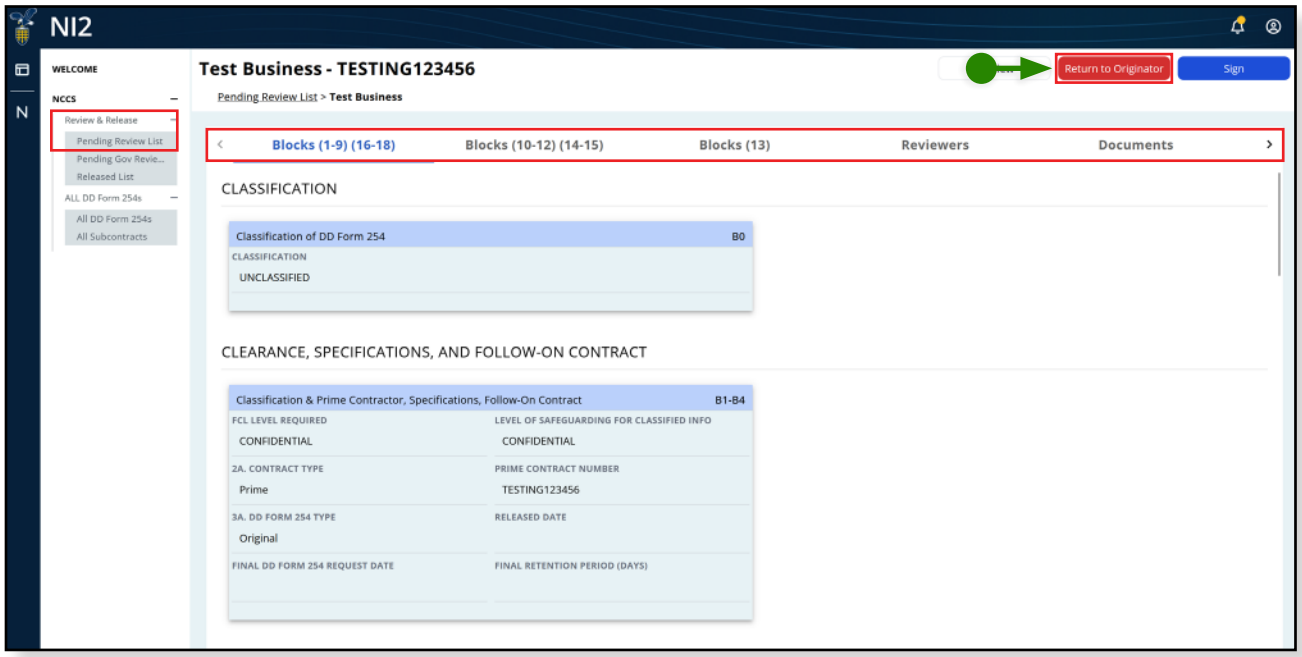


Review Mode Blocks (1-9) (16-18)

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**.

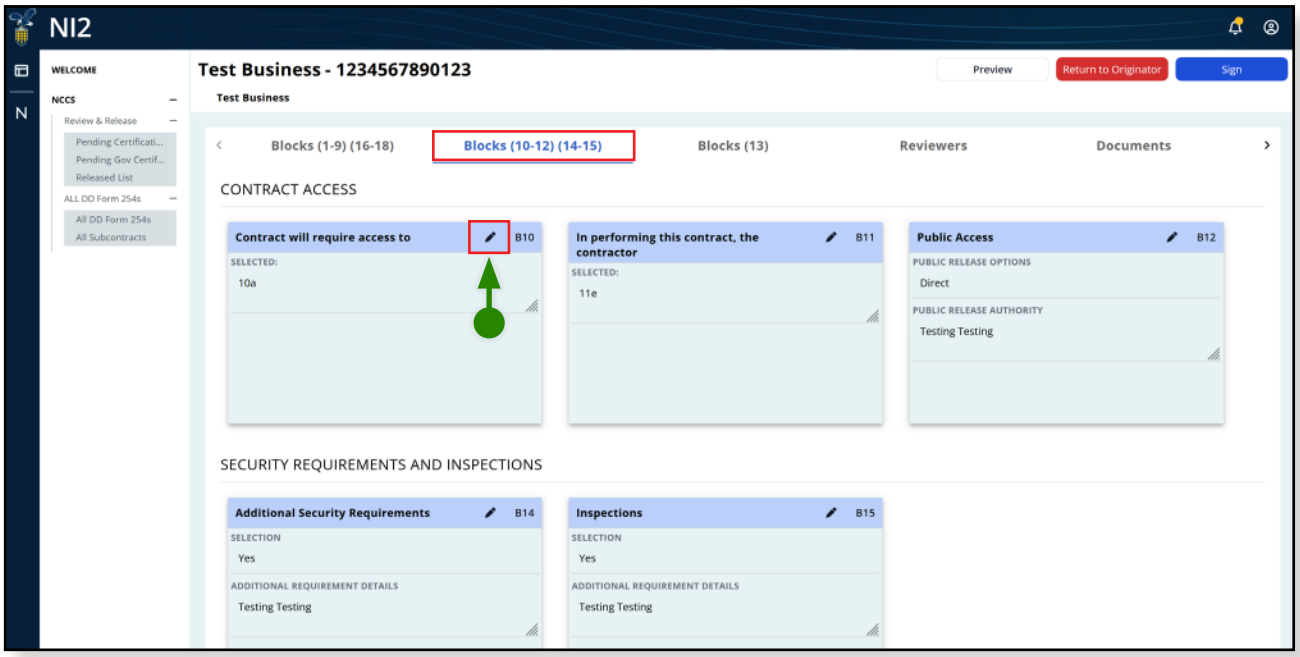
The originator gets the DD Form 254 back, fixes it, and sends it through the review process again.

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



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

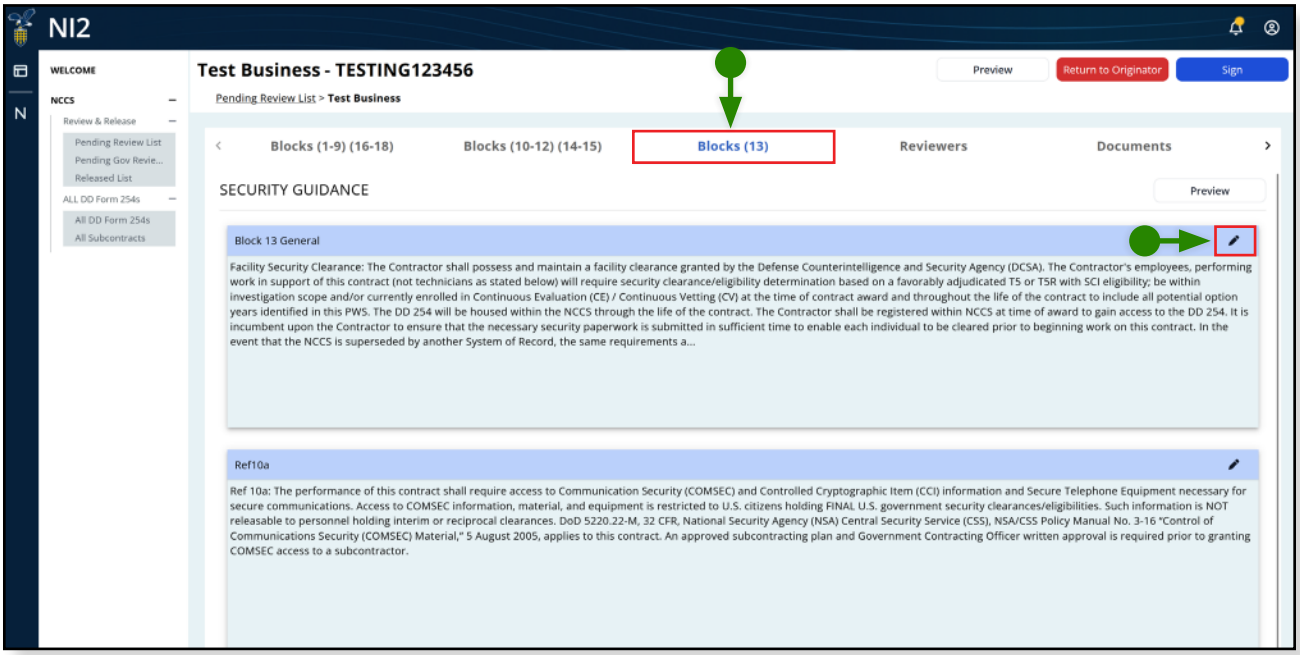
1. Select **Blocks (10-12) (14-15)** at the top of the screen. The user in the reviewer role has permissions to make edits in these blocks.
2. Review the information in Blocks (10-12) (14-15). Select the **Pencil icon** to go into edit mode.
3. Check or uncheck option selections.
4. Select **Save.**

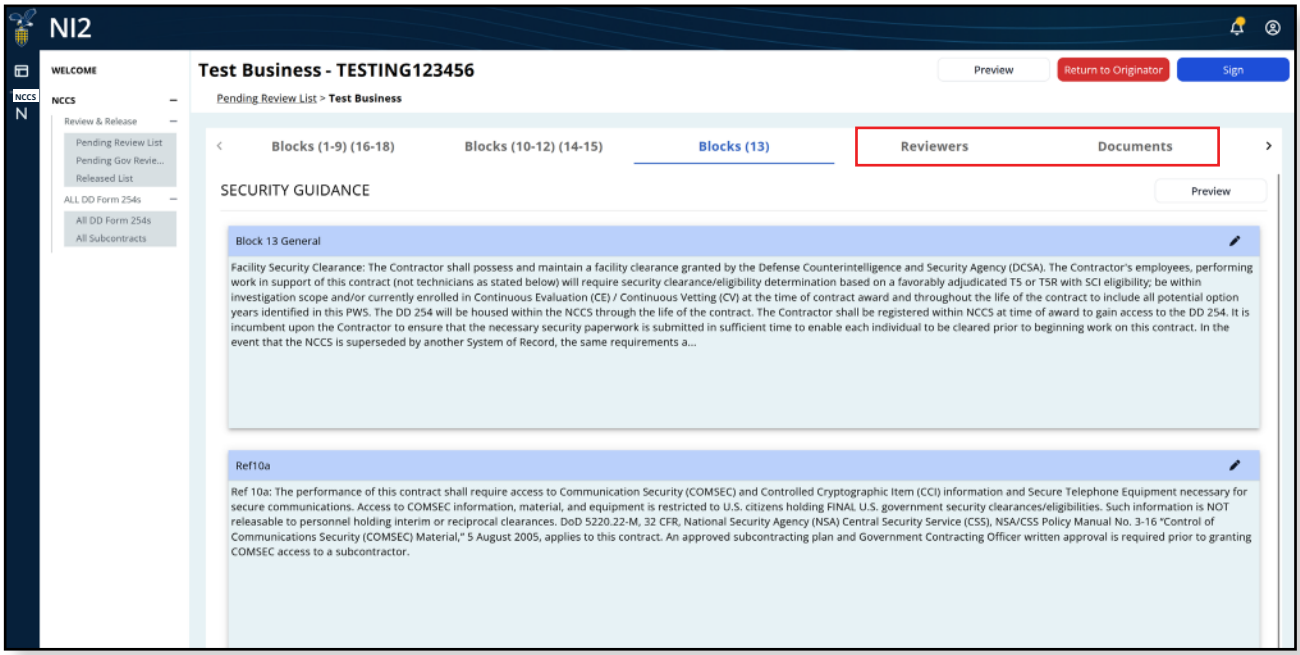


ToC

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**.





ToC

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.

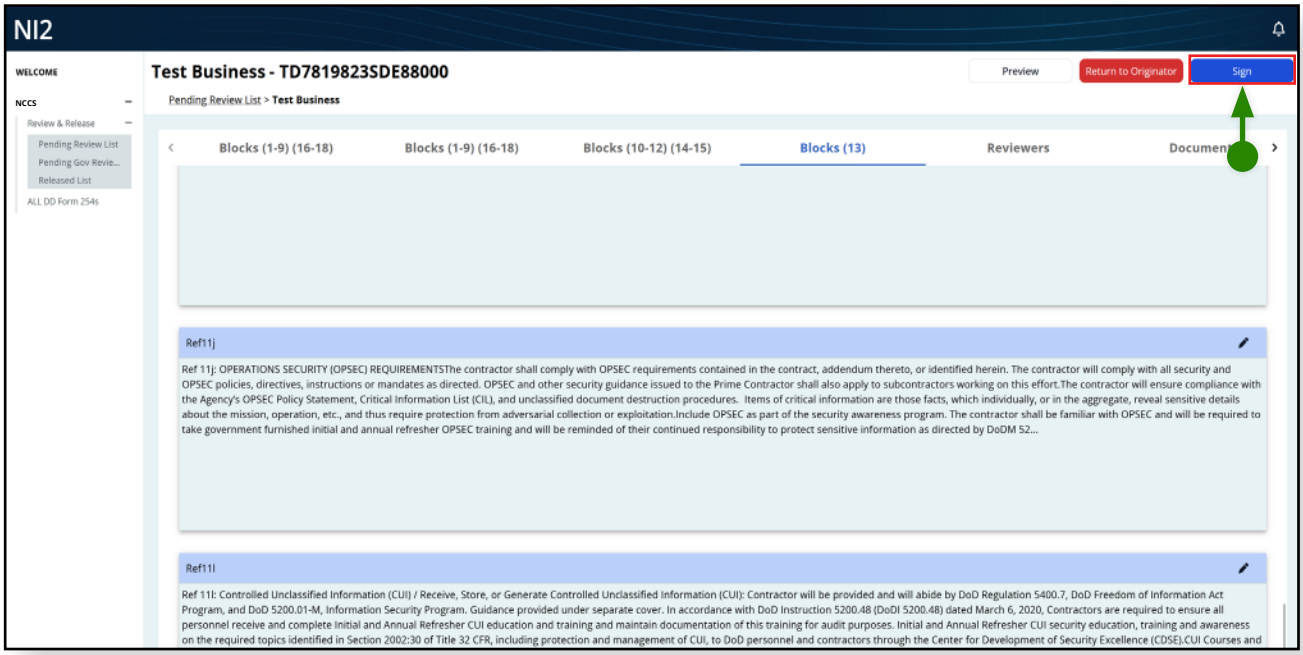
1. Select **History** tab at the top of the screen.

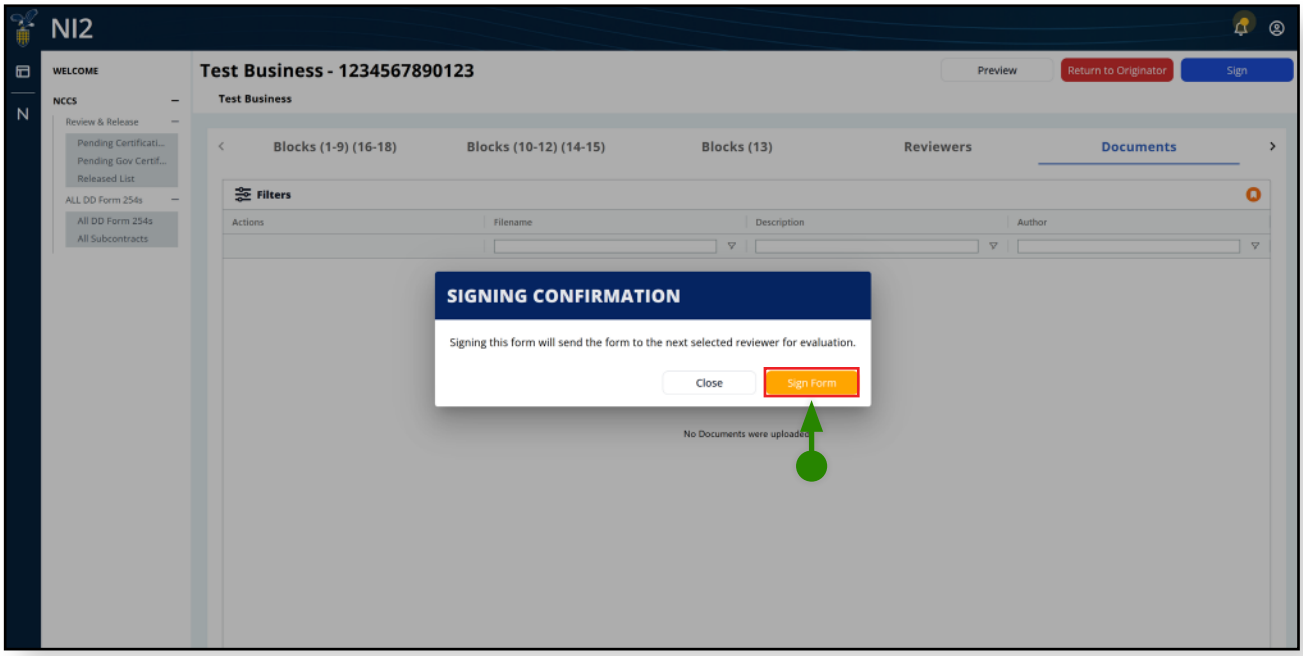
Sign

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.





Certifying Official

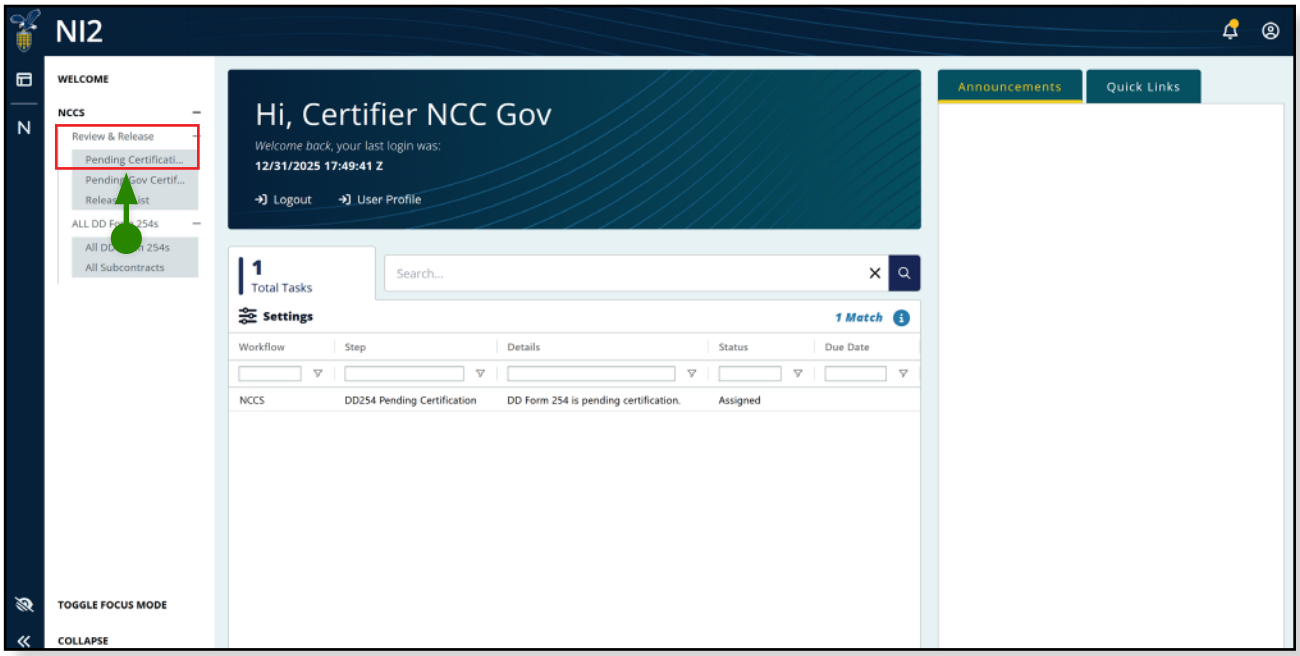
Certifying Official

Getting Started

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

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:

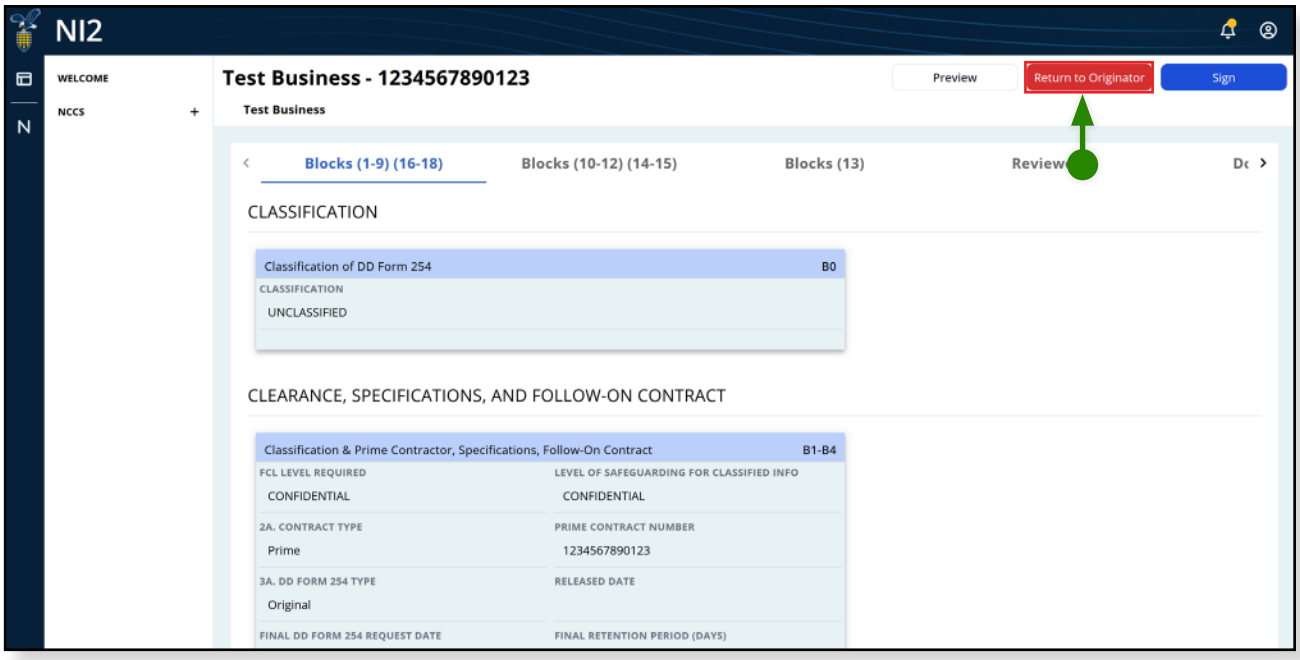
- Selecting the **PDF icon** opens a draft PDF version of the form, offering a quick preview without going into the review screens in the application.
- Selecting the **Pencil icon** allows you to enter the review mode of this DD Form 254 in the application. You will only have the editing option if you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

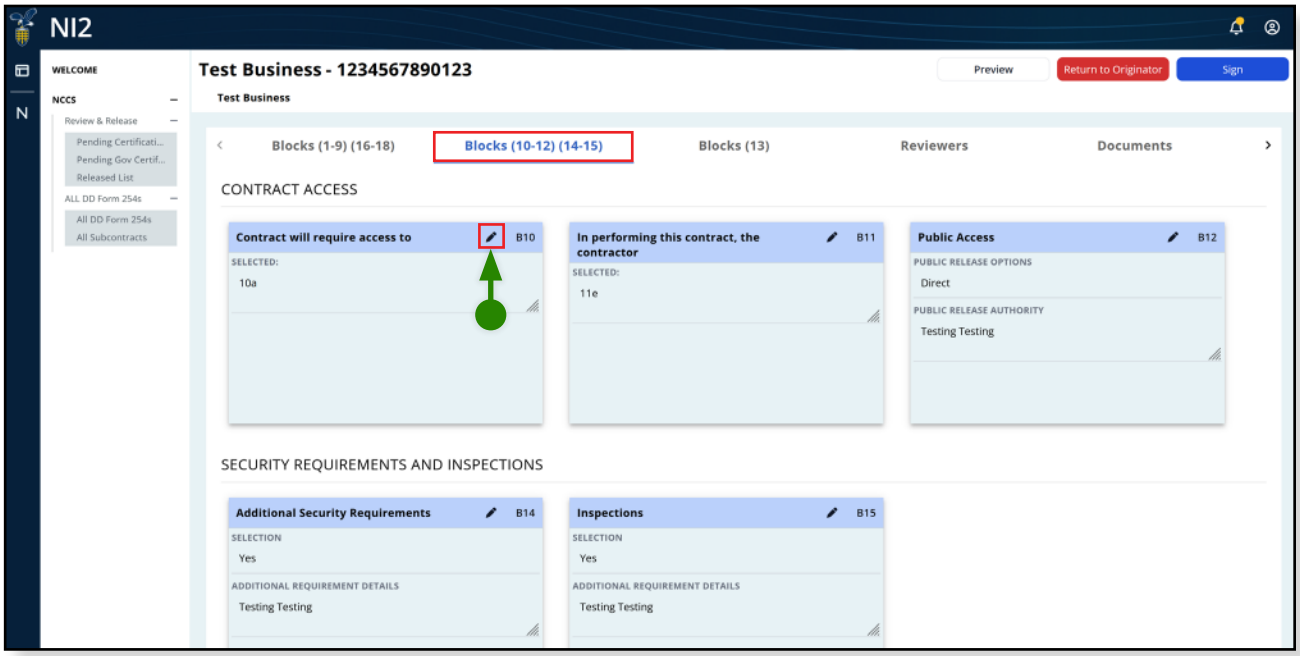
The originator will take back ownership of the DD Form 254, make their necessary adjustments, and then re-submit it through the review process.

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



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**.



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**.

ToC

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

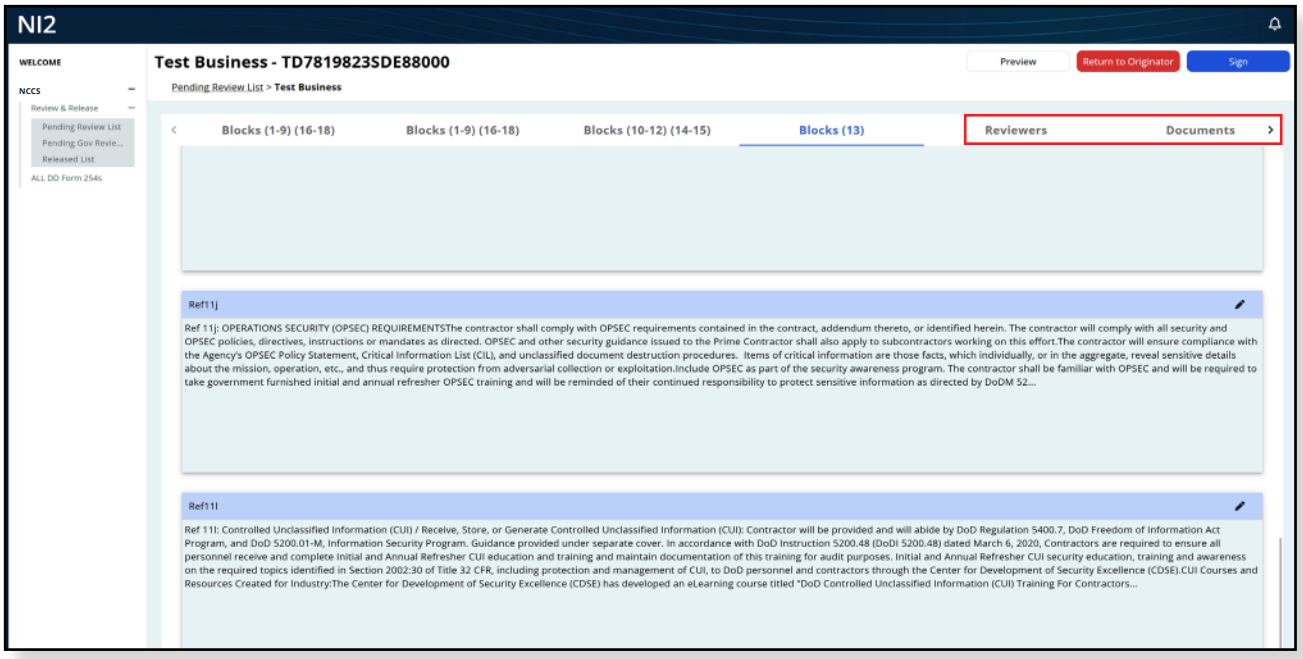
The Documents tab allows you to see all the documents uploaded during the creation of the DD Form 254. You can download these documents for further review.

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.

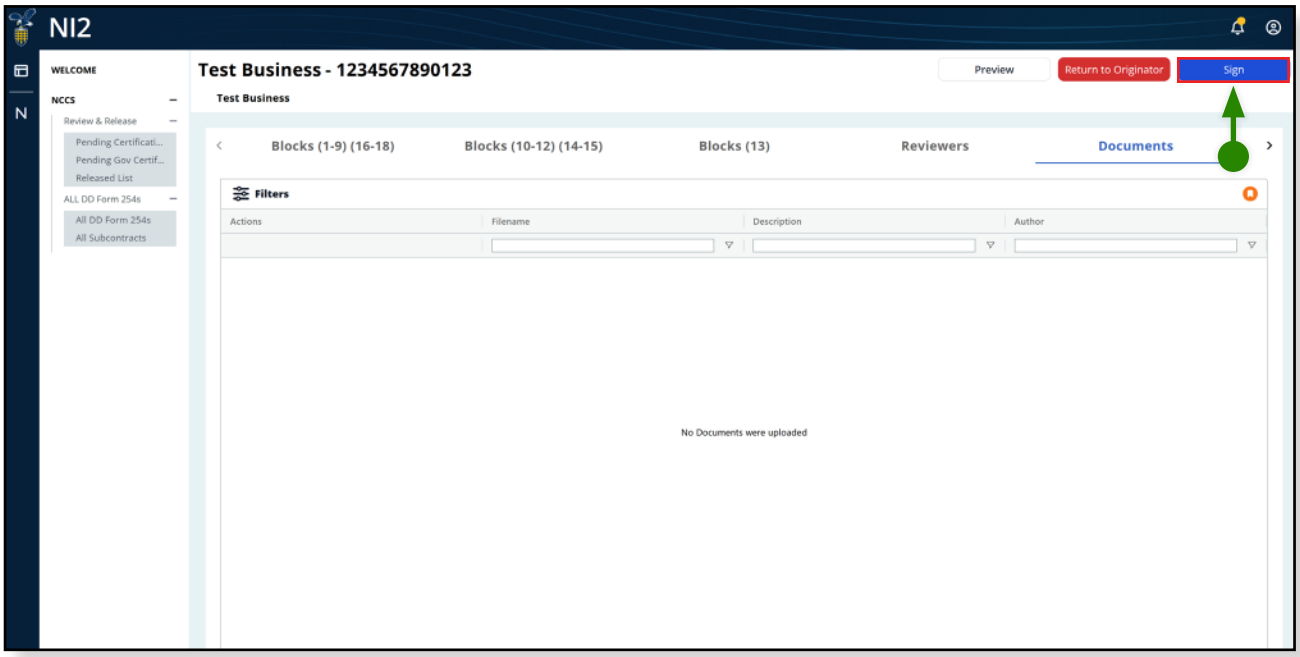


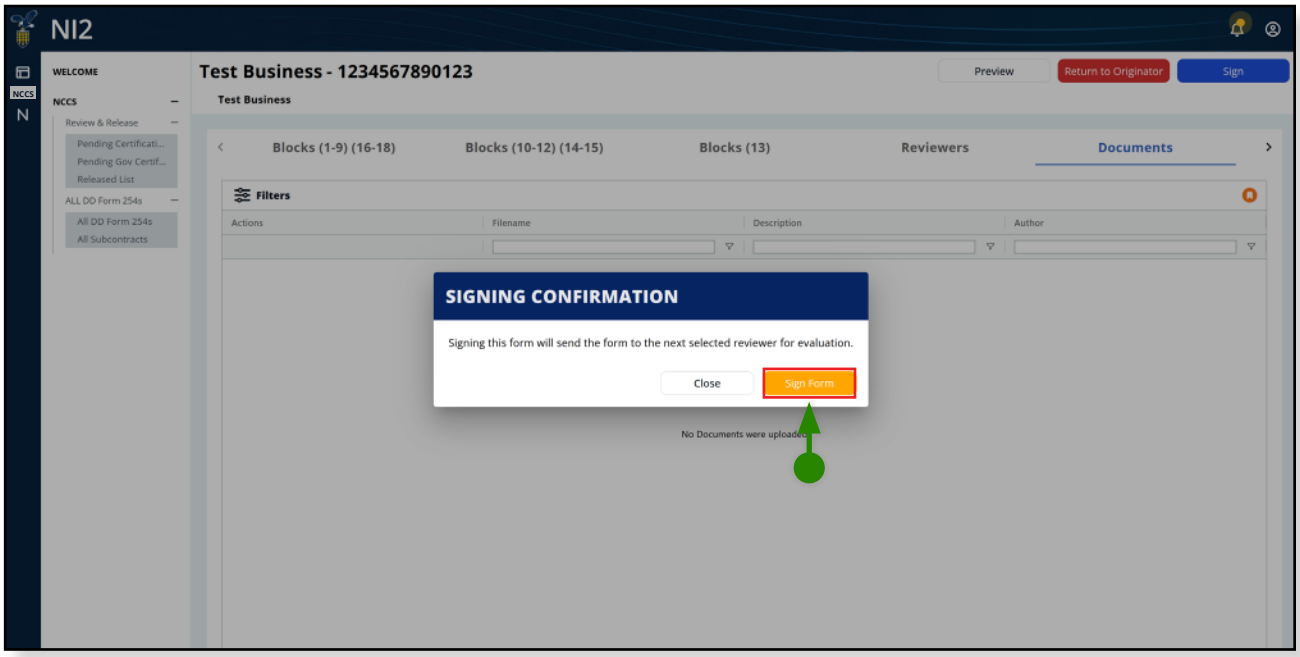
Sign

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.





Government Contracting Officer

Government Contracting Officer

Getting Started

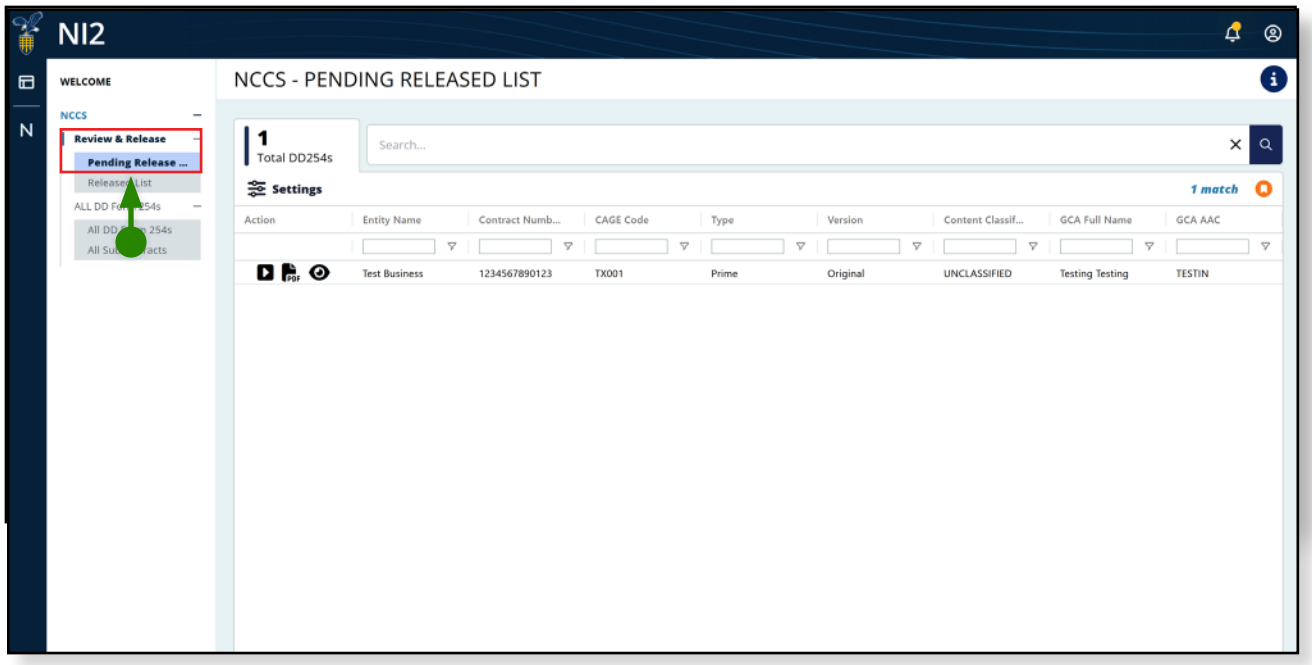
1. Review the Consent to Monitor and select **Acknowledge** to continue.

ToC

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

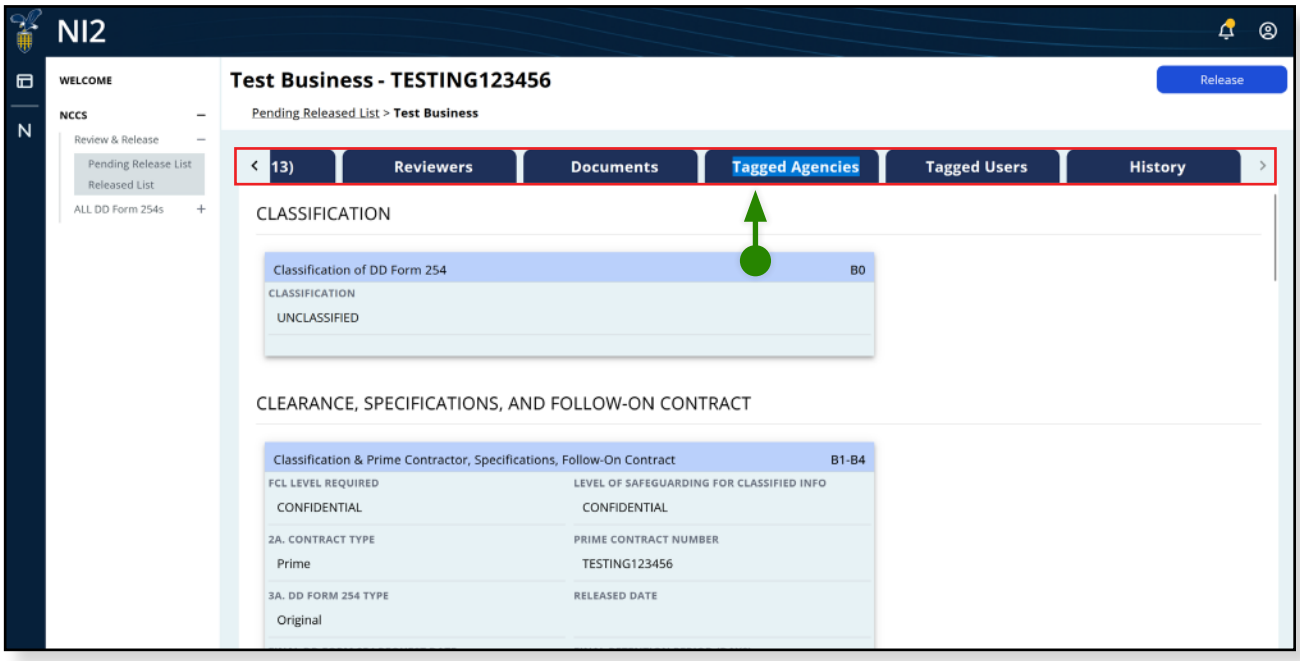
The Documents tab allows you to see all the documents uploaded during the creation of the DD Form 254. You can download these documents for further review.

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.

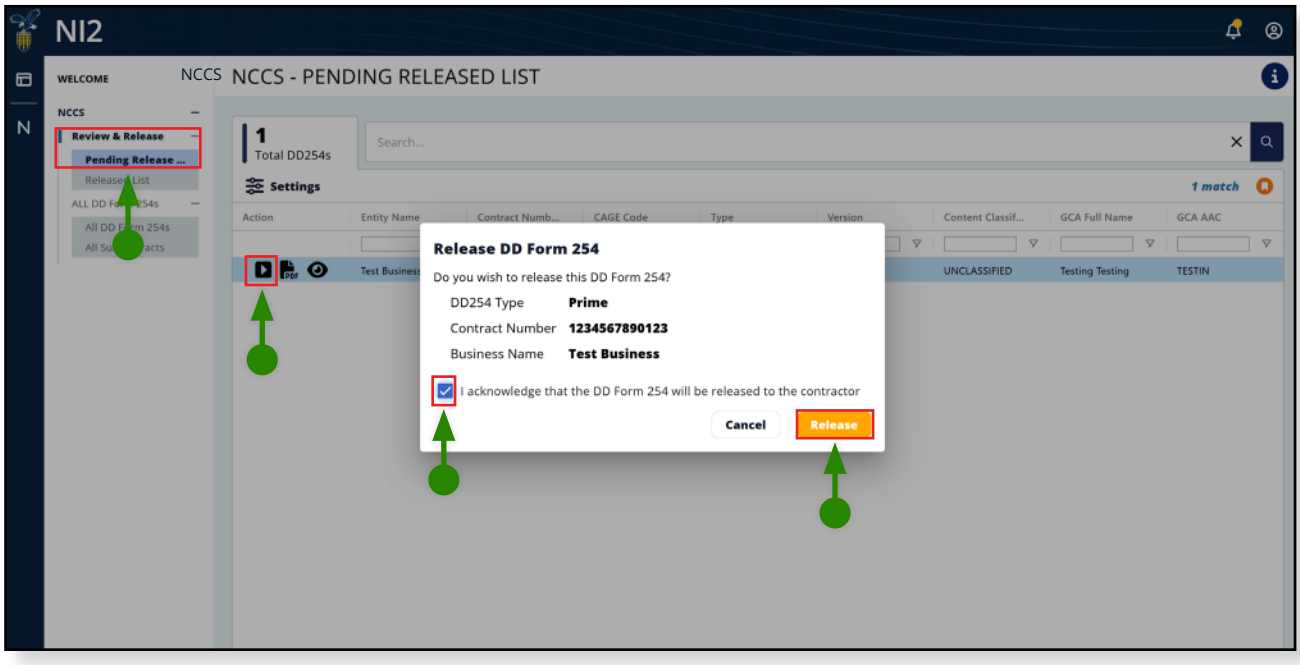
1. Select **History** tab at the top of the screen.



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.



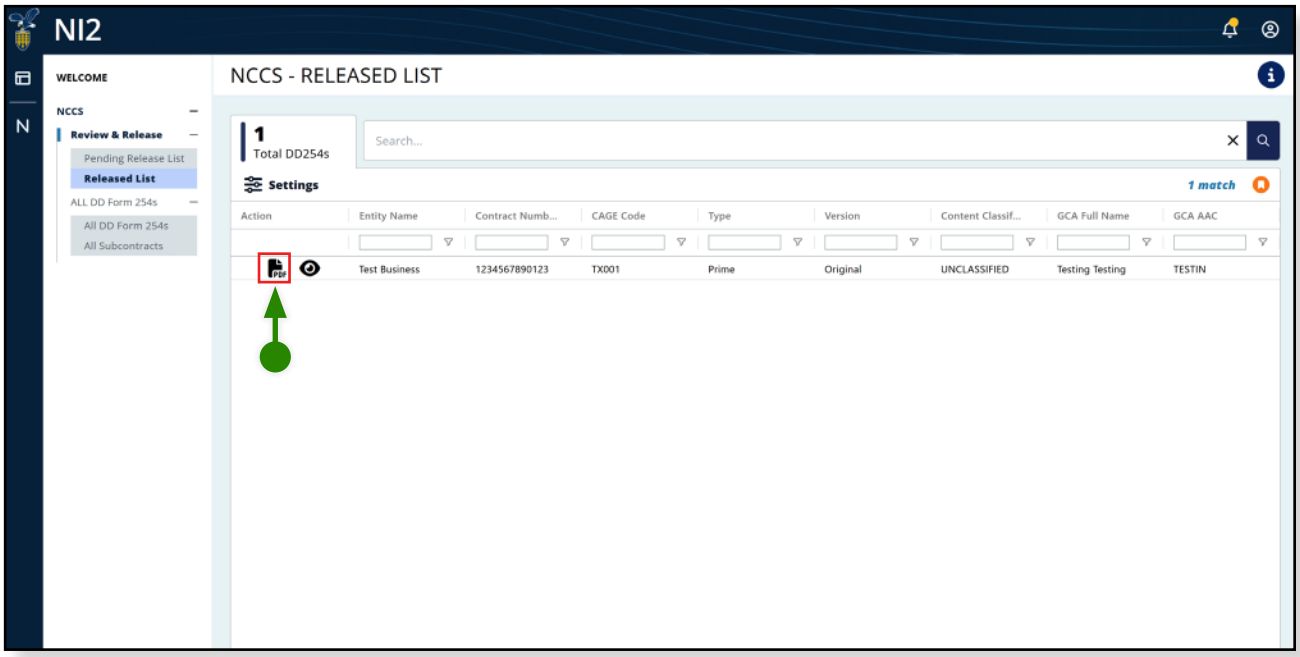
Released List

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.



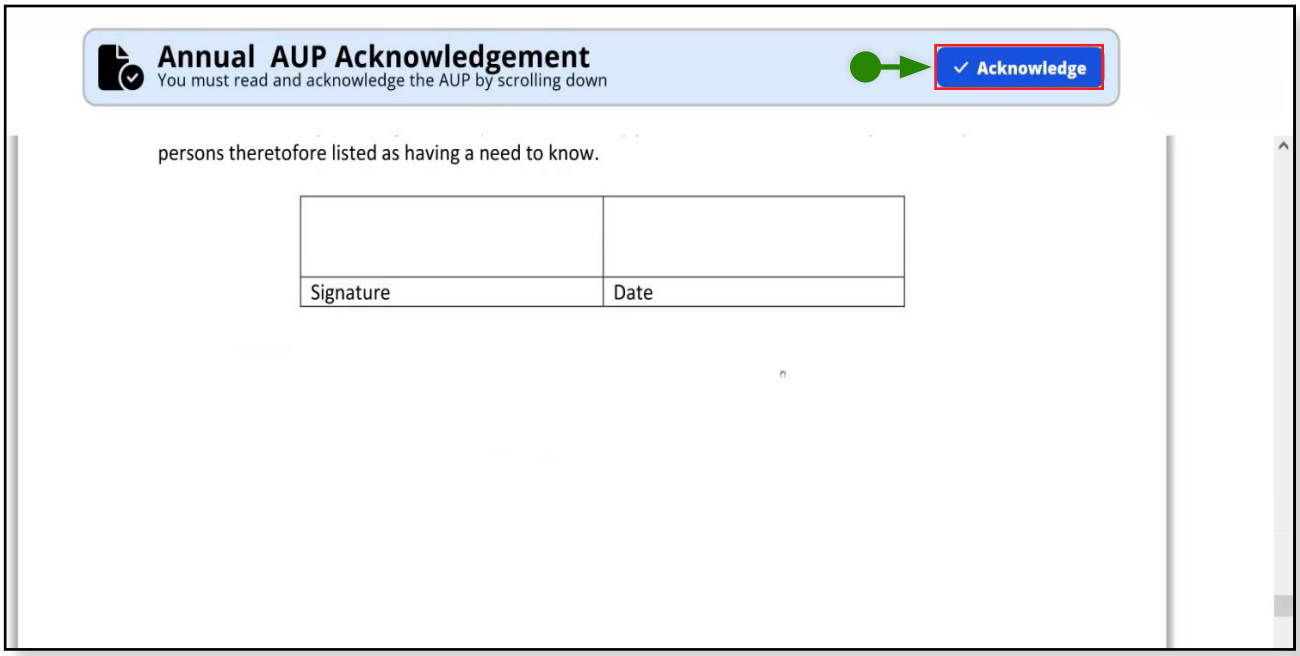
ToC

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.

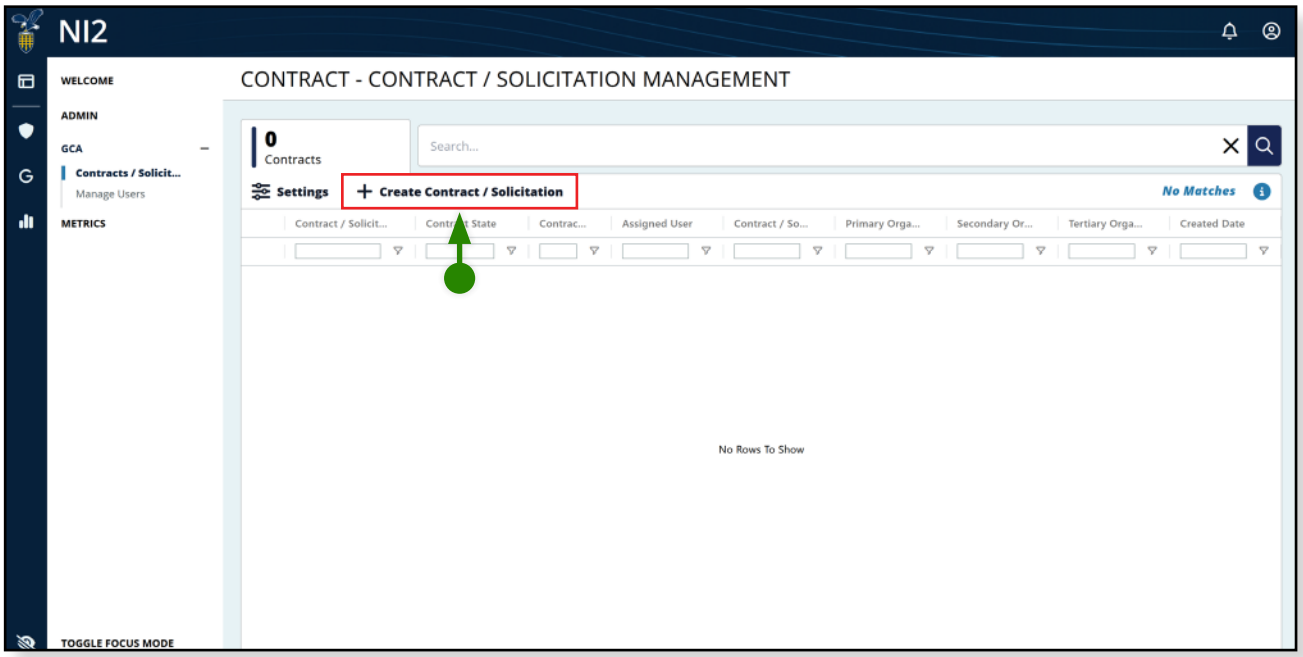
1. Review the Consent to Monitor, and select **Acknowledge** to continue.



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

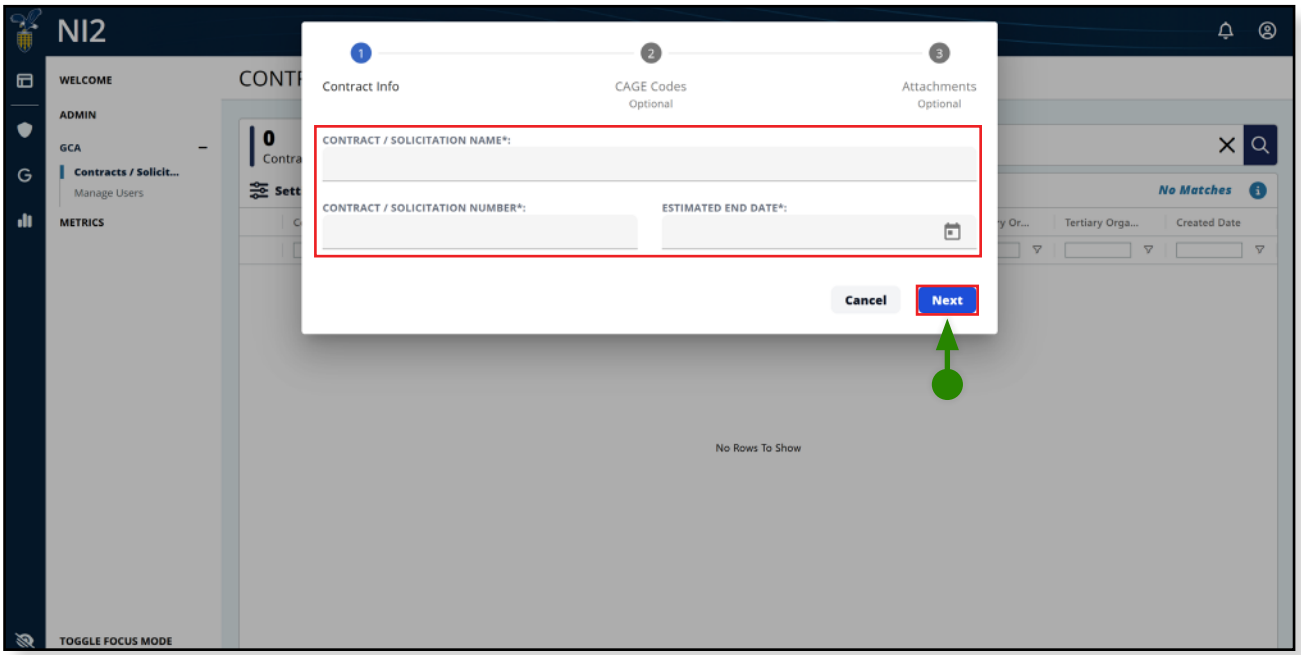
ToC

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



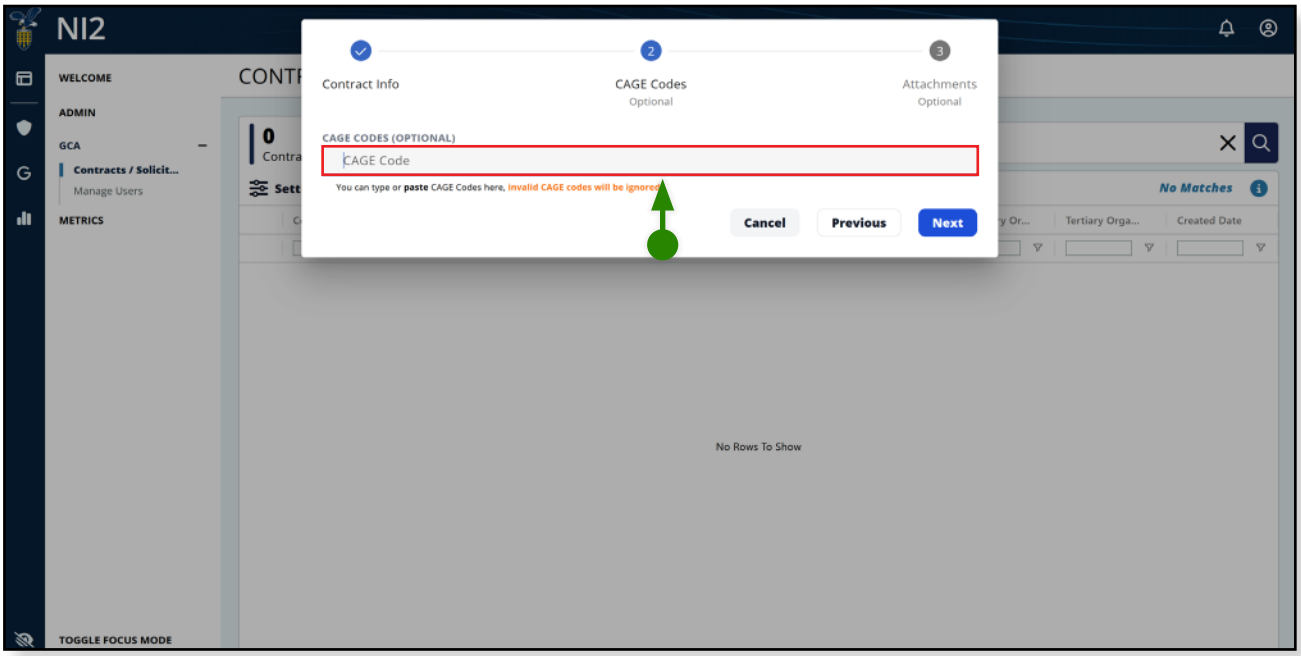
4. Type the required information in the given boxes, then select **Next**.

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

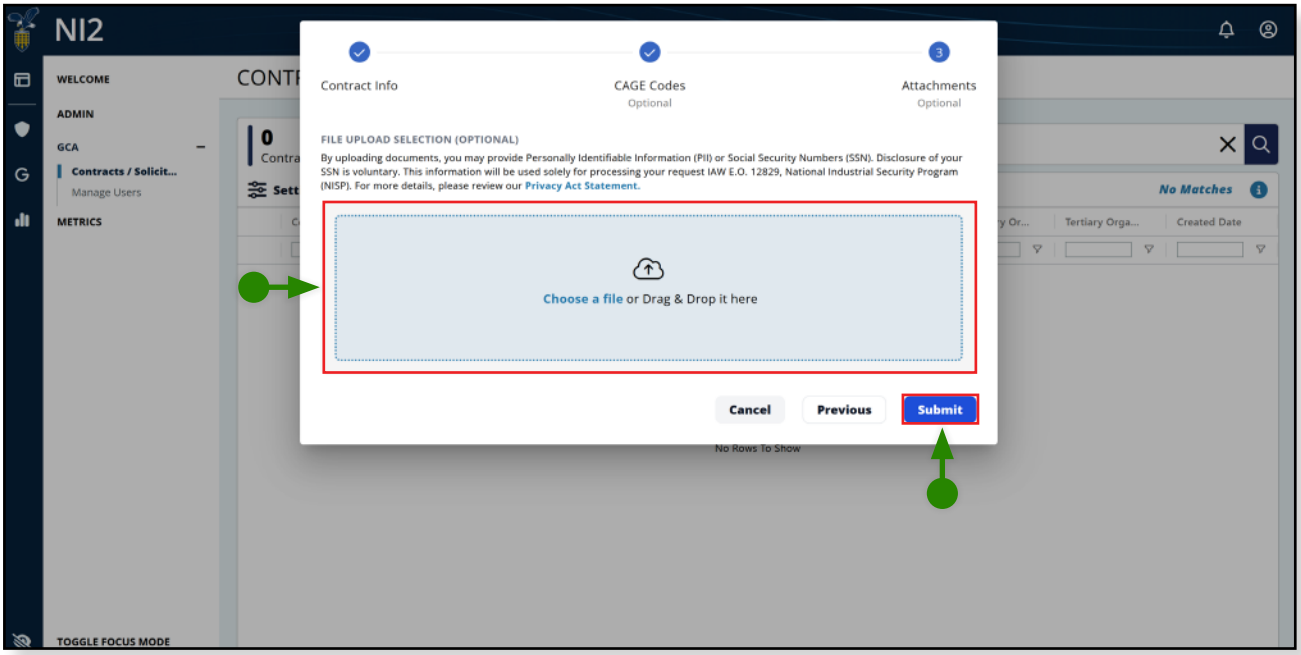


ToC

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



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



ToC

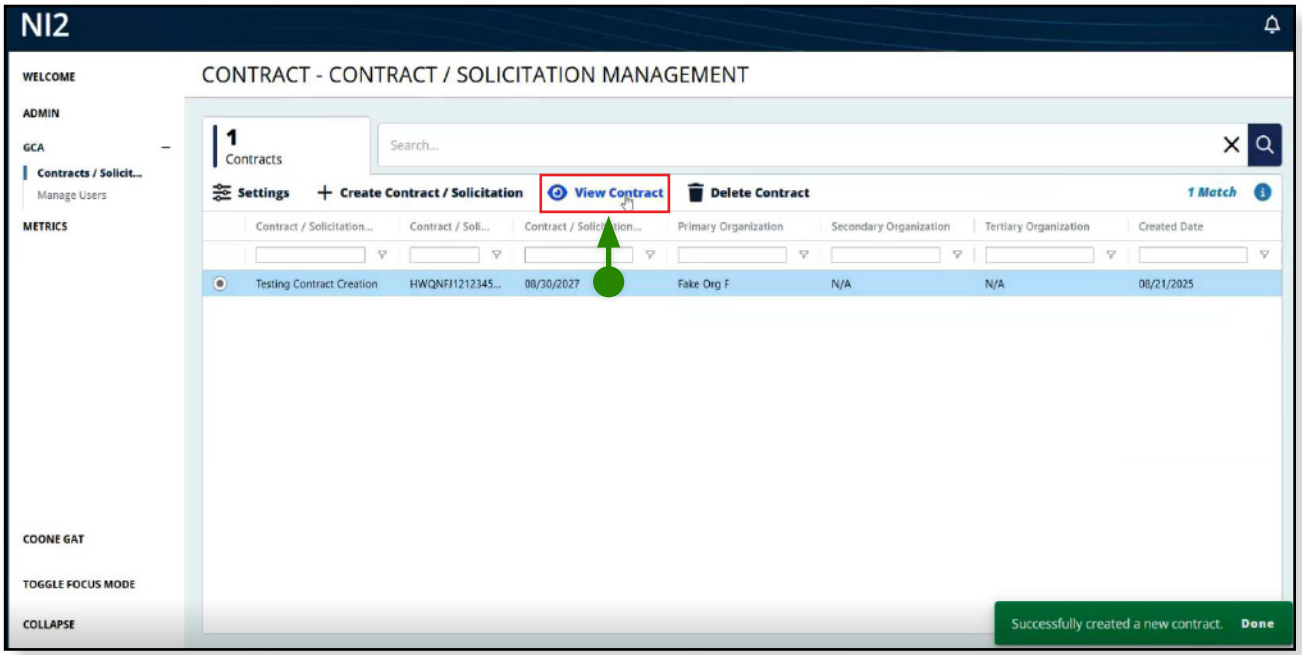
Sponsoring an Entity

Getting Started

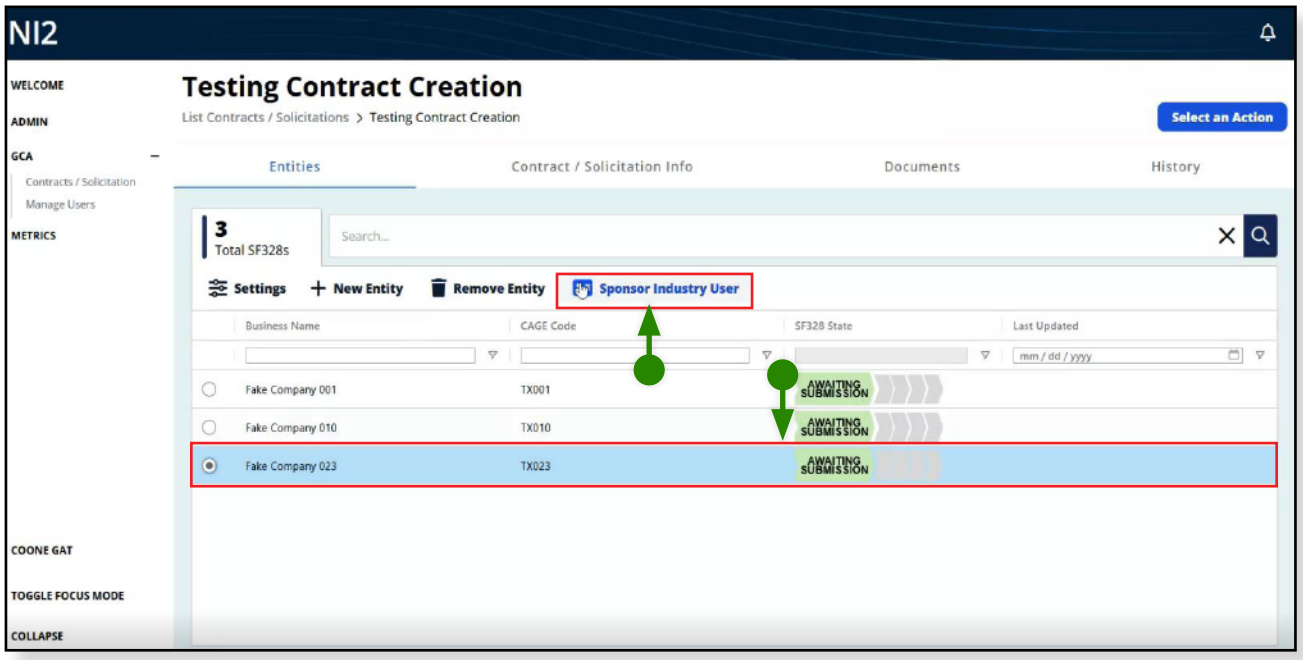
The following steps are for viewing the newly created contract and to sponsor an industry user.

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

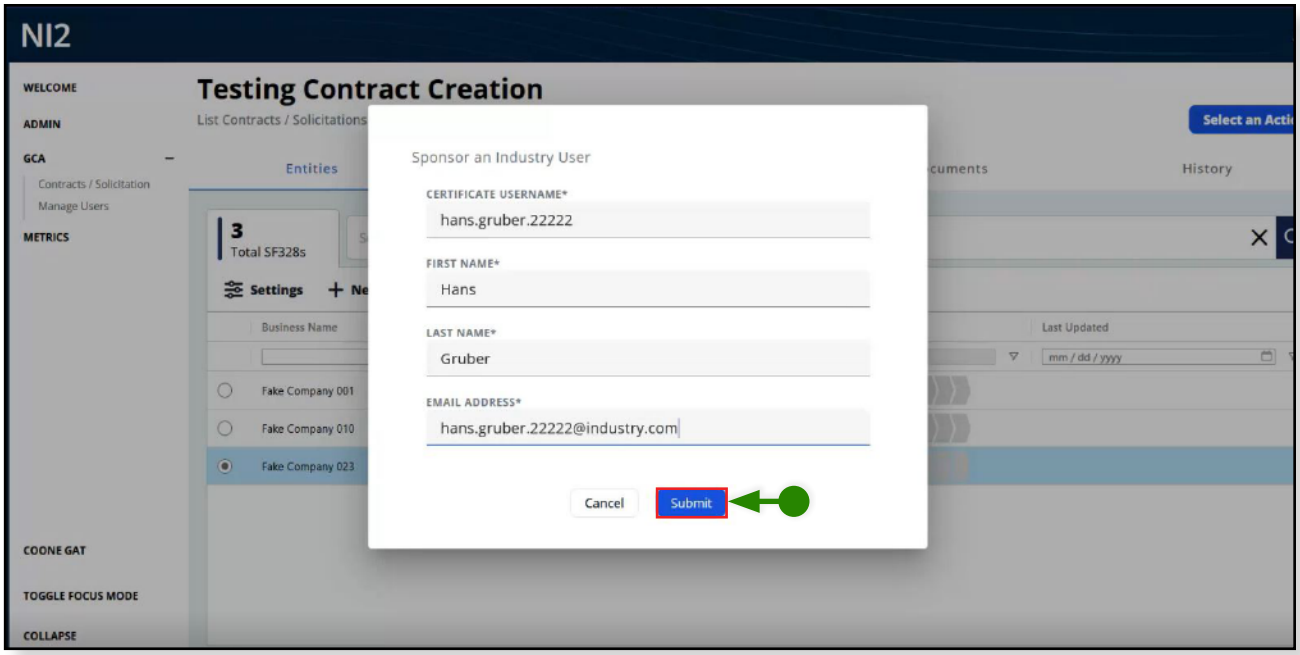
1. Select **View Contract**.



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

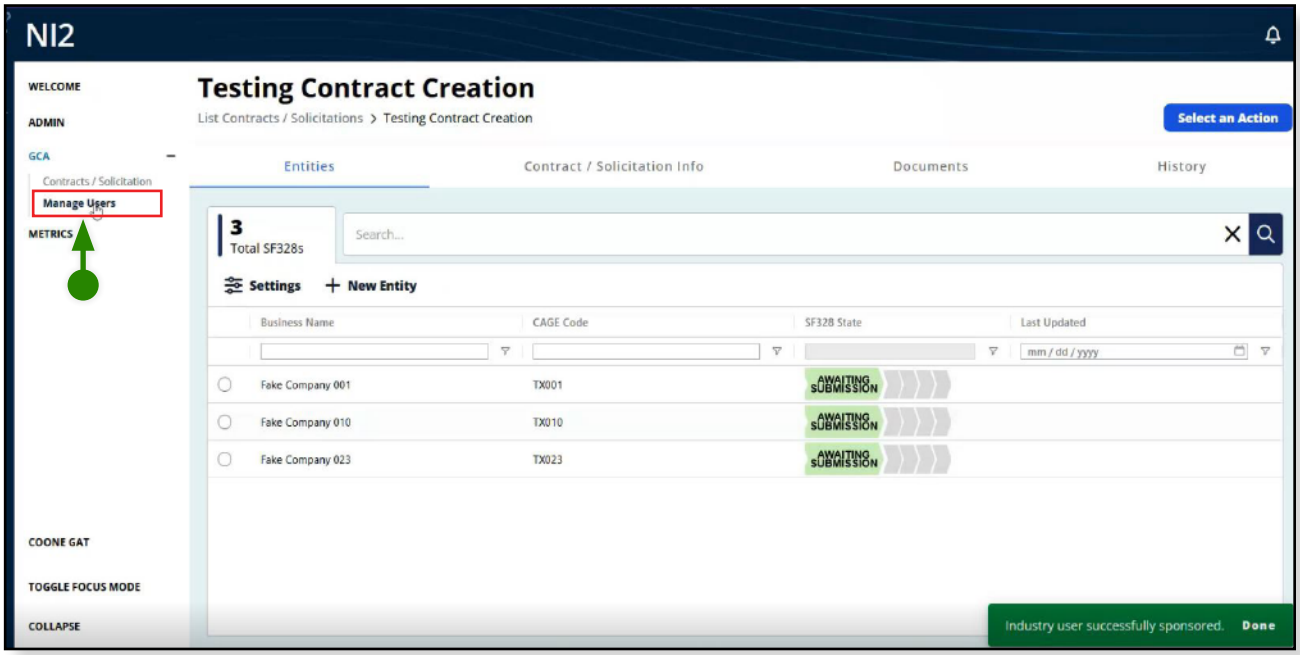


3. From this page, you can sponsor an industry user. Verify all information, then select **Submit**.

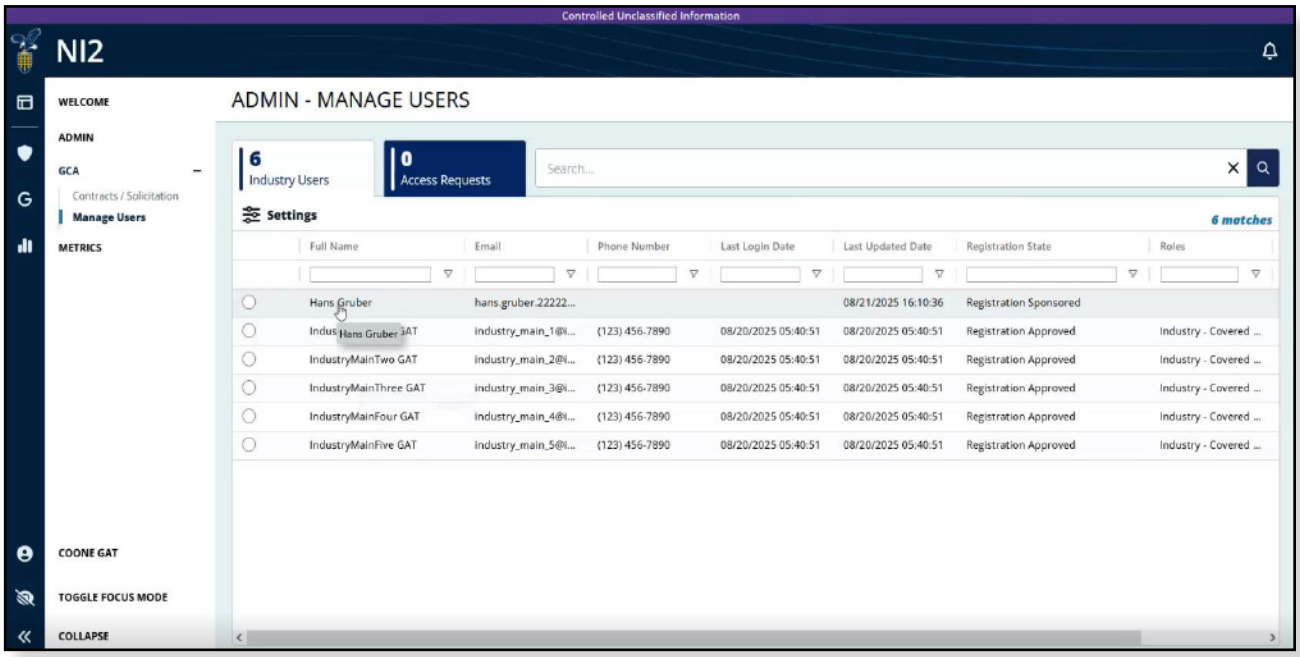


Once Submit is selected, you will be brought back to the main page. You will see a green notification pop-up if the sponsorship was successful**.**

4. Select **Manage Users**.



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.

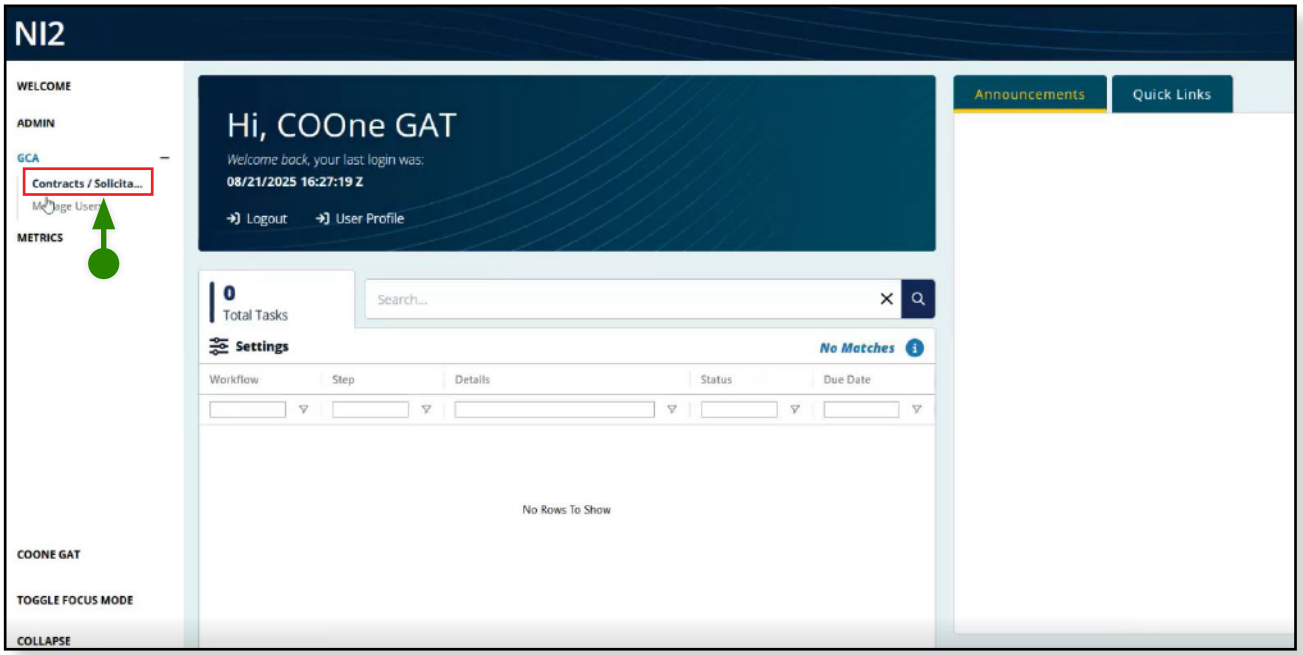
Awarding a Contract

Awarding a Contract

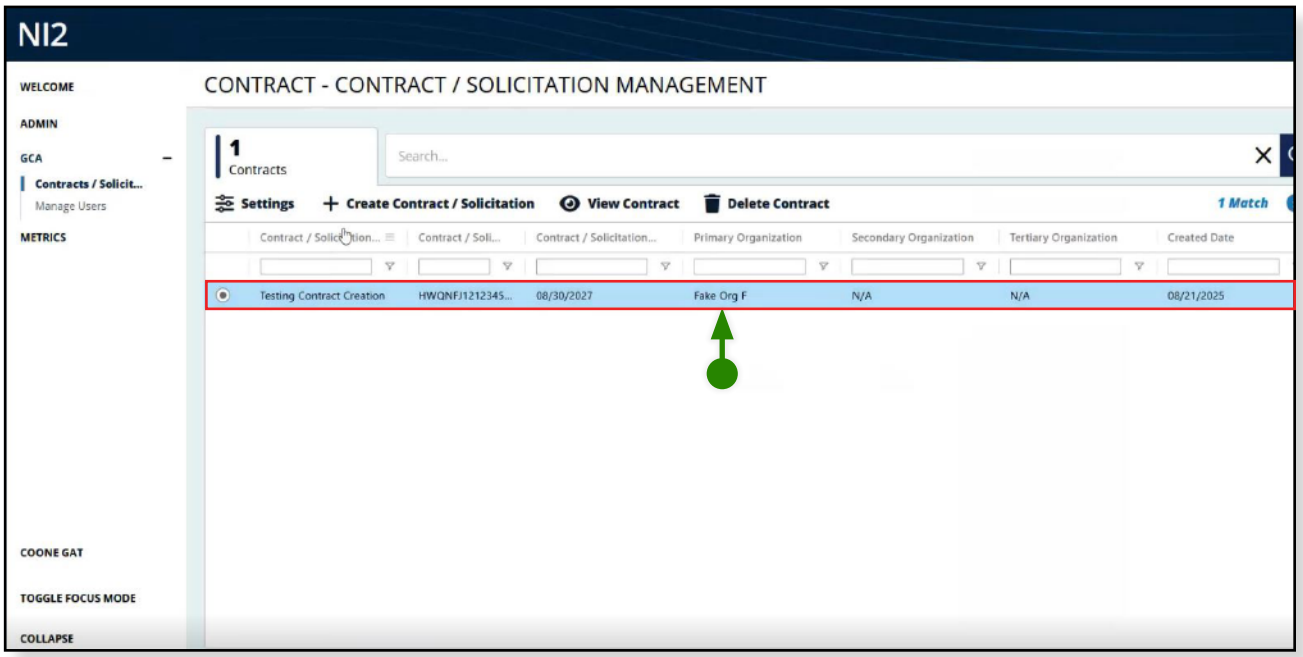
Getting Started

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

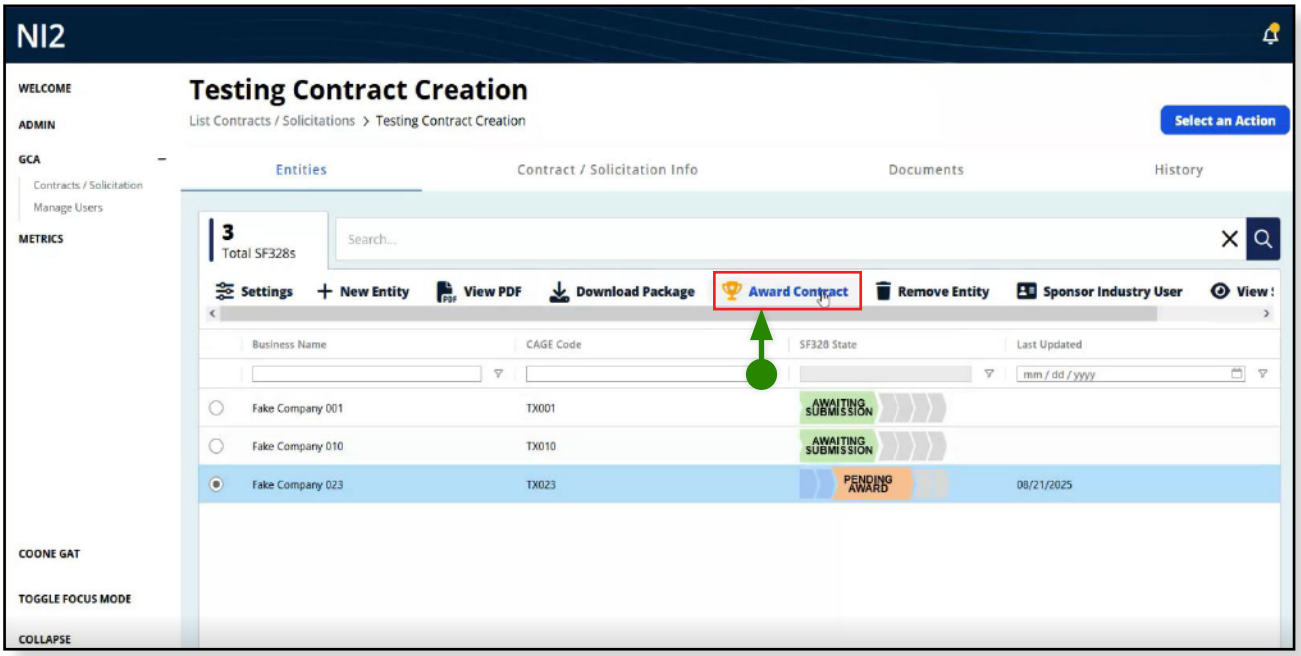
1. On the left navigation panel, select **Contracts / Solicitations**.



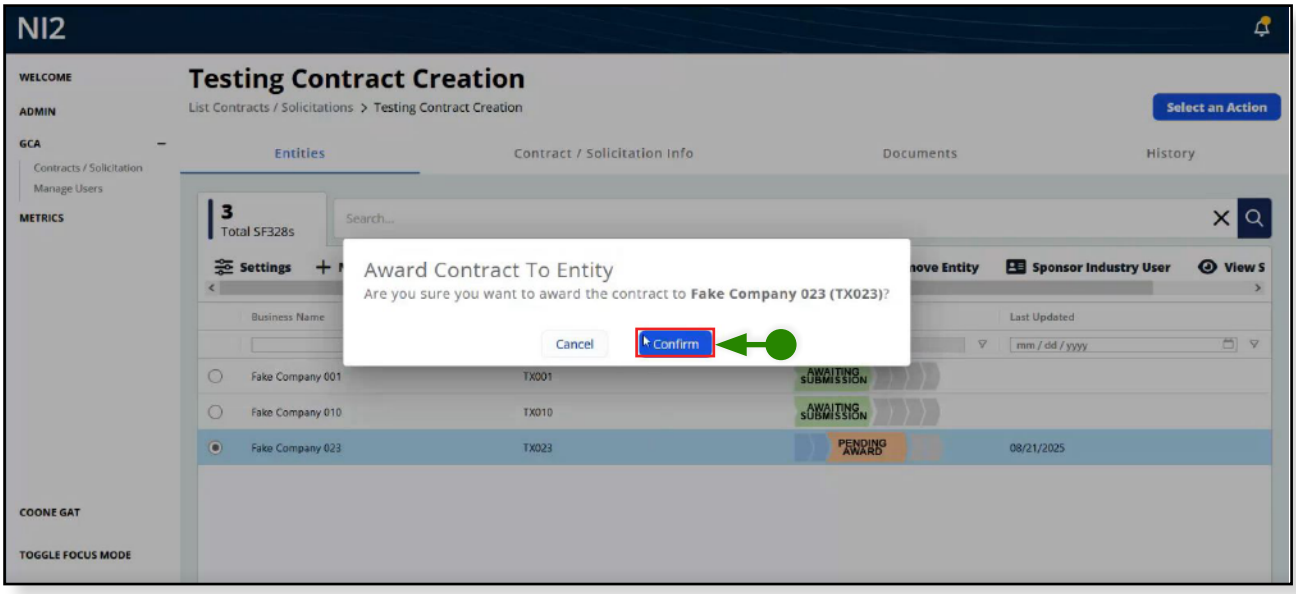
2. Select the radio button next to the file.



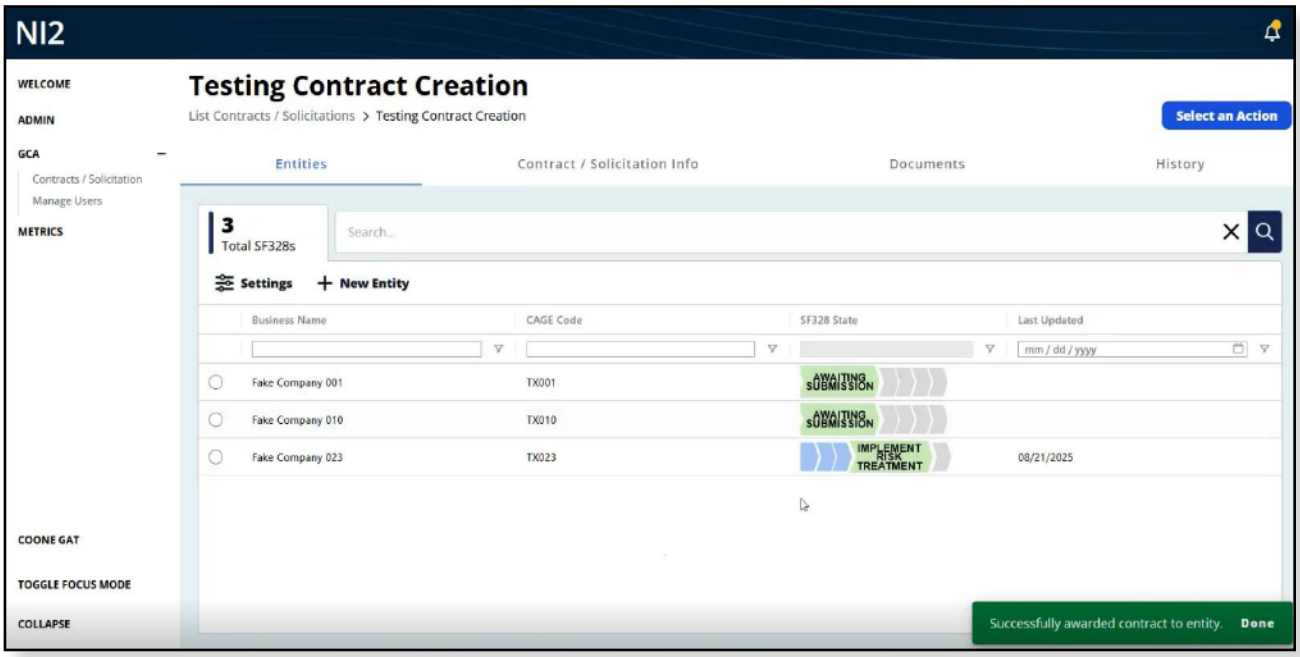
3. Review the file status is “Pending Award” and then select **Award Contract**.



4. Select **Confirm**.



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



ToC