

2025



## NI2 | NATIONAL INDUSTRIAL SECURITY SYSTEM (NISS) INCREMENT II

### Government Contracting Activity User Guide

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# Change Log

Issue Date	Release Date	Approvals		QA	Change Description
		Author	Process Owner/ Approver		
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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

UNCLASSIFIED

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UNCLASSIFIED

# Authorized Use Policy (AUP)

ToC

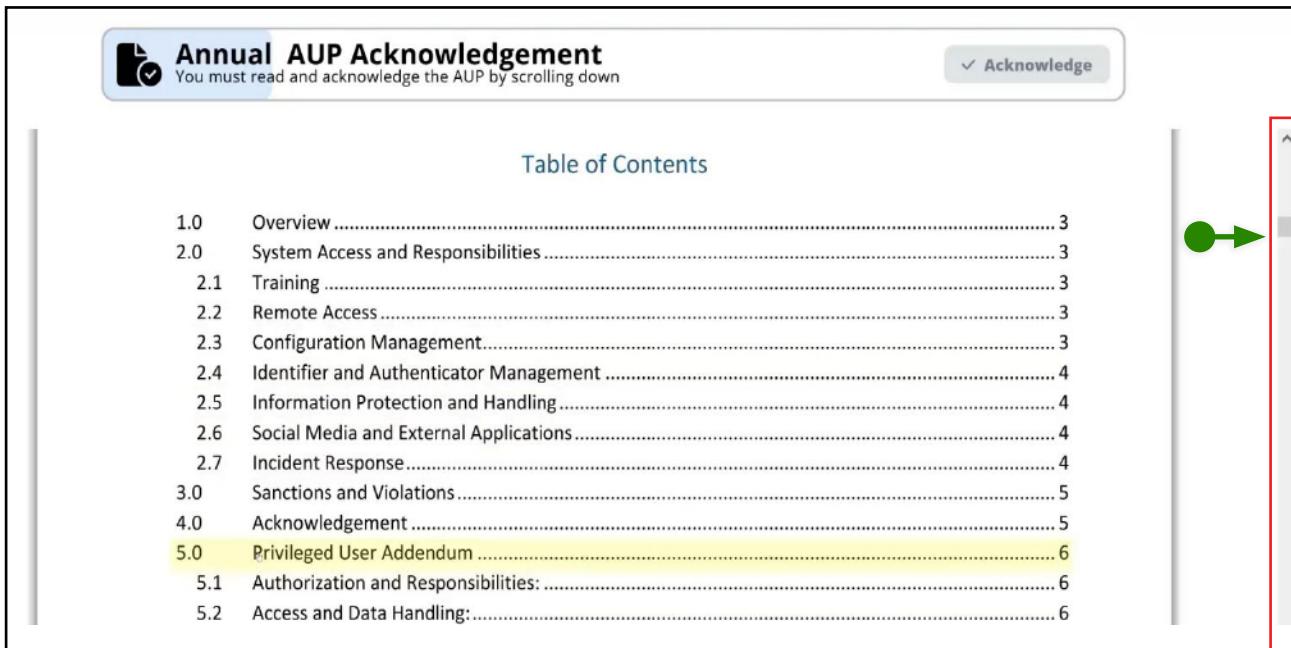
7

# 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.



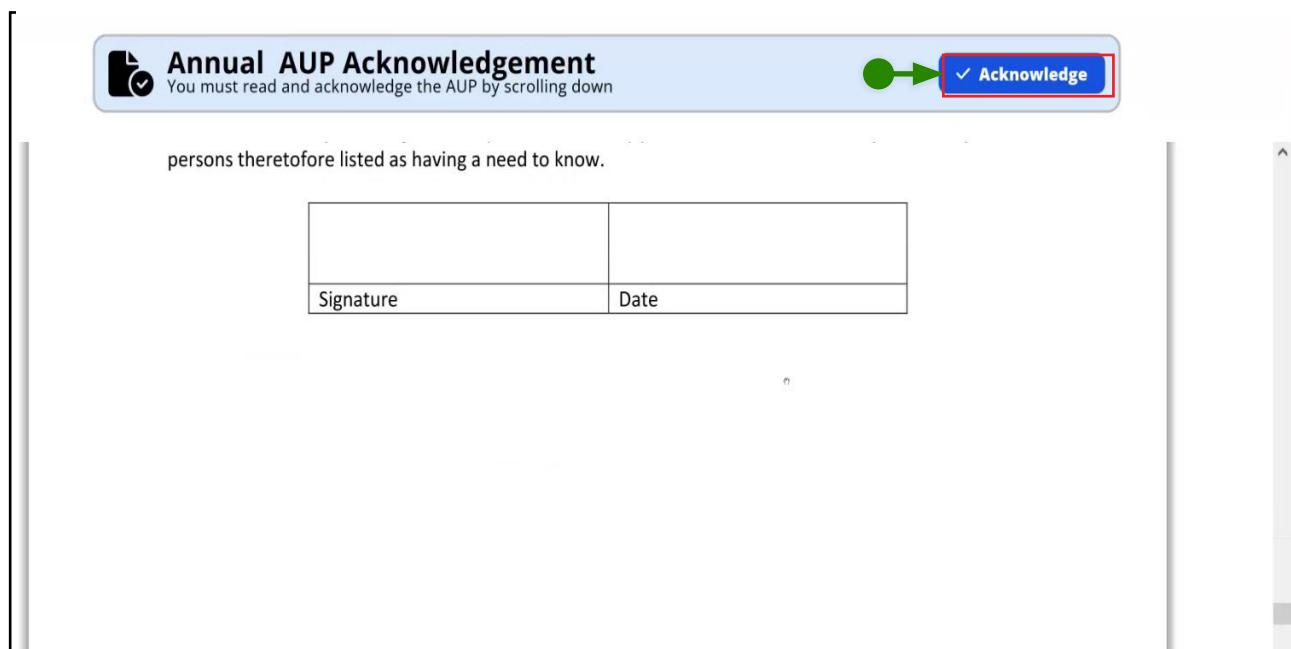
**Annual AUP Acknowledgement**  
You must read and acknowledge the AUP by scrolling down

✓ Acknowledge

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5.1	Authorization and Responsibilities: .....	6
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

ToC

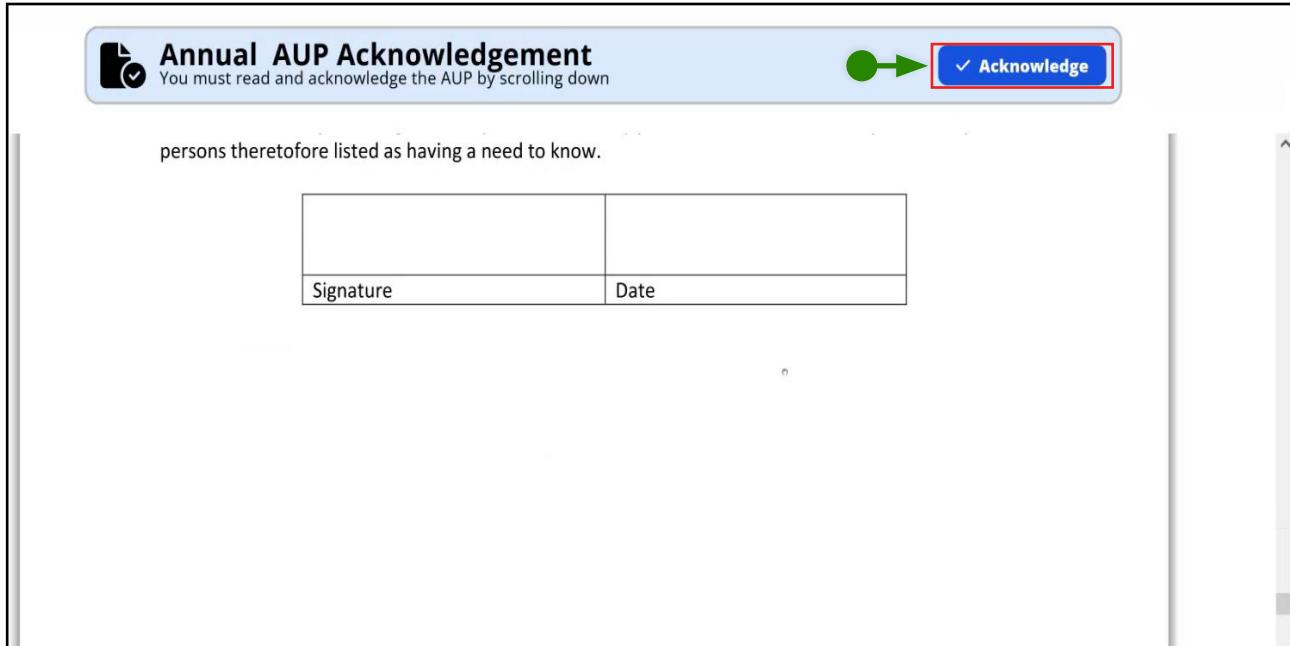
9

# System Access

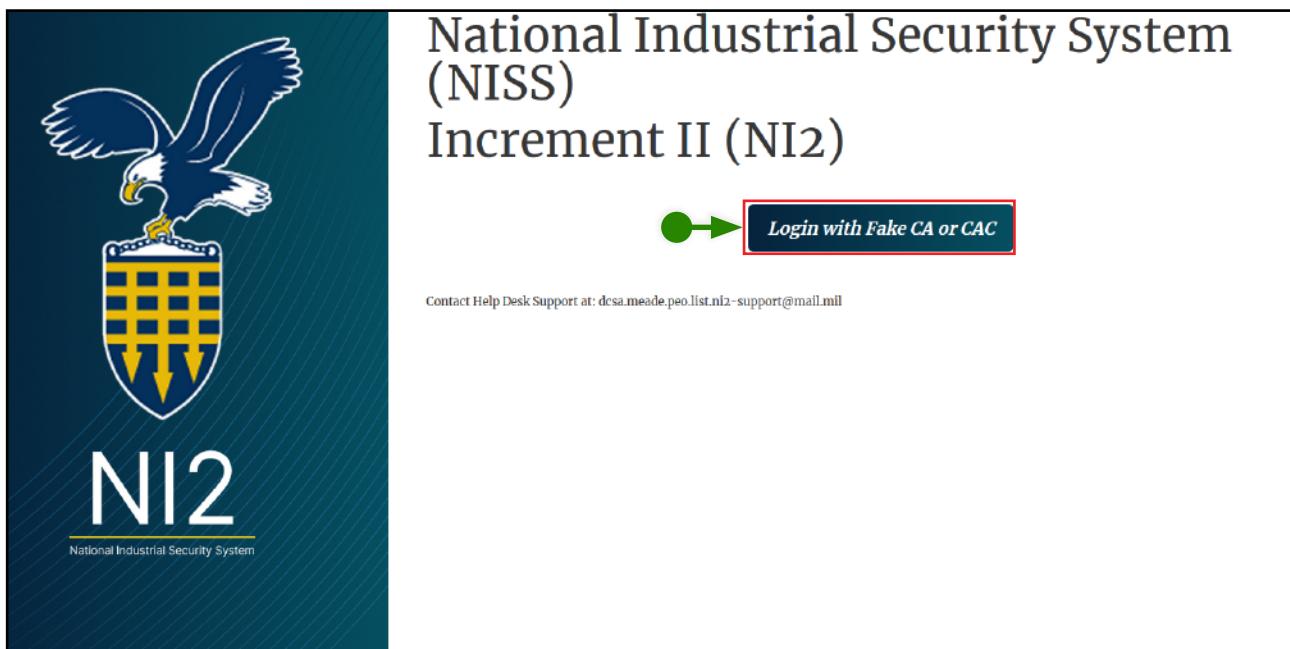
The following steps guide the user to gain access to the NI2 System.

## 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**.



# **Government Contracting Activity (GCA) NI2 Registration**

ToC

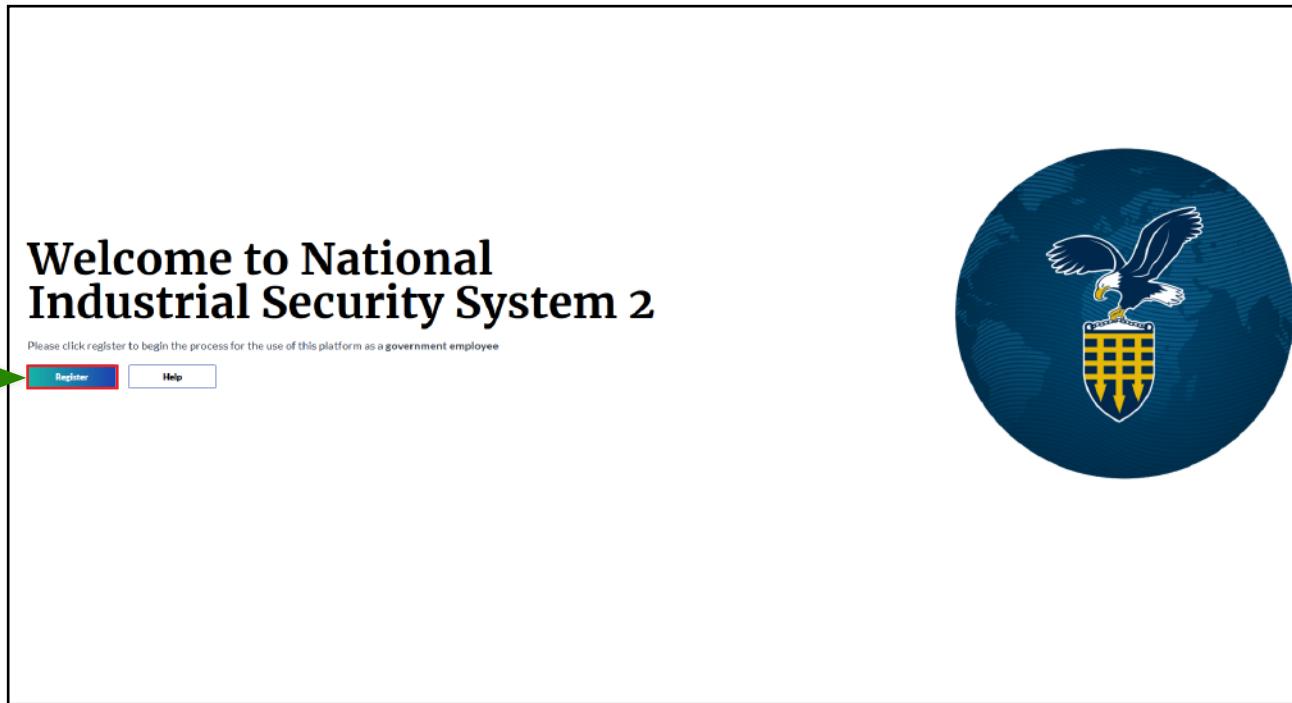
11

# 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**.

### Government Registration

Please provide your information

**FIRST NAME**

**TITLE**

**EMAIL**

**COUNTRY CALLING CODE**

**PHONE NUMBER**

**DO YOU WORK FOR DCSA?**  
 Yes  No

Next



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



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



**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)

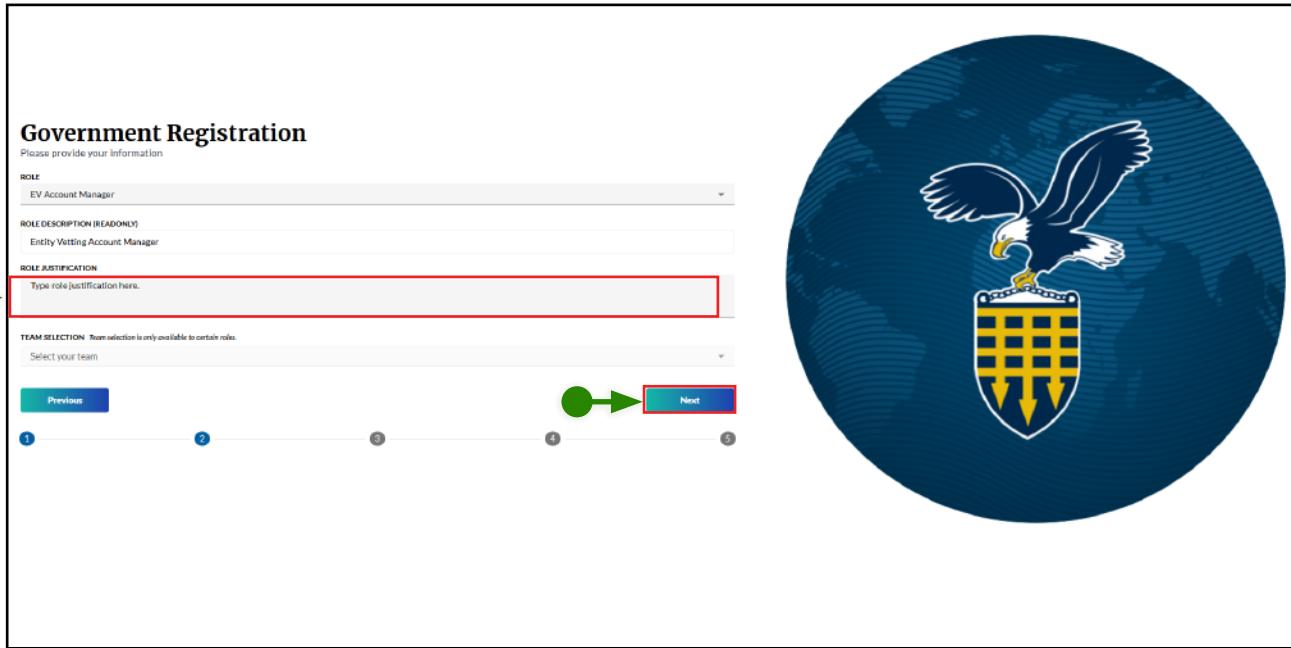
Risk Management Deputy Chief (RMDC)

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**

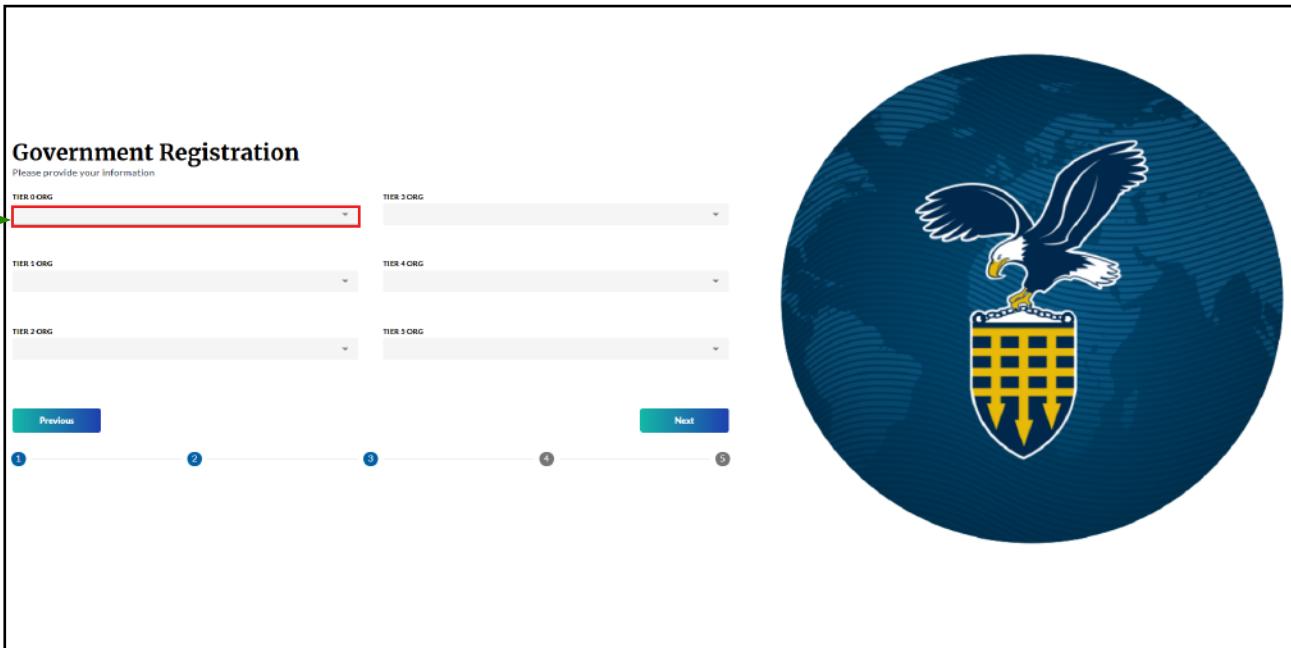
1 2 3 4 5



A large circular graphic on the right side of the form features a white eagle with its wings spread, perched atop a shield. The shield has a blue and yellow checkered pattern with three yellow arrows pointing downwards.

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**

**Previous** **Next**

1 2 3 4 5



A large circular graphic on the right side of the form features a white eagle with its wings spread, perched atop a shield. The shield has a blue and yellow checkered pattern with three yellow arrows pointing downwards.

10. Select **Next**.

**Government Registration**  
Please provide your information

<b>TIER 0 ORG</b> <input type="text" value="Defense Counterintelligence and Security Agency (DCSA)"/>	<b>TIER 3 ORG</b> <input type="text" value="N/A"/>
<b>TIER 1 ORG</b> <input type="text" value="N/A"/>	<b>TIER 4 ORG</b> <input type="text" value="N/A"/>
<b>TIER 2 ORG</b> <input type="text" value="N/A"/>	<b>TIER 5 ORG</b> <input type="text" value="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 ZIPCODE

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  
Alderon

OFFICIAL ORGANIZATION STATE  
Alaska

OFFICIAL ORGANIZATION ZIPCODE  
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

X

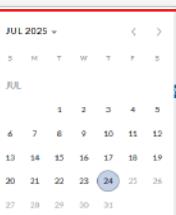
Cyber Challenge.cert.pdf Cyber Challenge / 29 KB / Staged For Upload

X

Appointment Letter.pdf Appointment Letter / 29 KB / Staged For Upload

X

LAST CYBER AWARENESS COMPLETION DATE



Clear

Submit

1

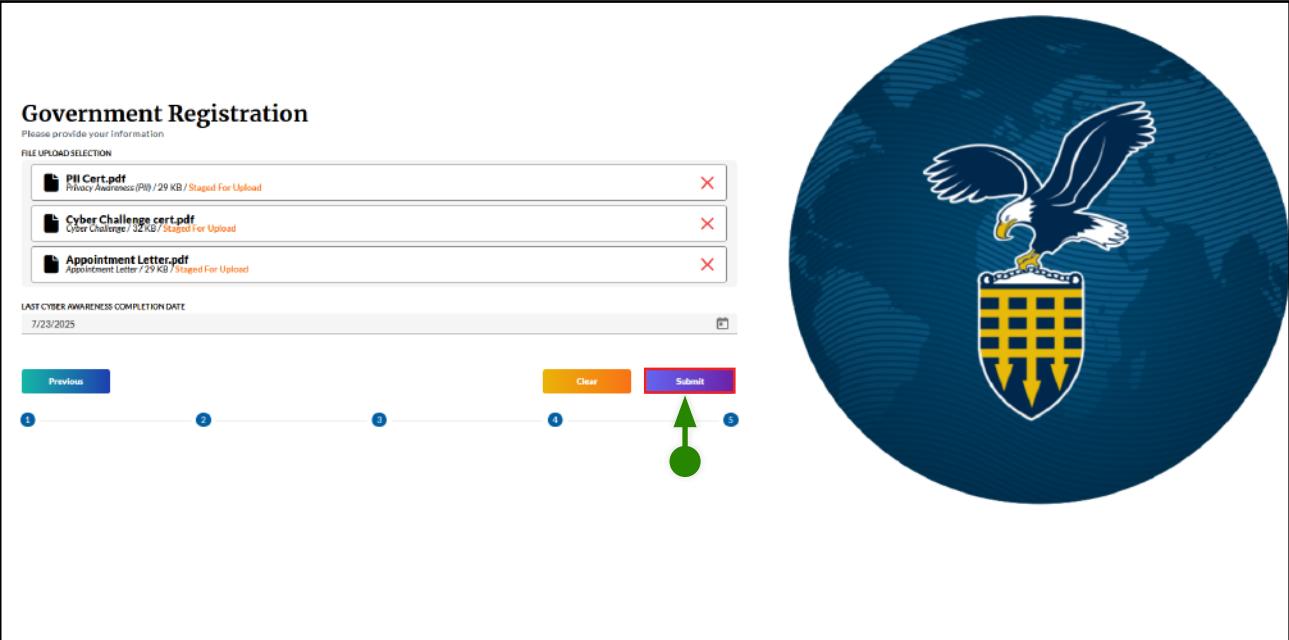
2

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 X
- Cyber Challenge cert.pdf** Cyber Challenge / 32 KB / Staged For Upload X
- Appointment Letter.pdf** Appointment Letter / 229 KB / Staged For Upload X

LAST CYBER AWARENESS COMPLETION DATE  
7/23/2025 [Edit]

Previous 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 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 <span

# **Government Contracting Activity (GCA) NI2 Re-Registration**

ToC

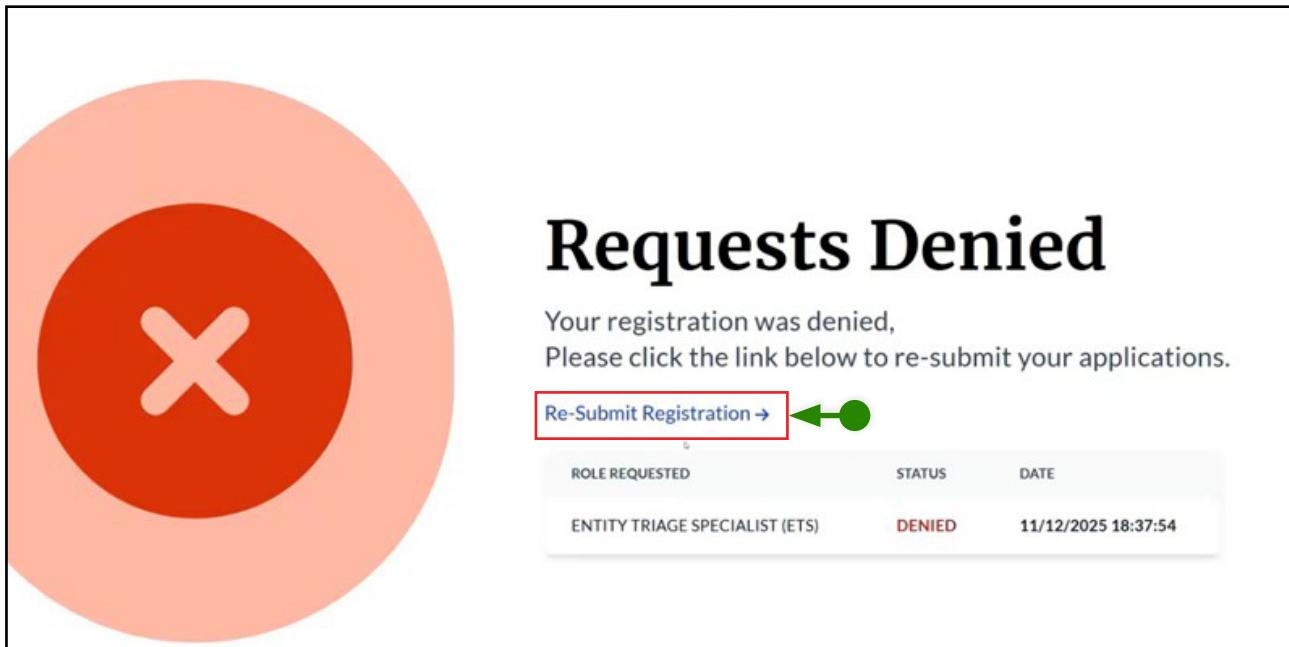
21

# GCA Re-registration

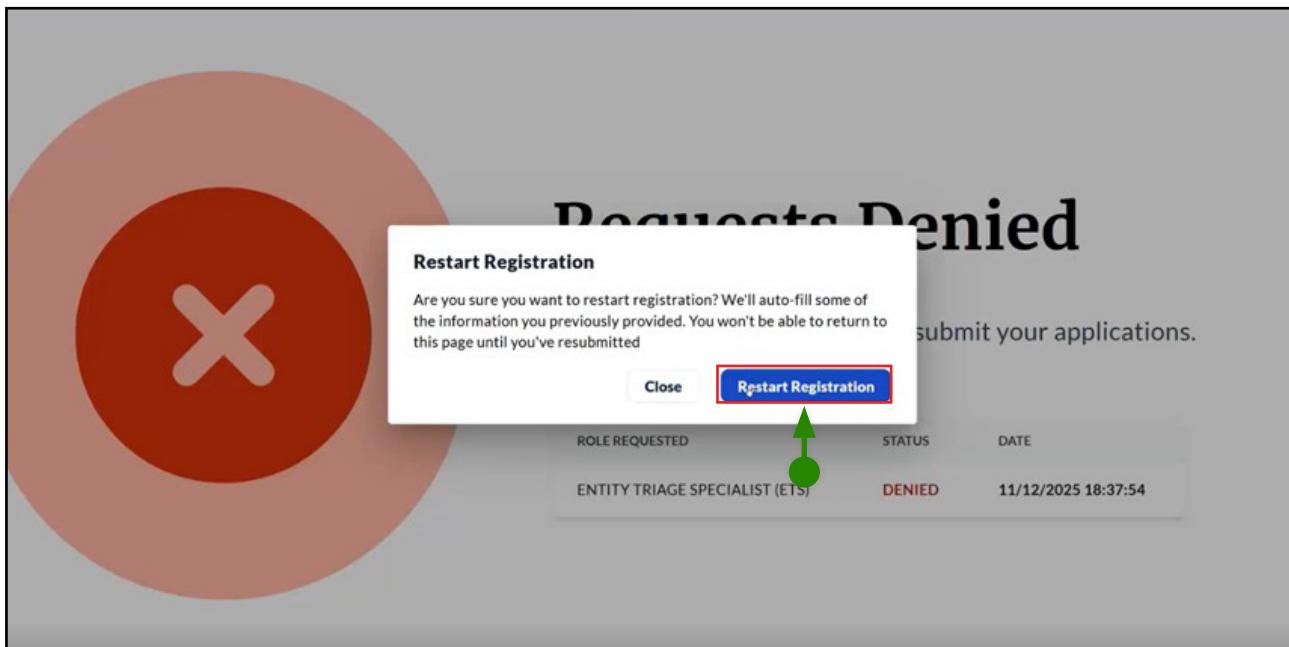
If your initial registration request was denied, and requires resubmission, follow these steps.

## 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	LAST NAME
New	User

TITLE	
Testing	

EMAIL	
new.user@mail.mil	

COUNTRY CALLING CODE	PHONE NUMBER	DO YOU WORK FOR DCSA?
United States +1	(321) 654-9870	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Next**

1
2
3
4
5

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	LAST NAME
New	User

TITLE	
Testing	

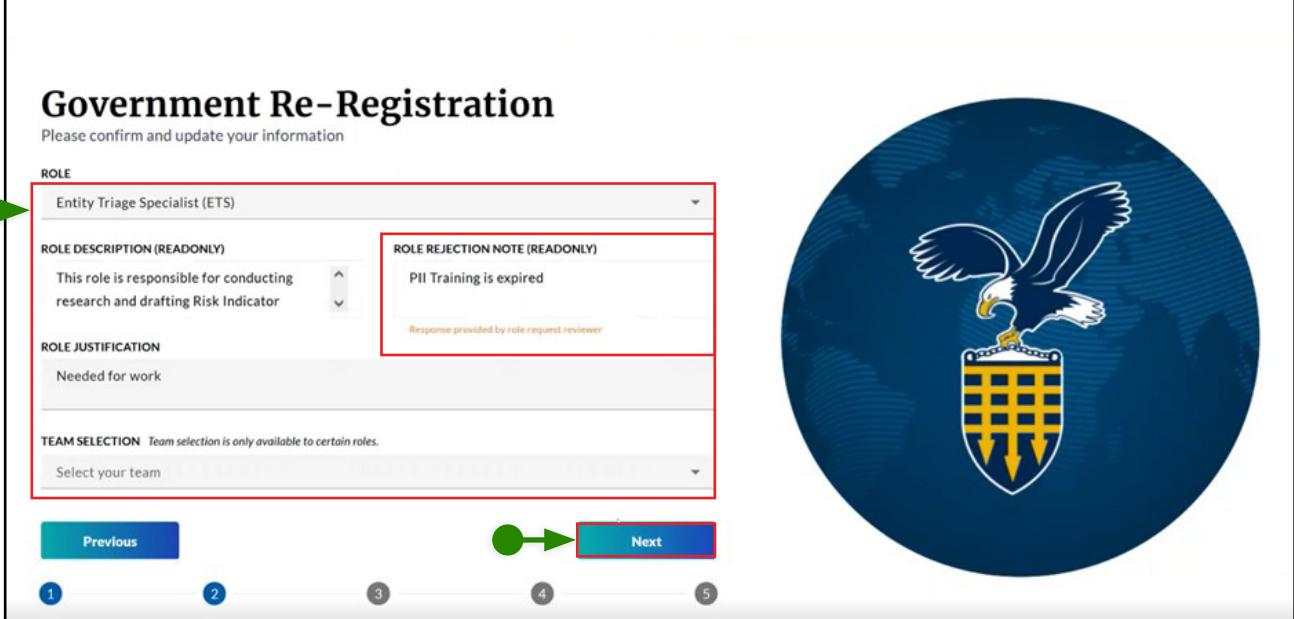
EMAIL	
new.user@mail.mil	

COUNTRY CALLING CODE	PHONE NUMBER	DO YOU WORK FOR DCSA?
United States +1	(321) 654-9870	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Next**

1
2
3
4
5

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

**ROLE JUSTIFICATION**  
Needed for work

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

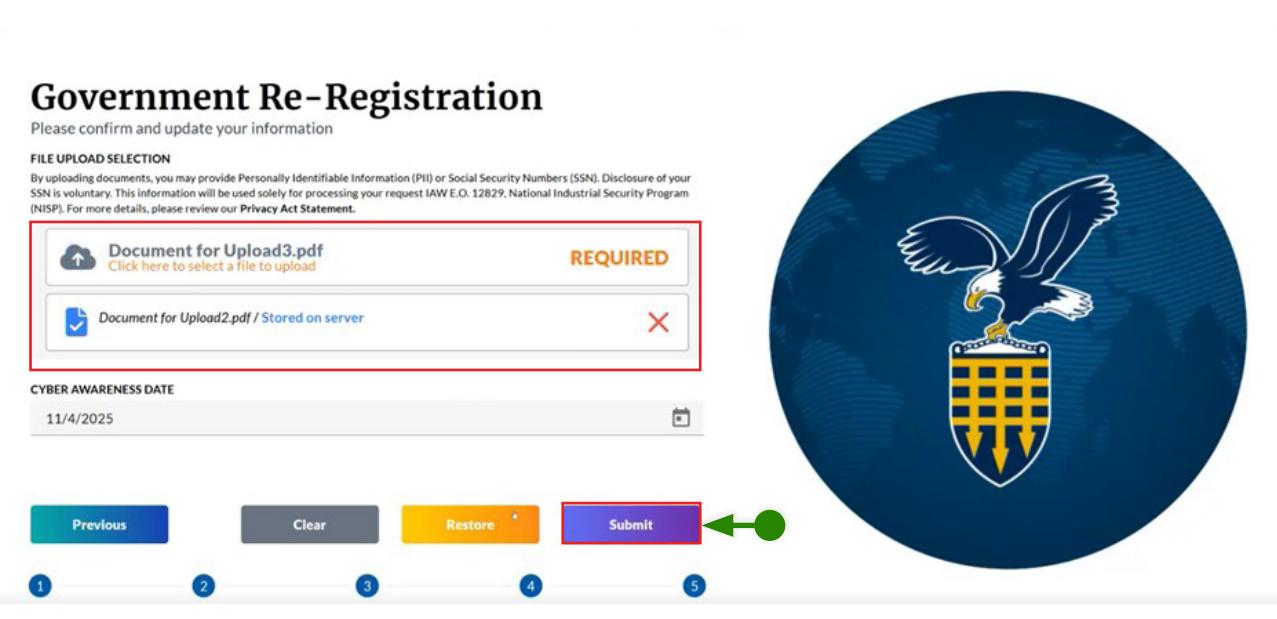
**Previous** **Next**

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 (NISP). For more details, please review our [Privacy Act Statement](#).

Document for Upload3.pdf  
Click here to select a file to upload **REQUIRED**

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

**CYBER AWARENESS DATE**  
11/4/2025 **CALENDAR**

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

1 2 3 4 5



## DD Form 254 Workflow

ToC

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# 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.

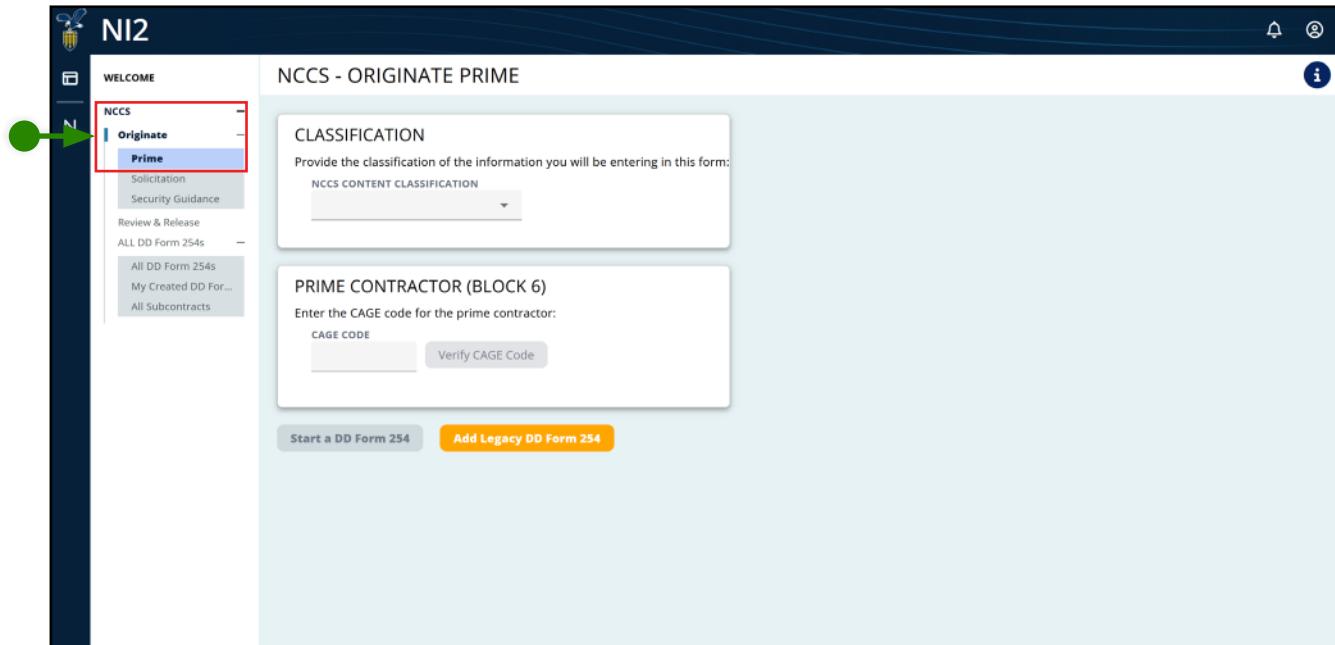
## Welcome Screen

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.



## 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.

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

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)

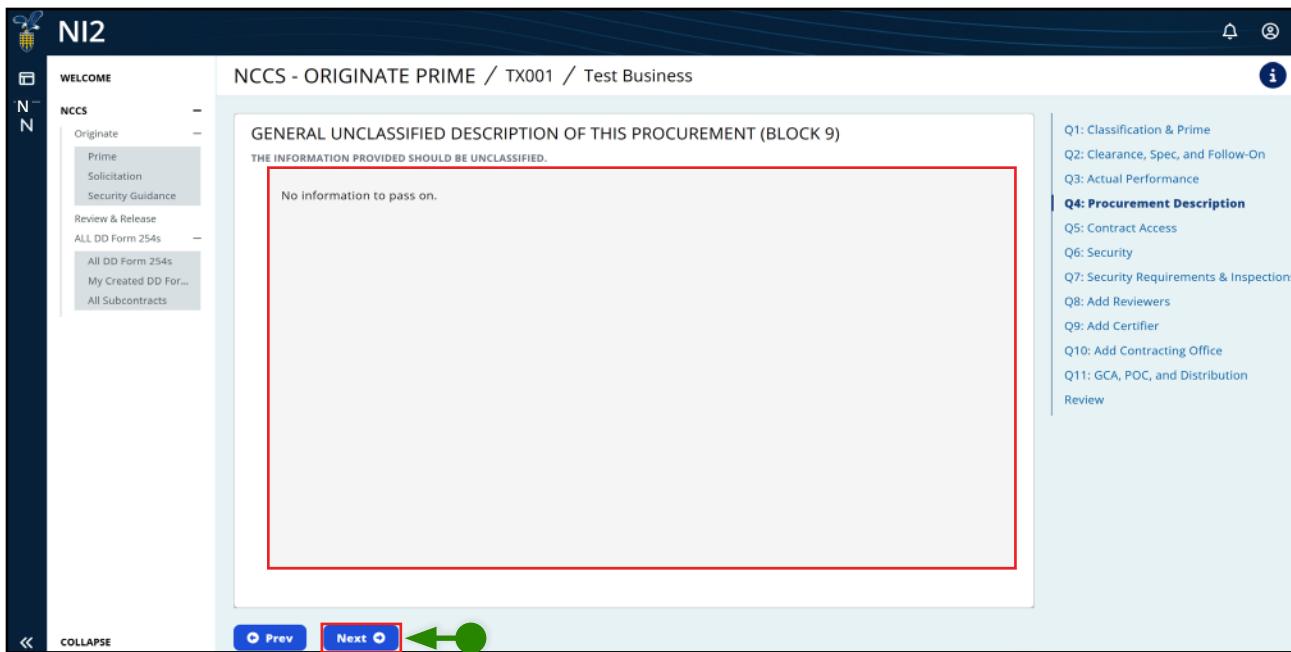
1. Select **CAGE Code Lookup** to enter additional CAGE Codes and verify information.
2. Select **Manual Entry** to input location details.
3. Select **Close** to close the pop-up boxes.
4. Select **Next** to continue.

### 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.



GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT (BLOCK 9)

THE INFORMATION PROVIDED SHOULD BE UNCLASSIFIED.

No information to pass on.

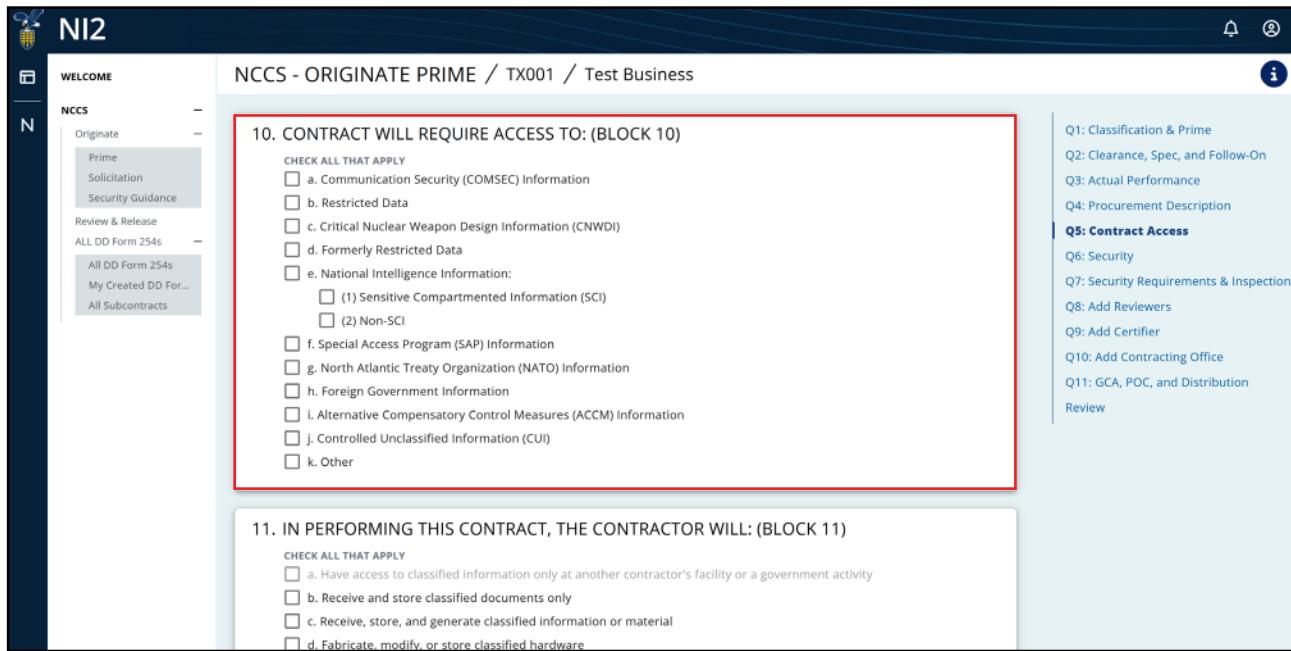
Q1: Classification & Prime  
Q2: Clearance, Spec, and Follow-On  
Q3: Actual Performance  
**Q4: Procurement Description**  
Q5: Contract Access  
Q6: Security  
Q7: Security Requirements & Inspections  
Q8: Add Reviewers  
Q9: Add Certifier  
Q10: Add Contracting Office  
Q11: GCA, POC, and Distribution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



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.

NI2

WELCOME

NCCS

- Originate
  - Prime
  - Solicitation
  - Security Guidance
- Review & Release
- ALL DD Form 254s
- All DD Form 254s
- My Created DD For...
- All Subcontracts

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.

NI2

WELCOME

NCCS

- Originate
  - Prime
  - Solicitation
  - Security Guidance
- Review & Release
- ALL DD Form 254s
- All DD Form 254s
- My Created DD For...
- All Subcontracts

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

Direct

Through (Specify below)

COLLAPSE

UNCLASSIFIED

UNCLASSIFIED

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

## 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.

The screenshot shows the NI2 software interface for 'NCCS - ORIGINATE PRIME / TX001 / Test Business'. On the left, there's a sidebar with 'WELCOME' and 'NCCS' sections. The 'NCCS' section includes 'Originate', 'Prime', 'Solicitation', 'Security Guidance', 'Review & Release', 'ALL DD Form 254s', 'My Created DD For...', and 'All Subcontracts'. The main area is titled 'SECURITY GUIDANCE (BLOCK 13)'. It displays a card titled 'Block 13 General' with the text: 'Facility Security Clearance: The Contractor shall possess and maintain...'. To the right of the card is an 'Edit' icon (pencil). Below the card are 'Not Edited' and 'Not Approved' buttons. At the bottom are 'Prev' and 'Next' buttons. A callout box highlights the 'Edit' icon and the 'Save' button (red border) on the right. Arrows indicate the flow from the 'Edit' icon to the card content and from the card content to the 'Save' button.

## 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.

NI2

WELCOME

NCCS

- Originate
- Prime
- Solicitation
- Security Guidance

Review & Release

ALL DD Form 254s

NCCS - ORIGINATE PRIME / TX001 / Test Business

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.

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 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.

NI2

WELCOME

NCCS

- Originate
  - Prime
  - Solicitation
  - Security Guidance
- Review & Release
- ALL DD Form 254s
- All DD Form 254s
- My Created DD For...
- All Subcontracts

SELECT REVIEWERS (BLOCK 13)

No Reviewers Selected

1 Total Users

Reviewer NCC Gov

Fake Org I

Reviewer NCC Gov

Fake Org I

N/A

1 match

Set Certifier

Next

UNCLASSIFIED

## 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.

NI2

WELCOME

NCCS

- Originate
  - Prime
  - Solicitation
  - Security Guidance
- Review & Release
- ALL DD Form 254s
- All DD Form 254s
- My Created DD For...
- All Subcontracts

SELECT CERTIFIER (BLOCK 17)

No Certifier Selected

1 Total Users

Set Certifier

Certifier NCC Gov

Fake Org I

N/A

(345) 678-7654

gat\_254\_certify\_1@dcs

1 match

Set Certifier

Next

UNCLASSIFIED

## 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.

NI2

WELCOME

NCCS

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NCC CO

1 Total Users

Search...

GOVERNMENT CONTRACTING ACTIVITY (BLOCK 16 A,B,C)

GCA NAME

ACTIVITY ADDRESS CODE (AAC) OF THE CONTRACTING OFFICE

ADDRESS LINE 1

ADDRESS LINE 2

CITY STATE ZIP CODE

1 match

Out Of Office Dates

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

COLLAPSE

Prev Next

### 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)

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

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

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

## 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.

NI2

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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 (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](#)

Act...	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	

NI2

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 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 (NISP). 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](#)

Act...	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	

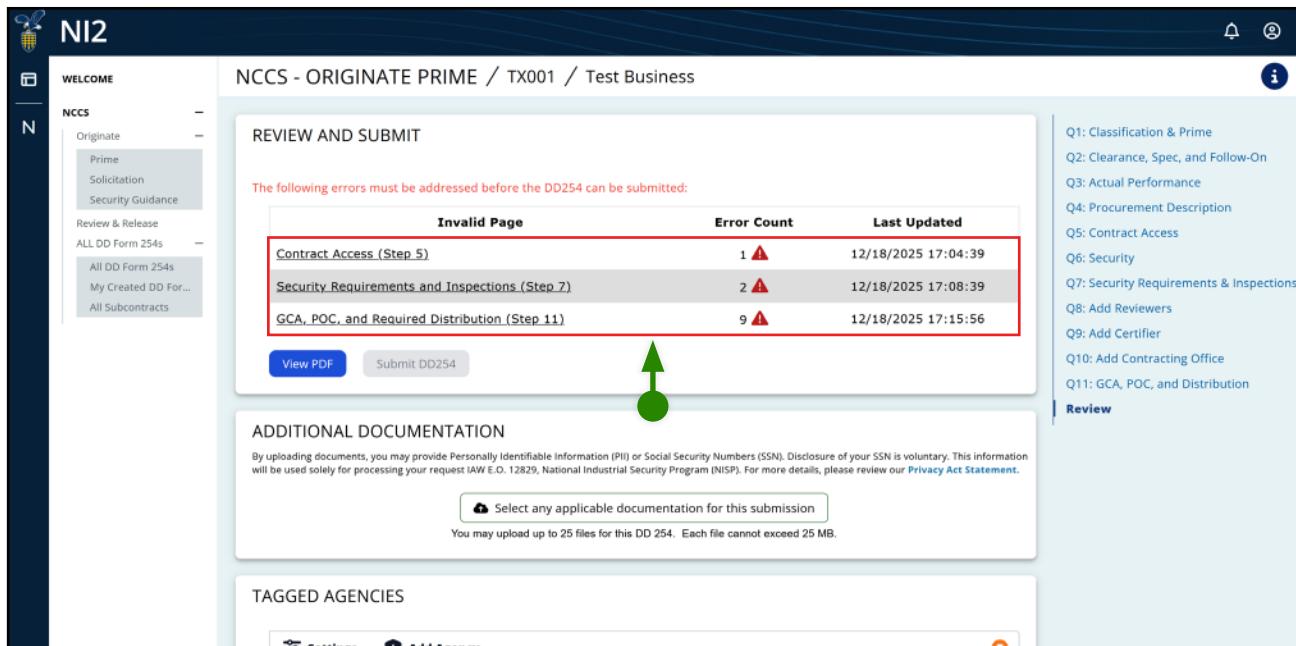
## Form Validation

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.



NI2

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 PRIME / TX001 / Test Business

REVIEW AND SUBMIT

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

Invalid Page	Error Count	Last Updated
<a href="#">Contract Access (Step 5)</a>	1 	12/18/2025 17:04:39
<a href="#">Security Requirements and Inspections (Step 7)</a>	2 	12/18/2025 17:08:39
<a href="#">GCA, POC, and Required Distribution (Step 11)</a>	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 (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

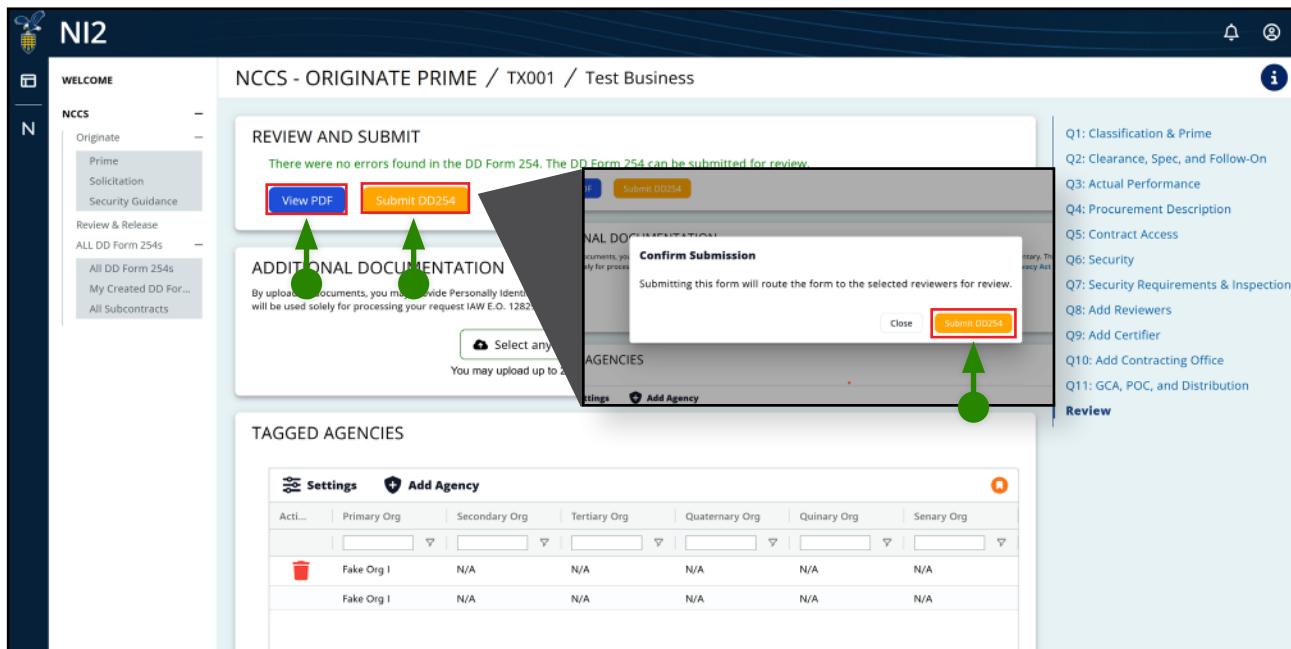
Q1: Classification & Prime  
Q2: Clearance, Spec, and Follow-On  
Q3: Actual Performance  
Q4: Procurement Description  
Q5: Contract Access  
Q6: Security  
Q7: Security Requirements & Inspections  
Q8: Add Reviewers  
Q9: Add Certifier  
Q10: Add Contracting Office  
Q11: GCA, POC, and Distribution

[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.
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.



## 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 States 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.

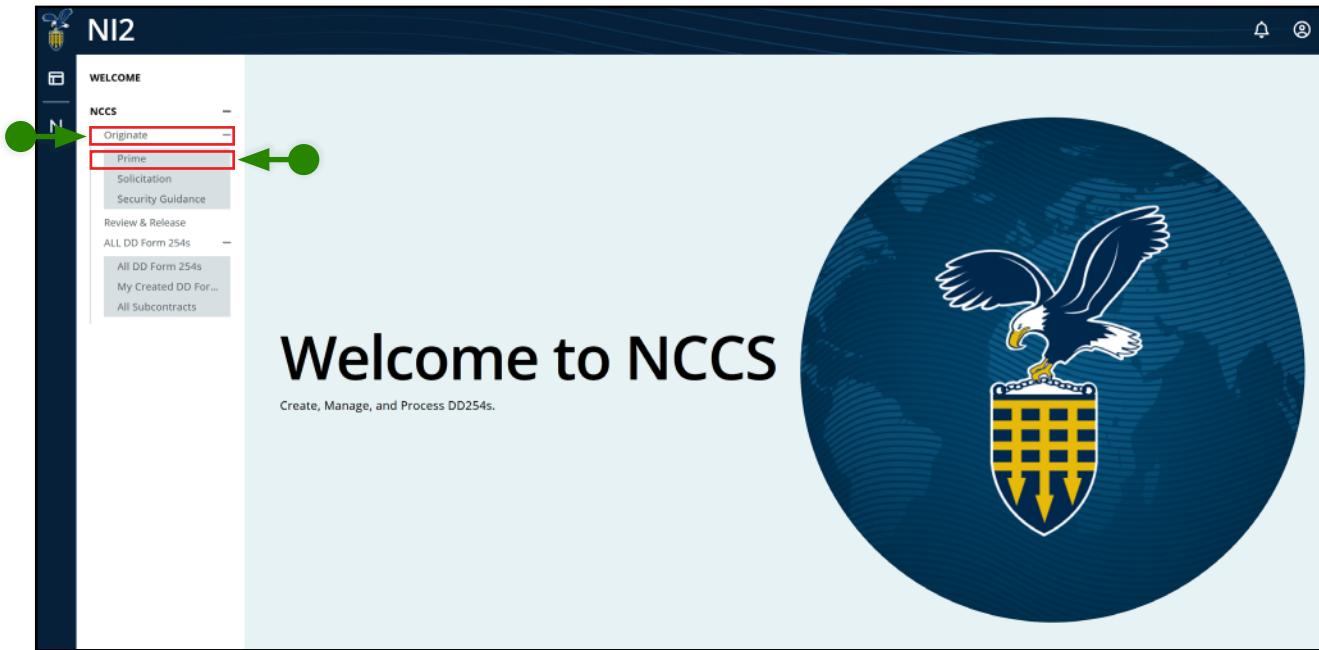
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- 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..

- 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)

- 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.

- 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.

**NCCS - ORIGINATE PRIME / TX001 / Test Business**

**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

**Navigation:**  
 Prev **Next** Next

**Task List (Sidebar):**

- 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.

NCCS - ORIGINATE SOLICITATION / TX001 / Test Business

ADD ACTUAL PERFORMANCE LOCATIONS (BLOCK 8)

Action	Business Name	Business Address	CAGE Code	CSO Name
Test Business	14 Test Street #133, Baltimore, MD 21201	TX001	N-AES	

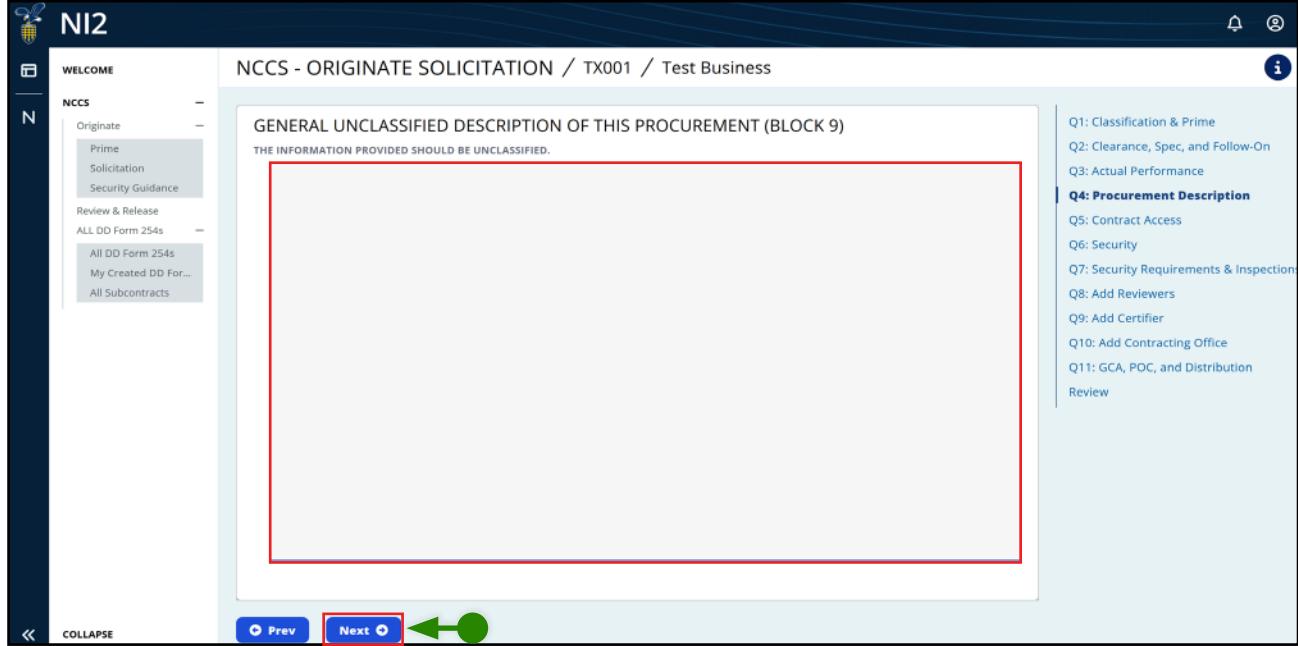
Q1: Classification & Prime  
 Q2: Clearance, Spec, and Follow-On  
**Q3: Actual Performance**  
 Q4: Procurement Description  
 Q5: Contract Access  
 Q6: Security  
 Q7: Security Requirements & Inspections  
 Q8: Add Reviewers  
 Q9: Add Certifier  
 Q10: Add Contracting Office  
 Q11: GCA, POC, and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

## 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.



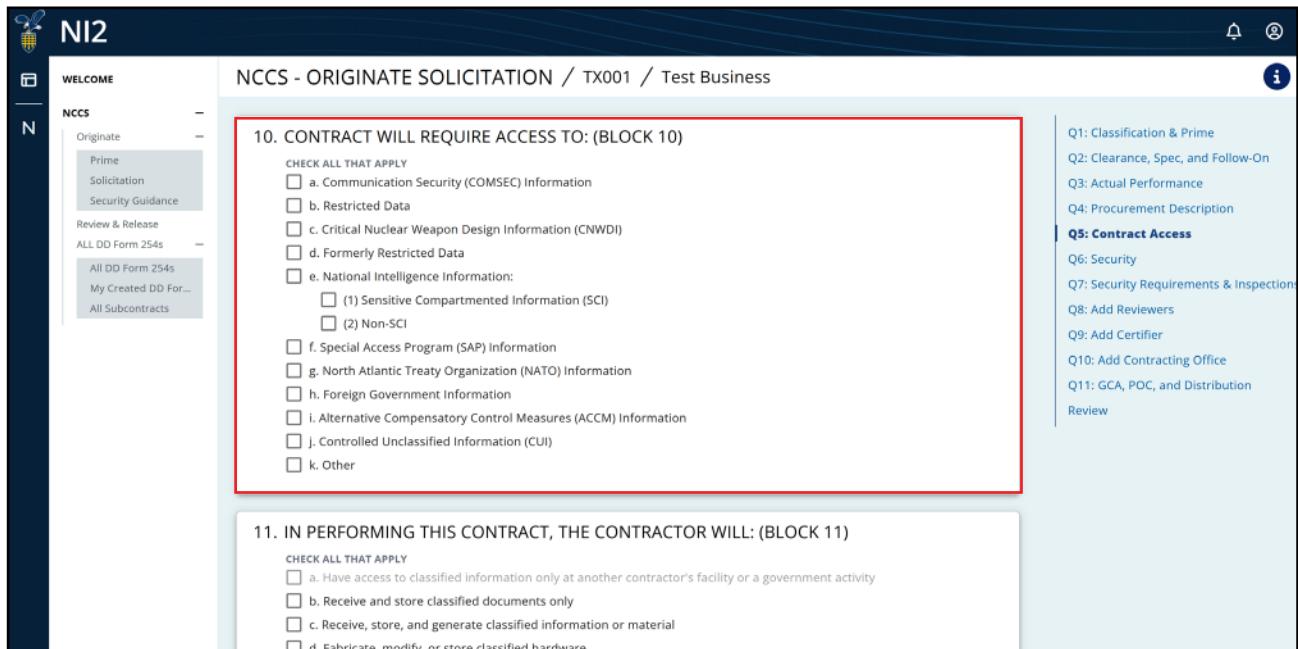
GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT (BLOCK 9)

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

## Contract will require access to: (Block 10)

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



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 title is 'NCCS - ORIGINATE SOLICITATION / TX001 / Test Business'. On the left, there's a 'WELCOME' sidebar with 'NCCS' and 'Originate' sections, and a 'Review & Release' section with 'ALL DD Form 254s'. The main content area shows a list of items under 'PUBLIC RELEASE (BLOCK 12)' with a red box around the 'PUBLIC RELEASE OPTIONS' dropdown and the 'Through (Specify below)' field. To the right, there's a sidebar with various contract access and security-related options, also with a red box around the 'Contract Access' section. At the bottom, there are 'Prev' and 'Next' buttons, with 'Next' being highlighted with a red box.

## Security Guidance: (Block 13)

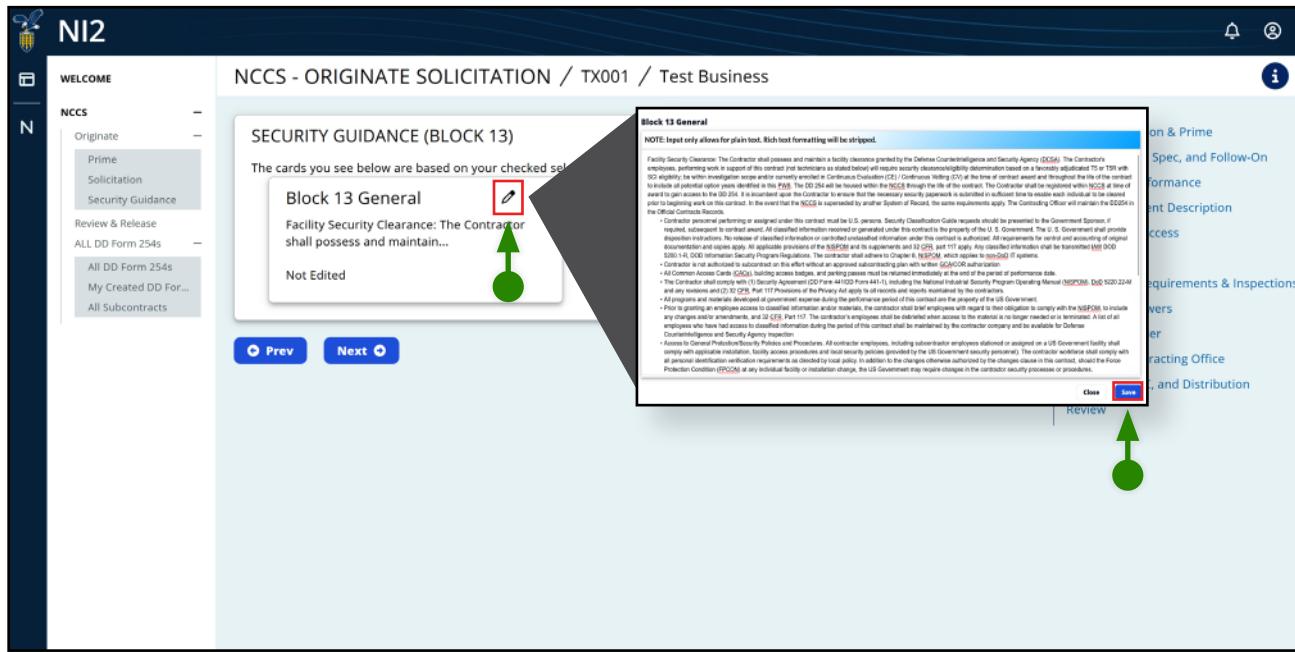
On this screen, the NI2 application automatically generates the Block 13 Security Guidance based on your selections in the Blocks 10 and 11. The cards in this panel make up the Security Guidance. Your cards will vary based on your previous selections. For example, if you selected option "a" from the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

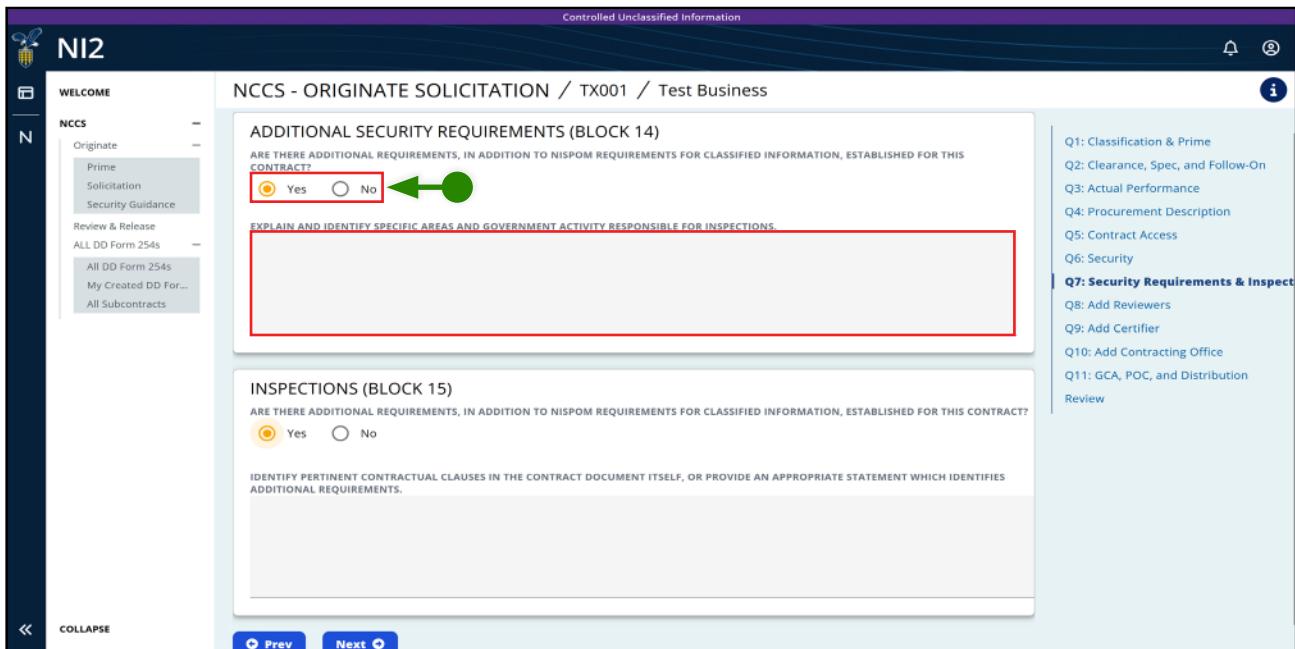
4. To apply a security guidance template unique to your organization, select the template from the drop-down menu called Security Guidance Template at the top of the screen.
5. Select **Apply Template**.
6. Select **Next** to continue.



## 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.



## 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.

NI2

WELCOME

NCCS

Originate

Prime  
Solicitation  
Security Guidance

Review & Release

ALL DD Form 254s

My Created DD For...  
All Subcontracts

NCCS - ORIGINATE SOLICITATION / TX001 / Test Business

SELECT REVIEWERS (BLOCK 13)

No Reviewers Selected

1 Total Users

Add Reviewer

Full Name	Tier 0
Reviewer NCC Gov	Fake Org I

Reviewer NCC Gov

SELECT REVIEWERS (BLOCK 13)

Reviewer NCC Gov

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

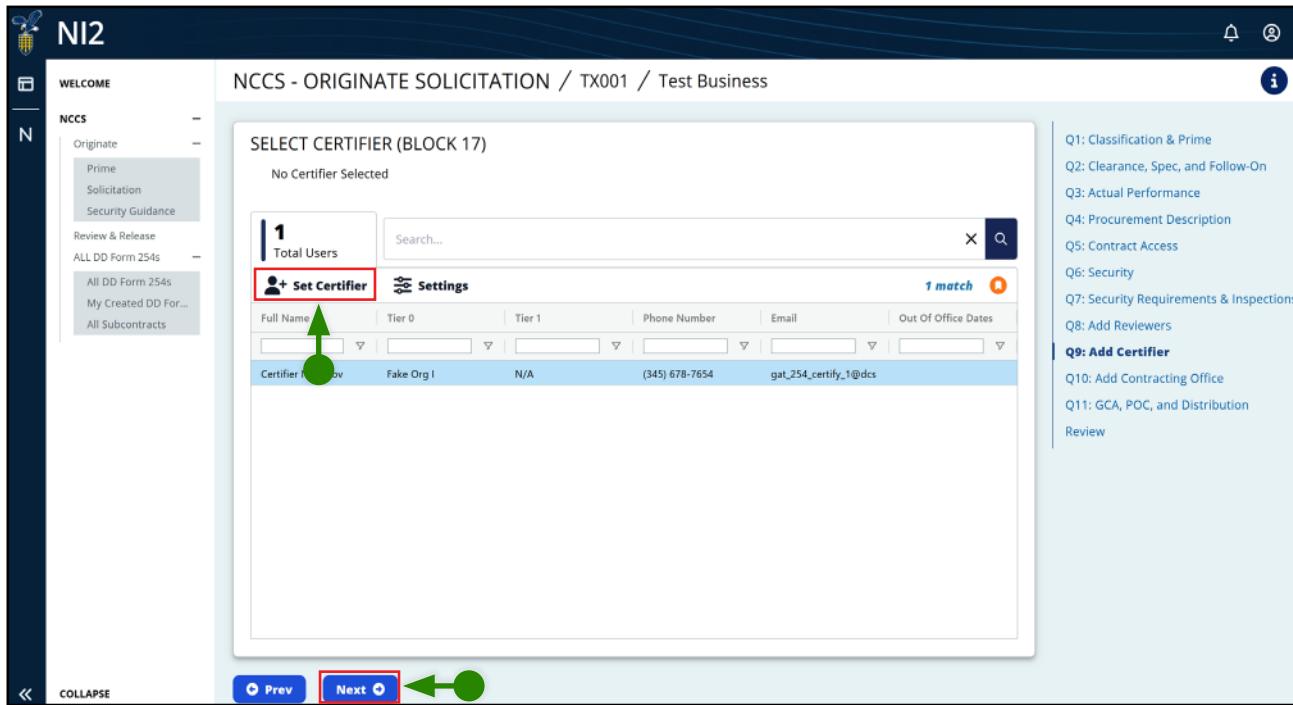
COLLAPSE

Prev Next

## 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.



The screenshot shows the NI2 interface for originating a solicitation. The main title is "NCCS - ORIGINATE SOLICITATION / TX001 / Test Business". The left sidebar shows "WELCOME" and "NCCS" sections with "Originate", "Prime", "Solicitation", and "Security Guidance" options. The "Originate" section is expanded, showing "Review & Release", "ALL DD Form 254s", "All Subcontracts", and "My Created DD For...". The main content area is titled "SELECT CERTIFIER (BLOCK 17)" with a sub-section "No Certifier Selected". It shows a table with one row for "Total Users". The table has columns for "Full Name", "Tier 0", "Tier 1", "Phone Number", "Email", and "Out Of Office Dates". The data in the table is: "Fake Org 1", "N/A", "(345) 678-7654", "gat\_254\_certify\_1@dcs". Below the table are buttons for "Set Certifier" (highlighted with a green circle and arrow), "Settings", and "1 match". At the bottom are "Prev" and "Next" buttons, with "Next" highlighted with a red box and a green arrow pointing to it. The right side of the screen lists "Q1: Classification & Prime" through "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.

NI2

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

SELECT CERTIFIER (BLOCK 17)

1 Total Users

+ Set Certifier

Full Name: Certifier NCC Gov

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

GOVERNMENT CONTRACTING ACTIVITY (BLOCK 16 A,B,C)

GCA Name:

Activity Address Code (AAC) of the Contracting Office:

Out Of Office Dates:

1 match

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

COLLAPSE

Prev Next

## 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

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

ACTIVITY ADDRESS CODE (AAC) OF THE CONTRACTING OFFICE  
TEST11

ADDRESS LINE 1  
10 Testing Way

ADDRESS LINE 2

CITY STATE ZIP CODE  
Testing Tennessee 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

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

## 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**.

NI2

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	<input type="button"/> Add Agency	Primary Org	Secondary Org	Tertiary Org	Quaternary Org	Quinary Org	Senary Org
Acti...							
Fake Org I		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  
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Q11: GCA, POC, and Distribution  
Review

NI2

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

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](#).

TAGGED AGENCIES

Settings	<input type="button"/> Add Agency	Primary Org	Secondary Org	Tertiary Org	Quaternary Org	Quinary Org	Senary Org
Acti...							
Fake Org I		N/A	N/A	N/A	N/A	N/A	N/A

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.

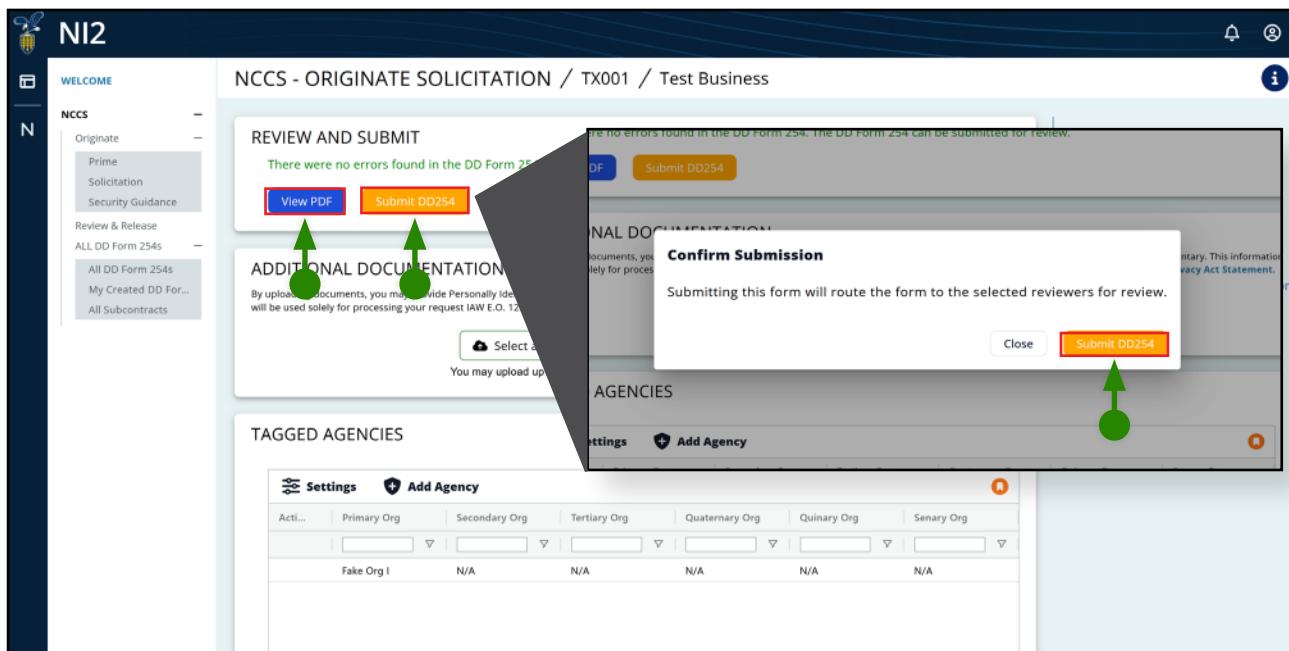
On this screen, you will be presented with errors or warnings found within the information you have provided. Review the errors or warnings and take any necessary actions to ensure the information you have provided is accurate and complete.

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.

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.
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.



**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. 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 States 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:

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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

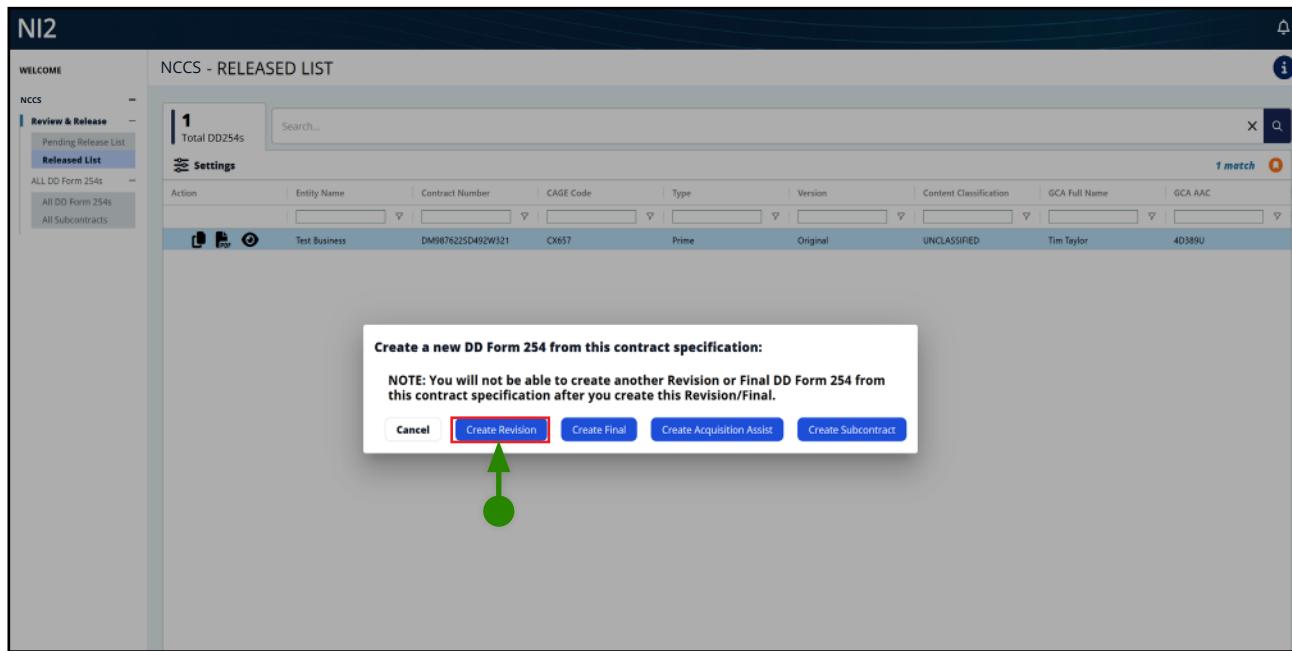
1. Find the released contract. You can search by entity name, contract number, CAGE Code, type, version, content classification, release date, GCA full name or GCA Activity Address Code (AAC).
2. Under the Action column, select the two overlapping pages icon to edit the original DD Form 254.

**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 (NISPOL) permitted time frame.

### 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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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

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

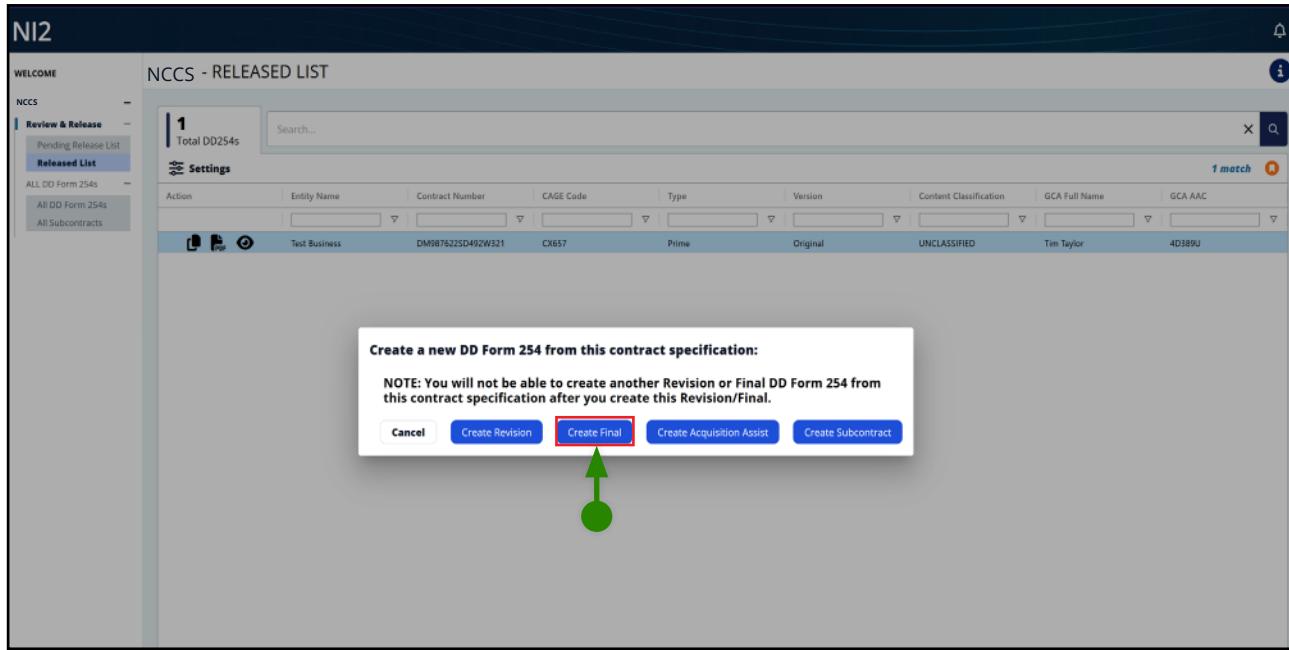
1. Find the released contract. You can search by entity name, contract number, CAGE Code, type, version, content classification, release date, GCA full name or GCA AAC.
2. Under the Action column, select the two overlapping pages icon to edit the original DD Form 254.

**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.



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

**Acknowledge**

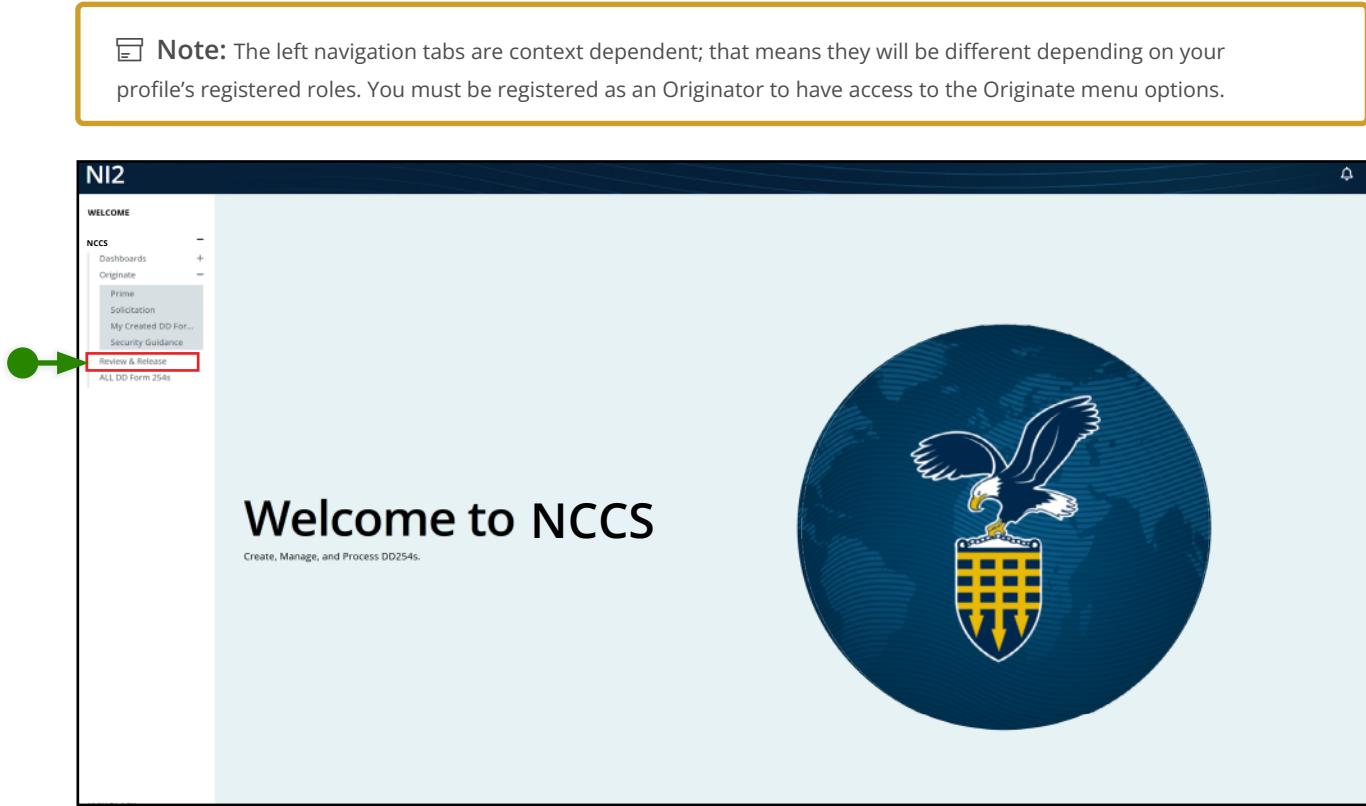
This is an official U.S. Government (USG) Information System (IS) for authorized use only. Do not Discuss, Enter, Transfer, Process, or Transmit Classified/Sensitive National Security information of greater sensitivity than that for which this system is authorized. Use of this system constitutes consent 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 States 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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- 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.
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## NI2 Welcome Screen

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



## Released List

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

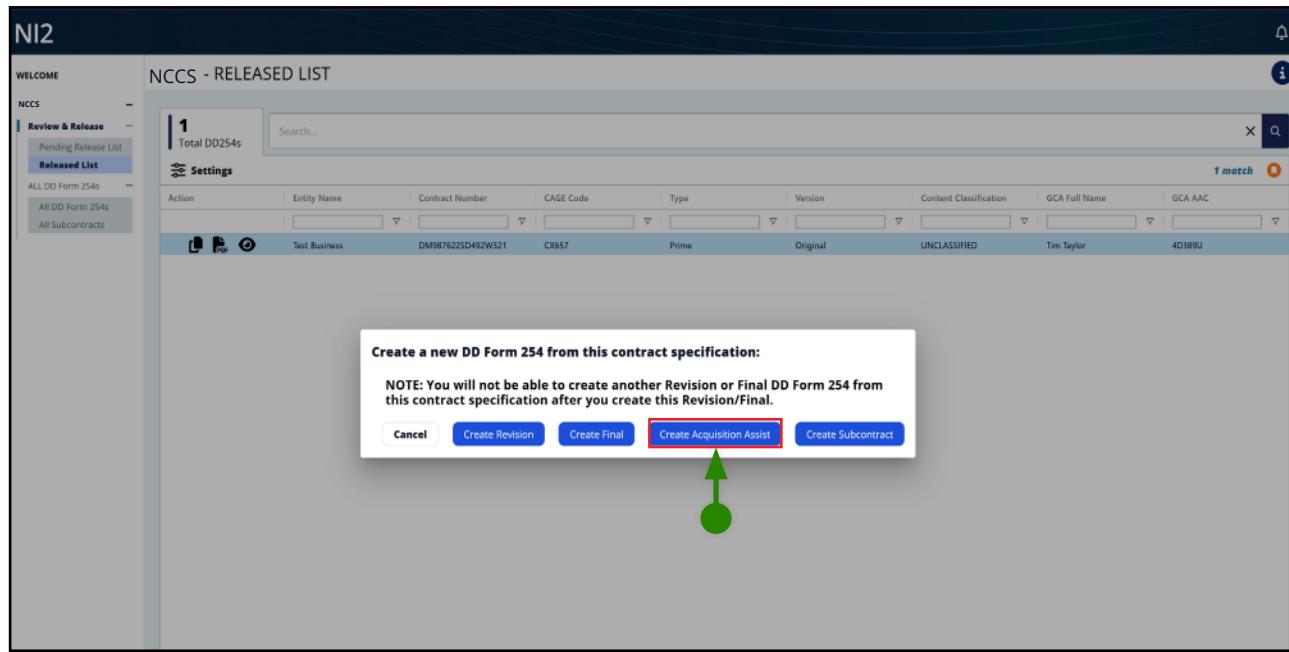
1. Find the released contract. You can search by entity name, contract number, CAGE Code, type, version, content classification, release date, GCA full name or GCA AAC.
2. Under the Action column, select the two overlapping pages icon to edit the original DD Form 254.

**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**

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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

ToC

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## 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**.

## 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

Test Business - TESTING123456

Pending Review List > Test Business

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

Test Business - TESTING123456

Pending Review List > Test Business

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...

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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.

NI2

WELCOME

NCCS

Review & Release

Pending Review List

Pending Gov Revie...

Released List

ALL DD Form 2545

**Test Business - TD7819823SDE88000**

Pending Review List > Test Business

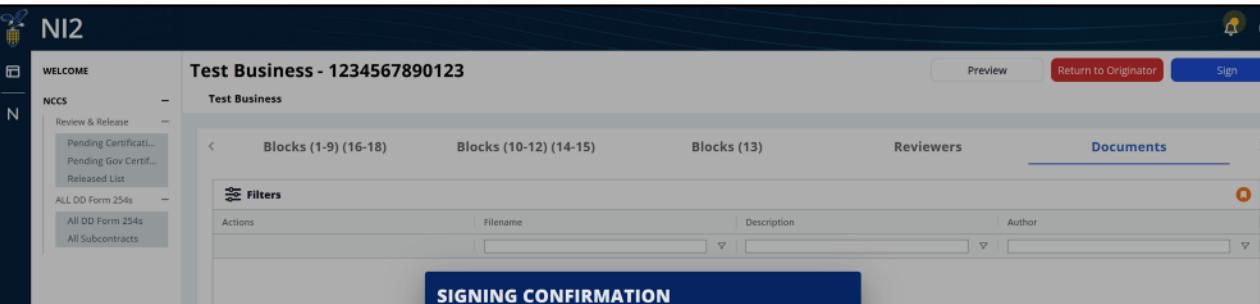
Preview    Return to Originator    **Sign**

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

Ref11

Ref11





The screenshot shows the NI2 software interface. At the top, there is a navigation bar with a logo, the text 'NI2', and a bell icon with a number '2'. Below the navigation bar, the main title 'Test Business - 1234567890123' is displayed, followed by a 'Test Business' section. On the left, there is a sidebar with sections for 'WELCOME', 'NCCS', 'Review & Release' (which is expanded, showing 'Pending Certificate...', 'Pending Gov Certif...', and 'Released List'), 'ALL DD Form 254s' (which is also expanded, showing 'All DD Form 254s' and 'All Subcontracts'), and a 'Filters' section. The main content area shows document blocks: 'Blocks (1-9) (16-18)', 'Blocks (10-12) (14-15)', and 'Blocks (13)'. To the right of these blocks are 'Reviewers' and 'Documents' sections. A 'Documents' tab is currently selected. A 'SIGNING CONFIRMATION' modal is overlaid on the page, containing the text 'Signing this form will send the form to the next selected reviewer for evaluation.' with 'Close' and 'Sign Form' buttons. A green arrow points to the 'Sign Form' button, which is highlighted with a red box. Below the modal, a message 'No Documents were uploaded' is visible.

**Certifying Official**

# Certifying Official

## Getting Started

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



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

 **Acknowledge**

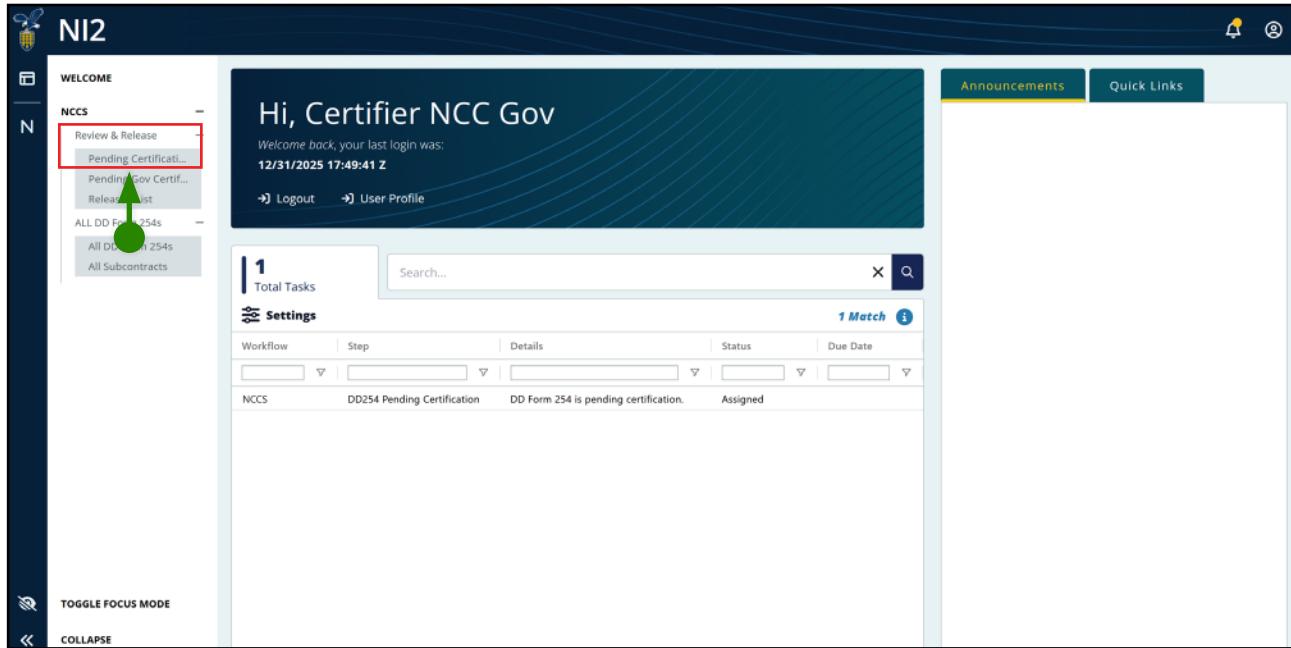
This is an official U.S. Government (USG) Information System (IS) for authorized use only. Do not Discuss, Enter, Transfer, Process, or Transmit Classified/Sensitive National Security information of greater sensitivity than that for which this system is authorized. Use of this system constitutes consent 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 States 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

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**.



The screenshot shows the NI2 application interface. On the left, there is a navigation sidebar with a logo, a 'WELCOME' section, and a 'NCCS' section. The 'NCCS' section contains a 'Review & Release' menu with options: 'Pending Certification...', 'Pending Gov Certif...', 'Release List', 'ALL DD Form 254s', and 'All Subcontracts'. A green arrow points to the 'Pending Certification...' option. Below this is a 'TOGGLE FOCUS MODE' button and a 'COLLAPSE' button. The main content area displays a 'Hi, Certifier NCC Gov' message, a 'Welcome back, your last login was: 12/31/2025 17:49:41 Z' message, and links for 'Logout' and 'User Profile'. A 'Announcements' button is highlighted with a yellow border. The central part of the screen shows a 'Total Tasks' section with a count of '1' and a 'Search...' input field. Below this is a 'Settings' table with columns: Workflow, Step, Details, Status, and Due Date. A single row is shown: NCCS, DD254 Pending Certification, DD Form 254 is pending certification, Assigned. A '1 Match' indicator is shown in the top right of the table area.

## Pending Certification List

From here, you have two action options:

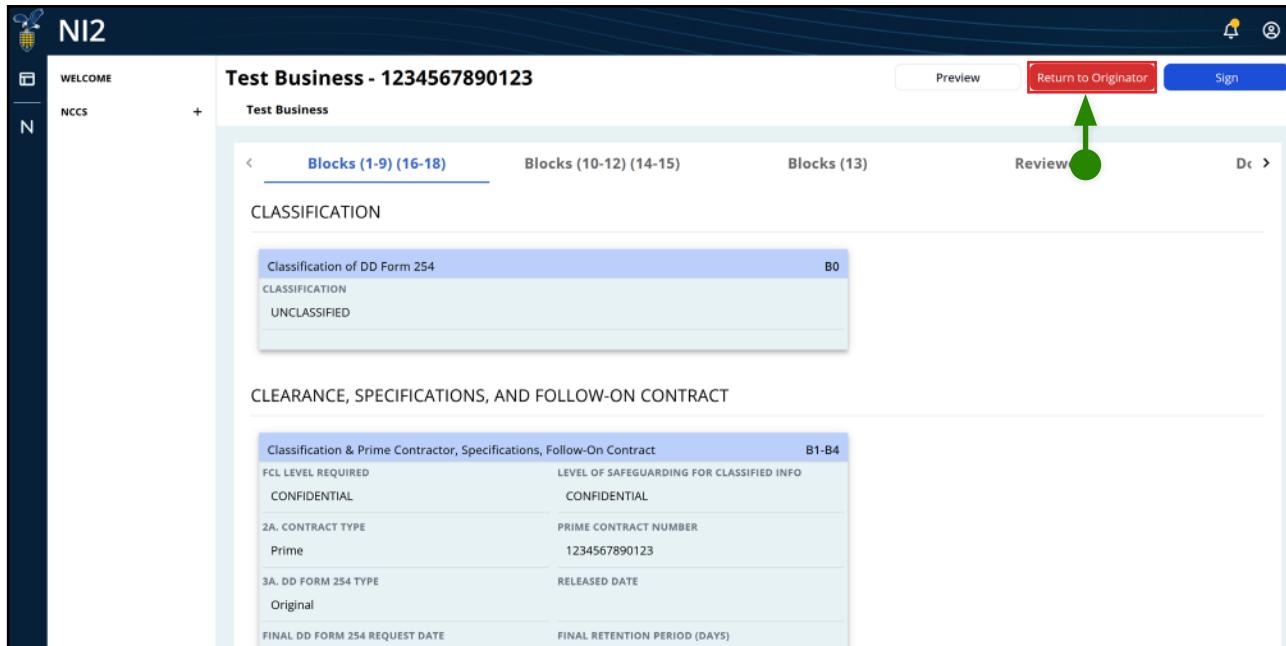
- Selecting the **PDF icon** opens a draft PDF version of the form, offering a quick preview without going into the review screens in the application.
- Selecting the **Pencil icon** allows you to enter the review mode of this DD Form 254 in the application. You will only have the editing option if you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



The screenshot shows the NI2 application interface for a business with ID 1234567890123. The 'Blocks (1-9) (16-18)' tab is selected. The 'CLASSIFICATION' section shows 'Classification of DD Form 254' with 'CLASSIFICATION' and 'UNCLASSIFIED' options. The 'CLEARANCE, SPECIFICATIONS, AND FOLLOW-ON CONTRACT' section shows 'Classification & Prime Contractor, Specifications, Follow-On Contract' with 'FCL LEVEL REQUIRED' (CONFIDENTIAL), 'LEVEL OF SAFEGUARDING FOR CLASSIFIED INFO' (CONFIDENTIAL), '2A. CONTRACT TYPE' (Prime), 'PRIME CONTRACT NUMBER' (1234567890123), '3A. DD FORM 254 TYPE' (Original), 'RELEASED DATE', 'FINAL DD FORM 254 REQUEST DATE', and '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

WELCOME

NCCS

Review & Release

Pending Certificati... Pending Gov Certif... Released List

ALL DD Form 254s

All DD Form 254s All Subcontracts

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

Test Business - TESTING123456

Test Business

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

Preview    Return to Originator    Sign

**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**

Ref10a: 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.

## 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.

The screenshot shows the DD Form 254 interface with the following details:

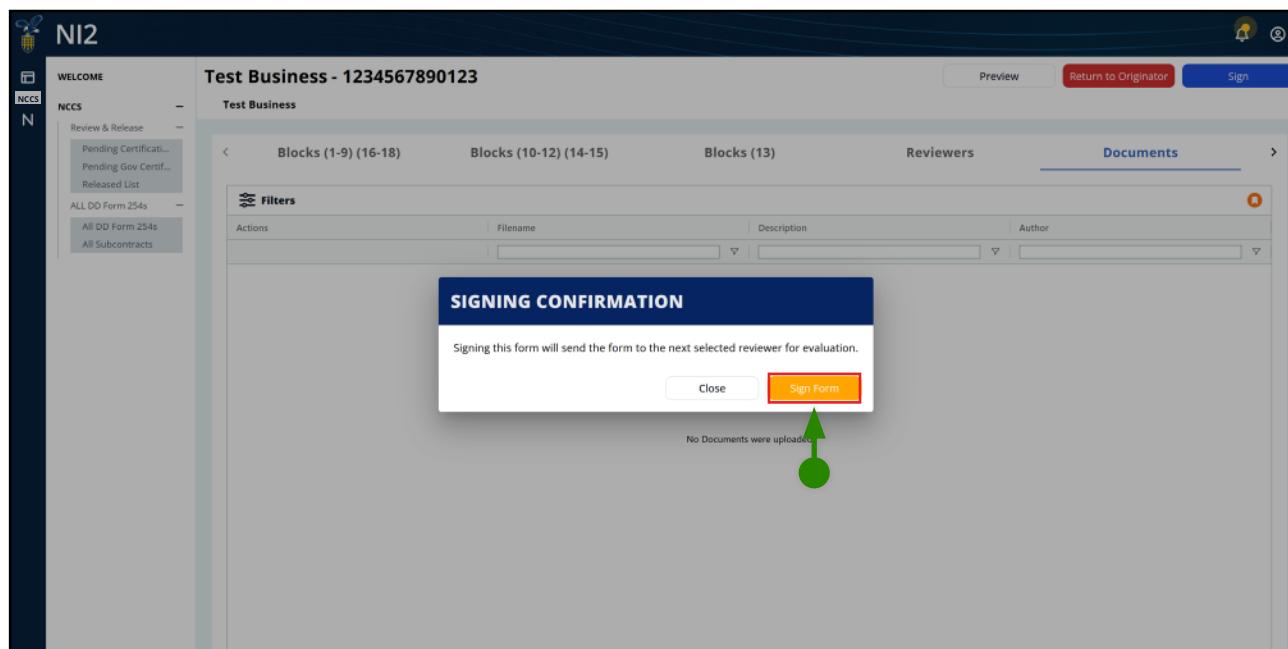
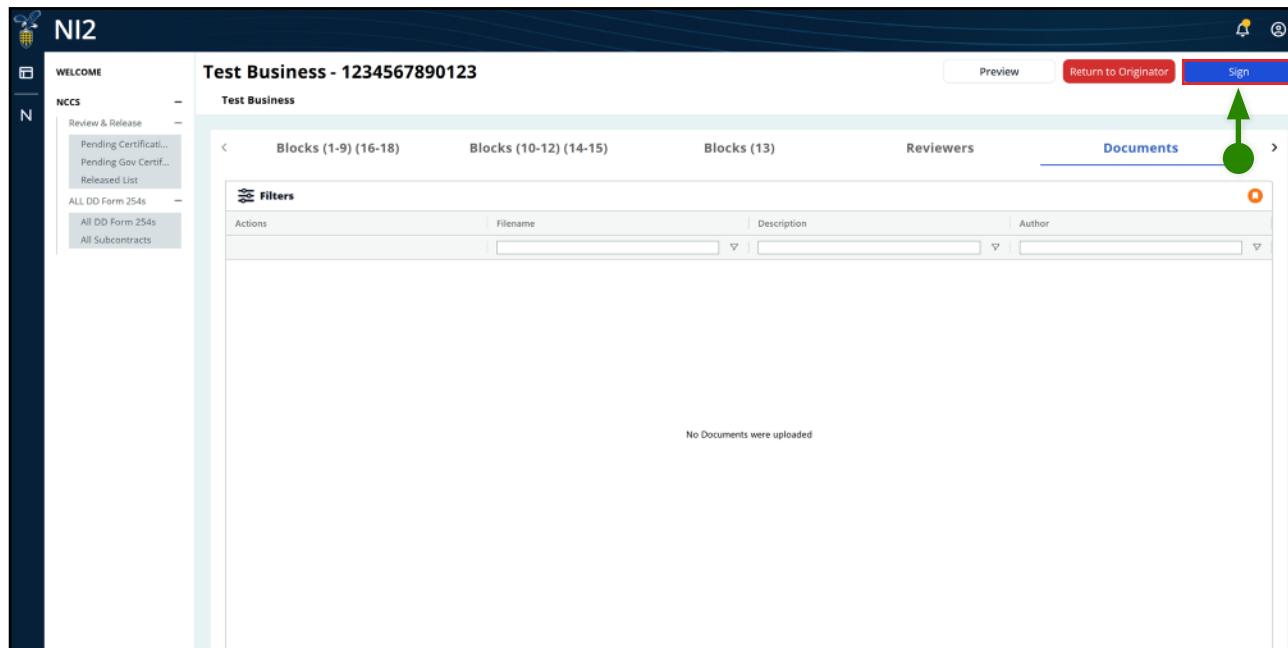
- Header:** NI2
- Title:** Test Business - TD7819823SDE88000
- Navigation:** Pending Review List > Test Business
- Tabs:** Preview, Return to Originator, Sign, Reviewers (highlighted with a red box), Documents, Blocks (1-9) (16-18), Blocks (10-12) (14-15), Blocks (13)
- Content Area:**
  - Ref11:** Ref 11: OPERATIONS SECURITY (OPSEC) REQUIREMENTS The contractor shall comply with OPSEC requirements contained in the contract, addendum thereto, or identified herein. The contractor will comply with all security and OPSEC policies, directives, instructions or mandates as directed. OPSEC and other security guidance issued to the Prime Contractor shall also apply to subcontractors working on this effort. The contractor will ensure compliance with the Agency's OPSEC Policy Statement, Critical Information List (CIL), and unclassified document destruction procedures. Items of critical information are those facts, which individually, or in the aggregate, reveal sensitive details about the mission, operation, etc., and thus require protection from adversarial collection or exploitation. Include OPSEC as part of the security awareness program. The contractor shall be familiar with OPSEC and will be required to take government furnished initial and annual refresher OPSEC training and will be reminded of their continued responsibility to protect sensitive information as directed by DoD 52...
  - Ref11:** Ref 11: Controlled Unclassified Information (CUI) / Receive, Store, or Generate Controlled Unclassified Information (CUI): Contractor will be provided and will abide by DoD Regulation 5400.7, DoD Freedom of Information Act Program, and DoD 5200.01-M, Information Security Program. Guidance provided under separate cover. In accordance with DoD Instruction 5200.48 (DoDI 5200.48) dated March 6, 2020, Contractors are required to ensure all personnel receive and complete Initial and Annual Refresher CUI education and training and maintain documentation of this training for audit purposes. Initial and Annual Refresher CUI security education, training and awareness on the required topics identified in Section 2002-30 of Title 32 CFR, including protection and management of CUI, to DoD personnel and contractors through the Center for Development of Security Excellence (CDOSE). CUI Courses and Resources Created for Industry: The Center for Development of Security Excellence (CDOSE) has developed an eLearning course titled "DoD Controlled Unclassified Information (CUI) Training For Contractors..."

## 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.



**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 1986, 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 States Code, Section 552a, Public Law 93-579, DoDD 5400.01-R and the applicable service directives. Information contained herein is exempt from mandatory disclosure under FOIA. Exemption(s) 6 and 7c apply.

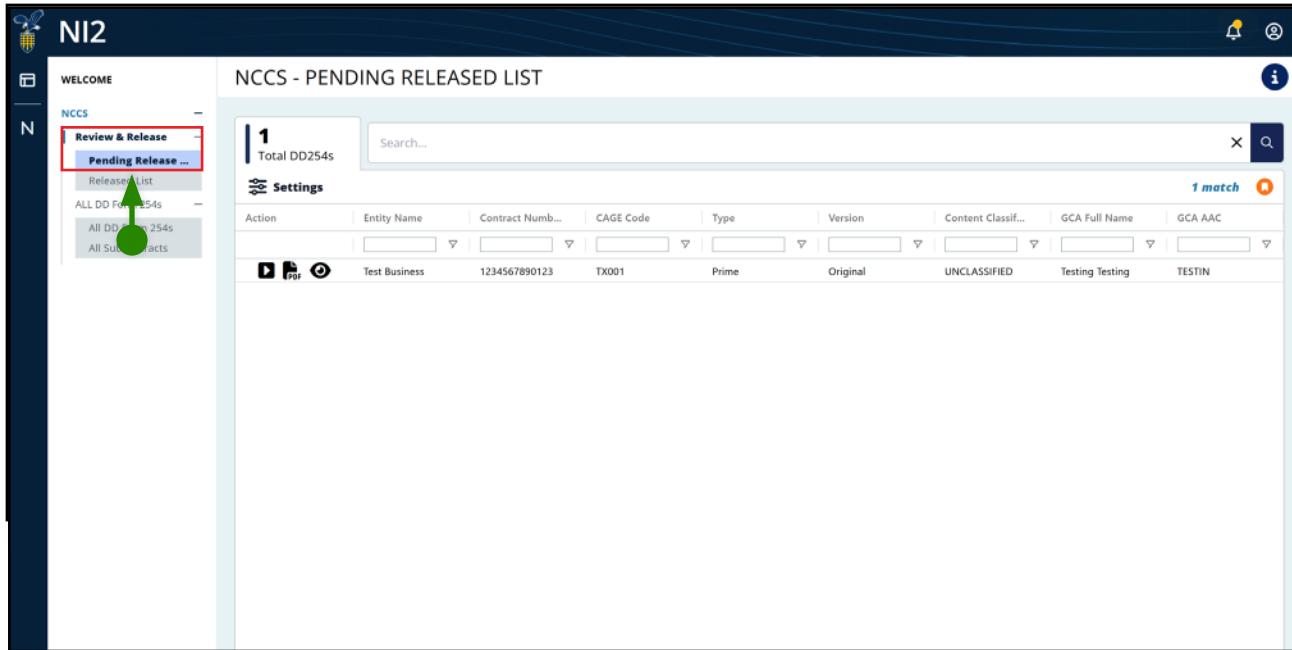
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- 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

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

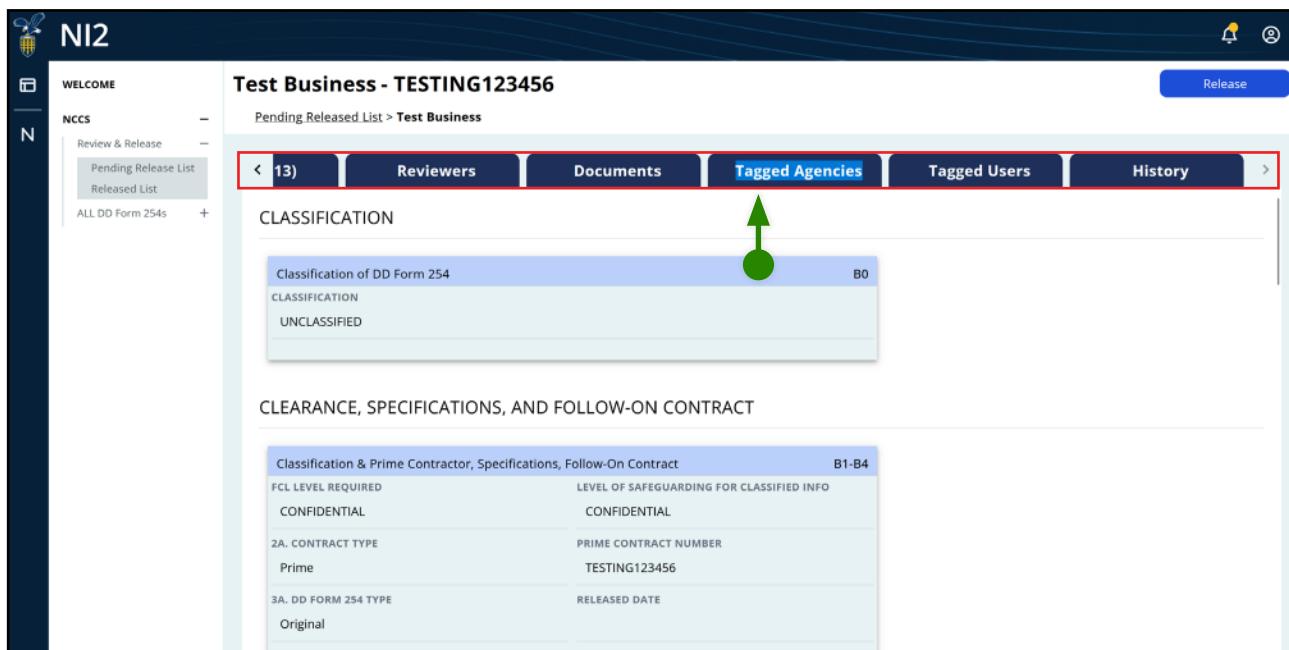
The Documents tab allows you to see all the documents uploaded during the creation of the DD Form 254. You can download these documents for further review.

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.



The screenshot shows the NI2 software interface for managing DD Form 254s. The main title is "Test Business - TESTING123456". The top navigation bar includes "Pending Released List > Test Business" and a "Release" button. The top menu bar has tabs for "Reviewers", "Documents", "Tagged Agencies" (which is selected and highlighted in blue), "Tagged Users", and "History". The left sidebar shows "WELCOME", "NCCS", and "Review & Release" sections with "Pending Release List" and "Released List" buttons. The main content area is divided into sections: "CLASSIFICATION" and "CLEARANCE, SPECIFICATIONS, AND FOLLOW-ON CONTRACT".

**CLASSIFICATION**

Classification of DD Form 254	BO
CLASSIFICATION	
UNCLASSIFIED	

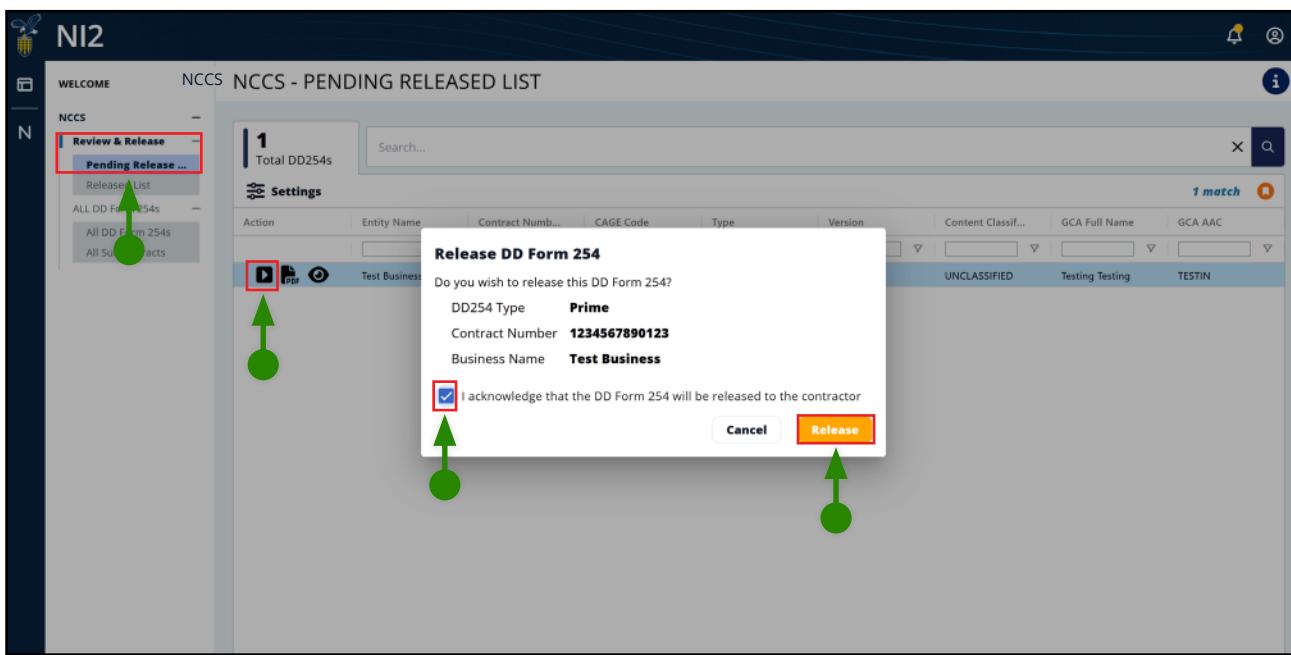
**CLEARANCE, SPECIFICATIONS, AND FOLLOW-ON CONTRACT**

Classification & Prime Contractor, Specifications, Follow-On Contract	
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	

## 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

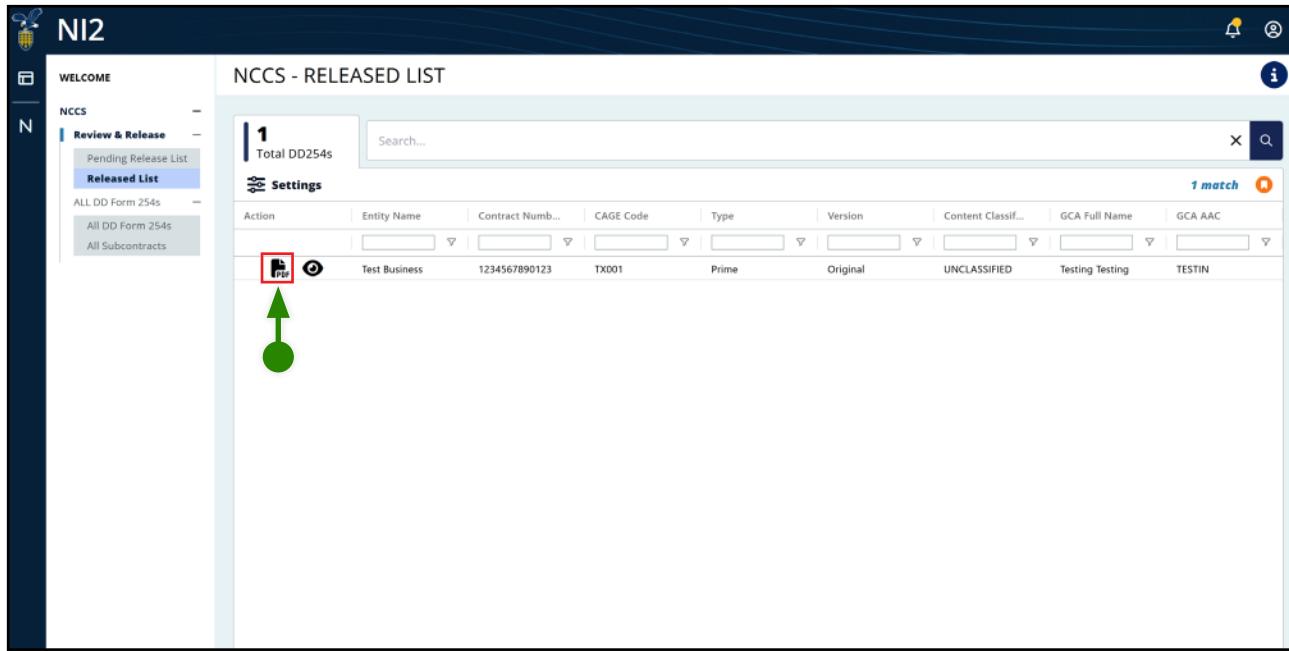
Now that you have released the contract, it will appear in the Released List.

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.



## 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.

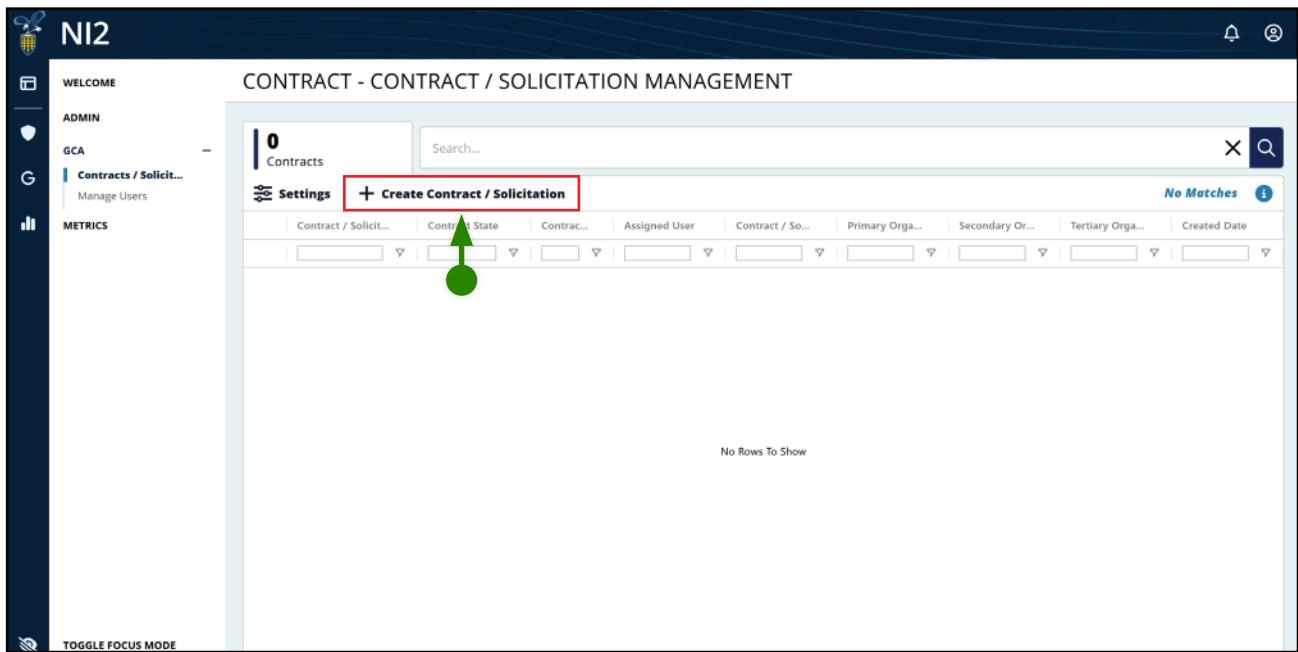


**National Industrial Security System (NISS)  
Increment II (NI2)**

↗ **Login with Fake CA or CAC**

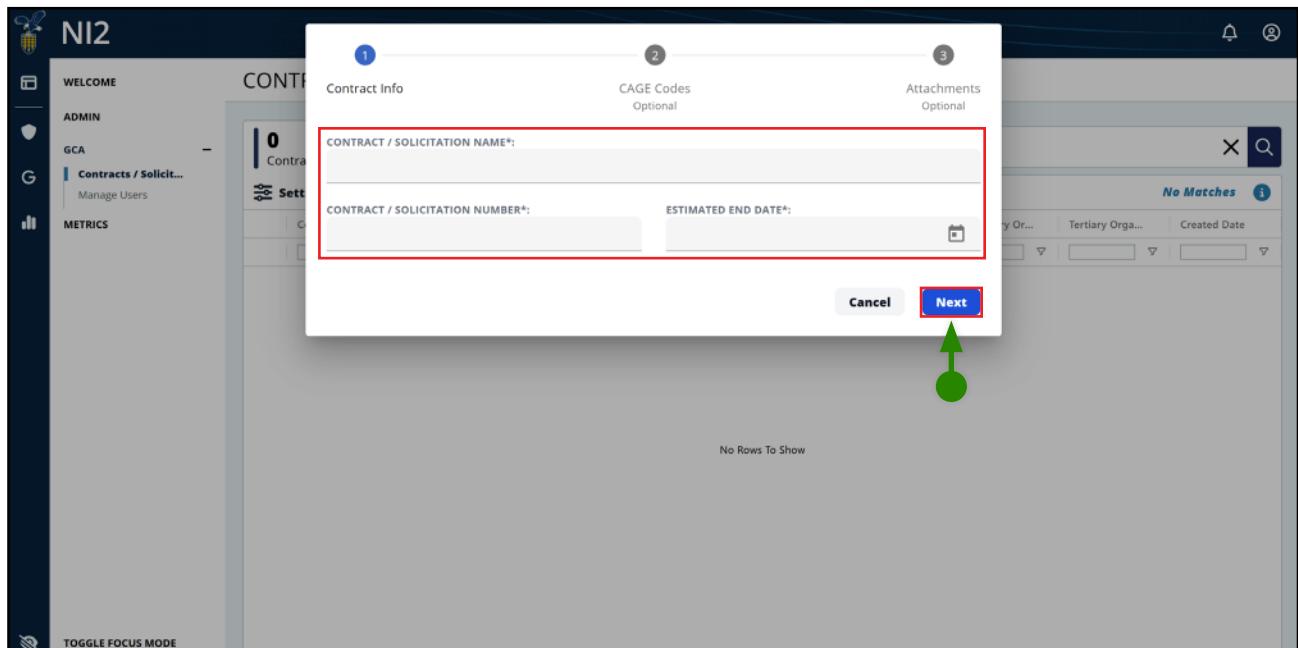
Contact Help Desk Support at: [dcsa.meade.peo.llist.ni2-support@mail.mil](mailto:dcsa.meade.peo.llist.ni2-support@mail.mil)

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

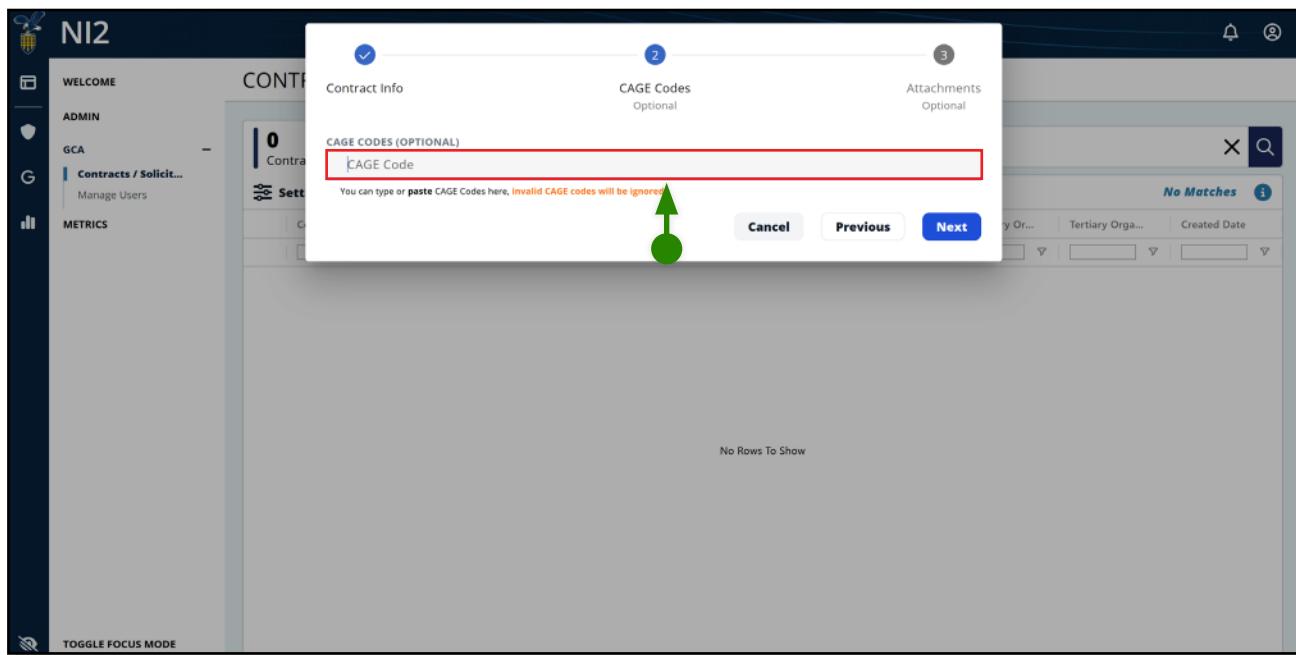


4. Type the required information in the given boxes, then select **Next**.

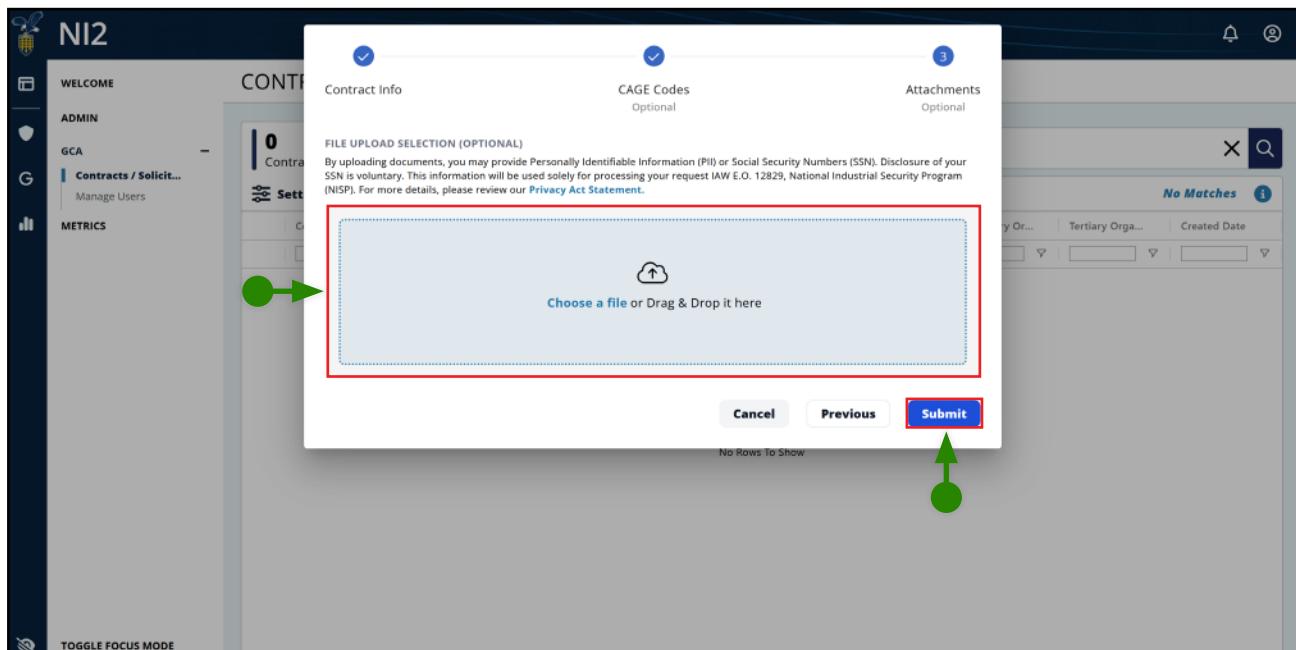
- Contract / Solicitation Name
- Contract / Solicitation Number
- Estimated End Date



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



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



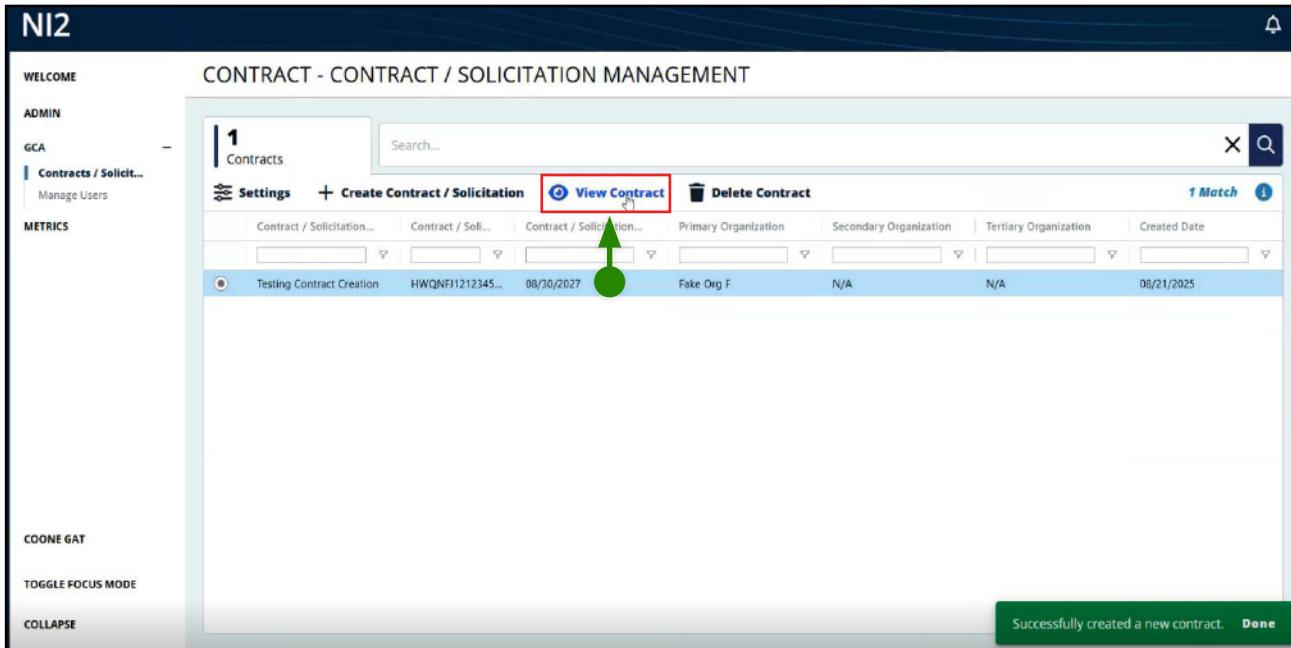
# Sponsoring an Entity

## 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.



NI2

WELCOME

ADMIN

GCA

Contracts / Solicitud... Manage Users

METRICS

COONE GAT

TOGGLE FOCUS MODE

COLLAPSE

CONTRACT - CONTRACT / SOLICITATION MANAGEMENT

1 Contracts

Search...

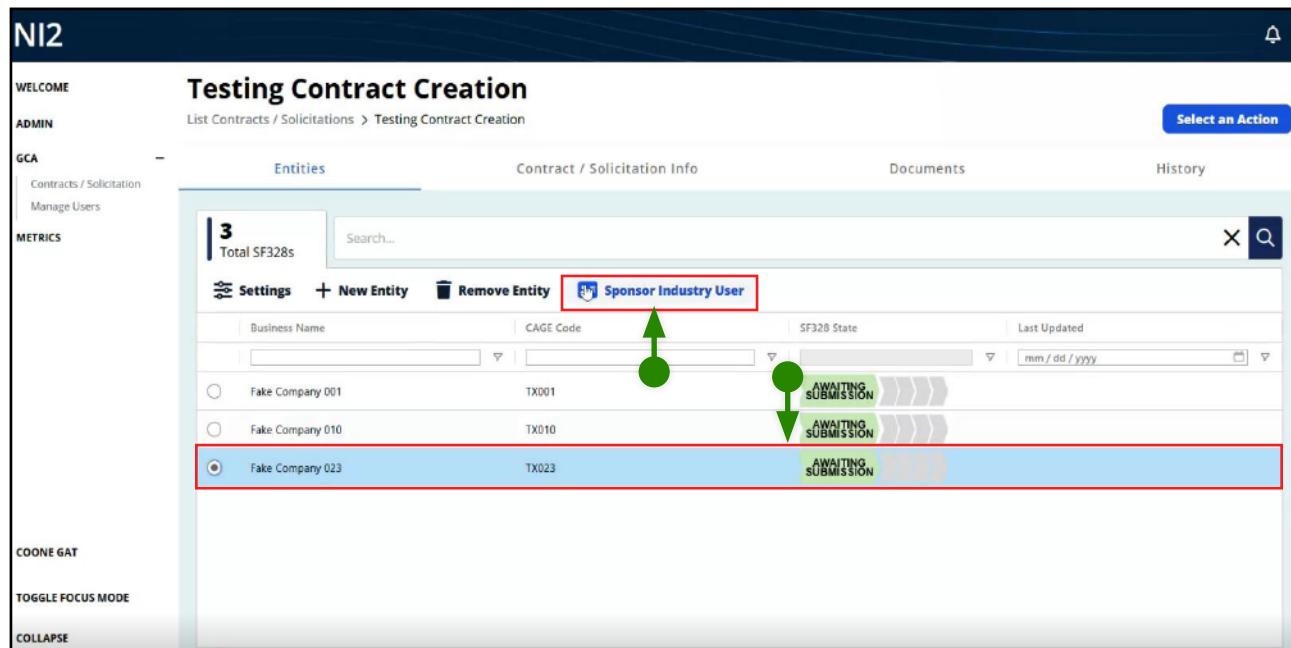
Settings + Create Contract / Solicitud View Contract Delete Contract

Contract / Solicitud... Contract / Solicitud... Contract / Solicitud... Primary Organization Secondary Organization Tertiary Organization Created Date

Testing Contract Creation HWQNF11212345... 08/30/2027 Fake Org F N/A N/A 08/21/2025

Successfully created a new contract. Done

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



NI2

WELCOME

ADMIN

GCA

Contracts / Solicitud... Manage Users

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...

Settings + New Entity Remove Entity Sponsor Industry User

Business Name CAGE Code SF328 State Last Updated

mm / dd / yyyy

Fake Company 001 TX001

Fake Company 010 TX010

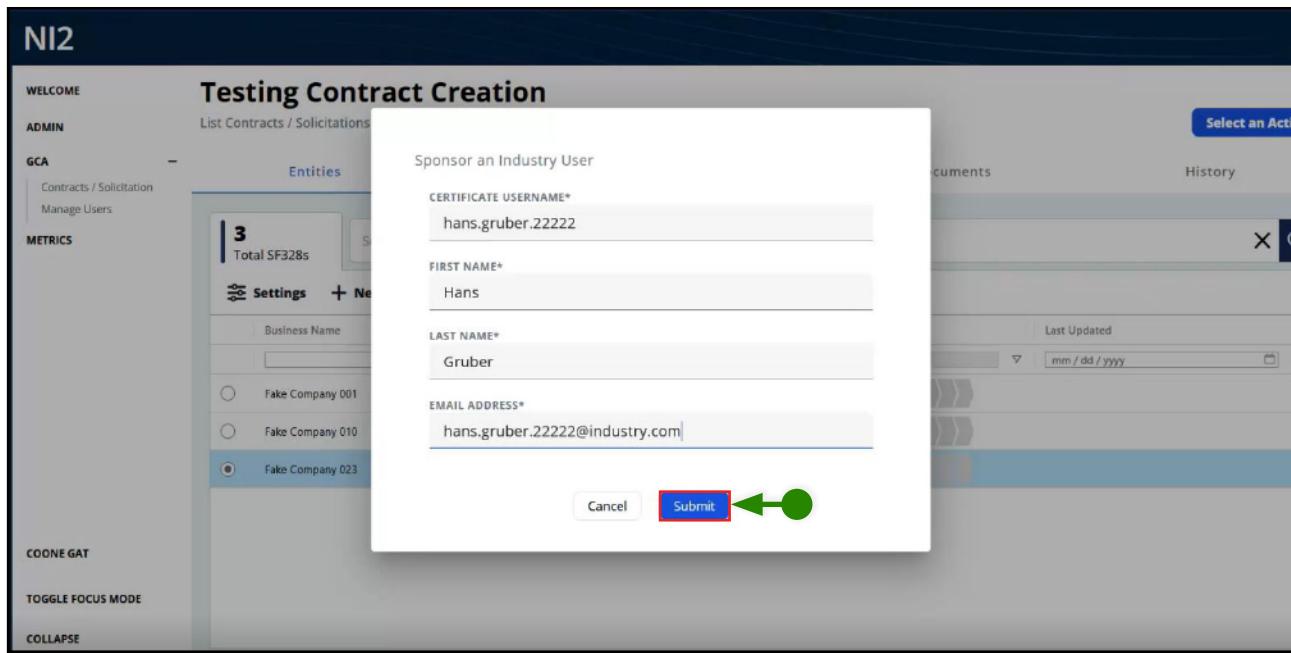
Fake Company 023 TX023

AWAITING SUBMISSION

AWAITING SUBMISSION

AWAITING SUBMISSION

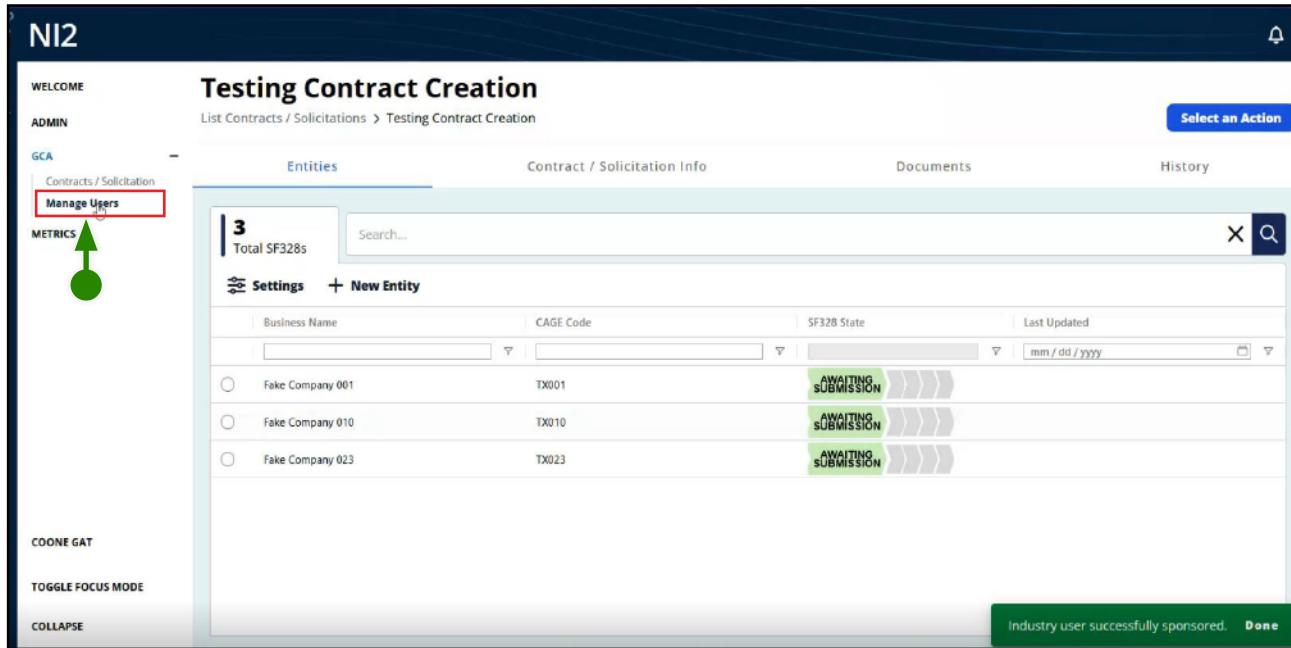
3. From this page, you can sponsor an industry user. Verify all information, then select **Submit**.



The screenshot shows the NI2 interface with the title 'Testing Contract Creation'. On the left, a sidebar includes 'WELCOME', 'ADMIN', 'GCA' (Contracts / Solicitation, Manage Users), 'METRICS' (Contracts / Solicitation, Manage Users), 'COONE GAT', 'TOGGLE FOCUS MODE', and 'COLLAPSE'. The main content area has tabs for 'Entities', 'Contract / Solicitation Info', 'Documents', and 'History'. A sub-section titled 'Sponsor an Industry User' contains fields for 'CERTIFICATE USERNAME\*' (hans.gruber.22222), 'FIRST NAME\*' (Hans), 'LAST NAME\*' (Gruber), and 'EMAIL ADDRESS\*' (hans.gruber.22222@industry.com). Below these fields are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by a red box and a green arrow pointing to it.

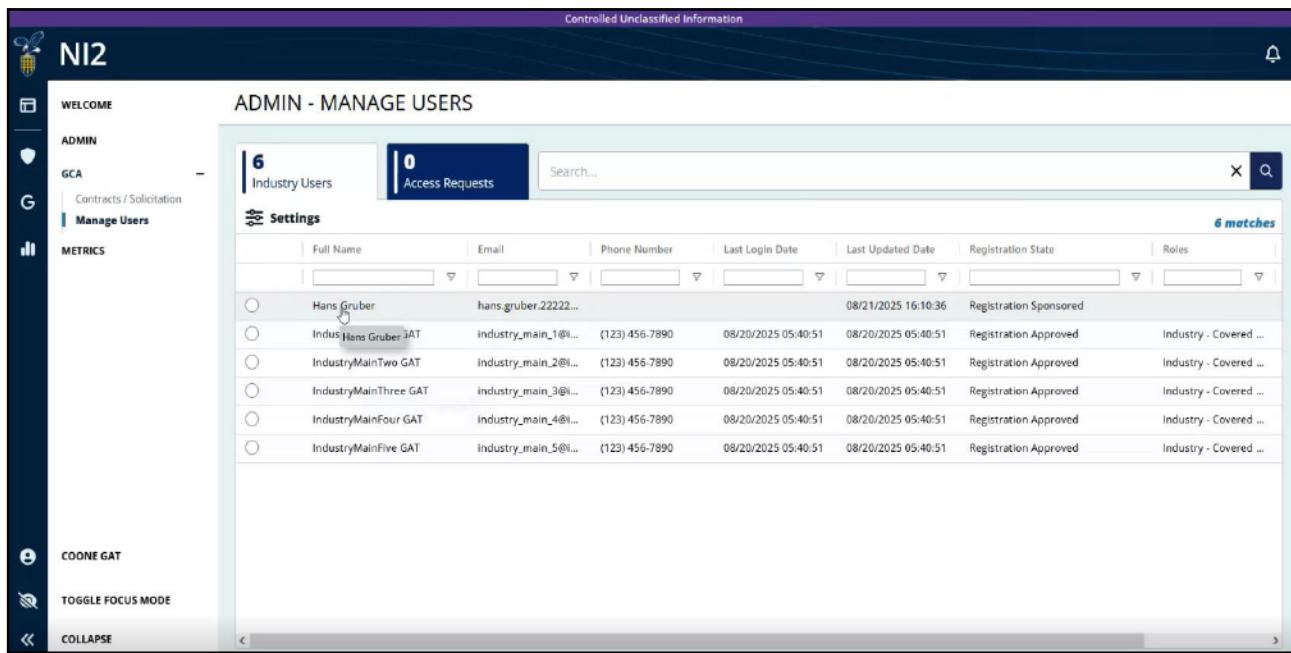
Once Submit is selected, you will be brought back to the main page. You will see a green notification pop-up if the sponsorship was successful.

4. Select **Manage Users**.



The screenshot shows the NI2 interface with the title 'Testing Contract Creation'. The sidebar highlights 'Manage Users' with a red box and a green arrow pointing to it. The main content area displays a table with three rows of data: 'Fake Company 001' (Business Name), 'TX001' (CAGE Code), 'AWAITING SUBMISSION' (Status), and 'Fake Company 010' (Business Name), 'TX010' (CAGE Code), 'AWAITING SUBMISSION' (Status), and 'Fake Company 023' (Business Name), 'TX023' (CAGE Code), 'AWAITING SUBMISSION' (Status). A green arrow points to the 'AWAITING SUBMISSION' status of the first entity. A green box at the bottom right contains the text '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.



The screenshot shows the NI2 Admin - Manage Users interface. The left sidebar includes sections for WELCOME, ADMIN (Contracts / Solicitation, Manage Users), GCA, and METRICS. The main content area displays a table titled 'Industry Users' with 6 matches. The table columns are: Full Name, Email, Phone Number, Last Login Date, Last Updated Date, Registration State, and Roles. The data in the table is as follows:

Full Name	Email	Phone Number	Last Login Date	Last Updated Date	Registration State	Roles
Hans Gruber	hans.gruber.2222...	(123) 456-7890	08/20/2025 05:40:51	08/20/2025 05:40:51	Registration Sponsored	Industry - Covered ...
IndustryMainOne GAT	industry_main_1@i...	(123) 456-7890	08/20/2025 05:40:51	08/20/2025 05:40:51	Registration Approved	Industry - Covered ...
IndustryMainTwo GAT	industry_main_2@i...	(123) 456-7890	08/20/2025 05:40:51	08/20/2025 05:40:51	Registration Approved	Industry - Covered ...
IndustryMainThree GAT	industry_main_3@i...	(123) 456-7890	08/20/2025 05:40:51	08/20/2025 05:40:51	Registration Approved	Industry - Covered ...
IndustryMainFour GAT	industry_main_4@i...	(123) 456-7890	08/20/2025 05:40:51	08/20/2025 05:40:51	Registration Approved	Industry - Covered ...
IndustryMainFive GAT	industry_main_5@i...	(123) 456-7890	08/20/2025 05:40:51	08/20/2025 05:40:51	Registration Approved	Industry - Covered ...

**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

ToC

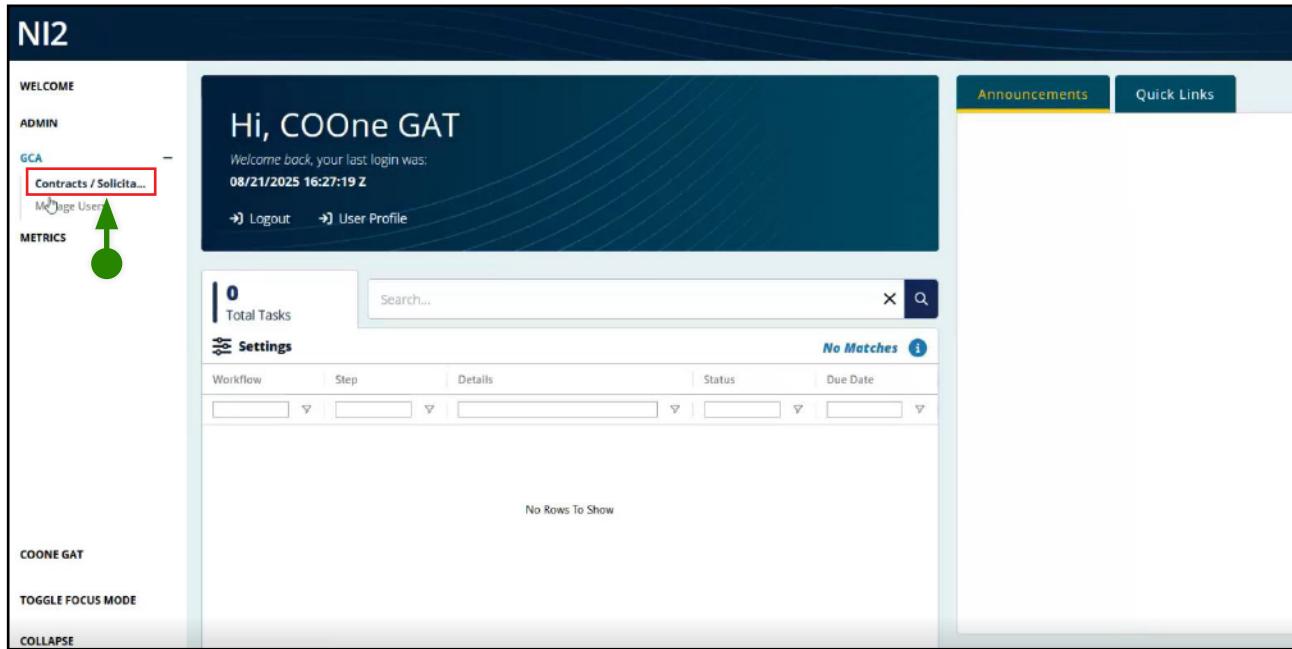
99

# Awarding a Contract

## Getting Started

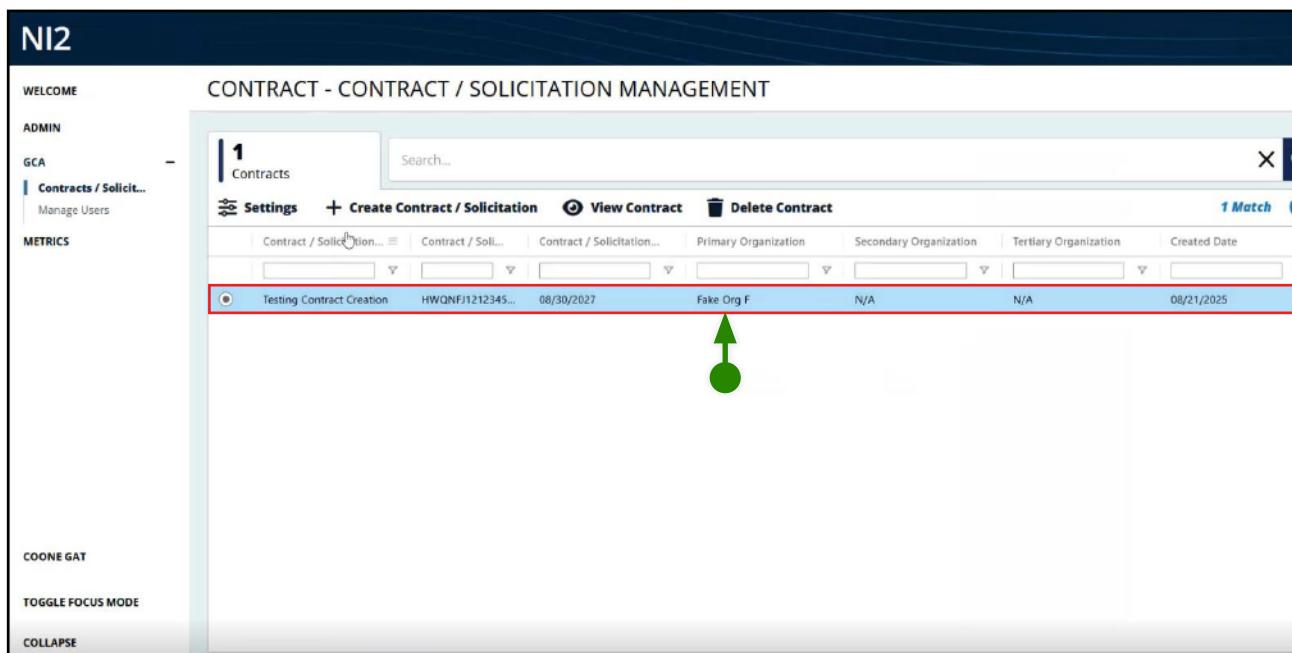
The following steps are for awarding contracts / solicitations to the industry partner.

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



The screenshot shows the NI2 application interface. On the left, a navigation panel lists 'WELCOME', 'ADMIN', 'GCA' (with 'Contracts / Solicita...' highlighted in a red box and a green arrow pointing to it), 'Metrics', 'COONE GAT', 'TOGGLE FOCUS MODE', and 'COLLAPSE'. The main content area displays a 'Hi, COOne GAT' greeting, the date '08/21/2025 16:27:19 Z', and links for 'Logout' and 'User Profile'. Below this is a search bar and a table titled 'Settings' with a 'No Matches' message. The table has columns for 'Workflow', 'Step', 'Details', 'Status', and 'Due Date'. The bottom of the main area shows 'No Rows To Show'.

2. Select the radio button next to the file.



The screenshot shows the 'CONTRACT - CONTRACT / SOLICITATION MANAGEMENT' screen. The left navigation panel is identical to the previous screenshot. The main content area shows a table with 1 match. The first row contains the following data:

- Contract / Solicitation: Testing Contract Creation
- Contract / Soli... (partially visible)
- Contract / Solici... (partially visible)
- Primary Organization: N/A
- Secondary Organization: N/A
- Tertiary Organization: N/A
- Created Date: 08/21/2025

A red box highlights the radio button in the 'Contract / Solici...' column of the first row, and a green arrow points to it. The table has columns for 'Contract / Solici...', 'Contract / Solici...', 'Contract / Solici...', 'Primary Organization', 'Secondary Organization', 'Tertiary Organization', and 'Created Date'.

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

NI2

WELCOME

ADMIN

GCA

Contracts / Solicitation

Manage Users

METRICS

Entities

Contract / Solicitation Info

Documents

History

Search...

3 Total SF328s

Business Name CAGE Code SF328 State Last Updated

Fake Company 001 TX001 Awaiting Submission mm / dd / yyyy

Fake Company 010 TX010 Awaiting Submission

Fake Company 023 TX023 Pending Award 08/21/2025

Settings + New Entity View PDF Download Package Award Contract Remove Entity Sponsor Industry User View

4. Select **Confirm**.

NI2

WELCOME

ADMIN

GCA

Contracts / Solicitation

Manage Users

METRICS

Entities

Contract / Solicitation Info

Documents

History

Search...

3 Total SF328s

Business Name CAGE Code SF328 State Last Updated

Fake Company 001 TX001 Awaiting Submission mm / dd / yyyy

Fake Company 010 TX010 Awaiting Submission

Fake Company 023 TX023 Pending Award 08/21/2025

Settings + New Entity Remove Entity Sponsor Industry User View

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

Testing Contract Creation

List Contracts / Solicitations > Testing Contract Creation

Select an Action

Entities Contract / Solicitation Info Documents History

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	IMPLEMENT RISK TREATMENT	08/21/2025

COONE GAT

TOGGLE FOCUS MODE

COLLAPSE

Successfully awarded contract to entity. Done