



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

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Revision date 02 April 2026

Change Log

Revision Date	Author	Process Owner/ Approver	Government Approver	Change Description
24 September 2025	NI2 Training Team	Jesse McKnight	ISP	MVCR
02 January 2026	NI2 Training Team	Jesse McKnight	ISP	NCCS Workflow
17 February 2026	NI2 Training Team	Jesse McKnight	ISP	NCCS Updates/Go Live
02 April 2026	NI2 Training Team	Ross Byczek	AT/PAE	v3.1.1.0 updates / 508

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Overview

The Government Contracting Activity (GCA) User Guide outlines multiple step-by-step processes for effectively utilizing the National Industrial Security System Increment II (NI2) system. The purpose of this guide simplifies complex tasks into manageable steps to ensure clarity and reduce ambiguity. This structured approach minimizes errors and standardizes procedures. The information, images, and figures this guide presents are representative content and are for training purposes only.

For NI2 system access, registration, news, and additional training materials, navigate to <https://www.dcsa.mil/Systems-Applications/NI2-National-Industrial-Security-System-Increment-II>.

For NI2 system user support, contact dcsa.meade.peo.mbx.ni2@mail.mil.

Acronyms

Acronyms	Meaning
AAC	Activity Address Code
ADAPT	Automated DD254 AI Parsing Tool
AUP	Acceptable 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
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	Contracting Officer
NCCS	National Industrial Security Program (NISP) Contract Classification System
NI2	National Industrial Security System Increment II
NISPOM	National Industrial Security Program Operating Manual
NISS	National Industrial Security System
OGC	Office of General Counsel
PDF	Portable Document Format
PKI	Public Key Infrastructure
RMC	Risk Management Chief
RMDC	Risk Management Deputy Chief
RMO	Risk Management Officer
RMTL	Risk Management Team Lead
SA	Signing Authority
TA	Threat Analyst
TRTL	Threat Response Team Lead

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Acceptable Use Policy (AUP)

Acceptable Use Policy (AUP)

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

Use Policy Screen

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

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

✓ Acknowledge

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2. Select **Acknowledge**.

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

✓ Acknowledge

persons theretofore listed as having a need to know.

Signature	Date

NI2 System Access

System Access

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

Initial Access using CAC

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

Welcome to National Industrial Security System 2

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 1038. Under the Privacy Act of 1974, individuals with access to NISS must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United State Code, Section 552a, Public Law 93-579, DoDD 5400.11-R and the applicable service directives. Information contained herein is exempt from mandatory disclosure under FOIA. Exemption(s) 6 and 7c apply.

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

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

OMB Control Number: 0705-0006. Expiration Date: 05/31/2028

The public reporting burden for this collection of information, 0705-0006, is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PRIVACY ACT STATEMENT: This information system is associated with the following System of Records Notice under final review.

Purpose and Routine Uses: Information provided will be used to support DCSA oversight mission of cleared industry. Information is used to process companies for facility clearances, initiate and monitor personnel security clearances (PCL), and evaluate the validity of facility clearances. Personally identifiable information (PII) is collected through and stored within this system to process key management personnel for PCL, contact security personnel at cleared companies, conduct security oversight activities of cleared industry, and assist in submission of culpability reports for security violations. Information is designated as Controlled Unclassified Information.

3. Select **Login CAC via DISA e-ICAM**.

dcsa.meade.peo.list.ni2-support@mail.mil'."/>

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

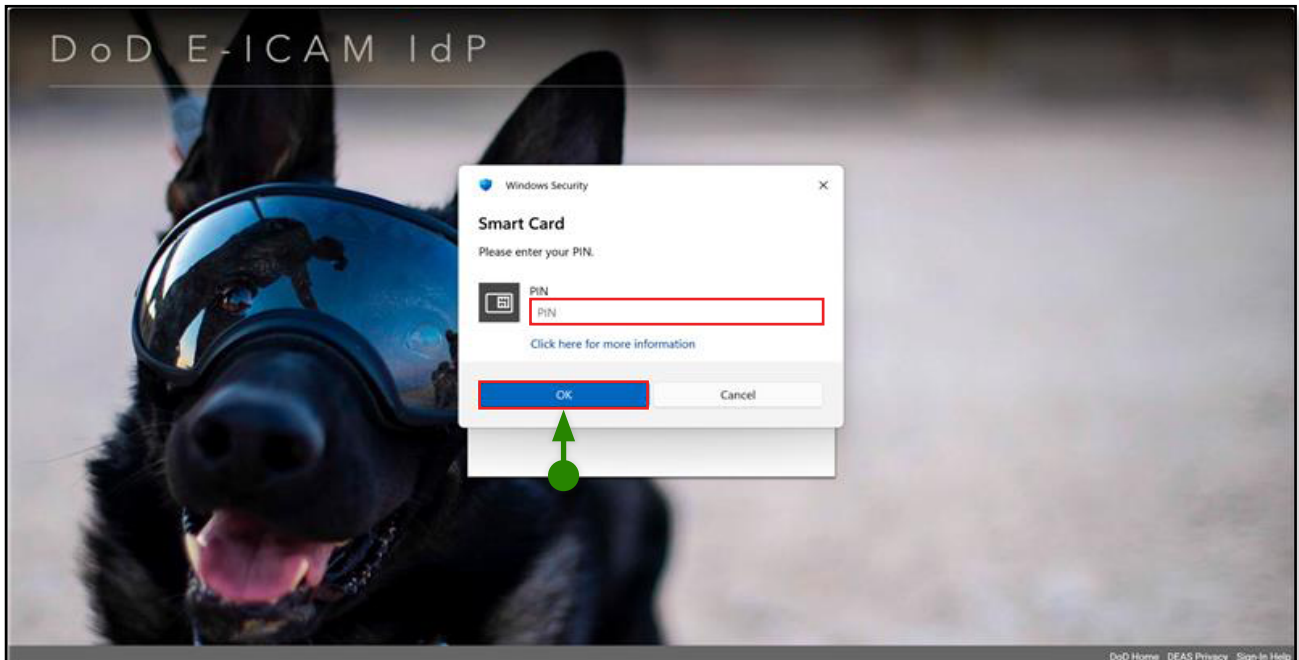
Login with CAC via DISA e-ICAM **Login with PIV/ECA via DCSA DMFA**

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

4. Select **Sign in with PIV / CAC card**.



5. When prompted, type in your CAC pin, then select **OK**.



Initial Access using PIV / ECA

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

Welcome to National Industrial Security System 2

Acknowledge

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Do not Discuss, Enter, Transfer, Process, or Transmit Classified/Sensitive National Security Information of greater sensitivity than that for which this system is authorized. Use of this system constitutes consent to security testing and monitoring. All individuals are advised that system administrators may provide evidence of possible criminal activity identified during such monitoring to appropriate law enforcement officials. Unauthorized attempts to upload, download or change information is strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1987, the National Information Infrastructure Protection Act of 1996, and United States Code Title 18, Section 1030. Under the Privacy Act of 1974, individuals with access to NISS must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United State Code, Section 552a, Public Law 93-579, DoDD 54,00.11-R and the applicable service directives. Information contained herein is exempt from mandatory disclosure under FOIA. Exemption(s) 6 and 7c apply.

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

OMB Control Number: 0705-0006. Expiration Date: 05/31/2028

The public reporting burden for this collection of information, 0705-0006, is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

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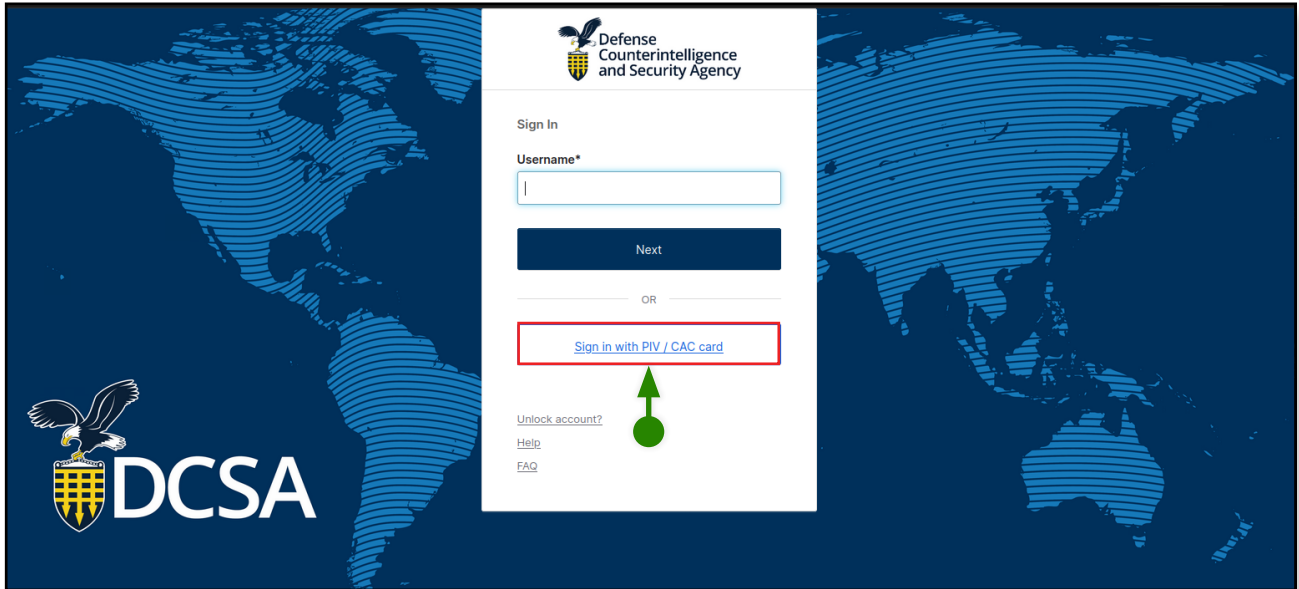
3. Select **Login with PIV/ECA via DCSA DMFA**.

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

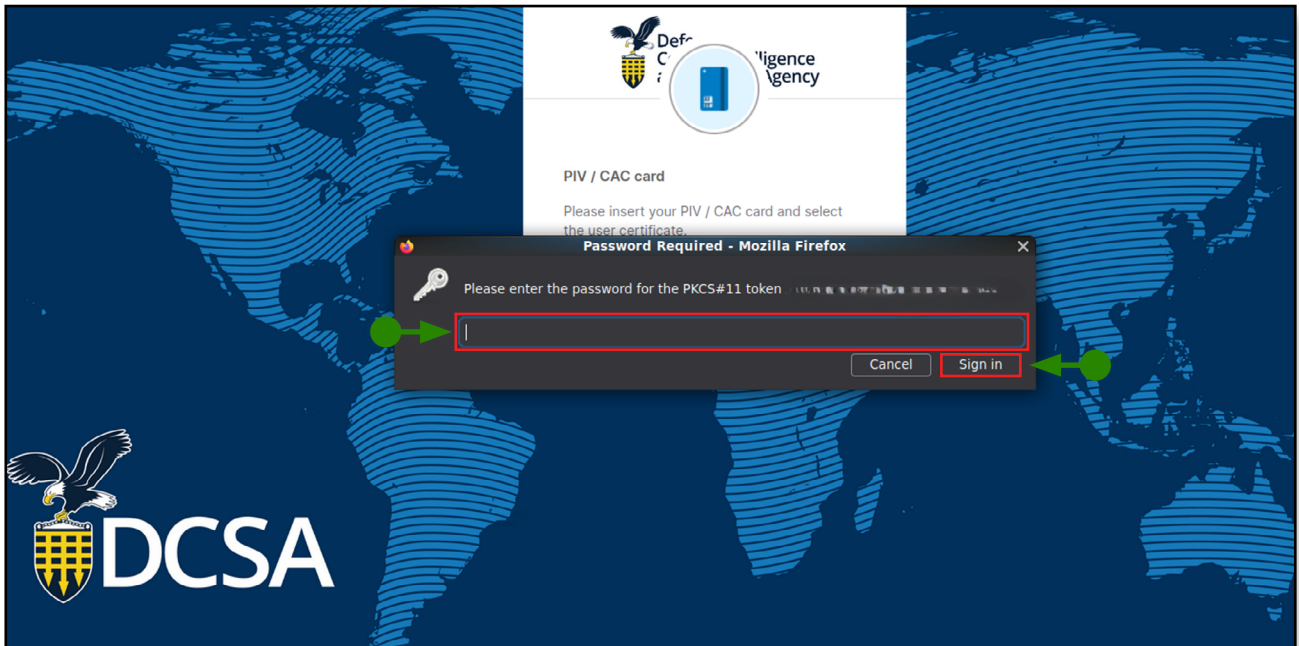
Login with PIV/ECA via DCSA DMFA

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

- 4. Select **Sign in with PIV / CAC card**.



- 5. When prompted, type in your password token, and select **Sign in**.



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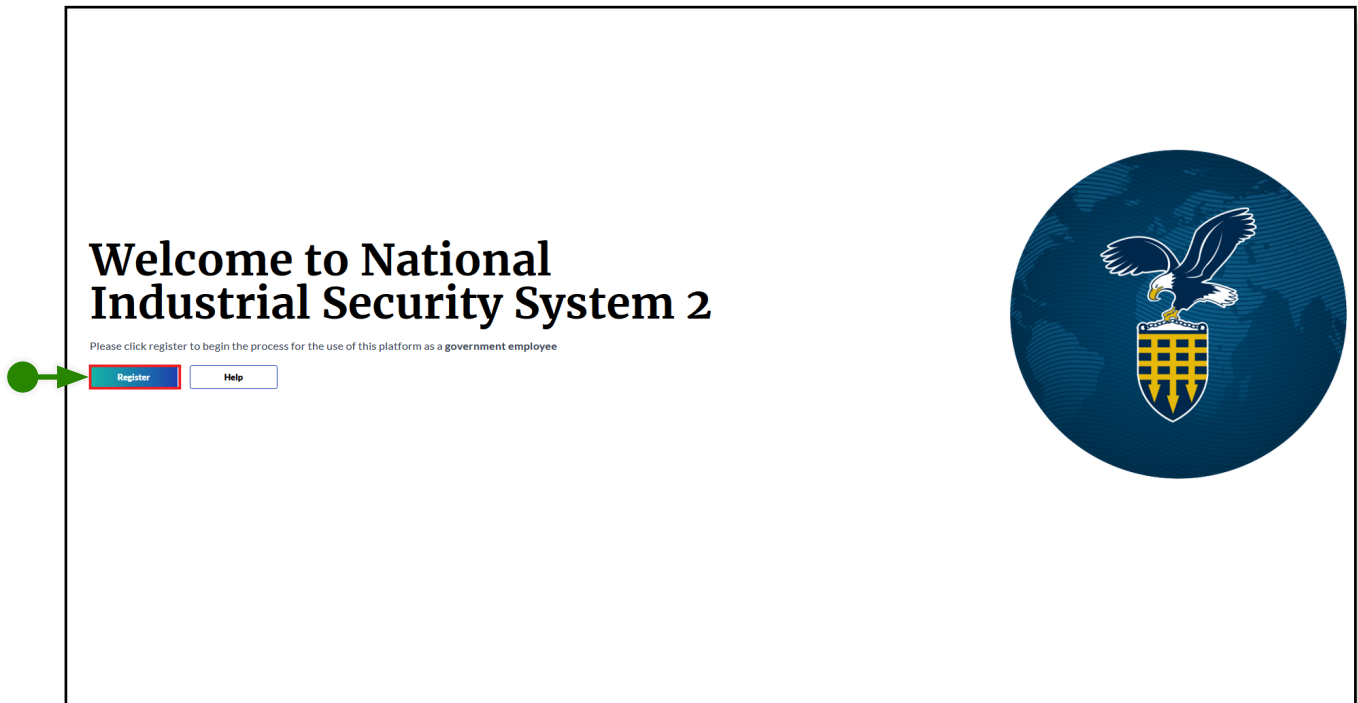
Government Contracting Activity (GCA) Registration

GCA Registration

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


Welcome Screen

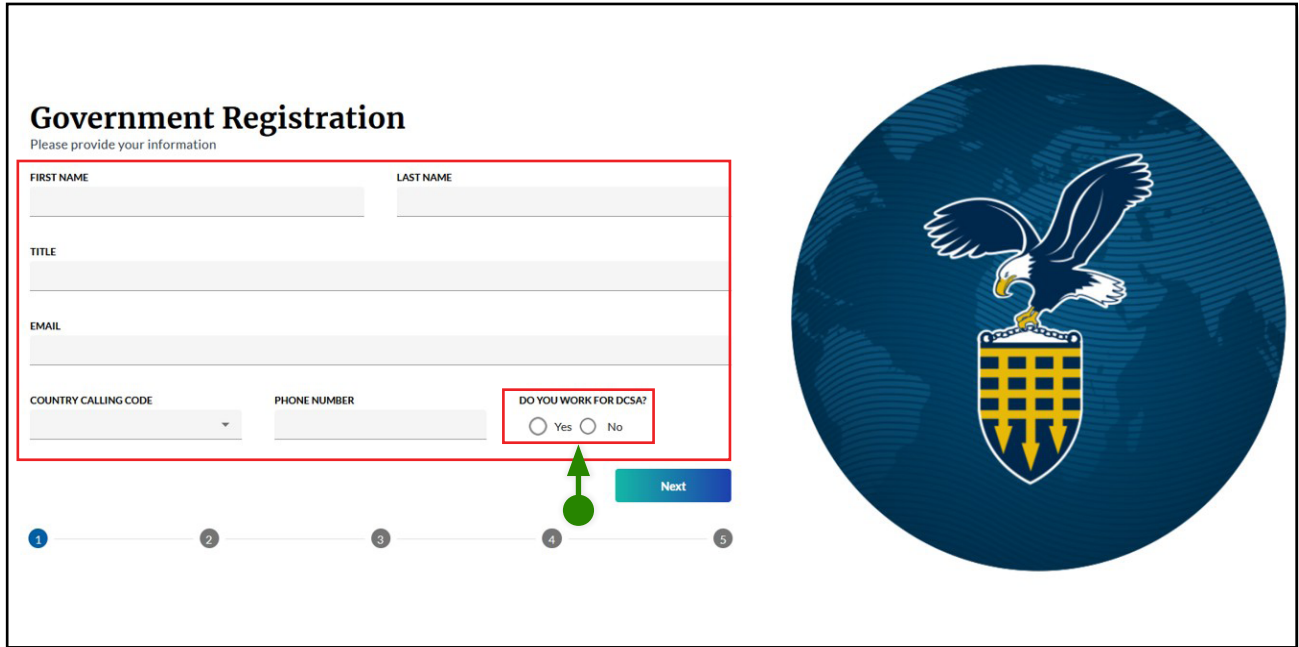
1. Navigate to <https://niss.dcsa.mil/registration>.
2. Select **Register**.



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

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

 **Note:** If you work for DCSA supporting DD Form 254 workflows, select **No**.



Government Registration

Please provide your information

FIRST NAME: _____ LAST NAME: _____

TITLE: _____

EMAIL: _____

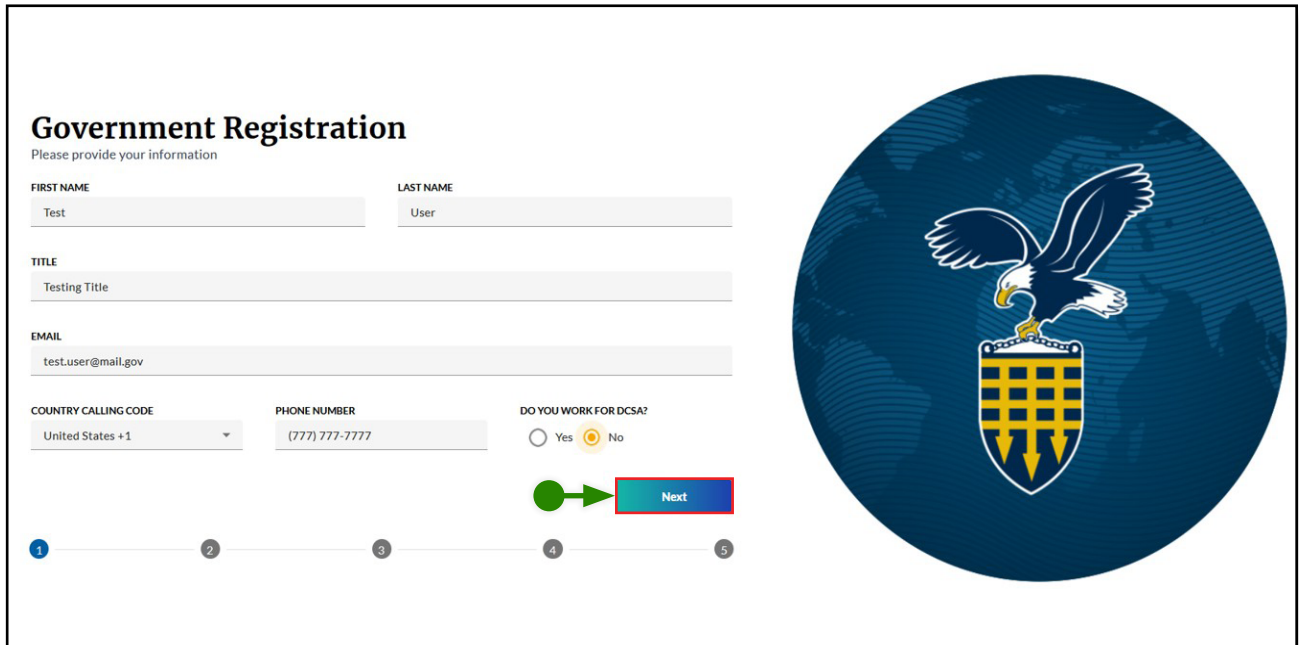
COUNTRY CALLING CODE: _____ PHONE NUMBER: _____

DO YOU WORK FOR DCSA?
 Yes No

Next

1 2 3 4 5

5. Select **Next**.



Government Registration

Please provide your information

FIRST NAME: Test LAST NAME: User

TITLE: Testing Title

EMAIL: test.user@mail.gov

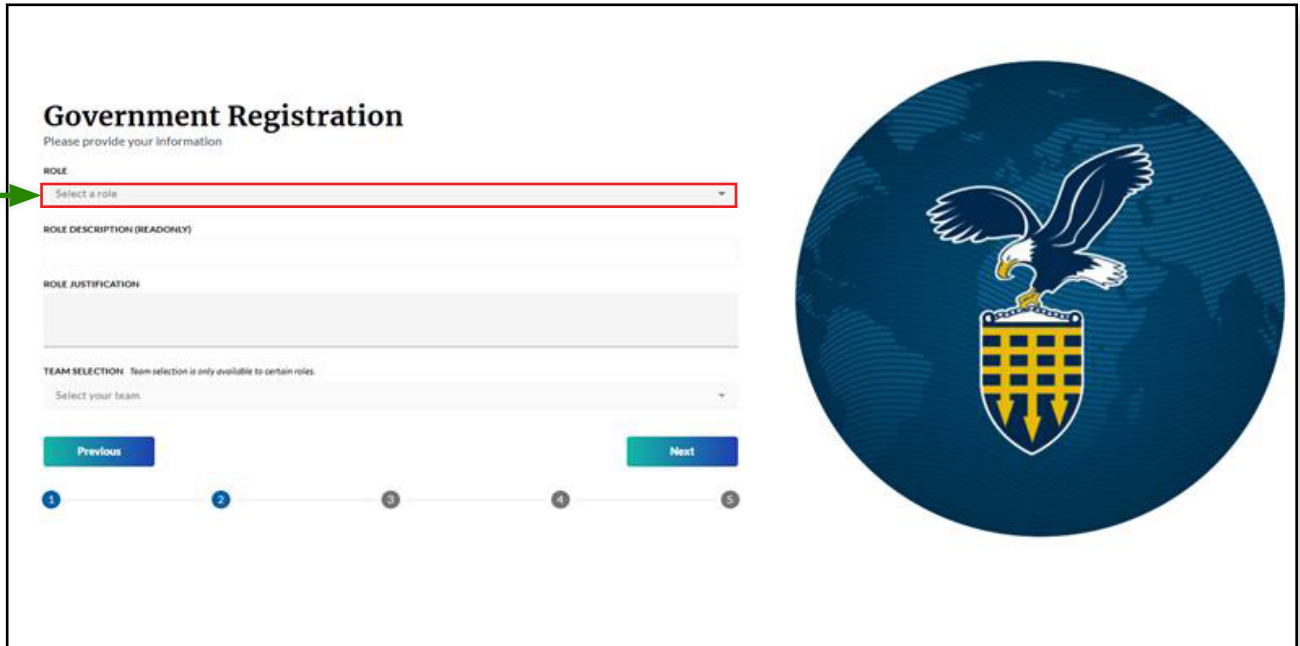
COUNTRY CALLING CODE: United States +1 PHONE NUMBER: (777) 777-7777

DO YOU WORK FOR DCSA?
 Yes No

Next

1 2 3 4 5

- From the drop-down, select a role.



Government Registration
Please provide your information

ROLE
Select a role

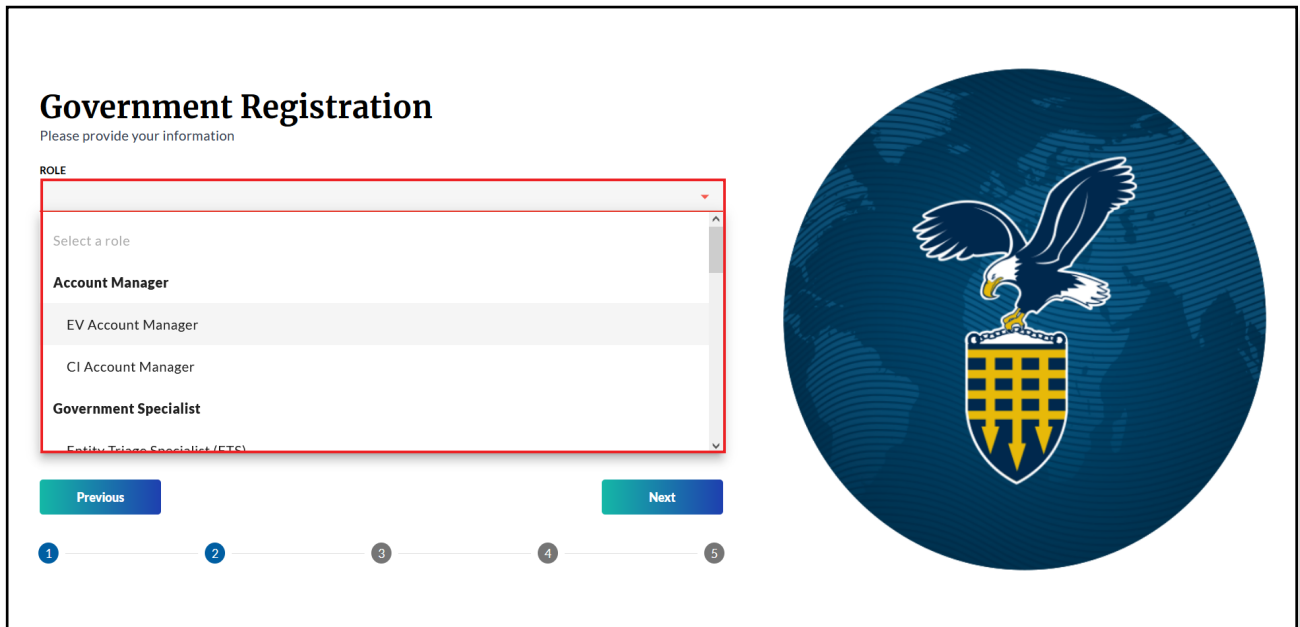

ROLE DESCRIPTION (READONLY)

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 a Role Justification.
- 8. Select **Next**.

Government Registration
Please provide your information

ROLE
EV Account Manager

ROLE DESCRIPTION (READONLY)
Entity Vetting Account Manager

ROLE JUSTIFICATION
Type role justification here.

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

Previous Next

1 2 3 4 5

- 9. From the TIER 0 ORG drop-down, select an organization.

Note: If the remaining tiers do not automatically 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 3 ORG

TIER 1 ORG TIER 4 ORG

TIER 2 ORG TIER 5 ORG

Previous Next

1 2 3 4 5

10. Select **Next**.


Government Registration

Please provide your information

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

Previous Next

1 — 2 — 3 — 4 — 5



11. Type Organization Address or duty location.

 **Note:** Five-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) certificate 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:** Completion of both the Identifying and Safeguarding PII and Cyber Awareness Challenge trainings are required within the last 12 months. Access the Cyber Awareness Challenge at <https://www.cdse.edu/Training/eLearning/DS-IA106> or <https://www.cyber.mil/cyber-awareness-challenge>. Access the Identifying and Safeguarding PII training at <https://www.cdse.edu/Training/eLearning/DS-IF101-signup>.

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** , and select the completion date of the Cyber Awareness Challenge certificate.

Government Registration
Please provide your information

FILE UPLOAD SELECTION

PII Cert.pdf Privacy Awareness (PII) / 29 KB / Staged For Upload	×
Cyber Challenge cert.pdf Cyber Challenge / 32 KB / Staged For Upload	×
Appointment Letter.pdf Appointment Letter / 23 KB / Staged For Upload	×

LAST CYBER AWARENESS COMPLETION DATE


Calendar icon

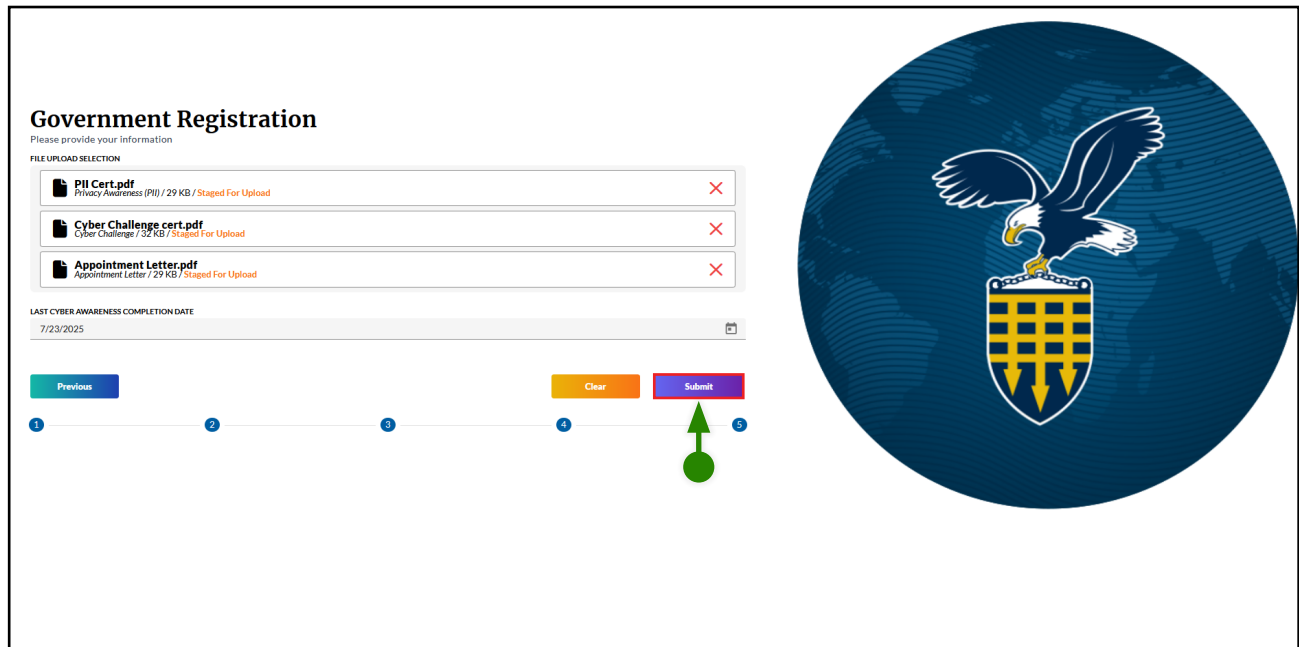
Clear Submit

JUL 2025

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

3 4 5



15. Select **Submit**.


Government Registration
Please provide your information


FILE UPLOAD SELECTION

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

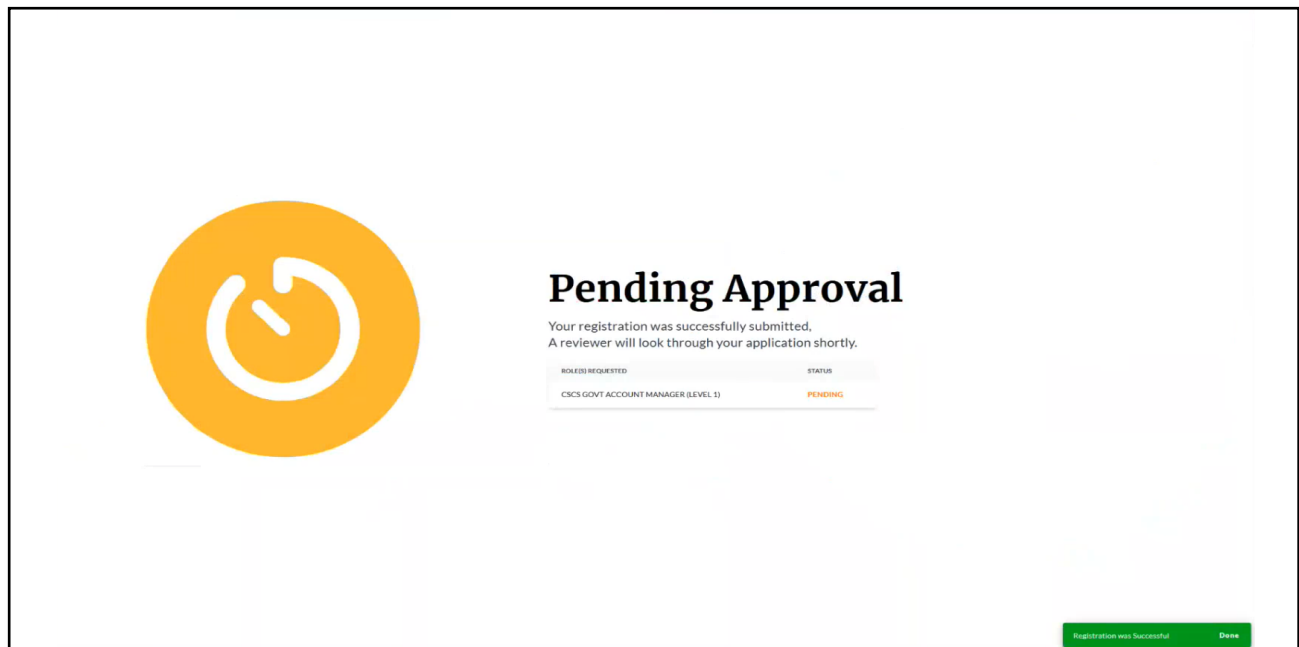
LAST CYBER AWARENESS COMPLETION DATE
7/23/2025

Previous Clear Submit

1 2 3 4 5



16. After you submit your user registration, “Pending Approval” appears. No further action is required at this time.



Pending Approval

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

ROLES REQUESTED	STATUS
CSCS GOVT ACCOUNT MANAGER (LEVEL 1)	PENDING

Registration was Successful Done

 **Note:** You are notified if the registration request is denied..

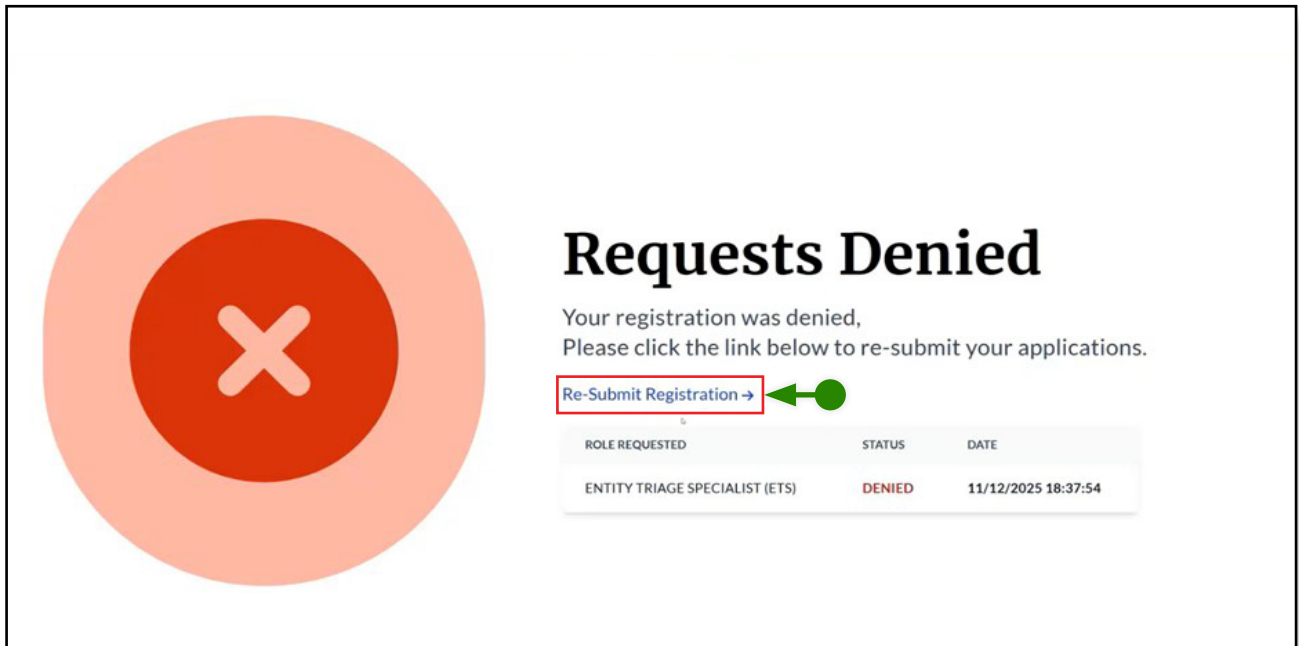
Government Contracting Activity (GCA) Re-registration

GCA Re-registration

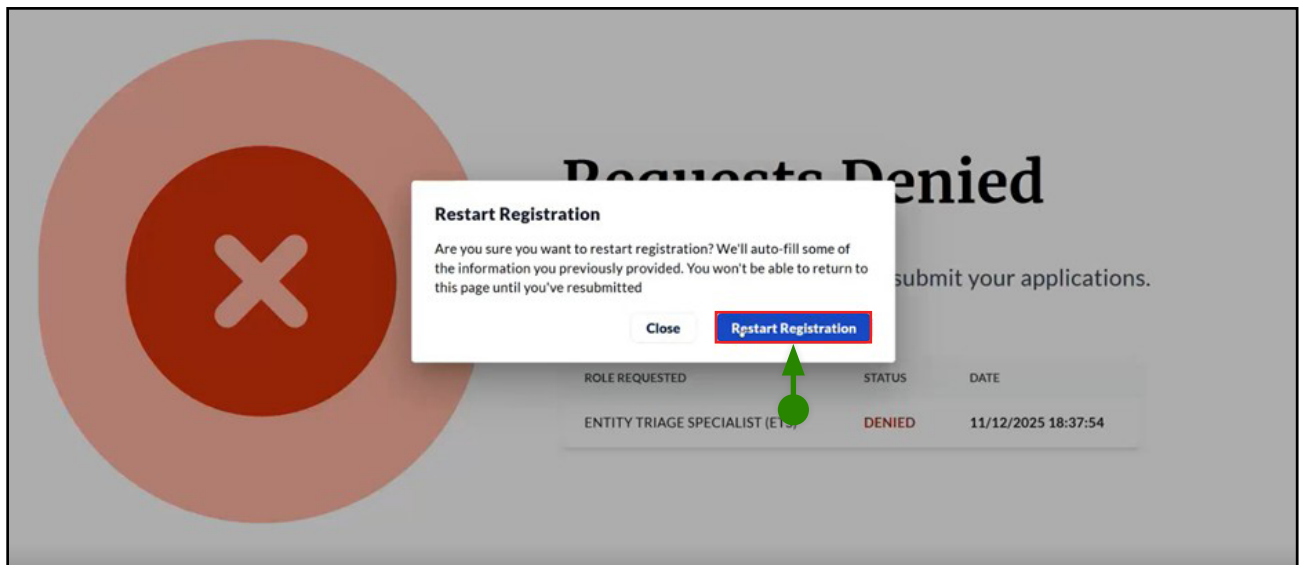
If your initial registration request was denied and requires resubmission, follow these steps:

Welcome Screen

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



3. Select **Restart Registration**.



- 4. Verify if the information entered is still correct.

Government Re-Registration
Please confirm and update your information

FIRST NAME: New LAST NAME: User

TITLE: Testing

EMAIL: new.user@mail.mil

COUNTRY CALLING CODE: United States +1 PHONE NUMBER: (321) 654-9870 DO YOU WORK FOR DCSA?: Yes No

Next

1 2 3 4 5

User successfully marked as unregistered Done

- 5. Under “Do you work for DCSA?” select **No**.
- 6. Select **Next**.

Government Re-Registration
Please confirm and update your information

FIRST NAME: New LAST NAME: User

TITLE: Testing

EMAIL: new.user@mail.mil

COUNTRY CALLING CODE: United States +1 PHONE NUMBER: (321) 654-9870 DO YOU WORK FOR DCSA?: Yes No

Next

1 2 3 4 5

User successfully marked as unregistered Done

- 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. Reupload 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 is inactive if the file was not previously uploaded.

Government Re-Registration
Please confirm and update your information

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

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

Document for Upload2.pdf / Stored on server

CYBER AWARENESS DATE
11/4/2025

Previous Clear Restore Submit

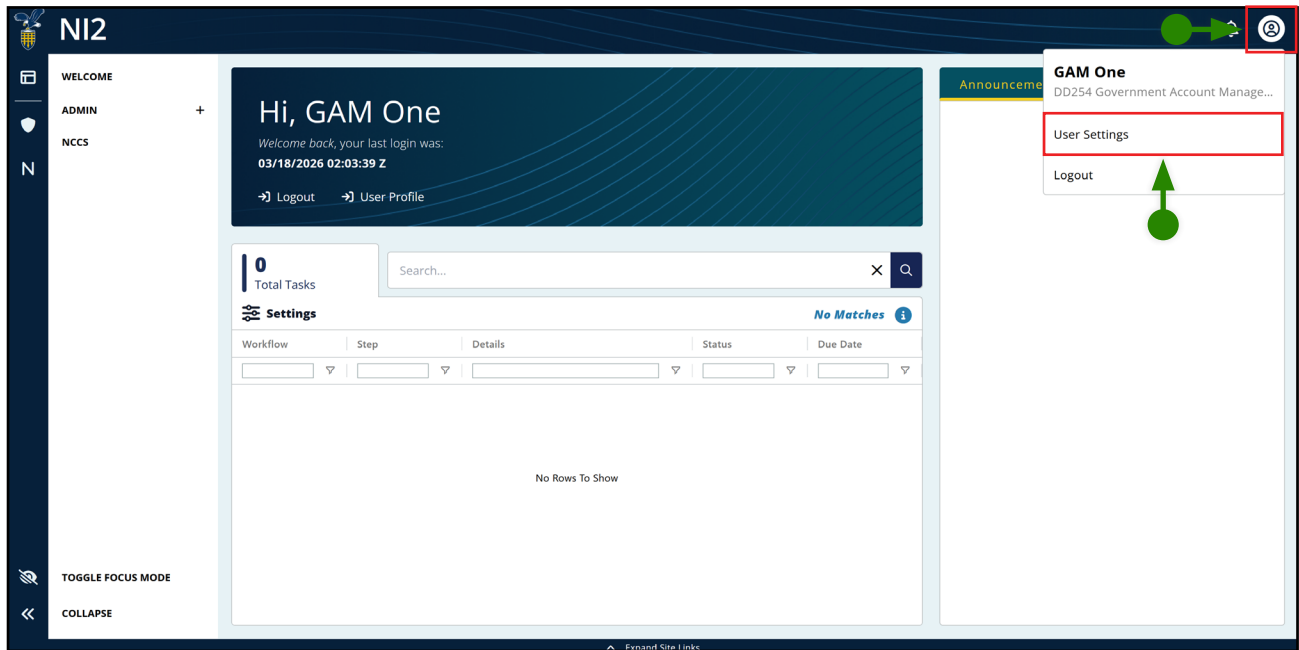
1 2 3 4 5

Additional NI2 User Roles Request

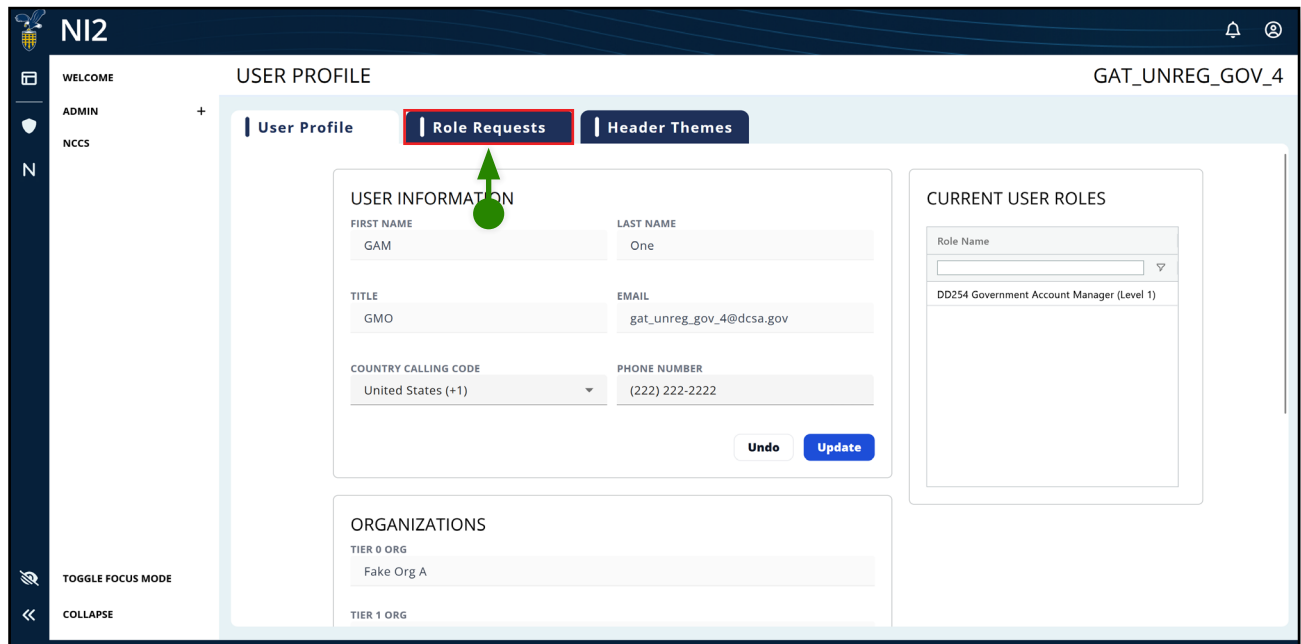
Requesting Additional User Roles

The following information is a demonstration of a workflow for requesting an additional user role within the NI2 system. The user roles available to request depend on the role(s) currently assigned to the user. Request one role at a time using the following process:

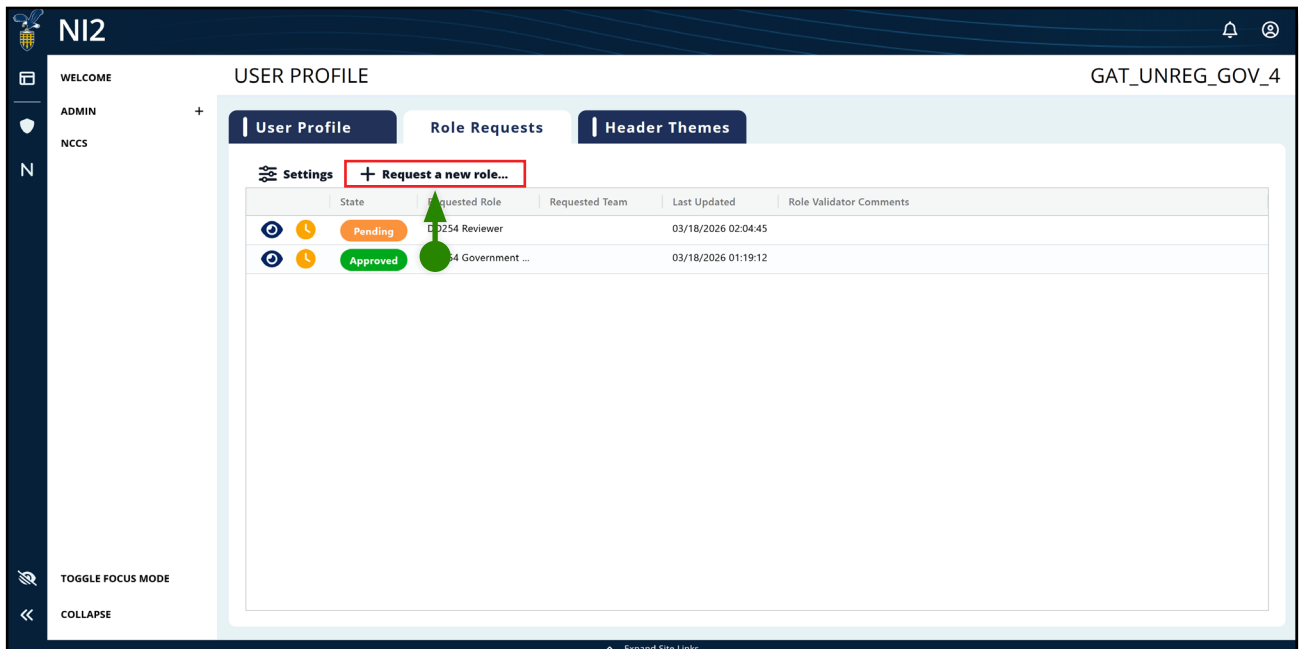
1. At the top-right, select your user icon.
2. Select **User Settings**.



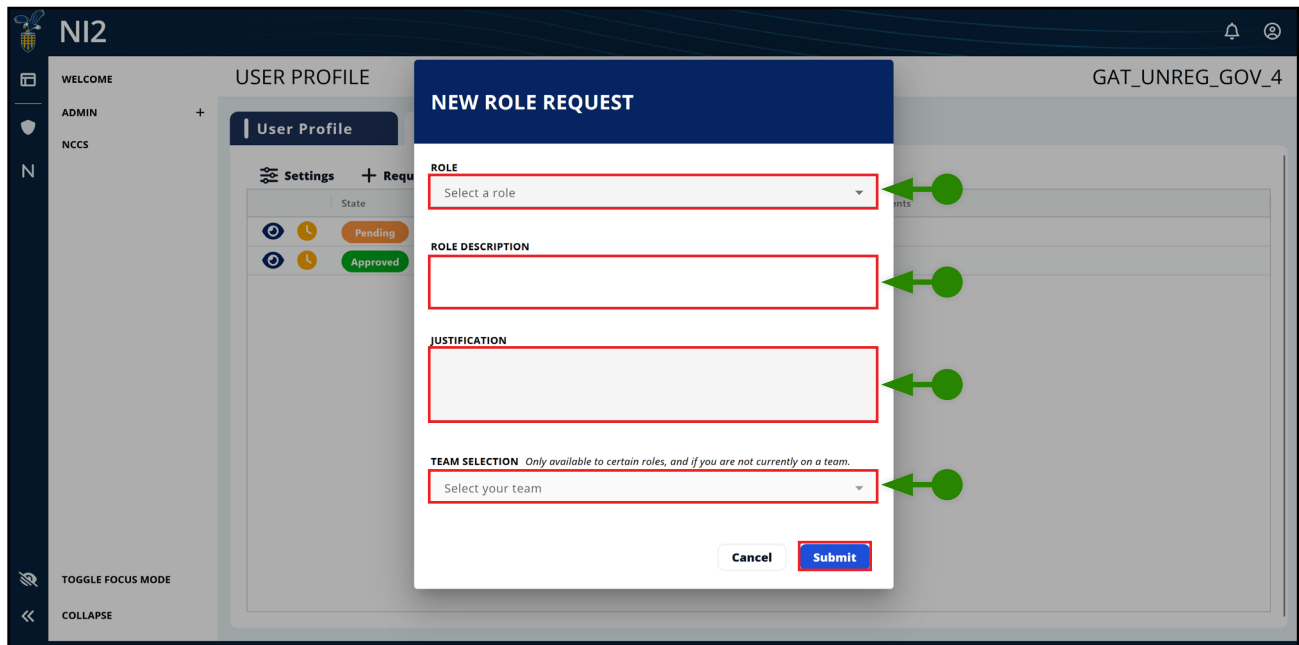
3. Select the **Role Requests** tab.



4. Select **Request a new role**.

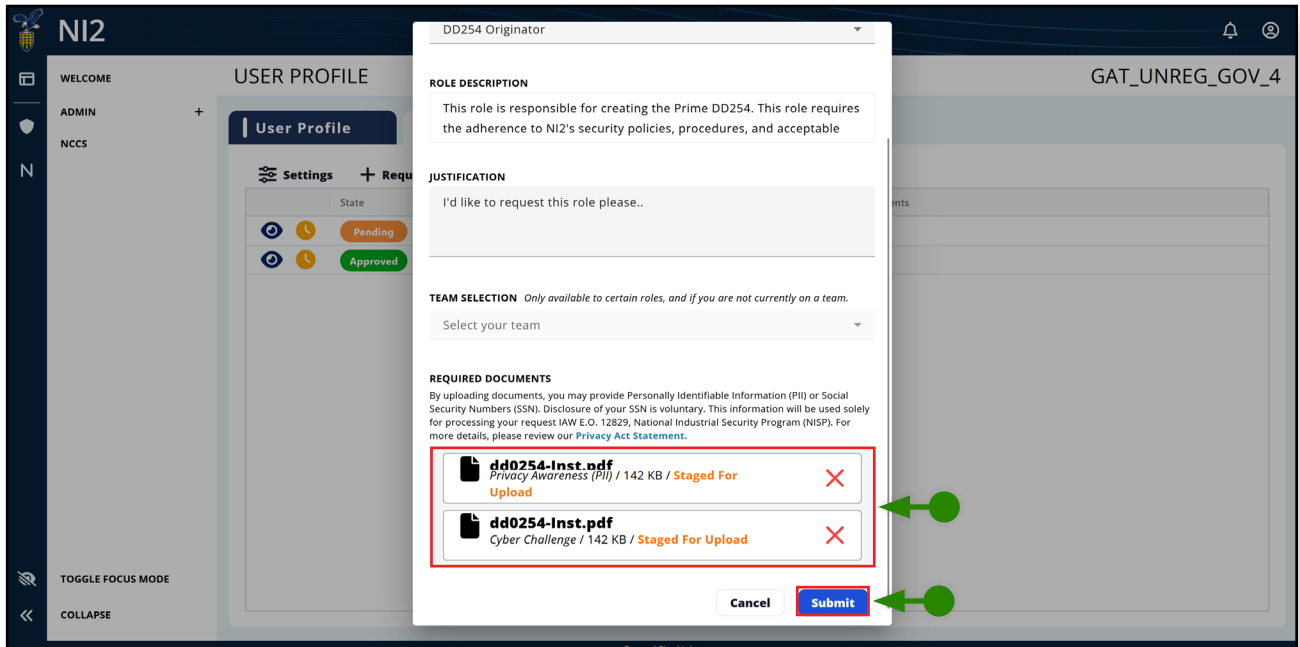


5. From the Role drop-down, choose the requested role.
6. In the Role Description and Justification fields, type in the role description and justification.
7. If available, from the Team Selection drop-down, select your team.
8. Select **Submit**.

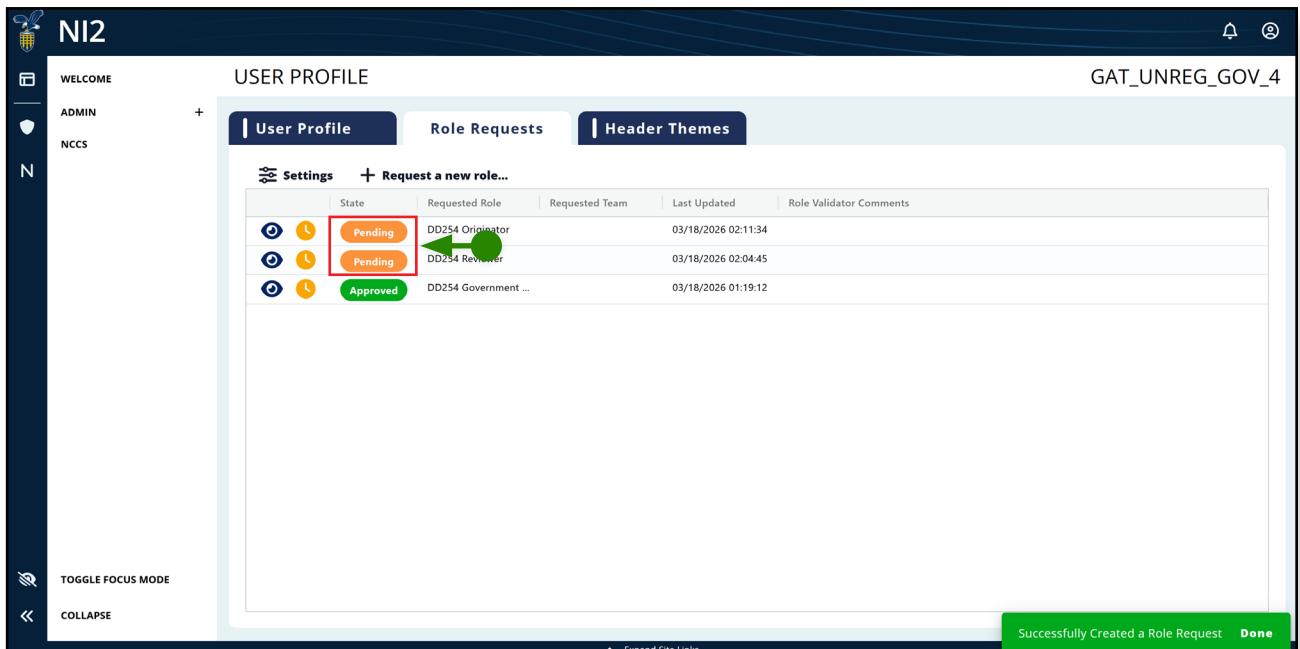


9. If required, upload additional documentation.

10. Select **Submit**.



Note: The roles requested appear as Pending within the Role Requests Tab.



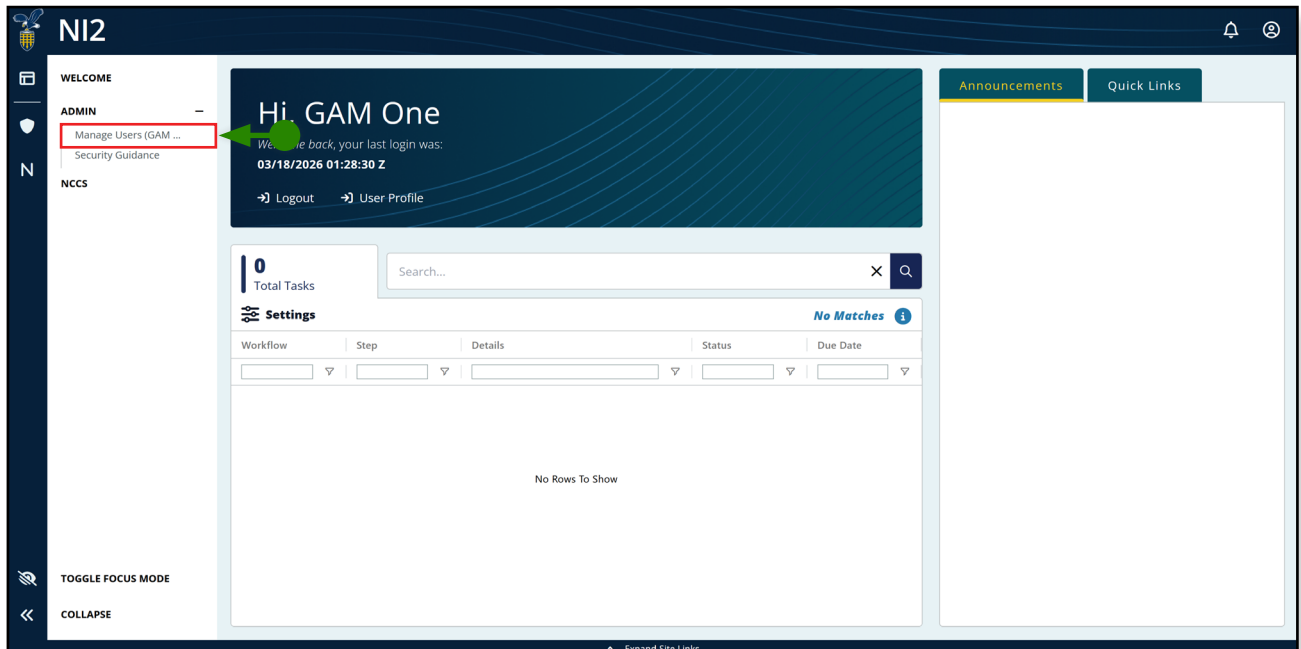
Government Account Manager (GAM) NI2 Role Approvals

Approving GAMs

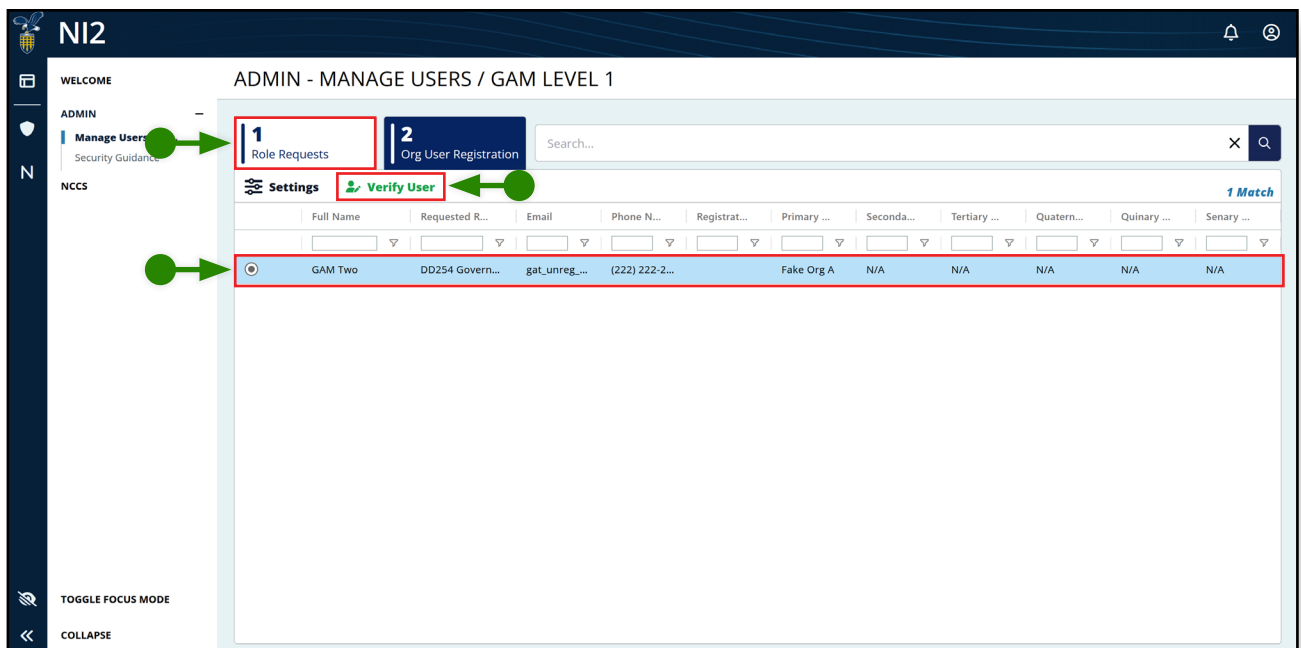
NI2 system administrators approve GAMs at tier 1 of an organization, GAM1s. Users with the GAM1 role in the NI2 system can then approve GAMs at other tiers within their organization.

Approving GAMs in Other Tiers as a GAM1

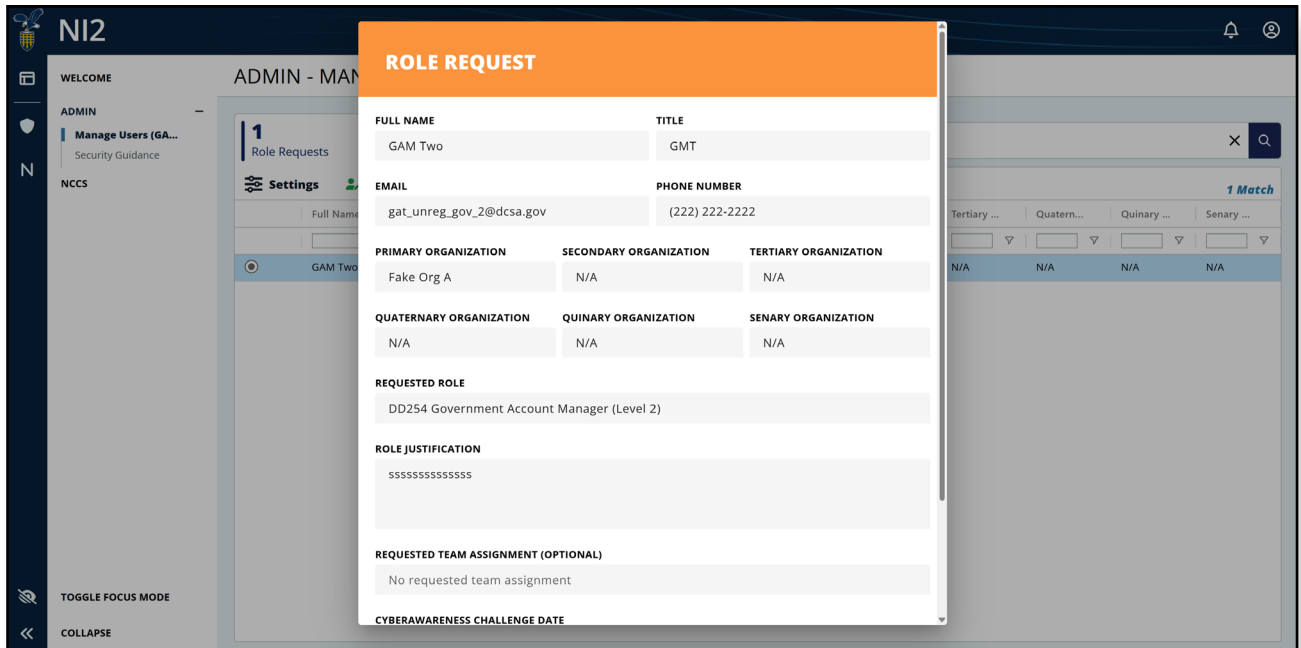
1. Select **Manage Users (GAM Level 1)**.



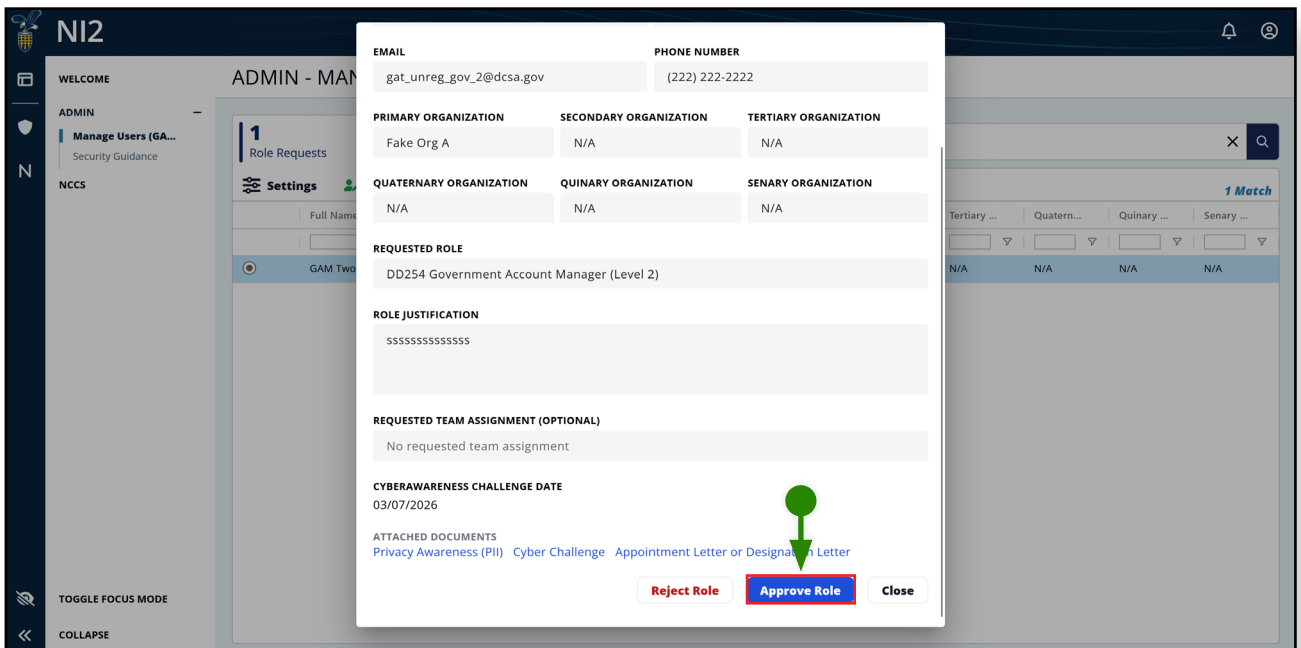
2. Select the **Role Requests** tab if necessary.
3. From the list choose a user to approve.
4. Select **Verify User**.



- 5. Review the information and any attachments.



- 6. In the overlay scroll down, and select **Approve Role**.



This page is intentionally blank.


Government Originator

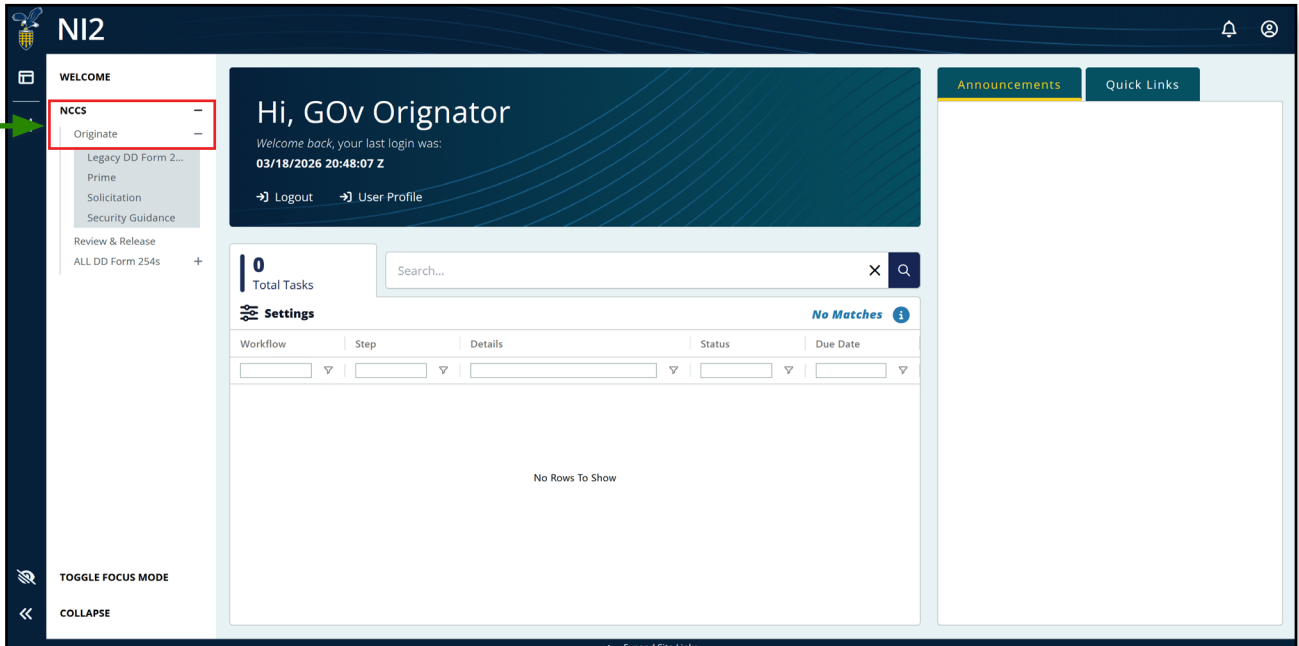
Government Originator

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, i.e., they are different depending on the registered profiles. Only users with the Originator role can access the originate menu options.



The screenshot displays the NI2 Government Originator interface. The left navigation menu is expanded, showing the 'Originate' option highlighted with a red box and a green arrow. The main content area features a welcome message: 'Hi, GOv Originator' and 'Welcome back, your last login was: 03/18/2026 20:48:07 Z'. Below the welcome message is a search bar and a table with the following columns: Workflow, Step, Details, Status, and Due Date. The table is currently empty, displaying 'No Rows To Show'. The interface also includes a 'Total Tasks' section with a search bar and a 'Settings' section with a 'No Matches' indicator. The bottom of the screen shows 'TOGGLE FOCUS MODE' and 'COLLAPSE' options.

Originate Prime

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

The screenshot shows the N12 Government Originator interface. On the left sidebar, under the 'NCCS' section, the 'Prime' option is highlighted with a red box and a green arrow. The main content area is titled 'NCCS - ORIGINATE PRIME'. It features two main sections: 'CLASSIFICATION' and 'PRIME CONTRACTOR (BLOCK 6)'. The 'CLASSIFICATION' section includes a dropdown menu for 'NCCS CONTENT CLASSIFICATION'. The 'PRIME CONTRACTOR (BLOCK 6)' section includes a text input field for 'CAGE CODE' and a 'Verify CAGE Code' button. At the bottom, there are two buttons: 'Start a DD Form 254' and 'Add Legacy DD Form 254'.


Classification

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


1. Select the arrow on the drop-down 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:** Per DoDM 5220.32 Vol. 1 and policy constraints, your only options are CUI and Unclassified because N12 system can only store CUI and Unclassified information in the unclassified government cloud.

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

 **Note:** CAGE Codes are five-digit alphanumeric codes used to identify businesses wishing to pursue contracts with U.S. Government. The NI2 system looks up the CAGE code and verifies it against <https://sam.gov>. If the code is correct, the business name and address populates. If the Cognizant Security Office (CSO) is on file, it automatically populates.



NI2

WELCOME

NCCS - ORIGINATE PRIME

CLASSIFICATION
Provide the classification of the information you will be entering in this form
NCCS CONTENT CLASSIFICATION
UNCLASSIFIED

PRIME CONTRACTOR (BLOCK 6)
Enter the CAGE code for the prime contractor:


CAGE CODE
TX001 Verify CAGE Code

BUSINESS NAME AND ADDRESS
Test Business
14 Test Street
#133
Baltimore, MD 21117, USA

COGNIZANT SECURITY OFFICE (CSO)
N-AES
7556 Teague Rd
Suite 580
Hanover, MD 21076
(410) 689-2270
dcsa.naesoc.generalmailbox@mail.mil

COLLAPSE Start a DD Form 254 Add Legacy DD Form 254


Clearance, Specifications, and Follow-On Contract

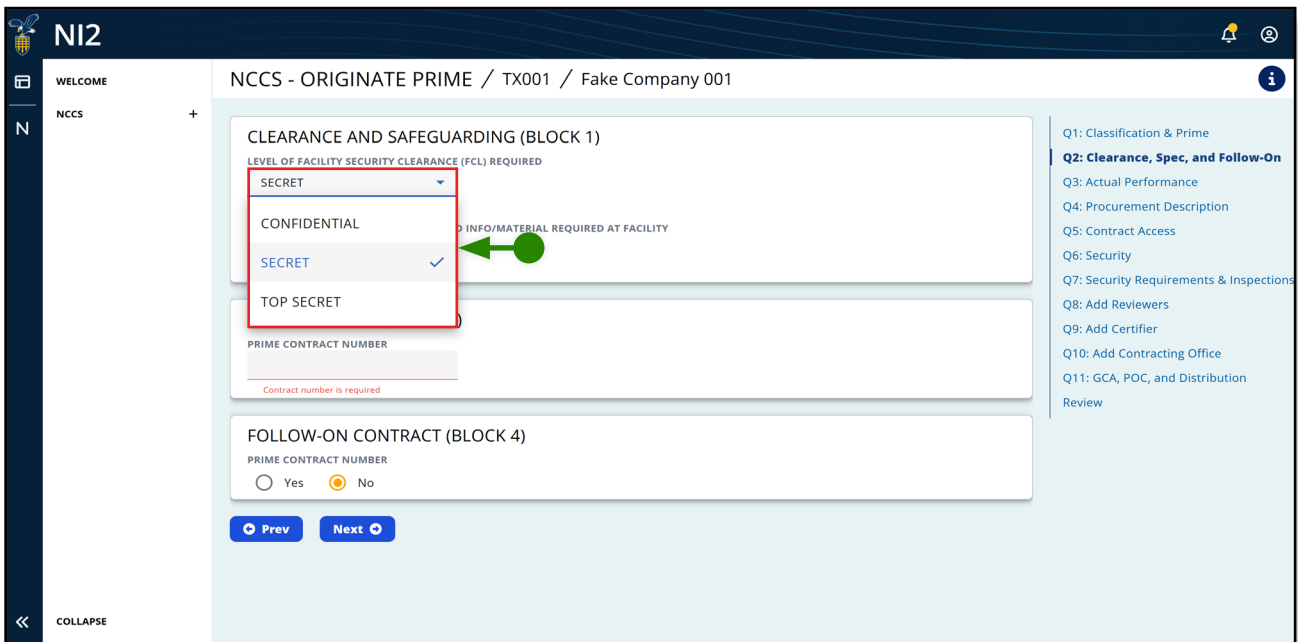
 **Note:** Normally, the blocks in the NI2 system are presented in the same order as the blocks in the PDF version of the DD Form 254. Based on your role, and the answers you provide as you fill out this form, NI2 only presents the areas you need to complete.

Clearance and Safeguarding (Block 1)

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

1. From the Level of Facility Security Clearance (FCL) drop-down, choose **Confidential, Secret, or Top Secret**.
2. From the Level of Safeguarding for Classified Information drop-down, choose **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 does not have any requirements to safeguard classified materials for the execution of the contract, select None.



NI2

WELCOME

NCCS

NCCS - ORIGINATE PRIME / TX001 / Fake Company 001

CLEARANCE AND SAFEGUARDING (BLOCK 1)

LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED

SECRET

CONFIDENTIAL

SECRET ✓

TOP SECRET

PRIME CONTRACT NUMBER

Contract number is required

FOLLOW-ON CONTRACT (BLOCK 4)

PRIME CONTRACT NUMBER

Yes No

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

COLLAPSE

An overlay appears 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 the NI2 system. Verify that your information is correct.

Specifications (Block 2)

In Block 2, type the prime contract number, which is a thirteen to eighteen character sequence. The field is restricted to this length, but dashes included in the contract number are counted towards the seventeen character limit.

1. Type the prime contract number.

The screenshot displays the NI2 NCCS interface for 'NCCS - ORIGINATE PRIME / TX001 / Fake Company 001'. The interface is divided into three main sections:

- CLEARANCE AND SAFEGUARDING (BLOCK 1):** Contains two dropdown menus for 'LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED' and 'LEVEL OF SAFEGUARDING FOR CLASSIFIED INFO/MATERIAL REQUIRED AT FACILITY', both set to 'SECRET'.
- SPECIFICATIONS (BLOCK 2):** Features a 'PRIME CONTRACT NUMBER' input field, which is highlighted with a red border.
- FOLLOW-ON CONTRACT (BLOCK 4):** Includes a 'PRIME CONTRACT NUMBER' label and two radio buttons for 'Yes' and 'No', with 'No' selected.

Navigation buttons 'Prev' and 'Next' are located at the bottom of the main content area. A sidebar on the right lists various steps, with 'Q2: Clearance, Spec, and Follow-On' currently selected. The left sidebar shows 'WELCOME' and 'NCCS' options.

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.

N12
WELCOME
NCCS - ORIGINATE PRIME / TX001 / Fake Company 001

CLEARANCE AND SAFEGUARDING (BLOCK 1)
LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED
SECRET
LEVEL OF SAFEGUARDING FOR CLASSIFIED INFO/MATERIAL REQUIRED AT FACILITY
SECRET

SPECIFICATIONS (BLOCK 2)
PRIME CONTRACT NUMBER
Txki8Jhg7jn8FcR4


FOLLOW-ON CONTRACT (BLOCK 4)
PRIME CONTRACT NUMBER
 Yes No
PRECEDING CONTRACT NUMBER
1234ghjk5678qwer

Prev Next

Word


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 Actual Performance Locations (Block 8)

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

N12
WELCOME
NCCS - ORIGINATE PRIME / TX001 / Test Business

ADD ACTUAL PERFORMANCE LOCATIONS (BLOCK 8)
CAGE Lookup Manual Entry Settings

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

Prev Next

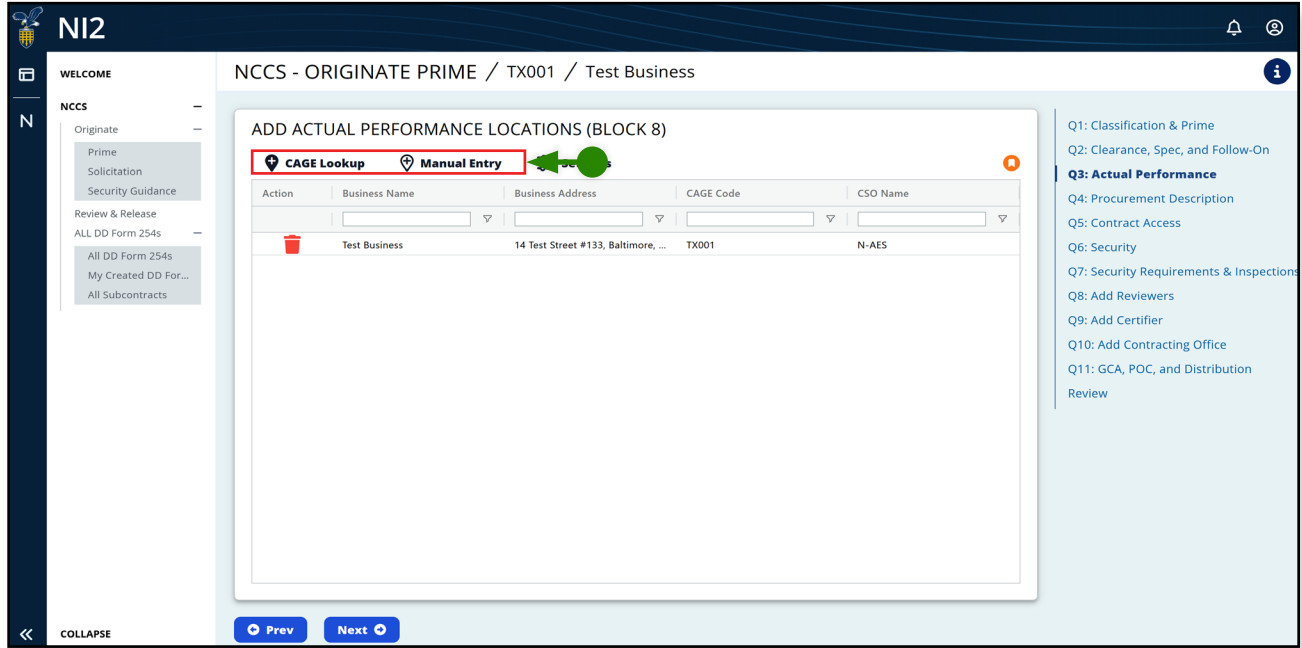
Q1: Classification & Prime
Q2: Clearance, Spec, and Follow-On
Q3: Actual Performance
Q4: Procurement Description
Q5: Contract Access
Q6: Security
Q7: Security Requirements & Inspections
Q8: Add Reviewers
Q9: Add Certifier
Q10: Add Contracting Office
Q11: GCA, POC, and Distribution Review

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

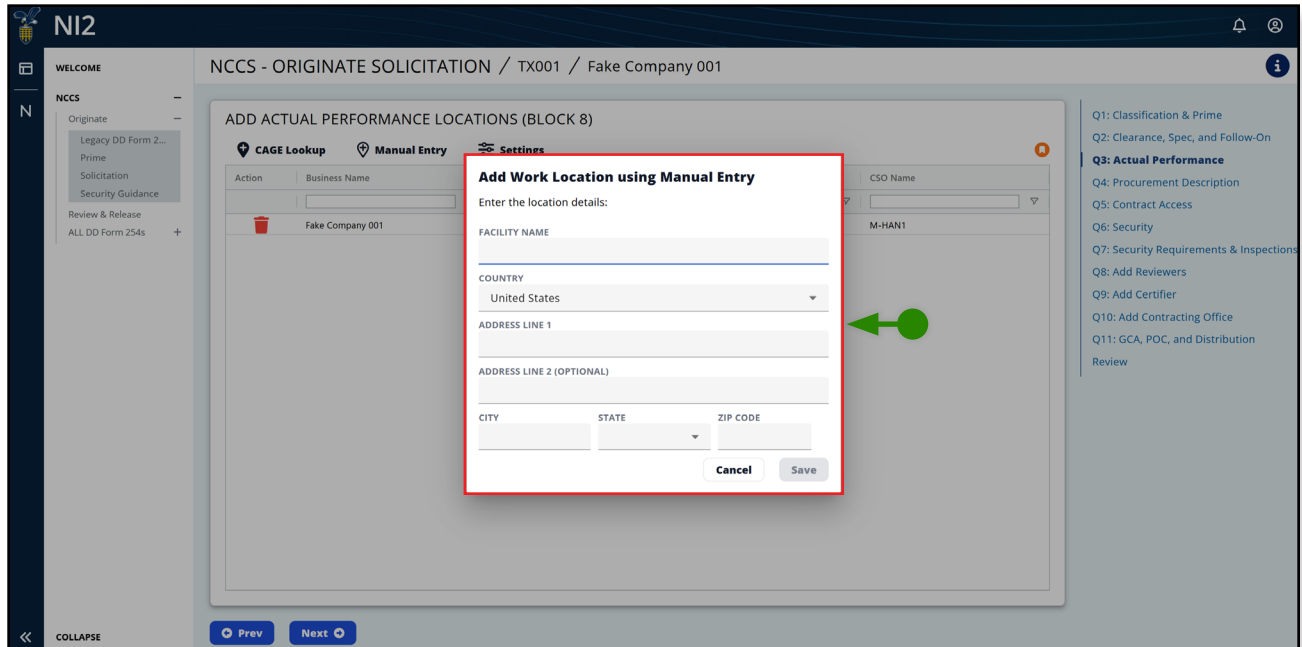
Add Actual Performance Locations (Block 8) (Continued)

Select **CAGE Code Lookup** to enter additional CAGE Codes and verify information.

1. Select **Manual Entry** to input location details.



2. Type the work location in the given fields.
3. Select **Save**.



4. Select Next.

The screenshot shows the NI2 interface for 'NCCS - ORIGINATE PRIME / TX001 / Test Business'. The main content area is titled 'ADD ACTUAL PERFORMANCE LOCATIONS (BLOCK 8)'. It features a table with columns for Action, Business Name, Business Address, CAGE Code, and CSO Name. A single row is visible with the following data: Action (trash icon), Business Name (Test Business), Business Address (14 Test Street #133, Baltimore, ...), CAGE Code (TX001), and CSO Name (N-AES). Below the table, there are navigation buttons: 'Prev' and 'Next'. The 'Next' button is highlighted with a red box, and a green arrow points to it from the right. The left sidebar shows a navigation menu with 'NCCS' expanded, and 'Originate' selected. The right sidebar shows a list of steps, with 'Q4: Procurement Description' highlighted.

Procurement Description

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

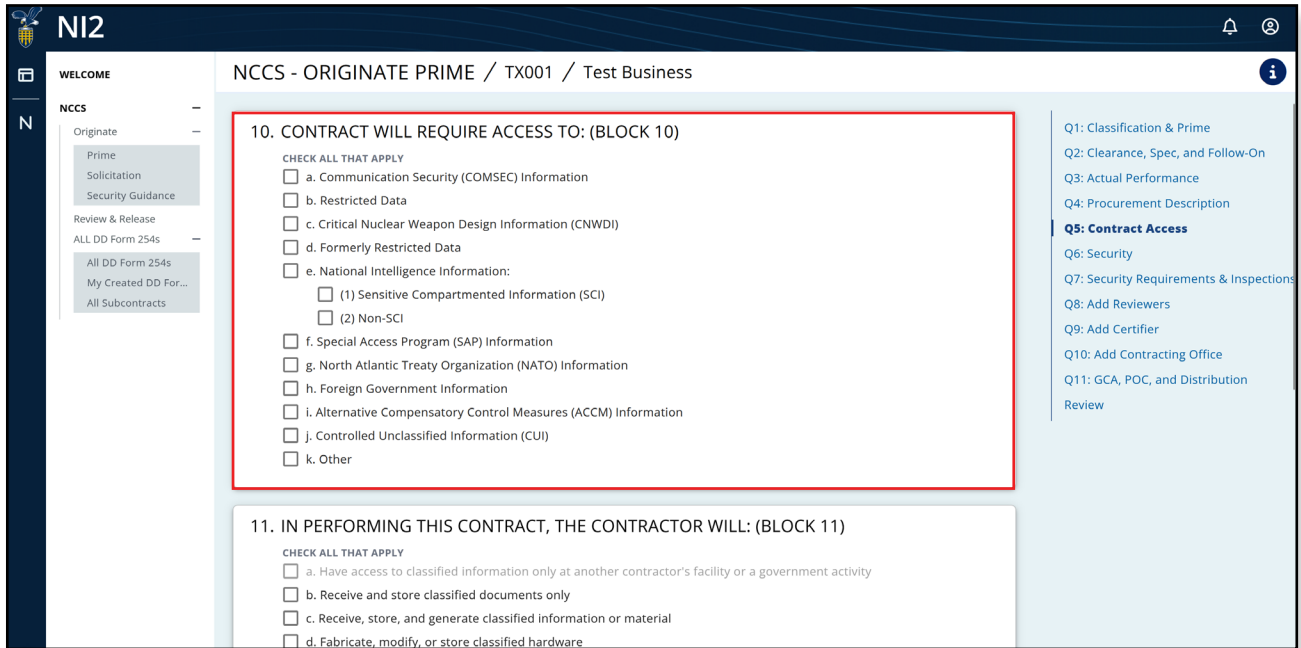
The screenshot shows the NI2 interface for 'NCCS - ORIGINATE PRIME / TX001 / Test Business'. The main content area is titled 'GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT (BLOCK 9)'. Below the title, it says 'THE INFORMATION PROVIDED SHOULD BE UNCLASSIFIED.' and 'No information to pass on.' is displayed in a large, empty text box. At the bottom, there are navigation buttons: 'Prev' and 'Next'. The 'Next' button is highlighted with a red box, and a green arrow points to it from the right. The left sidebar shows a navigation menu with 'NCCS' expanded, and 'Originate' selected. The right sidebar shows a list of steps, with 'Q4: Procurement Description' highlighted.

Contract Access

Note: Some options are unselectable or automatically selected based on information you enter earlier in the application or within this section. DCSA business rules govern these automatic selections.

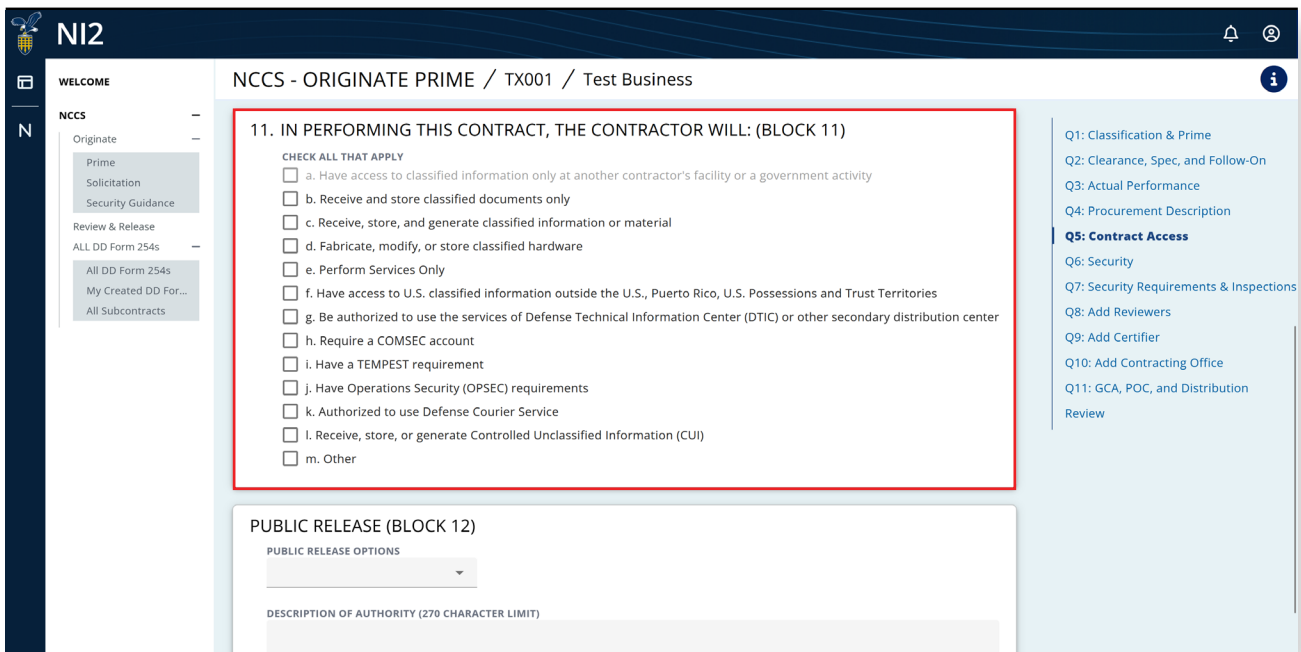
Contract will require access to: (Block 10)

1. Select all access options that the contract requires.



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

1. Select all options that the contractor requires.




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



Public Release: (Block 12)

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

Security Guidance (Block 13)

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

- To edit a card, select **Edit**  in the upper-right corner of the card.

 **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 **Delete**  in the upper-right corner of the card.

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

The screenshot shows the N12 web application interface. The main content area displays a card titled "Block 13 General" under the heading "SECURITY GUIDANCE (BLOCK 13)". The card text reads: "The cards you see below are based on your checked selections from 05". Below this, the card content is: "Block 13 General", "Facility Security Clearance: The Contractor shall possess and maintain...", and "Not Edited". A green arrow points to the "Save" button at the bottom right of the card. Another green arrow points to the "Next" button at the bottom left of the card. A "Block 13 General" pop-up window is open, showing a "NOTE: Input only allows for plain text. Rich text formatting will be stripped." and detailed security requirements. A green arrow points to the "Save" button at the bottom right of the pop-up window. The interface includes a left sidebar with navigation options like "WELCOME", "NCCS", and "Review & Release". The top navigation bar shows "NCCS - ORIGINATE PRIME / TX001 / Test Business".

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.

The screenshot shows the NI2 system interface for 'NCCS - ORIGINATE PRIME / TX001 / Test Business'. The main content area is divided into two sections:

- ADDITIONAL SECURITY REQUIREMENTS (BLOCK 14)**: This section asks, 'ARE THERE ADDITIONAL REQUIREMENTS, IN ADDITION TO NISPOM REQUIREMENTS FOR CLASSIFIED INFORMATION, ESTABLISHED FOR THIS CONTRACT?'. The 'Yes' radio button is selected. Below this is a text area for 'EXPLAIN AND IDENTIFY SPECIFIC AREAS AND GOVERNMENT ACTIVITY RESPONSIBLE FOR INSPECTIONS.' with the label 'Explanation of additional security requirements.'
- INSPECTIONS (BLOCK 15)**: This section asks, 'ARE THERE ADDITIONAL REQUIREMENTS, IN ADDITION TO NISPOM REQUIREMENTS FOR CLASSIFIED INFORMATION, ESTABLISHED FOR THIS CONTRACT?'. The 'Yes' radio button is selected and highlighted with a red box and a green arrow. Below this is a text area for 'IDENTIFY PERTINENT CONTRACTUAL CLAUSES IN THE CONTRACT DOCUMENT ITSELF, OR PROVIDE AN APPROPRIATE STATEMENT WHICH IDENTIFIES ADDITIONAL REQUIREMENTS.' with the label 'Identified contractual clauses.'

At the bottom of the form, there are 'Prev' and 'Next' buttons. The 'Next' button is highlighted with a red box and a green arrow pointing to it from the right.

On the right side of the interface, there is a navigation menu with the following items:

- 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, the NI2 system routes 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 the name of the desired reviewer on this grid, it is possible that they are not registered in the NI2 system. Registration is required before they can be selected as a reviewer, certifier, or contracting officer.

Select Reviewers: (Block 13)

1. Select the name of the reviewer.
2. Select **Add Reviewer**.
3. To remove a reviewer, select **✕** next to the name of the reviewer.
4. Select **Next** to continue.

The screenshot displays the NI2 system interface for the 'SELECT REVIEWERS (BLOCK 13)' step. The main content area shows a table with the following data:

Full Name	Tier 0	Tier 1	Phc
Reviewer NCC Gov	Fake Org I	N/A	(998) 897-8878 gat_254_review_1@dcs

The interface also features a sidebar with navigation options, a right-hand panel with a checklist of tasks (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), and a bottom navigation bar with 'Prev' and 'Next' buttons.

Add Certifier

For Block 17, only one certifier can be selected on DD Form 254. To locate a certifier, you can sort and filter the list by name, primary organization, secondary organization, phone number, or email. If you do not find the name of the desired certifier on this grid, it is possible that they are not registered in the NI2 system. Registration is required before they can be selected as a certifier.

Select Certifier: (Block 17)

1. Select the name of the certifier.
2. Select **Set Certifier**.
3. Select **Next** to continue.

The screenshot shows the NI2 system interface for the 'SELECT CERTIFIER (BLOCK 17)' step. The page title is 'NCCS - ORIGINATE PRIME / TX001 / Test Business'. The main content area shows 'No Certifier Selected' and a search bar with '1 Total Users'. Below the search bar is a table with one user entry:

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

At the bottom of the screen, there are navigation buttons: 'Prev' and 'Next'. A green arrow points to the 'Next' button. Another green arrow points to the 'Set Certifier' button in the table.

Add Contracting Officer

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

Select Contracting Officer: (Block 16 D, E, F)

1. Select the name of the contracting officer.
2. Select **Set Contract Officer**.
3. Select **Next** to continue.

WELCOME | NCCS - ORIGINATE PRIME / TX001 / Test Business

SELECT CONTRACTING OFFICER (BLOCK 16 D,E,F)

NCC CO

1 Total Users

Search...

+ Set Contract Officer Settings 1 match

Full Name	Tier 0	Tier 1	Phone Number	Email	Out Of Office Dates
NCC CO	Fake Org 1	N/A	(316) 546-3105	gat_254_ko_1@dcsa.go	

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 16 A, B, C, input the address of the government contracting activity (GCA). To locate a contracting officer, you can sort and filter the list by Name, Primary Organization, Secondary Organization, Phone Number, or Email. If you do not find the name of the desired contract officer on this grid, it is possible that they are not registered in the NI2 system. Registration is required before they can be selected as a contracting officer.

Point of Contact: (Block 16 D, E, F)

Block 16 D, E, F contains prepopulated point of contact information. This information aligns to the contracting officer you have identified in the form.

WELCOME | NCCS - ORIGINATE PRIME / TX001 / Test Business

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

POINT OF CONTACT (BLOCK 16 D,E,F)

POC NAME
NCC CO

POC TELEPHONE
(316) 546-3105

EMAIL ADDRESS
gat_254_ko_1@dcsa.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

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.

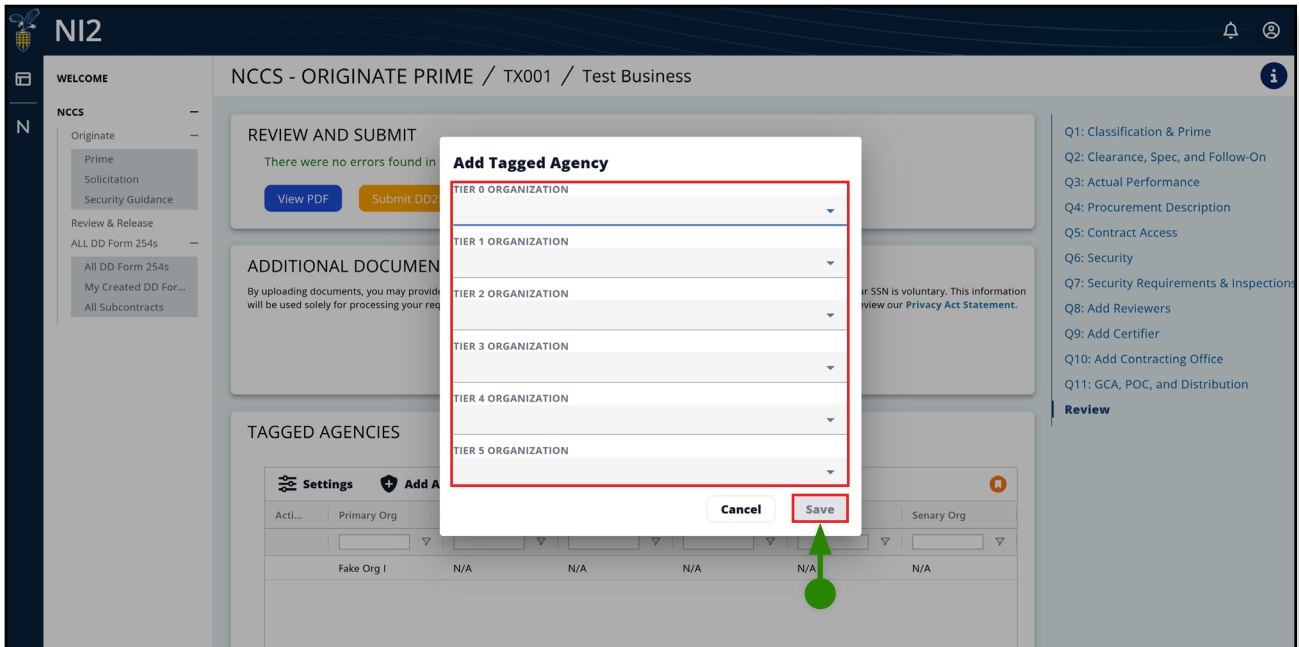
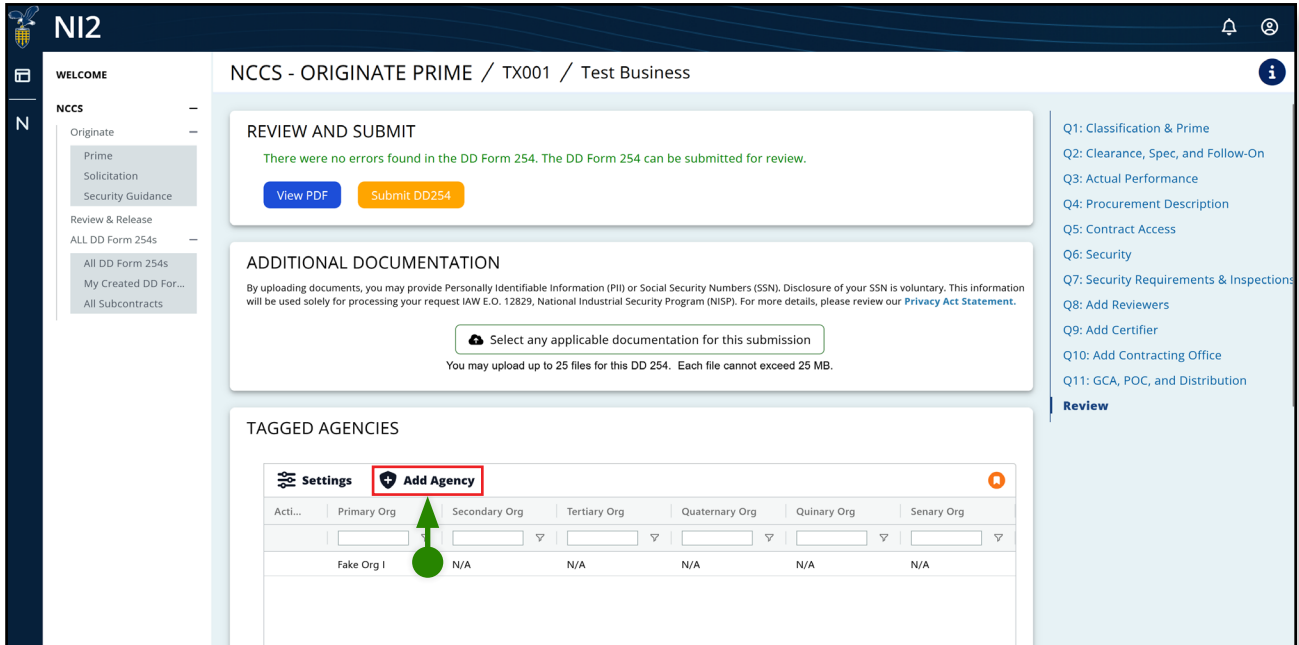
The screenshot displays the NI2 web application interface for the 'NCCS - ORIGINATE PRIME / TX001 / Test Business' process. The interface is divided into several sections:

- Navigation Sidebar (Left):** Includes 'WELCOME', 'NCCS' (with sub-items: Originate, Prime, Solicitation, Security Guidance), and 'Review & Release' (with sub-items: ALL DD Form 254s, My Created DD For..., All Subcontracts).
- Main Content Area (Center):** Contains form fields for 'ACTIVITY ADDRESS CODE (AAC) OF THE CONTRACTING OFFICE', 'ADDRESS LINE 1', 'ADDRESS LINE 2', 'CITY', 'STATE', and 'ZIP CODE'. To the right, there are fields for 'POC TELEPHONE' (value: (316) 546-3105) and 'EMAIL ADDRESS' (value: gat_254_ko_1@dcsa.gov).
- Required Distribution by the Certifying Official (Block 18) (Center, highlighted with a red box):** A section titled 'REQUIRED DISTRIBUTION BY THE CERTIFYING OFFICIAL (BLOCK 18)' with the instruction 'CHECK ALL THAT APPLY'. It lists six options:
 - 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
- Right Sidebar:** A vertical list of steps from Q1 to Q10, with 'Q11: GCA, POC, and Distribution' highlighted in blue. Below this list is a 'Review' link.
- Bottom Navigation:** Includes a 'COLLAPSE' button, a 'Prev' button, a 'Next' button (highlighted with a red box and a green arrow), and a green circular button with a left-pointing arrow.

Tagged Agencies

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

1. Select **Add Agency**.
2. Select the appropriate agency and any additional hierarchy tiers as required.
3. Select **Save** and verify that it appears in the Tagged Agencies section.




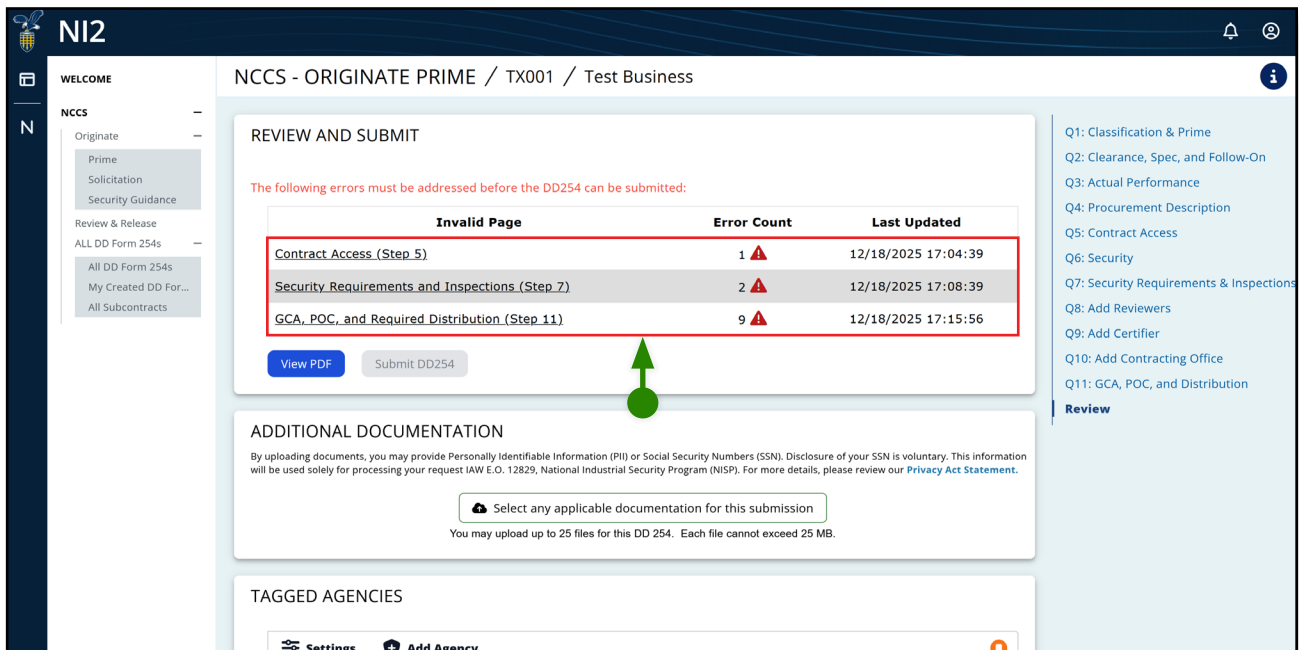
Form Validation

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

On this screen errors and warnings found within the information you have provided appear. 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.

 **Note:** In the NI2 system, 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 automatically saves in the NI2 system. You can exit the document at any time and return to your saved work.



REVIEW AND SUBMIT

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

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

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

ADDITIONAL DOCUMENTATION

By uploading documents, you may provide Personally Identifiable Information (PII) or Social Security Numbers (SSN). Disclosure of your SSN is voluntary. This information will be used solely for processing your request IAW E.O. 12829, National Industrial Security Program (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](#)

Review

- 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

 **Note:** An **Error**  is preceded with the number of errors found in the package that must be cleared before submitting.

 **Note:** A **Warning**  is preceded with the number of warnings found in the package that can be cleared before submitting however, the package can be submitted with the warnings.

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 **X** at the top right of the PDF to continue.

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

3. Select **Submit DD254**.
4. Select **Submit DD254** again.

The screenshot shows the N12 web application interface. The main content area displays the 'REVIEW AND SUBMIT' section for a DD Form 254. A message states: "There were no errors found in the DD Form 254. The DD Form 254 can be submitted for review." Below this message are two buttons: "View PDF" and "Submit DD254". A "Confirm Submission" dialog box is open, displaying the text: "Submitting this form will route the form to the selected reviewers for review." Below the dialog box are "Close" and "Submit DD254" buttons. Green arrows point to the "View PDF" and "Submit DD254" buttons in the main content area, and another green arrow points to the "Submit DD254" button in the dialog box. The "ADDITIONAL DOCUMENTATION" section contains a "Select any applicable documentation for this submission" button and a note: "You may upload up to 25 files for this DD 254. Each file cannot exceed 25 MB." The "TAGGED AGENCIES" section includes a table with columns for "Acti...", "Primary Org", "Secondary Org", "Tertiary Org", "Quaternary Org", "Quinary Org", and "Senary Org". The table contains two rows of data, both with "Fake Org 1" in the "Primary Org" column and "N/A" in the other columns.

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

DD Form 254 Workflow

Overview

The Defense Counterintelligence and Security Agency (DCSA) supports a one-stop shop for processing, distribution, and collection of 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 the NI2 system. This information is for training purposes only. Government users need to make selections based on their knowledge of the specific contract requirement and industry partners.

Workflow process at a glance:



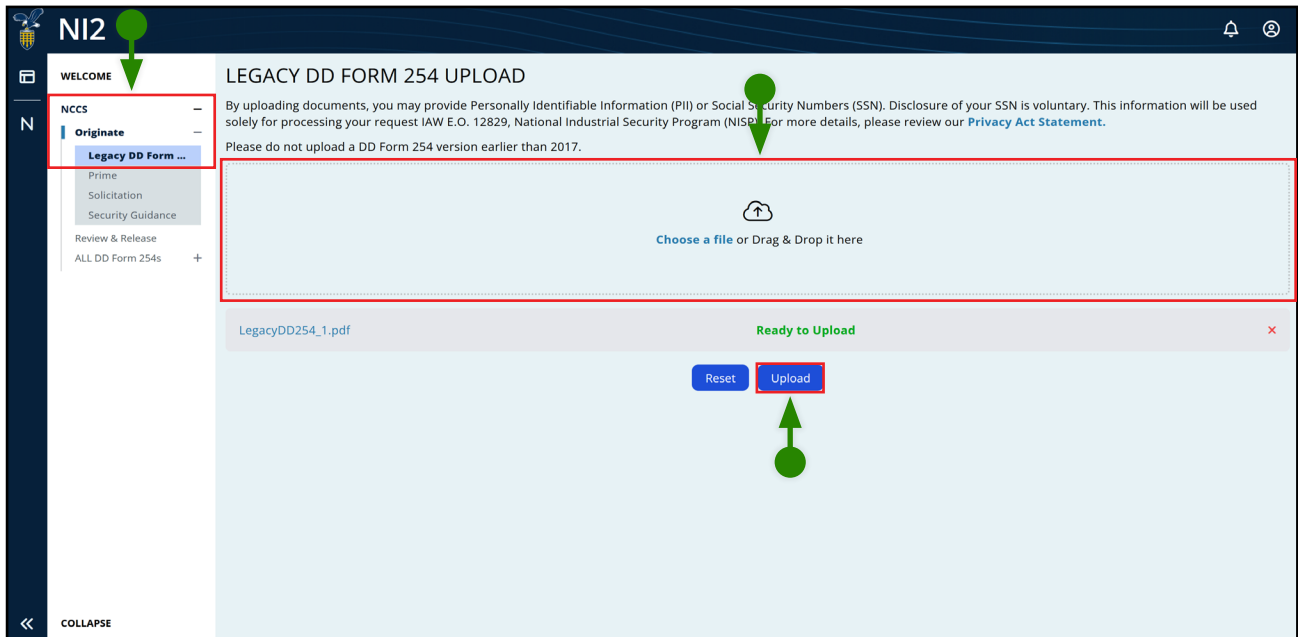
Legacy DD Form 254 Upload

Uploading a Legacy DD Form 254

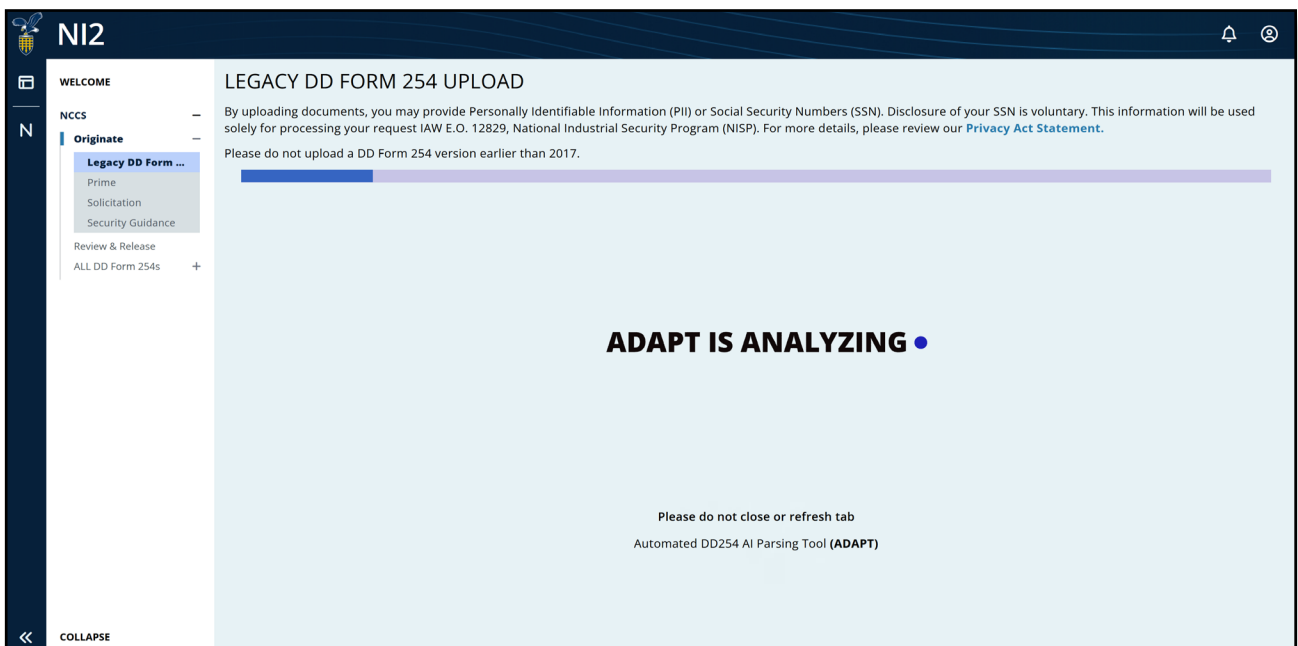
Government originators can upload previous versions of the DD Form 254 from the year 2017 and onwards. After uploading a PDF, the Automated DD254 AI Parsing Tool (ADAPT) extracts data that the NI2 system can read.

Uploading a PDF

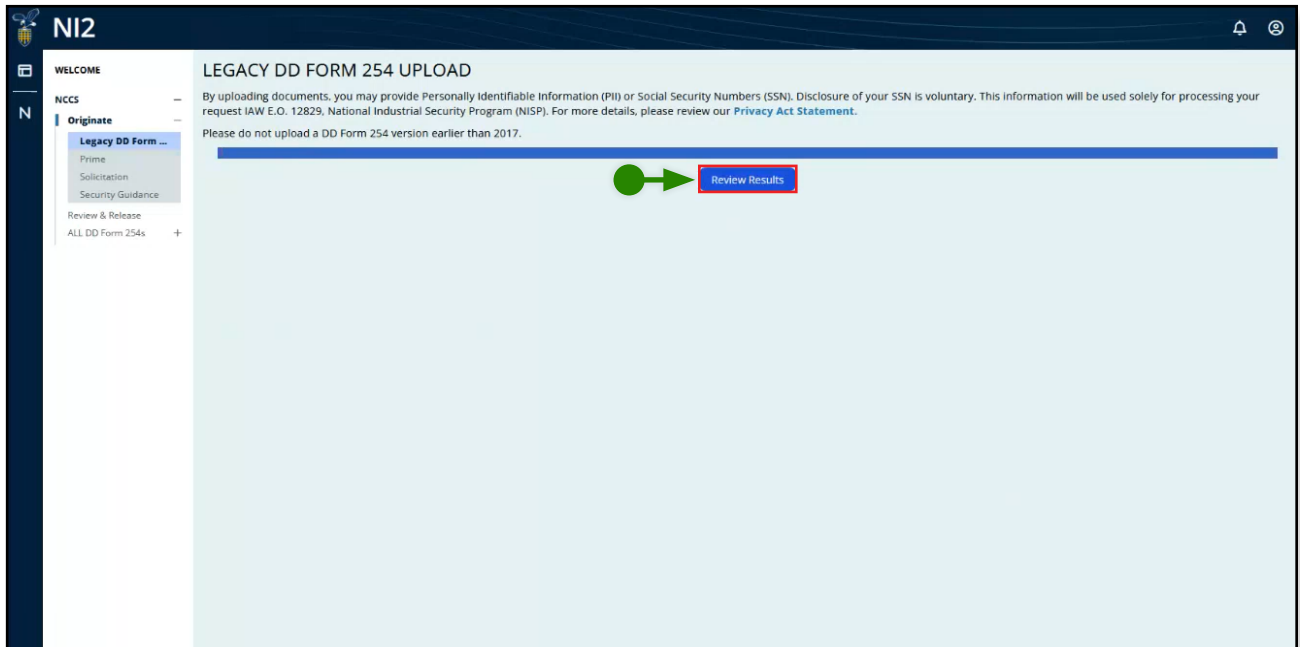
1. Select **Legacy DD Form 254 Upload**.
2. Select Choose a file, and select the DD Form 254 for upload; or drag-and-drop the file.
3. Wait for the file name to appear on the screen, then select **Upload**.



4. Wait for ADAPT to analyze the file. This may take up to a minute. Do not close your browser window.

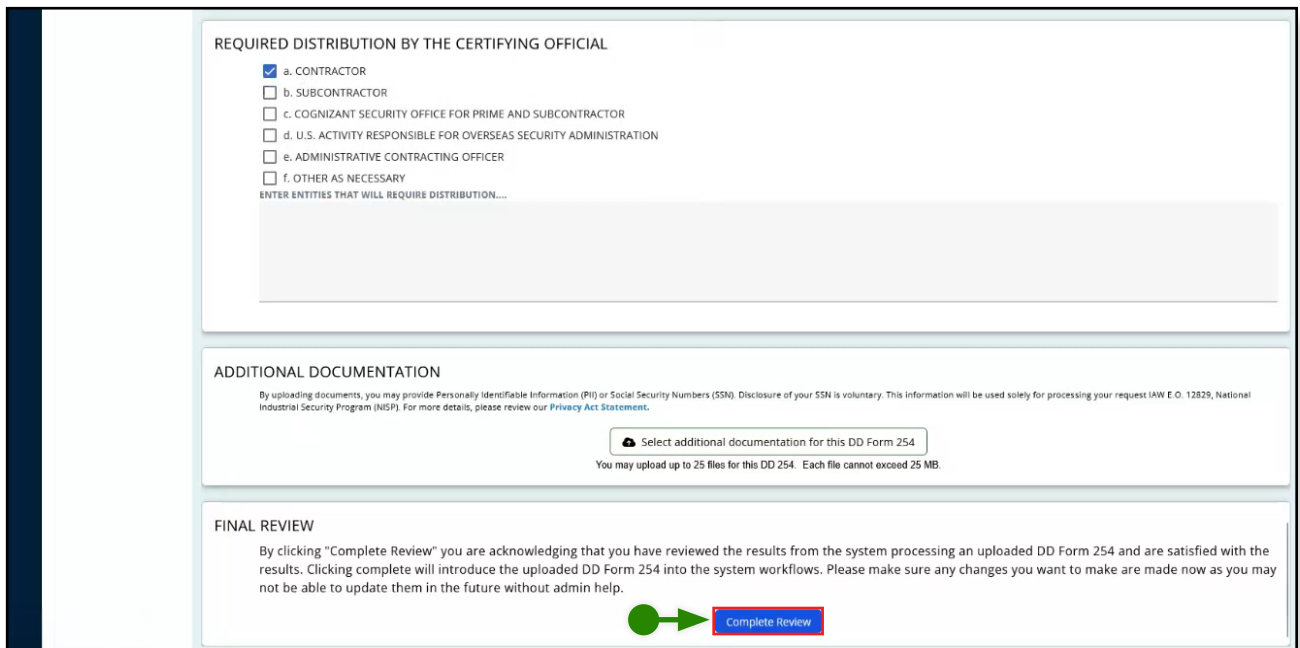


5. Select **Review Results**.

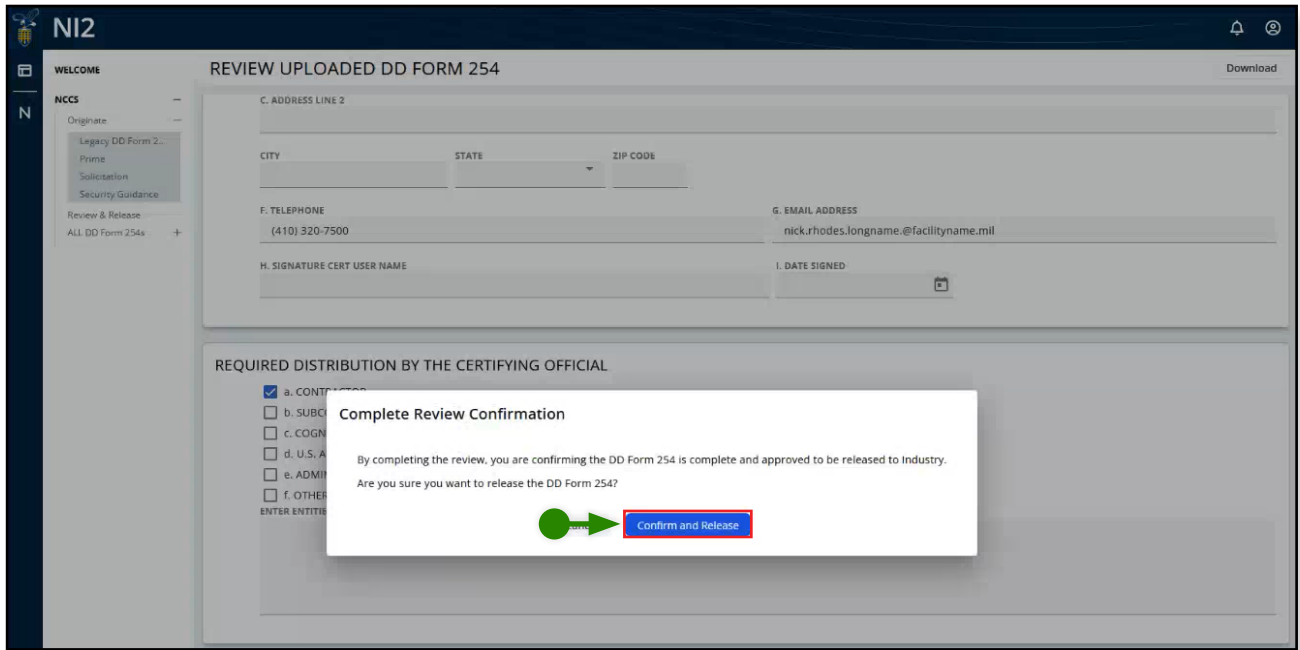


6. Review, and if necessary correct the parsed information.

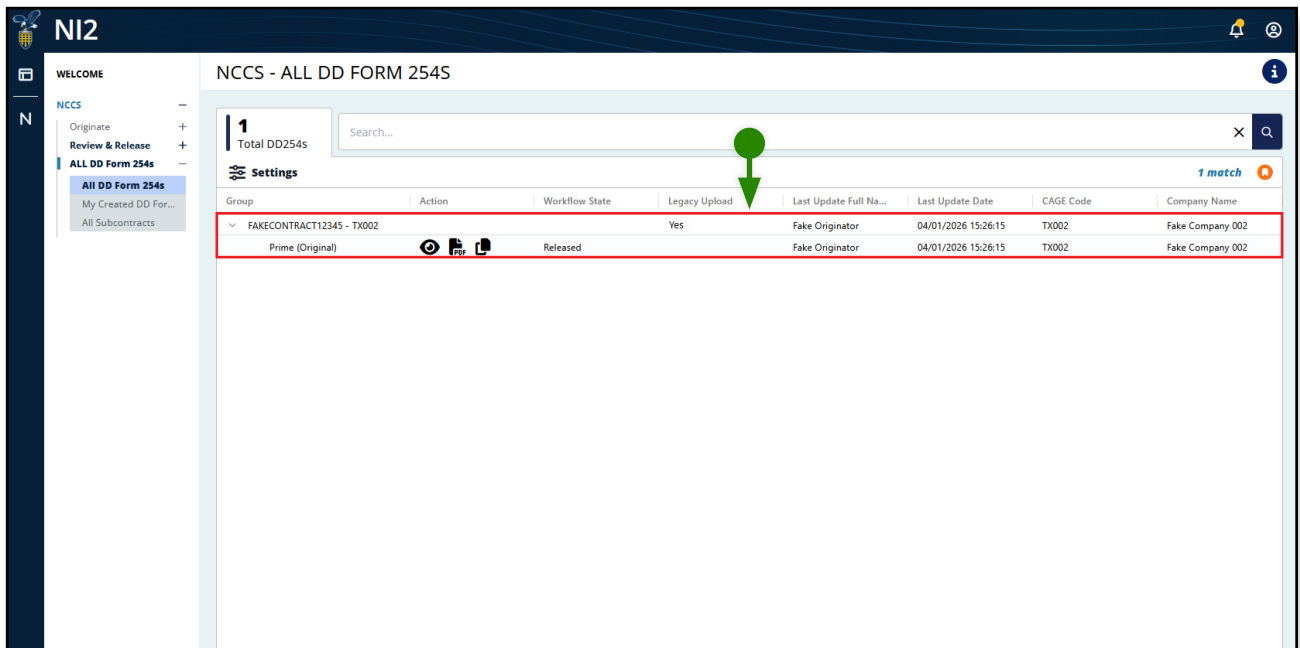
7. Select Complete Review.



8. Select Confirm and Release.



The uploaded Legacy DD Form 254 appears in the All DD Form 254s list that includes legacy and non-legacy forms.



Solicitation DD Form 254 Origination

Originating a Solicitation DD Form 254 in NI2

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

Getting Started

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




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

Acknowledge

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

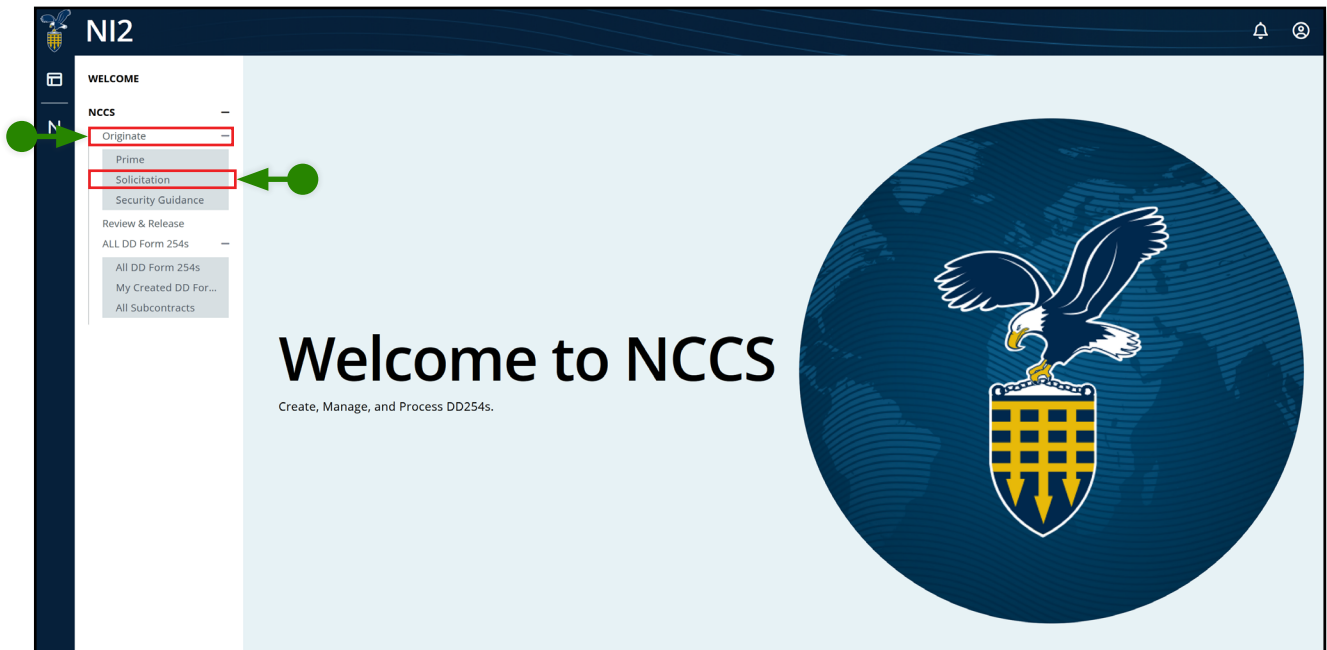
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- 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 assistants. Such communications and work product are private and confidential. See User Agreements for details.

 **Note:** The left navigation tabs are context dependent, i.e., they are different depending on the registered roles of your profile. You must be registered as an Originator to have access to the Originate menu options.


Originate Solicitation

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




Classification


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

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

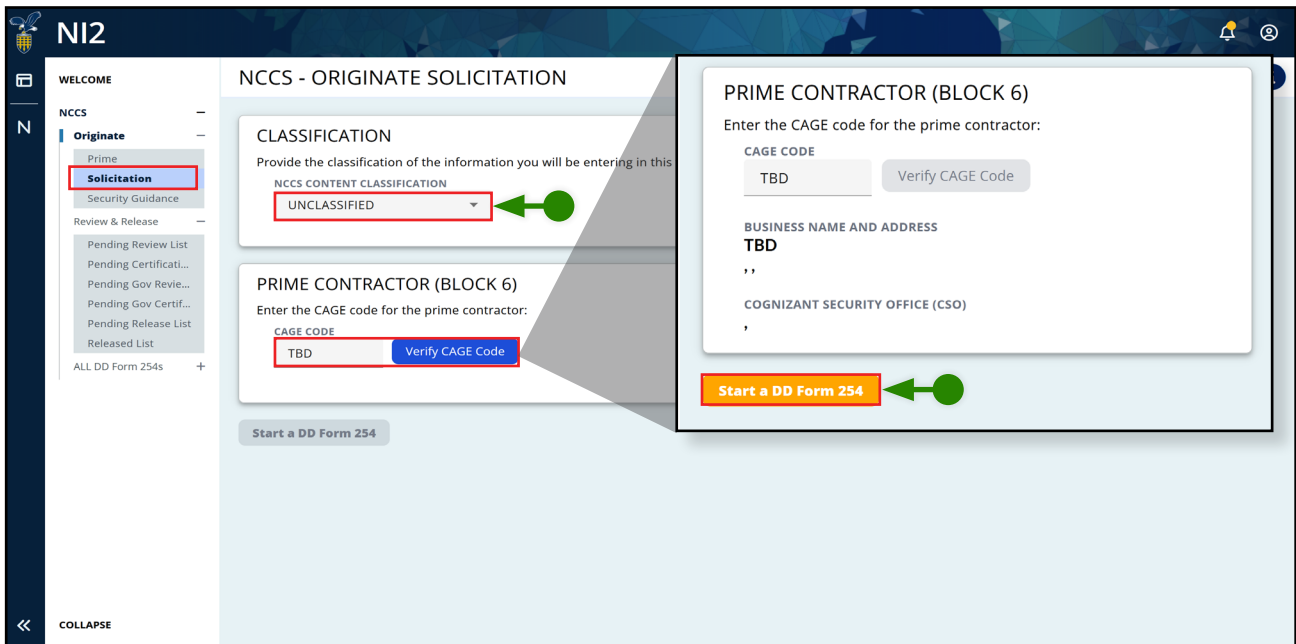
Prime Contractor

1. Type **TBD** as the CAGE Code of the prime contractor and select **Verify CAGE Code** to authenticate it.

 **Note:** CAGE Codes are five-digit alphanumeric codes used to identify businesses wishing to pursue contracts with Government. The NI2 system looks up the CAGE code and verifies it against <https://sam.gov>. If the code is correct, the business name and address populates. If the Cognizant Security Office (CSO) is on file, it automatically populates. If the CSO information is not on file, you have the option to manually type it.

 **Note:** Per DoDM 5220.32 Vol. 1 and policy constraints, your only options are CUI and Unclassified because the NI2 system can only store CUI and Unclassified information in the unclassified government cloud.

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



The screenshot displays the NI2 NCCS - ORIGINATE SOLICITATION interface. On the left, a sidebar shows the 'Solicitation' option selected under the 'Originate' section. The main content area is divided into two sections: 'CLASSIFICATION' and 'PRIME CONTRACTOR (BLOCK 6)'. In the 'CLASSIFICATION' section, the 'NCCS CONTENT CLASSIFICATION' dropdown is set to 'UNCLASSIFIED'. In the 'PRIME CONTRACTOR (BLOCK 6)' section, the 'CAGE CODE' field contains 'TBD' and the 'Verify CAGE Code' button is highlighted. A callout box on the right provides a detailed view of the 'PRIME CONTRACTOR (BLOCK 6)' form, showing fields for 'CAGE CODE', 'BUSINESS NAME AND ADDRESS', and 'COGNIZANT SECURITY OFFICE (CSO)'. A 'Start a DD Form 254' button is located at the bottom of the main content area. Green arrows indicate the specific elements mentioned in the instructions: the 'UNCLASSIFIED' dropdown, the 'Verify CAGE Code' button, and the 'Start a DD Form 254' button.

Clearance, Specifications, and Follow-On Contract

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


Clearance and Safeguarding (Block 1)

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

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


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

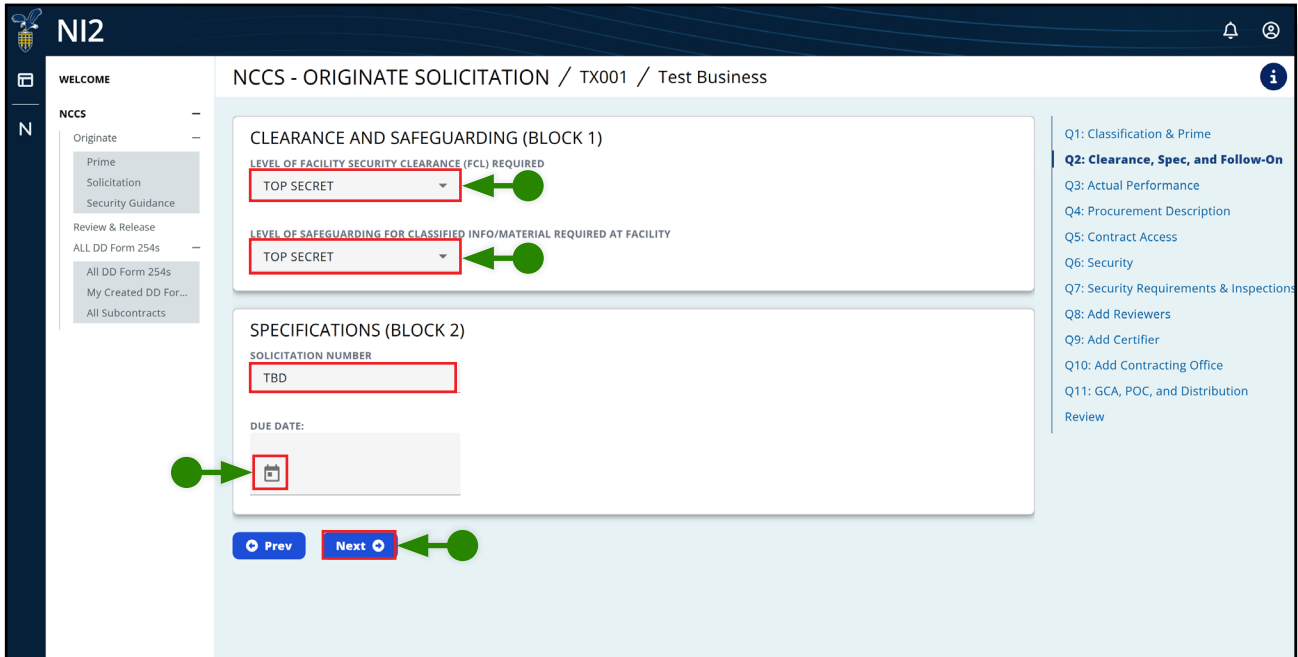
2. In the second drop-down, select either **Confidential**, **Secret**, or **Top Secret**.

 **Note:** Per DoDM 5220.32 Vol. 1 and policy constraints, the level of safeguarding for classified information and materials cannot exceed the security clearance level of the facility. If the entity does not have any requirements to safeguard classified materials for the execution of the contract, select None.

Selecting any option other than “None” trigger an overlay 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**  to select the due date.



The screenshot shows the N12 system interface for 'NCCS - ORIGINATE SOLICITATION / TX001 / Test Business'. The main content area is divided into two sections:

- CLEARANCE AND SAFEGUARDING (BLOCK 1):** This section contains two dropdown menus. The first is labeled 'LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED' and is set to 'TOP SECRET'. The second is labeled 'LEVEL OF SAFEGUARDING FOR CLASSIFIED INFO/MATERIAL REQUIRED AT FACILITY' and is also set to 'TOP SECRET'. Green circles and arrows point to these dropdowns.
- SPECIFICATIONS (BLOCK 2):** This section contains a text input field for 'SOLICITATION NUMBER' with the value 'TBD'. Below it is a 'DUE DATE' field with a calendar icon. A green circle and arrow point to the calendar icon.

At the bottom of the form, there are 'Prev' and 'Next' buttons. A green circle and arrow point to the 'Next' button.

On the right side of the interface, there is a vertical list of navigation options: Q1: Classification & Prime, Q2: Clearance, Spec, and Follow-On, Q3: Actual Performance, Q4: Procurement Description, Q5: Contract Access, Q6: Security, Q7: Security Requirements & Inspections, Q8: Add Reviewers, Q9: Add Certifier, Q10: Add Contracting Office, and Q11: GCA, POC, and Distribution Review. The 'Q2: Clearance, Spec, and Follow-On' option is highlighted.

Actual Performance

For Block 8, add actual performance locations. The business name and address populates 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 performance of the contract 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 TBD.
3. In the overlay, select **Close**.
4. Select **Next** to continue.

NI2

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NCCS - ORIGINATE SOLICITATION / TBD / TBD

ADD ACTUAL PERFORMANCE LOCATIONS (BLOCK 8)

CAGE Lookup Manual Entry

Action	Business Name	Business Address	CAGE Code	CSO Name
	TBD		TBD	

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

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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.

N12

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NCCS - ORIGINATE SOLICITATION / TX001 / Test Business

GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT (BLOCK 9)

THE INFORMATION PROVIDED SHOULD BE UNCLASSIFIED.

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

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Contract will require access to: (Block 10)

1. Select all options that the contract requires.

N12

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NCCS - ORIGINATE SOLICITATION / TX001 / Test Business

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

CHECK ALL THAT APPLY

a. Communication Security (COMSEC) Information

b. Restricted Data

c. Critical Nuclear Weapon Design Information (CNWDI)

d. Formerly Restricted Data

e. National Intelligence Information:

(1) Sensitive Compartmented Information (SCI)

(2) Non-SCI

f. Special Access Program (SAP) Information

g. North Atlantic Treaty Organization (NATO) Information

h. Foreign Government Information

i. Alternative Compensatory Control Measures (ACCM) Information

j. Controlled Unclassified Information (CUI)

k. Other

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

CHECK ALL THAT APPLY

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

b. Receive and store classified documents only


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

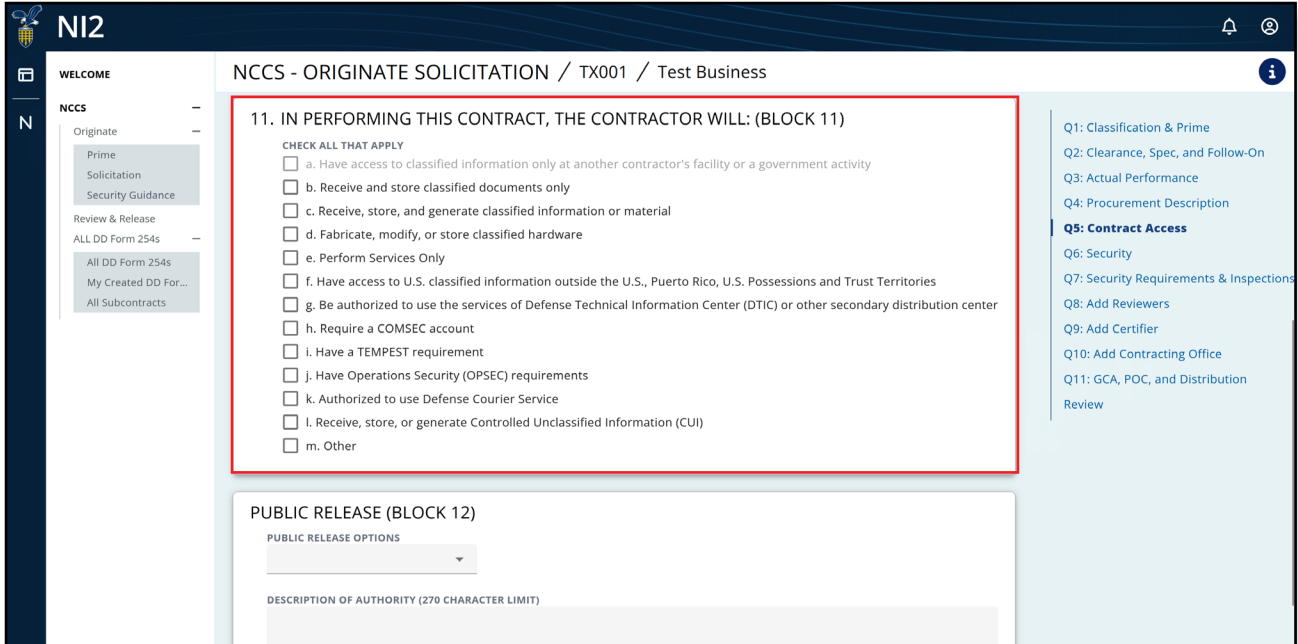
d. Fabricate, modify, or store classified hardware

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

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

1. Select all options that the contractor requires.

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



The screenshot shows the N12 web application interface. The main content area is titled "NCCS - ORIGINATE SOLICITATION / TX001 / Test Business". A red box highlights the "11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL: (BLOCK 11)" section. Below this heading is a "CHECK ALL THAT APPLY" section with the following options:

- 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

Below the highlighted section is the "PUBLIC RELEASE (BLOCK 12)" section, which includes a "PUBLIC RELEASE OPTIONS" dropdown menu and a "DESCRIPTION OF AUTHORITY (270 CHARACTER LIMIT)" text field.


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, 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.

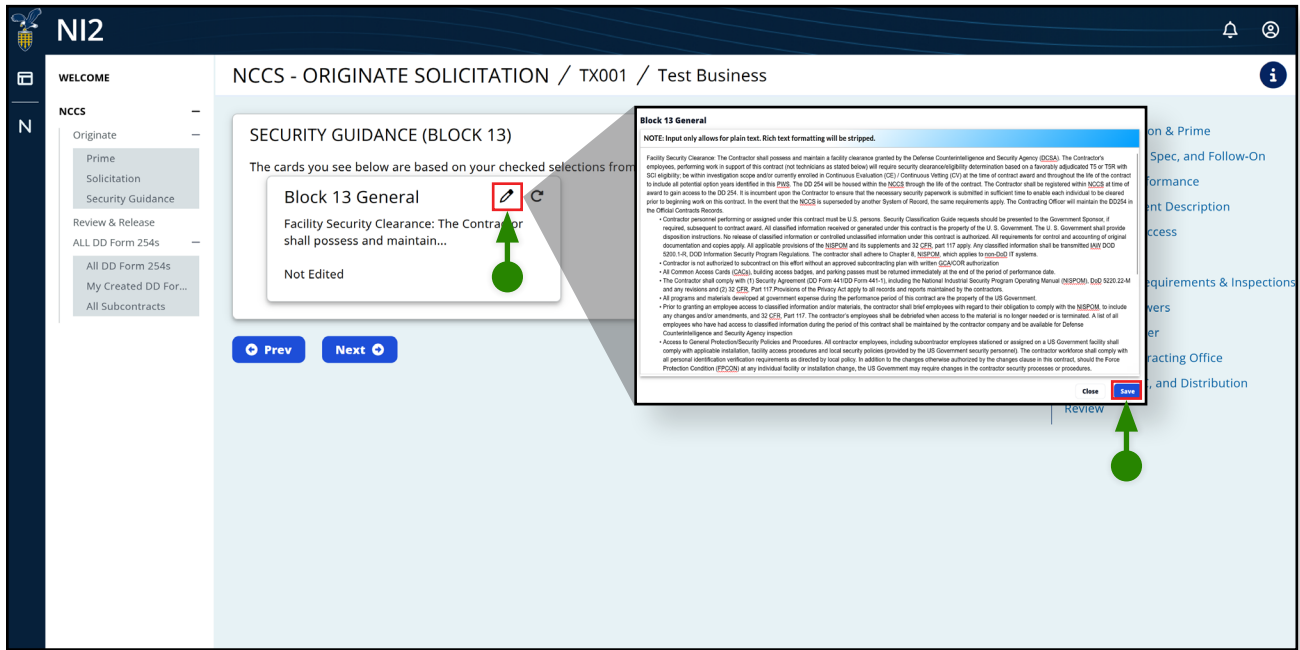
Security Guidance: (Block 13)

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 vary based on your previous selections. For example, if you selected option “a” from the Contract Access section of Block 10, a card called “Ref, 10a” appears in this guidance.

1. To edit a card, select **Edit**  in the upper-right corner of the card.
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.

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



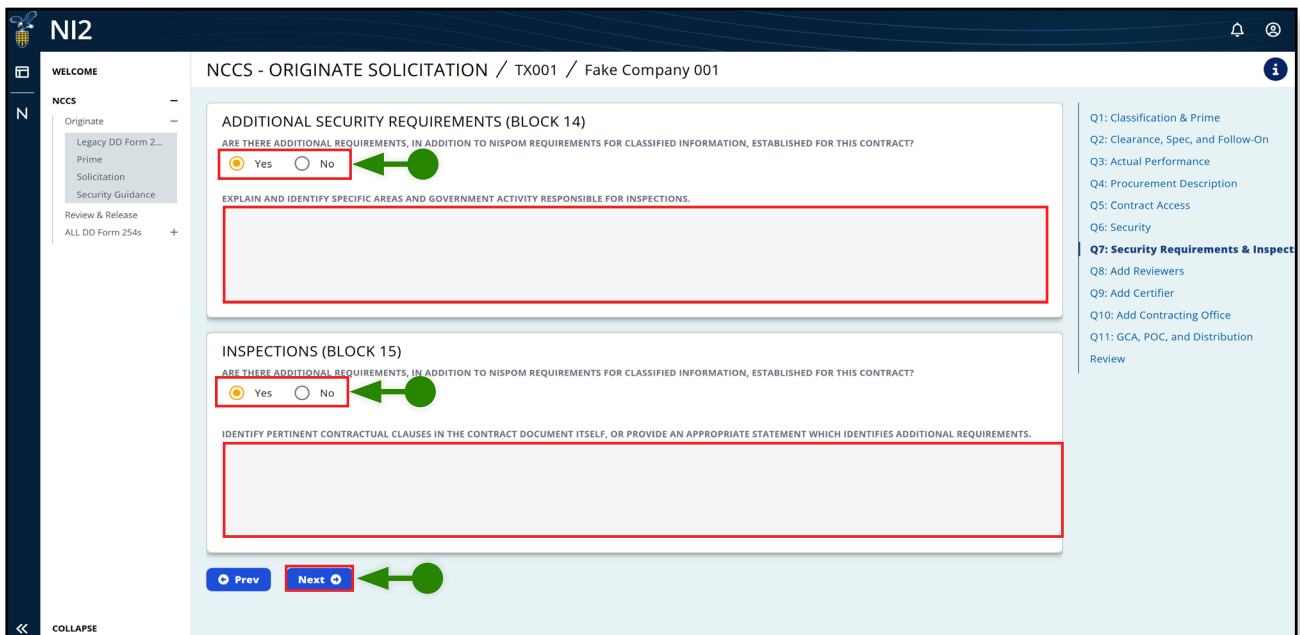
Additional Security Requirements: (Block 14)

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 systematically passes 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 the name of the desired reviewer on this grid, it is possible that they are not registered in the NI2 system. Registration is required before they can be selected as a reviewer, certifier, or contracting officer.

1. Select the name of the reviewer.
2. Select **Add Reviewer**.
3. To remove a reviewer, select  next to the name of the reviewer.
4. Select **Next** to continue.


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NCCS - ORIGINATE SOLICITATION / TX001 / Test Business

SELECT REVIEWERS (BLOCK 13)

Reviewer NCC Gov 

1 Total Users Search...

+ Add Reviewer  1 match

Full Name	Tier 0	Tier 1	Phone Number	Email	Out Of Office Dates
Reviewer NCC Gov	Fake Org 1	N/A	(998) 897-8878	gat_254_review_1@dcs	

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

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Select Certifier: (Block 17)

For Block 17, only one certifier can be selected on DD Form 254. To locate a certifier you can sort and filter the list by name, primary organization, secondary organization, phone number, or email. If you do not find the name of the desired certifier on this grid, it is possible that they are not registered in the NI2 system. Registration is required before they can be selected as a certifier.

1. Select the name of the certifier.
2. Select **Set Certifier**.
3. Select **Next** to continue.

The screenshot shows the NI2 system interface for 'NCCS - ORIGINATE SOLICITATION / TX001 / Test Business'. The main window is titled 'SELECT CERTIFIER (BLOCK 17)' and indicates 'No Certifier Selected'. A search bar is present with a search icon and a '1 match' indicator. Below the search bar is a table with columns: Full Name, Tier 0, Tier 1, Phone Number, Email, and Out Of Office Dates. The table contains one entry: 'Certifier NCC Gov', 'Fake Org 1', 'N/A', '(345) 678-7654', 'gat_254_certify_1@dcs'. A red box highlights the 'Set Certifier' button on the left side of the table, and a green arrow points to it. Another red box highlights the 'Next' button at the bottom of the interface, with a green arrow pointing to it. The left sidebar shows navigation options like 'WELCOME', 'NCCS', 'Originate', 'Prime', 'Solicitation', 'Security Guidance', 'Review & Release', 'ALL DD Form 254s', 'My Created DD For...', and 'All Subcontracts'. The right sidebar shows a list of steps: Q1: Classification & Prime, Q2: Clearance, Spec, and Follow-On, Q3: Actual Performance, Q4: Procurement Description, Q5: Contract Access, Q6: Security, Q7: Security Requirements & Inspections, Q8: Add Reviewers, Q9: Add Certifier, Q10: Add Contracting Office, and Q11: GCA, POC, and Distribution Review.

Select Contracting Officer: (Block 16 D, E, F)

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

1. Select the name of the contracting officer.
2. Select **Set Contract Officer**.
3. Select **Next** to continue.

The screenshot displays the NI2 system interface for 'NCCS - ORIGINATE SOLICITATION / TX001 / Test Business'. The main window is titled 'SELECT CONTRACTING OFFICER (BLOCK 16 D,E,F)'. It features a search bar with '1 Total Users' and a search icon. Below the search bar is a table with columns: Full Name, Tier 0, Tier 1, Phone Number, Email, and Out Of Office Dates. A single row is highlighted in red, showing 'NCC CO', 'Fake Org I', 'N/A', '(316) 546-3105', and 'gat_254_ko_1@dcsa.go'. To the right of the table, there is a '1 match' indicator. Below the table, there are two buttons: 'Prev' and 'Next'. The 'Next' button is highlighted with a red box. A green arrow points to the 'Next' button. Another green arrow points to the 'Set Contract Officer' button, which is also highlighted with a red box. The interface includes a sidebar on the left with navigation options and a sidebar on the right with a list of steps (Q1-Q11).

Point of Contact: (Block 16 D, E, F)

Block 16 D, E, F contains prepopulated point of contact information. This information aligns to the contracting officer you identify in the form.

Government Contracting Activity: (Block 16 A, B, C)

- For Block 16 A, B, C, input the address of the GCA. To locate a contracting officer, you can sort and filter the list by name, primary organization, secondary organization, phone number, or email. If you do not find the name of the desired contracting officer on this grid, it is possible that they are not registered in the NI2 system. Registration is required before they can be selected as a contracting officer.

WELCOME | NCCS - ORIGINATE SOLICITATION / TX009 / Fake Company 009

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

POINT OF CONTACT (BLOCK 16 D,E,F)

POC NAME

POC TELEPHONE

EMAIL ADDRESS

REQUIRED DISTRIBUTION BY THE CERTIFYING OFFICIAL (BLOCK 18)

CHECK ALL THAT APPLY

- a. Contractor
- b. Subcontractor
- c. Cognizant Security Office for Prime and Subcontractor
- d. U.S. Activity Responsible for Overseas Security Administration
- e. Administrative Contracting Officer
- f. Other as Necessary

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

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Required Distribution by the Certifying Official: (Block 18)

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

WELCOME | NCCS - ORIGINATE SOLICITATION / TX001 / Test Business

Testing

ACTIVITY ADDRESS CODE (AAC) OF THE CONTRACTING OFFICE

TEST11

ADDRESS LINE 1

10 Testing Way

ADDRESS LINE 2

CITY 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

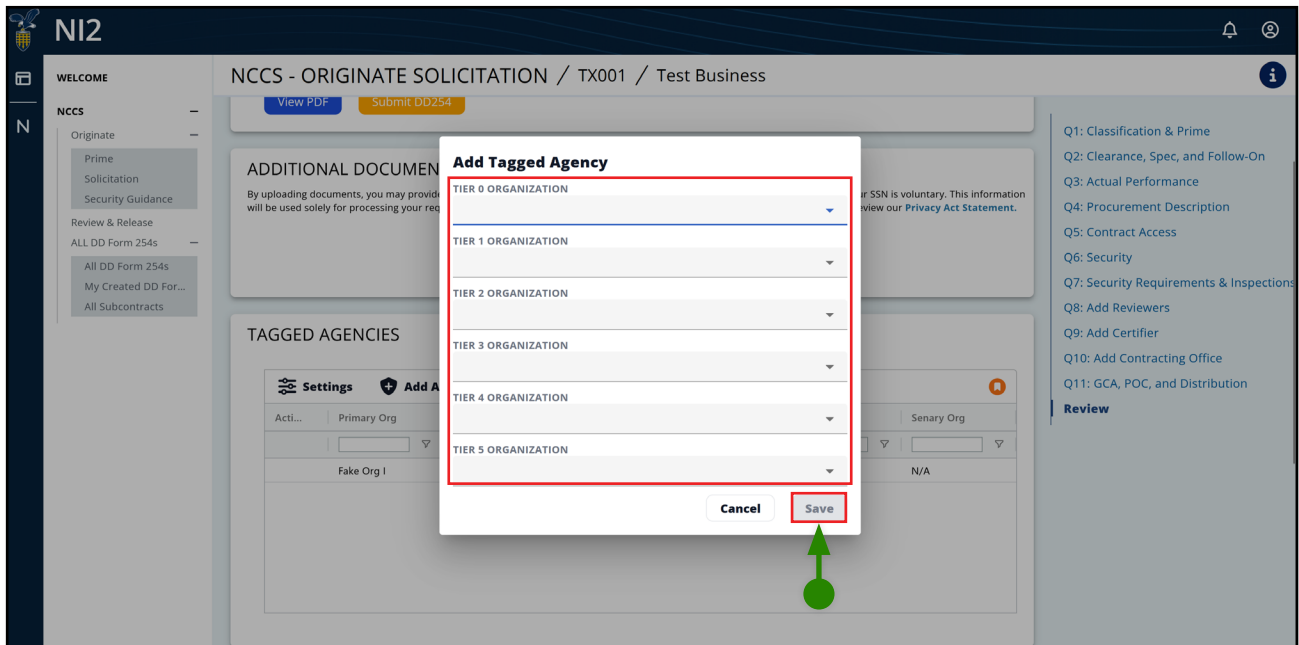
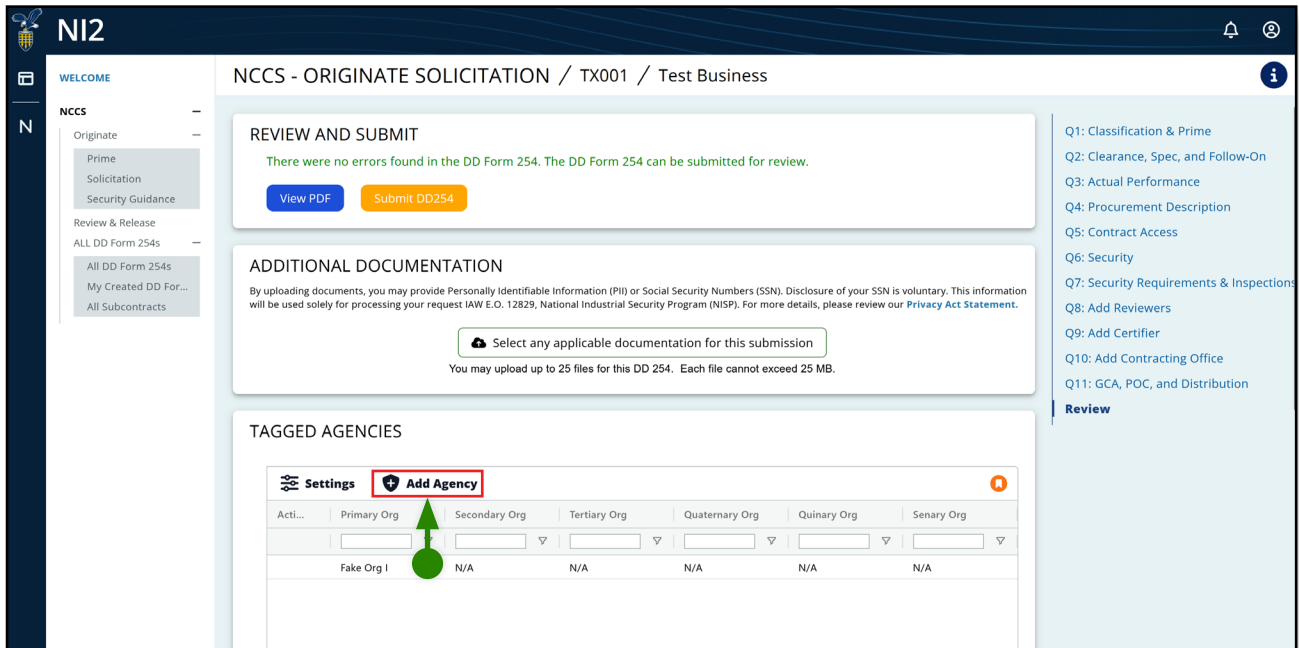
Q1: Classification & Prime
 Q2: Clearance, Spec, and Follow-On
 Q3: Actual Performance
 Q4: Procurement Description
 Q5: Contract Access
 Q6: Security
 Q7: Security Requirements & Inspections
 Q8: Add Reviewers
 Q9: Add Certifier
 Q10: Add Contracting Office
Q11: GCA, POC, and Distribution
 Review

COLLAPSE | Prev | Next

Tagged Agencies

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

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



Form Validation

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

On this screen errors and warnings found within the information you provided appear. 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.



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



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

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

4. Select **Submit DD 254** or **Submit DD254 w/Warnings**.
5. Select **Submit DD254** again.

 **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 automatically saves in the NI2 system. You can exit the document at any time and return to your saved work.

 **Note:** The **Error Icon**  is preceded with the number of errors found in the package that must be cleared before submitting.

 **Note:** The **Warning Icon**  is preceded with the number of warnings found in the package that can be cleared before submitting however, the package can be submitted with the warnings.

REVIEW AND SUBMIT

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

Invalid Page	Error Count	Last Updated
Clearance and Specification (Step 2)	1	Never Updated
Procurement Description (Step 4)		
Contract Access (Step 5)		
Security Requirements and Inspections (Step 7)		
Add Certifiers (Step 9)		
Add Contracting Officer (Step 10)		
GCA, POC, and Required Distribution (Step 11)	1	Never Updated

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

Close Submit DD254

View PDF Submit DD254

ADDITIONAL DOCUMENTATION

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

Actions Primary Org Secondary Org Tertiary Org Quaternary Org Quinary Org Senary Org

Review

- 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

Note: To Add Tagged Users, see [Adding Tagged Users](#).

Note: To upload a Legacy DD Form 254, see [Uploading a Legacy DD Form 254](#).

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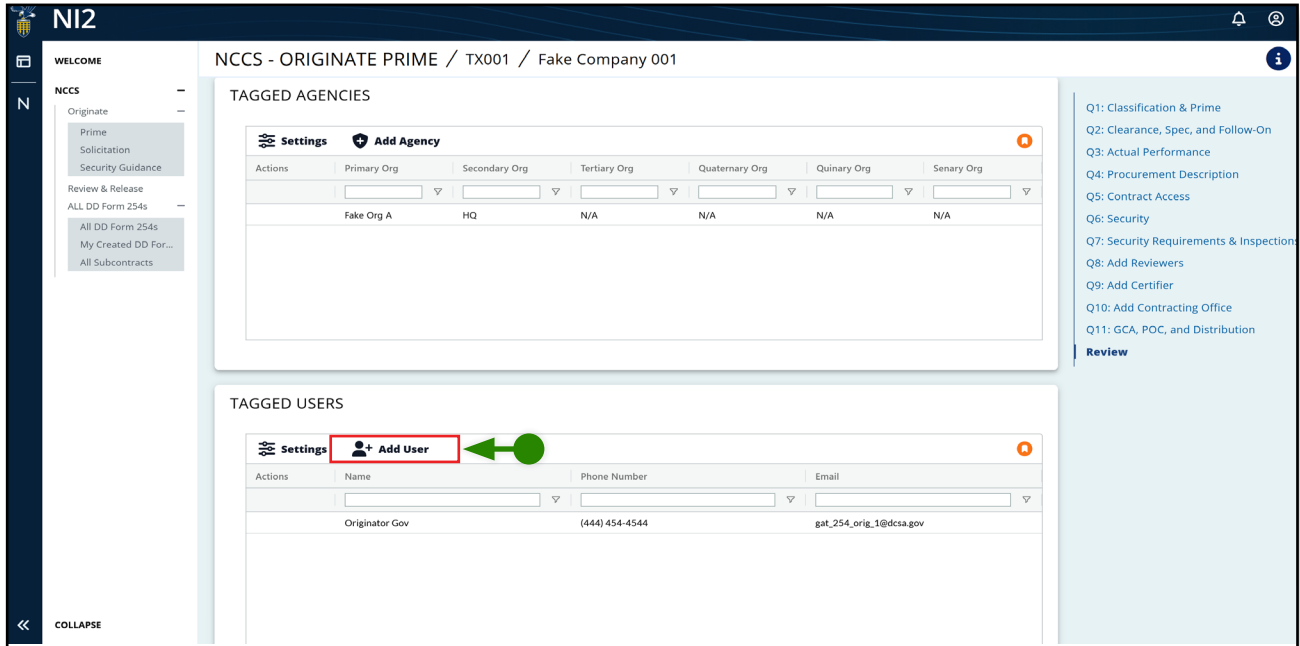
Tagged Users Add to DD Form 254

Adding Tagged Users

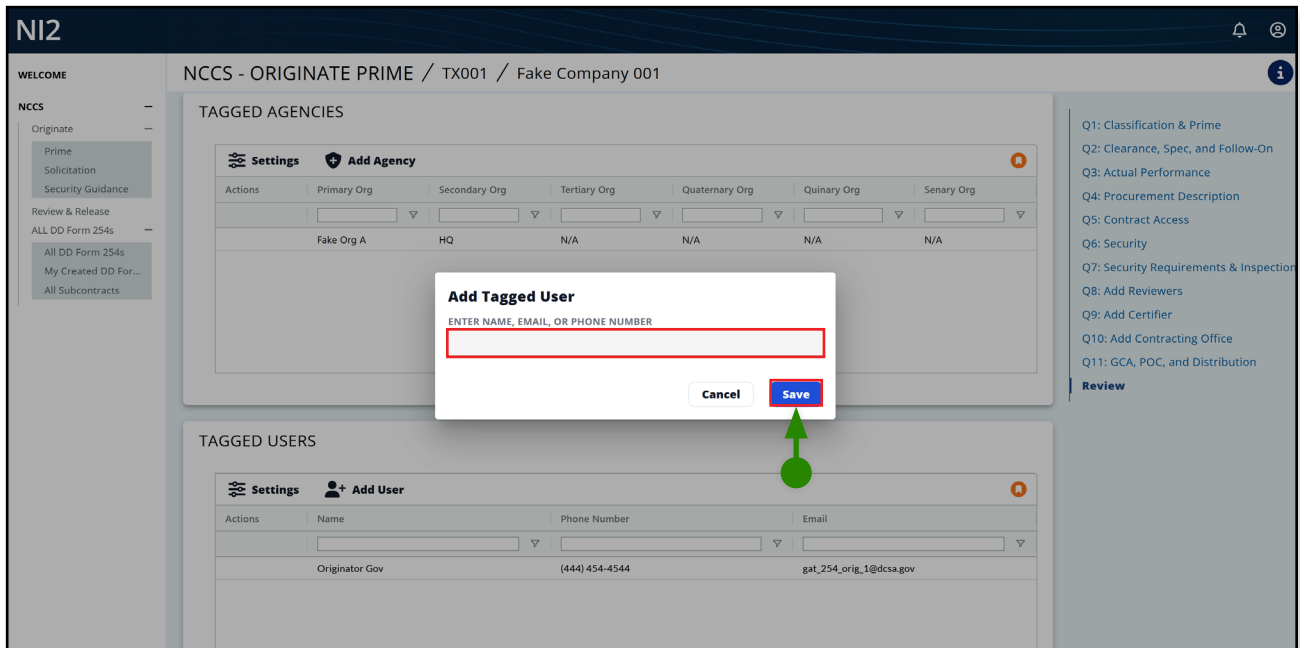
Getting Started

The following steps show how to add a tagged user, or multiple tagged users to a DD Form 254.

1. Select **Add User**.



2. Type in the name of the user, or role, then select **Save**.



4. Verify all tagged users have been added.

The screenshot shows the NI2 interface for 'NCCS - ORIGINATE PRIME / TX001 / Fake Company 001'. The 'TAGGED USERS' section is highlighted with a red border. A green arrow points to the '+ Add User' button. The table below shows the following data:

Actions	Name	Phone Number	Email
	Reviewer Gov	(765) 465-1516	gat_254_review_1@dcsa.gov
	Originator Gov	(444) 454-4544	gat_254_orig_1@dcsa.gov

A green notification bar at the bottom right of the interface displays the message: 'Successfully Added a Tagged User' with a 'Done' button.

Note: To remove a tagged user, select **Delete** in the Action column.

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Final DD Form 254 Creation

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 permitted time frame.

Getting Started

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

Welcome to National Industrial Security System 2

Acknowledge

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

Do not Discuss, Enter, Transfer, Process, or Transmit Classified/Sensitive National Security Information of greater sensitivity than that for which this system is authorized. Use of this system constitutes consent to security testing and monitoring. All individuals are advised that system administrators may provide evidence of possible criminal activity identified during such monitoring to appropriate law enforcement officials. Unauthorized attempts to upload, download or change information is strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1987, the National Information Infrastructure Protection Act of 1996, and United States Code Title 18, Section 1030. Under the Privacy Act of 1974, individuals with access to NISS must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United State Code, Section 552a, Public Law 93-579, DoDD 54,0011-R and the applicable service directives. Information contained herein is exempt from mandatory disclosure under FOIA Exemption(s) 6 and 7c apply.

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

OMB Control Number: 0795-0006. Expiration Date: 05/31/2028


The public reporting burden for this collection of information, 0795-0006, is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PRIVACY ACT STATEMENT: This information system is associated with the following System of Records Notice under final review.

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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, i.e., they are different depending on the registered roles of your profile. You must be registered as an Originator to have access to the Originate menu options.

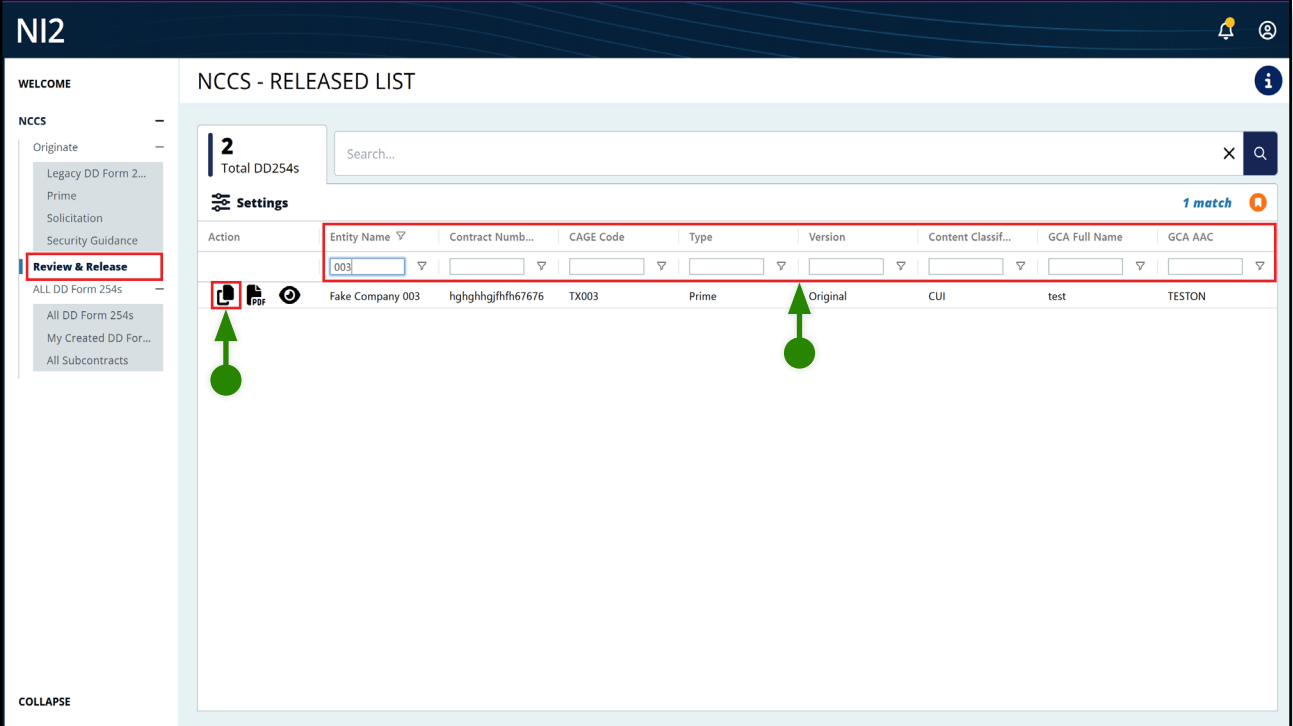


Released List

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 **Edit PDF**  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. **Edit PDF**  shows you have access.



NI2



WELCOME

NCCS - RELEASED LIST

2 Total DD254s

Search...

Settings 1 match

Action	Entity Name	Contract Num...	CAGE Code	Type	Version	Content Classif...	GCA Full Name	GCA AAC
 	Fake Company 003	hghghgjffh67676	TX003	Prime	Original	CUI	test	TESTON

Review & Release

ALL DD Form 254s


All DD Form 254s

My Created DD For...

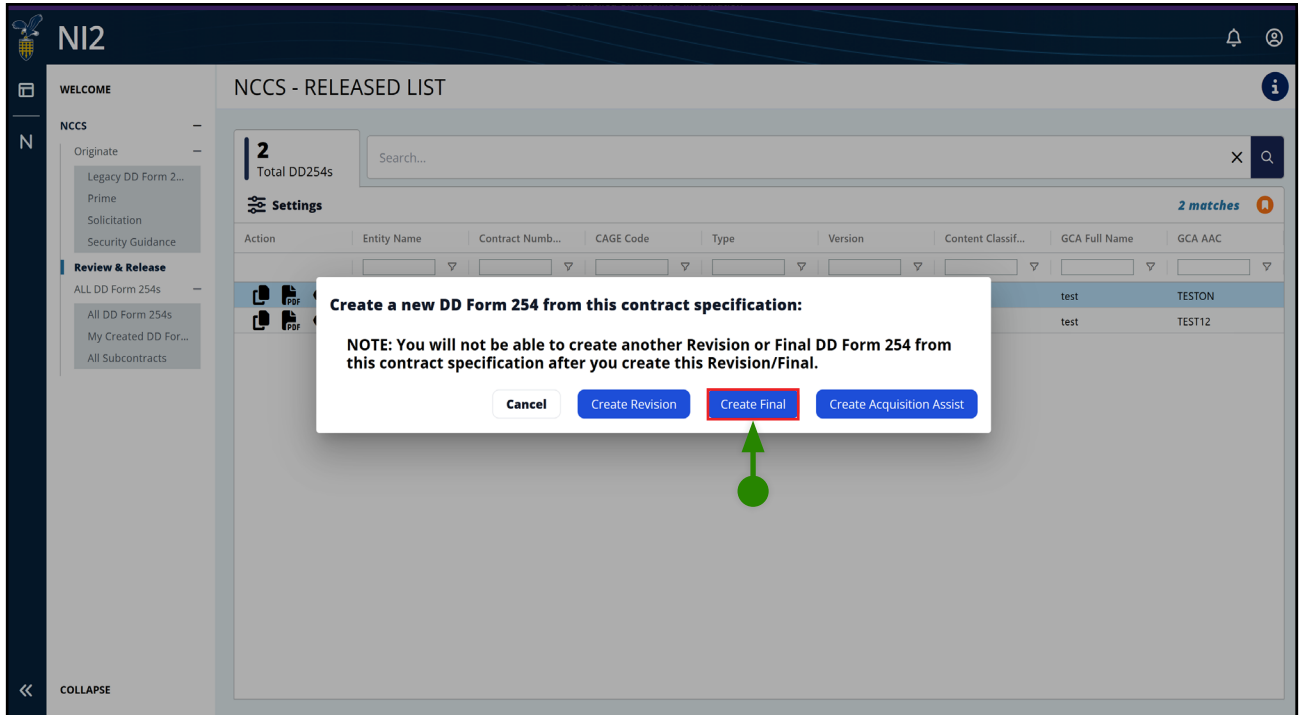
All Subcontracts

COLLAPSE

3. Select **Create Final**.

 **Note:** From here, NI2 leads you through the blocks of the released DD Form 254. You may edit any of the blocks for your revision.


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

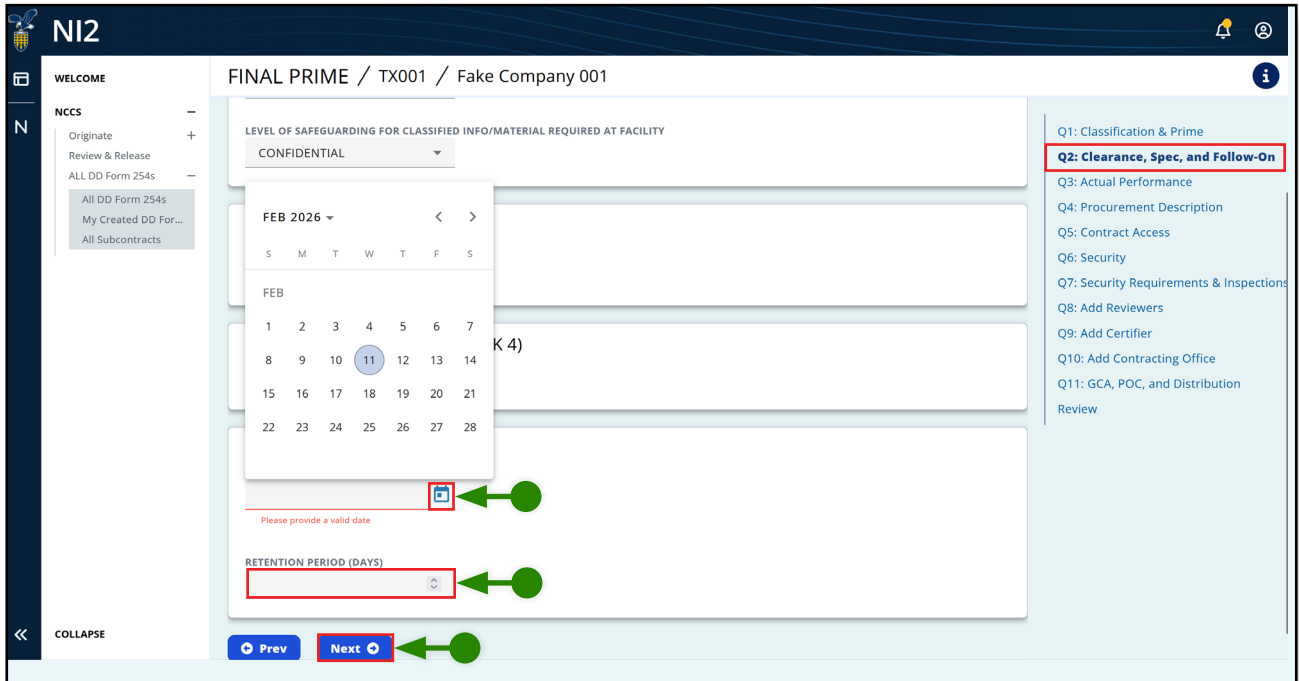



The screenshot displays the NI2 interface with a sidebar on the left containing navigation options like 'WELCOME', 'NCCS', and 'Review & Release'. The main area shows a table titled 'NCCS - RELEASED LIST' with columns for 'Action', 'Entity Name', 'Contract Num...', 'CAGE Code', 'Type', 'Version', 'Content Classif...', 'GCA Full Name', and 'GCA AAC'. A modal dialog box is centered over the table, prompting the user to 'Create a new DD Form 254 from this contract specification:'. The dialog includes a warning note and four action buttons: 'Cancel', 'Create Revision', 'Create Final', and 'Create Acquisition Assist'. A green arrow points to the 'Create Final' button.

Final DD Form 254 (Block 5)

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

1. Type the Final Request Date. You can select the **Calendar**  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 the NI2 system, please see “Originating a Prime DD Form 254” in this Government User Guide.

Acquisition Assist DD Form 254 Creation

Creating an Acquisition Assist DD Form 254

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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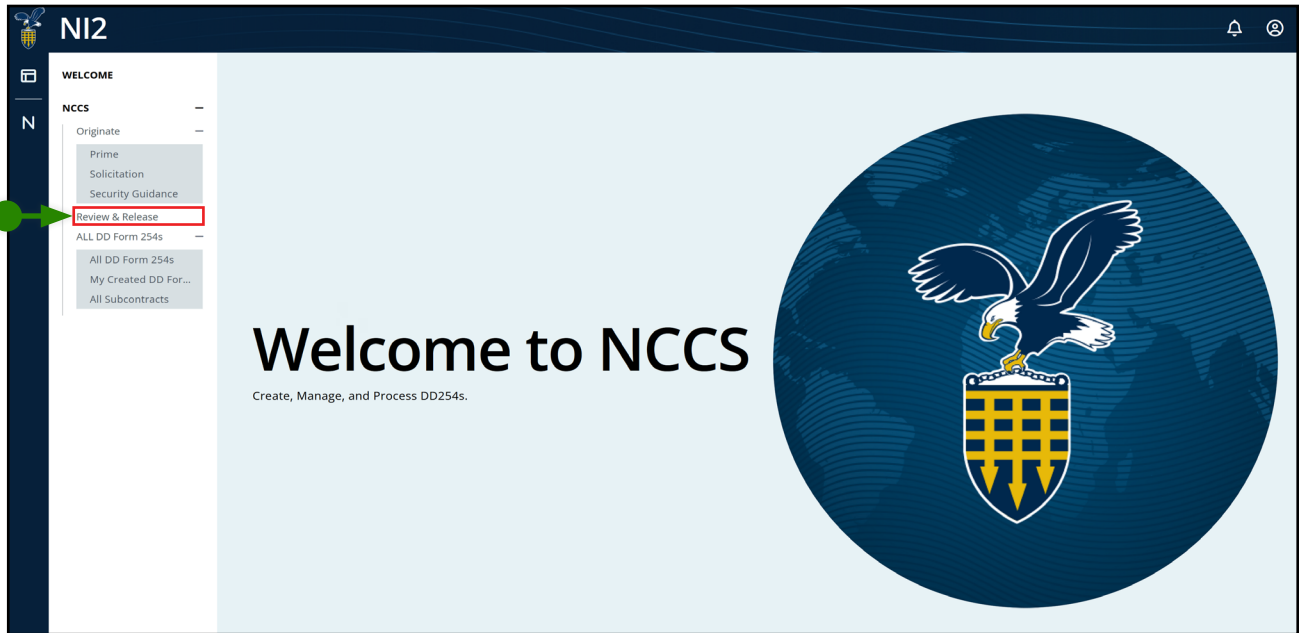
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- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose
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NI2 Welcome Screen


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

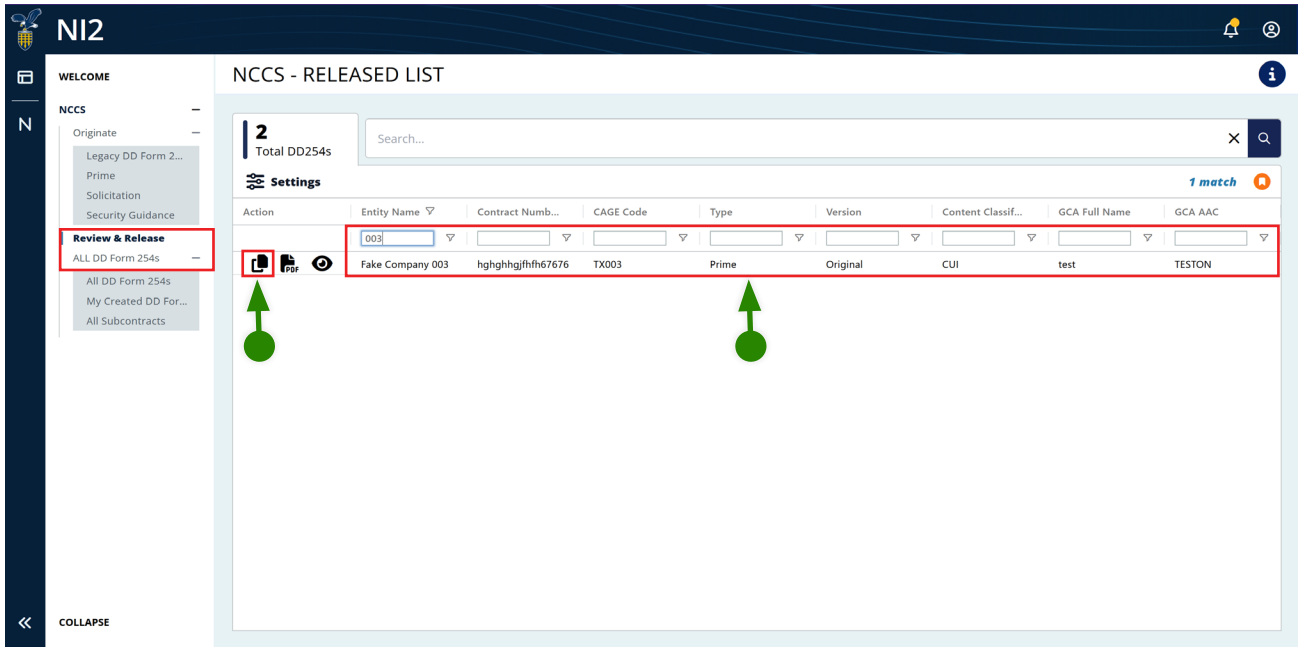
 **Note:** The left navigation tabs are context dependent, i.e., they are different depending on the registered roles of your profile. You must be registered as an Originator to have access to the Originate menu options.



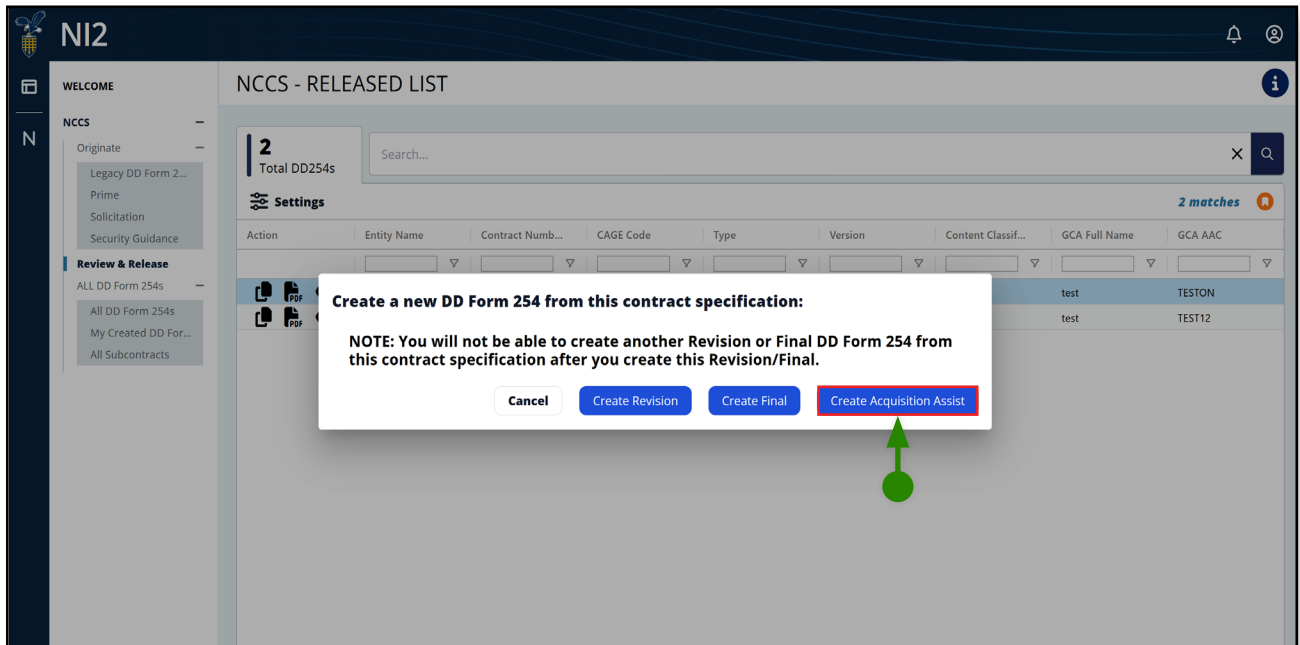
Released List

In the left navigation menu, select **Released List** to begin creating an acquisition assist 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 **Edit PDF**  to generate the acquisition assist original DD Form 254.



3. Select **Create Acquisition Assist**.




Note: From here, NI2 leads you through the blocks of the released DD Form 254. All of the blocks are editable for your revision. The Acquisition Assist Number, Task Order, BPA, GSA, and Other, populates in Block 13.

4. Proceed through the form by selecting **Next** at the bottom of each screen.

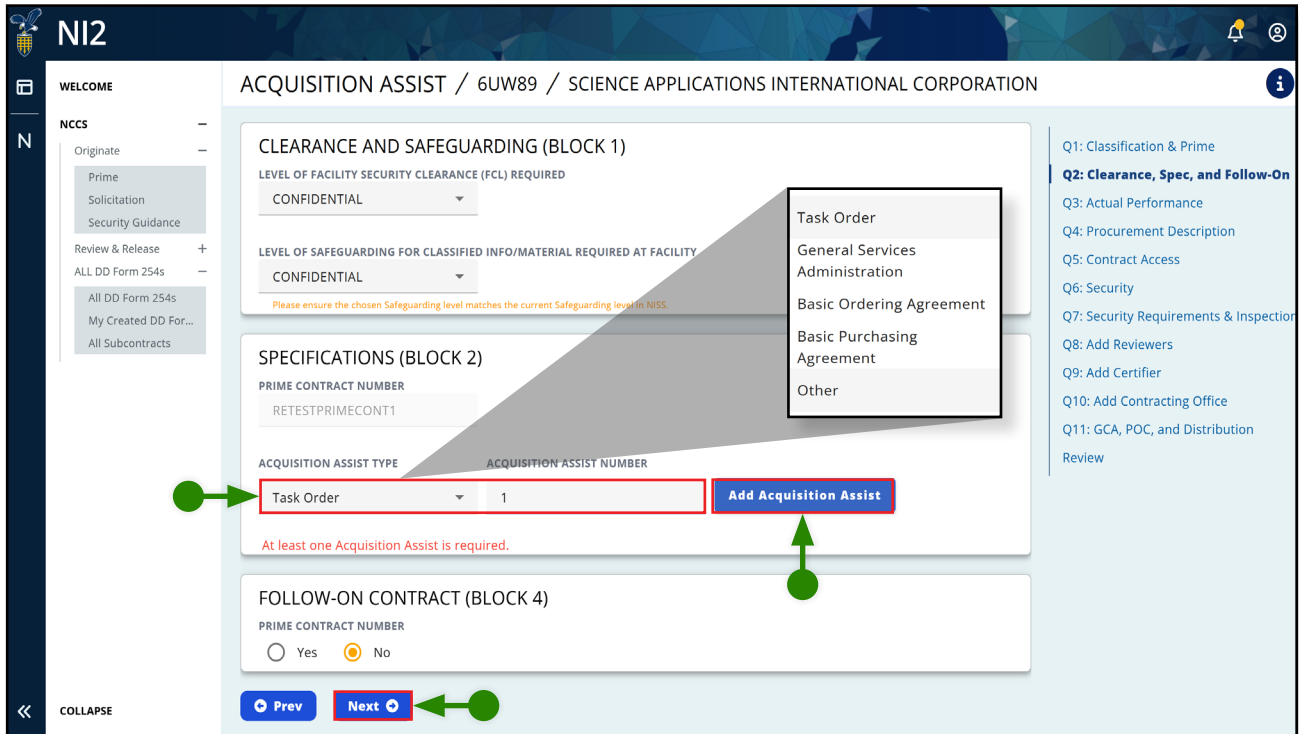
Acquisition Assist DD Form 254 (Block 2)

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

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 the NI2 system, please see “Originating a Prime DD Form 254” in this Government User Guide.

 **Note:** Acquisition Assist Number (Task Order, BPA, GSA, Other) populates in block 13.



NI2

WELCOME

ACQUISITION ASSIST / 6UW89 / SCIENCE APPLICATIONS INTERNATIONAL CORPORATION

CLEARANCE AND SAFEGUARDING (BLOCK 1)

LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED
CONFIDENTIAL

LEVEL OF SAFEGUARDING FOR CLASSIFIED INFO/MATERIAL REQUIRED AT FACILITY
CONFIDENTIAL

Please ensure the chosen Safeguarding level matches the current Safeguarding level in NISS.

SPECIFICATIONS (BLOCK 2)

PRIME CONTRACT NUMBER
RETESTPRIMECONT1

ACQUISITION ASSIST TYPE
Task Order

ACQUISITION ASSIST NUMBER
1

Add Acquisition Assist

At least one Acquisition Assist is required.

FOLLOW-ON CONTRACT (BLOCK 4)

PRIME CONTRACT NUMBER
 Yes No

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

Prev Next

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Government Reviewer

Government Reviewer

Getting Started

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

Welcome to National Industrial Security System 2

Acknowledge

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OMB Control Number: 0795-0006. Expiration Date: 05/31/2028

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Review & Release

Use the following steps to access the Pending Review List:



1. From the left navigation menu, select **Review & Release**.
2. Select **Pending Review List**.

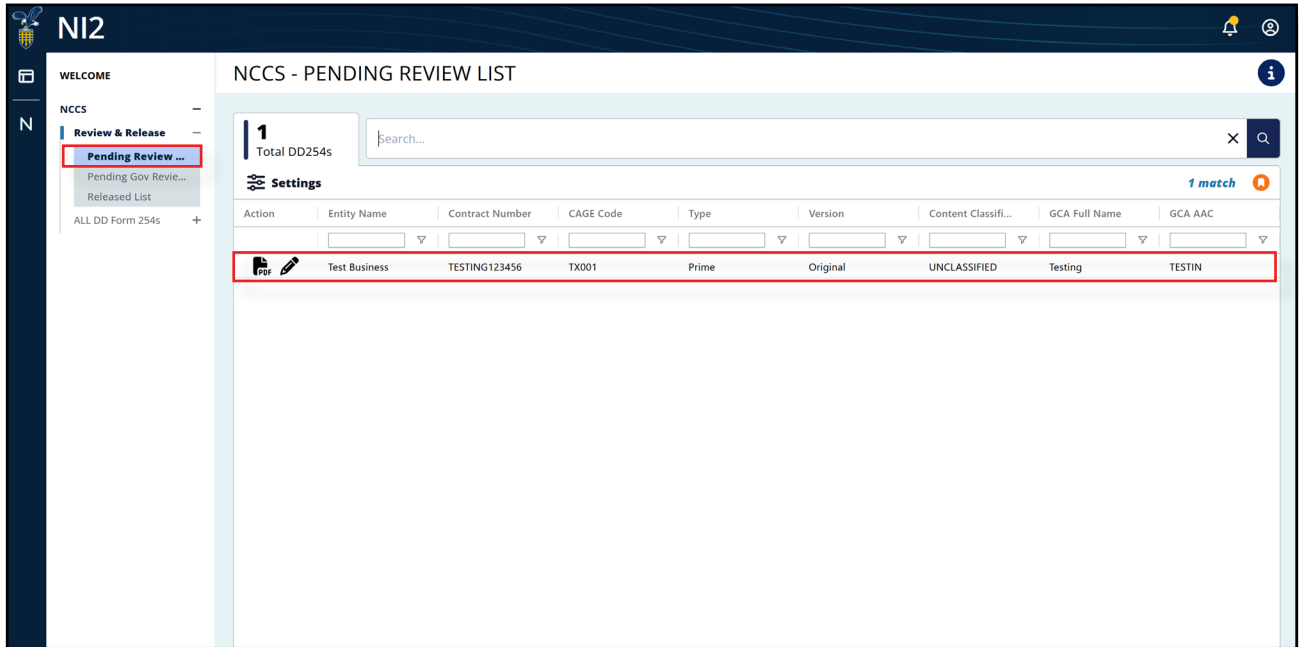
The screenshot displays the NCCS Government Reviewer interface. The left navigation menu is expanded, and the 'Review & Release' section is highlighted with a red box. A green arrow points to the 'Pending Review List' option within this section. The main content area shows a welcome message: 'Hi, Reviewer NCC Gov' and 'Welcome back, your last login was: 12/19/2025 18:09:55 Z'. Below this, there is a 'Total Tasks' section with a search bar and a 'Settings' section with a table of tasks.

Workflow	Step	Details	Status	Due Date
CSCS	DD254 Pending Re...	DD Form 254 is pending review.	Assigned	

Pending Review List

From here, you have two action options:

- Selecting the **Edit PDF**  opens a draft PDF version of the form, offering a quick preview without going into the review screens in the application.
- Selecting **Edit**  allows you to enter the review mode of this DD Form 254 in the application.

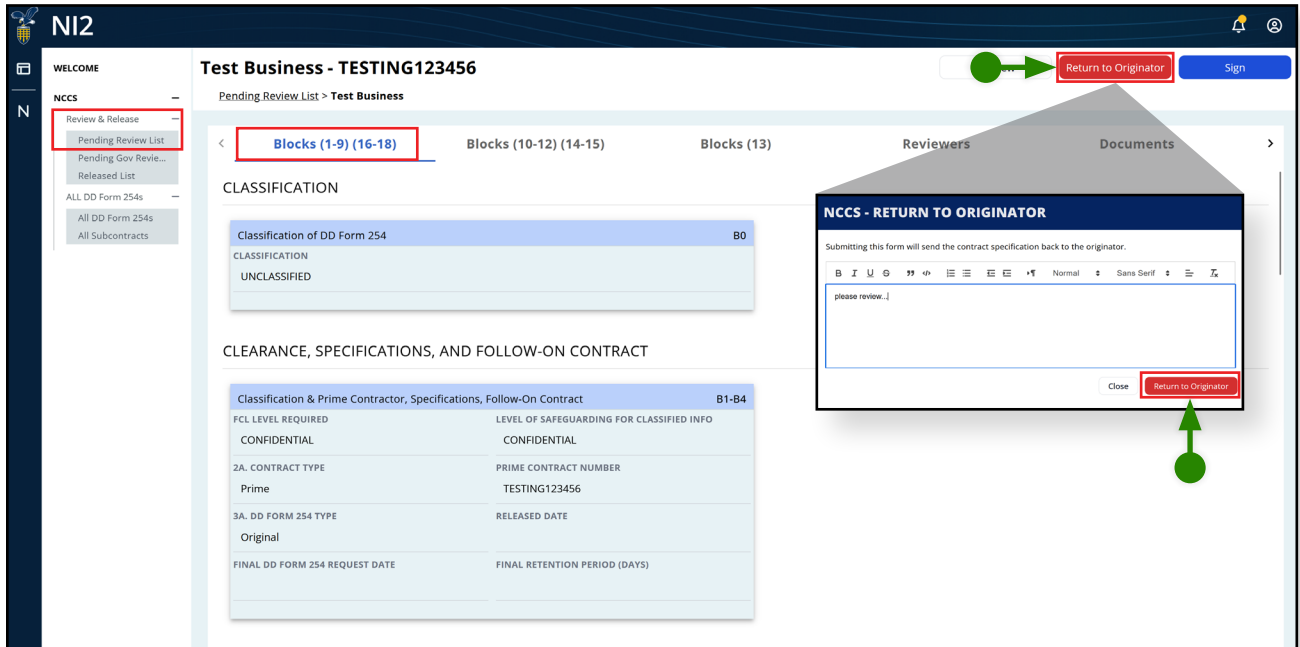


Blocks (1-9) (16-18)


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 overlay, type a reason for returning the form.
5. Select **Return to Originator**.

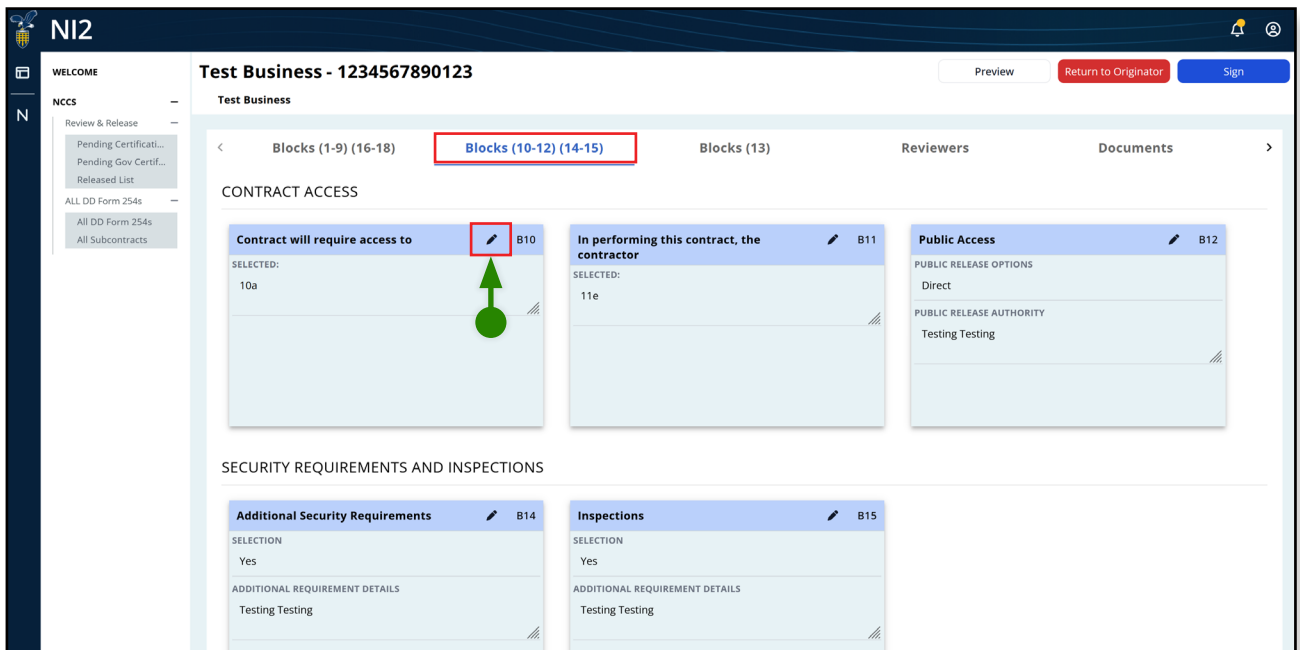
The originator gets the DD Form 254 back, fixes it, and sends it through the review process again.

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




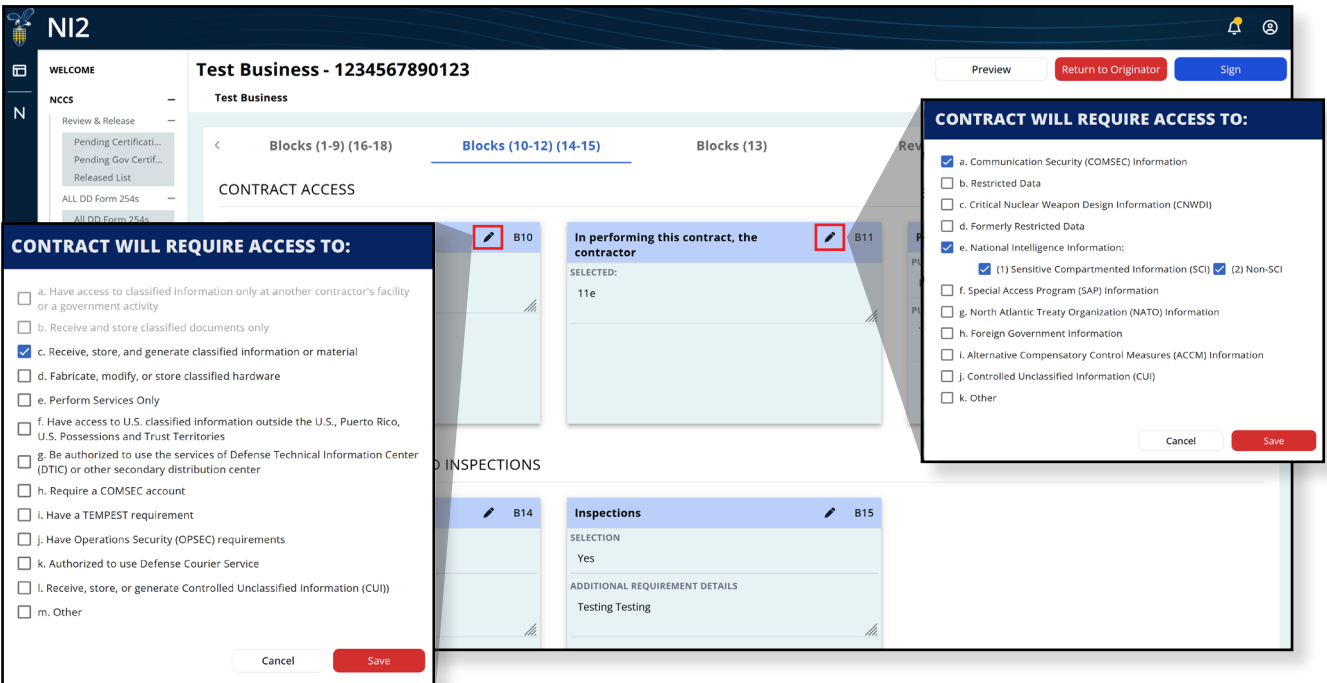
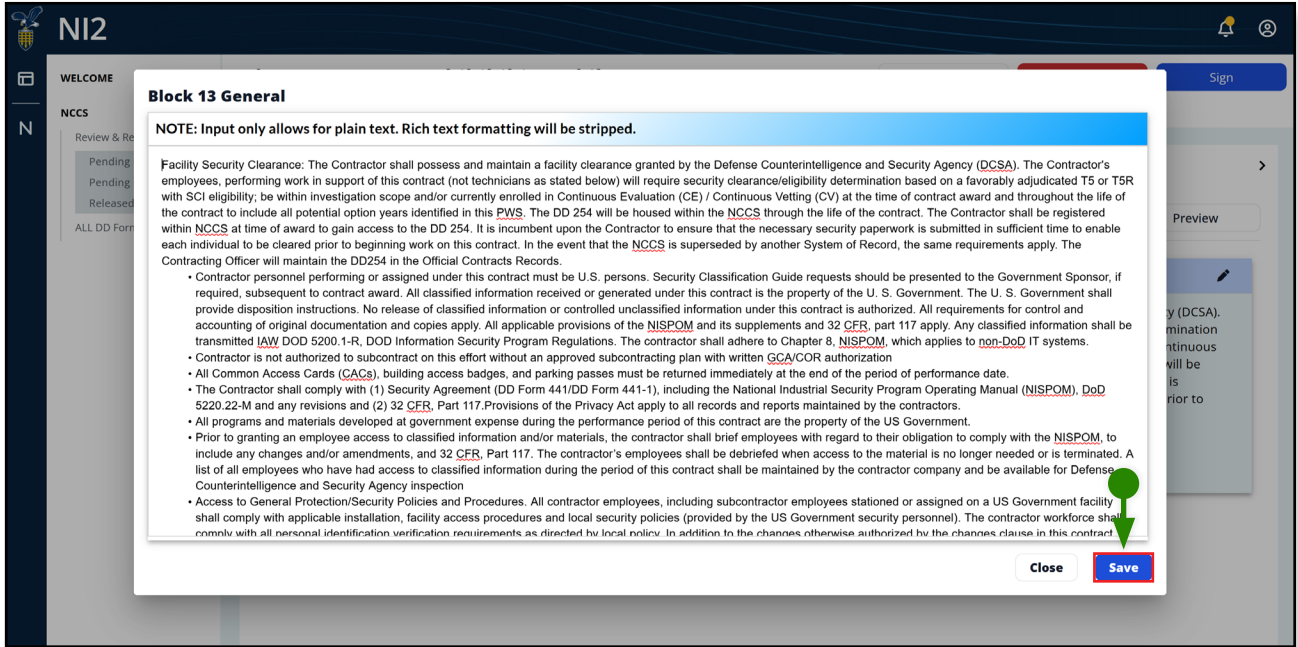
Blocks (10-12) (14-15)

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).
3. Select **Edit** , and change information within a given area as desired.




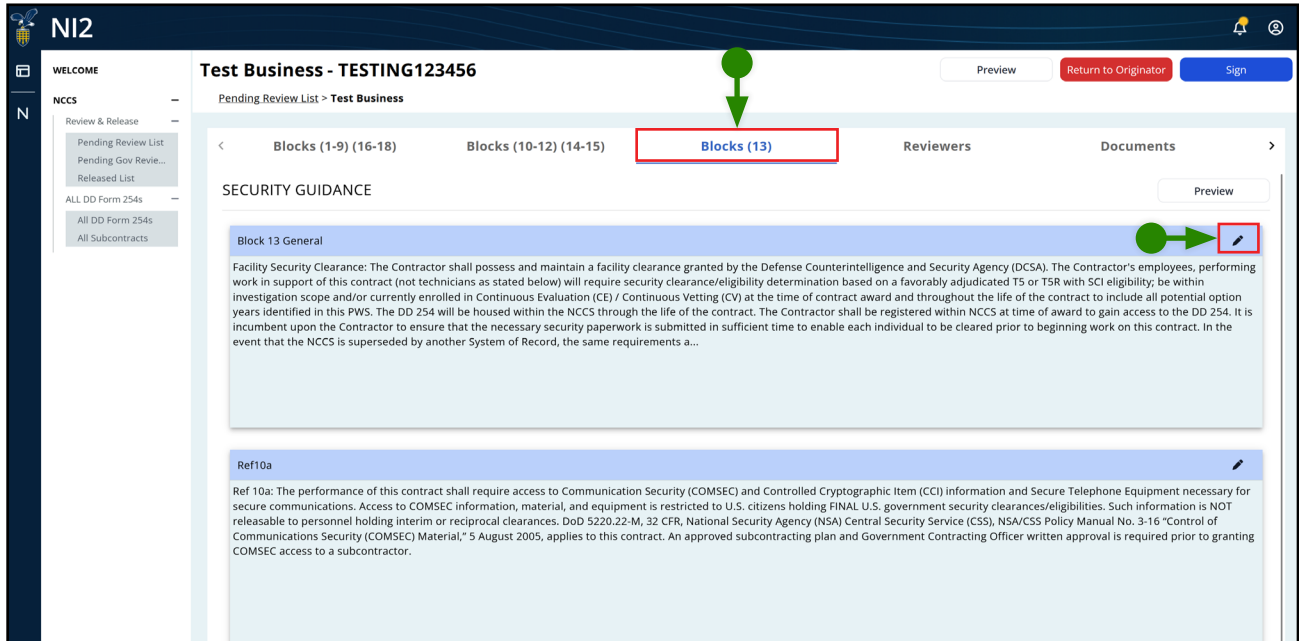
- 4. Type in or edit the fields within the overlay.
- 5. Select **Save**.

 **Note:** The following images are examples of blocks (10-12) and (14-15) when you have selected Edit.



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 **Edit**  to make changes.
3. Select **Save**.



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

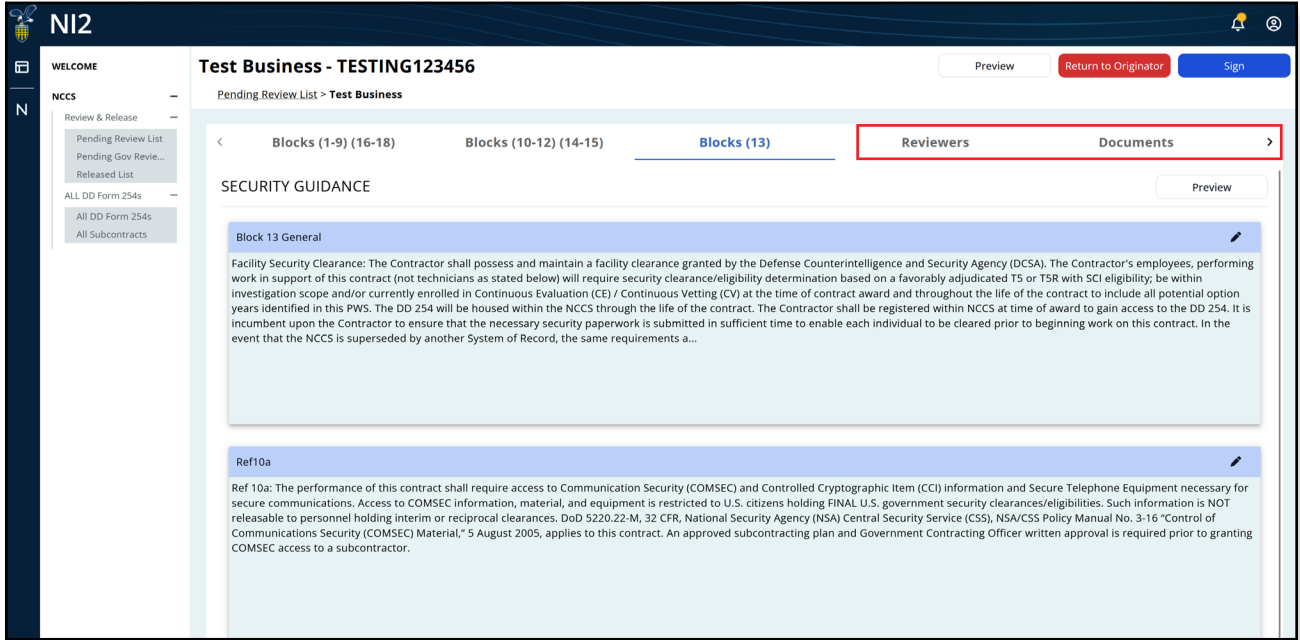
The Documents tab allows you to see all the documents uploaded during the creation of the DD Form 254. You can download these documents for further review.

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

History

The History tab tracks the DD Form 254's workflow 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.

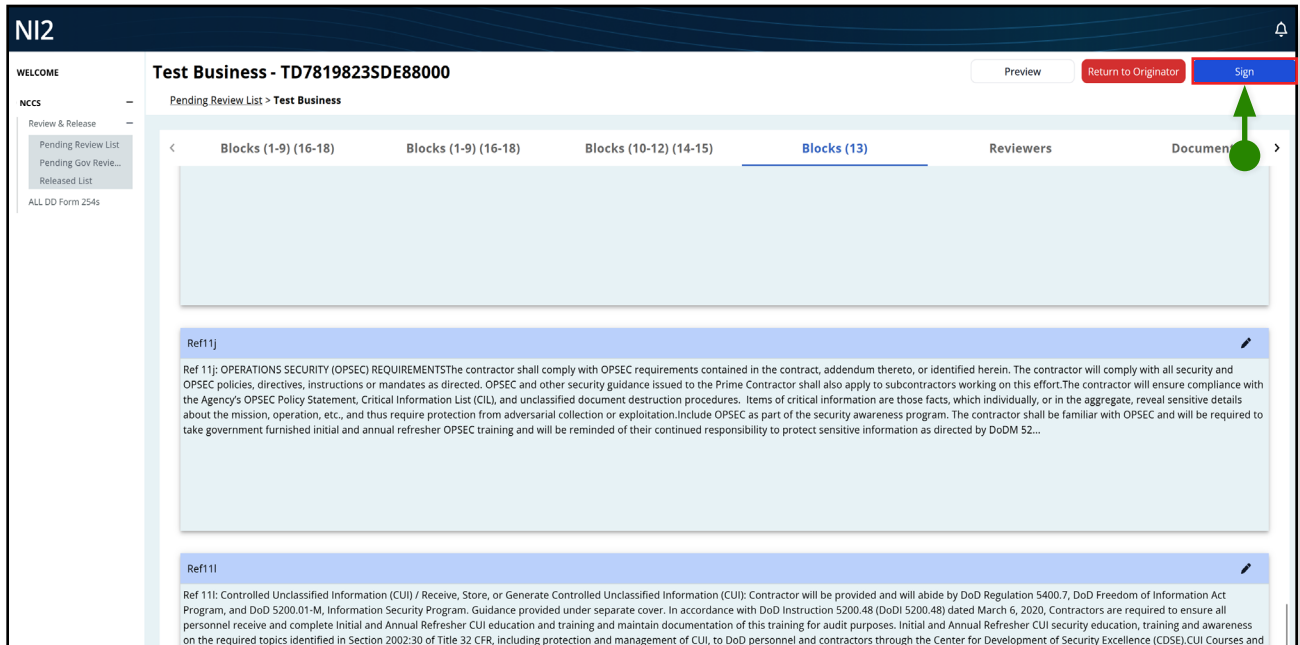


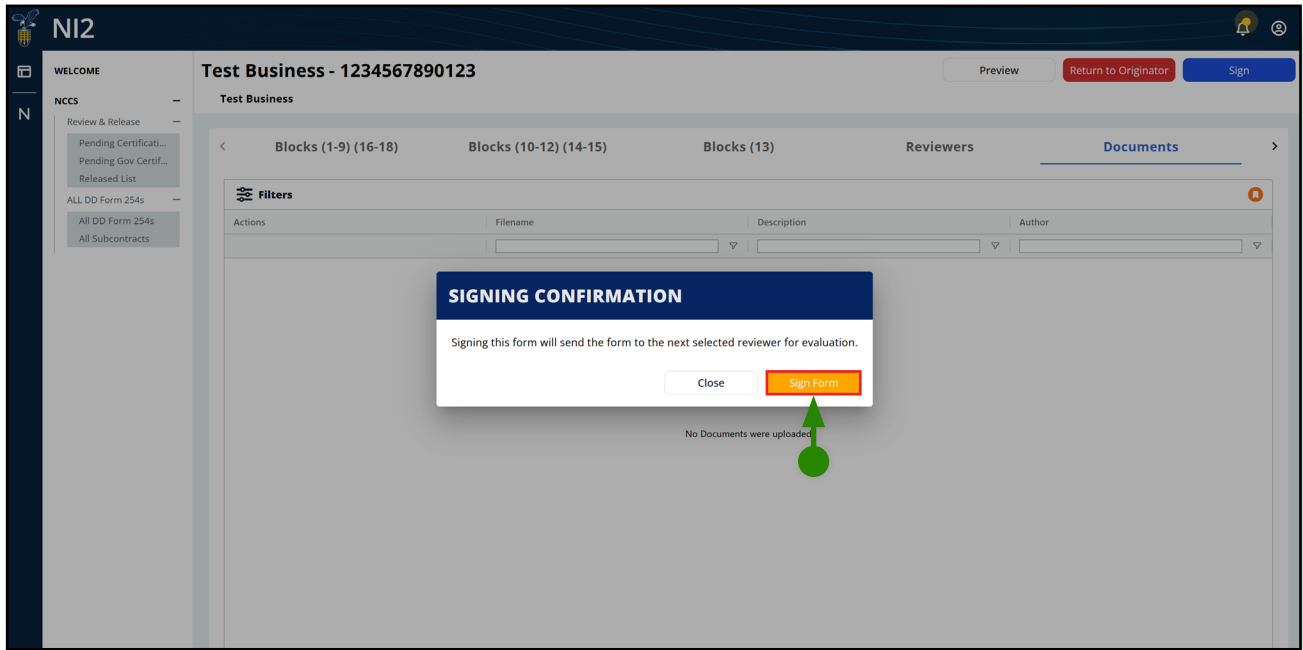
Sign

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 either moves to the next reviewer or advances to the certifier.





 **Note:** To Add Tagged Users, see [Adding Tagged Users](#).

 **Note:** To upload a Legacy DD Form 254, see [Uploading a Legacy DD Form 254](#).

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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

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Review & Release

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 Certification List**.

The screenshot displays the N12 Certifier NCC Gov dashboard. The left navigation menu is expanded to show the 'Review & Release' section, with 'Pending Certification List' highlighted. The main content area shows a welcome message and a task list. The task list has a search bar and a table with one row highlighted in red.

Workflow	Step	Details	Status	Due Date
NCCS	DD254 Pending Certification	DD Form 254 is pending certification.	Assigned	

Pending Certification List

From here, you have two action options:

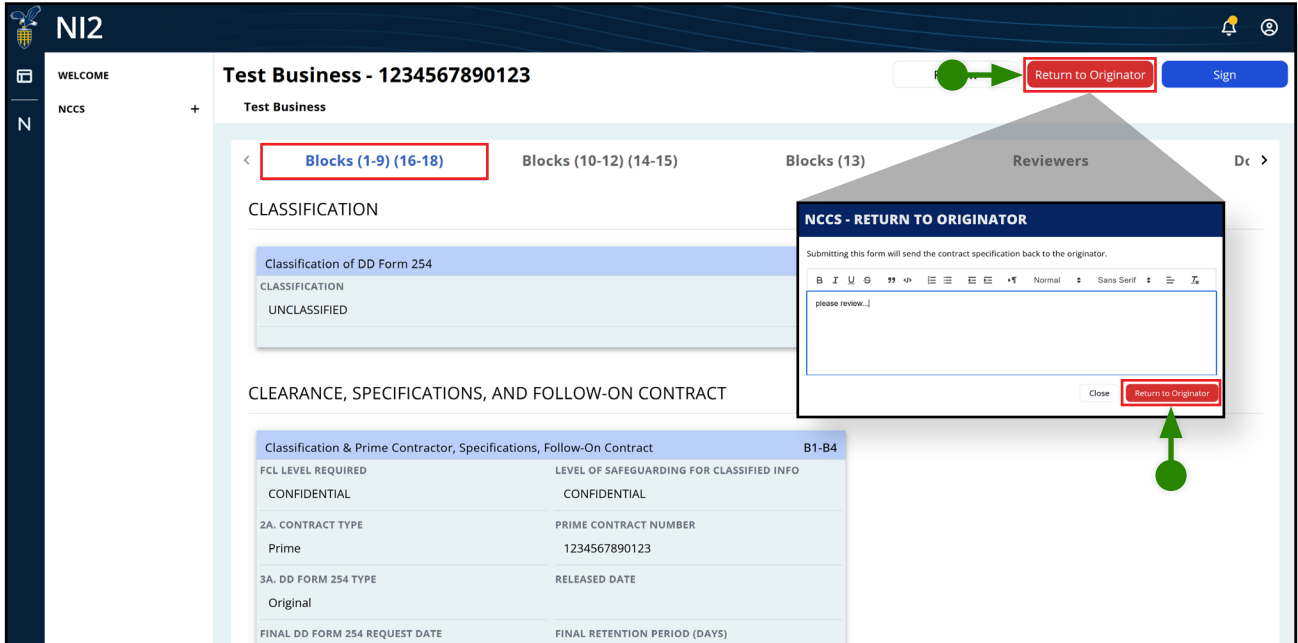
- Selecting the **Edit PDF**  opens a draft PDF version of the form, offering a quick preview without going into the review screens in the application.
- Selecting **Edit**  allows you to enter the review mode of this DD Form 254 in the application.

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 takes back ownership of the DD Form 254, makes necessary adjustments, then resubmits it through the review process.


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

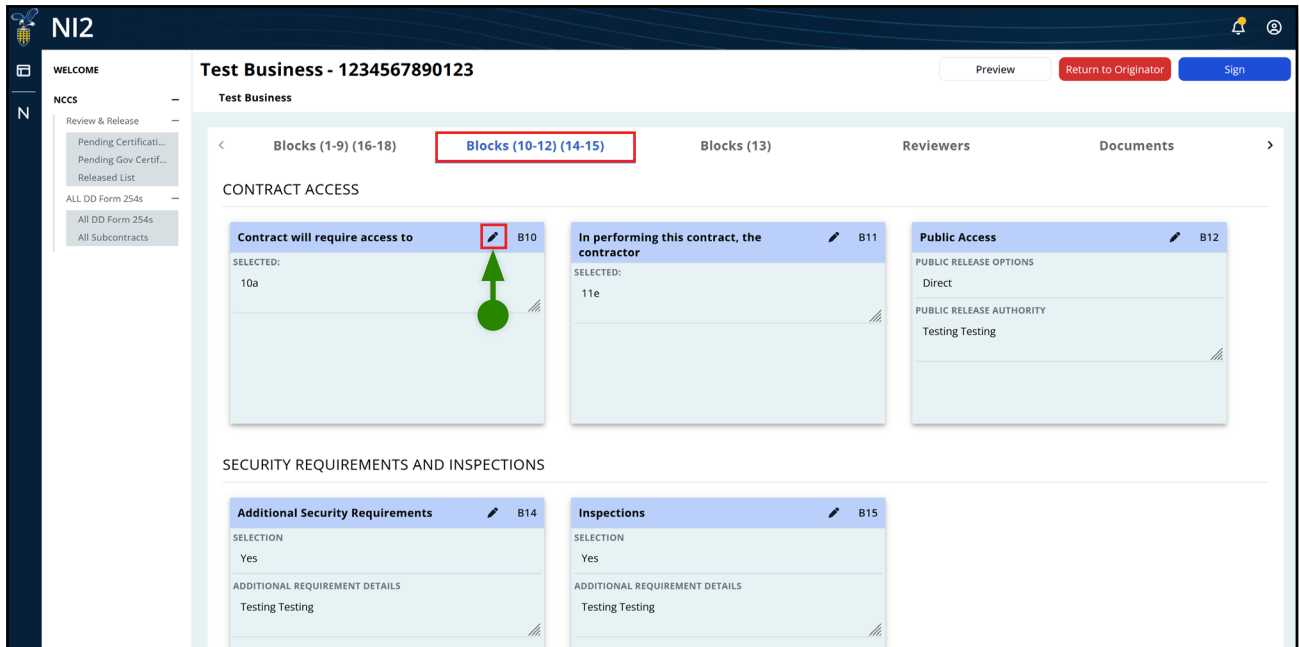


The screenshot displays the NI2 application interface. The main content area shows the 'Test Business - 1234567890123' form with sections for 'CLASSIFICATION' and 'CLEARANCE, SPECIFICATIONS, AND FOLLOW-ON CONTRACT'. A red box highlights the 'Blocks (1-9) (16-18)' tab. A 'Return to Originator' button is visible in the top right corner. A pop-up window titled 'NCCS - RETURN TO ORIGINATOR' is open, containing a text area for a review comment and a 'Return to Originator' button. A green arrow points from the 'Return to Originator' button in the pop-up to the 'Return to Originator' button in the main interface.

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

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 **Edit**  to go into edit mode.
3. Check or uncheck option selections.
4. Select **Save**.

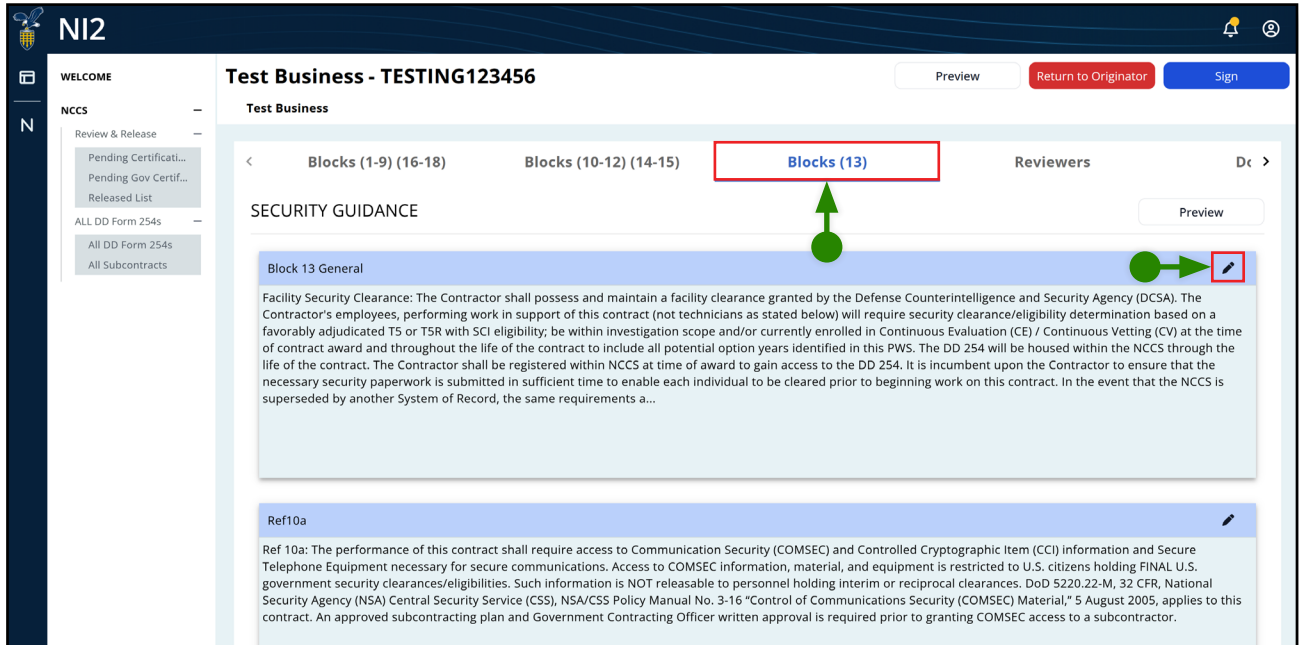


The screenshot displays the NI2 Test Business interface for contract 1234567890123. The interface is divided into several sections:

- WELCOME**: A sidebar on the left with navigation options like "Review & Release", "Pending Certificat...", "Pending Gov Certif...", "Released List", "ALL DD Form 254s", and "All Subcontracts".
- Test Business - 1234567890123**: The main header area with buttons for "Preview", "Return to Originator", and "Sign".
- Blocks (10-12) (14-15)**: A breadcrumb navigation path where this block is highlighted with a red box.
- CONTRACT ACCESS**: A section containing three panels:
 - Contract will require access to** (B10): Includes a "SELECTED:" field with "10a" and an edit icon. A green arrow points to the edit icon.
 - In performing this contract, the contractor** (B11): Includes a "SELECTED:" field with "11e" and an edit icon.
 - Public Access** (B12): Includes "PUBLIC RELEASE OPTIONS" (Direct) and "PUBLIC RELEASE AUTHORITY" (Testing Testing), both with edit icons.
- SECURITY REQUIREMENTS AND INSPECTIONS**: A section containing two panels:
 - Additional Security Requirements** (B14): Includes "SELECTION" (Yes) and "ADDITIONAL REQUIREMENT DETAILS" (Testing Testing), both with edit icons.
 - Inspections** (B15): Includes "SELECTION" (Yes) and "ADDITIONAL REQUIREMENT DETAILS" (Testing Testing), both with edit icons.

Block 13

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



N12

Test Business - TESTING123456

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

Test Business

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

SECURITY GUIDANCE

Preview

Block 13 General

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

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.

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

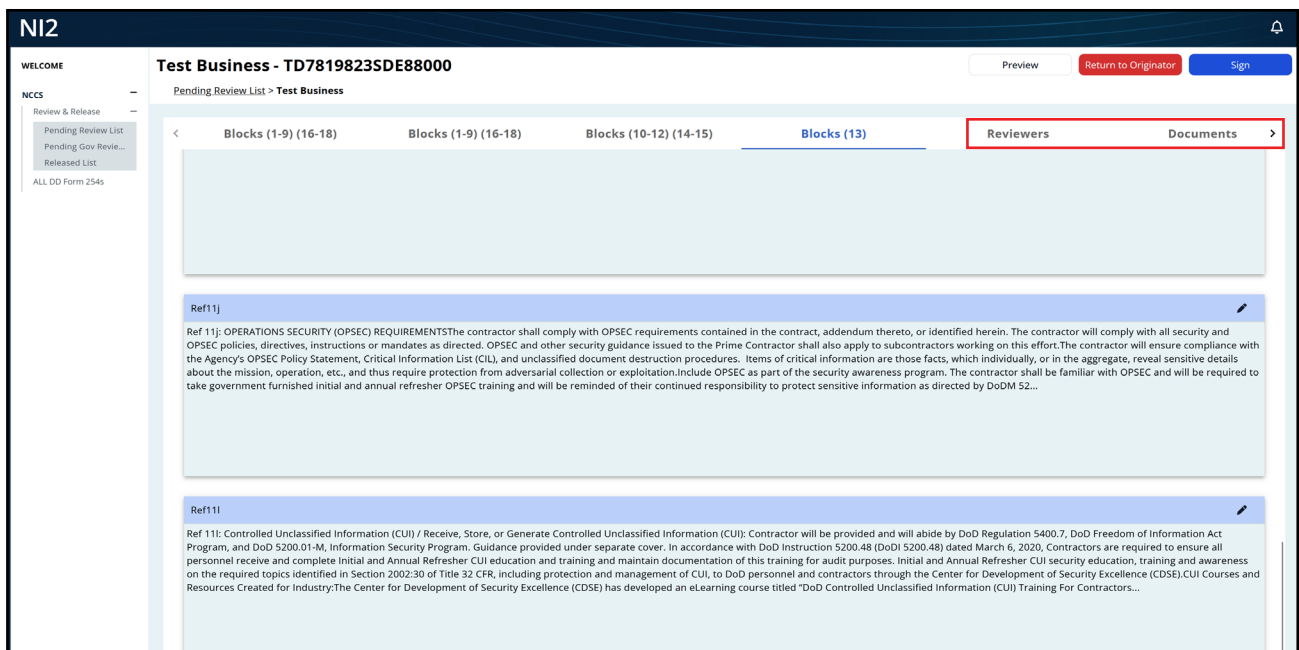
The Documents tab allows you to see all the documents uploaded during the creation of the DD Form 254. You can download these documents for further review.

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

History

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

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

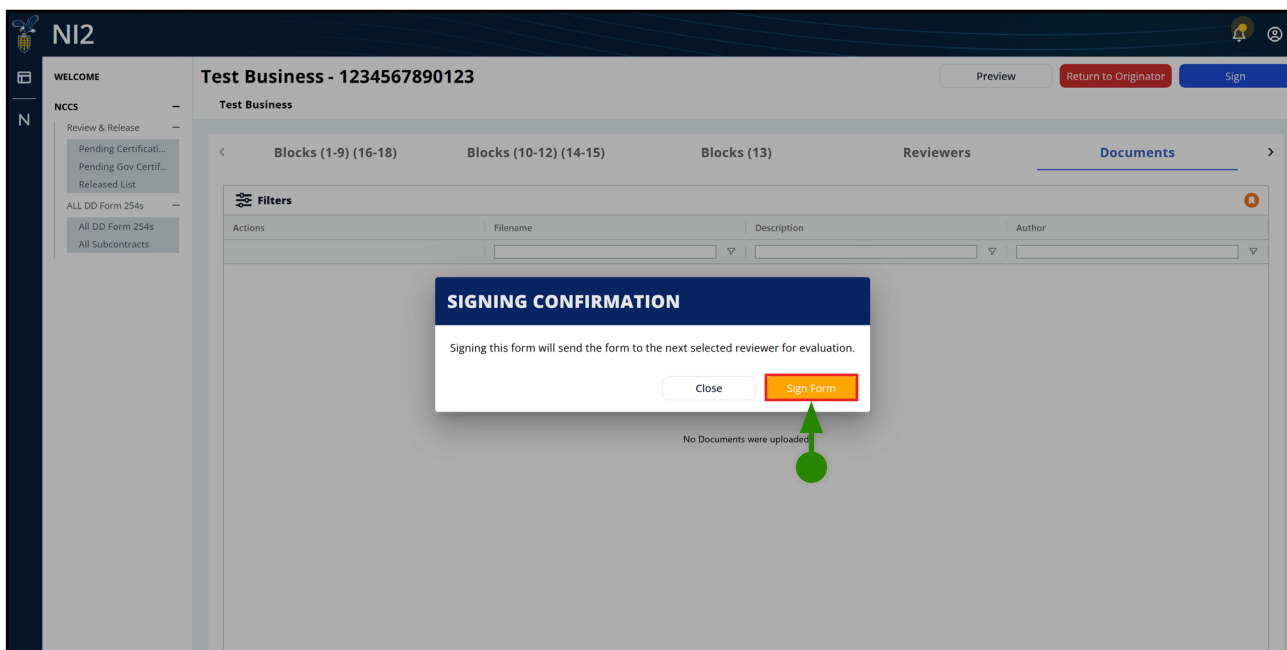
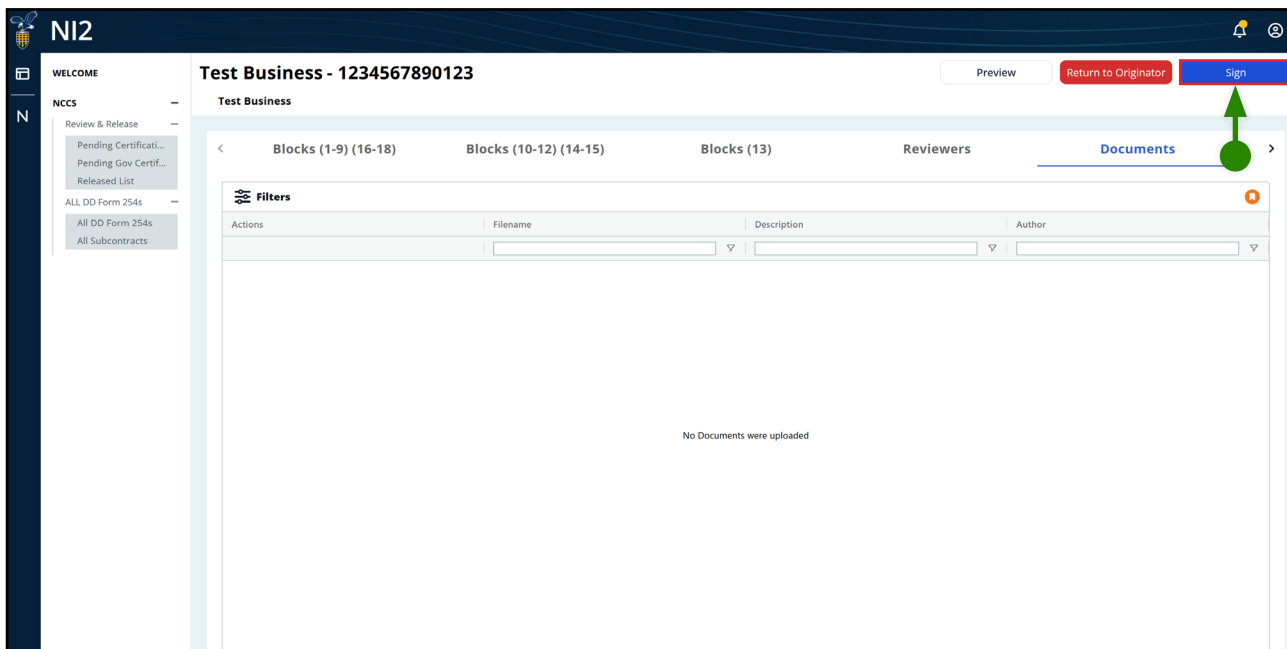


Sign

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

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

You, as a certifier, have now signed the form. Form here, the DD Form 254 advances to the Contracting Officer for release.



Government Contracting Officer

Government Contracting Officer

Getting Started

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

Welcome to National Industrial Security System 2

Acknowledge

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

Do not Discuss, Enter, Transfer, Process, or Transmit Classified/Sensitive National Security Information of greater sensitivity than that for which this system is authorized. Use of this system constitutes consent to security testing and monitoring. All individuals are advised that system administrators may provide evidence of possible criminal activity identified during such monitoring to appropriate law enforcement officials. Unauthorized attempts to upload, download or change information is strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1987, the National Information Infrastructure Protection Act of 1996, and United States Code Title 18, Section 1030. Under the Privacy Act of 1974, individuals with access to NISS must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United State Code, Section 552a, Public Law 93- 579, DoDD 54,00.11- 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 assistants. Such communications and work product are private and confidential. See User Agreements for details.

OMB Control Number: 0795-0006. Expiration Date: 05/31/2028

The public reporting burden for this collection of information, 0795-0006, is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

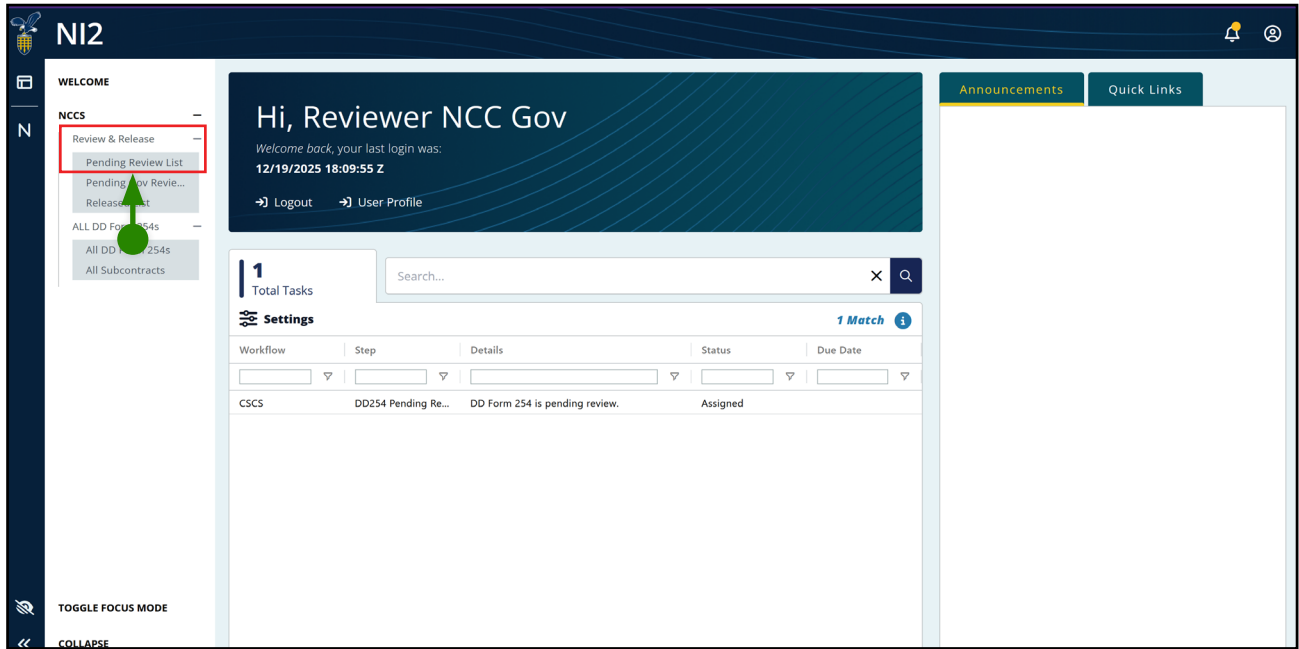
PRIVACY ACT STATEMENT: This information system is associated with the following System of Records Notice under final review.

Purpose and Routine Use: Information provided will be used to support DCSA oversight mission of cleared industry. Information is used to process companies for facility clearances, initiate and monitor personnel security clearances (PCL), and evaluate the validity of facility clearances. Personally Identifiable Information (PII) is collected through and stored within this system to process key management personnel for PCL, contact security personnel at cleared companies, conduct security oversight activities of cleared industry, and assist in submission of culpability reports for security violations. Information is designated as Controlled Unclassified Information.

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 **View DD254**  lets you view the form without making any changes. You only have the view option if you do not have editing permissions for this DD Form 254.
- Selecting the **Edit PDF**  opens a draft PDF version of the form, offering a quick preview without going into the review screens in the application.
- Selecting the **Release**  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 **View DD254**  to enter reviewer mode.
2. To progress through the DD Form 254 blocks, select the tab groups at the top of the screen.

The screenshot shows the NI2 NCCS - PENDING RELEASED LIST interface. The sidebar on the left includes 'WELCOME', 'NCCS', and 'Review & Release' with sub-items like 'Pending Release ...', 'Released List', 'ALL DD Form 254s', 'All DD Form 254s', and 'All Subcontracts'. The main content area shows '1 Total DD254s' and a search bar. Below is a table with columns: Action, Entity Name, Contract Numb..., CAGE Code, Type, Version, Content Classif..., GCA Full Name, and GCA AAC. The first row contains: Test Business, 1234567890123, TX001, Prime, Original, UNCLASSIFIED, Testing Testing, and TESTIN. A red box highlights the 'Action' column for the first row, which contains icons for a video, a PDF, and a refresh symbol.

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 254's workflow 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.

NI2

WELCOME

Test Business - TESTING123456 Release

Pending Released List > Test Business

< 13) Reviewers Documents **Tagged Agencies** Tagged Users History >

CLASSIFICATION

Classification of DD Form 254	B0
CLASSIFICATION	
UNCLASSIFIED	

CLEARANCE, SPECIFICATIONS, AND FOLLOW-ON CONTRACT

Classification & Prime Contractor, Specifications, Follow-On Contract	B1-B4
FCL LEVEL REQUIRED	LEVEL OF SAFEGUARDING FOR CLASSIFIED INFO
CONFIDENTIAL	CONFIDENTIAL
2A. CONTRACT TYPE	PRIME CONTRACT NUMBER
Prime	TESTING123456
3A. DD FORM 254 TYPE	RELEASED DATE
Original	

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 **Release** 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.

NI2

WELCOME

NCCS - PENDING RELEASED LIST

1 Total DD254s

Settings

1 match

Action	Entity Name	Contract Num...	CAGE Code	Type	Version	Content Classif...	GCA Full Name	GCA AAC
Release	Test Business					UNCLASSIFIED	Testing Testing	TESTIN

Release DD Form 254

Do you wish to release this DD Form 254?

DD254 Type **Prime**

Contract Number **1234567890123**

Business Name **Test Business**

I acknowledge that the DD Form 254 will be released to the contractor


Cancel Release

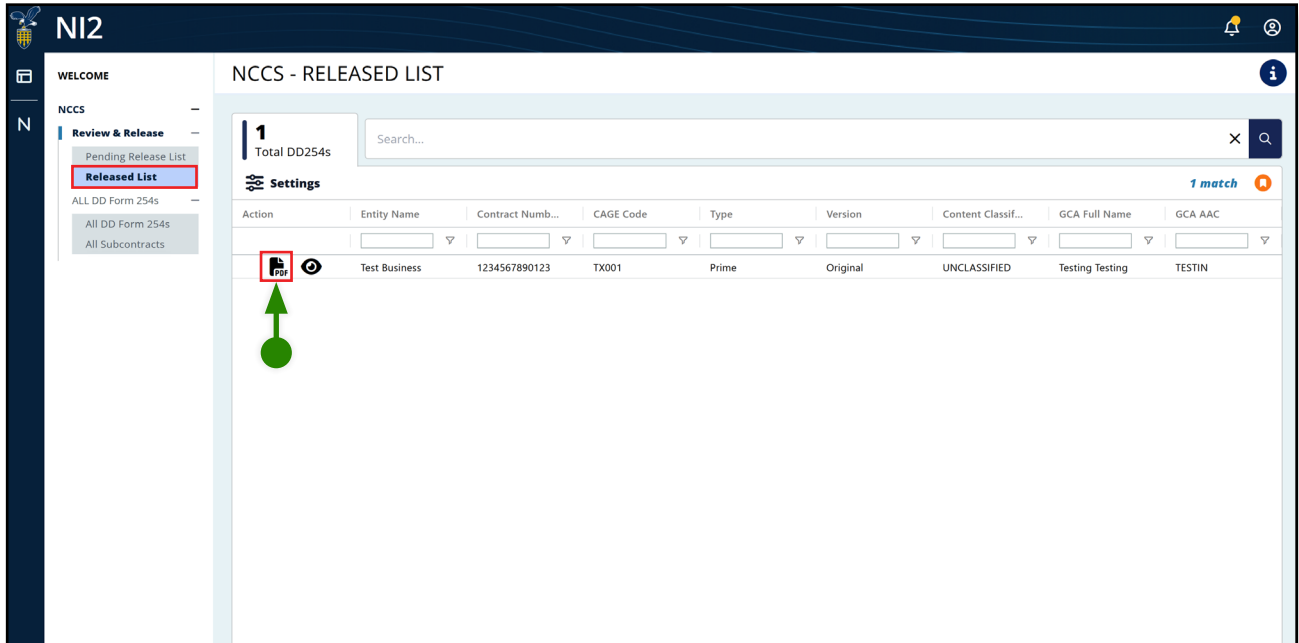
Released List

Released DD Form 254s 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**.

 **Note:** From the Released List, you can review the contract again in the NI2 system or open it in PDF form.

3. Select the **Edit PDF** . Note that the PDF is no longer in draft mode. If you wish, you can download the final PDF from here.



The screenshot displays the NI2 NCCS - RELEASED LIST interface. The left navigation menu is expanded to show 'Review & Release' and 'Released List' (highlighted with a red box). The main content area shows a table with the following data:

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

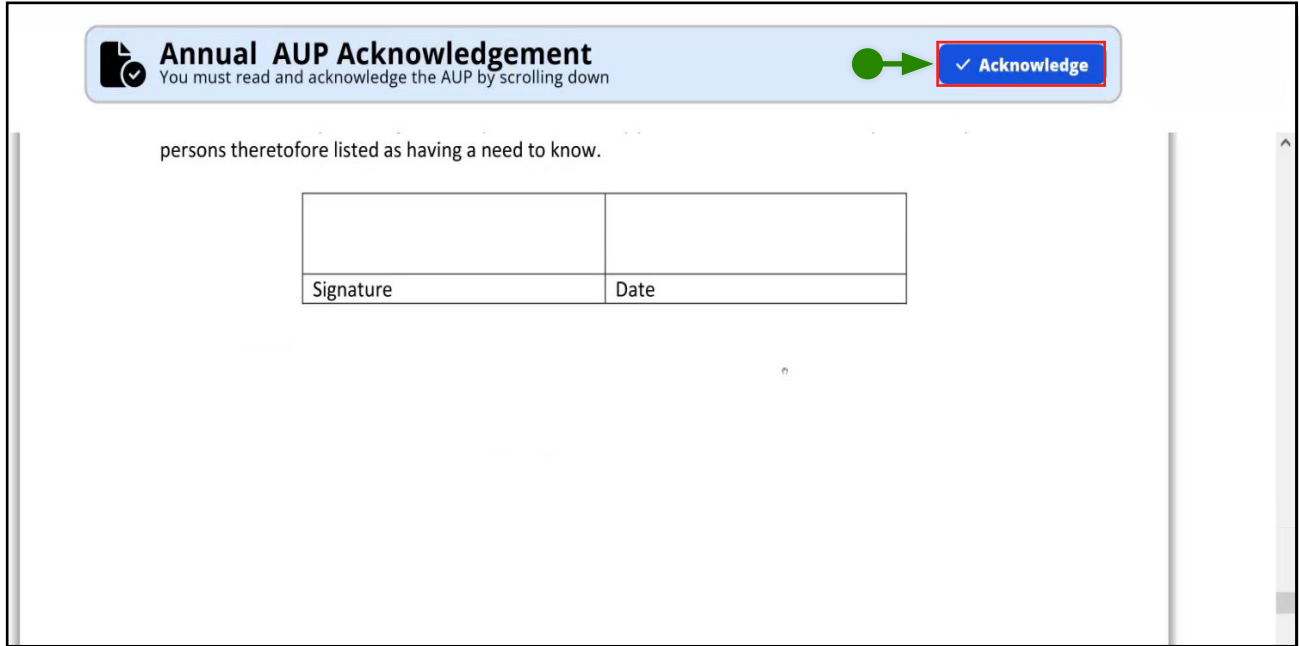
A green arrow points to the PDF icon in the Action column of the first row.

Creating a Contract

Creating a Contract

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

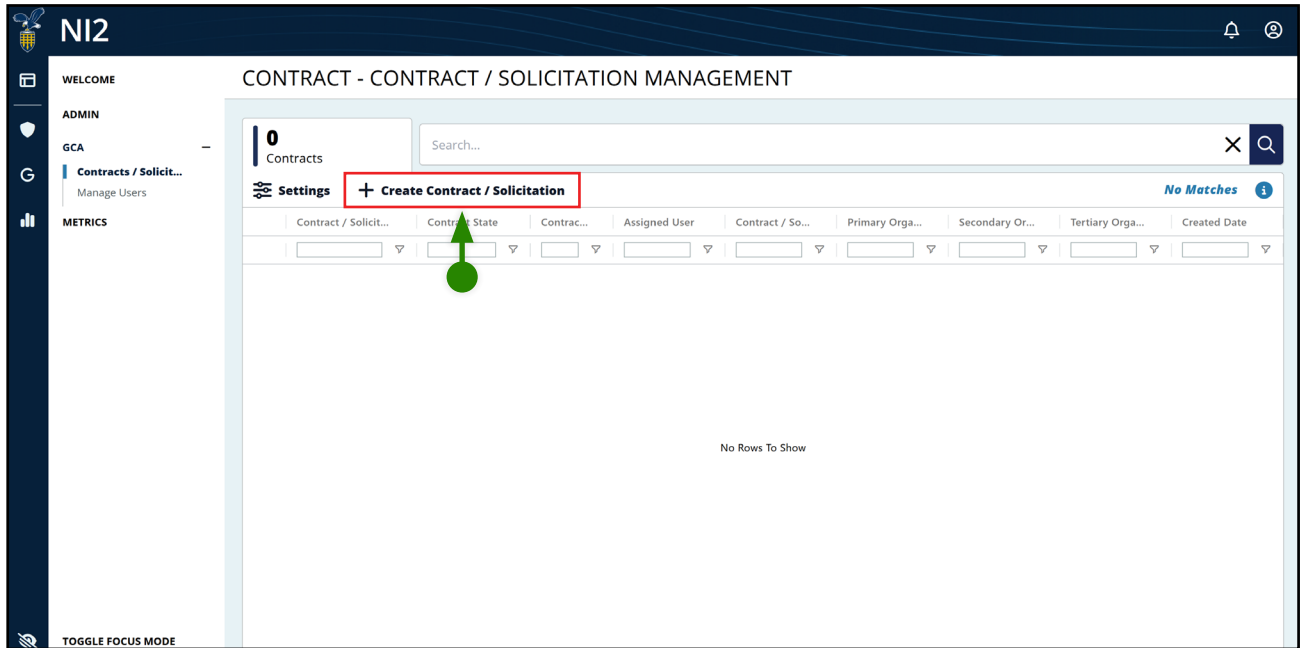
1. Review the Consent to Monitor, and select **Acknowledge** to continue.



2. Select **Login CAC via DISA e-ICAM** or select **Login with PIV/ECA via DCSA DMFA**.

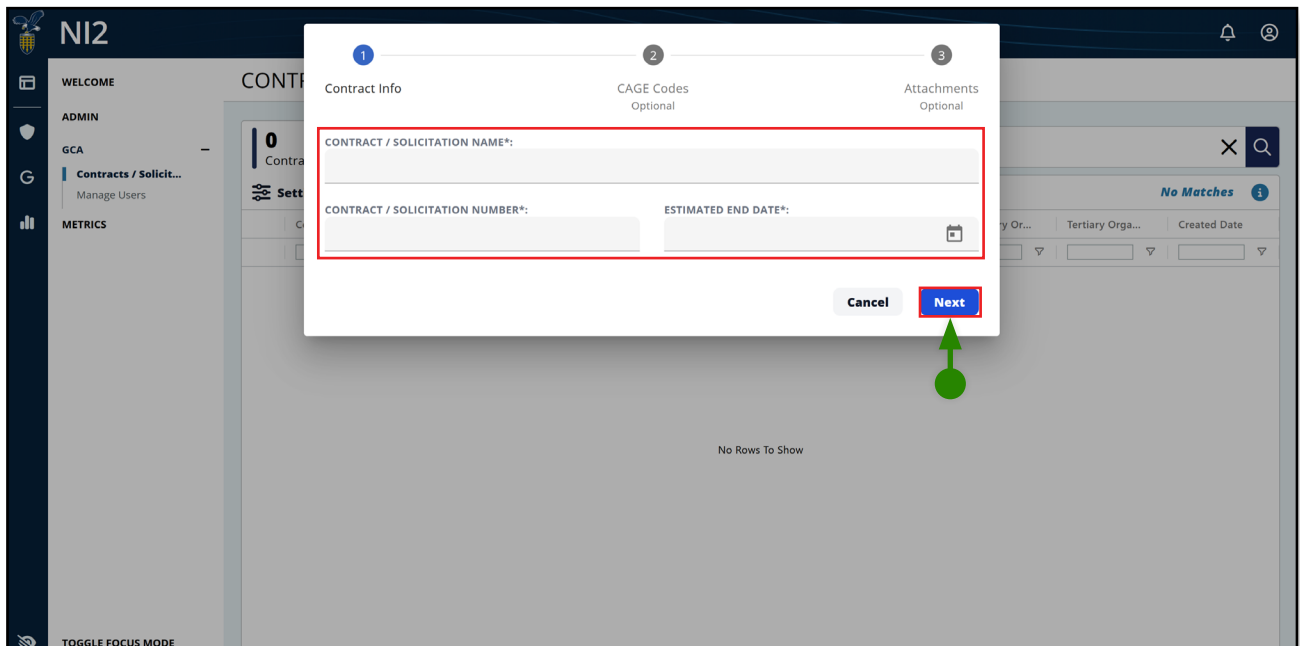


3. Select **Create Contract / Solicitation**.

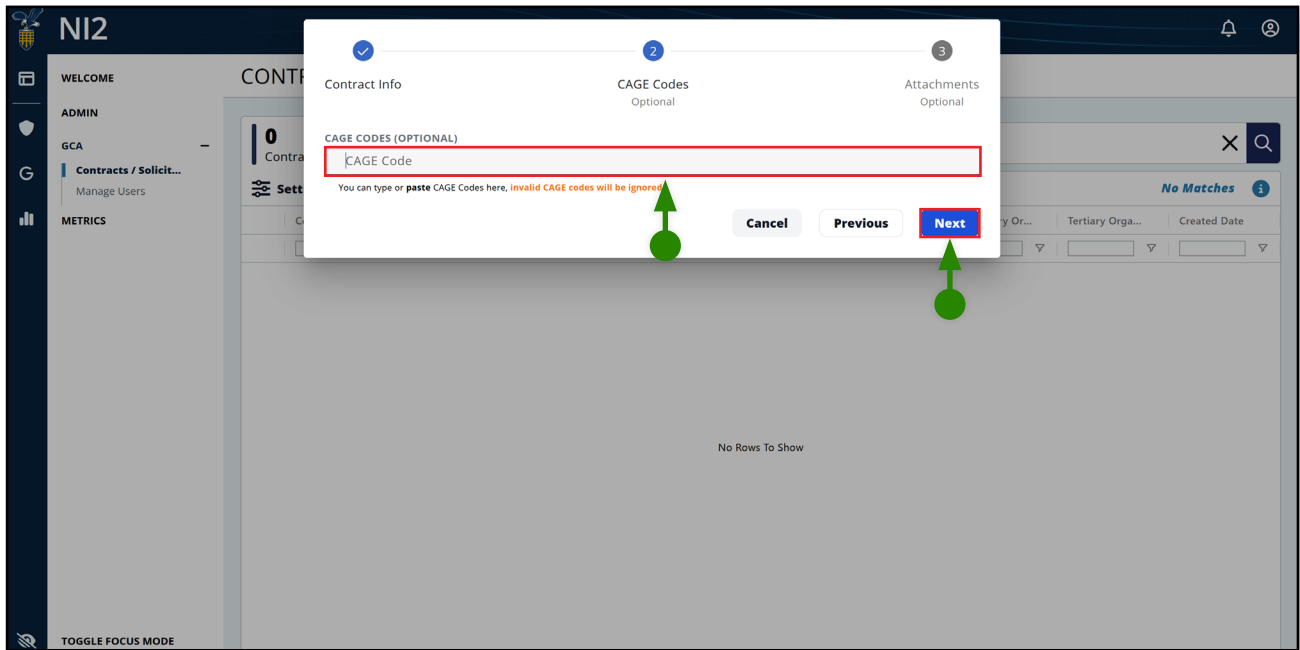


4. Type the required information in the given boxes, then select **Next**.

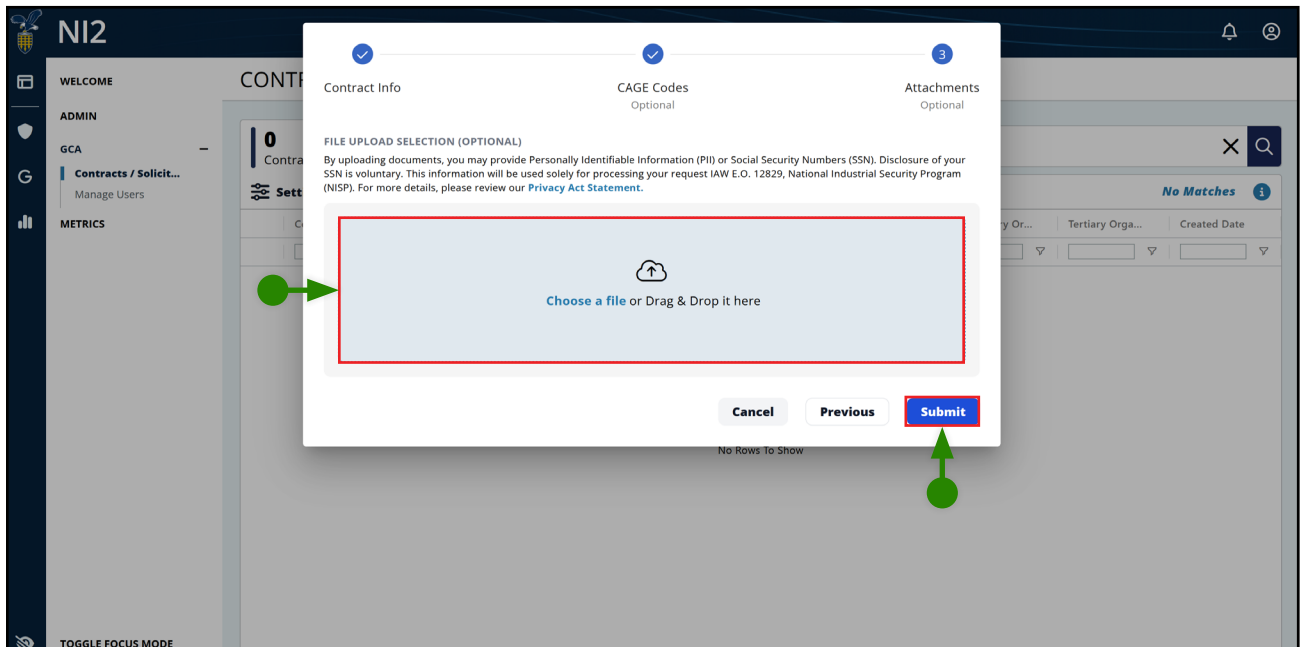
- Contract / Solicitation Name
- Contract / Solicitation Number
- Estimated End Date



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



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**.

The screenshot shows the NI2 'CONTRACT - CONTRACT / SOLICITATION MANAGEMENT' interface. The 'View Contract' button is highlighted with a red box and a green arrow. Below the button is a table with the following data:

Contract / Solicitation...	Contract / Soli...	Contract / Solicitation...	Primary Organization	Secondary Organization	Tertiary Organization	Created Date
Testing Contract Creation	HWQNFJ1212345...	08/30/2027	Fake Org F	N/A	N/A	08/21/2025

A green arrow points to the 'View Contract' button, and another green arrow points to the first row of the table. A green notification bar at the bottom right says 'Successfully created a new contract. Done'.

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

The screenshot shows the NI2 'Testing Contract Creation' interface. The 'Sponsor Industry User' button is highlighted with a red box and a green arrow. Below the button is a table with the following data:

Business Name	CAGE Code	SF328 State	Last Updated
Fake Company 001	TX001		mm / dd / yyyy
Fake Company 010	TX010		
Fake Company 023	TX023		

Green arrows point to the 'Sponsor Industry User' button and the 'Fake Company 023' row. A red box highlights the 'Fake Company 023' row. A blue notification bar at the top right says 'Select an Action'.

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

N12

WELCOME

Testing Contract Creation

List Contracts / Solicitations

ADMIN

GCA

Contracts / Solicitation

Manage Users

METRICS

3 Total SF328s

Settings + New Entity

Business Name

Fake Company 001
 Fake Company 010
 Fake Company 023

COONE GAT

TOGGLE FOCUS MODE

COLLAPSE

Select an Action

Documents

History

Sponsor an Industry User

CERTIFICATE USERNAME*
hans.gruber.22222

FIRST NAME*
Hans

LAST NAME*
Gruber

EMAIL ADDRESS*
hans.gruber.22222@industry.com

Cancel Submit

Once Submit is selected, you return to the main page. A green temporary notification appears if the sponsorship was successful.

- Select **Manage Users**.

N12

WELCOME

Testing Contract Creation

List Contracts / Solicitations > Testing Contract Creation

Select an Action

ADMIN

GCA

Contracts / Solicitation

Manage Users

METRICS

3 Total SF328s

Settings + New Entity

Business Name

CAGE Code

SF328 State

Last Updated

	Business Name	CAGE Code	SF328 State	Last Updated
<input type="radio"/>	Fake Company 001	TX001		
<input type="radio"/>	Fake Company 010	TX010		
<input type="radio"/>	Fake Company 023	TX023		

AWAITING SUBMISSION

AWAITING SUBMISSION

AWAITING SUBMISSION

COONE GAT

TOGGLE FOCUS MODE

COLLAPSE

Industry user successfully sponsored. Done

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

The screenshot shows the NI2 ADMIN - MANAGE USERS interface. The sidebar on the left contains navigation options: WELCOME, ADMIN, GCA (Contracts / Solicitation, Manage Users), METRICS, COONE GAT, TOGGLE FOCUS MODE, and COLLAPSE. The main content area displays 'ADMIN - MANAGE USERS' with a search bar and a table of users. The table has columns for Full Name, Email, Phone Number, Last Login Date, Last Updated Date, Registration State, and Roles. There are 6 matches shown in the table.

	Full Name	Email	Phone Number	Last Login Date	Last Updated Date	Registration State	Roles
<input type="radio"/>	Hans Gruber	hans.gruber.22222...			08/21/2025 16:10:36	Registration Sponsored	
<input type="radio"/>	Indus Hans Gruber GAT	industry_main_1@i...	(123) 456-7890	08/20/2025 05:40:51	08/20/2025 05:40:51	Registration Approved	Industry - Covered ...
<input type="radio"/>	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 ...
<input type="radio"/>	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 ...
<input type="radio"/>	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 ...
<input type="radio"/>	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 goes 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 returns to your inbox to award the contract.

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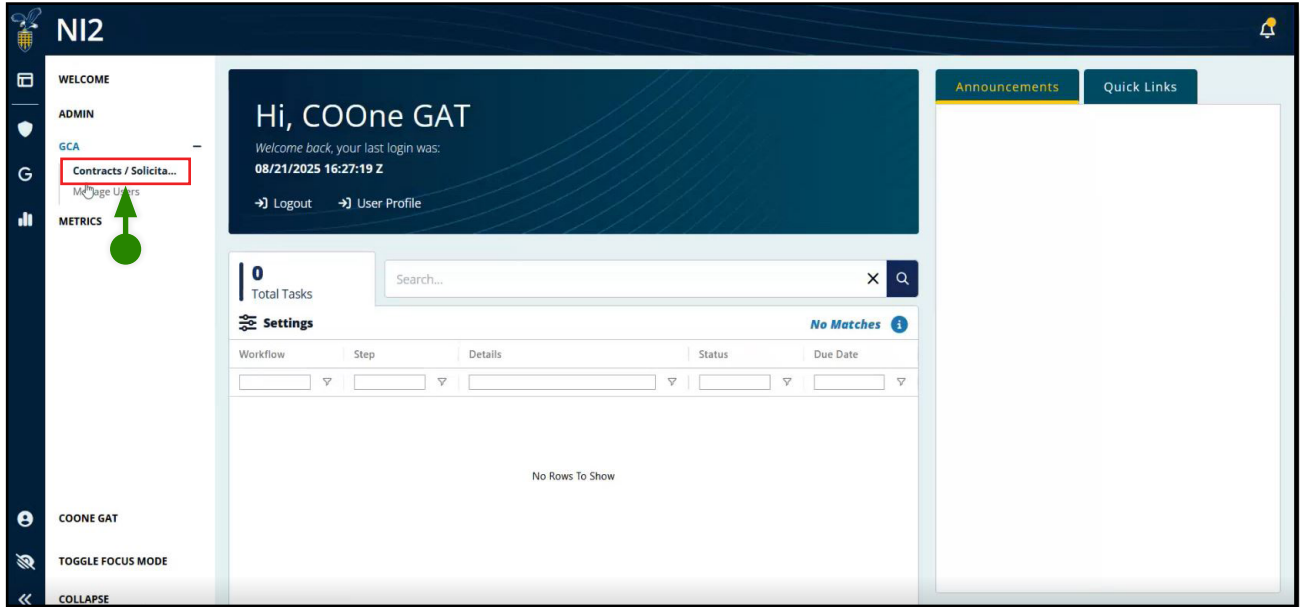
Awarding a Contract

Awarding a Contract

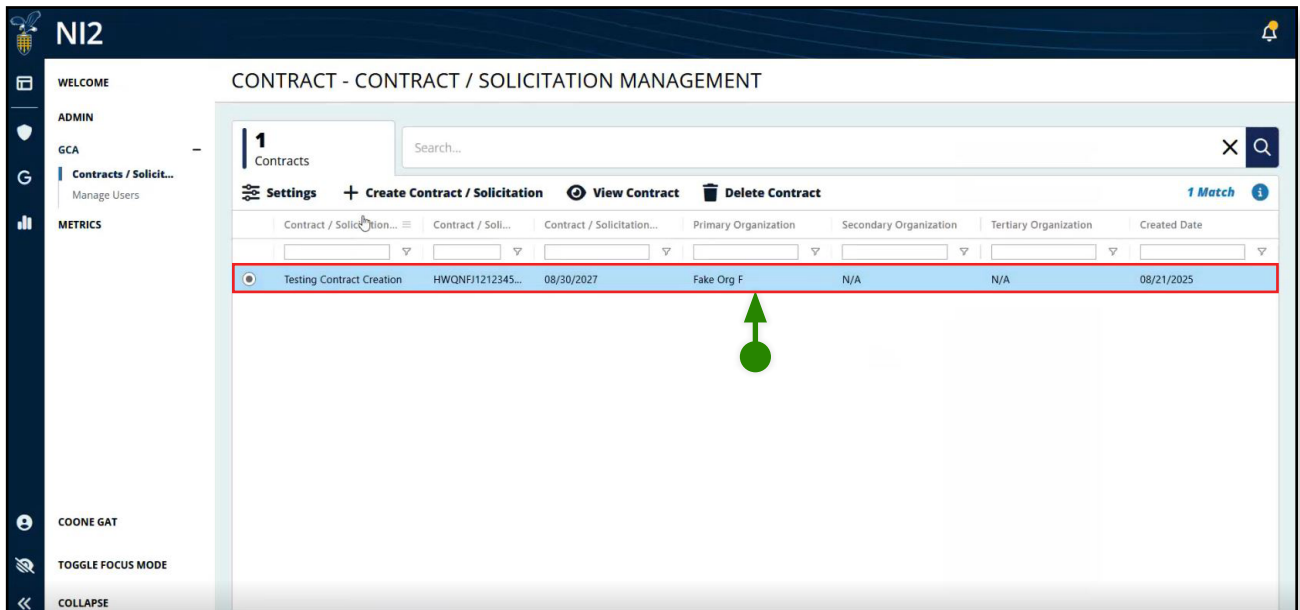
Getting Started

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

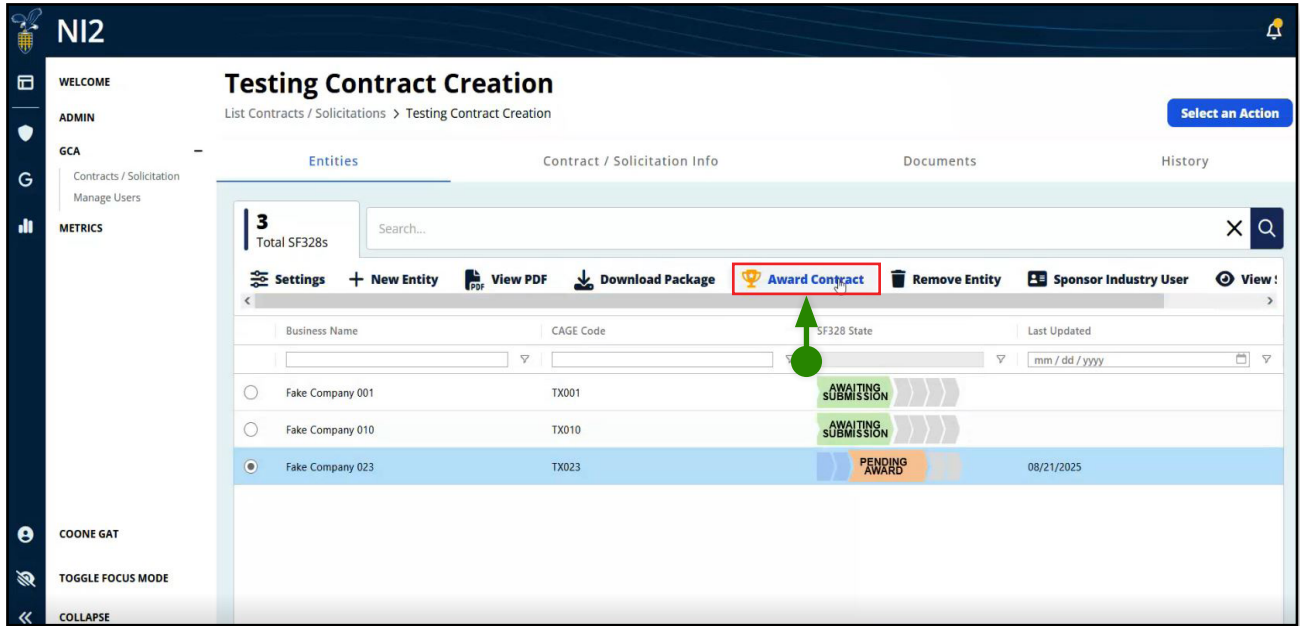
1. On the left navigation panel, select **Contracts / Solicitations**.



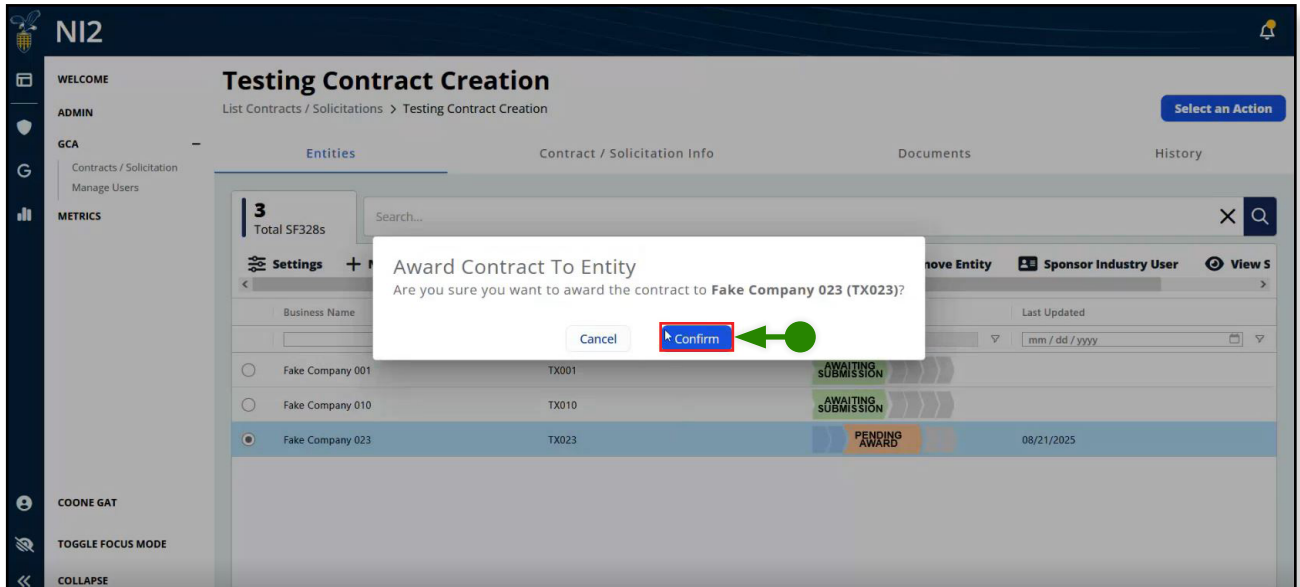
2. Select the Contract / Solicitation.



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



- 4. Select **Confirm**.



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

The screenshot displays the NI2 'Testing Contract Creation' interface. The left sidebar contains navigation options: WELCOME, ADMIN, GCA (Contracts / Solicitation, Manage Users), METRICS, COONE GAT, TOGGLE FOCUS MODE, and COLLAPSE. The main content area is titled 'Testing Contract Creation' and includes a breadcrumb 'List Contracts / Solicitations > Testing Contract Creation' and a 'Select an Action' button. Below the title, there are tabs for 'Entities', 'Contract / Solicitation Info', 'Documents', and 'History'. The 'Entities' tab is active, showing a search bar with '3 Total SF328s' and a search icon. Below the search bar is a 'Settings + New Entity' section with a table of entities. The table has columns for Business Name, CAGE Code, SF328 State, and Last Updated. The data rows are:

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

At the bottom right of the interface, a green notification box states: 'Successfully awarded contract to entity. Done'.

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