

2025



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

### Industry User Guide

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Revision number 01  
Revision date 01 December 2025

# Table of Contents

Overview .....	4
Acronyms.....	5
Authorized Use Policy (AUP).....	7
NI2 System Access .....	9
NI2 Industry Registration.....	11
Industry User Registration .....	12
Industry Originator.....	18
Industry Reviewer .....	40
Industry Certifier .....	48
SF328 Industry Tool (SIT) Workflow .....	56
Entity Vetting Request for Information (RFI).....	63

# Change Log

Issue Date	Release Date	Approvals		QA	Change Description
		Author	Process Owner/ Approver		
05 Sept 2025	24 Sept 2025	NI2 Training Team	Jesse McKnight		

# Overview

The Industry User Guide outlines multiple step-by-step processes for registration and access to 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. This information is representative content and is to be used for training purposes only.

# Acronyms

Acronyms	Meaning
ACC	
CAC	Common Access Card
CAGE Code	Commercial and Government Entity Code
CI	
CSO	Cognizant Security Office
DCSA	Defense Counterintelligence and Security Agency
DOD	Department of Defense
FCL	Facility Security Clearance
GCA	Government Contract Activity
KO	Contract Officer
NI2	National Industrial Security System Increment II
NCCS	National Industrial Security Program (NISP) Contract Classification System
NISS	National Industrial Security System
PKI	Public Key Infrastructure
POC	Point of Contact
RFI	Request for Information
SIT	SF328 Industry Tool

UNCLASSIFIED

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UNCLASSIFIED

# Authorized Use Policy (AUP)

ToC

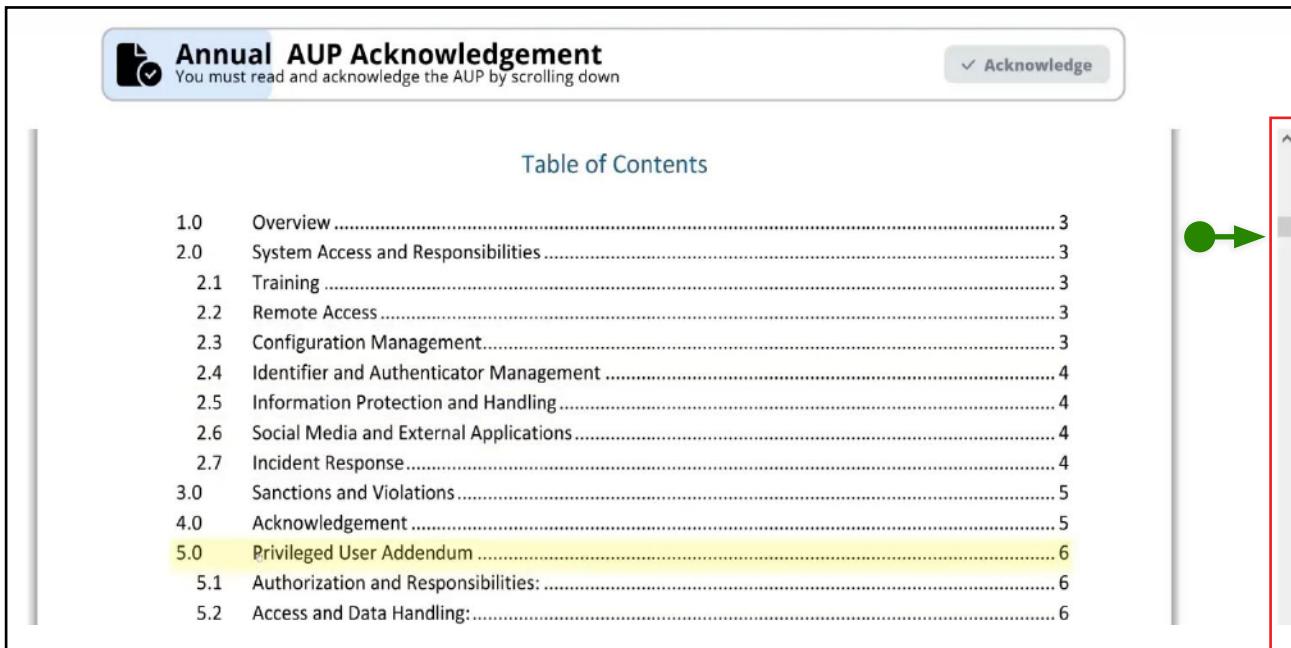
7

# Authorized Use Policy

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

## Use Policy Screen

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



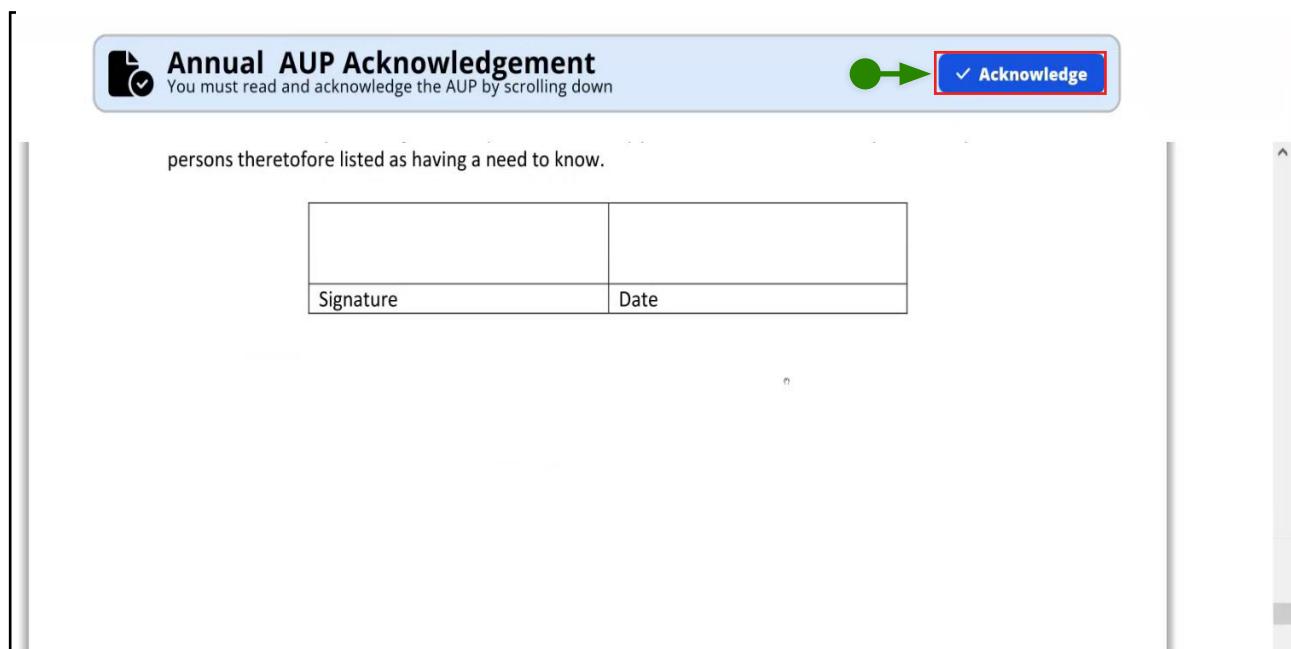
**Annual AUP Acknowledgement**  
You must read and acknowledge the AUP by scrolling down

✓ Acknowledge

Table of Contents

1.0	Overview .....	3
2.0	System Access and Responsibilities .....	3
2.1	Training .....	3
2.2	Remote Access .....	3
2.3	Configuration Management .....	3
2.4	Identifier and Authenticator Management .....	4
2.5	Information Protection and Handling .....	4
2.6	Social Media and External Applications .....	4
2.7	Incident Response .....	4
3.0	Sanctions and Violations .....	5
4.0	Acknowledgement .....	5
5.0	<b>Privileged User Addendum</b> .....	6
5.1	Authorization and Responsibilities: .....	6
5.2	Access and Data Handling: .....	6

2. Select Acknowledge.



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

✓ Acknowledge

persons theretofore listed as having a need to know.

Signature	Date
-----------	------

# NI2 System Access

ToC

9

# System Access

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

## Initial Access

1. Navigate to <https://niss.dcsa.mil>.
2. Select NI2 access link.
3. 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 attempt to upload, download or change information is illegal, prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986, the National Information Infrastructure Protection Act of 1996, and United States Code Title 18, Section 10(j). Under the Privacy Act of 1974, individuals with access to NISS must safeguard personnel information retrieved through this system. Disclosure of this information is governed by Title 5, United States Code, Section 552a, Public Law 93-359, DODD 5409.1-R and the applicable service directives. Information contained herein is exempt from mandatory disclosure under FOIA. Exemptions 4, 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: 05/31/2038

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.mr-alex.est.mbx-dt-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.

#### 4. Use CAC to Authenticate into the system.

Welcome to National Industrial Security System 2

[Login with CAC or Test Cert](#)

Help Desk support and contact information will be located here once fully implemented.

# NI2 Industry Registration

ToC

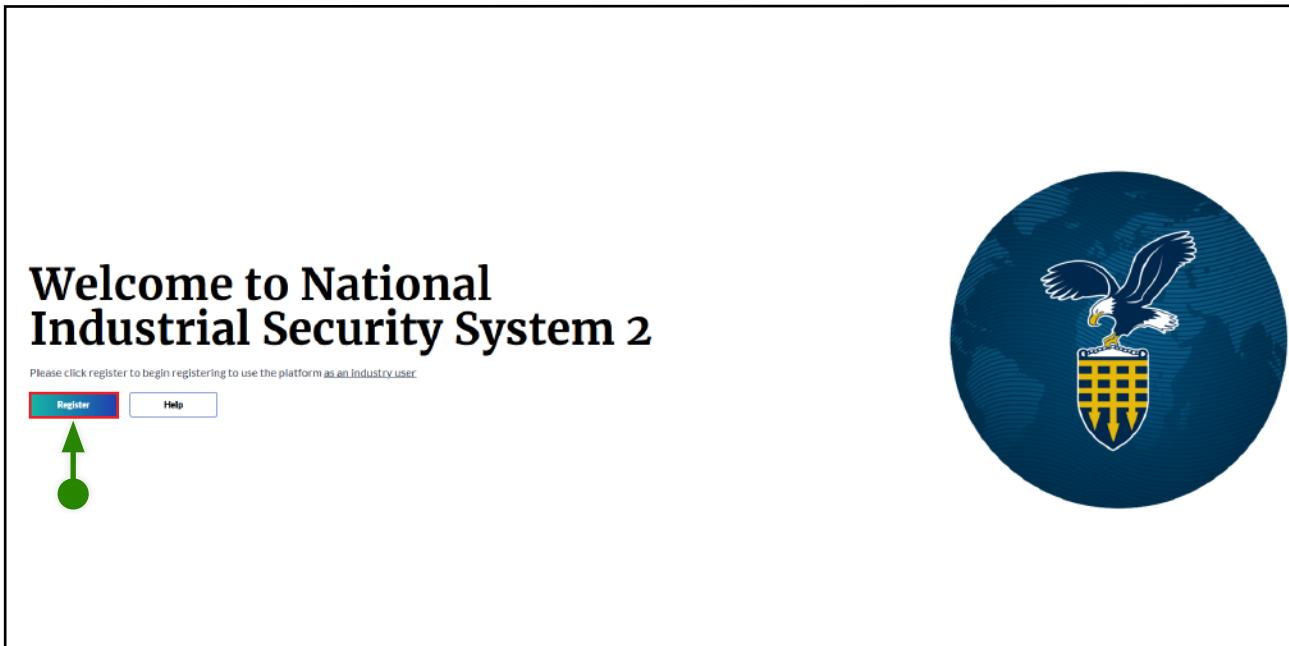
11

# Industry User Registration

The following provides a step-by-step guide for industry users to register in the NI2 system.

## Welcome Screen

1. Login 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

**Industry Registration**  
Please provide your information

**Next**



4. Select **Next**.

**Industry Registration**  
Please provide your information



**Next**



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

**Industry Registration**  
Please provide your information

ROLE

Industry Partner

- SF328 Industry Tool (SIT)
- CSCS Industry Account Manager
- CSCS Industry DD254 Originator
- CSCS Industry DD254 Reviewer
- CSCS Industry DD254 Certifier

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



6. Type in a role justification.

**Industry Registration**  
Please provide your information

ROLE

CSCS Industry Account Manager

ROLE DESCRIPTION (READONLY)

CSCS Industry Account Manager approves Industry Users within a narrow set of CAGE Codes

ROLE JUSTIFICATION

Need Access.

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



7. Select **Next**.

**Industry Registration**  
Please provide your information

ROLE  
CSCS Industry Account Manager

ROLE DESCRIPTION (READONLY)  
CSCS Industry Account Manager approves Industry Users within a narrow set of CAGE Codes

ROLE JUSTIFICATION  
Need Access

**Previous** **Next**

8. In the search bar, type in commercial and government entity code (**CAGE Code**) or **Temporary CAGE Code**.

**Industry Registration**  
Please provide your information

PLEASE SEARCH FOR YOUR ASSOCIATED CAGE CODE:

SEARCH FOR YOUR ASSOCIATED TEMPORARY CAGE CODE:

**Previous** **Next**

9. Confirm company information is correct, the select **Next**.

**Industry Registration**  
Please provide your information

SEARCH FOR YOUR ASSOCIATED CAGE CODE:	SEARCH FOR YOUR ASSOCIATED TEMPORARY CAGE CODE:						
<input type="text" value="66Y66"/> <input type="button" value="Q"/>	<input type="button" value="Q"/>						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">CAGE</th> <th style="width: 40%;">Company Name</th> <th style="width: 50%;">Business Address</th> </tr> <tr> <td>66Y66</td> <td>CHEROKEE PRODUCTIONS, INC.</td> <td>865 NORTHBIDGE RD, LITTLETON, CO 80126-2063, USA</td> </tr> </table>		CAGE	Company Name	Business Address	66Y66	CHEROKEE PRODUCTIONS, INC.	865 NORTHBIDGE RD, LITTLETON, CO 80126-2063, USA
CAGE	Company Name	Business Address					
66Y66	CHEROKEE PRODUCTIONS, INC.	865 NORTHBIDGE RD, LITTLETON, CO 80126-2063, USA					

SELECT YOUR PRIME WORK LOCATION  
66Y66 / CHEROKEE PRODUCTIONS, INC.

→



10. Check the box to confirm, then select **Submit**.

 **Note:** This page displays business entity information, including the CAGE Code or Temporary CAGE Code, if applicable. If all information is correct, check the box before submitting

**Industry Registration**  
Please provide your information

**View Registered CAGE Codes**

CAGE	Business Name	Business Address
66Y66	CHEROKEE PRODUCTIONS, INC.	865 NORTHBIDGE RD, LITTLETON, CO 80126-2063, USA

If the CAGE code, Temporary Cage Code, or UEI are not correct, please contact your Government Contracting Agency Sponsor

→  Confirm the above information is correct ↑



11. After submitting, a pending approval page will appear. No further action is required unless you are notified.

 **Note:** If the request is denied, an e-mail notification will be sent out detailing the reason for denial and instructions for resubmission.



**Pending Approval**

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

ROLE(S) REQUESTED	STATUS	DATE
SF328 INDUSTRY TOOL (SIT)	APPROVED	07/22/2025 18:28:49
CSCS INDUSTRY ACCOUNT MANAGER	PENDING	07/24/2025 18:19:37

# Industry Originator

# Industry Originator

## 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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- 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 EM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychologists, or clergy, and their assistants. Such communications and work product are private and confidential, see Use Agreements for details.

OMB Control Number: 0715-0006. Expiration Date: 05/31/2028

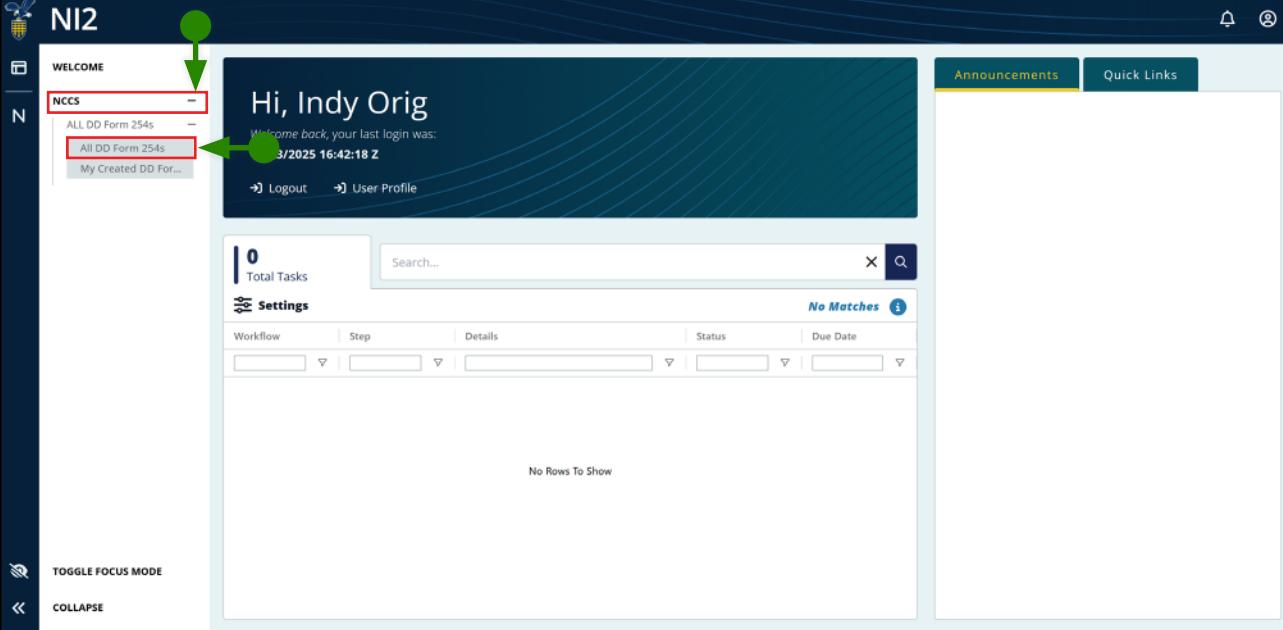
Public reporting burden for this collection of information, 0715-0006, is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mr-alex.ead.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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## NI2 Welcome Screen

1. From the left navigation menu, select All DD Form 254s.
2. Under all DD Form 254s, select ALL DD Form 254s.



Hi, Indy Orig

Welcome back, your last login was: 3/2025 16:42:18 Z

Logout User Profile

Announcements Quick Links

0 Total Tasks

Settings

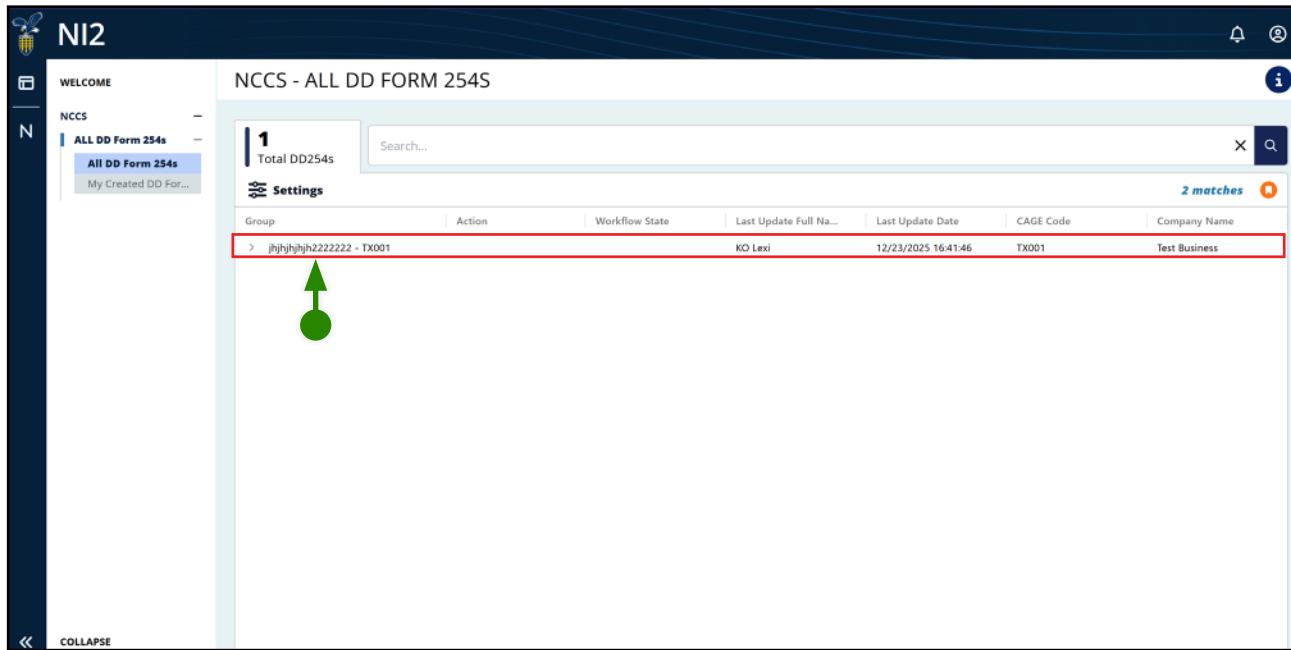
No Matches

Workflow Step Details Status Due Date

No Rows To Show

TOGGLE FOCUS MODE COLLAPSE

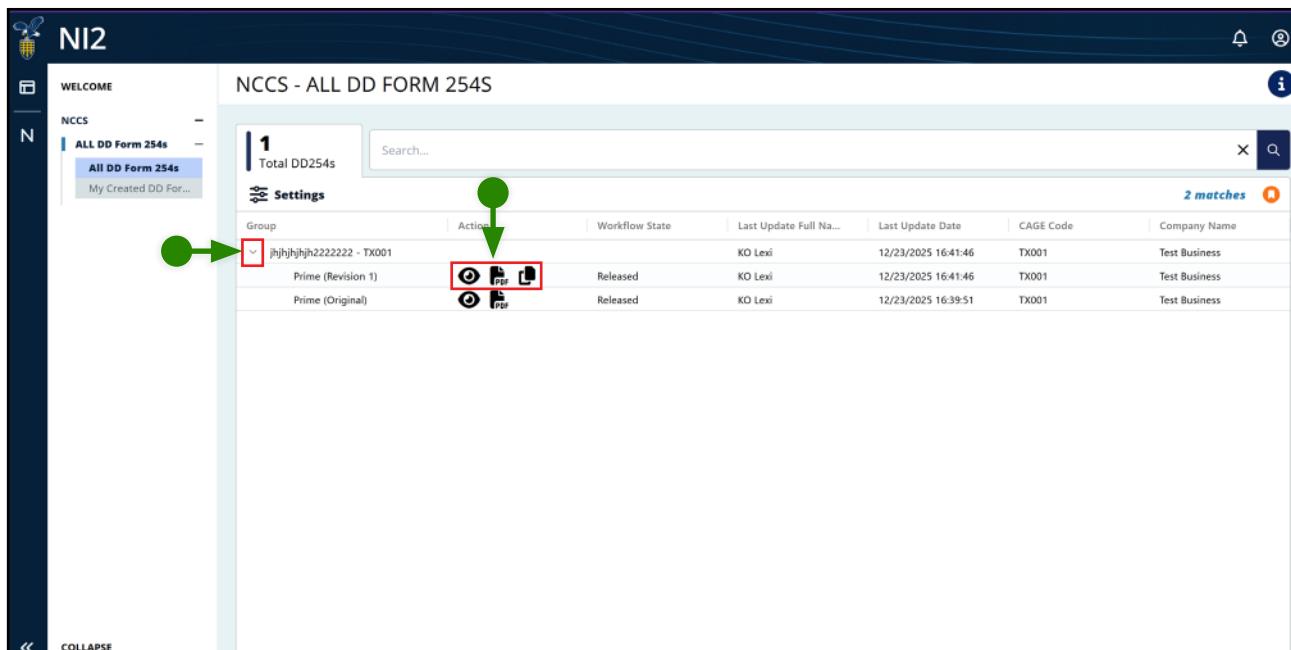
3. Find the prime DD Form 254 to use as a template for your subcontract. You can scroll or filter the list. All prime (original) DD Form 254s associated with your CAGE Code will be displayed.



Group	Action	Workflow State	Last Update Full Na...	Last Update Date	CAGE Code	Company Name
> jhjhjhjh222222 - TX001	KO Lexi	12/23/2025 16:41:46	TX001	Test Business		

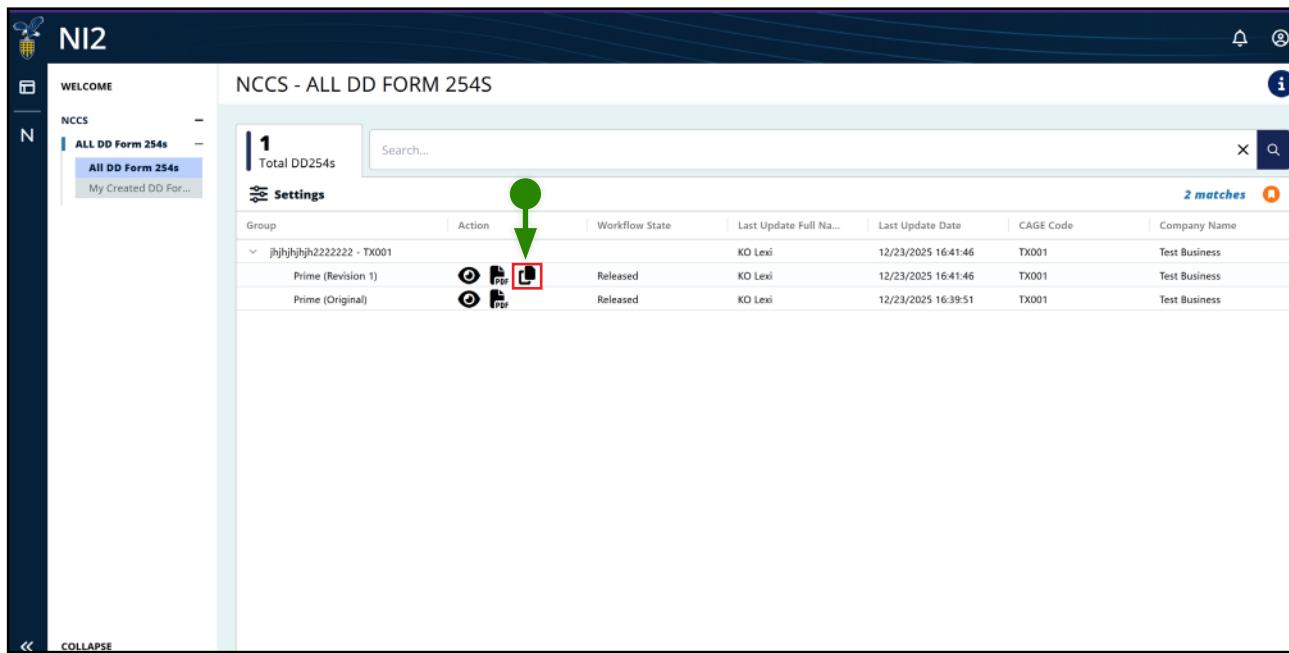
4. Select the right caret arrow next to the contract number.

5. Under the Action column, you may now view the prime DD Form 254 in NI2, PDF, or create a new subcontract.



Group	Action	Workflow State	Last Update Full Na...	Last Update Date	CAGE Code	Company Name
jhjhjhjh222222 - TX001	View	Released	KO Lexi	12/23/2025 16:41:46	TX001	Test Business
Prime (Original)	View	Released	KO Lexi	12/23/2025 16:39:51	TX001	Test Business

6. To create a new subcontract, select the **Paper Icon**.



NCCS - ALL DD FORM 254S

1 Total DD254s

Settings

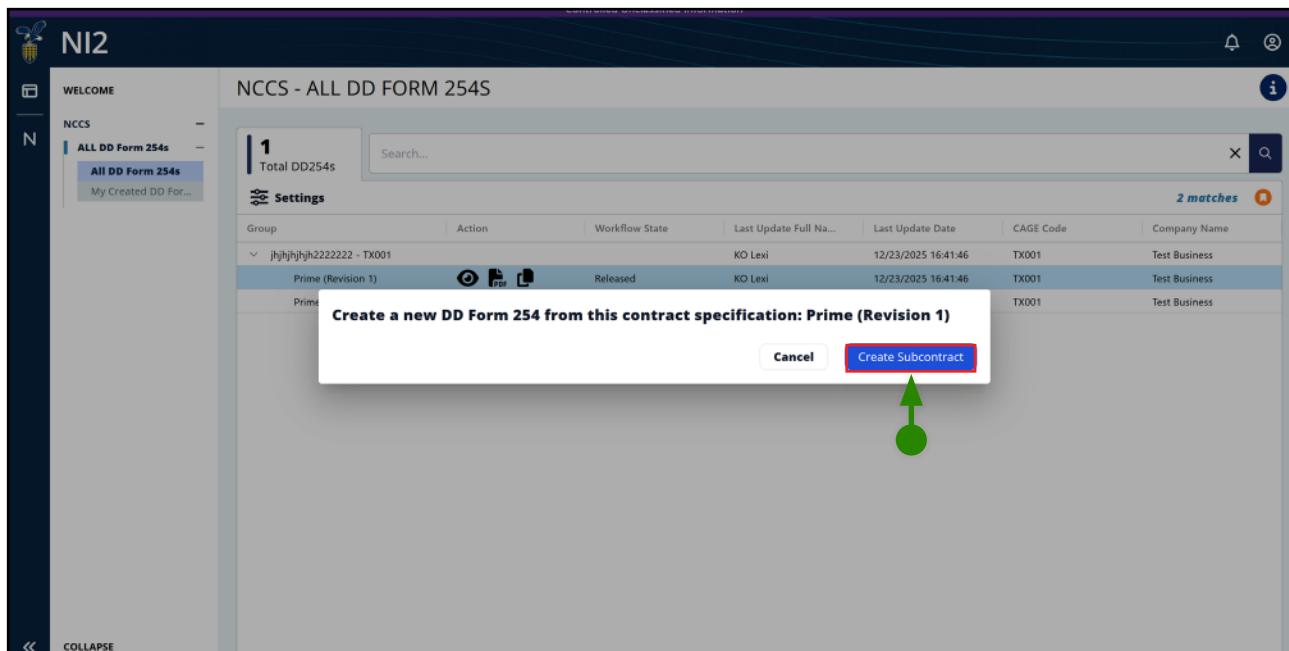
Group Action Workflow State Last Update Full Na... Last Update Date CAGE Code Company Name

jhjhjhjhjh222222 - TX001 Prime (Revision 1) Released KO Lexi 12/23/2025 16:41:46 TX001 Test Business

Prime (Original) Released KO Lexi 12/23/2025 16:39:51 TX001 Test Business

2 matches

7. In the pop-up window, select **Create Subcontract**.



NCCS - ALL DD FORM 254S

1 Total DD254s

Settings

Group Action Workflow State Last Update Full Na... Last Update Date CAGE Code Company Name

jhjhjhjhjh222222 - TX001 Prime (Revision 1) Released KO Lexi 12/23/2025 16:41:46 TX001 Test Business

Prime (Original) Released TX001 Test Business

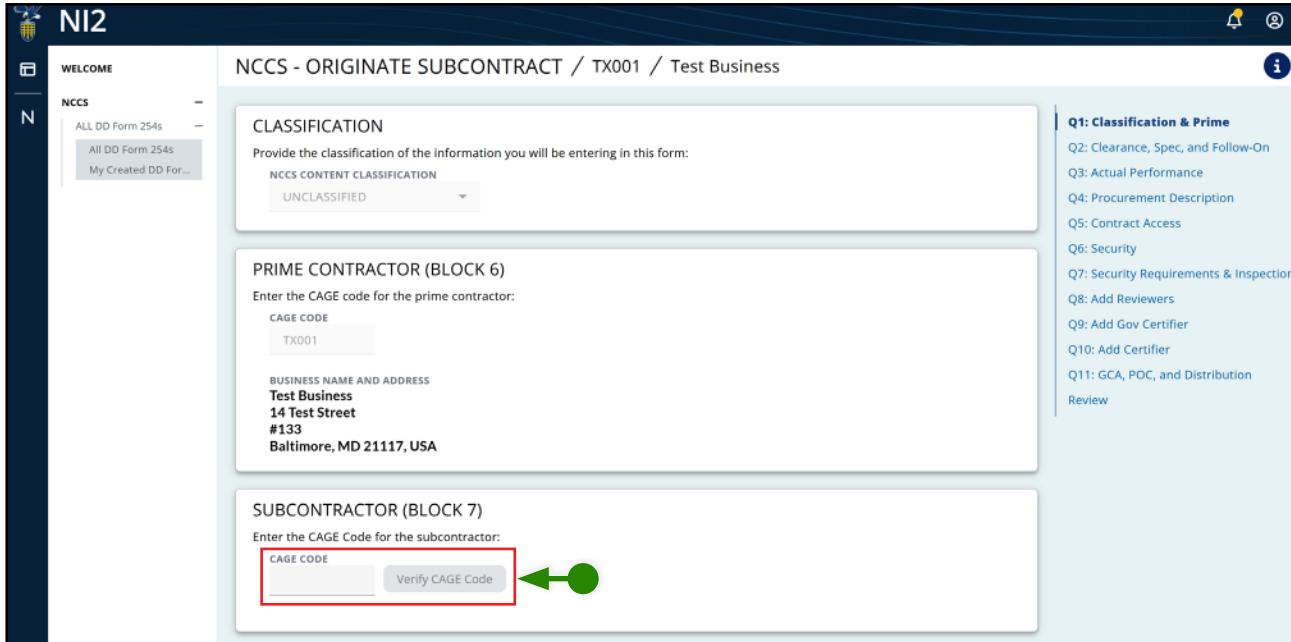
Create a new DD Form 254 from this contract specification: Prime (Revision 1)

Cancel Create Subcontract

## Classification and Prime Contractor

### Subcontractor: (Block 7)

1. Input the CAGE code for the subcontractor and select **Verify CAGE Code** to authenticate it.



NI2

WELCOME

NCCS

ALL DD Form 254s

All DD Form 254s

My Created DD For...

NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business

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

BUSINESS NAME AND ADDRESS

Test Business

14 Test Street

#133

Baltimore, MD 21117, USA

SUBCONTRACTOR (BLOCK 7)

Enter the CAGE Code for the subcontractor:

CAGE CODE

Verify CAGE Code

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 Gov Certifier

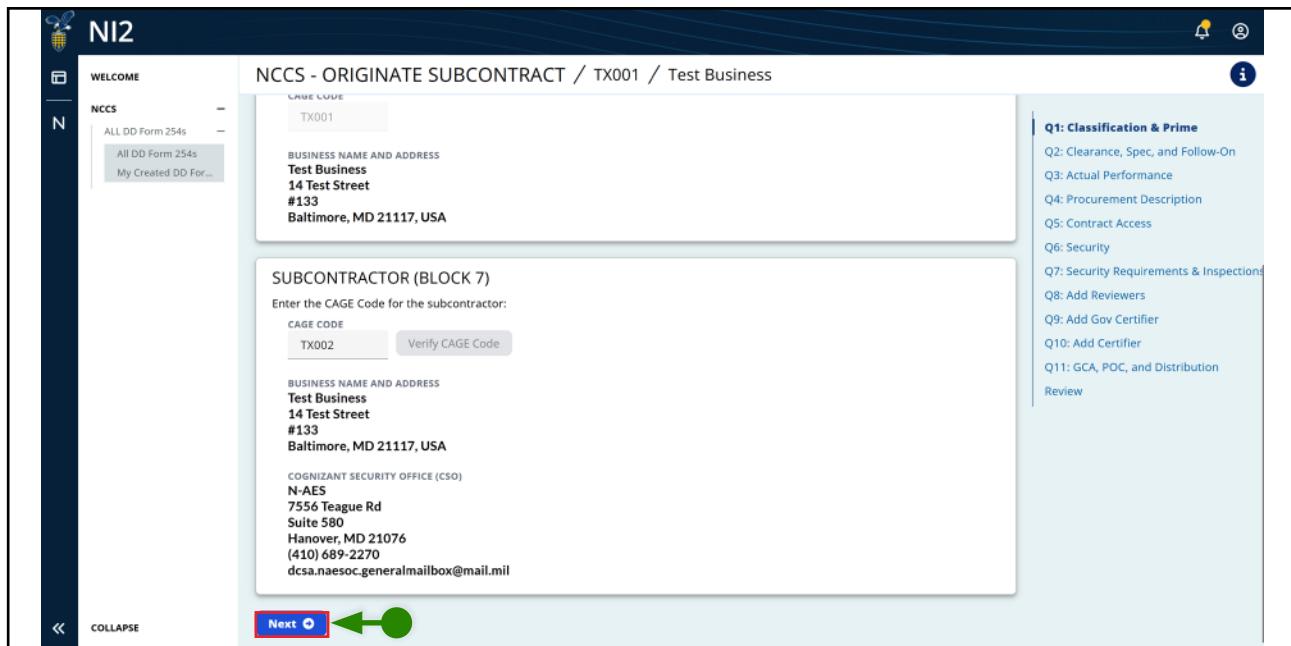
Q10: Add Certifier

Q11: GCA, POC, and Distribution

Review

**Note:** CAGE Codes are five-character alphanumeric identifiers for businesses seeking government contracts. NI2 verifies the CAGE Code against a central repository. If valid, the business name and address are displayed, and the Cognizant Security Office (CSO) information is automatically added if available. Otherwise, you can manually enter the CSO information.

2. Review all information, then select **Next**.



NI2

WELCOME

NCCS

ALL DD Form 254s

All DD Form 254s

My Created DD For...

NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business

CAGE CODE

TX001

BUSINESS NAME AND ADDRESS

Test Business

14 Test Street

#133

Baltimore, MD 21117, USA

SUBCONTRACTOR (BLOCK 7)

Enter the CAGE Code for the subcontractor:

CAGE CODE

TX002

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

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 Gov Certifier

Q10: Add Certifier

Q11: GCA, POC, and Distribution

Review

COLLAPSE

Next

## Clearance and Safeguarding (Block 1)

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

1. Select the drop-down menu and select **Confidential, Secret, or Top Secret**.

NCCS - ORIGINATE PRIME / TX001 / Test Business

CLEARANCE AND SAFEGUARDING (BLOCK 1)

LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED

- SECRET
- CONFIDENTIAL
- SECRET
- TOP SECRET

INFO/MATERIAL REQUIRED AT FACILITY

PRIME CONTRACT NUMBER

FOLLOW-ON CONTRACT (BLOCK 4)

PRIME CONTRACT NUMBER

Yes  No

Prev Next

COLLAPSE

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

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

NCCS - ORIGINATE PRIME / TX001 / Test Business

CLEARANCE AND SAFEGUARDING (BLOCK 1)

LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED

SECRET

LEVEL OF SAFEGUARDING FOR CLASSIFIED INFO/MATERIAL REQUIRED AT FACILITY

- SECRET
- CONFIDENTIAL
- SECRET
- TOP SECRET
- NONE

INFO/MATERIAL REQUIRED AT FACILITY

PRIME CONTRACT NUMBER

Yes  No

Prev Next

COLLAPSE

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

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

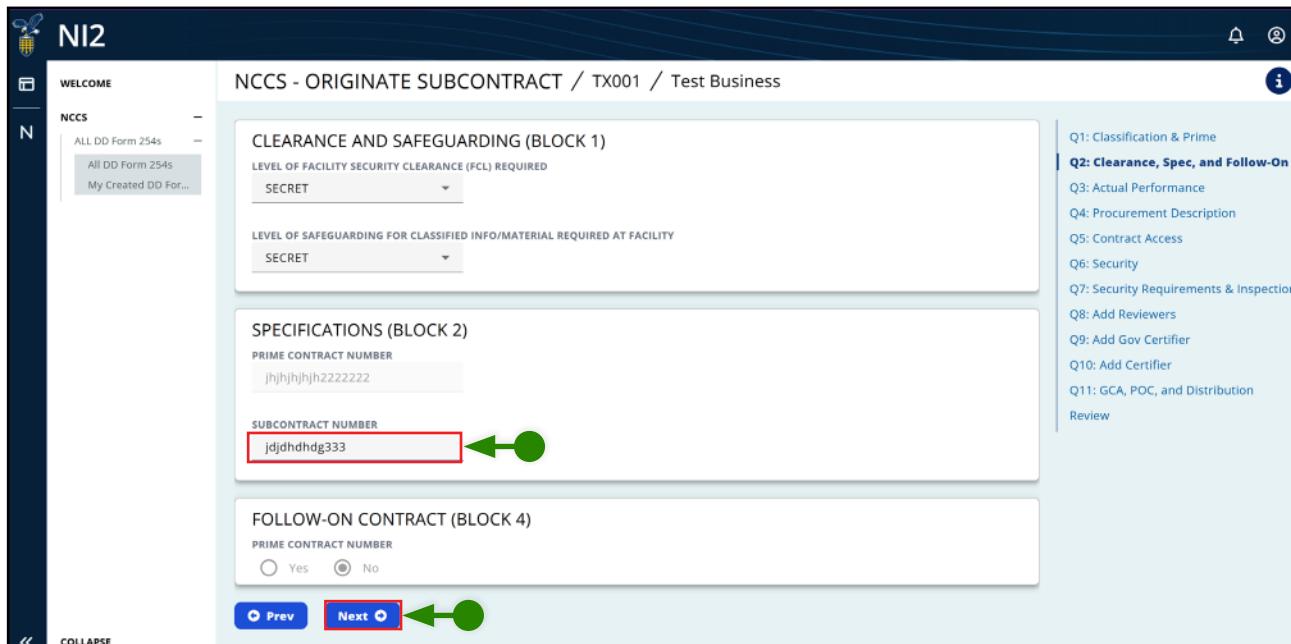
**Note:** The level of safeguarding for classified information and materials cannot exceed the security clearance level of the facility. If the entity will not have any requirements to safeguard classified materials for the execution of the contract, you can select None.

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

## Specifications (Block 2)

For Block 2, the prime contract number will be prepopulated.

1. Input the subcontract number.
2. Select **Next**.



The screenshot shows the NCCS - ORIGINATE SUBCONTRACT interface. The main title is 'NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business'. On the left, there's a sidebar with 'WELCOME' and 'NCCS' sections. The 'NCCS' section includes 'ALL DD Form 254s' and 'My Created DD For...'. The main content area has three sections: 'CLEARANCE AND SAFEGUARDING (BLOCK 1)', 'SPECIFICATIONS (BLOCK 2)', and 'FOLLOW-ON CONTRACT (BLOCK 4)'. The 'SPECIFICATIONS (BLOCK 2)' section contains a 'PRIME CONTRACT NUMBER' field with the value 'jhjhjhjhjh2222222' and a 'SUBCONTRACT NUMBER' field with the value 'jdjdhhdg333' (which is highlighted with a red box and a green arrow). The 'FOLLOW-ON CONTRACT (BLOCK 4)' section has 'PRIME CONTRACT NUMBER' fields for 'Yes' and 'No'. At the bottom, there are 'Prev' and 'Next' buttons, with 'Next' also highlighted with a red box and a green arrow. On the right, there's a sidebar with numbered steps: 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 Gov Certifier, Q10: Add Certifier, and Q11: GCA, POC, and Distribution Review.

## Actual Performance

For Block 8, add actual performance locations. The business name and address will be pulled from the previous steps. You may remove the entry by selecting the trashcan icon if the work will not be performed at that location. If additional sites will be used throughout the performance of this contract, you can add them here.

### Add Actual Performance Locations (Block 8)

1. Select **CAGE Lookup** to enter additional CAGE Codes and verify information.
2. Select **Save** to close the pop-up box.

WELCOME

NCSS

ALL DD Form 254s

All DD Form 254s

My Created DD For...

N

COLLAPSE

Prev Next

UNCLASSIFIED

ADD ACTUAL PERFORMANCE LOCATIONS

**CAGE Lookup**

**Save**

**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

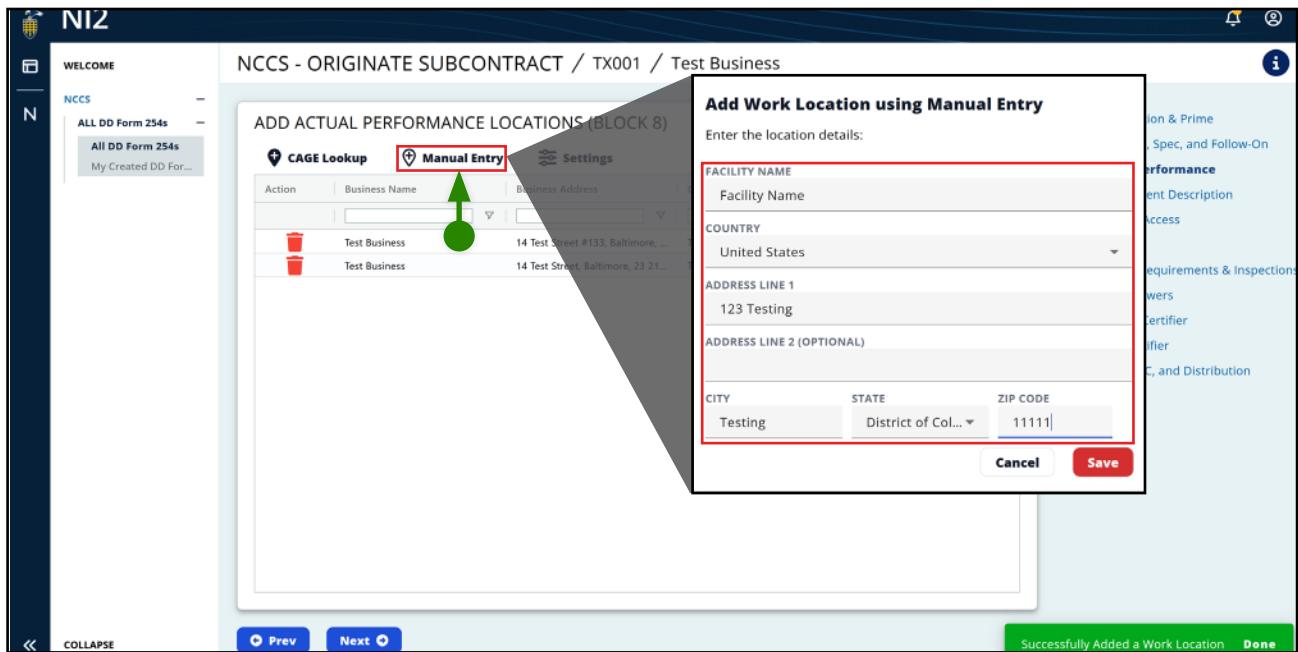
Cancel

Save

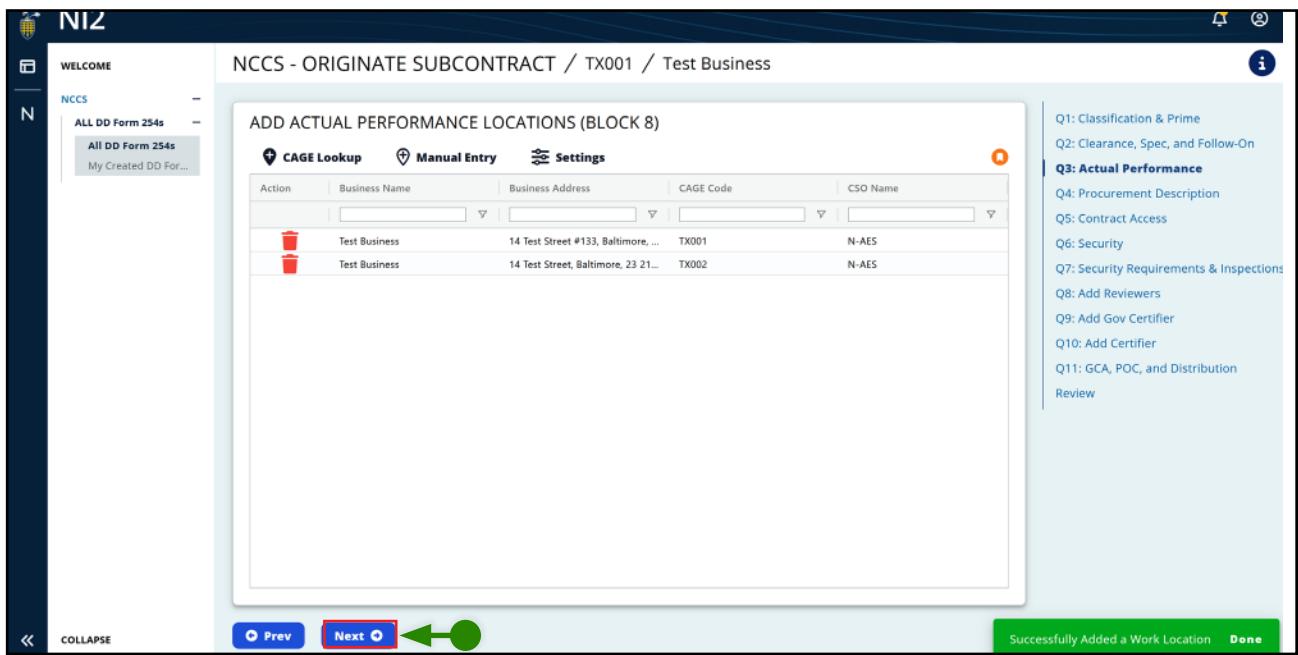
Q1: Classification & Prime  
Q2: Clearance, Spec, and Follow-On  
**Q3: Actual Performance**  
Q4: Procurement Description  
Q5: Contract Access  
Q6: Security  
Q7: Security Requirements & Inspection  
Q8: Add Reviewers  
Q9: Add Gov Certifier  
Q10: Add Certifier  
Q11: GCA, POC, and Distribution Review

Successfully Added a Work Location **Done**

3. Select **Manual Entry** to input location details. You have the option to enter the work location details.



4. Click **Next**.



## Procurement Description

Block 9 automatically populates with the prime contract's description. You can add, edit, or remove unclassified information while ensuring the description remains detailed enough to adequately represent the project.

### General Unclassified Description of this Procurement (Block 9)

1. Modify the description by typing your changes in the text box.
2. Select **Next**.

NI2

WELCOME

NCCS

ALL DD Form 254s

All DD Form 254s

My Created DD For...

NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business

GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT (BLOCK 9)

THE INFORMATION PROVIDED SHOULD BE UNCLASSIFIED.

Testing Testing

Modified

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 Gov Certifier

Q10: Add Certifier

Q11: GCA, POC, and Distribution

Review

COLLAPSE

Prev

Next

ToC

## Contract Access

### Blocks 10 and 11

For Blocks 10 and 11, Industry Originators may only deselect options. Access options have been selected based on the prime contract.

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

CHECK ALL THAT APPLY

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

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

CHECK ALL THAT APPLY

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

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

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

CHECK ALL THAT APPLY

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

PUBLIC RELEASE (BLOCK 12)

PUBLIC RELEASE OPTIONS

Direct

DESCRIPTION OF AUTHORITY (270 CHARACTER LIMIT)

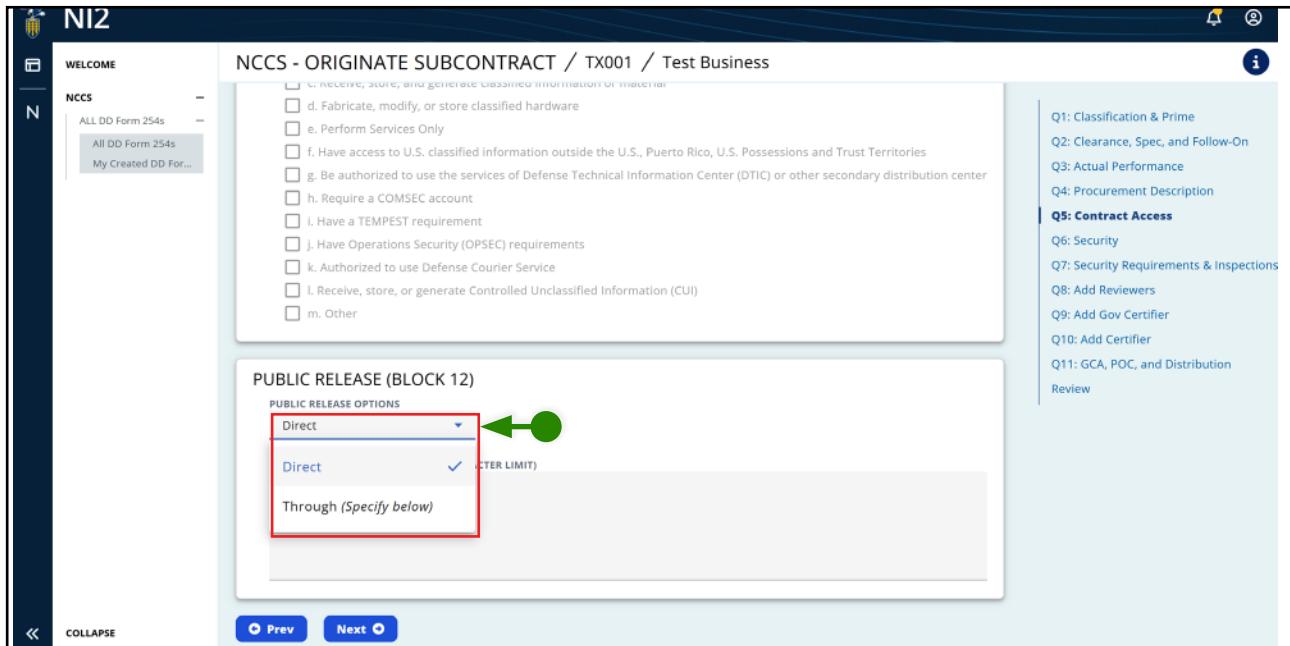
Q1: Classification & Prime  
 Q2: Clearance, Spec, and Follow-On  
 Q3: Actual Performance  
 Q4: Procurement Description  
**Q5: Contract Access**  
 Q6: Security  
 Q7: Security Requirements & Inspections  
 Q8: Add Reviewers  
 Q9: Add Gov Certifier  
 Q10: Add Certifier  
 Q11: GCA, POC, and Distribution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

## Public Release: (Block 12)

Public release options can change for Block 12

*Important:* If you change the selection to **Through**, you will have to include additional information.

- From the Public Release Options drop-down menu, select **Direct** or **Through**.



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ALL DD Form 254s

All DD Form 254s

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PUBLIC RELEASE (BLOCK 12)

PUBLIC RELEASE OPTIONS

Direct

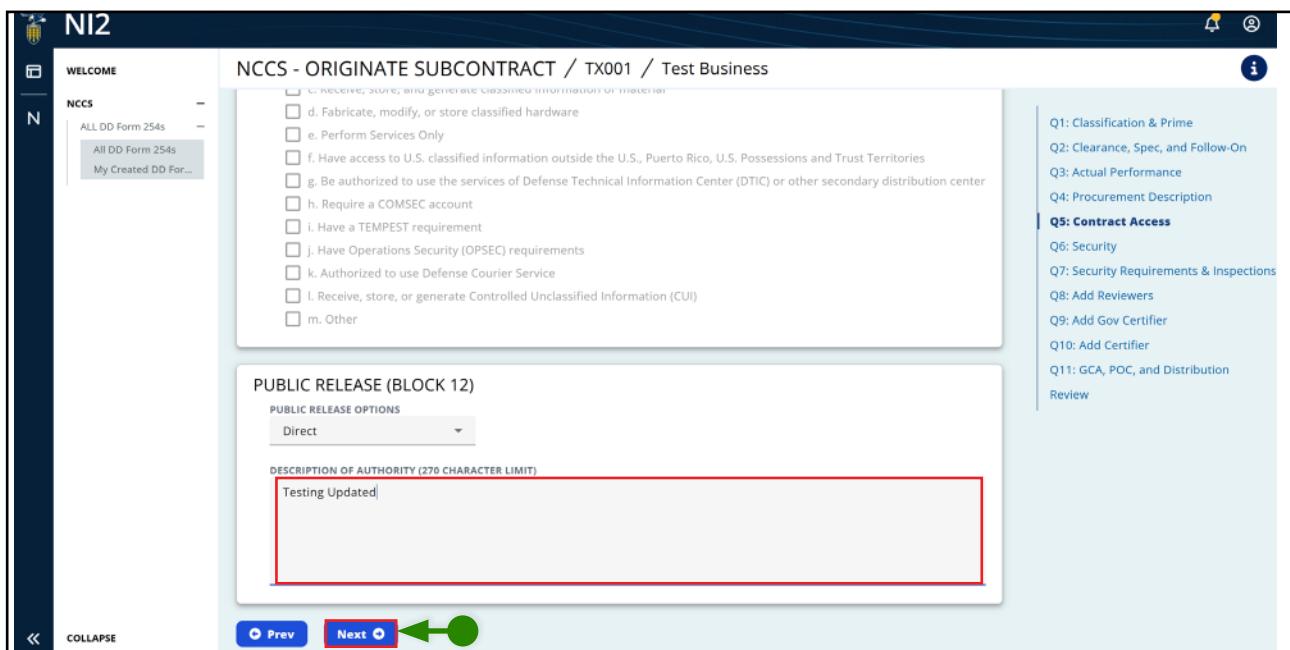
Through (Specify below)

DESCRIPTION OF AUTHORITY (270 CHARACTER LIMIT)

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

- Describe your Authority** in 270 characters or less within the free text field.

- Select **Next**.



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PUBLIC RELEASE (BLOCK 12)

PUBLIC RELEASE OPTIONS

Direct

DESCRIPTION OF AUTHORITY (270 CHARACTER LIMIT)

Testing Updated

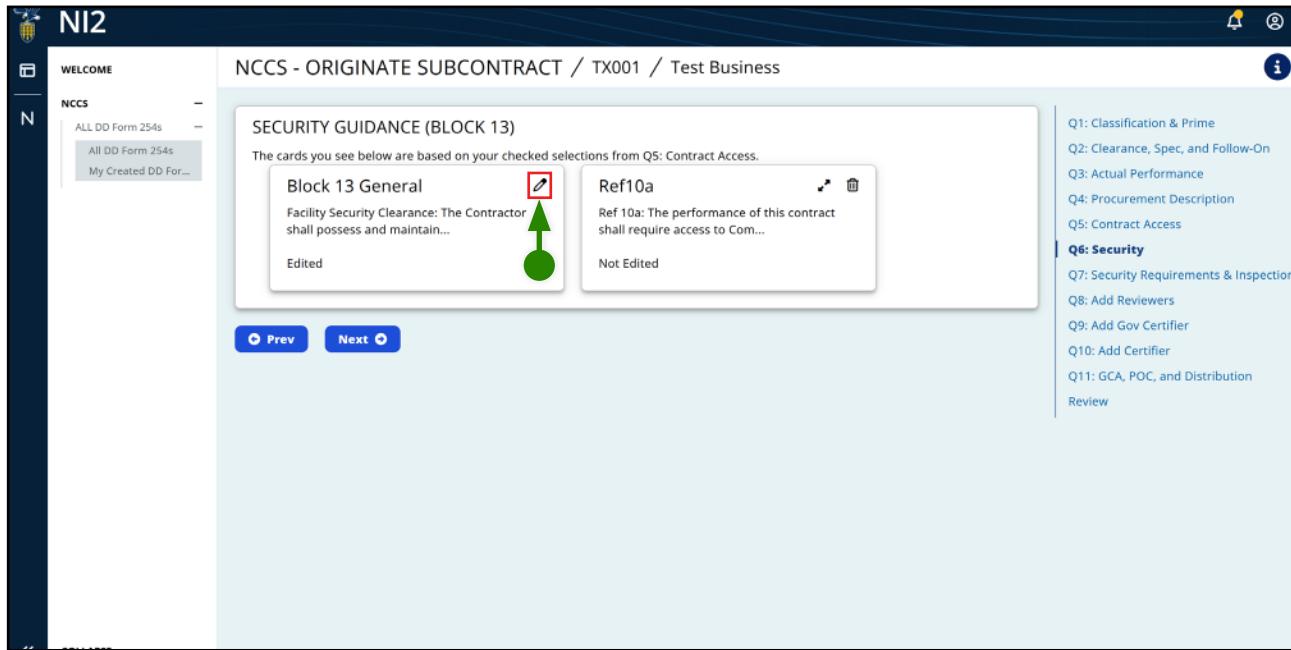
Q1: Classification & Prime  
Q2: Clearance, Spec, and Follow-On  
Q3: Actual Performance  
Q4: Procurement Description  
Q5: Contract Access  
Q6: Security  
Q7: Security Requirements & Inspections  
Q8: Add Reviewers  
Q9: Add Gov Certifier  
Q10: Add Certifier  
Q11: GCA, POC, and Distribution Review

## Security

On this screen, the NI2 application automatically generates the Block 13 Security Guidance based on selections in Blocks 10 and 11. The cards in this panel make up the Security Guidance.

### Security Guidance: (Block 13)

1. To edit a card, select the **Pencil Icon**  in the card's upper right-hand corner.



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SECURITY GUIDANCE (BLOCK 13)

The cards you see below are based on your checked selections from Q5: Contract Access.

Block 13 General

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

Edited

Ref10a

Ref 10a: The performance of this contract shall require access to Com...

Not Edited

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

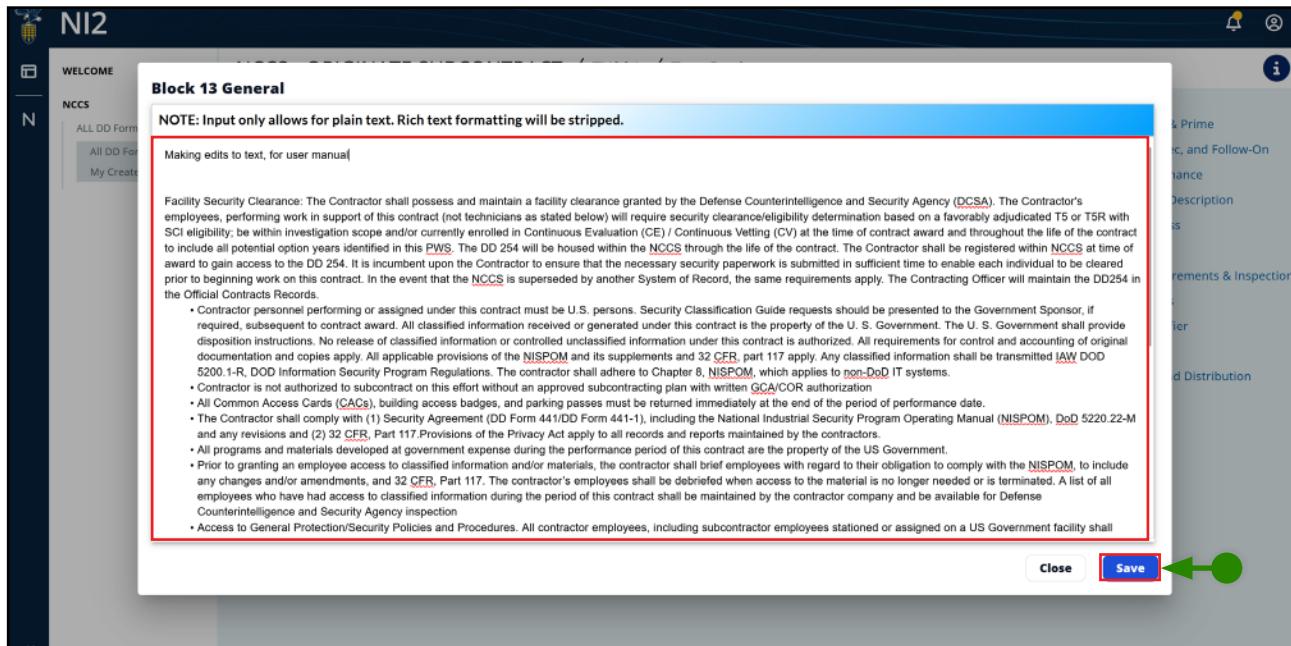
Q9: Add Gov Certifier

Q10: Add Certifier

Q11: GCA, POC, and Distribution Review

Prev Next

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



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**Block 13 General**

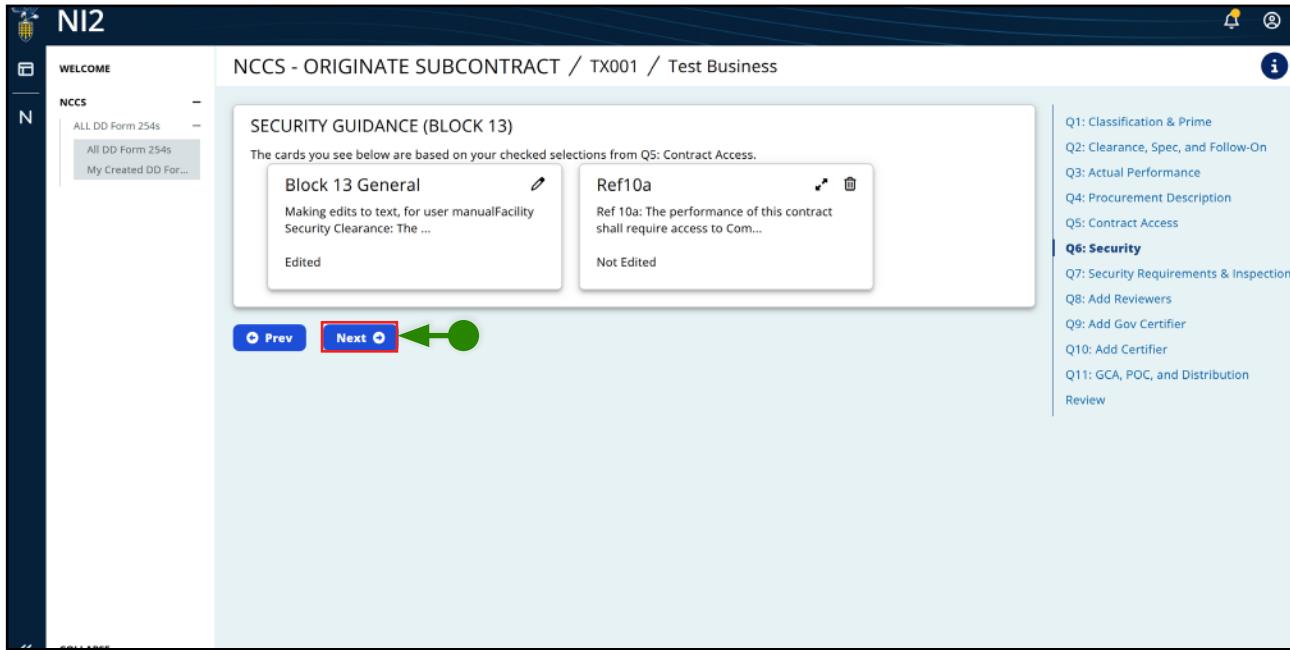
NOTE: Input only allows for plain text. Rich text formatting will be stripped.

Making edits to text, for user manual

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 apply. The Contracting Officer will maintain the DD254 in the Official Contracts Records.

- Contractor personnel performing or assigned under this contract must be U.S. persons. Security Classification Guide requests should be presented to the Government Sponsor, if required, subsequent to contract award. All classified information received or generated under this contract is the property of the U.S. Government. The U.S. Government shall provide disposition instructions. No release of classified information or controlled unclassified information under this contract is authorized. All requirements for control and accounting of original documentation and copies apply. All applicable provisions of the NISPOM and its supplements and 32 CFR, part 117 apply. Any classified information shall be transmitted IAW DOD 5200.1-R, DOD Information Security Program Regulations. The contractor shall adhere to Chapter 8, NISPOM, which applies to non-DoD IT systems.
- Contractor is not authorized to subcontract on this effort without an approved subcontracting plan with written GCA/COR authorization.
- All Common Access Cards (CACs), building access badges, and parking passes must be returned immediately at the end of the period of performance date.
- The Contractor shall comply with (1) Security Agreement (DD Form 441/DD Form 441-1), including the National Industrial Security Program Operating Manual (NISPOM), DoD 5220.22-M and any revisions and (2) 32 CFR, Part 117. Provisions of the Privacy Act apply to all records and reports maintained by the contractors.
- All programs and materials developed at government expense during the performance period of this contract are the property of the US Government.
- Prior to granting an employee access to classified information and/or materials, the contractor shall brief employees with regard to their obligation to comply with the NISPOM, to include any changes and/or amendments, and 32 CFR, Part 117. The contractor's employees shall be debriefed when access to the material is no longer needed or is terminated. A list of all employees who have had access to classified information during the period of this contract shall be maintained by the contractor company and be available for Defense Counterintelligence and Security Agency inspection.
- Access to General Protection/Security Policies and Procedures. All contractor employees, including subcontractor employees stationed or assigned on a US Government facility shall

Close Save

4. Select **Next**.


NI2

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NCCS

ALL DD Form 254s

All DD Form 254s

My Created DD For...

NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business

SECURITY GUIDANCE (BLOCK 13)

The cards you see below are based on your checked selections from Q5: Contract Access.

**Block 13 General**

Making edits to text, for user manualFacility Security Clearance: The ...

Edited

**Ref10a**

Ref 10a: The performance of this contract shall require access to Com...

Not Edited

Prev Next

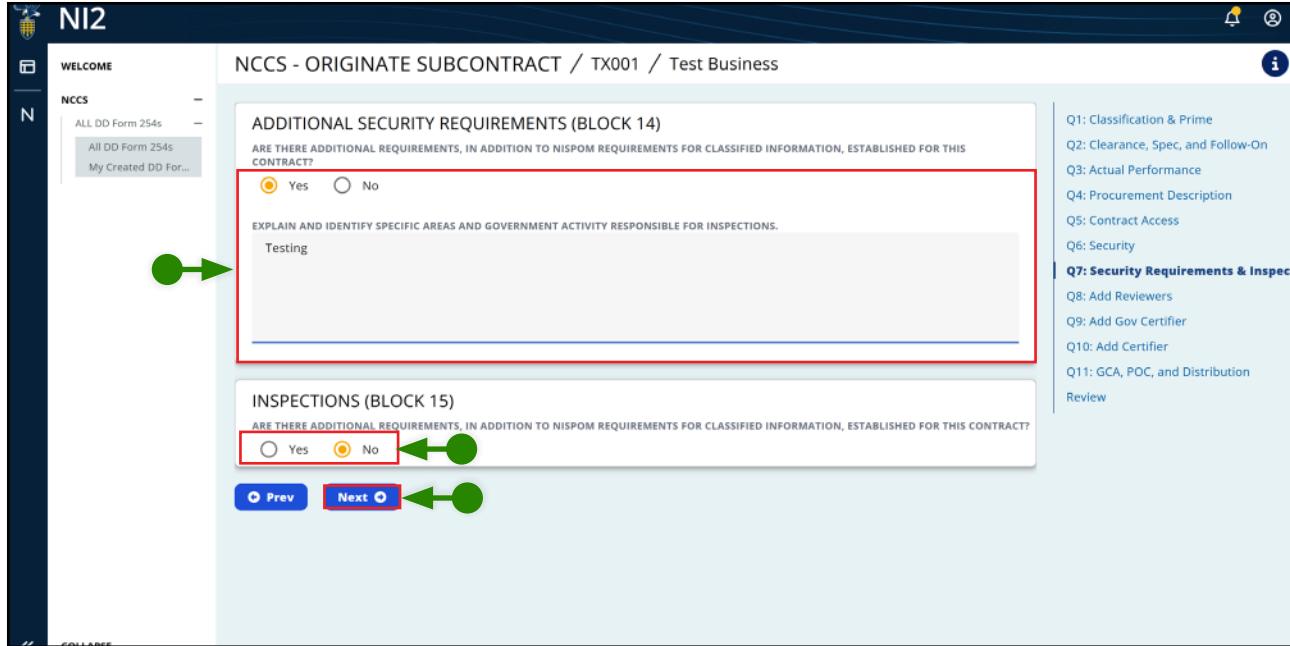
Q1: Classification & Prime  
Q2: Clearance, Spec, and Follow-On  
Q3: Actual Performance  
Q4: Procurement Description  
Q5: Contract Access  
**Q6: Security**  
Q7: Security Requirements & Inspections  
Q8: Add Reviewers  
Q9: Add Gov Certifier  
Q10: Add Certifier  
Q11: GCA, POC, and Distribution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

## Security Requirements and Inspections

## Additional Security Requirements: (Block 14), Inspections: (Block 15)

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, it is mandatory to include additional information in the free text field.
2. Select **Next**.



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ALL DD Form 254s

All DD Form 254s

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ADDITIONAL SECURITY REQUIREMENTS (BLOCK 14)

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

Yes  No

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

Testing

INSPECTIONS (BLOCK 15)

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

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 & Inspect**  
Q8: Add Reviewers  
Q9: Add Gov Certifier  
Q10: Add Certifier  
Q11: GCA, POC, and Distribution  
Review

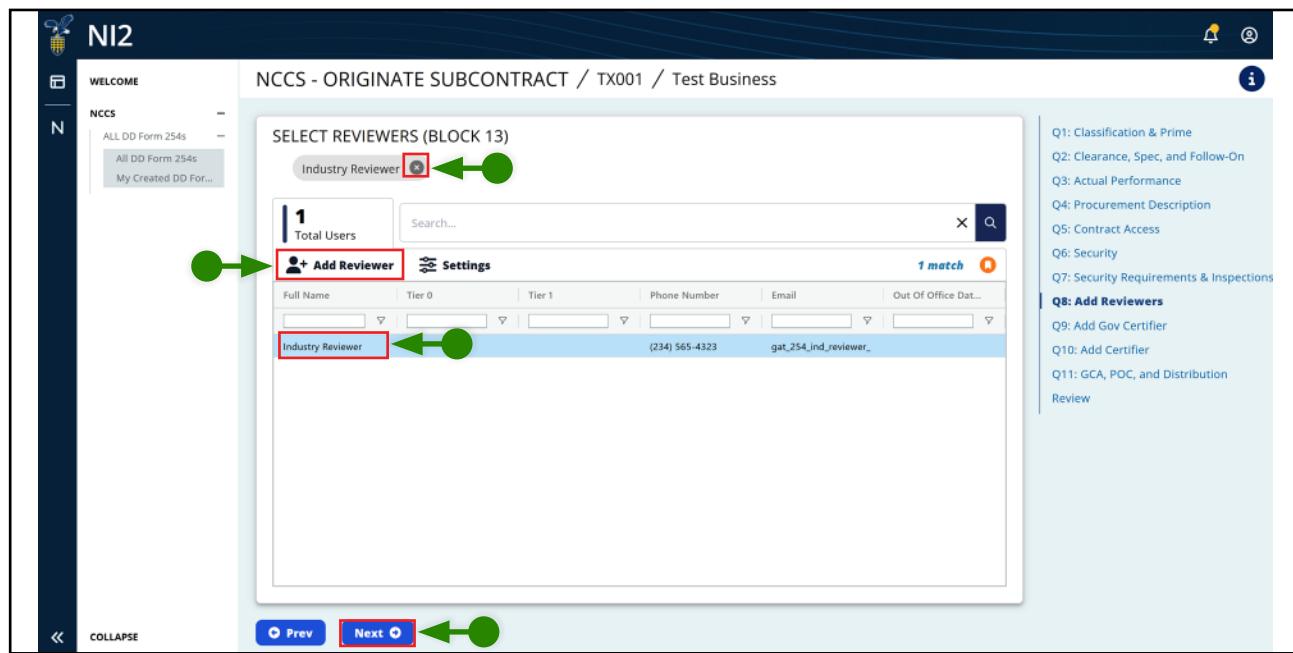
## Add Security Reviewers

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

To find a reviewer, you can sort and filter by Name, Primary Organization, Secondary Organization, Phone Number, or Email. If you do not find someone's name on this grid, it is possible that they are not registered in the NI2 system. They must be registered before you can select them as reviewers, or certifiers.

### Select Reviewers: (Block 13)

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



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All DD Form 254s

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SELECT REVIEWERS (BLOCK 13)

Industry Reviewer

1 Total Users

Search...

**+ Add Reviewer**

**Settings**

1 match

Full Name	Tier 0	Tier 1	Phone Number	Email	Out Of Office Dat...
Industry Reviewer			(234) 565-4323	gat_254_ind_reviewer...	

COLLAPSE

Prev  Next

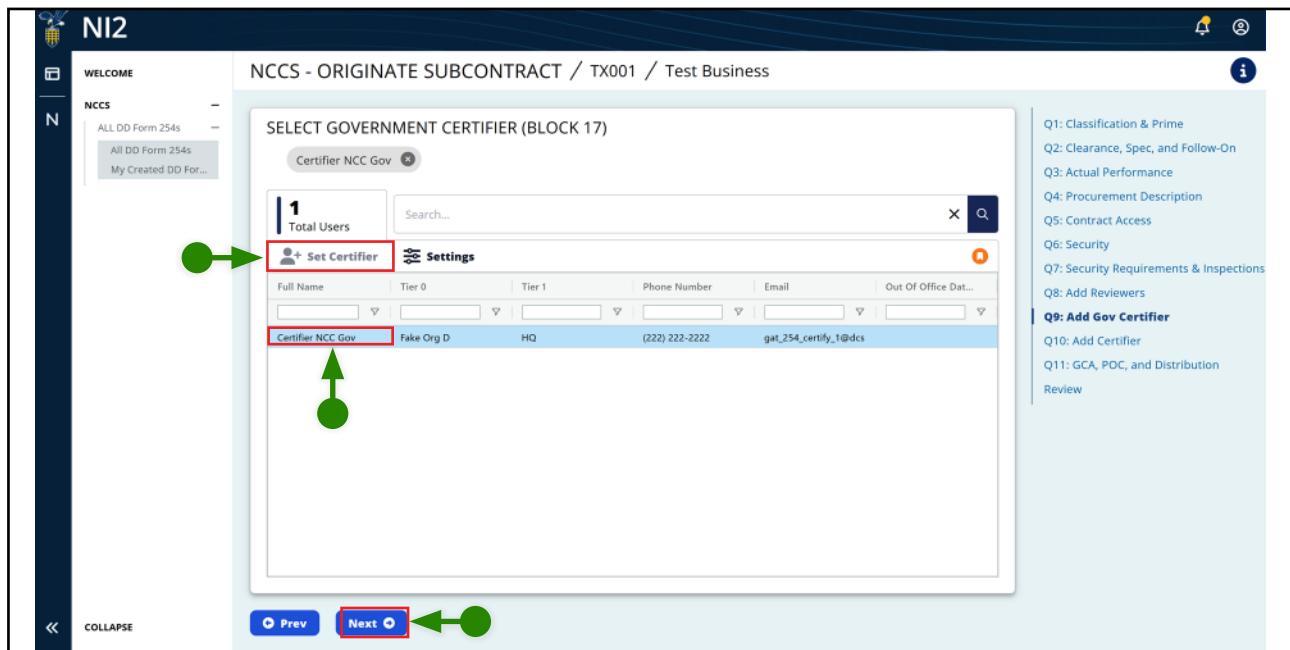
Q1: Classification & Prime  
Q2: Clearance, Spec, and Follow-On  
Q3: Actual Performance  
Q4: Procurement Description  
Q5: Contract Access  
Q6: Security  
Q7: Security Requirements & Inspections  
**Q8: Add Reviewers**  
Q9: Add Gov Certifier  
Q10: Add Certifier  
Q11: GCA, POC, and Distribution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

## Add Government Certifier

For Block 17, a single certifier can be selected on DD Form 254.

### Select Certifier: (Block 17)

1. Select the **Government Certifier's name**.
2. Select **Set Certifier** in the upper-right side of the panel.
3. Select **Next**.



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SELECT GOVERNMENT CERTIFIER (BLOCK 17)

1 Total Users

Search...

Full Name Tier 0 Tier 1 Phone Number Email Out Of Office Dat...

Certifier NCC Gov Fake Org D HQ (222) 222-2222 gat\_254.certify\_1@dcs

+ Set Certifier Settings

COLLAPSE

Prev Next

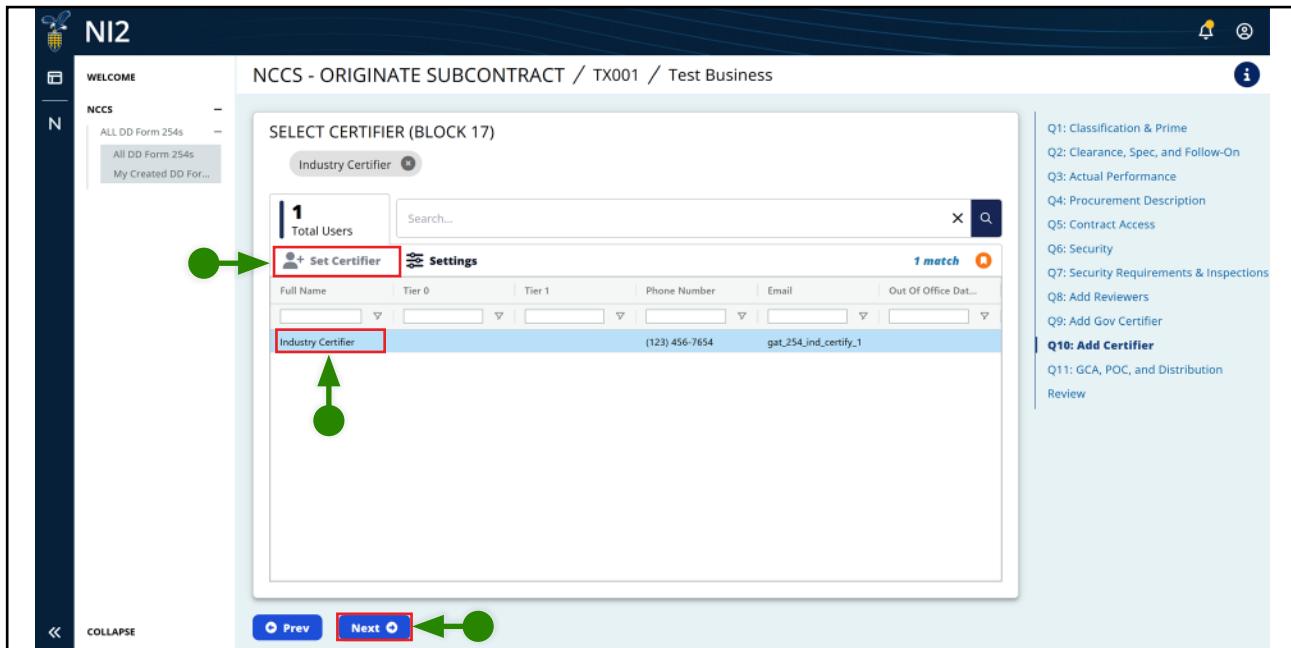
Q1: Classification & Prime  
Q2: Clearance, Spec, and Follow-On  
Q3: Actual Performance  
Q4: Procurement Description  
Q5: Contract Access  
Q6: Security  
Q7: Security Requirements & Inspections  
Q8: Add Reviewers  
**Q9: Add Gov Certifier**  
Q10: Add Certifier  
Q11: GCA, POC, and Distribution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

## Add Industry Certifier

For Block 17, a single certifier can be selected on DD Form 254.

### Select Certifier: (Block 17)

1. Select the **Certifier's** name.
2. Select **Set Certifier** in the upper-right side of the panel.
3. Select **Next**.



The screenshot shows the 'SELECT CERTIFIER (BLOCK 17)' screen. The interface includes a sidebar with 'WELCOME' and 'NCCS' sections, and a right sidebar with various contract-related links. The main search area shows 1 total user, a search bar, and a 'Set Certifier' button highlighted with a green arrow. The user list table has columns for Full Name, Tier 0, Tier 1, Phone Number, Email, and Out Of Office Date. One user is listed: 'Industry Certifier' with phone number '(123) 456-7654' and email 'gat\_254\_ind\_certify\_1'. At the bottom, there are 'Prev' and 'Next' buttons, with 'Next' highlighted with a green arrow.

## GCA, Point of Contact (POC), and Required Distribution

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

Industry Originators cannot make any edits to this section.

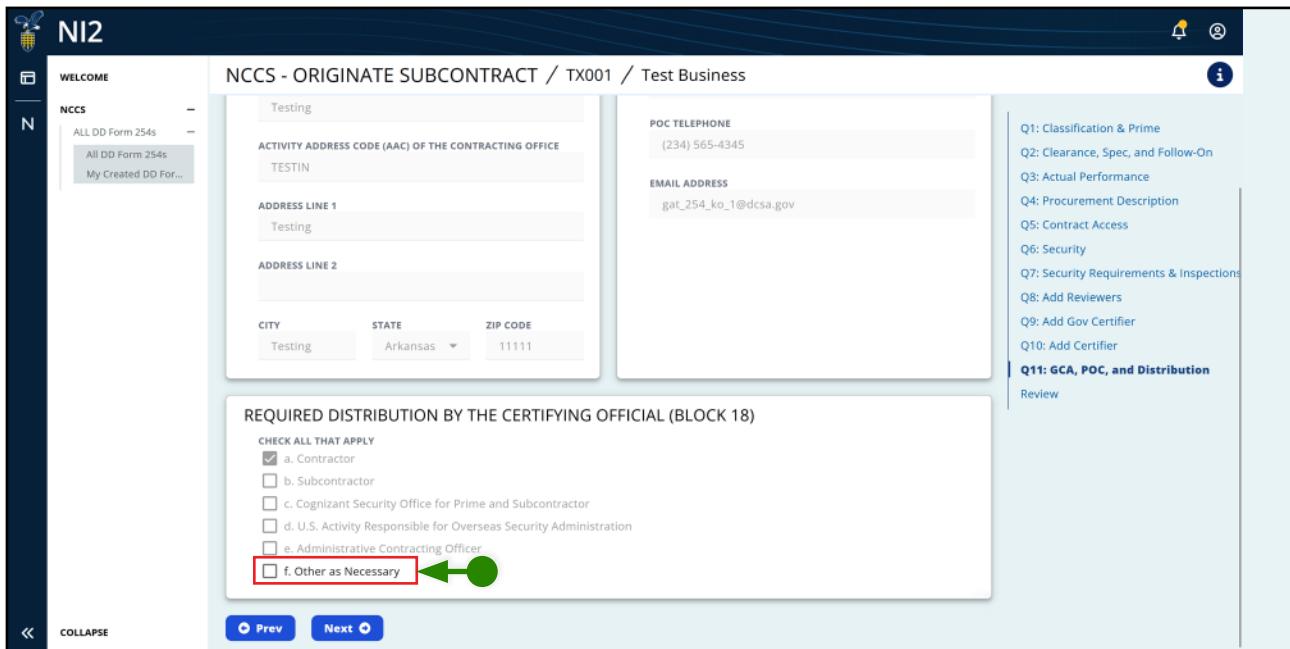
### Point of Contact (Block 16 D,E,F)

Industry Originators cannot make any edits to this section.

## Required Distribution by the Certifying Official (Block 18)

Industry Originators may only edit Block 18 by selecting "f. Other as Necessary".

1. For Block 18, select **Other as Necessary**.



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ALL DD Form 254s

All DD Form 254s

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ACTIVITY ADDRESS CODE (AAC) OF THE CONTRACTING OFFICE

TESTIN

ADDRESS LINE 1

Testing

ADDRESS LINE 2

CITY STATE ZIP CODE

Testing Arkansas 11111

POC TELEPHONE

(234) 565-4345

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 Gov Certifier  
Q10: Add Certifier  
**Q11: GCA, POC, and Distribution**  
Review

REQUIRED DISTRIBUTION BY THE CERTIFYING OFFICIAL (BLOCK 18)

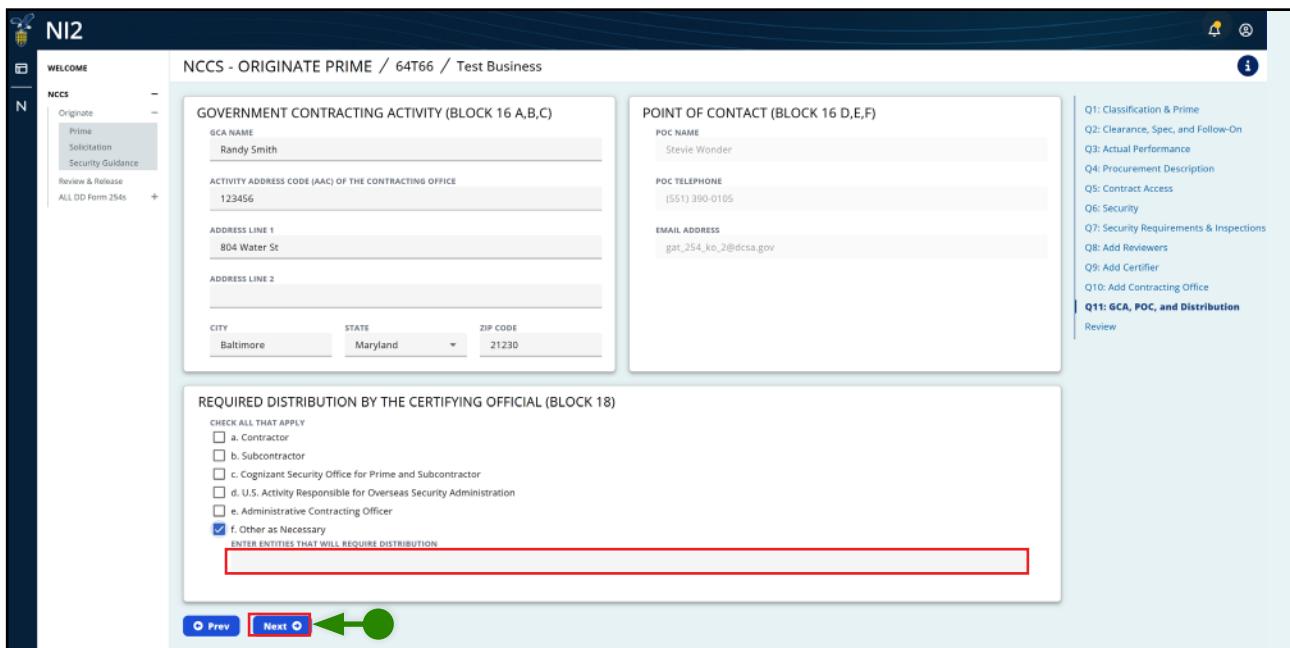
CHECK ALL THAT APPLY

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

COLLAPSE

Prev Next

2. In the text box, add entities that will require distribution.
3. Select **Next**.



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NCCS

Originate

Prime  
Solicitation  
Security Guidance

Review & Release

ALL DD Form 254s

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

GCA NAME

Randy Smith

ACTIVITY ADDRESS CODE (AAC) OF THE CONTRACTING OFFICE

123456

ADDRESS LINE 1

804 Water St

ADDRESS LINE 2

CITY STATE ZIP CODE

Baltimore Maryland 21230

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

POC NAME

Stevie Wonder

POC TELEPHONE

(551) 390-0105

EMAIL ADDRESS

gat\_254\_ko\_2@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)

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

ENTER ENTITIES THAT WILL REQUIRE DISTRIBUTION

Prev Next

## Form Validation

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

Review and correct any errors or warnings on this screen to ensure your information is accurate.

1. Select on the hyperlink to take you to where the error or warning exists.

Invalid Page	Error Count	Last Updated
Clearance, Specifications, and Follow-On Contract (Step 2)	1 <span style="color: red;">⚠</span>	12/31/2025 19:36:46

**Note:** Use the navigation bar to easily move between sections of your DD Form 254. The NI2 system, automatically saves your progress, so you can return to your work at any time.

## Review and Submit (Continued)

### Form Validation

Once errors have been corrected, review the PDF and save a copy for your records.

1. Select **View PDF** to review your DD Form 254.

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NCCS

All DD Form 254s

All DD Form 254s

My Created DD For...

NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business

REVIEW AND SUBMIT

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

Invalid Page	Error Count	Last Updated
Clearance, Specifications, and Follow-On Contract (Step 2)	1 <span style="color: red;">⚠</span>	12/31/2025 19:36:46

**View PDF**

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.

Prev

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 Gov Certifier  
Q10: Add Certifier  
Q11: GCA, POC, and Distribution  
Review

2. Select the **Exit** button - the **x** at the top right of the PDF to continue.

Now that you have reviewed and corrected your form, you are ready to submit your subcontract DD Form 254 to the next step in the process. If a reviewer was selected, they will be the next to view your subcontract DD Form 254; otherwise it will go to the certifier.

CLASSIFICATION (When filled in): UNCLASSIFIED

DEPARTMENT OF DEFENSE

CONTRACT SECURITY CLASSIFICATION SPECIFICATION

(The requirements of the National Industrial Security Program (NISP) apply to all security aspects of this effort involving classified information.)

OMB No. 0704-0567  
OMB approval expires: June 30, 2023

1. CLEARANCE AND SAFEGUARDING

a. LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED  
(See Instructions)  
CONFIDENTIAL

b. LEVEL OF SAFEGUARDING FOR CLASSIFIED INFORMATION/ MATERIAL REQUIRED AT CONTRACTOR FACILITY  
CONFIDENTIAL

2. THIS SPECIFICATION IS FOR: (X and complete as applicable.)

a. PRIME CONTRACT NUMBER (See instructions.)  
TESTING123456

b. SUBCONTRACT NUMBER  
SUBTEST123456

c. SOLICITATION OR OTHER NUMBER DUE DATE (YYYYMMDD)

3. THIS SPECIFICATION IS: (X and complete as applicable.)

a. ORIGINAL (Complete date in all cases.) DATE (YYYYMMDD)

b. REVISED (Supersedes all previous specifications.)  
REVISION NO. DATE (YYYYMMDD)

c. FINAL (Complete item 5 in all cases.) DATE (YYYYMMDD)

4. IS THIS A FOLLOW-ON CONTRACT?  No  Yes  
If yes, complete the following:  
Classified material received or generated under  
(Preceding Contract Number) is transferred to this follow-on contract.

5. IS THIS A FINAL DD FORM 254?  No  Yes  
If yes, complete the following:  
In response to the contractors request dated , retention of the classified material is authorized for the period of:

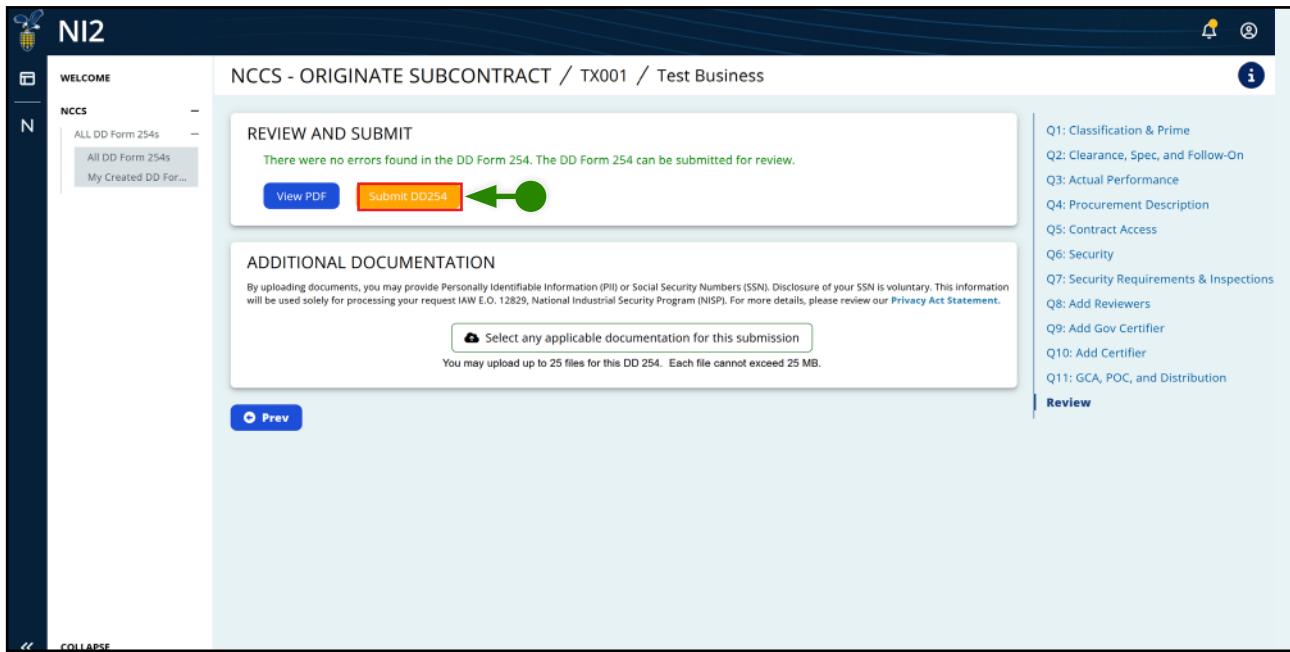
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)

a. NAME, ADDRESS, AND ZIP CODE  
Test Business  
14 Test Street  
Austin, TX 78701

b. CAGE CODE  
TX001

c. COGNIZANT SECURITY OFFICE(S) (CSO)  
(Name, Address, ZIP Code, Telephone required. Email Address optional)  
N-AES  
7556 Teague Rd  
Austin, TX 78701

3. Select **Submit DD254**.



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ALL DD Form 254s

All DD Form 254s

My Created DD For...

NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business

REVIEW AND SUBMIT

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

View PDF    Submit DD254

ADDITIONAL DOCUMENTATION

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

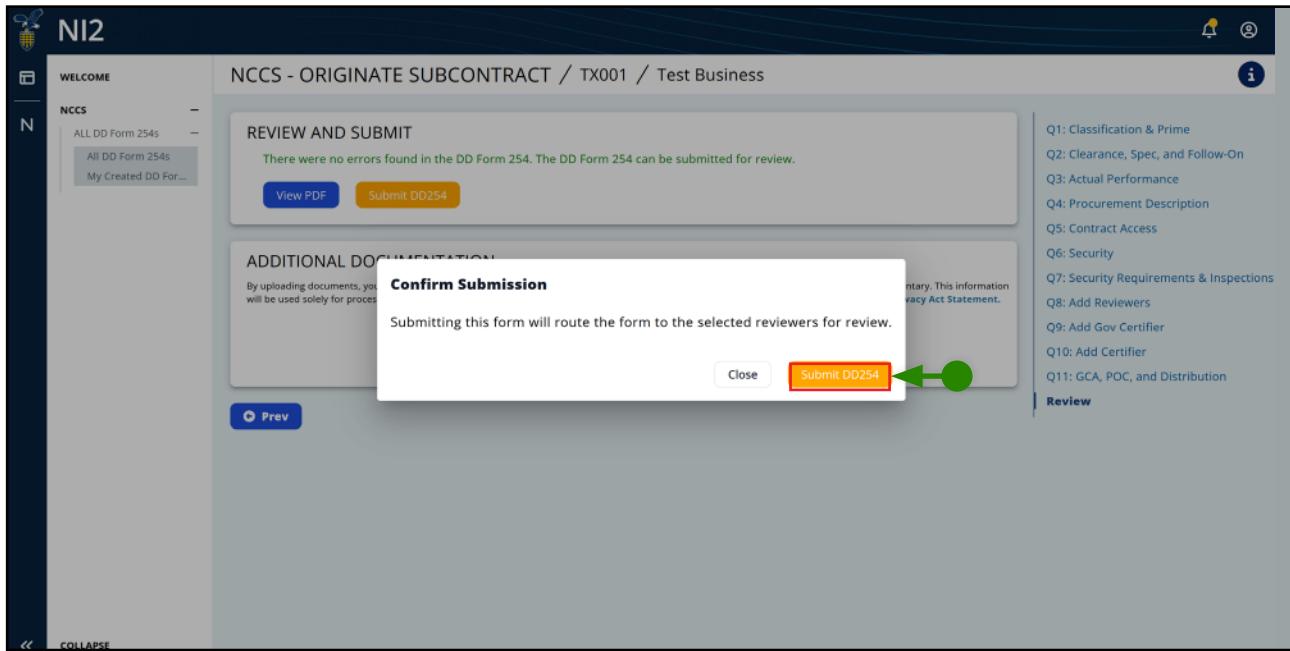
Select any applicable documentation for this submission

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

• Prev

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 Gov Certifier  
Q10: Add Certifier  
Q11: GCA, POC, and Distribution  
Review

4. Select **Submit DD254** to confirm your submission.



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REVIEW AND SUBMIT

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

View PDF    Submit DD254

ADDITIONAL DOCUMENTATION

Confirm Submission

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

Close    Submit DD254

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 Gov Certifier  
Q10: Add Certifier  
Q11: GCA, POC, and Distribution  
Review

# Industry Reviewer

# Industry Reviewer

## Getting Started

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



**NI2**  
National Industrial Security System

### 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 Disclose, 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 attempt to upload, download or change information is strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986, the National Information Infrastructure Protection Act of 1996, and United States Code Title 18, Section 1030. Under the Privacy Act of 1974, individuals with access to NISS must safeguard personnel information received through this system. Disclosure of information is governed by Title 5, United States 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, psychologists, 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

This 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.mic-alex.ssd.nisb.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 (PSC), 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 PSC, contact security personnel at cleared companies, conduct security oversight activities of cleared industry, and assist in submission of capability reports for security violations. Information is designated as Controlled Unclassified Information.

## NI2 Welcome Screen

- Select the **NCCS** to expand NCCS, then select **ALL DD Form 254s**.



**NI2**

**NCCS** 

**ALL DD Form 254s** 

NCCS - ALL DD FORM 254s						
1 Total DD254s		Search... 				
Settings						
Group	Action	Workflow State	Last Update Full Na...	Last Update Date	CAGE Code	Company Name
TESTING123456 - TX001	  	Released	Industry Originator	12/31/2025 19:51:58	TX001	Test Business
Prime (Original)	  	Pending Review	Contract Officer	12/31/2025 18:41:45	TX001	Test Business
Subcontract	  	Pending Review	Industry Originator	12/31/2025 19:51:58	TX002	Test Business

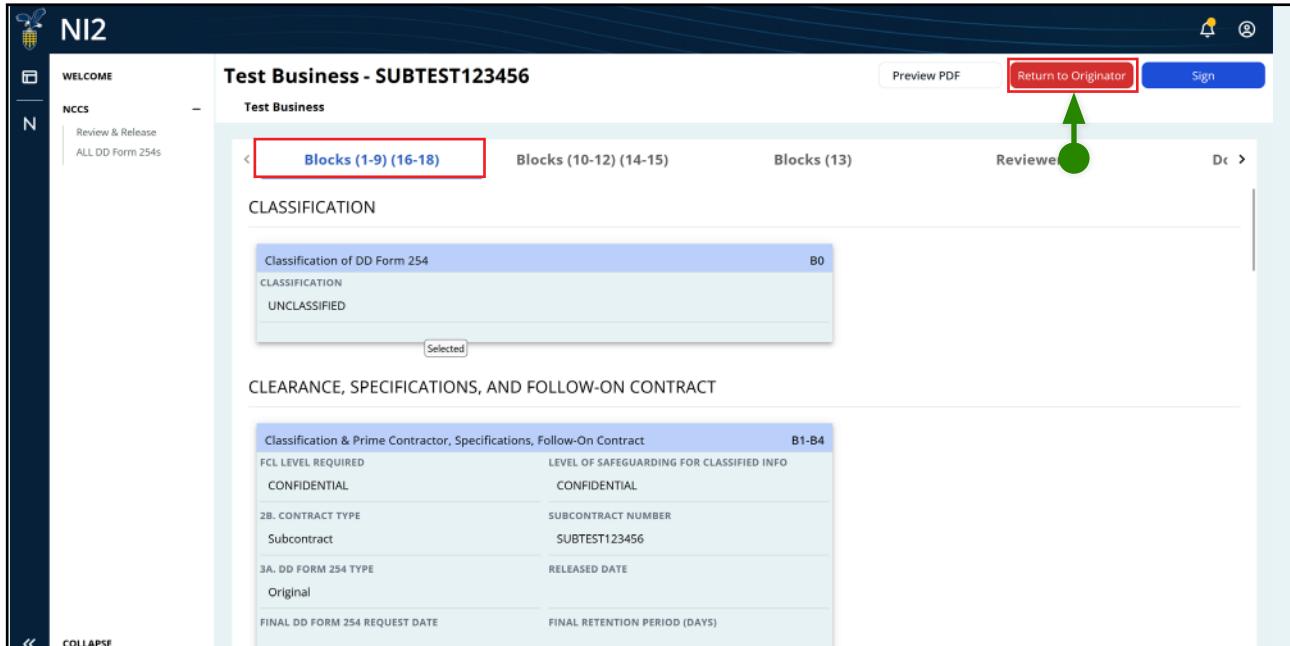
41

UNCLASSIFIED

Industry Reviewer

## Pending Review List- Subcontract DD Form 254

1. Review the information in Blocks (1-9) (16-18). Industry Reviewers do not have permissions to edit these blocks. If there are errors in these blocks for the Originator to correct, select **Return to Originator**.



NI2

WELCOME

NCCS

Review & Release

ALL DD Form 254s

Test Business - SUBTEST123456

Test Business

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

Reviewers

Preview PDF

Return to Originator

Sign

CLASSIFICATION

Classification of DD Form 254

Classification

UNCLASSIFIED

Selected

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

2B. CONTRACT TYPE

Subcontract

SUBCONTRACT NUMBER

SUBTEST123456

3A. DD FORM 254 TYPE

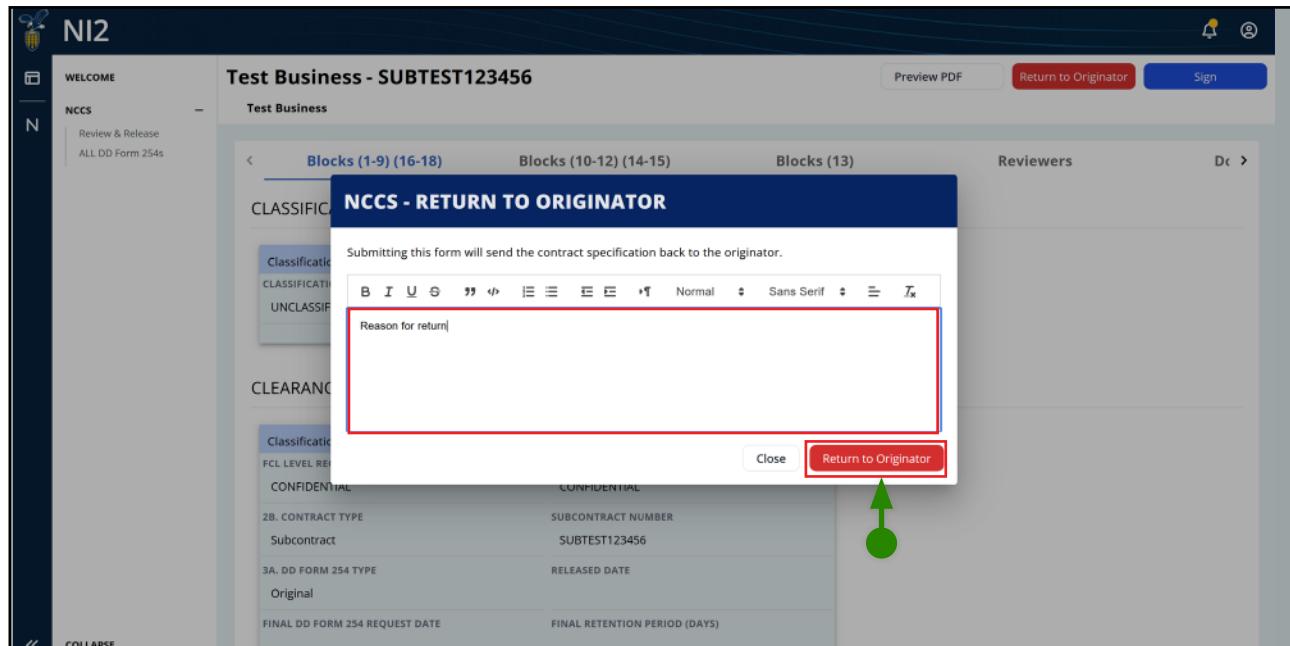
Original

RELEASED DATE

FINAL DD FORM 254 REQUEST DATE

FINAL RETENTION PERIOD (DAYS)

2. In the Return to Originator pop-up box, type a reason for returning the form and select **Return to Originator**.



NI2

WELCOME

NCCS

Review & Release

ALL DD Form 254s

Test Business - SUBTEST123456

Test Business

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

Reviewers

Preview PDF

Return to Originator

Sign

CLASSIFICATION

Classification

UNCLASSIFIED

CLEARANCE

Classification

B1-B4

FCL LEVEL REQUIRED	LEVEL OF SAFEGUARDING FOR CLASSIFIED INFO
CONFIDENTIAL	CONFIDENTIAL

2B. CONTRACT TYPE

Subcontract

SUBCONTRACT NUMBER

SUBTEST123456

3A. DD FORM 254 TYPE

Original

RELEASED DATE

FINAL DD FORM 254 REQUEST DATE

FINAL RETENTION PERIOD (DAYS)

NCCS - RETURN TO ORIGINATOR

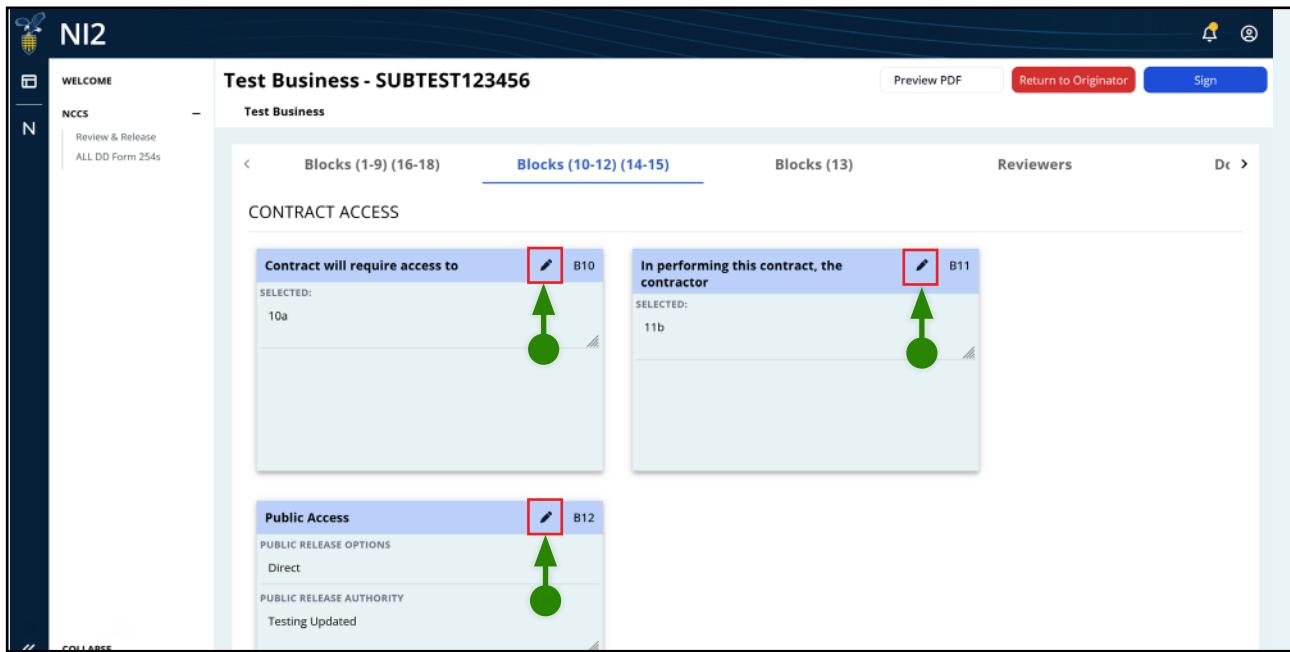
Submitting this form will send the contract specification back to the originator.

Reason for return|

Close

Return to Originator

3. Review the information in Blocks (10-12) (14-15). Industry Reviewers have permissions to edit these blocks. Select the **pencil icon**  to begin editing.



NI2

WELCOME

NCCS

Review & Release  
ALL DD Form 2545

Test Business - SUBTEST123456

Test Business

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

CONTRACT ACCESS

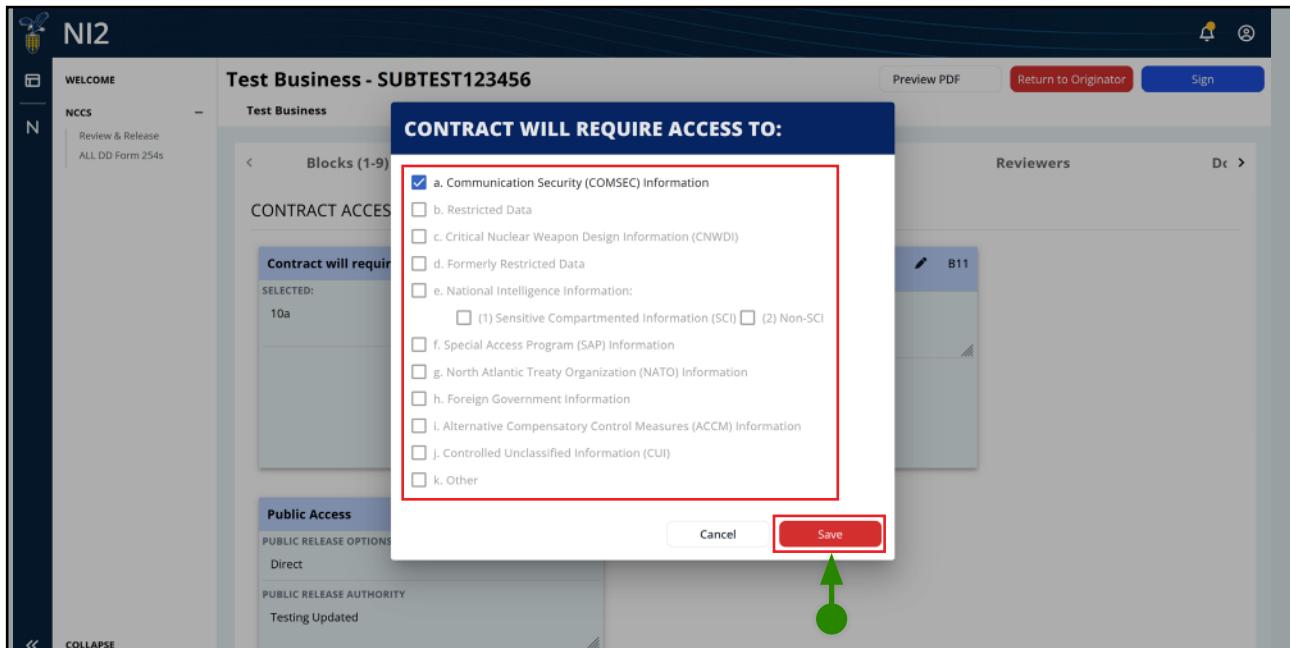
Contract will require access to  B10  
SELECTED: 10a

In performing this contract, the contractor  B11  
SELECTED: 11b

Public Access  B12  
PUBLIC RELEASE OPTIONS  
Direct  
PUBLIC RELEASE AUTHORITY  
Testing Updated

4. Make any necessary edits.

5. Select **Save**.



NI2

WELCOME

NCCS

Review & Release  
ALL DD Form 2545

Test Business - SUBTEST123456

Test Business

Blocks (1-9) (16-18)

CONTRACT ACCESS

Contract will require access to  
SELECTED: 10a

Public Access  
PUBLIC RELEASE OPTIONS  
Direct  
PUBLIC RELEASE AUTHORITY  
Testing Updated

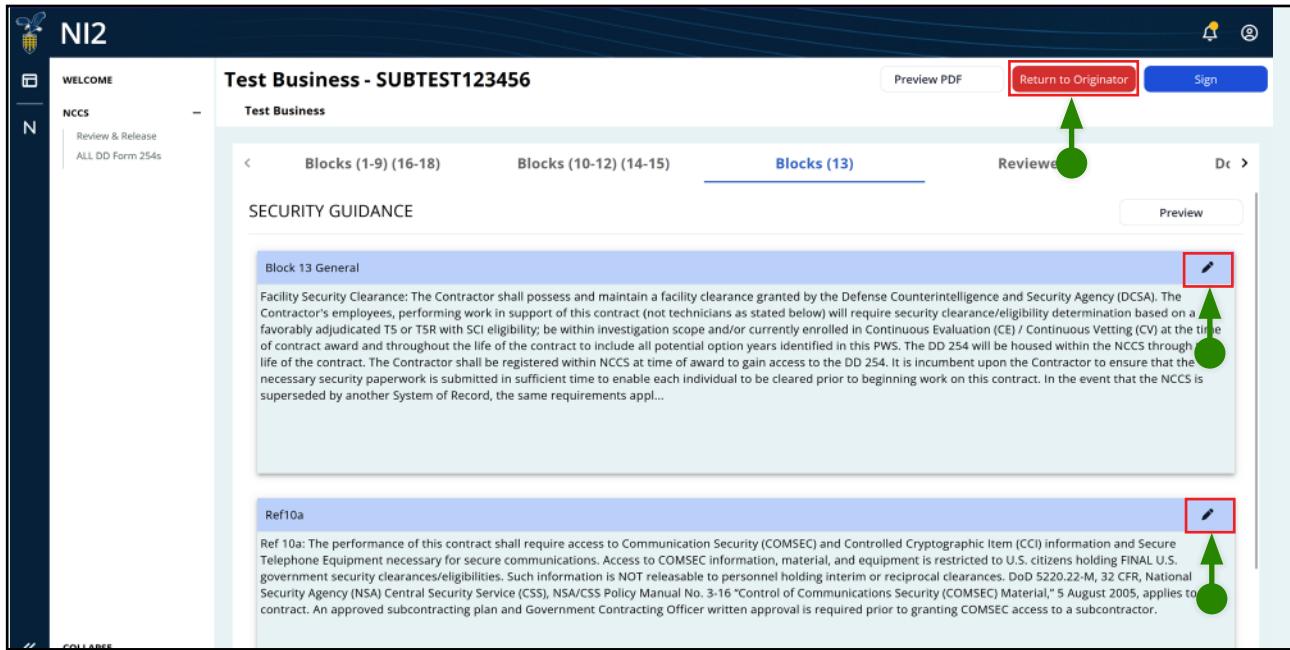
**CONTRACT WILL REQUIRE ACCESS TO:**

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

Cancel **Save**

## Pending Review List- Subcontract DD Form 254

1. Review the information in Block 13. Industry Reviewers have permissions to edit the Security Guidance. Select the **pencil icon**  to begin editing. Make changes, and select **Save**.
2. Industry Reviewers do not have permissions to edit references. If changes are required in the references, select **Return to Originator**.



NI2

WELCOME

NCCS

Review & Release  
ALL DD Form 254s

Test Business - SUBTEST123456

Test Business

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

Preview PDF **Return to Originator** Sign

SECURITY GUIDANCE

Block 13 General

Facility Security Clearance: The Contractor shall possess and maintain a facility clearance granted by the Defense Counterintelligence and Security Agency (DCSA). The Contractor's employees, performing work in support of this contract (not technicians as stated below) will require security clearance/eligibility determination based on a favorably adjudicated TS or TSR with SCI eligibility; be within investigation scope and/or currently enrolled in Continuous Evaluation (CE) / Continuous Vetting (CV) at the time of contract award and throughout the life of the contract to include all potential option years identified in this PWS. The DD 254 will be housed within the NCCS through 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 apply...

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 all of the reviewers assigned to the subcontract 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.

#	Status	Full Name	Title	Action Date	Telephone	Email
1	Finished	Rick Dutton	Worker	01/05/2026 21:00:06	(808) 894-9999	gcl_254_review_1@dcsa.gov

## Documents

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

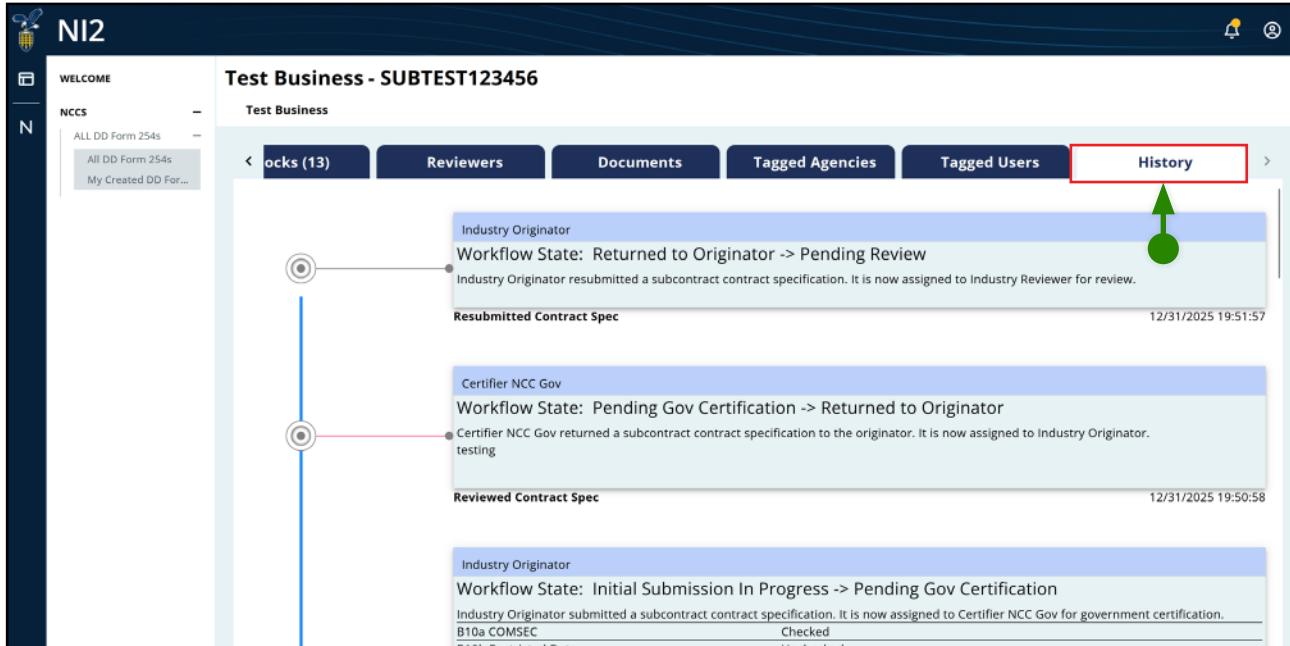
1. Select the **Documents** tab at the top of the screen.

Actions	Filename	Description	Reviewer
	DEMO-Business Assessment_(CU).pdf	Business Assessment	Sally O'Malley
	DEMO-Company Documentation_(CU).pdf	Policy Information	Sally O'Malley

## History

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

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



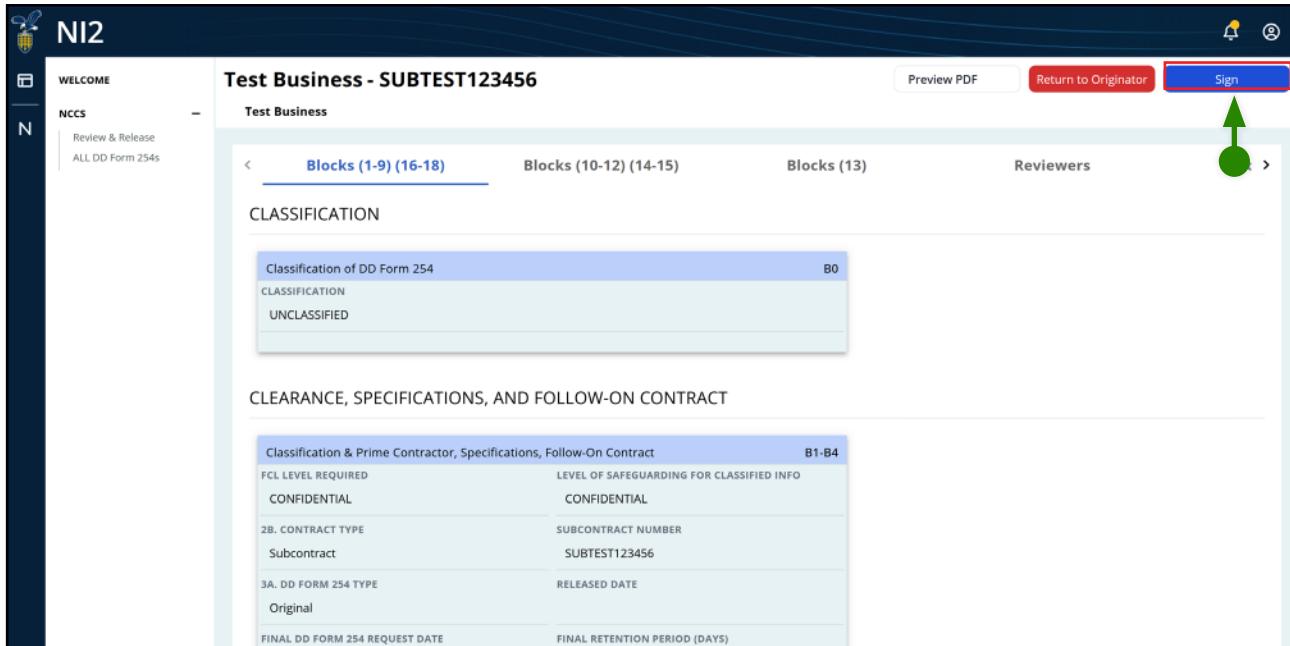
The screenshot shows the NI2 software interface for a subcontract business. The main title is "Test Business - SUBTEST123456". The navigation bar includes "LOCKS (13)", "Reviewers", "Documents", "Tagged Agencies", "Tagged Users", and a red-bordered "History" tab. The "History" tab is currently active, displaying a timeline of events:

- Industry Originator**  
Workflow State: Returned to Originator -> Pending Review  
Industry Originator resubmitted a subcontract contract specification. It is now assigned to Industry Reviewer for review.  
Resubmitted Contract Spec 12/31/2025 19:51:57
- Certifier NCC Gov**  
Workflow State: Pending Gov Certification -> Returned to Originator  
Certifier NCC Gov returned a subcontract contract specification to the originator. It is now assigned to Industry Originator.  
testing  
Reviewed Contract Spec 12/31/2025 19:50:58
- Industry Originator**  
Workflow State: Initial Submission In Progress -> Pending Gov Certification  
Industry Originator submitted a subcontract contract specification. It is now assigned to Certifier NCC Gov for government certification.  
B10a COMSEC Checked

## 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.

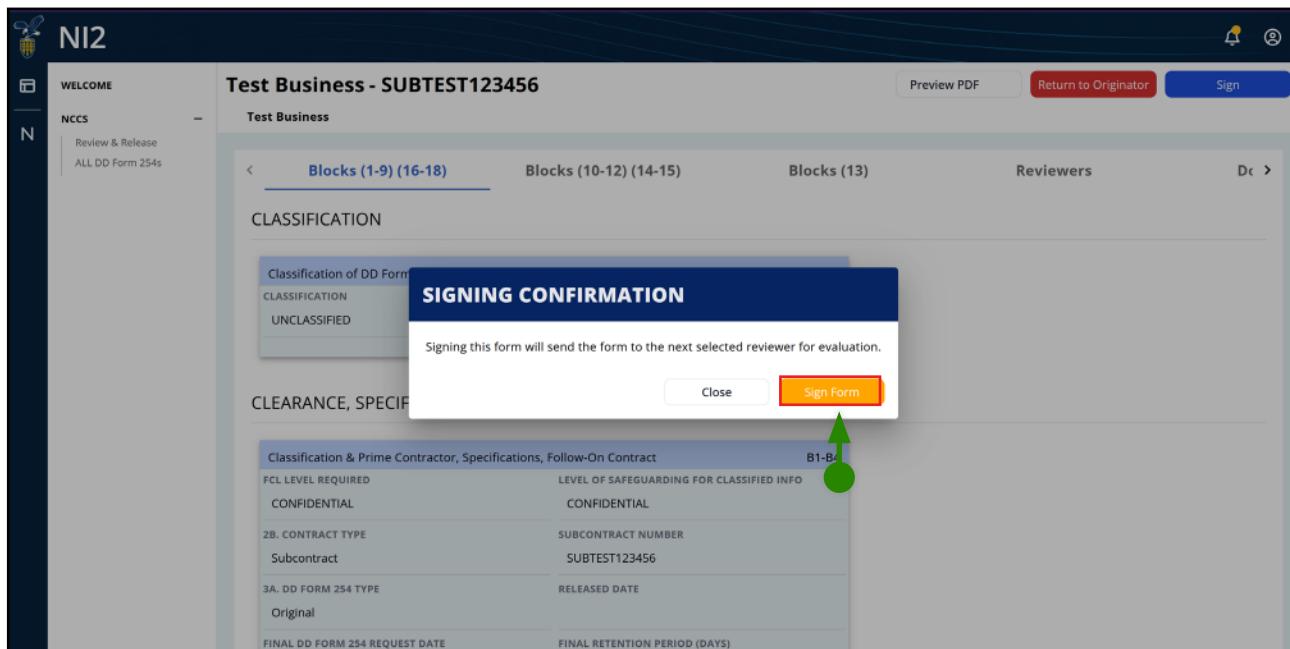
1. Select **Sign**.



The screenshot shows the NI2 software interface for a subcontract. The main title is 'Test Business - SUBTEST123456'. On the left, there's a sidebar with 'WELCOME' and 'NCCS' sections, and a 'Review & Release' button. The main content area has tabs for 'Blocks (1-9) (16-18)', 'Blocks (10-12) (14-15)', 'Blocks (13)', and 'Reviewers'. The 'Blocks (1-9) (16-18)' tab is selected. Below it, there's a 'CLASSIFICATION' section with a table showing 'Classification of DD Form 254' with 'CLASSIFICATION' and 'UNCLASSIFIED' options, and 'B0' status. The 'CLEARANCE, SPECIFICATIONS, AND FOLLOW-ON CONTRACT' section contains a table for 'Classification & Prime Contractor, Specifications, Follow-On Contract' with 'B1-B4' status. It includes rows for 'FCL LEVEL REQUIRED' (CONFIDENTIAL), 'LEVEL OF SAFEGUARDING FOR CLASSIFIED INFO' (CONFIDENTIAL), '2B. CONTRACT TYPE' (Subcontract), 'SUBCONTRACT NUMBER' (SUBTEST123456), '3A. DD FORM 254 TYPE' (Original), 'RELEASED DATE', 'FINAL DD FORM 254 REQUEST DATE', and 'FINAL RETENTION PERIOD (DAYS)'. At the top right of the main content area, there are buttons for 'Preview PDF', 'Return to Originator', and a red-bordered 'Sign' button, which is highlighted with a red box and a green arrow.

2. Select **Sign Form** to confirm the signing action.

Your account has now signed the form. From here, the subcontract DD Form 254 will either move to the next Industry Reviewer or advance to the Industry Certifier.



The screenshot shows the NI2 software interface for a subcontract. The main title is 'Test Business - SUBTEST123456'. On the left, there's a sidebar with 'WELCOME' and 'NCCS' sections, and a 'Review & Release' button. The main content area has tabs for 'Blocks (1-9) (16-18)', 'Blocks (10-12) (14-15)', 'Blocks (13)', and 'Reviewers'. The 'Blocks (1-9) (16-18)' tab is selected. Below it, there's a 'CLASSIFICATION' section with a table showing 'Classification of DD Form 254' with 'CLASSIFICATION' and 'UNCLASSIFIED' options, and 'B0' status. The 'CLEARANCE, SPECIFICATIONS, AND FOLLOW-ON CONTRACT' section contains a table for 'Classification & Prime Contractor, Specifications, Follow-On Contract' with 'B1-B4' status. It includes rows for 'FCL LEVEL REQUIRED' (CONFIDENTIAL), 'LEVEL OF SAFEGUARDING FOR CLASSIFIED INFO' (CONFIDENTIAL), '2B. CONTRACT TYPE' (Subcontract), 'SUBCONTRACT NUMBER' (SUBTEST123456), '3A. DD FORM 254 TYPE' (Original), 'RELEASED DATE', 'FINAL DD FORM 254 REQUEST DATE', and 'FINAL RETENTION PERIOD (DAYS)'. A 'SIGNING CONFIRMATION' dialog box is overlaid on the page, containing the text 'Signing this form will send the form to the next selected reviewer for evaluation.' and a 'Sign Form' button, which is highlighted with a red box and a green arrow. The background shows the same subcontract details as the previous screenshot.

# Industry Certifier

# Industry Certifier

## Getting Started

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



**NI2**  
National Industrial Security System

### Welcome to National Industrial Security System 2

➡
Acknowledge

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

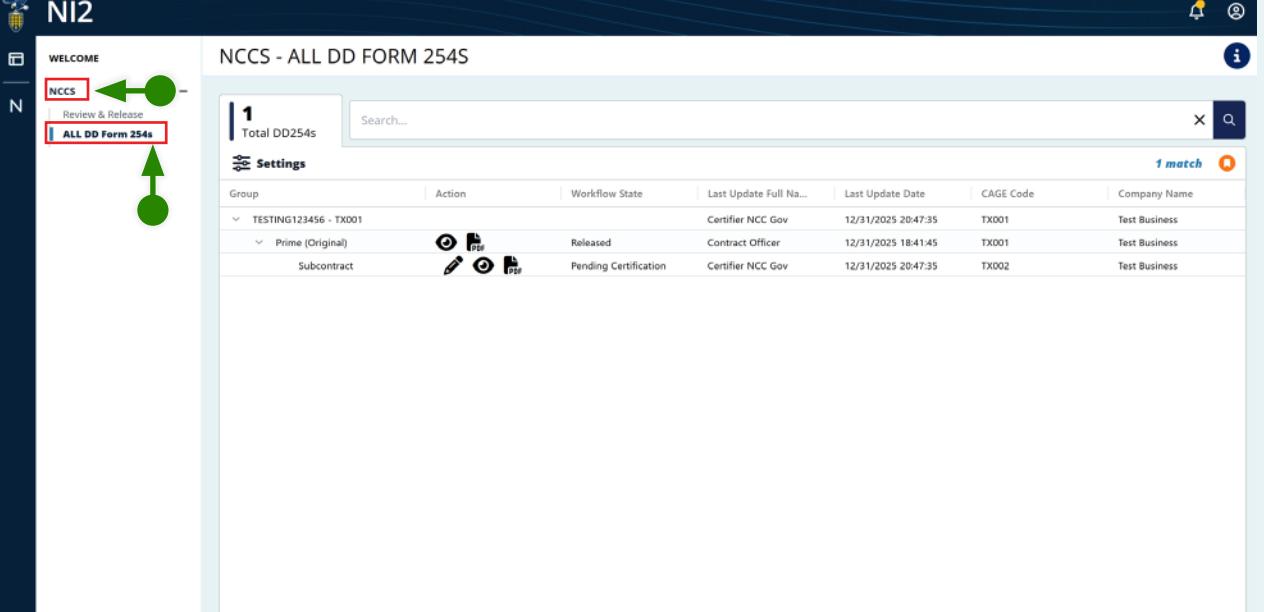
This public reporting burden for this collection of information, 0705-0006, is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mic-alex.sdt.nisb.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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## NI2 Welcome Screen

1. Select the **NCCS** to expand NCCS, then select **ALL DD Form 254s**.



**NCCS - ALL DD FORM 254s**

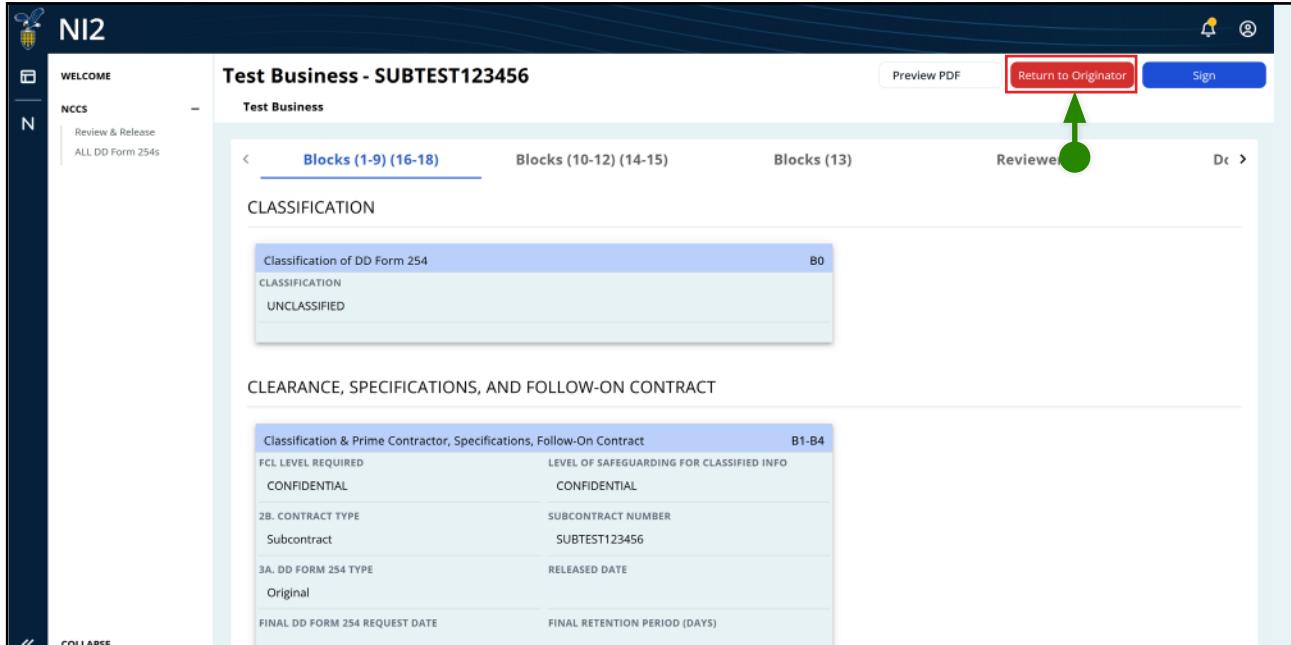
1 Total DD254s

Settings

Group	Action	Workflow State	Last Update Full Na...	Last Update Date	CAGE Code	Company Name
TESTING123456 - TX001		Released	Certifier NCC Gov	12/31/2025 20:47:35	TX001	Test Business
Prime (Original)		Contract Officer	12/31/2025 18:41:45	TX001	Test Business	
Subcontract		Pending Certification	Certifier NCC Gov	12/31/2025 20:47:35	TX002	Test Business

## Pending Certification List- Subcontract DD Form 254 Details

1. Review the information in Blocks (1-9) (16-18). Industry Certifiers do not have permissions to edit these blocks. If there are errors in these blocks for the Originator to correct, select **Return to Originator**.



NI2

WELCOME

NCCS

Review & Release

ALL DD Form 254s

Test Business - SUBTEST123456

Test Business

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

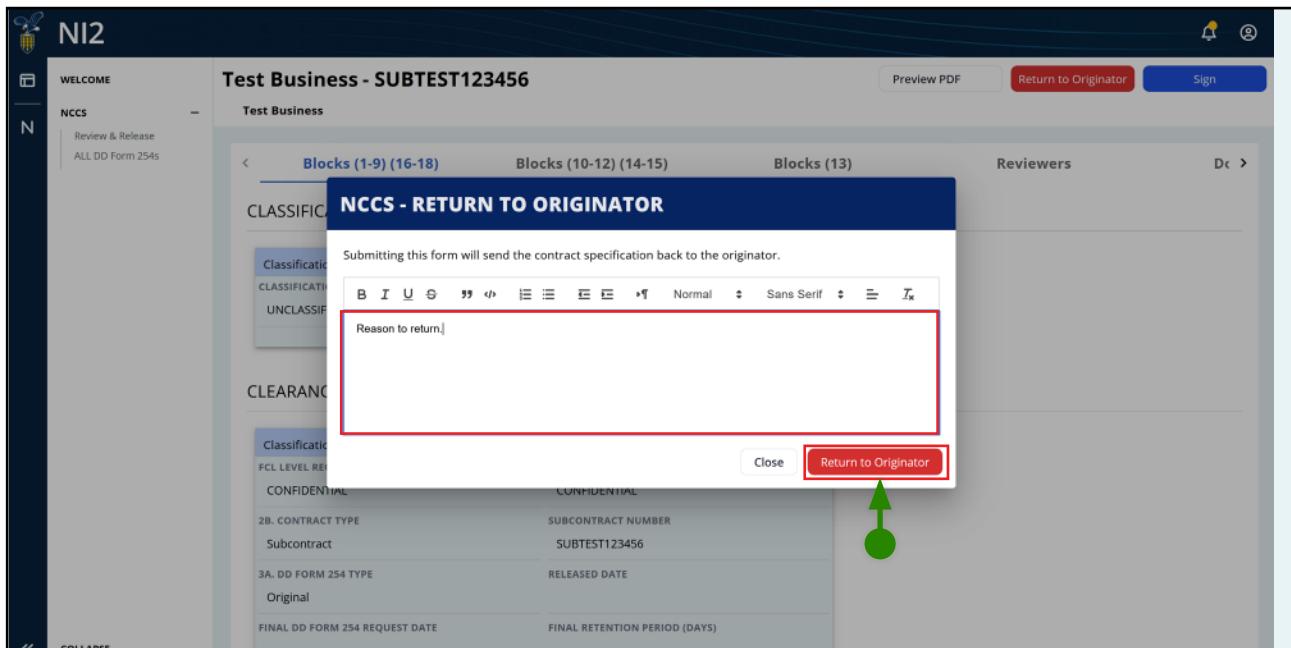
Classification

Classification of DD Form 254	B0
CLASSIFICATION	CONFIDENTIAL
UNCLASSIFIED	

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

FCL LEVEL REQUIRED	LEVEL OF SAFEGUARDING FOR CLASSIFIED INFO
CONFIDENTIAL	CONFIDENTIAL
2B. CONTRACT TYPE	SUBCONTRACT NUMBER
Subcontract	SUBTEST123456
3A. DD FORM 254 TYPE	RELEASED DATE
Original	
FINAL DD FORM 254 REQUEST DATE	FINAL RETENTION PERIOD (DAYS)

2. In the Return to Originator pop-up box, type a reason for returning the form and select **Return to Originator**.



NI2

WELCOME

NCCS

Review & Release

ALL DD Form 254s

Test Business - SUBTEST123456

Test Business

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

Classification

Classification	
CONFIDENTIAL	
UNCLASSIFIED	

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

FCL LEVEL REQUIRED	LEVEL OF SAFEGUARDING FOR CLASSIFIED INFO
CONFIDENTIAL	CONFIDENTIAL
2B. CONTRACT TYPE	SUBCONTRACT NUMBER
Subcontract	SUBTEST123456
3A. DD FORM 254 TYPE	RELEASED DATE
Original	
FINAL DD FORM 254 REQUEST DATE	FINAL RETENTION PERIOD (DAYS)

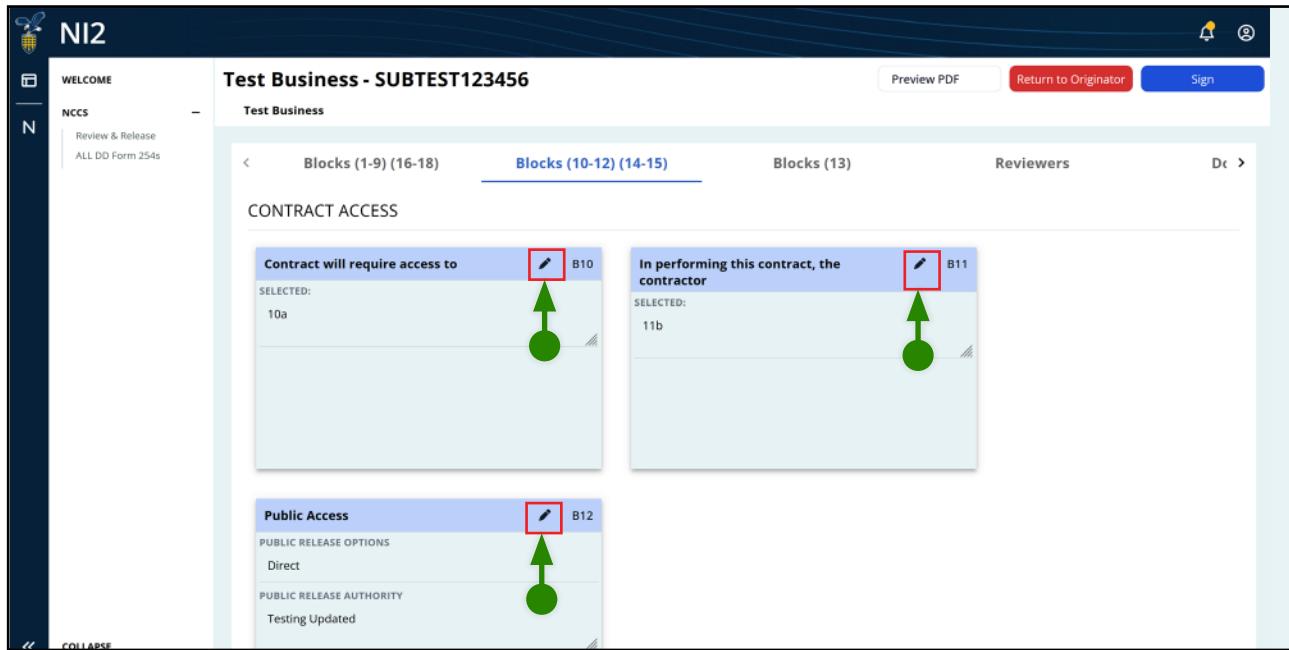
**NCCS - RETURN TO ORIGINATOR**

Submitting this form will send the contract specification back to the originator.

Reason to return:

Close Return to Originator

3. Review the information in Blocks (10-12) (14-15). Industry Certifiers have permissions to edit these blocks. Select the **pencil icon**  to begin editing.



NI2

Test Business - SUBTEST123456

Test Business

Blocks (10-12) (14-15)

Blocks (13)

Reviewers

CONTRACT ACCESS

Contract will require access to B10

SELECTED: 10a

In performing this contract, the contractor B11

SELECTED: 11b

Public Access B12

PUBLIC RELEASE OPTIONS

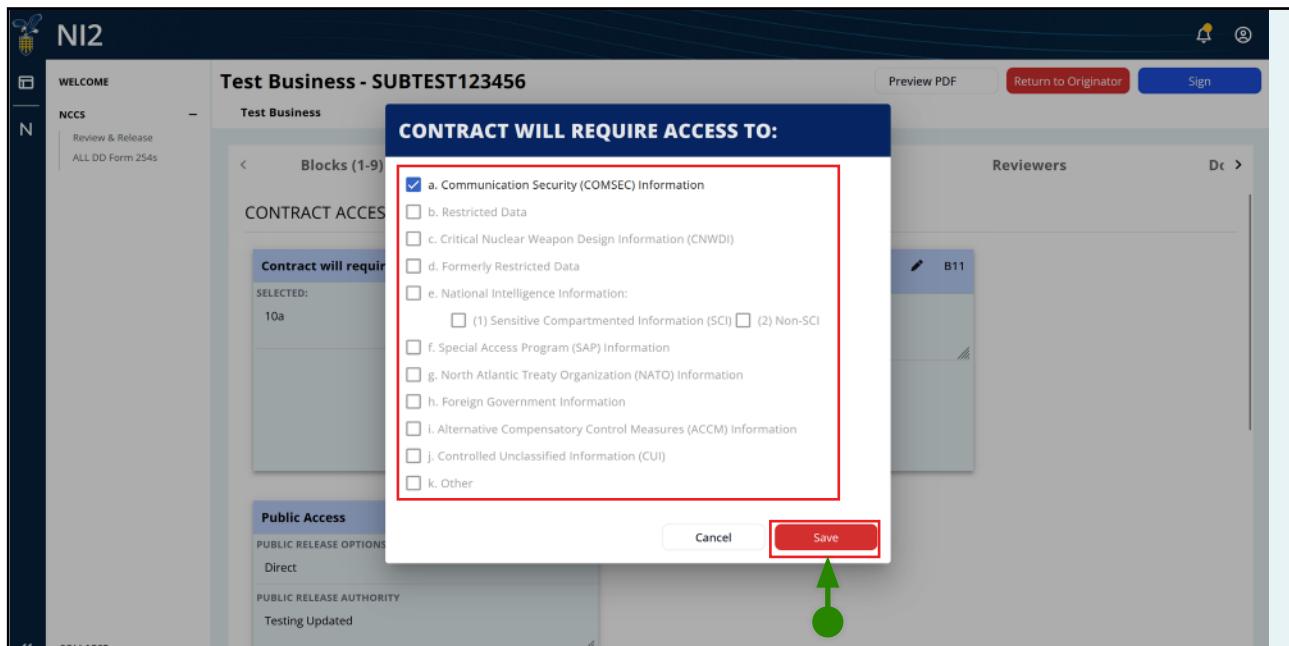
Direct

PUBLIC RELEASE AUTHORITY

Testing Updated

4. Make any necessary edits.

5. Select **Save**.



NI2

Test Business - SUBTEST123456

Test Business

Blocks (10-12) (14-15)

CONTRACT ACCESS

Contract will require access to B10

SELECTED: 10a

Public Access B11

PUBLIC RELEASE OPTIONS

Direct

PUBLIC RELEASE AUTHORITY

Testing Updated

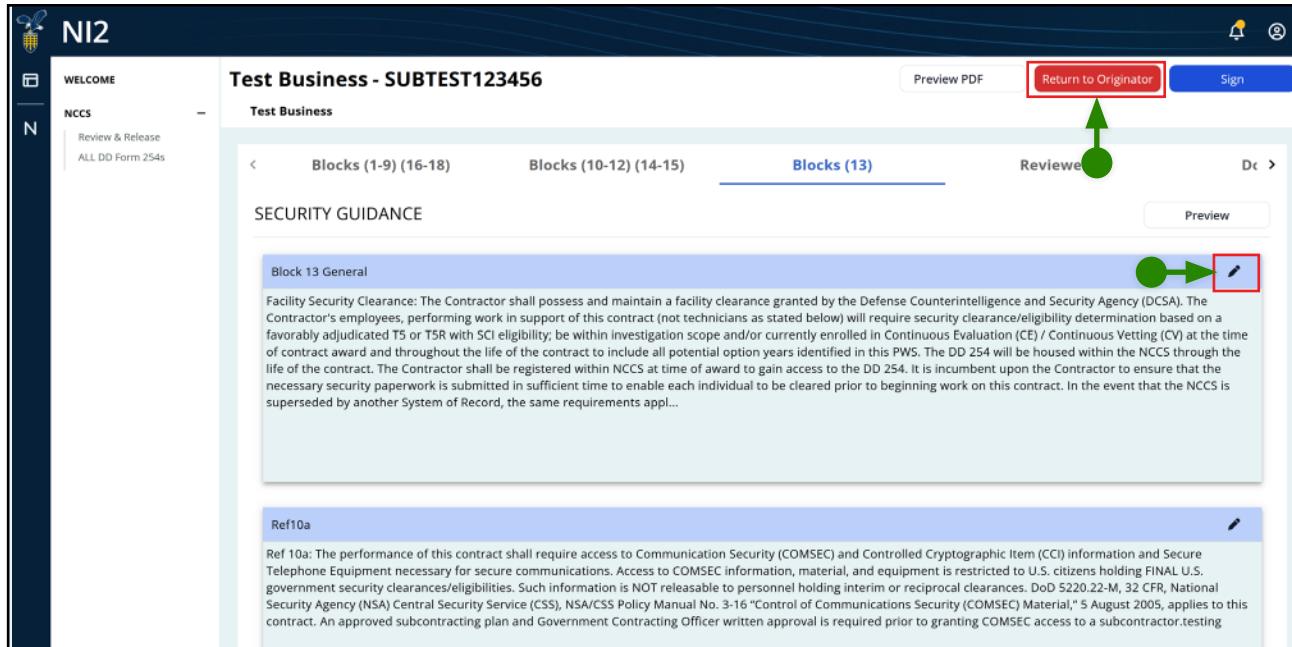
CONTRACT WILL REQUIRE ACCESS TO:

- 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

Cancel Save

## Pending Certification List- Subcontract DD Form 254 Details (Continued)

1. Review the information in Block 13. Industry Certifiers have permissions to edit the Security Guidance. Select the **pencil icon** to begin editing. Make changes, and select **Save**.
2. Industry Certifiers do not have permissions to edit references. If changes are required in the references, select **Return to Originator**.



NI2

Test Business - SUBTEST123456

Test Business

Preview PDF    Return to Originator    Sign

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

SECURITY GUIDANCE

Block 13 General

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

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. testing

## Reviewers

The reviewer list shows all of the reviewers assigned to the subcontract 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.

#	Status	Full Name	Title	Active Date	Telephone	Email
1	Finished	Rick Dutton	Worker	01/05/2026 21:00:06	(800) 894-9999	get_254_review_1@dcsa.gov

## Documents

The Documents tab allows Industry Certifier to view all the documents uploaded during DD Form 254 creation. Industry Certifier can download these documents for further review

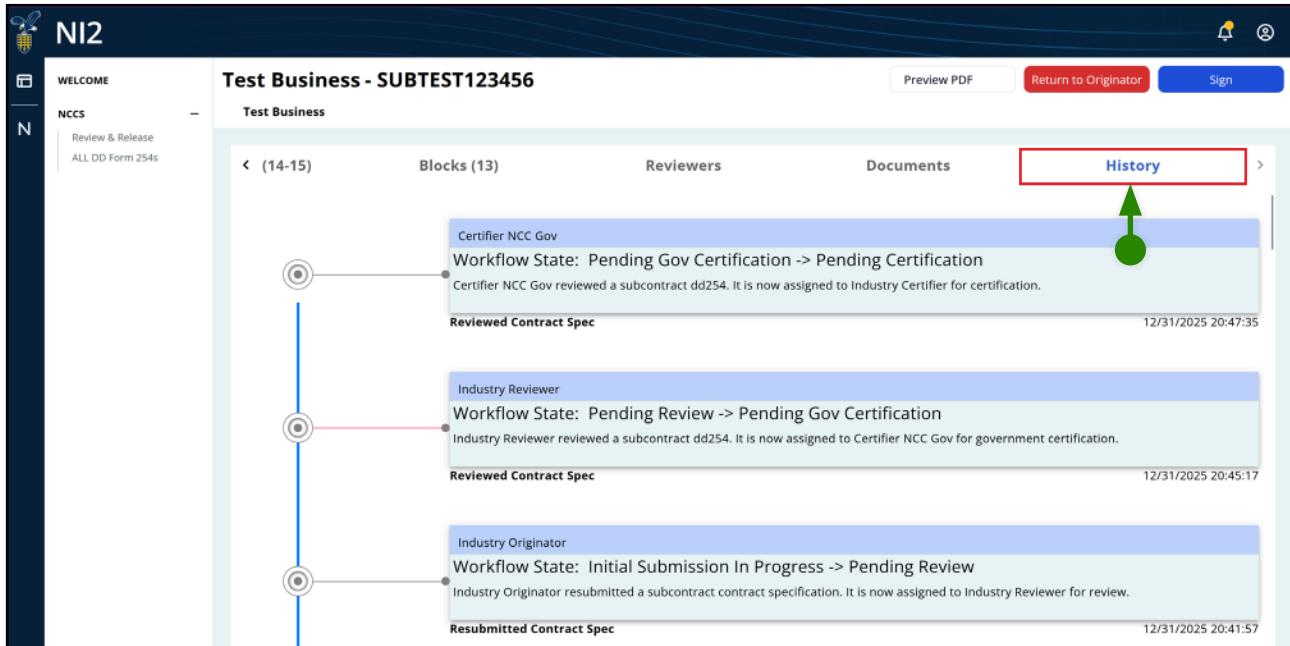
1. Select the **Documents** tab at the top of the screen.

Actions	Filename	Description	Author
	DEMO-Business Assessment_(CU).pdf	Business Assessment	Sally O'Malley
	DEMO-Company Documentation_(CU).pdf	Policy Information	Sally O'Malley

## History

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

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

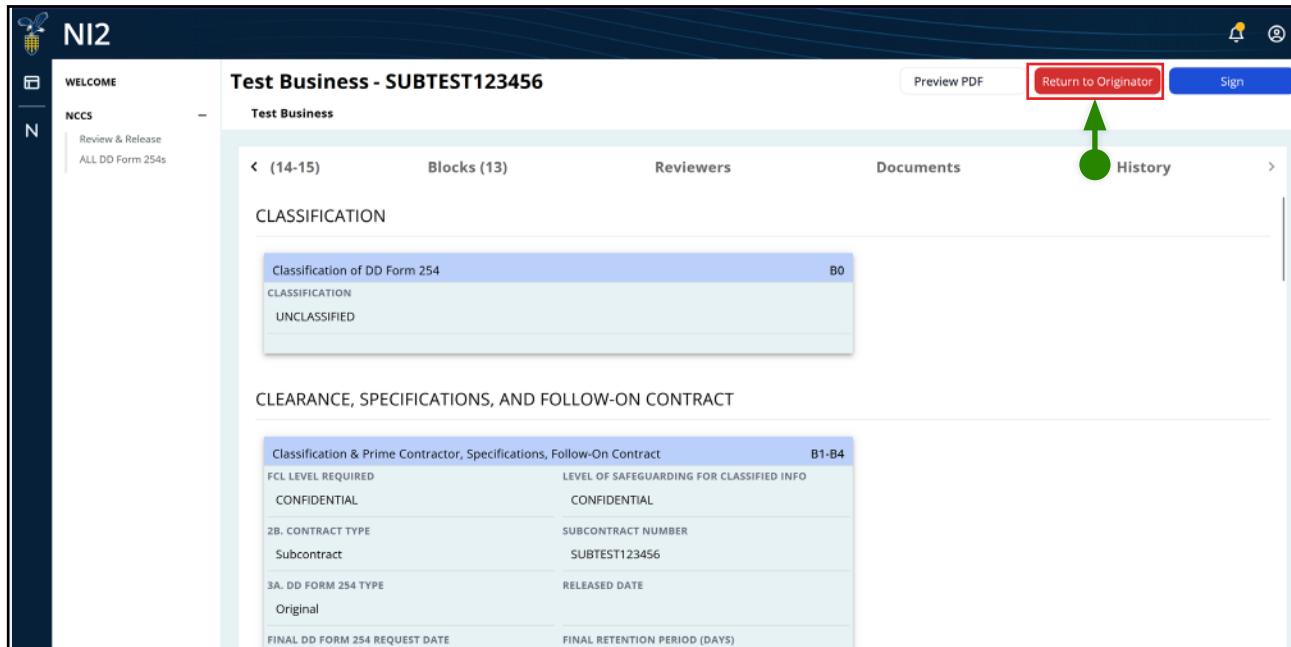


## Sign

If you are satisfied the review and don't have any suggested changes, proceed to the end of the process.

**Note:** Once you have signed the subcontract DD Form 254, you cannot recall it, or make any further changes to the form.

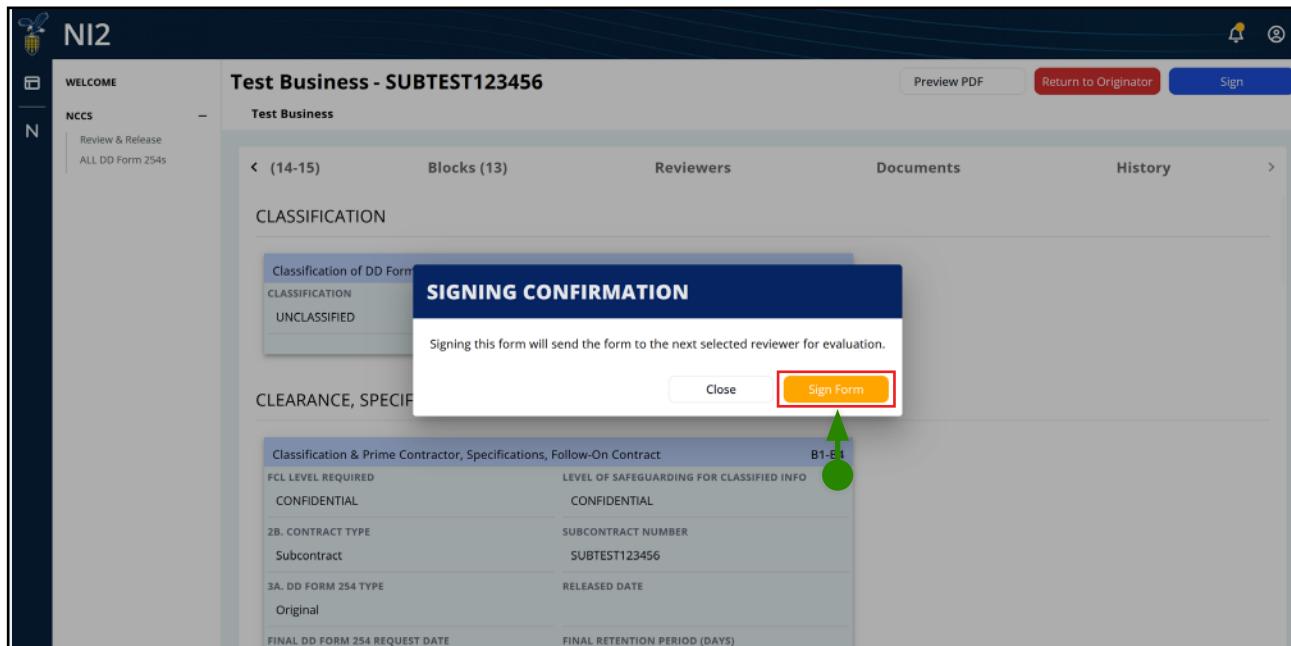
### 1. Select **Sign**.



The screenshot shows the NI2 software interface for managing subcontract DD Form 254s. The main title is 'Test Business - SUBTEST123456'. On the right side, there are buttons for 'Preview PDF', 'Return to Originator', and 'Sign'. A green arrow points to the 'Sign' button. The 'CLASSIFICATION' section shows 'Classification of DD Form 254' with 'CLASSIFICATION' and 'UNCLASSIFIED' listed. The 'CLEARANCE, SPECIFICATIONS, AND FOLLOW-ON CONTRACT' section includes fields for 'Classification & Prime Contractor, Specifications, Follow-On Contract' (B1-B4), 'FCL LEVEL REQUIRED' (CONFIDENTIAL), 'LEVEL OF SAFEGUARDING FOR CLASSIFIED INFO' (CONFIDENTIAL), '2B. CONTRACT TYPE' (Subcontract), 'SUBCONTRACT NUMBER' (SUBTEST123456), '3A. DD FORM 254 TYPE' (Original), 'RELEASED DATE', and 'FINAL DD FORM 254 REQUEST DATE'.

### 2. Select **Sign Form** to confirm the signing action.

The subcontract DD Form 254 has now been released to the subcontracting entity.



The screenshot shows the NI2 software interface with a 'SIGNING CONFIRMATION' dialog box in the foreground. The dialog box contains the text: 'Signing this form will send the form to the next selected reviewer for evaluation.' and a 'Sign Form' button. A green arrow points to the 'Sign Form' button. The background shows the 'Test Business - SUBTEST123456' page with the 'Sign' button highlighted with a red box.

# **SF328 Industry Tool (SIT) Workflow**

# SF328 Industry Tool (SIT) Workflow

## Overview

This information is for training purposes only. This SF328 Workflow example presents an idealized scenario. The NI2 system dynamically adjusts each page and question based on your previous responses.

## 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 1986, the National Information Infrastructure Protection Act of 1996, and United States Code Title 18, Section 1030. Under the Privacy Act of 1974, individuals with access to NISS must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a, Public Law 93-579, DoD 5400.1-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 continually 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, psychologists, 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.mic-scls.eis.mbx.dod-1-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 DODGA oversight mission of cleared industry. Information is used to process companies for facility clearances, initiate and monitor personnel security clearances (PSC), 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 PSC, 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

2. Select **Login**, and choose the appropriate certificate.



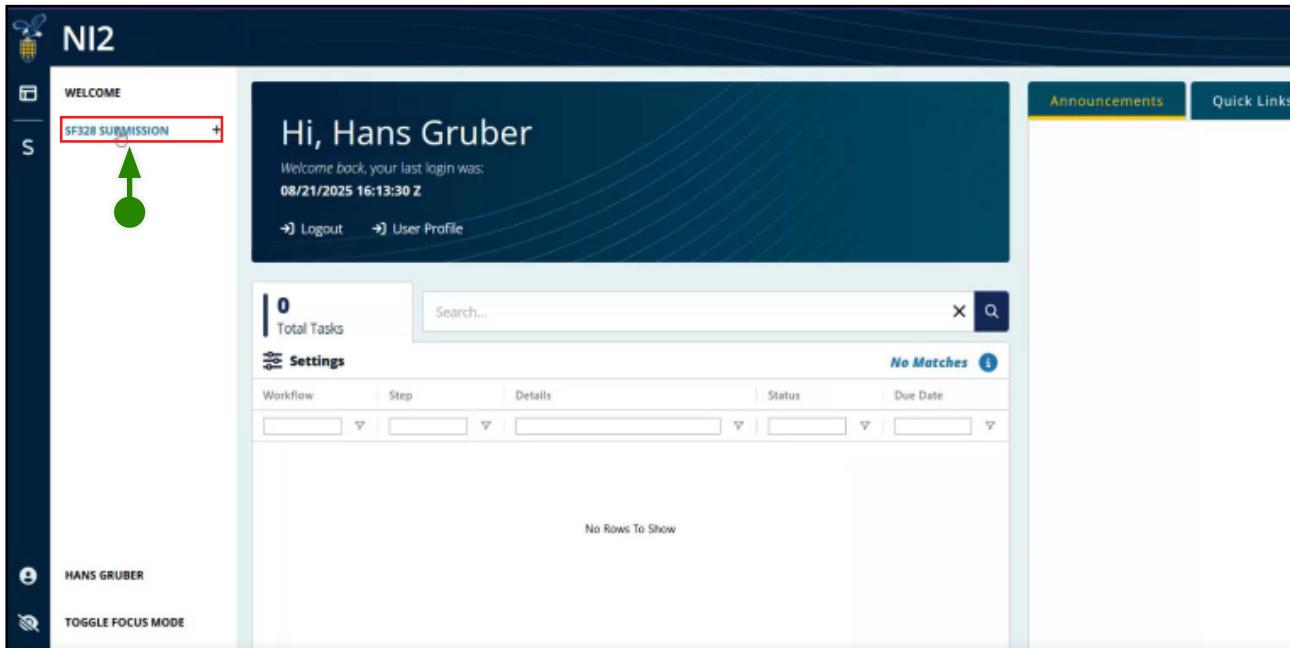
Welcome to National Industrial Security System 2

**Login with CAC or Test Cert**

Help Desk support and contact information will be located here once fully implemented.

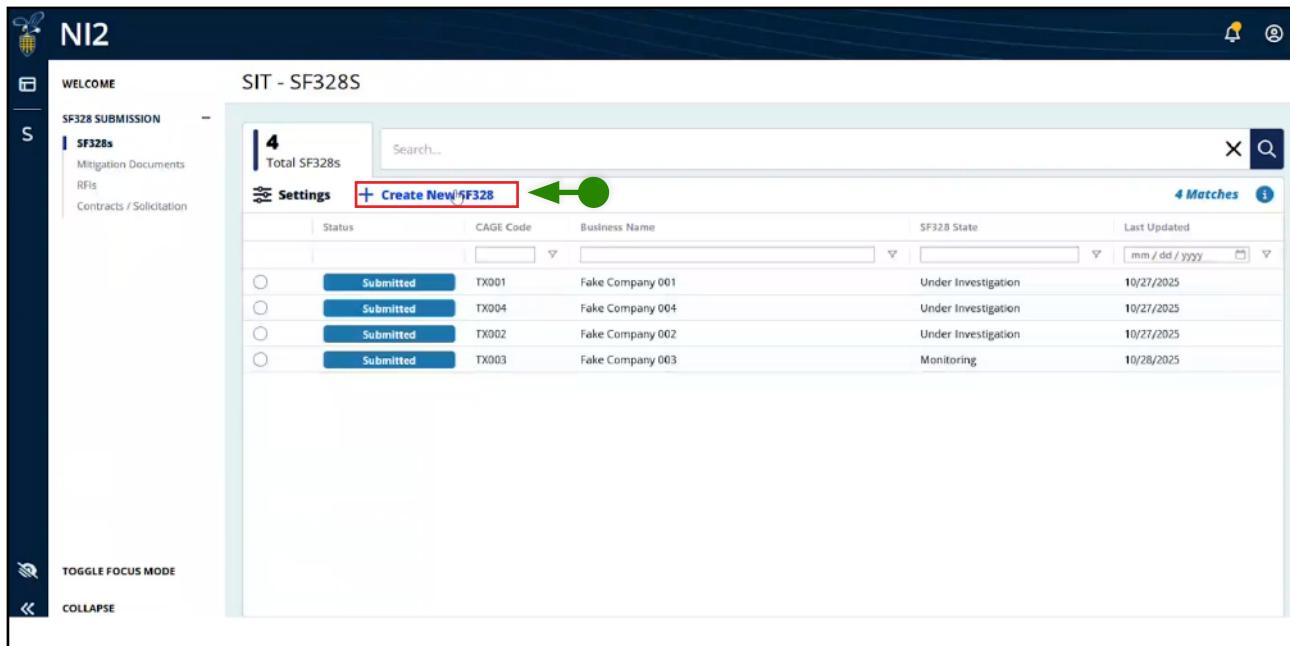
## SF328 Submission Workflow

3. From the left navigation menu, select **SF328 Submission**.



The screenshot shows the SF328 Submission Workflow interface. On the left, a navigation menu includes 'WELCOME', 'SF328 SUBMISSION' (which is highlighted with a red box and has a green arrow pointing to it), 'HANS GRUBER', and 'TOGGLE FOCUS MODE'. The main content area displays a welcome message for 'Hans Gruber' with a last login timestamp of '08/21/2025 16:13:30 Z'. Below this is a 'Total Tasks' section showing 0 tasks, a 'Settings' table with columns 'Workflow', 'Step', 'Details', 'Status', and 'Due Date', and a message 'No Rows To Show'. The top right features 'Announcements' and 'Quick Links' buttons.

4. Select **Create New SF328**.

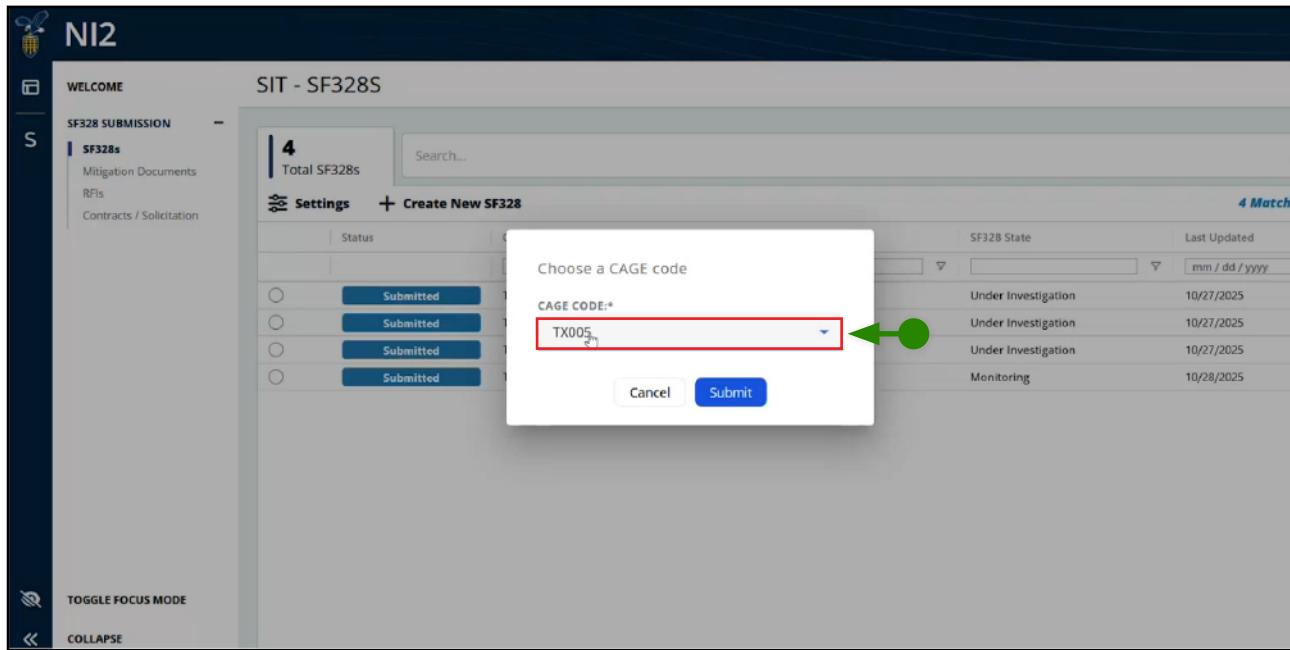


The screenshot shows the 'SF328s' list interface. The left navigation menu includes 'WELCOME', 'SF328 SUBMISSION' (which is expanded to show 'SF328s', 'Mitigation Documents', 'RFIs', and 'Contracts / Solicitation'), 'HANS GRUBER', and 'TOGGLE FOCUS MODE'. The main content area shows a table with 4 matches for 'Total SF328s'. The table columns are 'Status', 'CAGE Code', 'Business Name', 'SF328 State', and 'Last Updated'. The data rows are:

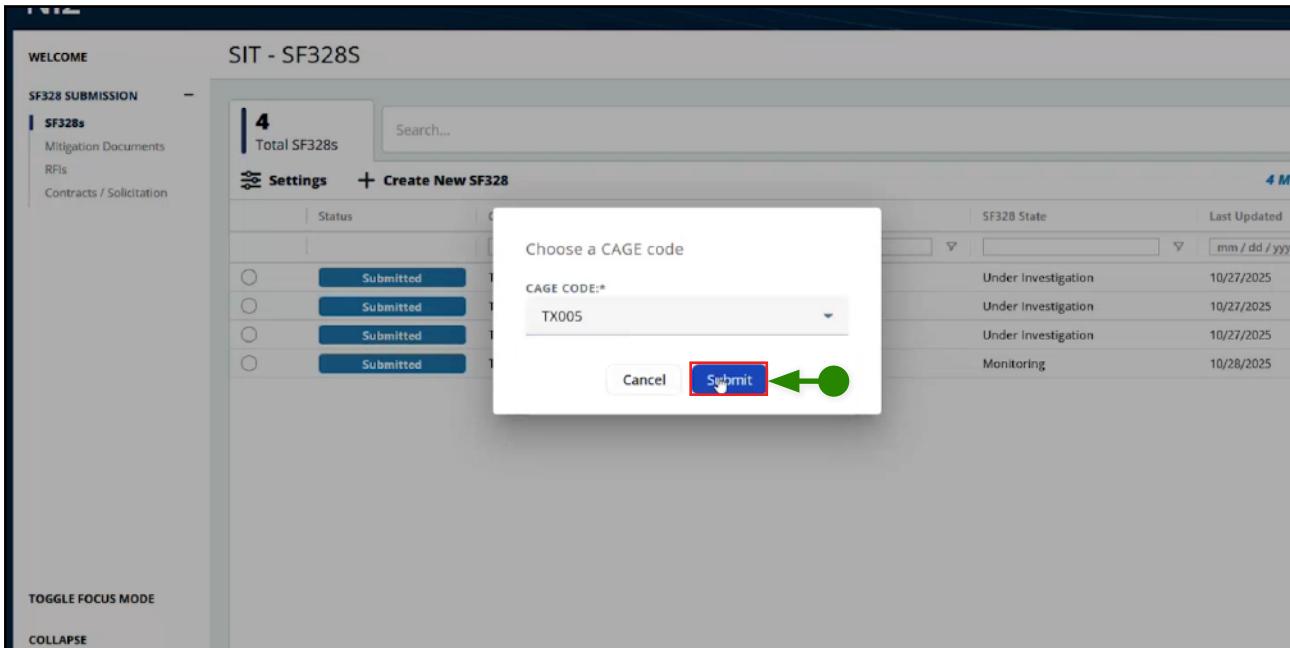
Status	CAGE Code	Business Name	SF328 State	Last Updated
Submitted	TX001	Fake Company 001	Under Investigation	10/27/2025
Submitted	TX004	Fake Company 004	Under Investigation	10/27/2025
Submitted	TX002	Fake Company 002	Under Investigation	10/27/2025
Submitted	TX003	Fake Company 003	Monitoring	10/28/2025

At the top of the list, there is a '+ Create New SF328' button (highlighted with a red box and a green arrow pointing to it). The top right of the interface includes a search bar, a 'Settings' button, and a '4 Matches' indicator.

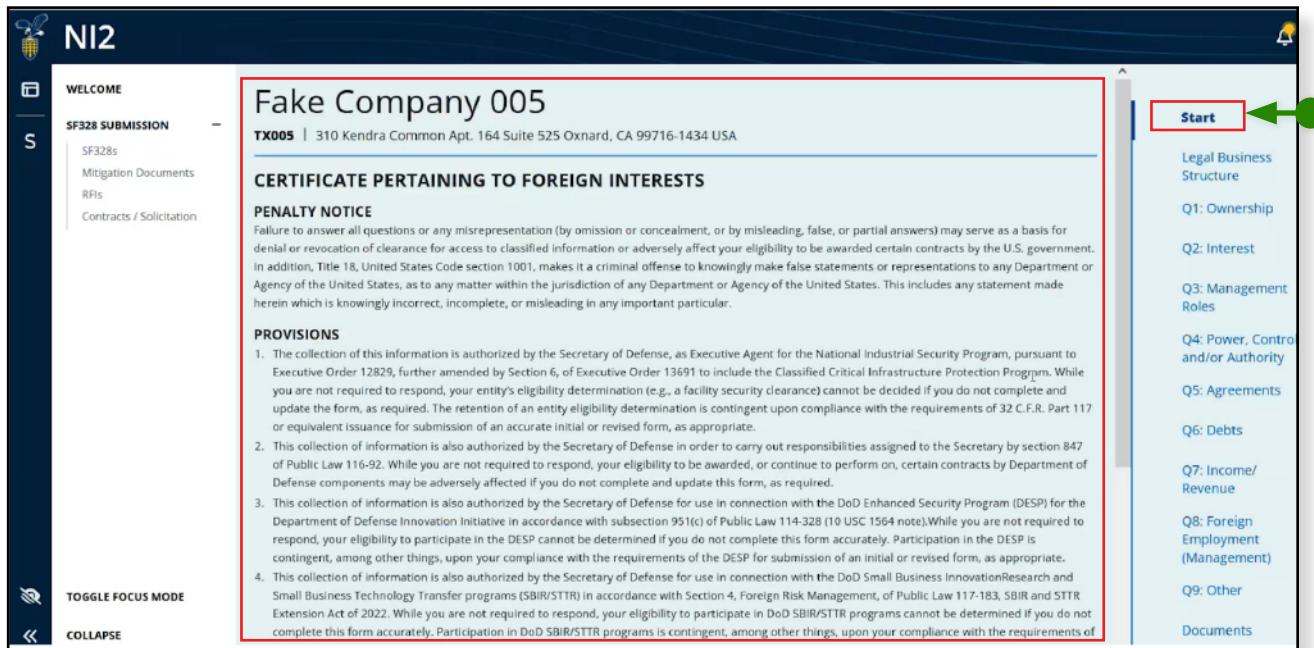
5. From the pop up, select **CAGE Code** from dropdown.



6. Select **Submit**.



7. Read the Certificate Pertaining to Foreign Interests, Penalty Notice, and Provisions, then select **Start**.



**Fake Company 005**  
TX005 | 310 Kendra Common Apt. 164 Suite 525 Oxnard, CA 99716-1434 USA

**CERTIFICATE PERTAINING TO FOREIGN INTERESTS**

**PENALTY NOTICE**

Failure to answer all questions or any misrepresentation (by omission or concealment, or by misleading, false, or partial answers) may serve as a basis for denial or revocation of clearance for access to classified information or adversely affect your eligibility to be awarded certain contracts by the U.S. government. In addition, Title 18, United States Code section 1001, makes it a criminal offense to knowingly make false statements or representations to any Department or Agency of the United States, as to any matter within the jurisdiction of any Department or Agency of the United States. This includes any statement made herein which is knowingly incorrect, incomplete, or misleading in any important particular.

**PROVISIONS**

1. The collection of this information is authorized by the Secretary of Defense, as Executive Agent for the National Industrial Security Program, pursuant to Executive Order 12829, further amended by Section 6, of Executive Order 13691 to include the Classified Critical Infrastructure Protection Program. While you are not required to respond, your entity's eligibility determination (e.g., a facility security clearance) cannot be decided if you do not complete and update the form, as required. The retention of an entity eligibility determination is contingent upon compliance with the requirements of 32 C.F.R. Part 117 or equivalent issuance for submission of an accurate initial or revised form, as appropriate.
2. This collection of information is also authorized by the Secretary of Defense in order to carry out responsibilities assigned to the Secretary by section 847 of Public Law 116-92. While you are not required to respond, your eligibility to be awarded, or continue to perform on, certain contracts by Department of Defense components may be adversely affected if you do not complete and update this form, as required.
3. This collection of information is also authorized by the Secretary of Defense for use in connection with the DoD Enhanced Security Program (DESP) for the Department of Defense Innovation Initiative in accordance with subsection 951(c) of Public Law 114-328 (10 USC 1564 note). While you are not required to respond, your eligibility to participate in the DESP cannot be determined if you do not complete this form accurately. Participation in the DESP is contingent, among other things, upon your compliance with the requirements of the DESP for submission of an initial or revised form, as appropriate.
4. This collection of information is also authorized by the Secretary of Defense for use in connection with the DoD Small Business Innovation Research and Small Business Technology Transfer programs (SBIR/STTR) in accordance with Section 4, Foreign Risk Management, of Public Law 117-183, SBIR and STTR Extension Act of 2022. While you are not required to respond, your eligibility to participate in DoD SBIR/STTR programs cannot be determined if you do not complete this form accurately. Participation in DoD SBIR/STTR programs is contingent, among other things, upon your compliance with the requirements of.

**Start**

Legal Business Structure  
Q1: Ownership  
Q2: Interest  
Q3: Management Roles  
Q4: Power, Control and/or Authority  
Q5: Agreements  
Q6: Debts  
Q7: Income/Revenue  
Q8: Foreign Employment (Management)  
Q9: Other Documents

8. Fill out the SF328 Form according to user business circumstances.



**Fake Company 005**  
TX005 | 310 Kendra Common Apt. 164 Suite 525 Oxnard, CA 99716-1434 USA

**ENTITY INFORMATION**

**Legal Business Structure** ?

Please provide information about your organization or facility

Required fields are indicated by an asterisk (\*)

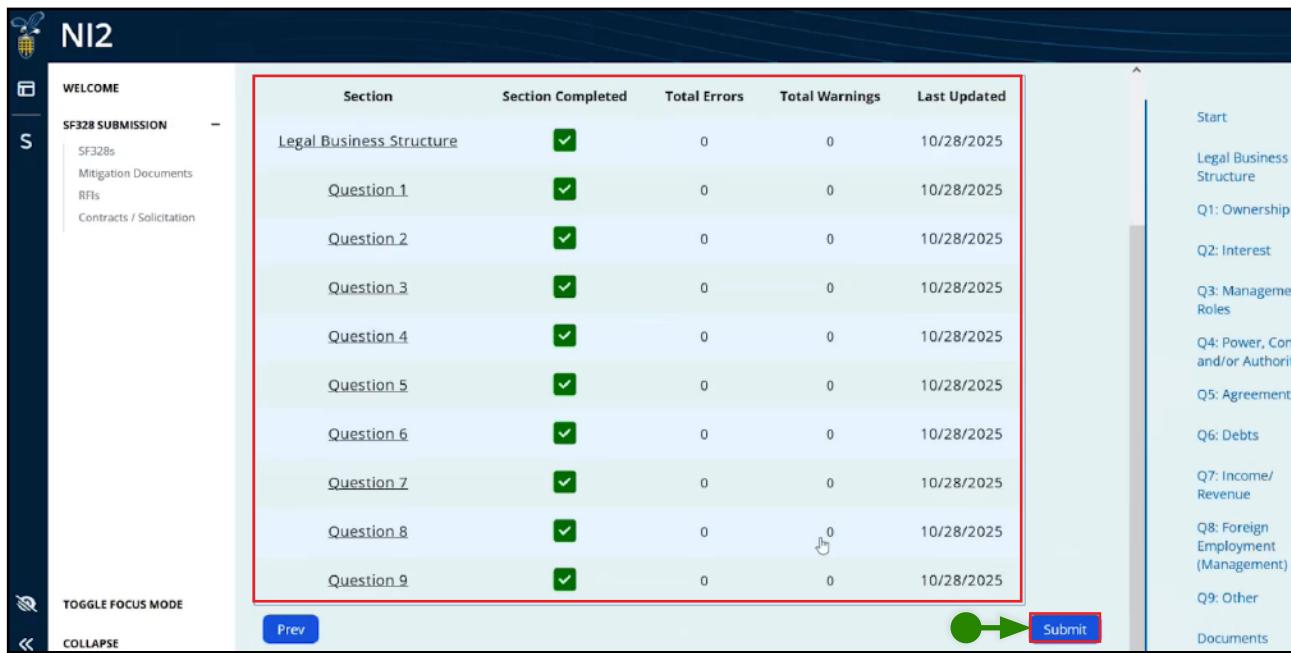
SELECT THE LEGAL BUSINESS STRUCTURE \*  SELECT THE COUNTRY ORGANIZED UNDER \*  IS THIS A JOINT VENTURE? \*  Yes  No

**Start**

Legal Business Structure  
Q1: Ownership  
Q2: Interest  
Q3: Management Roles  
Q4: Power, Control and/or Authority  
Q5: Agreements  
Q6: Debts  
Q7: Income/Revenue  
Q8: Foreign Employment (Management)  
Q9: Other Documents

**Note:** The SF328 is designed to be intuitive and tailored to your individual needs and circumstances. Each question dynamically adjusts the available options based on your previous answers

9. Complete all questions, upload the necessary documents, and then review your submission. If everything is correct, click **Submit**.



WELCOME

SF328 SUBMISSION

- SF328s
- Mitigation Documents
- RFI's
- Contracts / Solicitation

TOGGLE FOCUS MODE

COLLAPSE

NI2

Section	Section Completed	Total Errors	Total Warnings	Last Updated
Legal Business Structure	✓	0	0	10/28/2025
Question 1	✓	0	0	10/28/2025
Question 2	✓	0	0	10/28/2025
Question 3	✓	0	0	10/28/2025
Question 4	✓	0	0	10/28/2025
Question 5	✓	0	0	10/28/2025
Question 6	✓	0	0	10/28/2025
Question 7	✓	0	0	10/28/2025
Question 8	✓	0	0	10/28/2025
Question 9	✓	0	0	10/28/2025

Start

Legal Business Structure

Q1: Ownership

Q2: Interest

Q3: Management Roles

Q4: Power, Control and/or Authority

Q5: Agreements

Q6: Debts

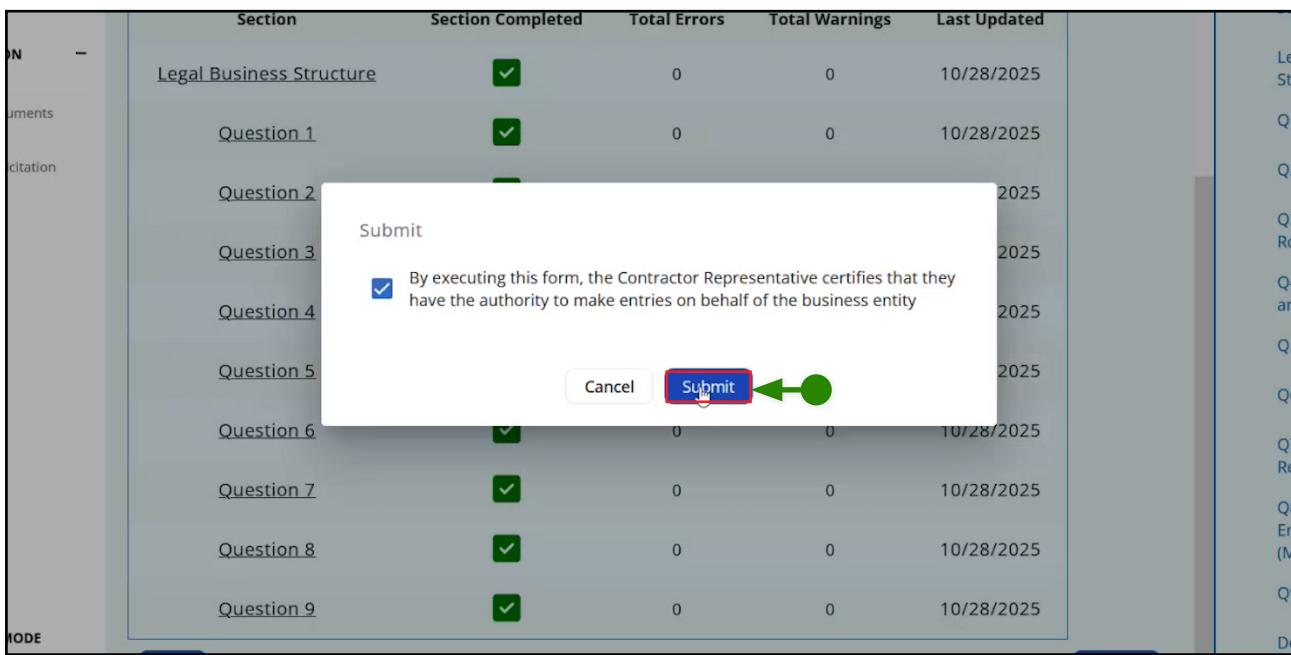
Q7: Income/Revenue

Q8: Foreign Employment (Management)

Q9: Other Documents

Submit

10. Read the pop-up notification, check the box and select **Submit**.



ON

uments

citation

TOGGLE FOCUS MODE

COLLAPSE

NI2

Section	Section Completed	Total Errors	Total Warnings	Last Updated
Legal Business Structure	✓	0	0	10/28/2025
Question 1	✓	0	0	10/28/2025
Question 2	✓	0	0	10/28/2025
Question 3	✓	0	0	10/28/2025
Question 4	✓	0	0	10/28/2025
Question 5	✓	0	0	10/28/2025
Question 6	✓	0	0	10/28/2025
Question 7	✓	0	0	10/28/2025
Question 8	✓	0	0	10/28/2025
Question 9	✓	0	0	10/28/2025

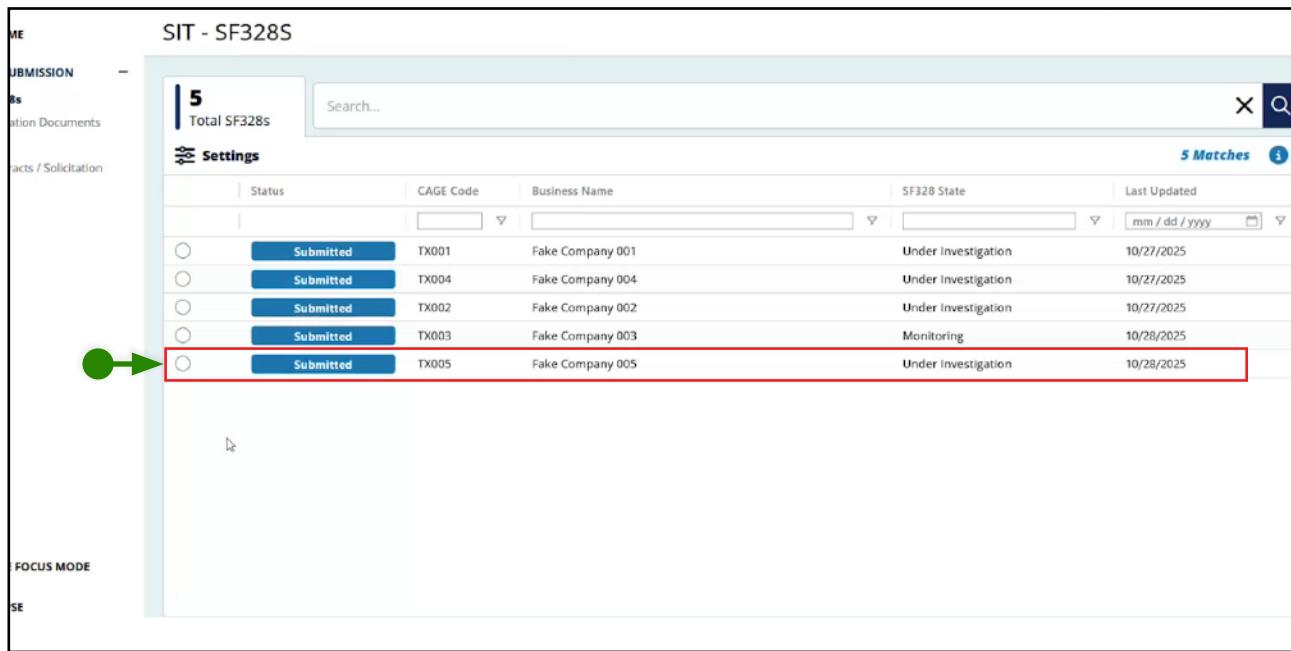
Submit

By executing this form, the Contractor Representative certifies that they have the authority to make entries on behalf of the business entity

Cancel

Submit

11. Upon submission of the SF328, you'll find a status bar with related information on the home screen



The screenshot shows the SIT - SF328S interface. On the left, there's a sidebar with 'HOME', 'SUBMISSIONS', 'Requests / Solicitation', and 'FOCUS MODE'. The main area is titled 'SIT - SF328S' and shows a table with 5 matches. The table has columns: Status, CAGE Code, Business Name, SF328 State, and Last Updated. The last row, which is highlighted with a red box, represents 'Submitted' status for TX005, 'Fake Company 005', 'Under Investigation', and '10/28/2025'. A green arrow points to the bottom of the table, where a status bar displays 'Submitted' for TX005, 'Fake Company 005', 'Under Investigation', and '10/28/2025'.

Status	CAGE Code	Business Name	SF328 State	Last Updated
Submitted	TX001	Fake Company 001	Under Investigation	10/27/2025
Submitted	TX004	Fake Company 004	Under Investigation	10/27/2025
Submitted	TX002	Fake Company 002	Under Investigation	10/27/2025
Submitted	TX003	Fake Company 003	Monitoring	10/28/2025
Submitted	TX005	Fake Company 005	Under Investigation	10/28/2025

This screen displays a tracker below the **Status** column, allowing you to monitor the SF328's progress. For instructions on responding to requests, see the next section

# Entity Vetting Request for Information (RFI)

ToC

63

# Entity Vetting Request for Information (RFI)

## Overview

This information is for training purposes only and presents an idealized SF328 Workflow scenario. After an industry user submits their SF328, it enters an internal government workflow, beginning with Entity Vetting. In some cases, additional information may be requested. The following outlines how to complete this request.

## 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 1986, the National Information Infrastructure Protection Act of 1996, and United States Code Title 18, Section 1030. Under the Privacy Act of 1974, individuals with access to NISS must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a, Public Law 93-579, DoD 5400.31-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, psychologists, 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

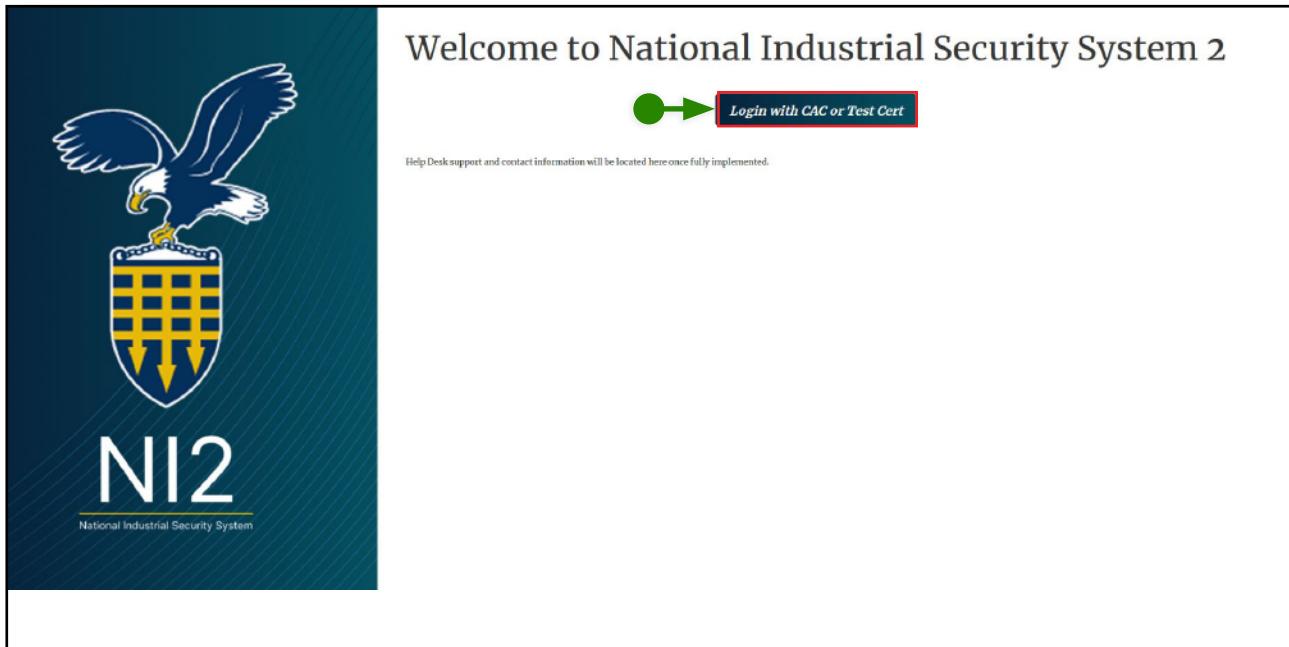
The public reporting burden for this collection of information, 0705-0006, is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at wh.sac.alex.ostubs.dod-information-collection@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 (PSC), 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 PSCs, 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.

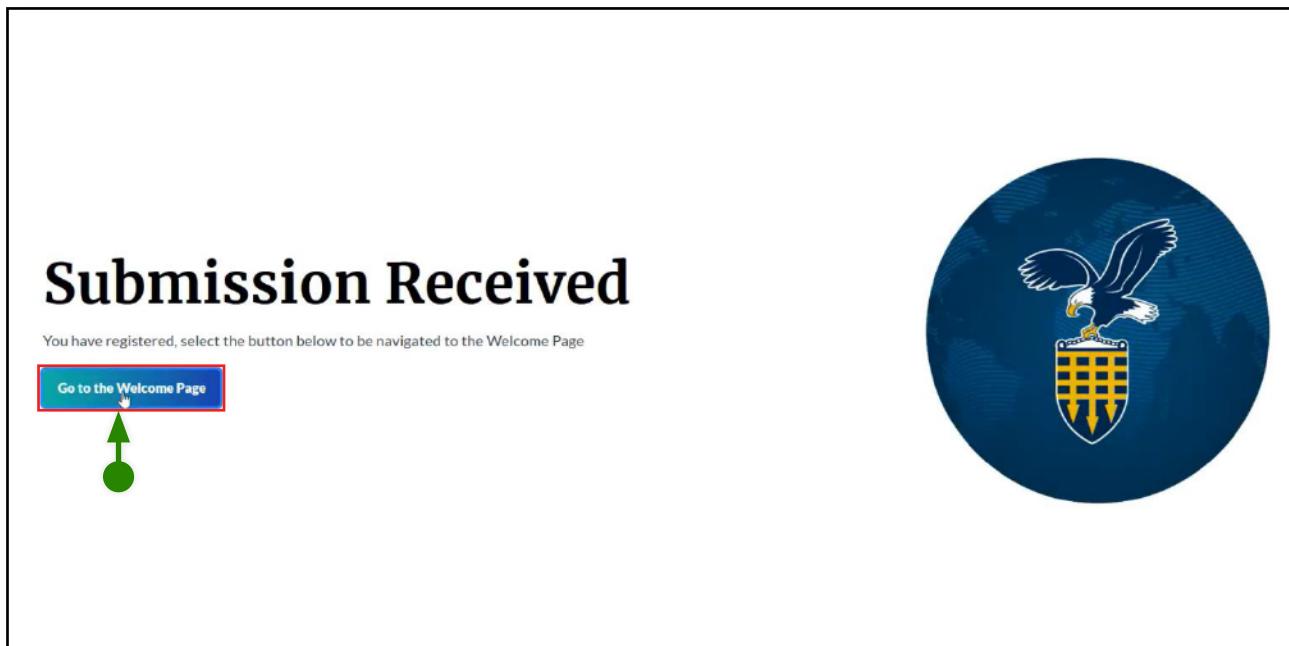
## NI2 Welcome Screen

2. Select **Login**, and choose the appropriate certificate.

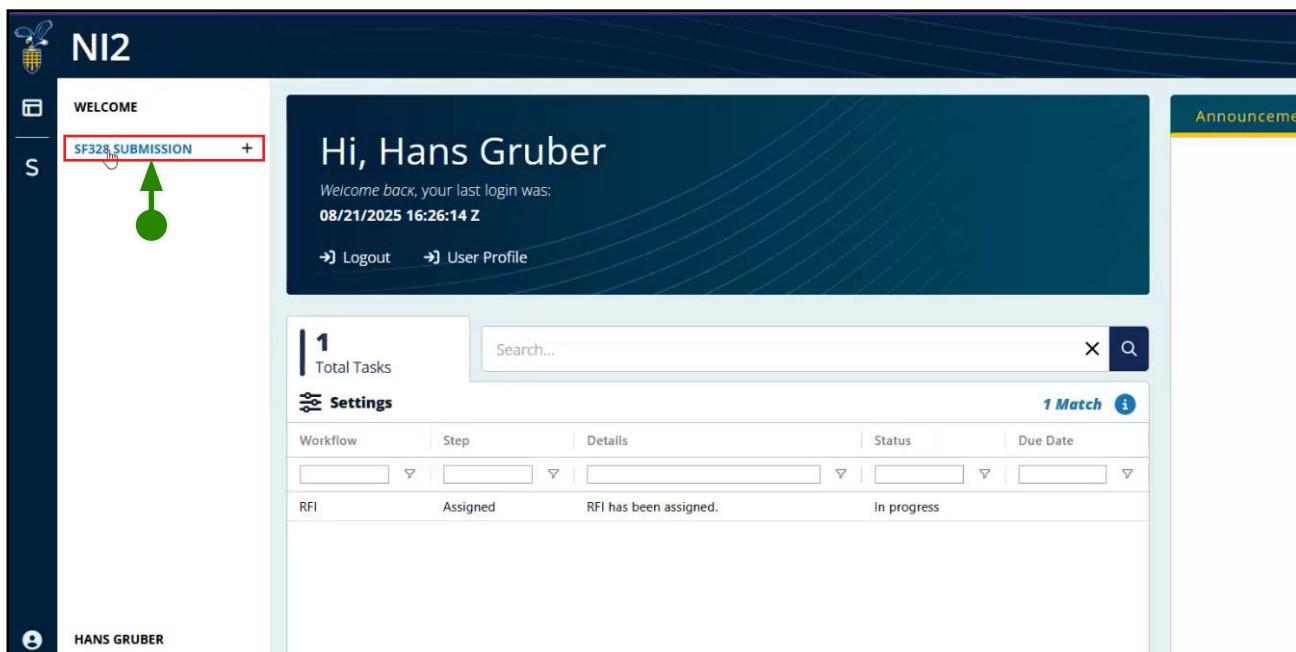


## SF328 Submission Workflow

3. Select **Go to the Welcome Page**.

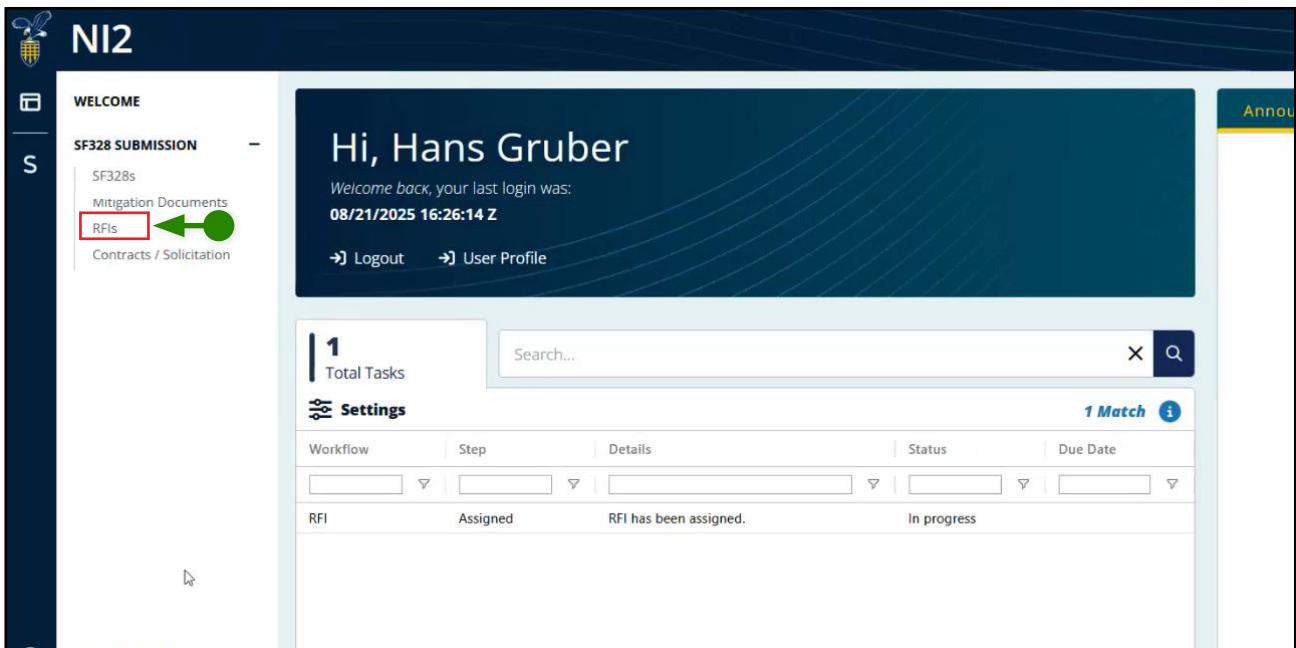


## 4. Select SF328 Submission.



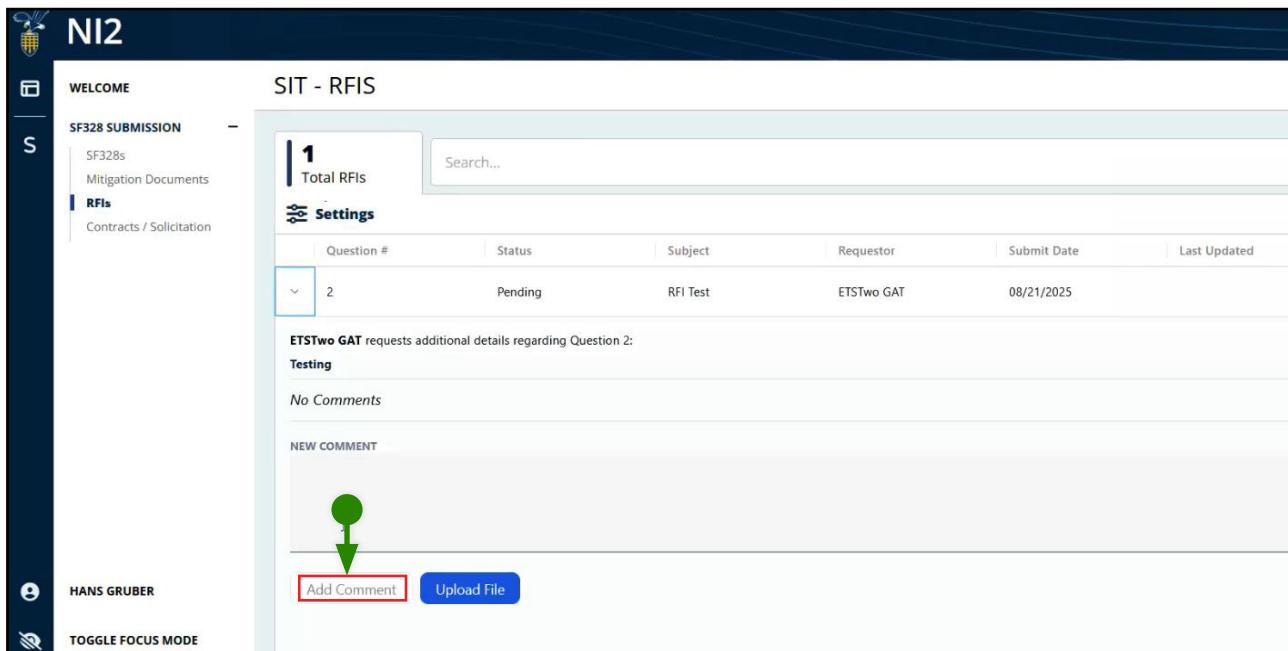
The screenshot shows the NI2 application interface. On the left, a vertical sidebar has a 'WELCOME' section with a 'SF328 SUBMISSION' button highlighted by a red box and a green arrow pointing to it. Below this are 'SF328s', 'Mitigation Documents', 'RFIs' (which is also highlighted by a red box and has a green arrow pointing to it), and 'Contracts / Solicitation'. The main content area displays a 'Hi, Hans Gruber' welcome message, the date '08/21/2025 16:26:14 Z', and links to 'Logout' and 'User Profile'. Below this is a 'Total Tasks' summary with 1 match, a search bar, and a table showing a single task: 'RFI' is 'Assigned' with the status 'RFI has been assigned.' and 'In progress'.

## 5. Select RFIs.



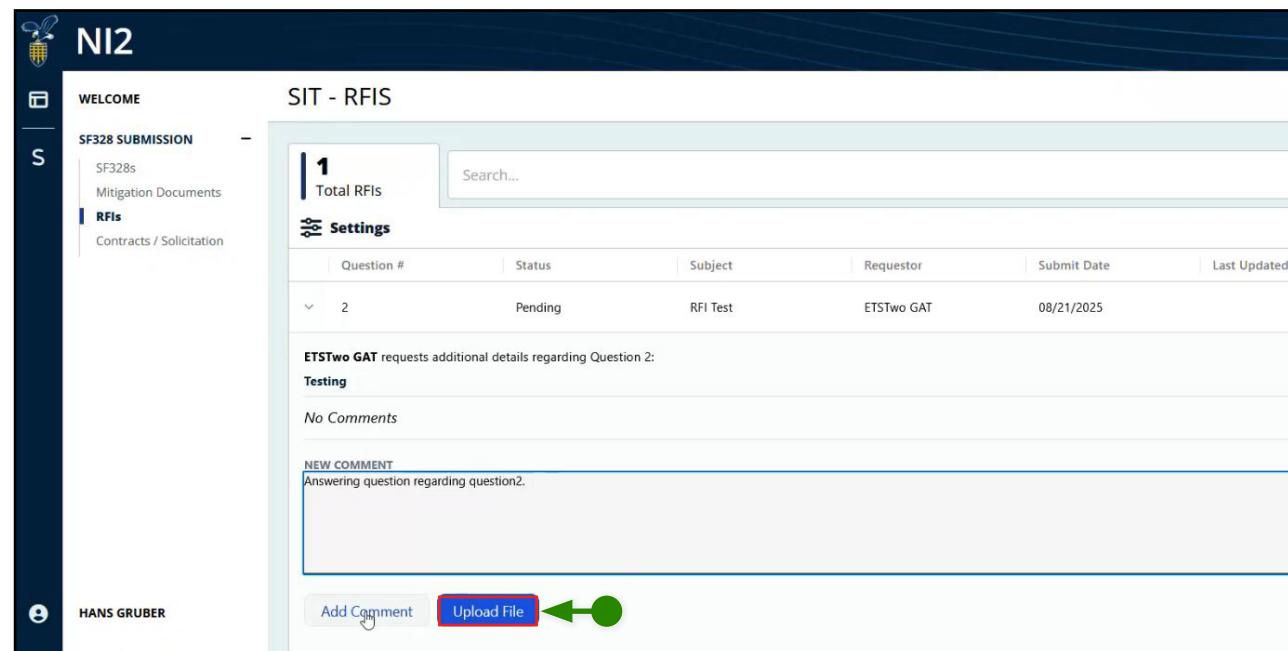
The screenshot shows the NI2 application interface. The sidebar now highlights the 'RFIs' section, with a green arrow pointing to it. The main content area remains the same as the previous screenshot, displaying the 'Hi, Hans Gruber' welcome message, the date '08/21/2025 16:26:14 Z', and the 'Total Tasks' summary with 1 match. The table below shows the same task: 'RFI' is 'Assigned' with the status 'RFI has been assigned.' and 'In progress'.

6. To add a comment, select **Add Comment**.



The screenshot shows the NI2 application interface for the SIT - RFIS module. The left sidebar has a 'WELCOME' section and a 'SF328 SUBMISSION' section with 'SF328s', 'Mitigation Documents', and 'RFIs' (which is selected). The main content area shows a summary of '1 Total RFIs' and a table of RFIs. One RFI is listed with Question # 2, Status Pending, Requestor RFI Test, and Submit Date 08/21/2025. Below the table, a message from 'ETSTwo GAT' asks for additional details regarding Question 2. A 'No Comments' section is shown. A 'NEW COMMENT' section contains a text area with the placeholder 'Answering question regarding question2.' and a red box around the 'Add Comment' button. Other buttons include 'Upload File' and a 'Settings' icon. The bottom left shows the user 'HANS GRUBER' and a 'TOGGLE FOCUS MODE' button.

7. To upload a file or document, select **Upload File**.



This screenshot is identical to the previous one, showing the NI2 application interface for the SIT - RFIS module. The 'RFIs' section is selected in the sidebar. The main content area shows the same RFI details and the 'NEW COMMENT' section with the placeholder text. The 'Upload File' button is highlighted with a red box and has a green arrow pointing to it from the previous screenshot, indicating the next step in the process.

8. Upload the requested file or document, then select **Upload**.

