



2025



NI2 | NATIONAL INDUSTRIAL SECURITY SYSTEM (NISS) INCREMENT II

Industry User Guide

Revision number 01
Revision date 01 December 2025

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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

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Authorized Use Policy (AUP)

Authorized Use Policy

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

Use Policy Screen

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

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

✓ Acknowledge

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- 2. Select **Acknowledge**.

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

✓ Acknowledge

persons theretofore listed as having a need to know.

Signature	Date

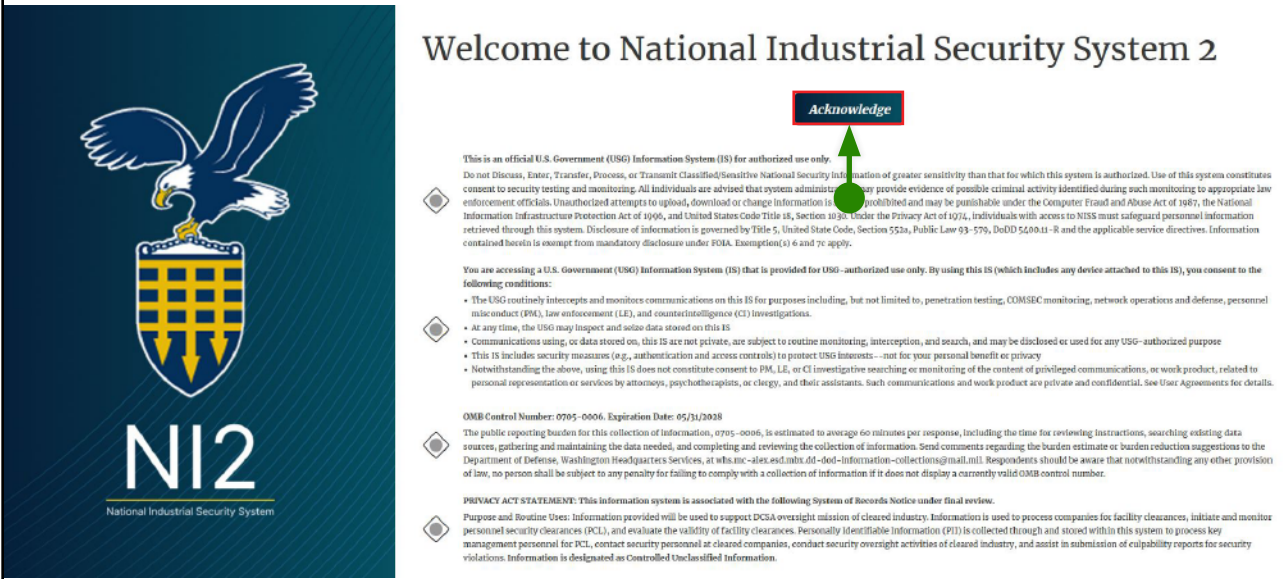
NI2 System Access

System Access

The following steps 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

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 prohibited and may be punishable under the Computer Fraud and Abuse Act of 1987, the National Information Infrastructure Protection Act of 1996, and United States Code Title 18, Section 1030. Under the Privacy Act of 1974, individuals with access to NISS must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Sections 552a, Public Law 93-579, DoDD 5400.11-R and the applicable service directives. Information contained herein is exempt from mandatory disclosure under FOIA. Exemption(s) 4 and 7c apply.

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

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

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

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

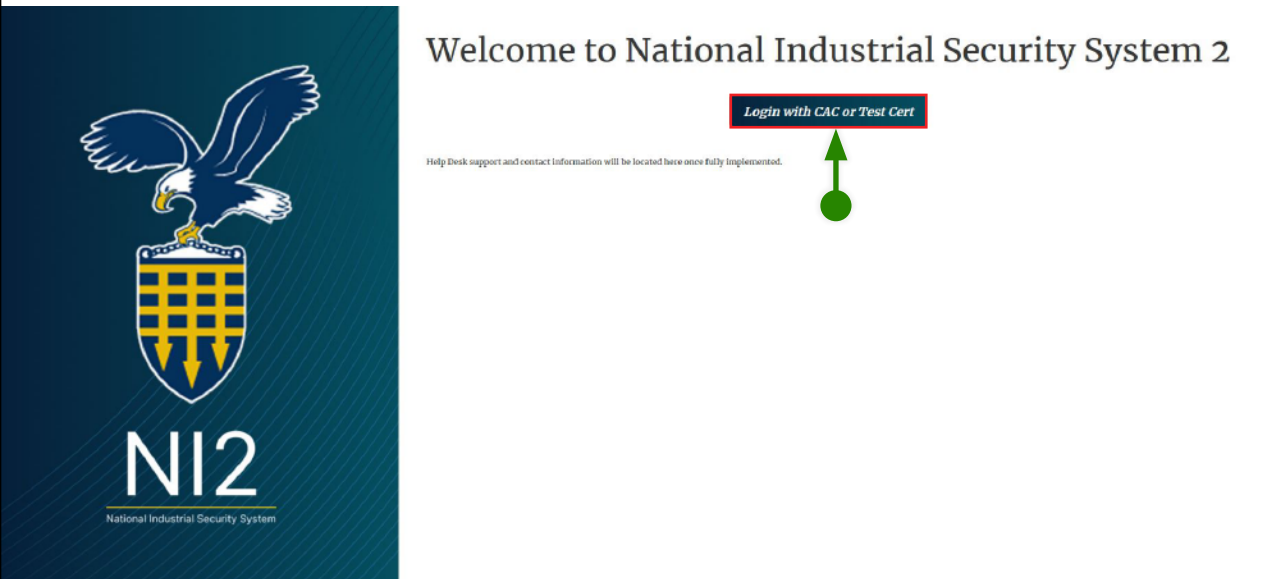
PRIVACY ACT STATEMENT: This information system is associated with the following System of Records Notice under final review.

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

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

Acknowledge

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.

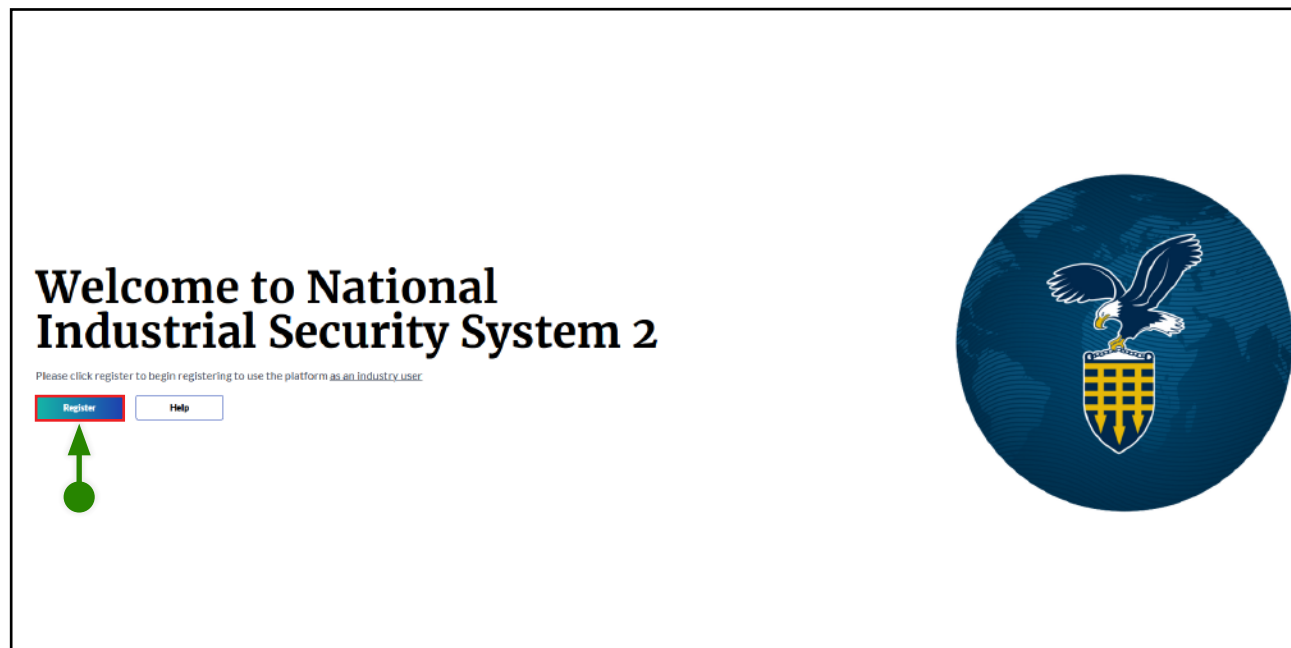
NI2 Industry Registration

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

FIRST NAME	LAST NAME
TITLE	
EMAIL	
COUNTRY CALLING CODE	PHONE NUMBER

Next




4. Select **Next**.

Industry Registration

Please provide your information

FIRST NAME	LAST NAME
Kathy	Industry
TITLE	
CEO	
EMAIL	
kathy.industry@some.industry.com	
COUNTRY CALLING CODE	PHONE NUMBER
United States +1	(123) 456-7892

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 (READ ONLY)


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

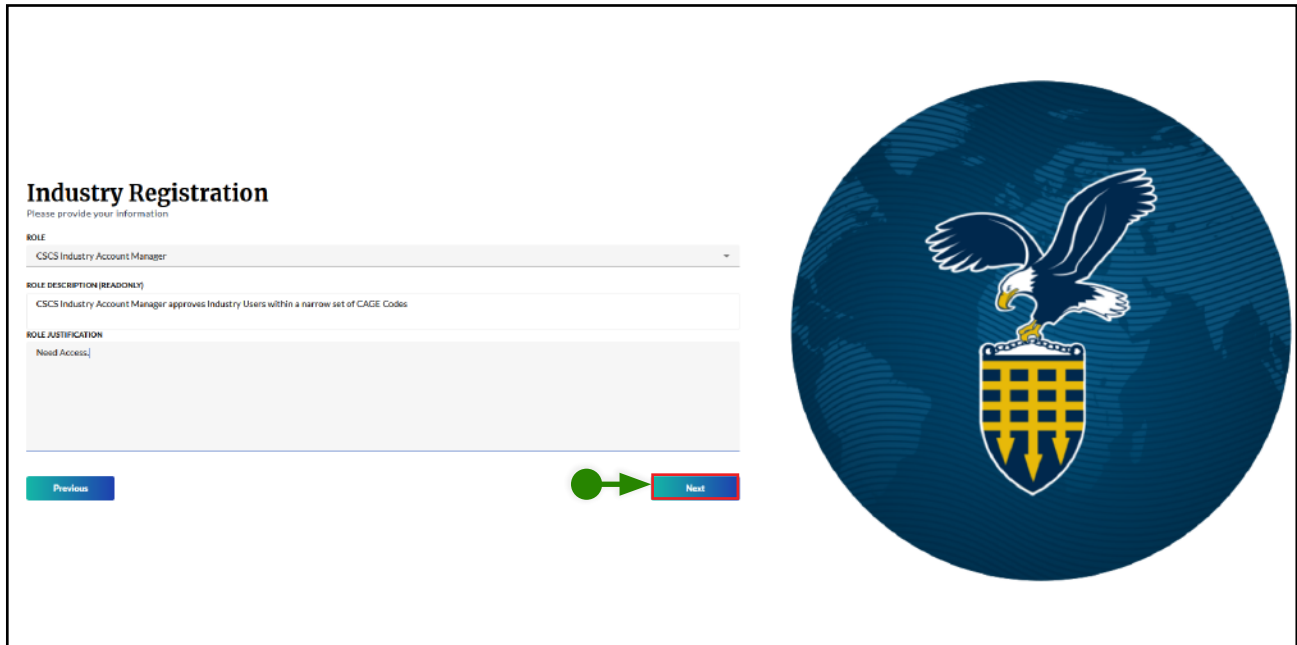
ROLE JUSTIFICATION

Need Access:

Previous

Next




7. Select **Next**.


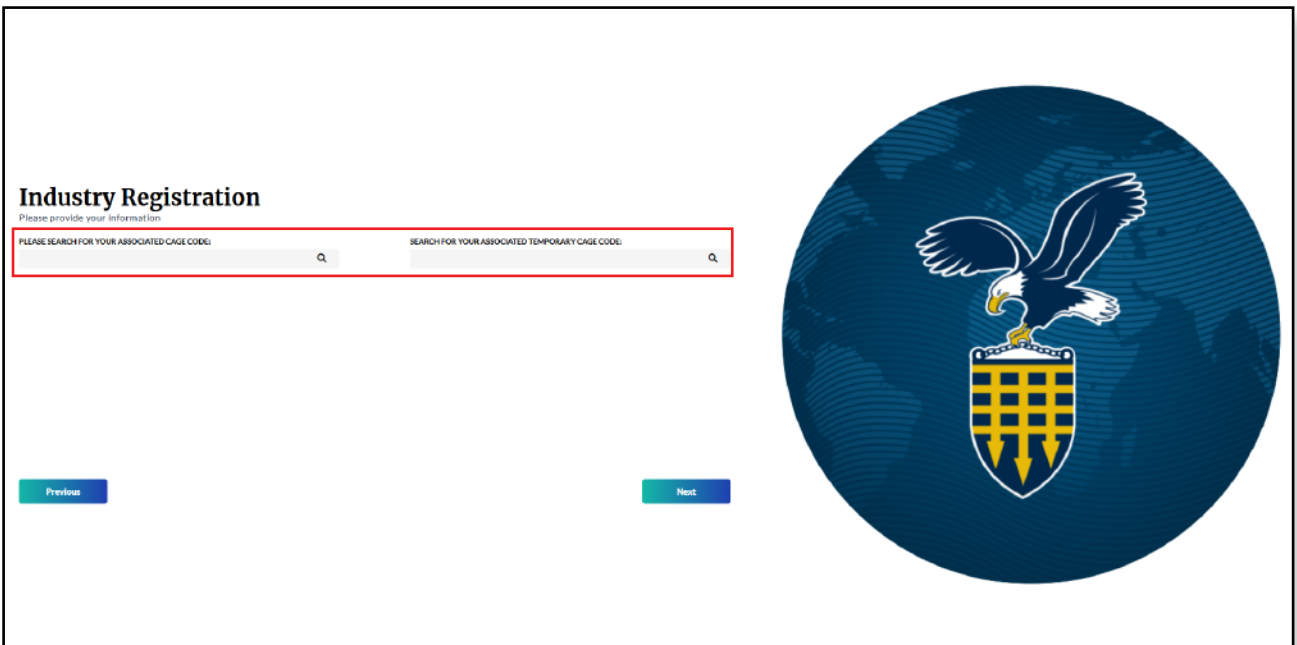
Industry Registration
Please provide your information

ROLE
CSCS Industry Account Manager

ROLE DESCRIPTION (READ ONLY)
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, then select **Next**.

Industry Registration

Please provide your information

PLEASE SEARCH FOR YOUR ASSOCIATED CAGE CODE:

66Y66

SEARCH FOR YOUR ASSOCIATED TEMPORARY CAGE CODE:


CAGE	Company Name	Business Address
66Y66	CHEROKEE PRODUCTIONS, INC.	885 NORTHBRIDGE RD, LITTLETON, CO 80126-2065, USA

SELECT YOUR PRIME WORKS LOCATION


66Y66 / CHEROKEE PRODUCTIONS, INC.

Previous

Next



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	UEI	Temporary Cage Code
66Y66	CHEROKEE PRODUCTIONS, INC.	885 NORTHBRIDGE RD, LITTLETON, CO 80126-2065, USA	HLANDH09GN25	<input type="checkbox"/>

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


Previous

☒ Confirm the above information is correct

Submit



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.

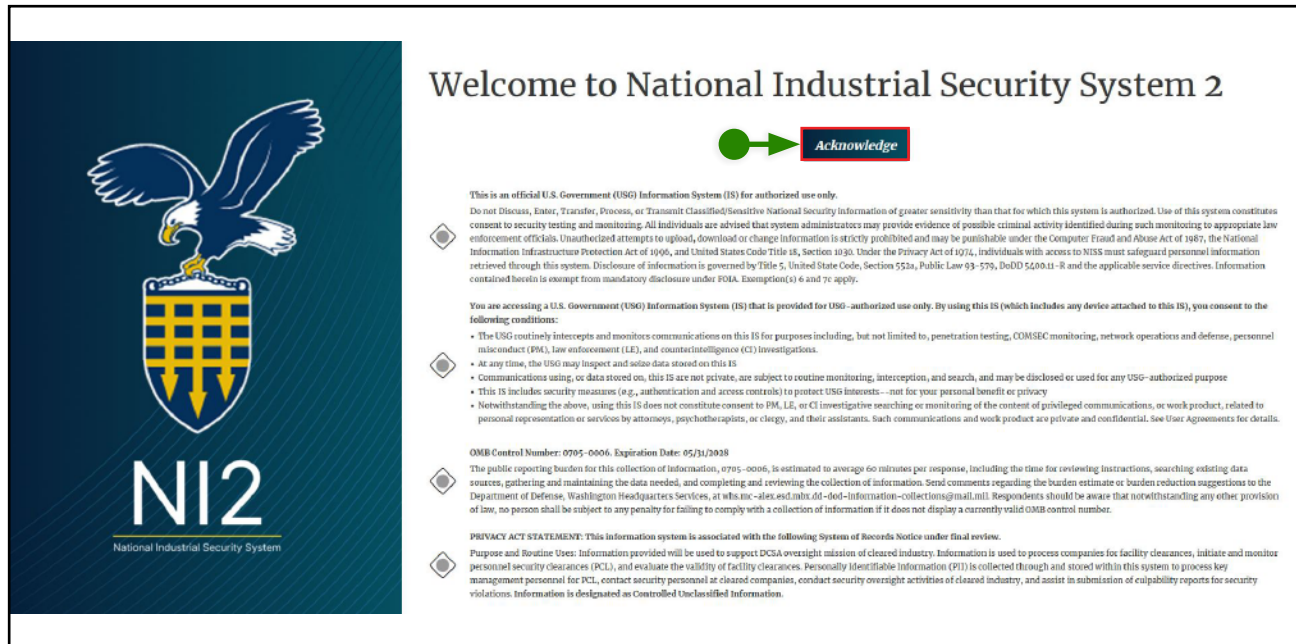
ROLE(S) REQUESTED	STATUS	DATE
SF328 INDUSTRY TOOL (SIT)	APPROVED	07/22/2025 18:28:49
CSCS INDUSTRY ACCOUNT MANAGER	PENDING	07/24/2025 18:19:37

Industry Originator

Industry Originator

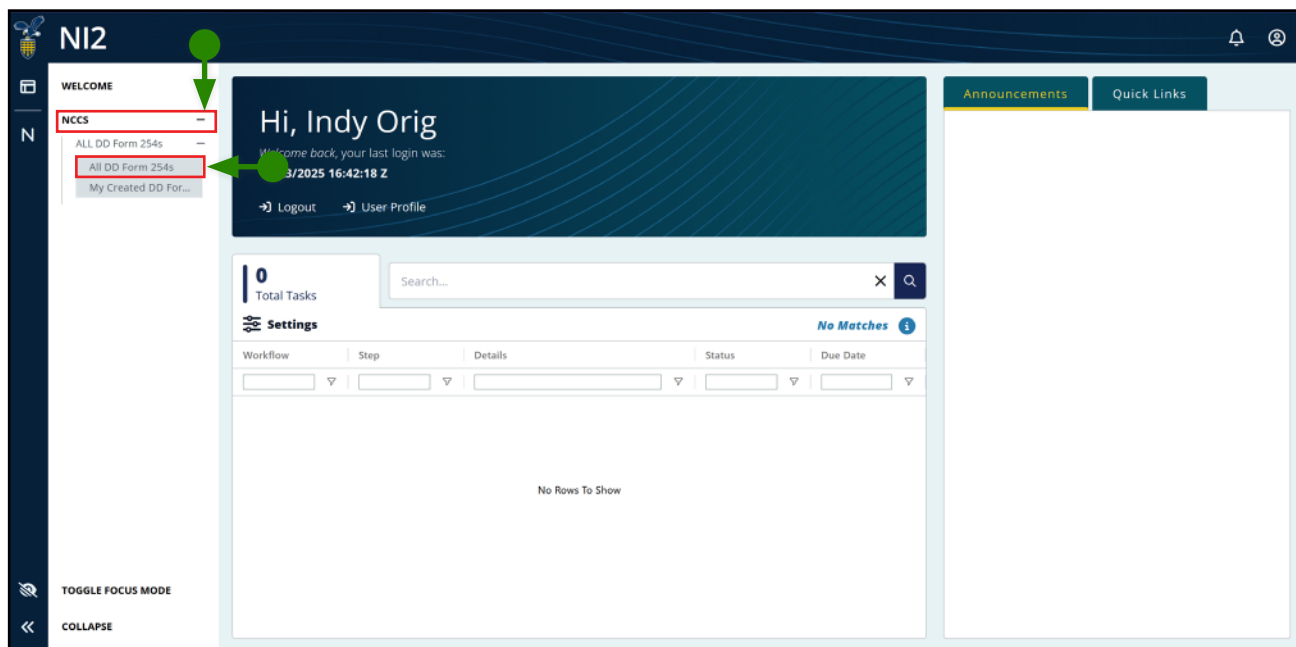
Getting Started

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

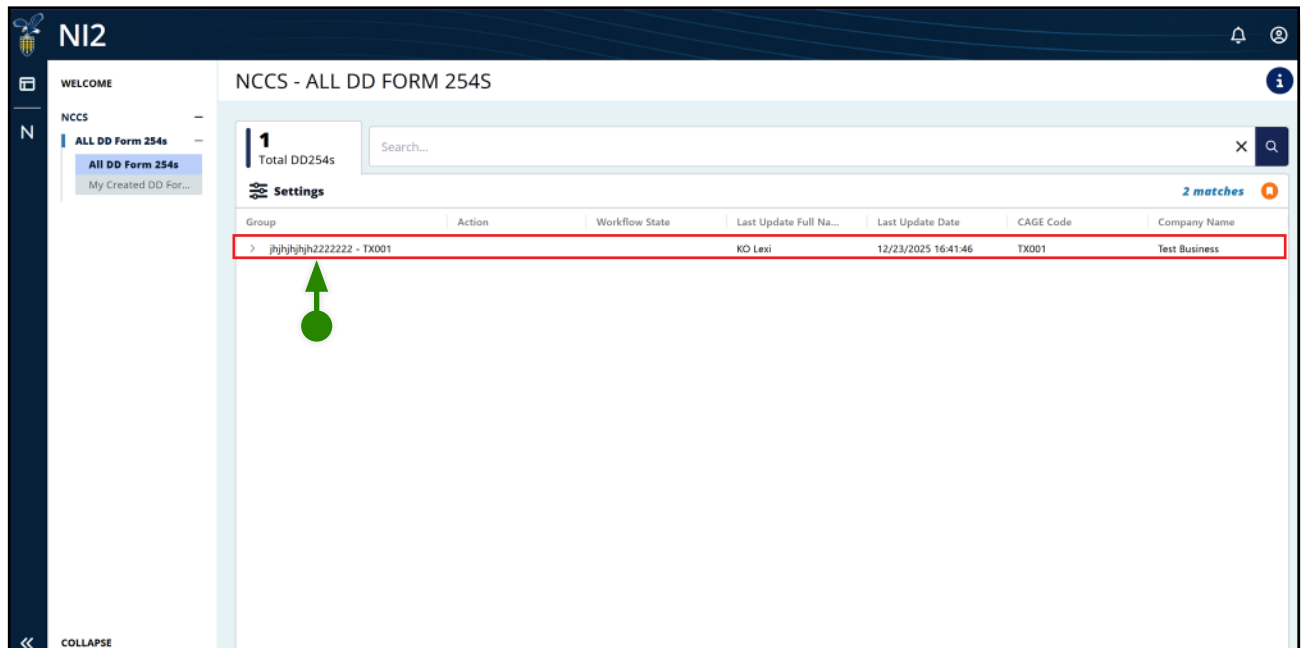


NI2 Welcome Screen

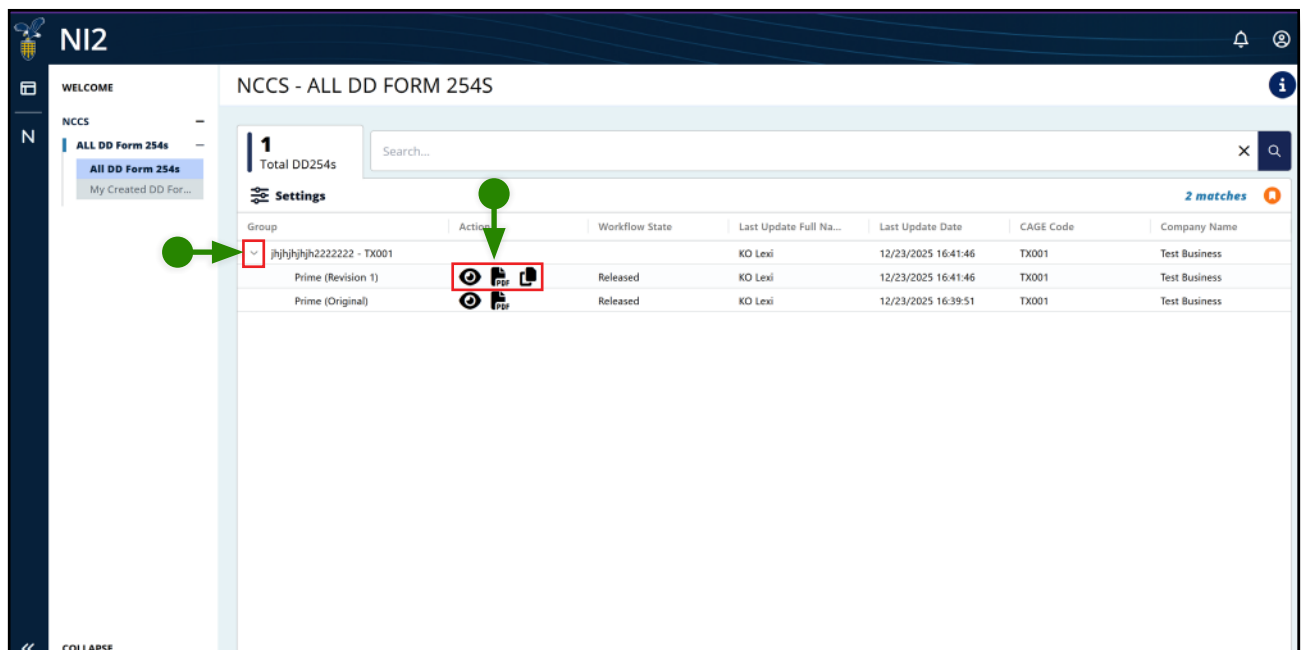
1. From the left navigation menu, select All DD Form 254s.
2. Under all DD Form 254s, select ALL DD Form 254s.




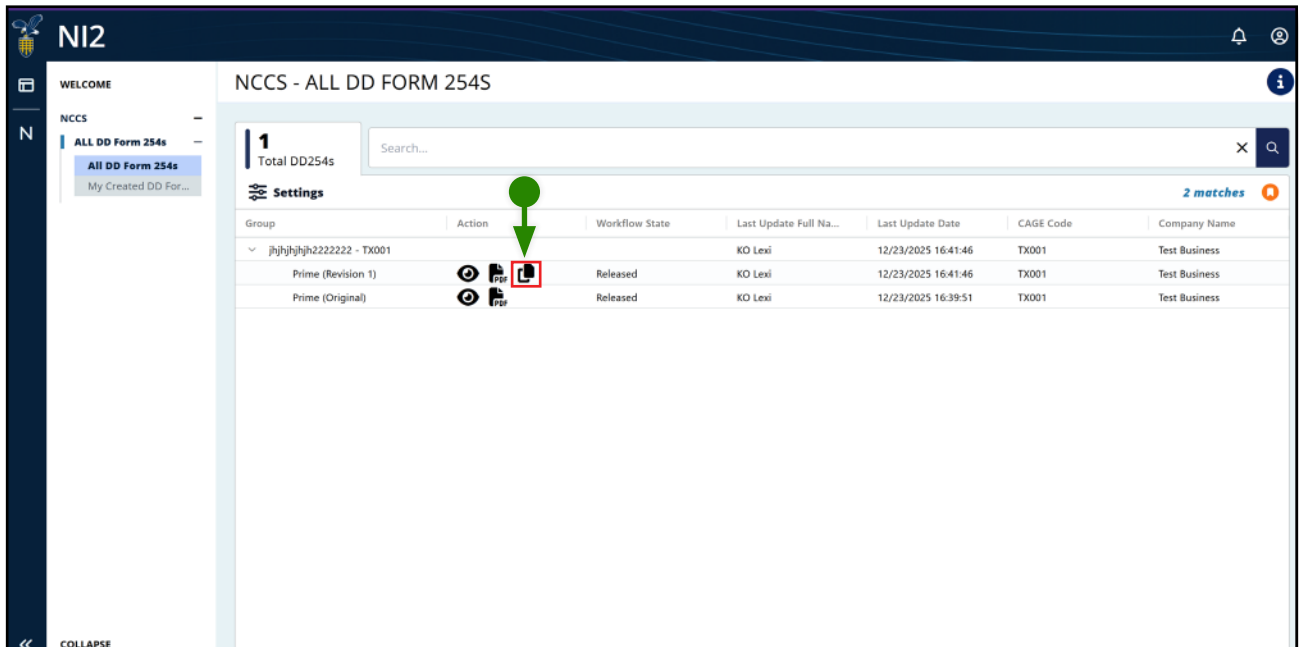
- Find the prime DD Form 254 to use as a template for your subcontract. You can scroll or filter the list. All prime (original) DD Form 254s associated with your CAGE Code will be displayed.





- Select the right caret arrow next to the contract number.
- Under the Action column, you may now view the prime DD Form 254 in NI2, PDF, or create a new subcontract.



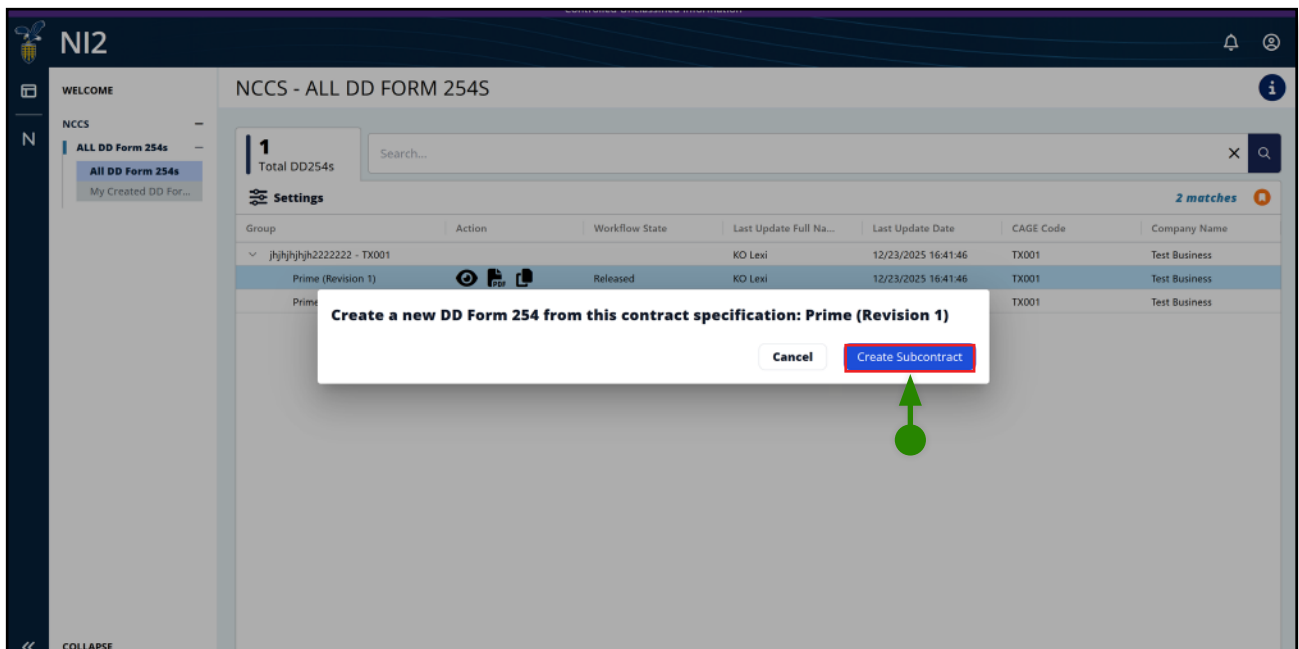
6. To create a new subcontract, select the **Paper Icon** .



The screenshot shows the NI2 NCCS - ALL DD FORM 254S interface. The left sidebar contains a 'WELCOME' section and a 'NCCS' section with a dropdown menu showing 'ALL DD Form 254s' and 'My Created DD For...'. The main content area displays a table with columns: Group, Action, Workflow State, Last Update Full Na..., Last Update Date, CAGE Code, and Company Name. The table has two rows: 'Prime (Revision 1)' and 'Prime (Original)'. A green arrow points to the 'Paper Icon' in the 'Action' column for the 'Prime (Revision 1)' row.

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
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

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



The screenshot shows the NI2 NCCS - ALL DD FORM 254S interface with a pop-up window. The pop-up window has the title 'Create a new DD Form 254 from this contract specification: Prime (Revision 1)' and two buttons: 'Cancel' and 'Create Subcontract'. A green arrow points to the 'Create Subcontract' button.

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

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

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

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**.

NI2

WELCOME

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](#)

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**.

NI2

WELCOME

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

CONFIDENTIAL

SECRET

TOP SECRET

NONE

PRIME CONTRACT NUMBER

FOLLOW-ON CONTRACT (BLOCK 4)


PRIME CONTRACT NUMBER

☐ Yes ☐ No

[Prev](#) [Next](#)

Q1: Classification & Prime
Q2: Clearance, Spec, and Follow-On
 Q3: Actual Performance
 Q4: Procurement Description
 Q5: Contract Access
 Q6: Security
 Q7: Security Requirements & Inspection
 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.

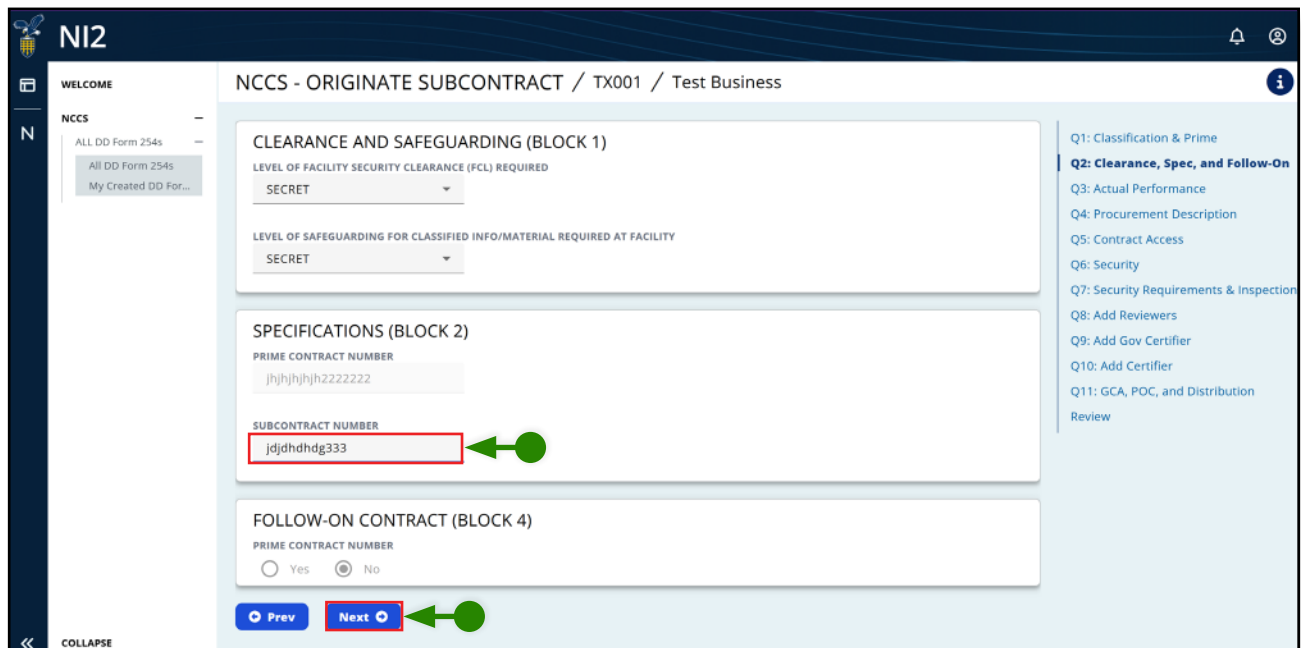
 **Note:** The level of safeguarding for classified information and materials cannot exceed the security clearance level of the facility. If the entity will not have any requirements to safeguard classified materials for the execution of the contract, you can select None.

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**.



NI2

WELCOME

NCCS

ALL DD Form 254s

All DD Form 254s

My Created DD For...

NCCS - ORIGINATE SUBCONTRACT / 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

SPECIFICATIONS (BLOCK 2)

PRIME CONTRACT NUMBER

jhjhjhjh22222222

SUBCONTRACT NUMBER

jdjdhdhg333

FOLLOW-ON CONTRACT (BLOCK 4)

PRIME CONTRACT NUMBER

☐ Yes ☒ No

Prev **Next**

Q1: Classification & Prime

Q2: Clearance, Spec, and Follow-On

Q3: Actual Performance

Q4: Procurement Description

Q5: Contract Access

Q6: Security

Q7: Security Requirements & Inspection

Q8: Add Reviewers

Q9: Add Gov Certifier

Q10: Add Certifier

Q11: GCA, POC, and Distribution Review

Add Actual Performance Locations (Block 8)

-
- NCCS - ORIGINATE SUBCONTRACTS**
- Add Work Location using CAGE Code**
- CAGE CODE
TX002
- 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
- WELCOME**
- NCCS**
- ALL DD Form 254s
- All DD Form 254s
- My Created DD For...
- ADD ACTUAL PERFORMANCE LOCATIONS**
- CAGE Lookup** Manual Entry
- Action Business Name
- Test Business
- Test Business
- 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 Reviews
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.

NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business

ADD ACTUAL PERFORMANCE LOCATIONS (BLOCK 8)

Manual Entry

Add Work Location using Manual Entry

Enter the location details:

FACILITY NAME
Facility Name

COUNTRY
United States

ADDRESS LINE 1
123 Testing

ADDRESS LINE 2 (OPTIONAL)

CITY
Testing

STATE
District of Col...

ZIP CODE
11111

Cancel Save

Successfully Added a Work Location Done

4. Click **Next**.

NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business

ADD ACTUAL PERFORMANCE LOCATIONS (BLOCK 8)

Manual Entry

Action	Business Name	Business Address	CAGE Code	CSO Name
	Test Business	14 Test Street #133, Baltimore, ...	TX001	N-AES
	Test Business	14 Test Street, Baltimore, 23 21...	TX002	N-AES

Next

Successfully Added a Work Location Done

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**.

The screenshot displays the NI2 NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business interface. The main content area is titled "GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT (BLOCK 9)" and includes the instruction "THE INFORMATION PROVIDED SHOULD BE UNCLASSIFIED." Below this, there is a large text input area with a red border. The text "Testing Testing" is entered in the first line, and "Modified" is entered in the second line. To the right of the text input area, there is a vertical list of questions: Q1: Classification & Prime, Q2: Clearance, Spec, and Follow-On, Q3: Actual Performance, Q4: Procurement Description (highlighted), Q5: Contract Access, Q6: Security, Q7: Security Requirements & Inspections, Q8: Add Reviewers, Q9: Add Gov Certifier, Q10: Add Certifier, and Q11: GCA, POC, and Distribution Review. At the bottom of the form, there are two buttons: "Prev" and "Next". The "Next" button is highlighted with a red box, and a green arrow points to it from the right.

Blocks 10 and 11

NCCS

ALL DD Form 254s

All DD Form 254s

My Created DD For...

WELCOME

NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business

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

CHECK ALL THAT APPLY

☐ a. Communication Security (COMSEC) Information

☐ b. Restricted Data

☐ c. Critical Nuclear Weapon Design Information (CNWDI)

☐ d. Formerly Restricted Data

☐ e. National Intelligence Information:

☐ (1) Sensitive Compartmented Information (SCI)

☐ (2) Non-SCI

☐ f. Special Access Program (SAP) Information

☐ g. North Atlantic Treaty Organization (NATO) Information

☐ h. Foreign Government Information

☐ i. Alternative Compensatory Control Measures (ACCM) Information

☐ j. Controlled Unclassified Information (CUI)

☐ k. Other

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

CHECK ALL THAT APPLY

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

☐ b. Receive and store classified documents only

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

☐ d. Fabricate, modify, or store classified hardware

Q1: Classification & Prime

Q2: Clearance, Spec, and Follow-On

Q3: Actual Performance

Q4: Procurement Description

Q5: Contract Access

Q6: Security

Q7: Security Requirements & Inspections

Q8: Add Reviewers

Q9: Add Gov Certifier

Q10: Add Certifier

Q11: GCA, POC, and Distribution Review

NCCS

WELCOME
NCCS
ALL DD Form 254s
All DD Form 254s
My Created DD For...

NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business

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.

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

The screenshot shows the NI2 NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business form. The 'PUBLIC RELEASE (BLOCK 12)' section is highlighted. The 'PUBLIC RELEASE OPTIONS' drop-down menu is open, showing 'Direct' as the selected option. A green arrow points to the 'Direct' option. The 'Through (Specify below)' option is also visible. The 'Next' button is highlighted at the bottom.

2. Describe your Authority in 270 characters or less within the free text field.
3. Select **Next**.

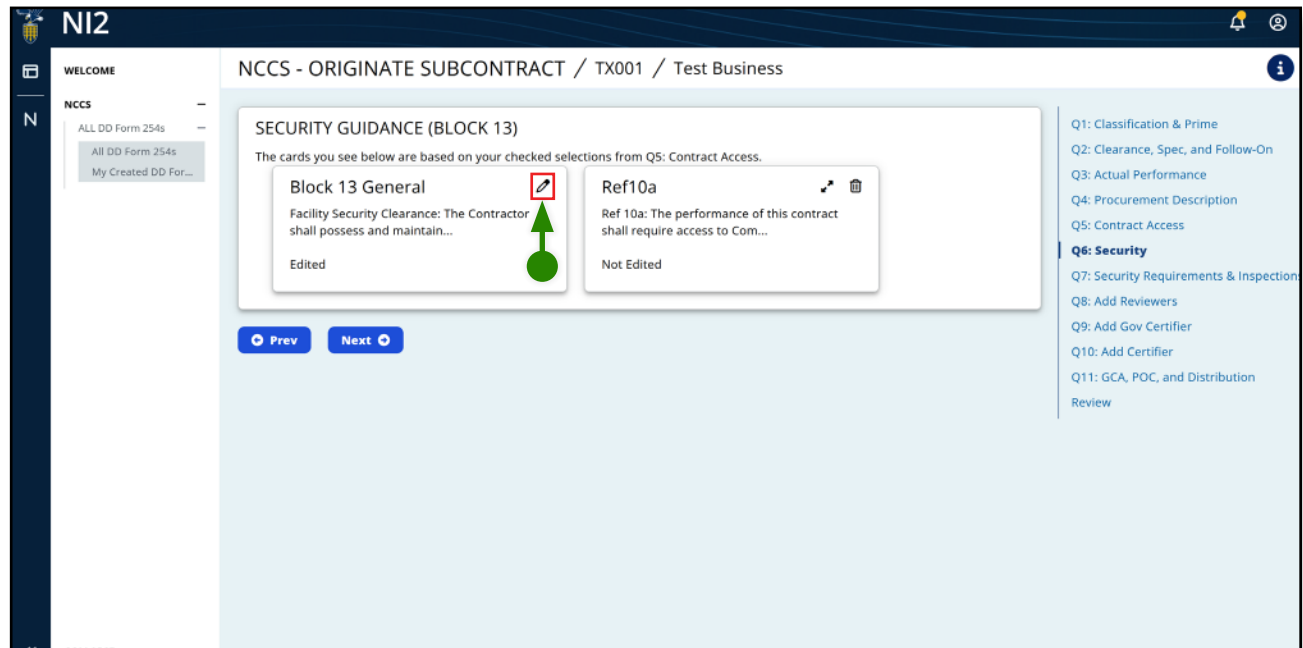
The screenshot shows the NI2 NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business form. The 'PUBLIC RELEASE (BLOCK 12)' section is highlighted. The 'PUBLIC RELEASE OPTIONS' drop-down menu is open, showing 'Direct' as the selected option. The 'DESCRIPTION OF AUTHORITY (270 CHARACTER LIMIT)' text field is highlighted with a red box. The 'Next' button is highlighted at the bottom.

Security

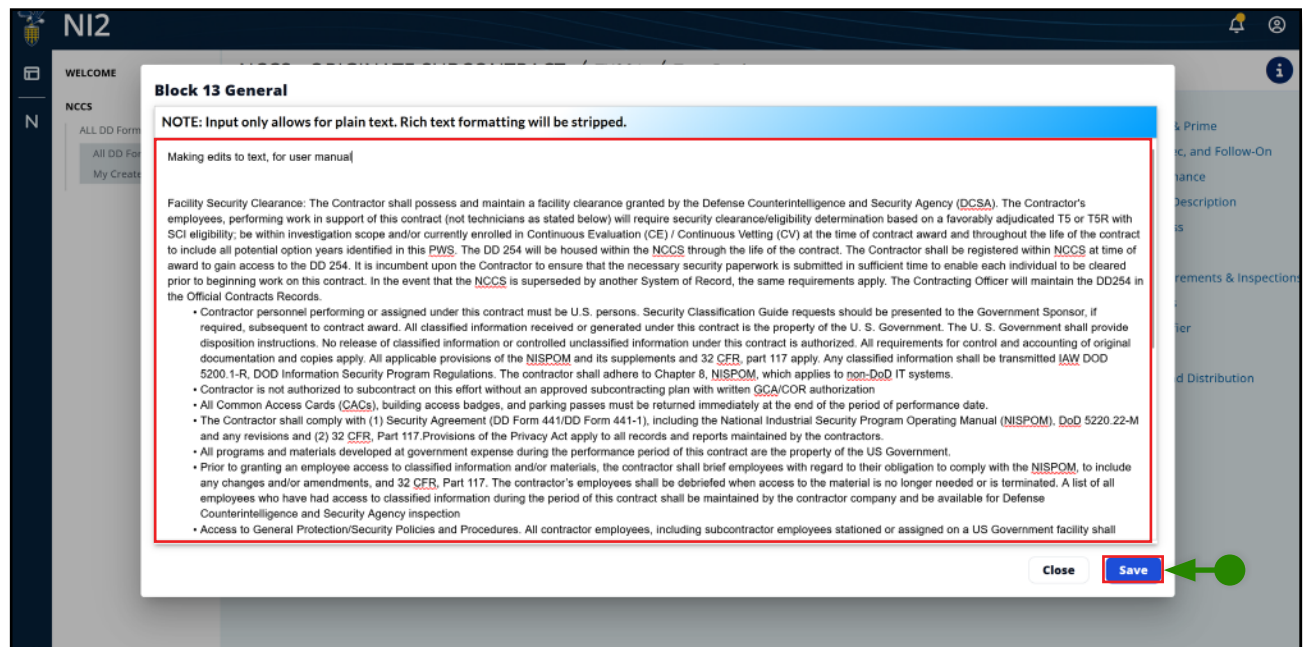
On this screen, the NI2 application automatically generates the Block 13 Security Guidance based on selections in Blocks 10 and 11. The cards in this panel make up the Security Guidance.

Security Guidance: (Block 13)

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



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



4. Select **Next**.

NI2

WELCOME

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**.

NI2

WELCOME

NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business

ADDITIONAL SECURITY REQUIREMENTS (BLOCK 14)

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

☒ Yes ☐ No

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

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

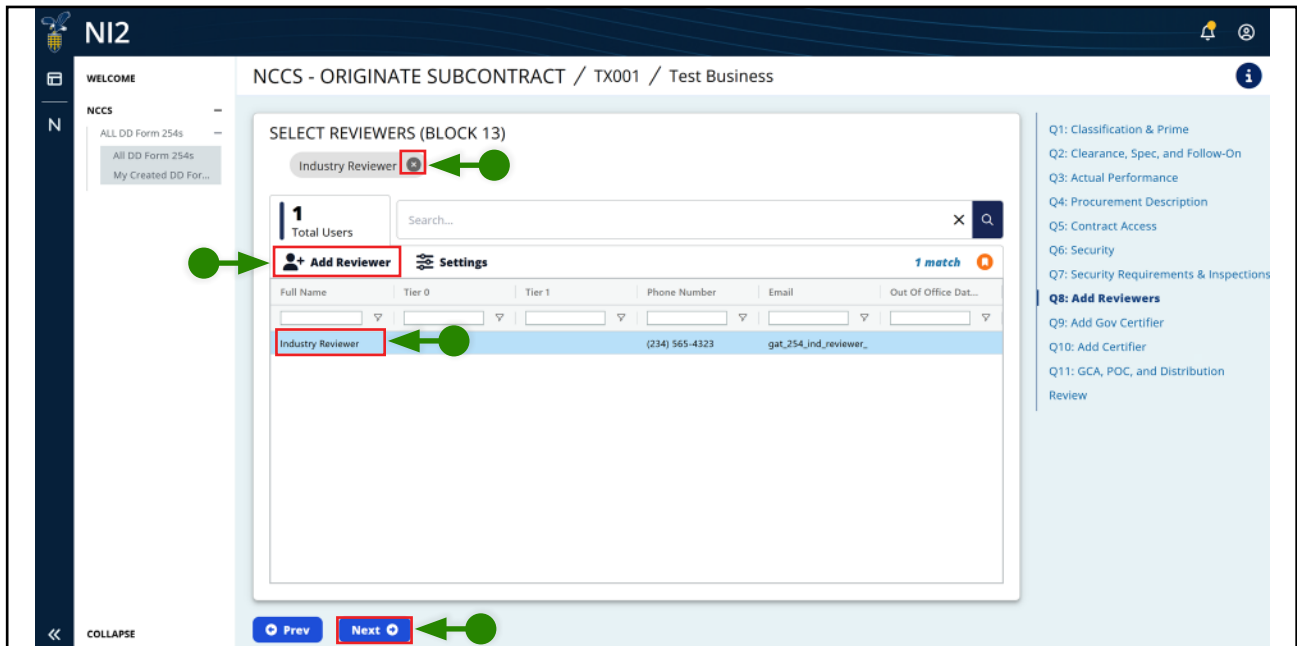
Add Security Reviewers

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  next to the reviewer's name.
4. Select **Next**.



The screenshot displays the NI2 system interface for selecting reviewers. The main panel is titled "SELECT REVIEWERS (BLOCK 13)". It features a search bar with the text "Search..." and a magnifying glass icon. Below the search bar, there is a section for "Total Users" showing "1" and a "1 match" indicator. A table lists the available reviewers, with the first entry being "Industry Reviewer" (phone number: (234) 565-4323, email: gat_254_ind_reviewer...). The "Add Reviewer" button is highlighted with a red box and a green arrow. The "Next" button at the bottom is also highlighted with a red box and a green arrow. A sidebar on the right lists various questions (Q1-Q11) related to the review process.

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**.

The screenshot shows the NI2 NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business interface. The main panel is titled 'SELECT GOVERNMENT CERTIFIER (BLOCK 17)'. It features a search bar with the text 'Certifier NCC Gov' and a 'Set Certifier' button. Below the search bar is a table with columns: Full Name, Tier 0, Tier 1, Phone Number, Email, and Out Of Office Dat... The table contains one row: 'Certifier NCC Gov', 'Fake Org D', 'HQ', '(222) 222-2222', 'gat_254_certify_1@dc', and an empty cell. The 'Set Certifier' button is highlighted with a red box and a green arrow. The 'Next' button is also highlighted with a red box and a green arrow. The 'Prev' button is visible to the left of the 'Next' button. On the right side of the interface, there is a list of tasks: Q1: Classification & Prime, Q2: Clearance, Spec, and Follow-On, Q3: Actual Performance, Q4: Procurement Description, Q5: Contract Access, Q6: Security, Q7: Security Requirements & Inspections, Q8: Add Reviewers, Q9: Add Gov Certifier, Q10: Add Certifier, and 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**.

NI2

WELCOME

NCCS

ALL DD Form 254s

All DD Form 254s

My Created DD For...

NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business

SELECT CERTIFIER (BLOCK 17)

Industry Certifier

1 Total Users

Search...

Set Certifier Settings

1 match

Full Name	Tier 0	Tier 1	Phone Number	Email	Out Of Office Dat...
Industry Certifier			(123) 456-7654	gat_254_ind_certify_1	

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

Prev Next

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.

NI2

WELCOME

NCCS

ALL DD Form 254s

All DD Form 254s

My Created DD For...

COLLAPSE

NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business

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

GCA NAME

Testing

ACTIVITY ADDRESS CODE (AAC) OF THE CONTRACTING OFFICE

TESTIN

ADDRESS LINE 1

Testing

ADDRESS LINE 2

CITY

STATE

ZIP CODE

Testing

Arkansas

11111

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

POC NAME

Contract Officer

POC TELEPHONE

(234) 565-4345

EMAIL ADDRESS

gat_254_ko_1@dcsa.gov

REQUIRED DISTRIBUTION BY THE CERTIFYING OFFICIAL (BLOCK 18)

CHECK ALL THAT APPLY

☒ a. Contractor

☐ b. Subcontractor

☐ c. Cognizant Security Office for Prime and Subcontractor

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

☐ e. Administrative Contracting Officer

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)

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

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

NI2

WELCOME

NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business

Testing

ACTIVITY ADDRESS CODE (AAC) OF THE CONTRACTING OFFICE
TESTIN

ADDRESS LINE 1
Testing

ADDRESS LINE 2

CITY
Testing

STATE
Arkansas

ZIP CODE
11111

POC TELEPHONE
(234) 565-4345

EMAIL ADDRESS
gat_254_ko_1@dcsa.gov

REQUIRED DISTRIBUTION BY THE CERTIFYING OFFICIAL (BLOCK 18)

CHECK ALL THAT APPLY

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

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

Prev Next

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

NI2

WELCOME

NCCS - ORIGINATE PRIME / 64T66 / Test Business

Originator

Prime
Solicitation
Security Guidance

Review & Release
ALL DD Form 254s

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
Baltimore

STATE
Maryland

ZIP CODE
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

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

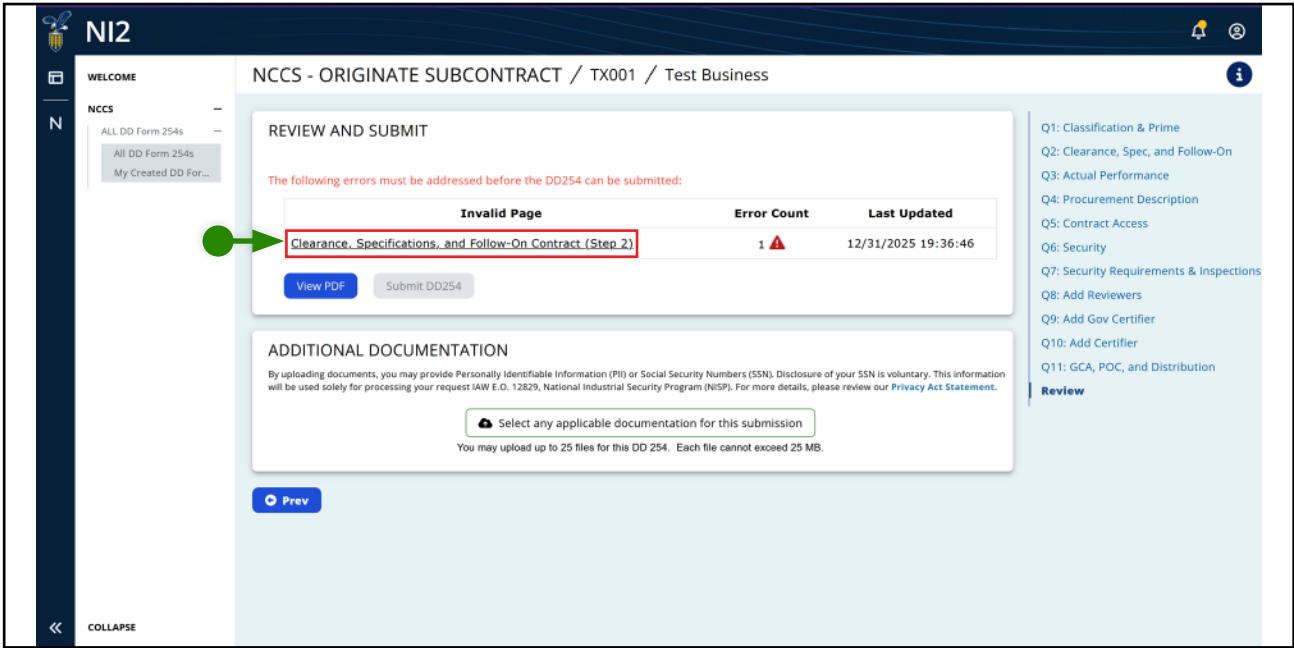
Prev Next

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.

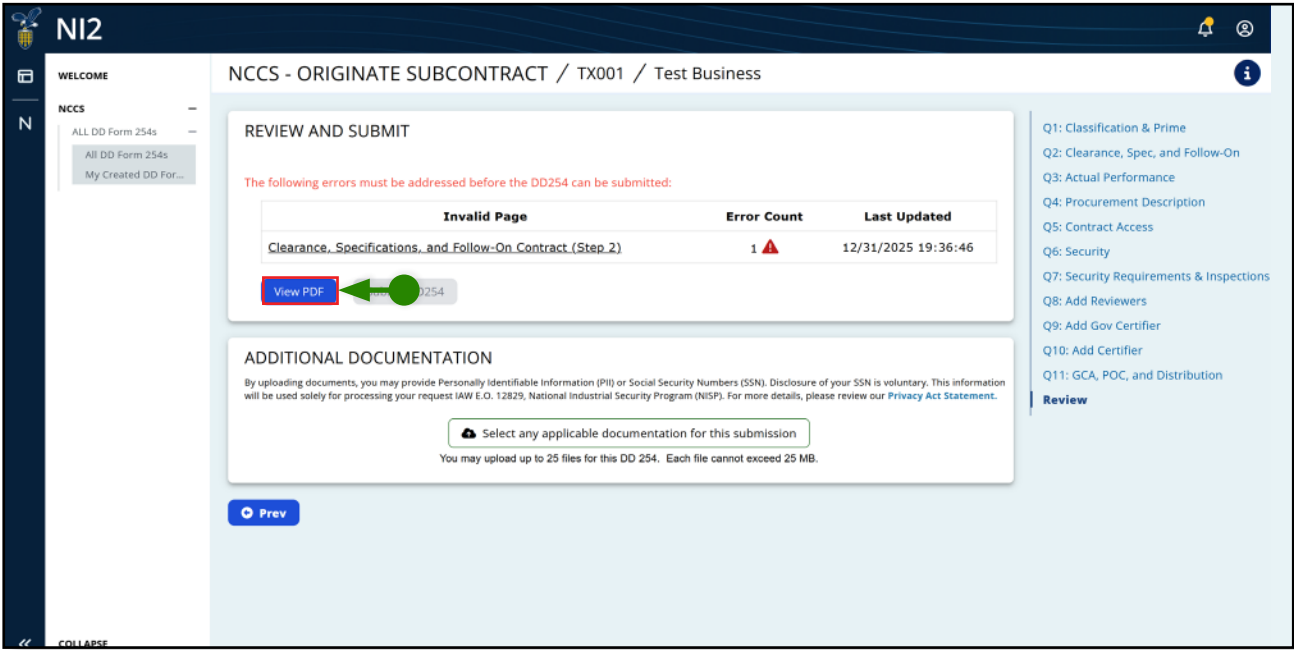


Note: Use the navigation bar to easily move between sections of your DD Form 254. The NI2 system, automatically saves your progress, so you can return to your work at any time.

Review and Submit (Continued)
Form Validation

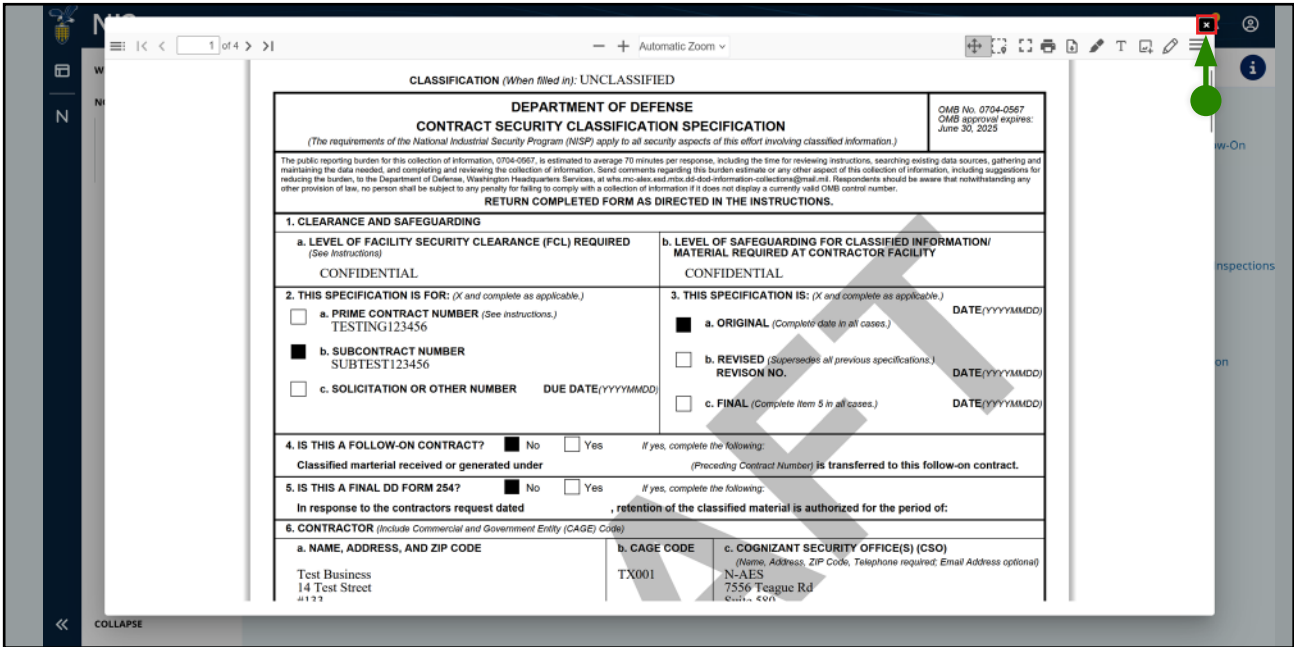
Once errors have been corrected, review the PDF and save a copy for your records.

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



- 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.



3. Select **Submit DD254**.

The screenshot shows the NI2 NCCS interface for 'NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business'. The 'REVIEW AND SUBMIT' section displays a message: 'There were no errors found in the DD Form 254. The DD Form 254 can be submitted for review.' Below this message are two buttons: 'View PDF' and 'Submit DD254'. A green arrow points to the 'Submit DD254' button. The 'ADDITIONAL DOCUMENTATION' section is also visible, with a 'Prev' button at the bottom left. On the right side, there is a list of review steps: Q1: Classification & Prime, Q2: Clearance, Spec, and Follow-On, Q3: Actual Performance, Q4: Procurement Description, Q5: Contract Access, Q6: Security, Q7: Security Requirements & Inspections, Q8: Add Reviewers, Q9: Add Gov Certifier, Q10: Add Certifier, and Q11: GCA, POC, and Distribution. A 'Review' button is located at the bottom right of this list.

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


The screenshot shows the same NI2 NCCS interface, but with a 'Confirm Submission' dialog box open. The dialog box contains the text: 'Submitting this form will route the form to the selected reviewers for review.' Below this text are two buttons: 'Close' and 'Submit DD254'. A green arrow points to the 'Submit DD254' button in the dialog. The background interface is dimmed, showing the same 'REVIEW AND SUBMIT' and 'ADDITIONAL DOCUMENTATION' sections as in the previous screenshot.

Industry Reviewer

Industry Reviewer

Getting Started

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



Welcome to National Industrial Security System 2

➡
Acknowledge

This is an official U.S. Government (USG) Information System (IS) for authorized use only. Do not Discuss, Enter, Transfer, Process, or Transmit Classified/Sensitive National Security information of greater sensitivity than that for which this system is authorized. Use of this system constitutes consent to security testing and monitoring. All individuals are advised that system administrators may provide evidence of possible criminal activity identified during such monitoring to appropriate law enforcement officials. Unauthorized attempts to upload, download or change information is strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1987, the National Information Infrastructure Protection Act of 1996, and United States Code Title 18, Section 1030. Under the Privacy Act of 1974, individuals with access to NIS must safeguard personnel information received through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a, Public Law 93-570, DoDD 5400.11-8 and the applicable service directives. Information contained herein is exempt from mandatory disclosure under FOIA, Exemption(s) 6 and 7C apply.

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- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
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- 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: 05/31/2026

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

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

NI2

WELCOME

NCCS ➡

ALL DD Form 254s ➡

Review & Release

NCCS - ALL DD FORM 254S

1 Total DD254s

Settings

Search...

Group	Action	Workflow State	Last Update Full Na...	Last Update Date	CAGE Code	Company Name
TESTING123456 - TX001			Industry Originator	12/31/2025 19:51:58	TX001	Test Business
Prime (Original)		Released	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

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**.

The screenshot shows the NI2 Test Business - SUBTEST123456 interface. The 'Return to Originator' button is highlighted with a red box and a green arrow pointing to it. The interface displays various blocks including Classification and Clearance, Specifications, and Follow-on Contract.

Classification of DD Form 254	
Classification	B0
UNCLASSIFIED	

Classification & Prime Contractor, Specifications, Follow-On Contract	
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**.


The screenshot shows the NI2 Test Business - SUBTEST123456 interface with the 'NCCS - RETURN TO ORIGINATOR' pop-up box open. The 'Return to Originator' button in the pop-up is highlighted with a red box and a green arrow pointing to it. The pop-up box contains a text area for 'Reason for return' and a 'Return to Originator' button.

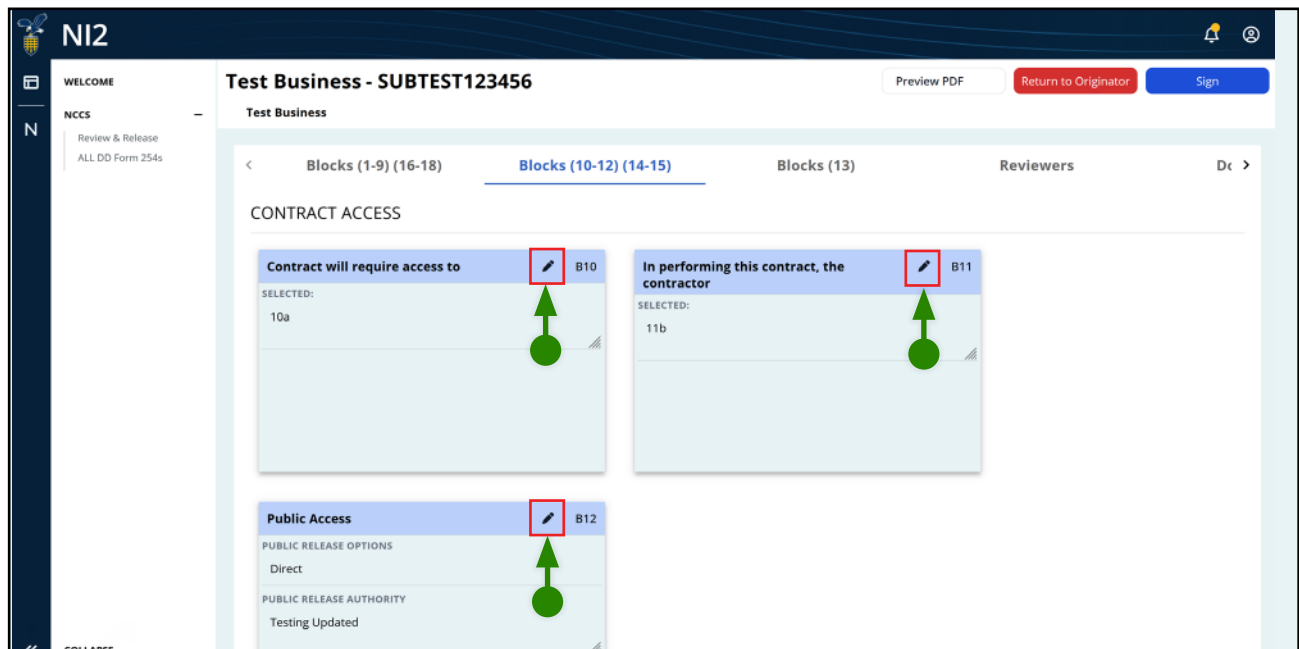
NCCS - RETURN TO ORIGINATOR

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

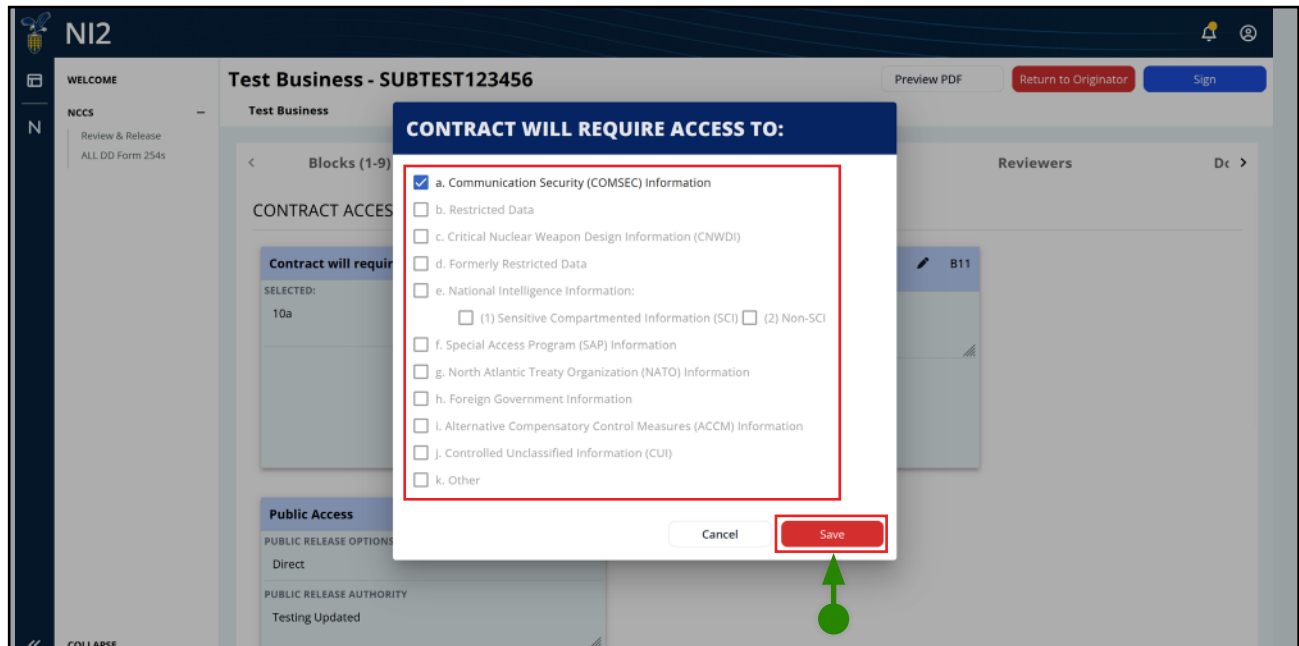
Reason for return

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.

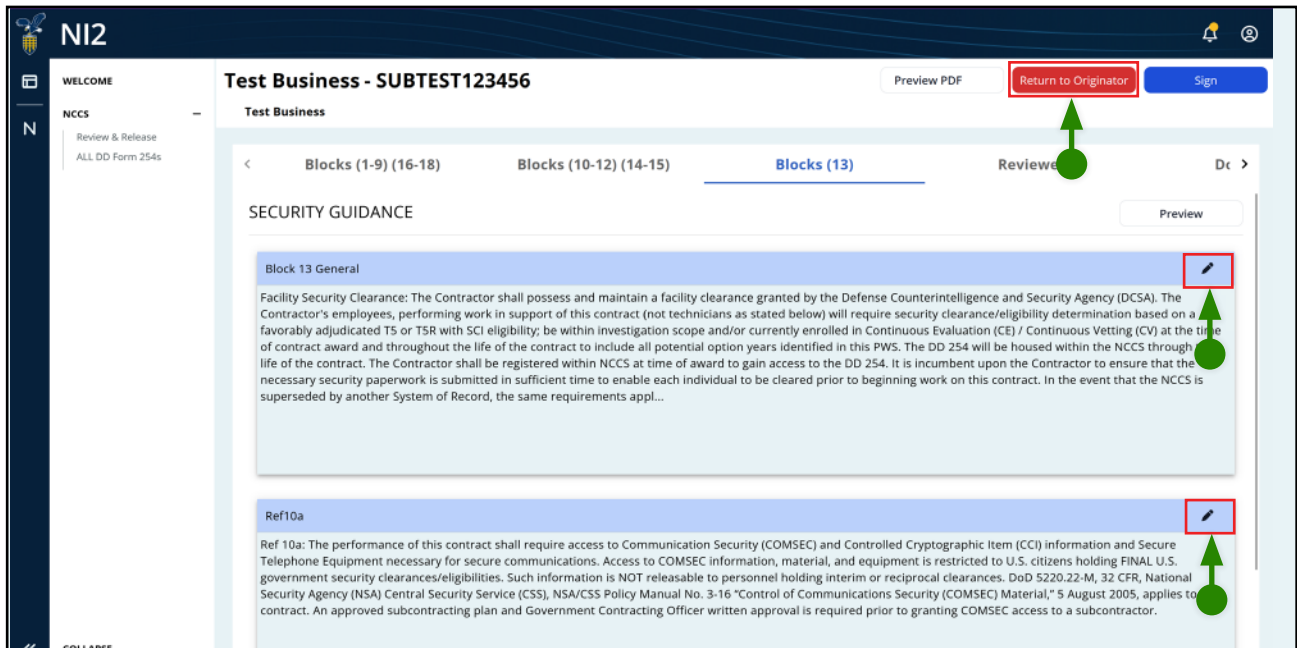


4. Make any necessary edits.
5. Select **Save**.



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**.

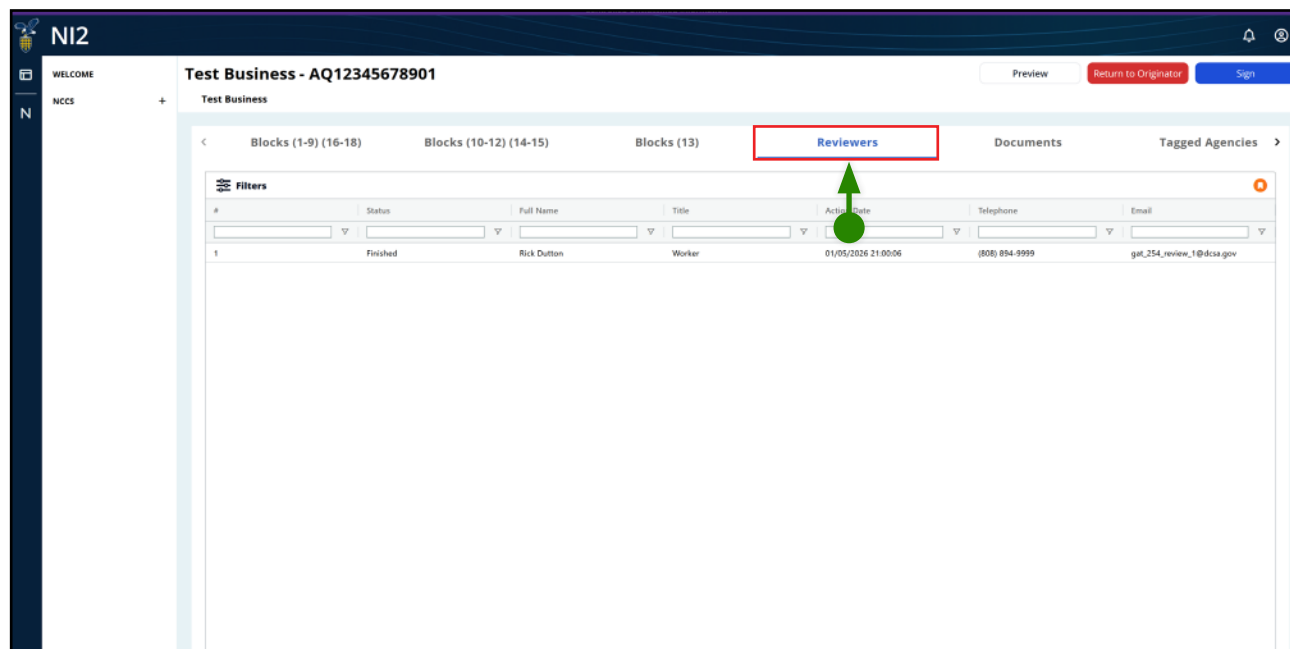


The screenshot displays the N12 Test Business - SUBTEST123456 interface. The top navigation bar includes a 'WELCOME' message, a 'NCCS' dropdown menu, and a 'Test Business' section. The main content area is titled 'Test Business' and shows a list of blocks: 'Blocks (1-9) (16-18)', 'Blocks (10-12) (14-15)', 'Blocks (13)', and 'Review'. The 'Blocks (13)' tab is selected, showing the 'SECURITY GUIDANCE' section. This section contains two blocks: 'Block 13 General' and 'Ref10a'. Both blocks have a pencil icon in the top right corner, indicating they can be edited. A red box highlights the 'Return to Originator' button in the top right corner of the interface. A green arrow points from the 'Return to Originator' button to the pencil icon in the 'Ref10a' block, indicating that if changes are required in the references, the user should select 'Return to Originator'.

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.

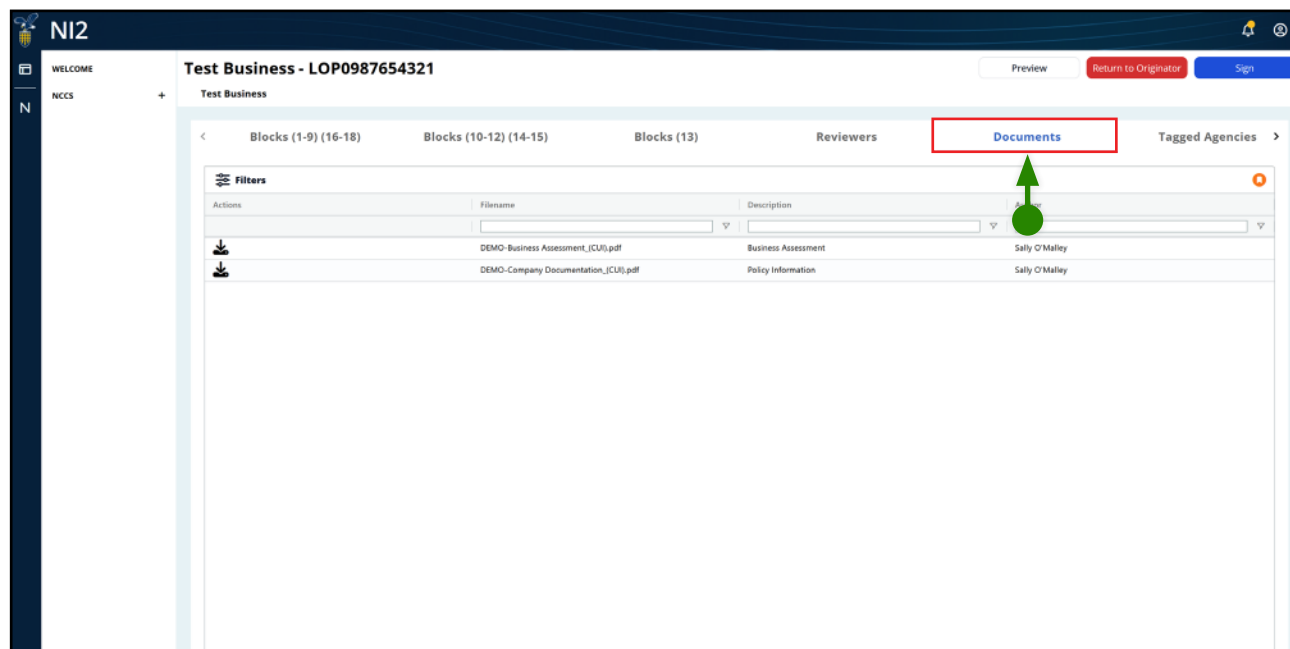
1. Select the **Reviewers** tab at the top of the screen.



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.



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 or other reviewers have made.

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

The screenshot displays the NI2 application interface for 'Test Business - SUBTEST123456'. The 'History' tab is highlighted with a red box at the top of the main content area. A green arrow points to this tab. The history timeline shows three entries:

- 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.
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 Test Business - SUBTEST123456 form. The 'Sign' button is highlighted with a green circle and an arrow. The form displays the following information:

CLASSIFICATION	
Classification of DD Form 254	B0
CLASSIFICATION	UNCLASSIFIED

CLEARANCE, SPECIFICATIONS, AND FOLLOW-ON CONTRACT	
Classification & Prime Contractor, Specifications, Follow-On Contract	B1-B4
FCL LEVEL REQUIRED	LEVEL OF SAFEGUARDING FOR CLASSIFIED INFO
CONFIDENTIAL	CONFIDENTIAL
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. 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 Test Business - SUBTEST123456 form with a 'SIGNING CONFIRMATION' dialog box. The 'Sign Form' button in the dialog is highlighted with a green circle and an arrow. The dialog box contains the following text:

SIGNING CONFIRMATION

Signing this form will send the form to the next selected reviewer for evaluation.


Buttons: Close, Sign Form

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

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

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

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

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

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

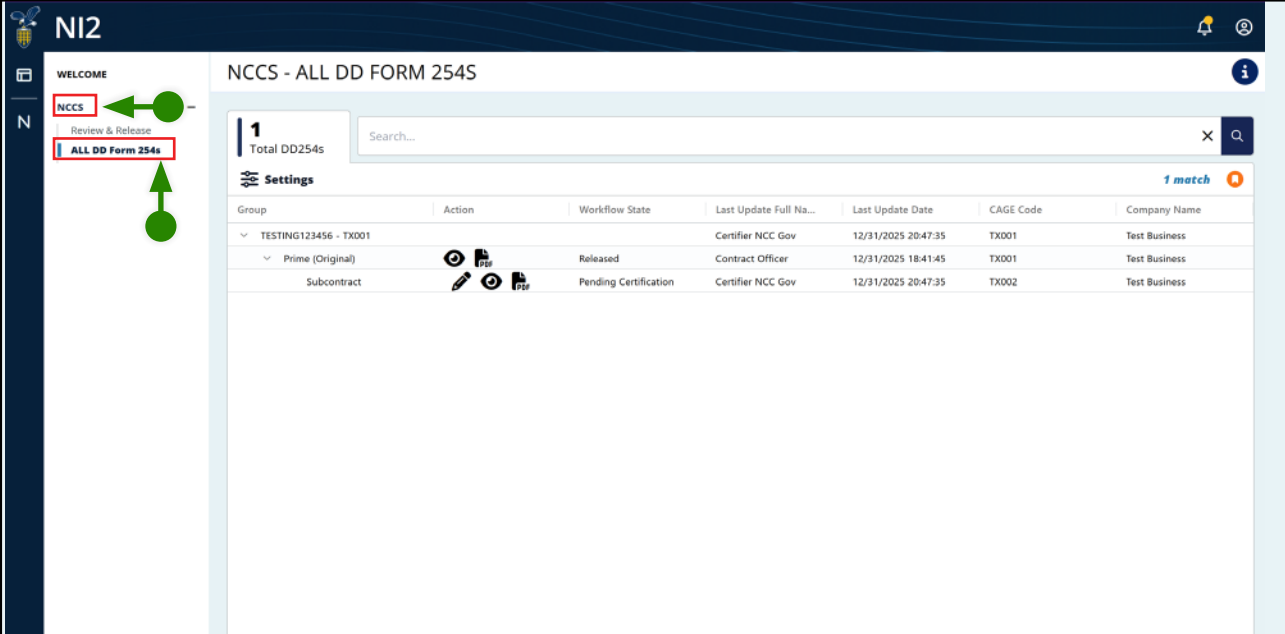
The public reporting burden for this collection of information, 0705-0006, is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.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

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

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NI2 Welcome Screen

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



NI2

WELCOME

NCCS

Review & Release

ALL DD Form 254s

NCCS - ALL DD FORM 254S

1 Total DD254s

Search...

Settings 1 match

Group	Action	Workflow State	Last Update Full Na...	Last Update Date	CAGE Code	Company Name
TESTING123456 - TX001			Certifier NCC Gov	12/31/2025 20:47:35	TX001	Test Business
Prime (Original)		Released	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**.

The screenshot shows the N12 Test Business - SUBTEST123456 form. The form is divided into sections: CLASSIFICATION and CLEARANCE, SPECIFICATIONS, AND FOLLOW-ON CONTRACT. The 'Return to Originator' button is highlighted in red in the top right corner, with a green arrow pointing to it. The form also includes a 'Preview PDF' button and a 'Sign' button.

Classification of DD Form 254	
CLASSIFICATION	B0
UNCLASSIFIED	

Classification & Prime Contractor, Specifications, Follow-On Contract	
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**.


The screenshot shows the N12 Test Business - SUBTEST123456 form with the 'NCCS - RETURN TO ORIGINATOR' pop-up box open. The pop-up box contains a text area for 'Reason to return:' and a 'Return to Originator' button. A green arrow points to the 'Return to Originator' button in the pop-up box. The background form is dimmed.

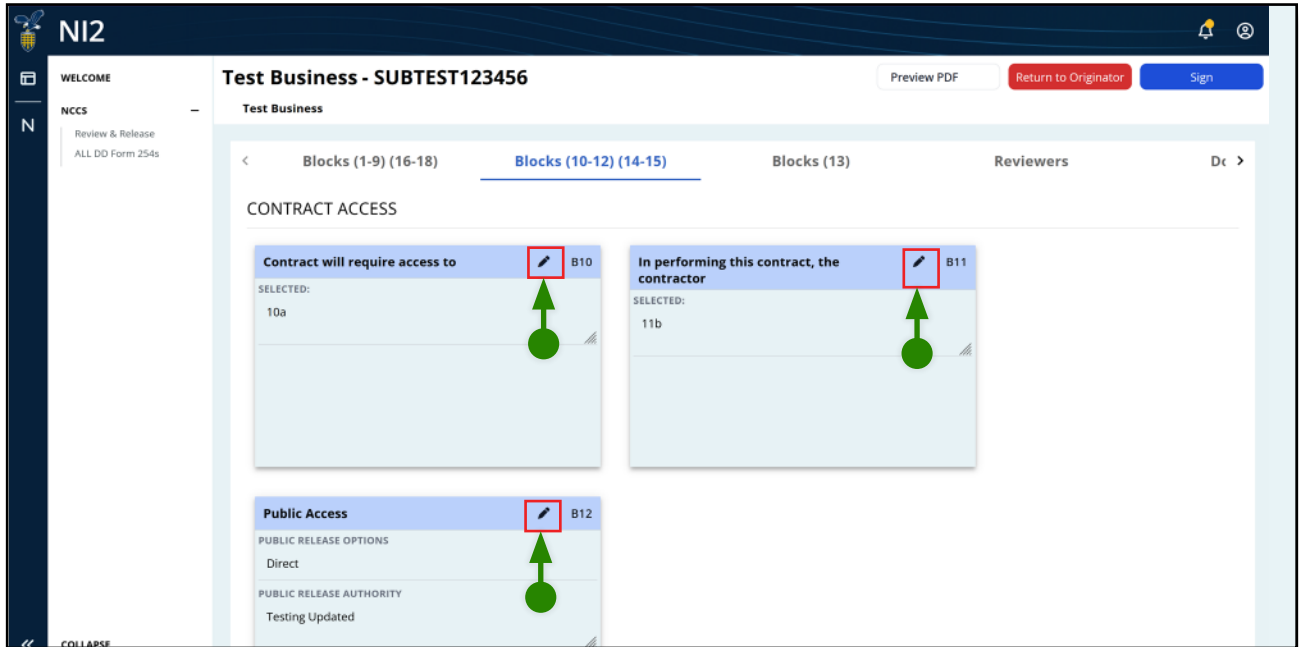
NCCS - RETURN TO ORIGINATOR

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

Reason to return:

Close Return to Originator

- 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

WELCOME

NCCS

Review & Release
ALL DD Form 254s

Test Business - SUBTEST123456

Preview PDF Return to Originator Sign

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

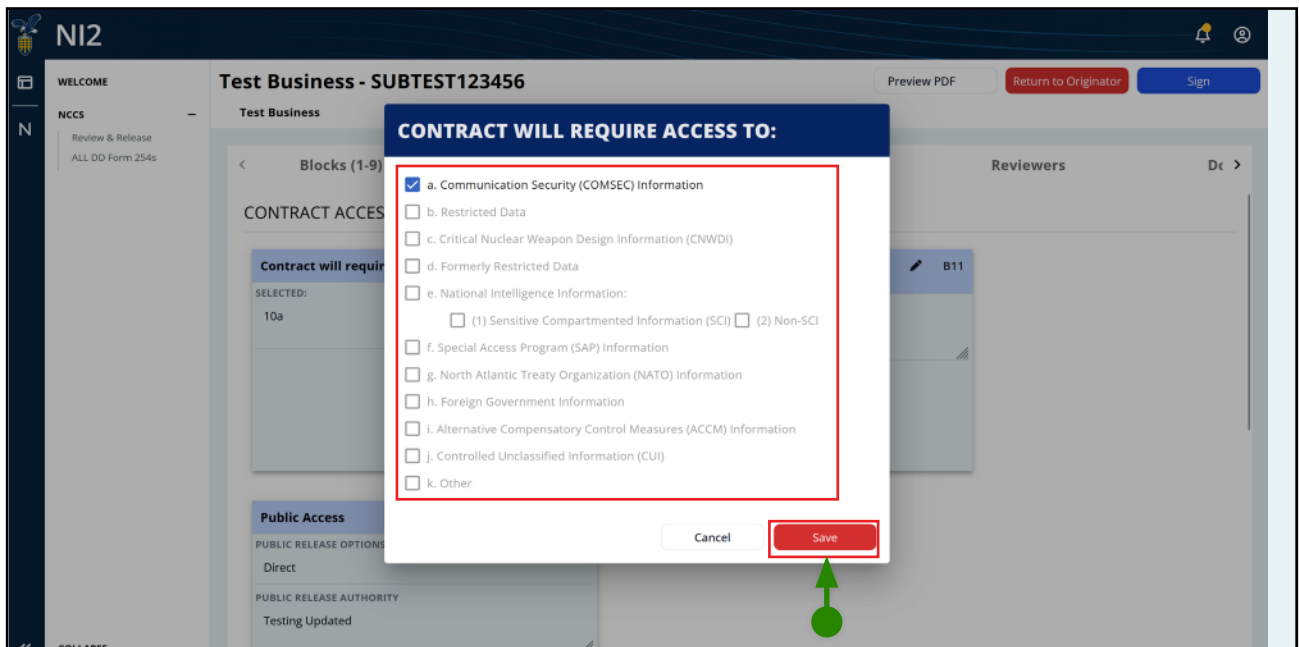
SELECTED:
11b

Public Access B12

PUBLIC RELEASE OPTIONS
Direct

PUBLIC RELEASE AUTHORITY
Testing Updated

- Make any necessary edits.
- Select **Save**.



NI2

WELCOME

NCCS

Review & Release
ALL DD Form 254s

Test Business - SUBTEST123456

Preview PDF Return to Originator Sign

Test Business

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

CONTRACT ACCESS

Contract will require

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 Certification List- Subcontract DD Form 254 Details (Continued)

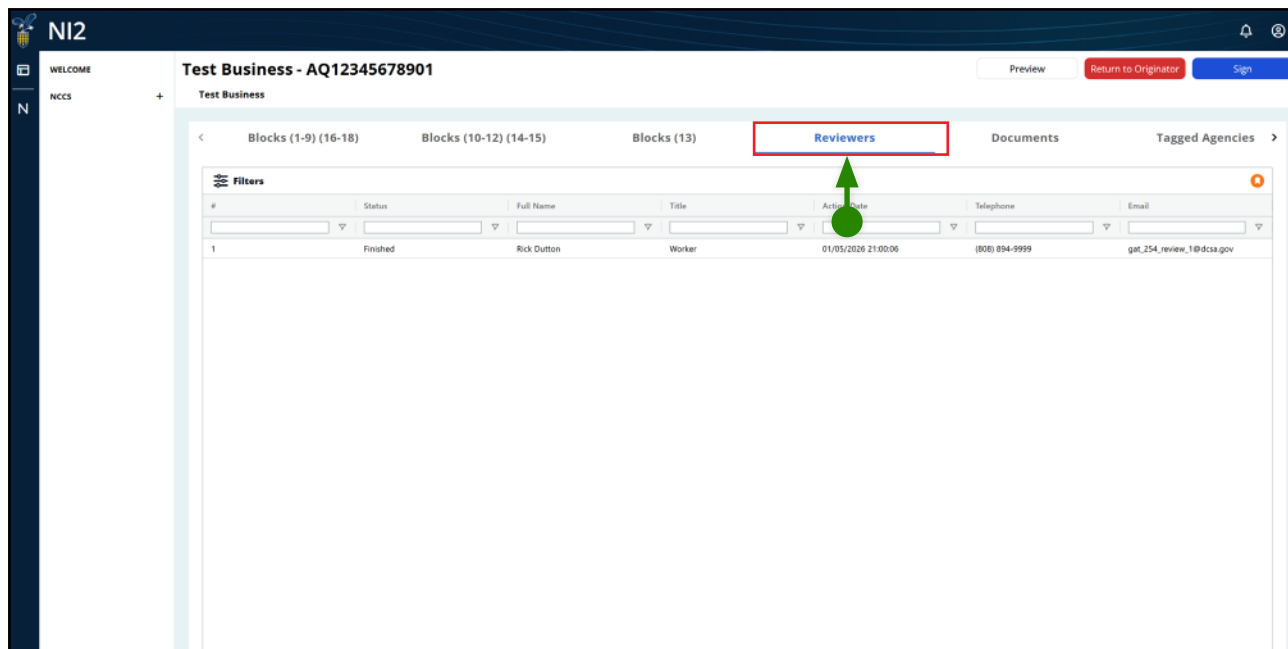
1. Review the information in Block 13. Industry Certifiers have permissions to edit the Security Guidance. Select the **pencil icon** to begin editing. Make changes, and select **Save**.
2. Industry Certifiers do not have permissions to edit references. If changes are required in the references, select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

The screenshot displays the NI2 Test Business - SUBTEST123456 interface. The top navigation bar includes a 'Return to Originator' button (highlighted with a red box and a green arrow) and a 'Sign' button. The main content area is divided into sections: 'Blocks (1-9) (16-18)', 'Blocks (10-12) (14-15)', and 'Blocks (13)'. The 'Blocks (13)' section is active, showing 'SECURITY GUIDANCE' and 'Ref10a'. The 'SECURITY GUIDANCE' section has a 'Preview' button and a pencil icon (highlighted with a red box and a green arrow) for editing. The 'Ref10a' section also has a pencil icon (highlighted with a red box and a green arrow) for editing. The text in the 'SECURITY GUIDANCE' section reads: '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...'. The text in the 'Ref10a' section reads: '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.

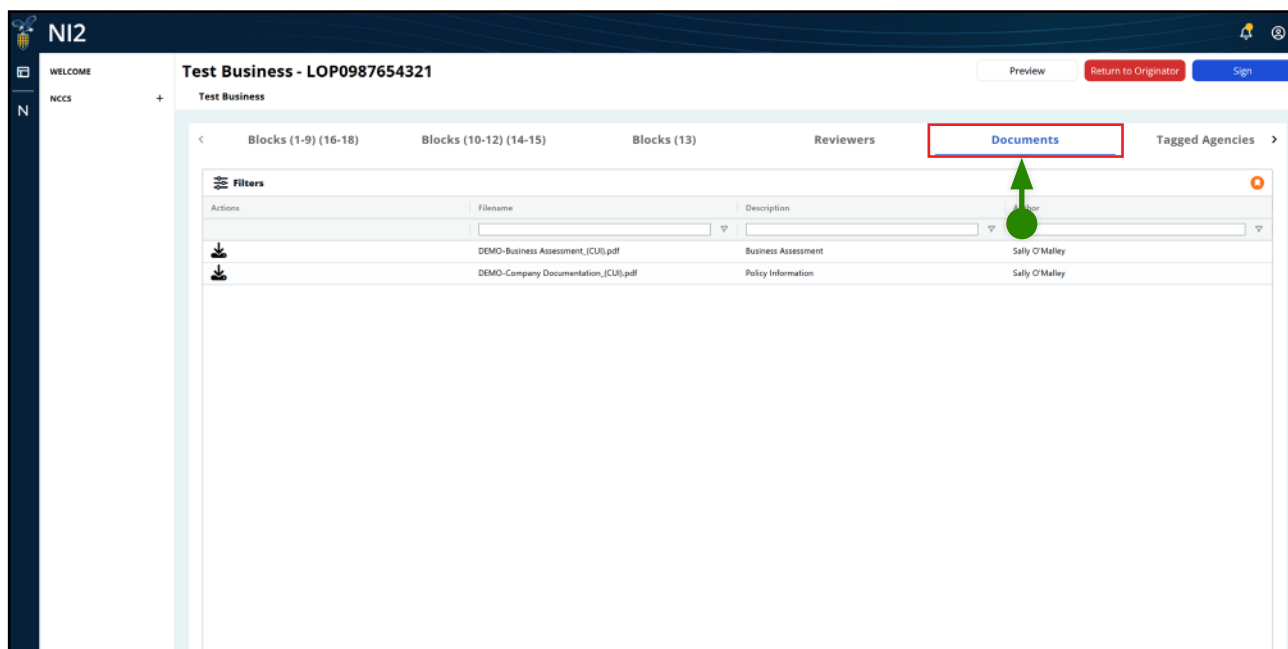
1. Select the **Reviewers** tab at the top of the screen.



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.



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.

NI2

Test Business - SUBTEST123456

Preview PDF Return to Originator Sign

WELCOME

NCCS

Review & Release
ALL DD Form 254s

Test Business

< (14-15) Blocks (13) Reviewers Documents **History** >


Certifier NCC Gov
Workflow State: Pending Gov Certification -> Pending Certification
Certifier NCC Gov reviewed a subcontract dd254. It is now assigned to Industry Certifier for certification.
Reviewed Contract Spec 12/31/2025 20:47:35

Industry Reviewer
Workflow State: Pending Review -> Pending Gov Certification
Industry Reviewer reviewed a subcontract dd254. It is now assigned to Certifier NCC Gov for government certification.
Reviewed Contract Spec 12/31/2025 20:45:17

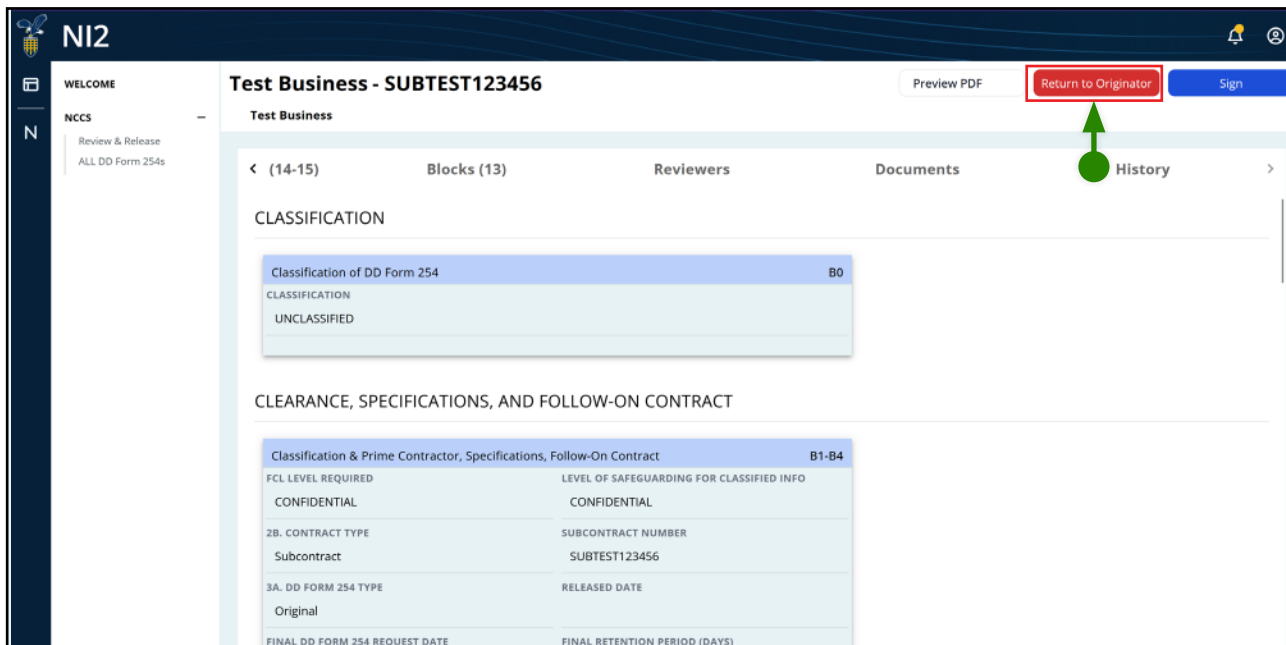
Industry Originator
Workflow State: Initial Submission In Progress -> Pending Review
Industry Originator resubmitted a subcontract contract specification. It is now assigned to Industry Reviewer for review.
Resubmitted Contract Spec 12/31/2025 20:41:57

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.

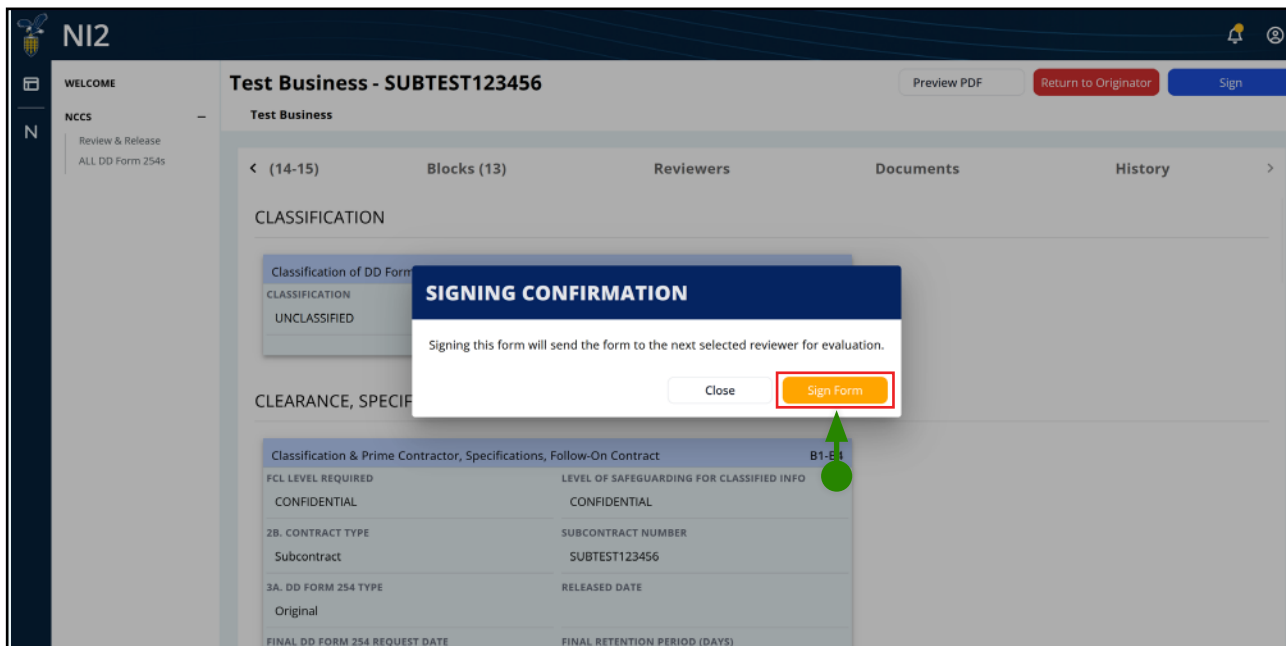
1. Select **Sign**.



The screenshot shows the NI2 interface for 'Test Business - SUBTEST123456'. The top navigation bar includes 'Preview PDF', 'Return to Originator' (highlighted with a red box and a green arrow), and 'Sign'. The main content area displays the 'CLASSIFICATION' section with 'Classification of DD Form 254' set to 'B0' and 'UNCLASSIFIED'. Below this is the 'CLEARANCE, SPECIFICATIONS, AND FOLLOW-ON CONTRACT' section, which includes a table with fields like 'FCL LEVEL REQUIRED', 'LEVEL OF SAFEGUARDING FOR CLASSIFIED INFO', '2B. CONTRACT TYPE', 'SUBCONTRACT NUMBER', '3A. DD FORM 254 TYPE', 'RELEASED DATE', 'FINAL DD FORM 254 REQUEST DATE', and 'FINAL RETENTION PERIOD (DAYS)'.

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 same NI2 interface, but with a 'SIGNING CONFIRMATION' dialog box overlaid. The dialog box contains the text: 'Signing this form will send the form to the next selected reviewer for evaluation.' It has two buttons: 'Close' and 'Sign Form' (highlighted with a red box and a green arrow). The background form is dimmed.

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 1987, the National Information Infrastructure Protection Act of 1996, and United States Code Title 18, Section 1030. Under the Privacy Act of 1974, individuals with access to NISS must safeguard personnel information retrieved through this system. Disclosure of information is governed by Title 5, United States Code, Section 552a, Public Law 93-579, 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 routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreements for details.

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


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NI2 Welcome Screen

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



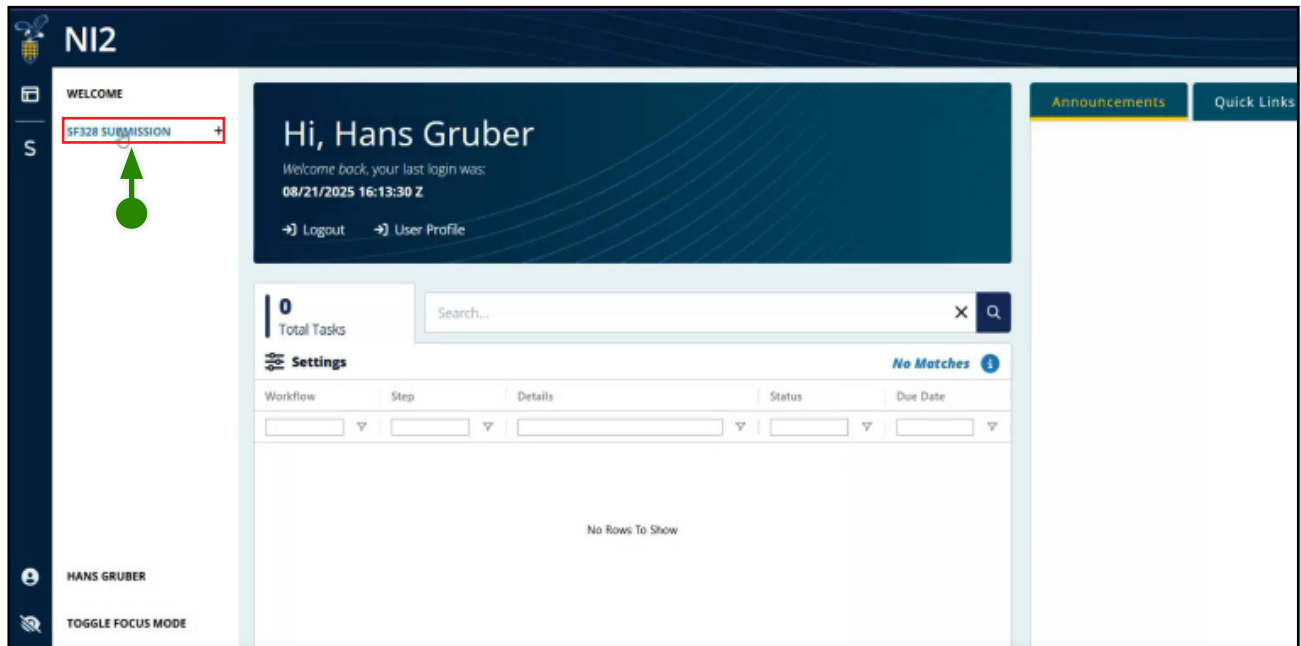
Welcome to National Industrial Security System 2

Login with CAC or Test Cert

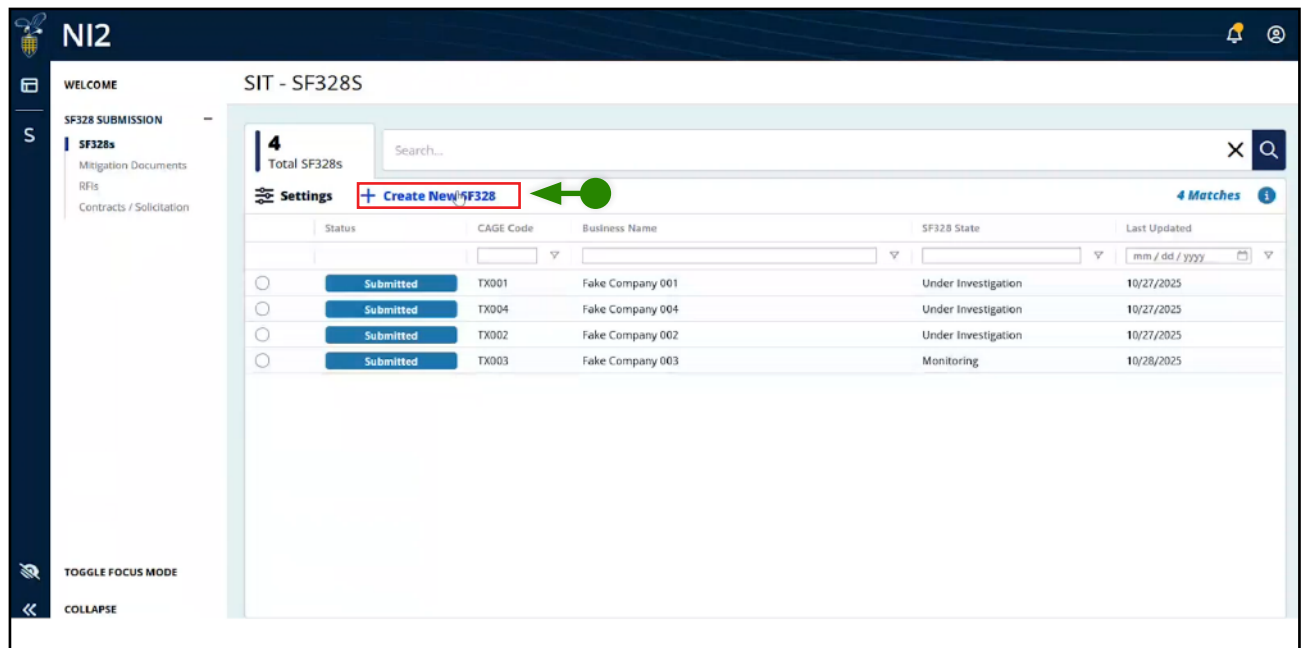
Help Desk support and contact information will be located here once fully implemented.

SF328 Submission Workflow

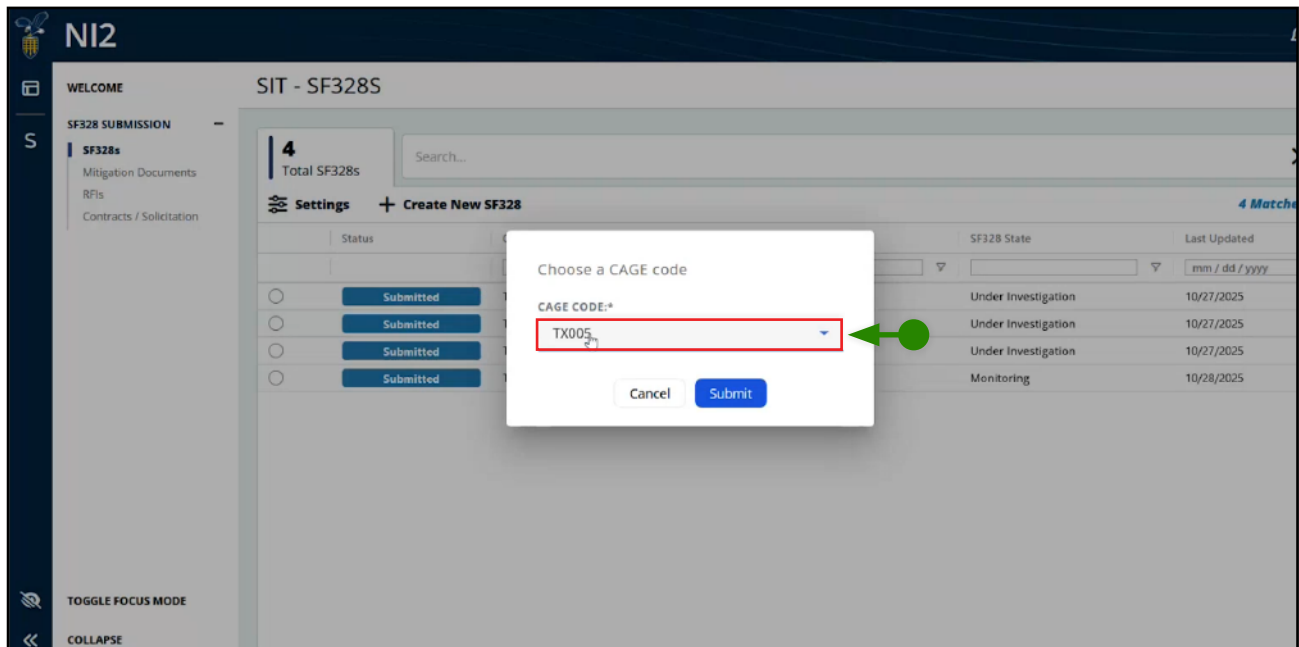
- From the left navigation menu, select **SF328 Submission**.



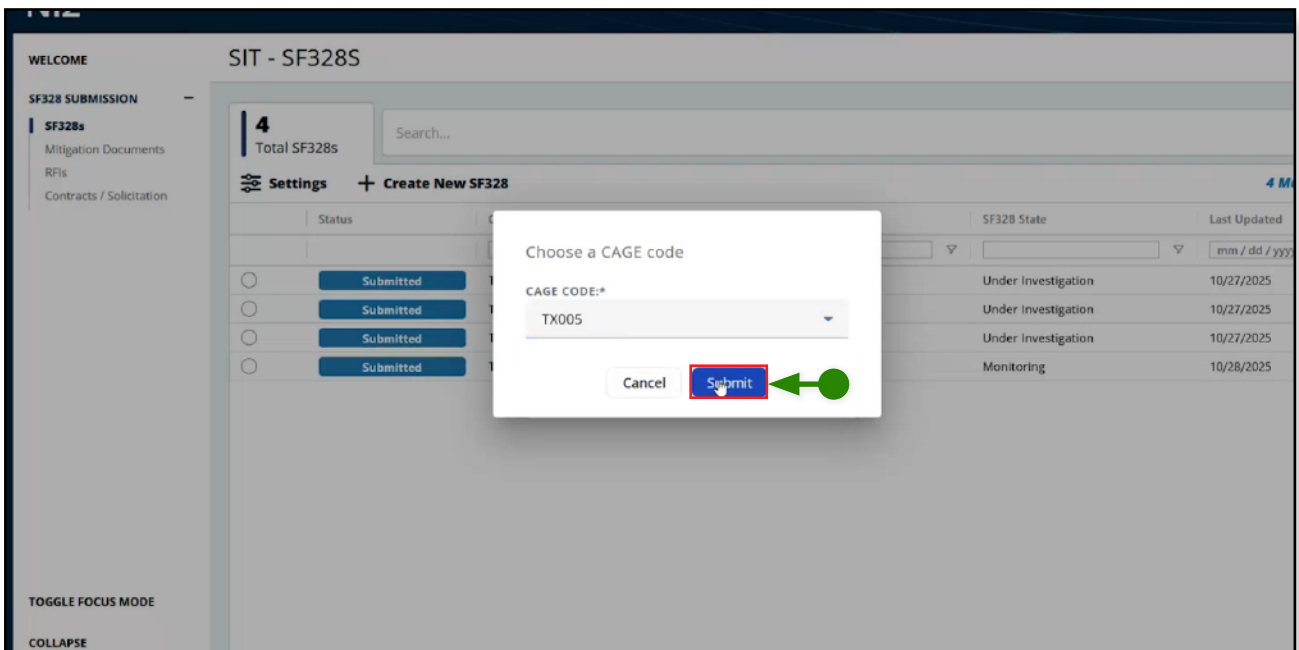
- Select **Create New SF328**.



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



- Select **Submit**.



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

NI2

WELCOME

SF328 SUBMISSION

SF328s
Mitigation Documents
RFIs
Contracts / Solicitation

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.

NI2

WELCOME

SF328 SUBMISSION

SF328s
Mitigation Documents
RFIs
Contracts / Solicitation

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**.

The screenshot shows the NI2 SF328 Submission interface. A table lists the submission details:

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

Navigation buttons: **Prev**, **Submit**. A green arrow points to the **Submit** button.

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

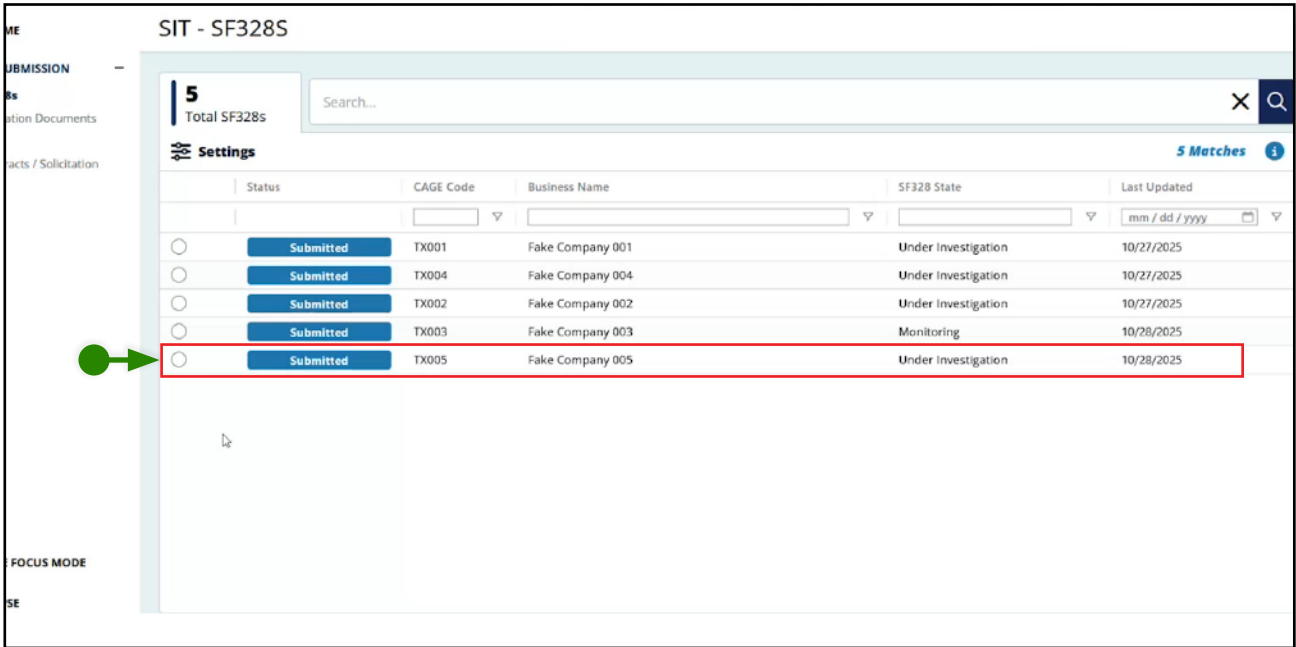
The screenshot shows the SF328 Submission interface with a 'Submit' pop-up notification. The notification contains the following text:

Submit

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

Buttons: **Cancel**, **Submit**. A green arrow points to the **Submit** button.

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



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)


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.



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

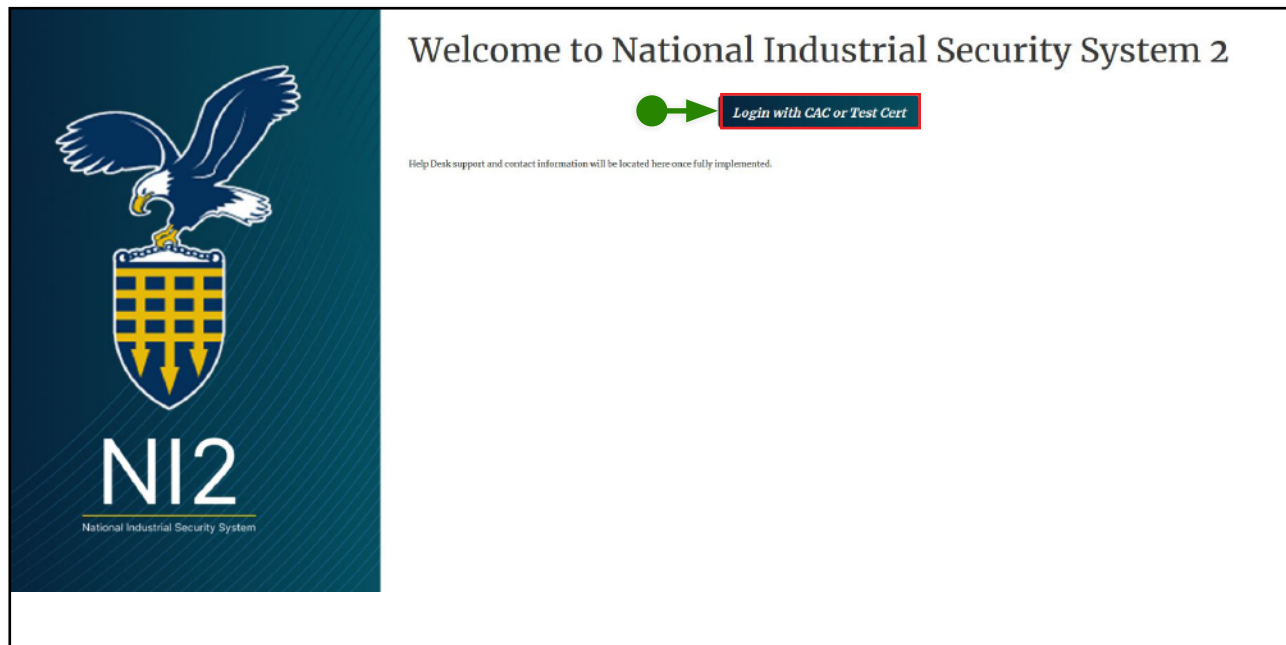
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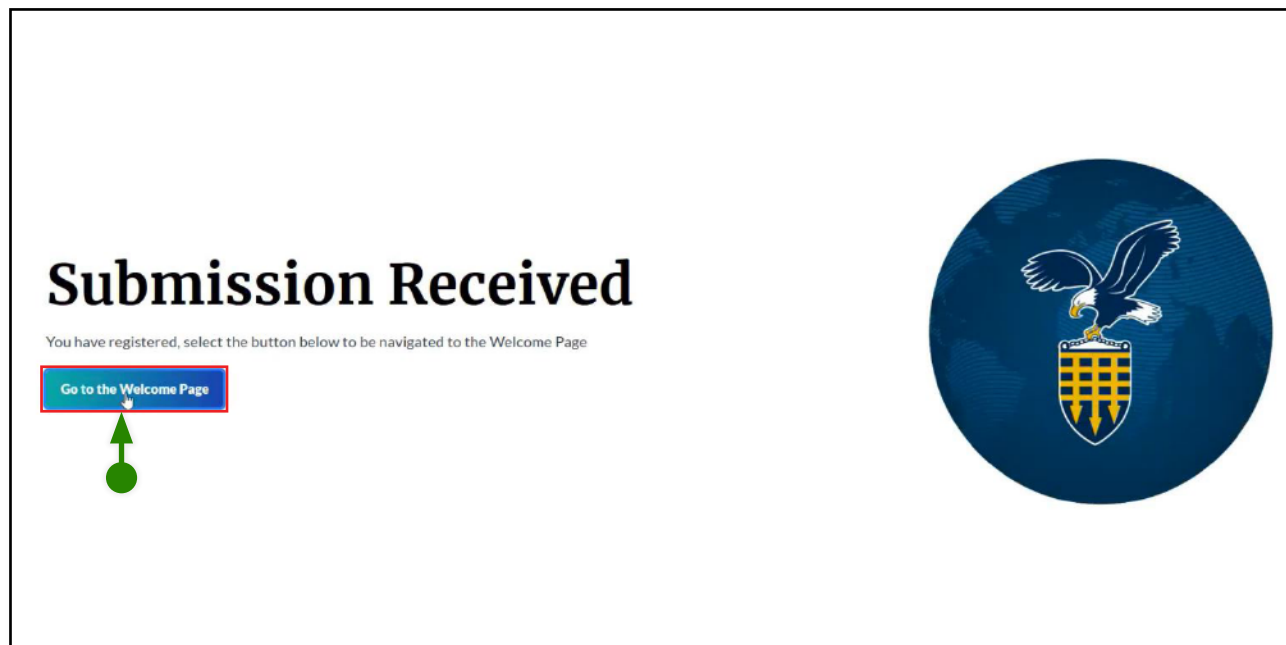
NI2 Welcome Screen

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

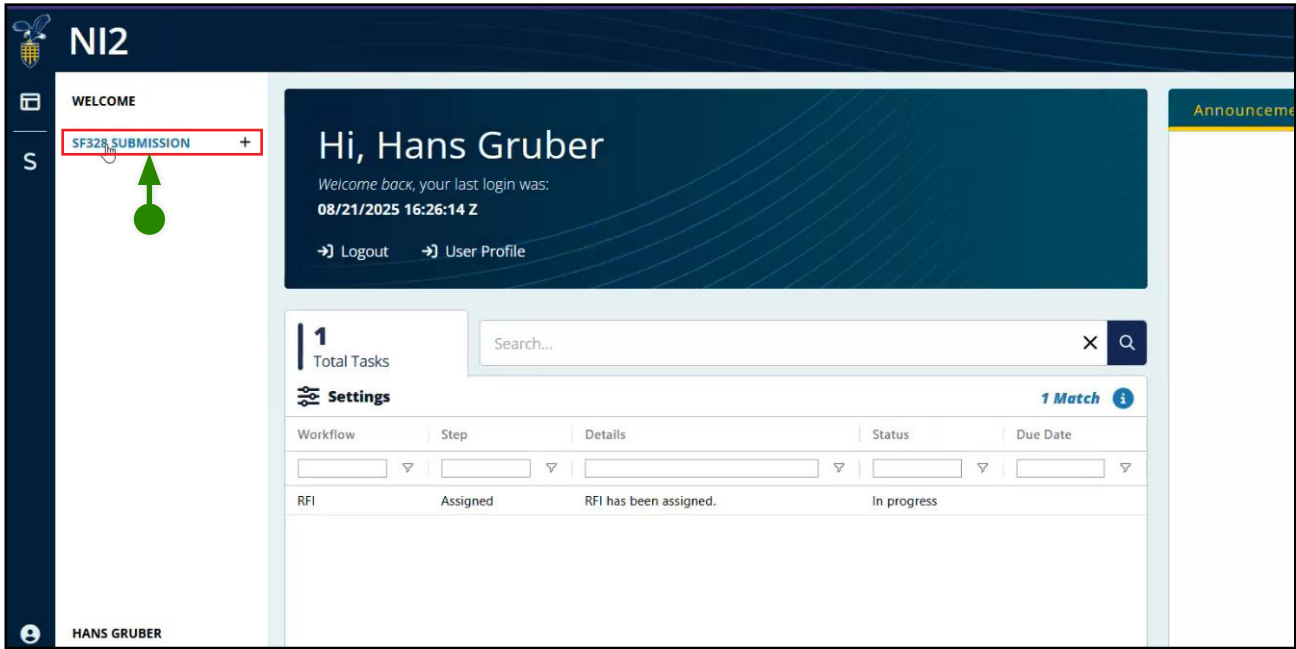


SF328 Submission Workflow

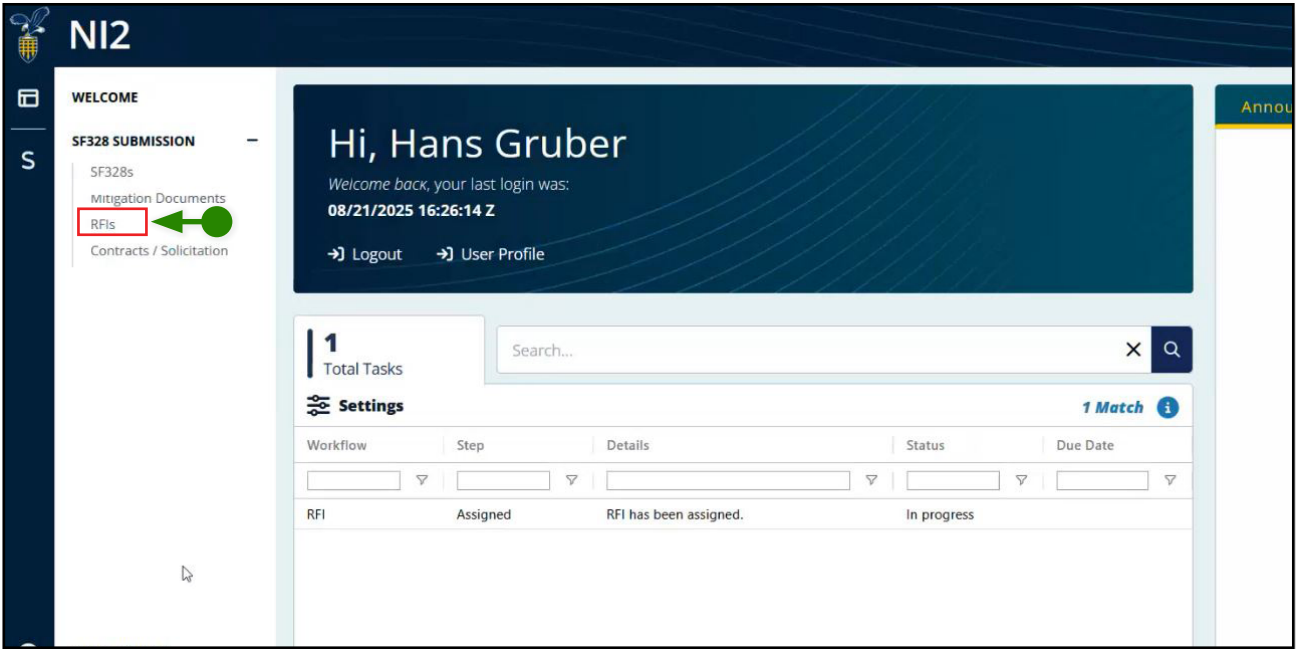
3. Select **Go to the Welcome Page**.



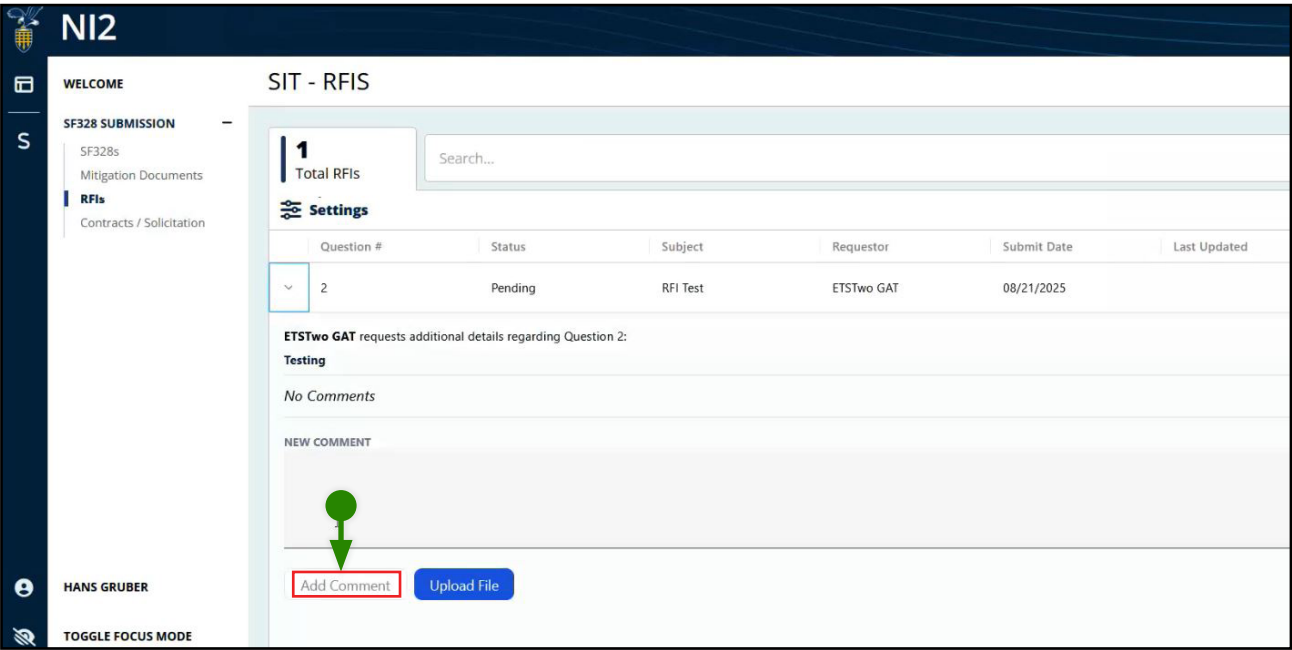
4. Select **SF328 Submission**.



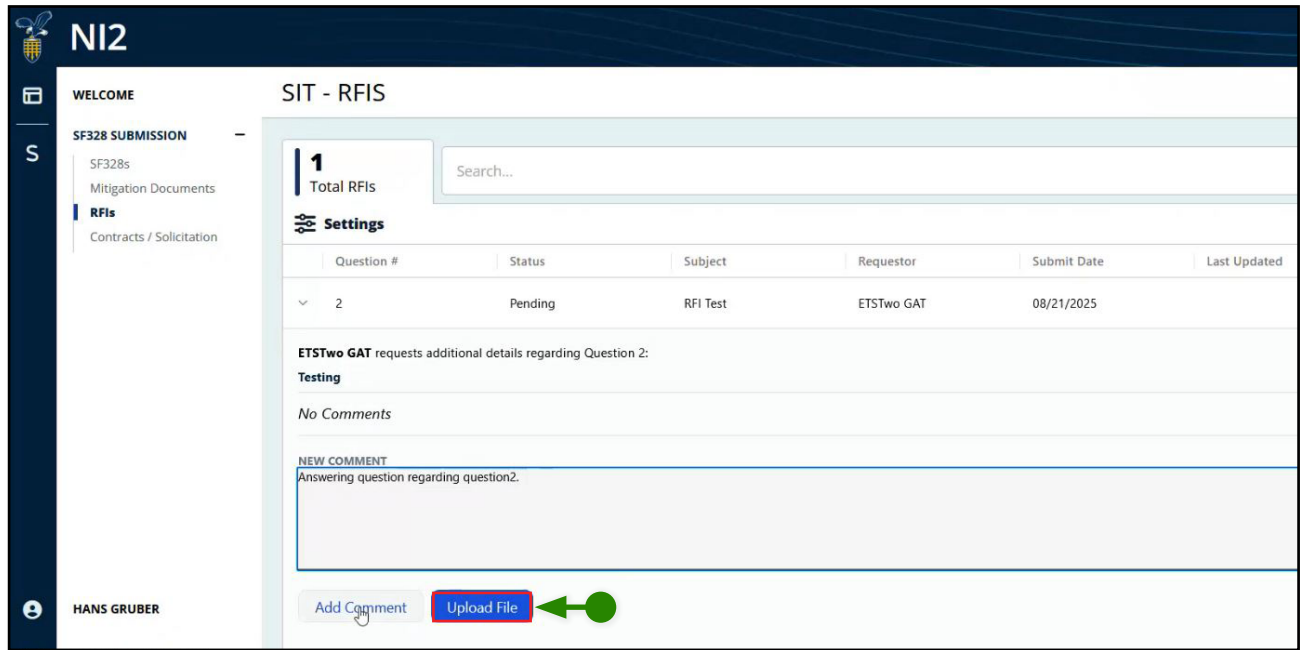
5. Select **RFIs**.



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



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



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

