



2026

NI2 | NATIONAL INDUSTRIAL SECURITY SYSTEM (NISS) INCREMENT II Industry User Guide

Revision number v3.1.1.0
Revision date 02 April 2026

Change Log

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

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Overview

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

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

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

Acronyms

Acronyms	Meaning
AUP	Acceptable Use Policy
CAC	Common Access Card
CAGE code	Commercial and Government Entity code
CAM	Contract Account Manager
CSO	Cognizant Security Office
CUI	Controlled Unclassified Information
DCSA	Defense Counterintelligence and Security Agency
DD Form 254	Department of Defense Contract Classification Specification
ECA	External Certification Authority
FAR	Federal Acquisition Regulation
FCL	Facility Security Clearance
GCA	Government Contract Activity
KO	Contract Officer
NI2	National Industrial Security System Increment II
NCCS	National Industrial Security Program Contract Classification System
NISP	National Industrial Security Program
NISS	National Industrial Security System
PDF	Portable Document Format
PIV	Personal Identity Verification
PKI	Public Key Infrastructure
POC	Point of Contact
RFI	Request for Information
SIT	SF328 Industry Tool

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Acceptable Use Policy (AUP)

Acceptable Use Policy

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

Use Policy Screen

1. Read the Acceptable Use Policy Agreement.

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

✓ Acknowledge

CUI

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2. Select **Acknowledge**.

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

✓ Acknowledge

User Acknowledgement

Signature	Date

CUI

5

NI2 System Access

System Access

Access the NI2 system.

Initial Access

1. Navigate to <https://niss.dcsa.mil>.
2. Review the Consent to Monitor, and select **Acknowledge**.

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

Acknowledge

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

3. Use your Common Access Card (CAC), PIV (Personal Identity Verification), or ECA (External Certification Authority) certificate to authenticate.

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

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

Contact Help Desk Support at: dcsa.meade.peo.mbx.ni2@mail.mil

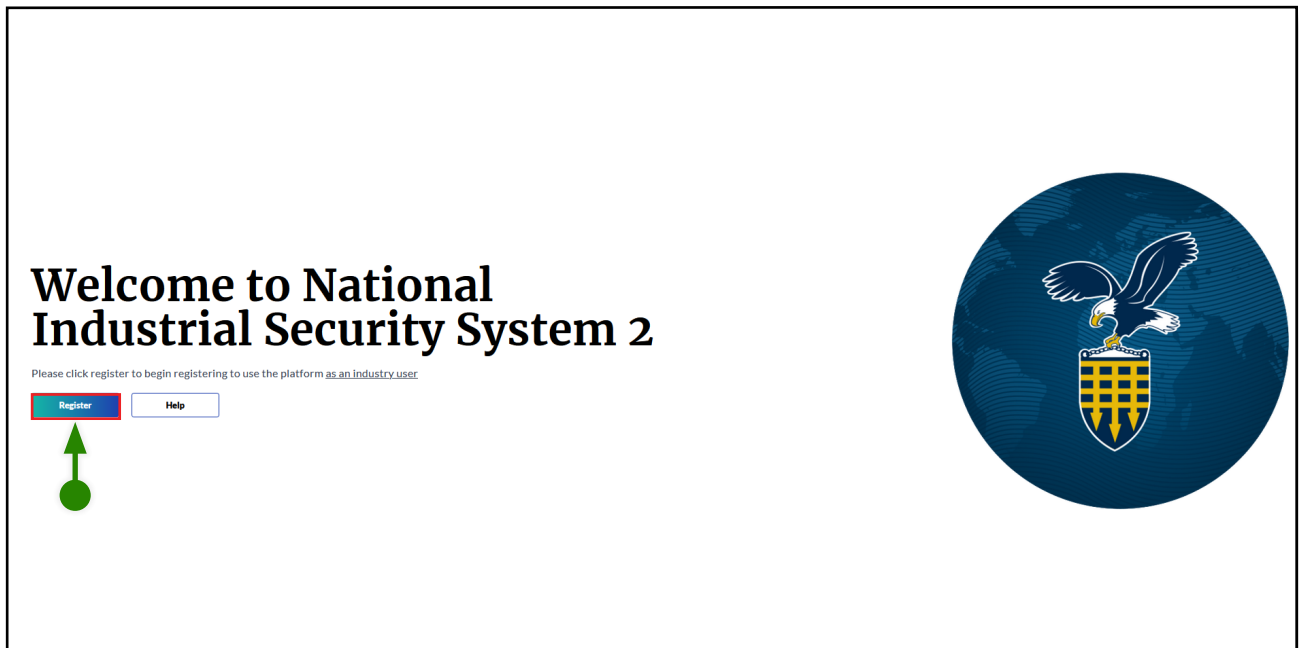
NI2 Industry Registration

Industry User Registration

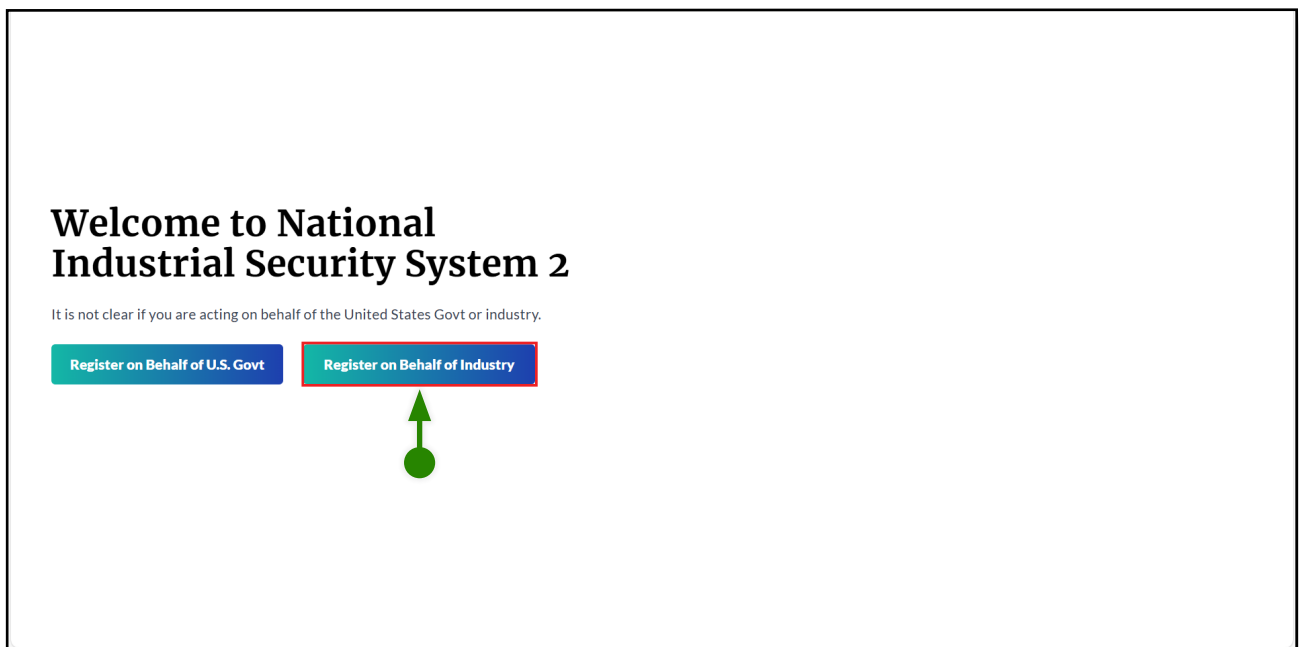
The following provides a step-by-step guide for industry users to register in the NI2 system.

Welcome Screen

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



3. Select **Register on Behalf of Industry**.




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

Industry Registration

Please provide your information

FIRST NAME	LAST NAME
TITLE	
EMAIL	
COUNTRY CALLING CODE	PHONE NUMBER

Next




- 5. Select **Next**.

Industry Registration

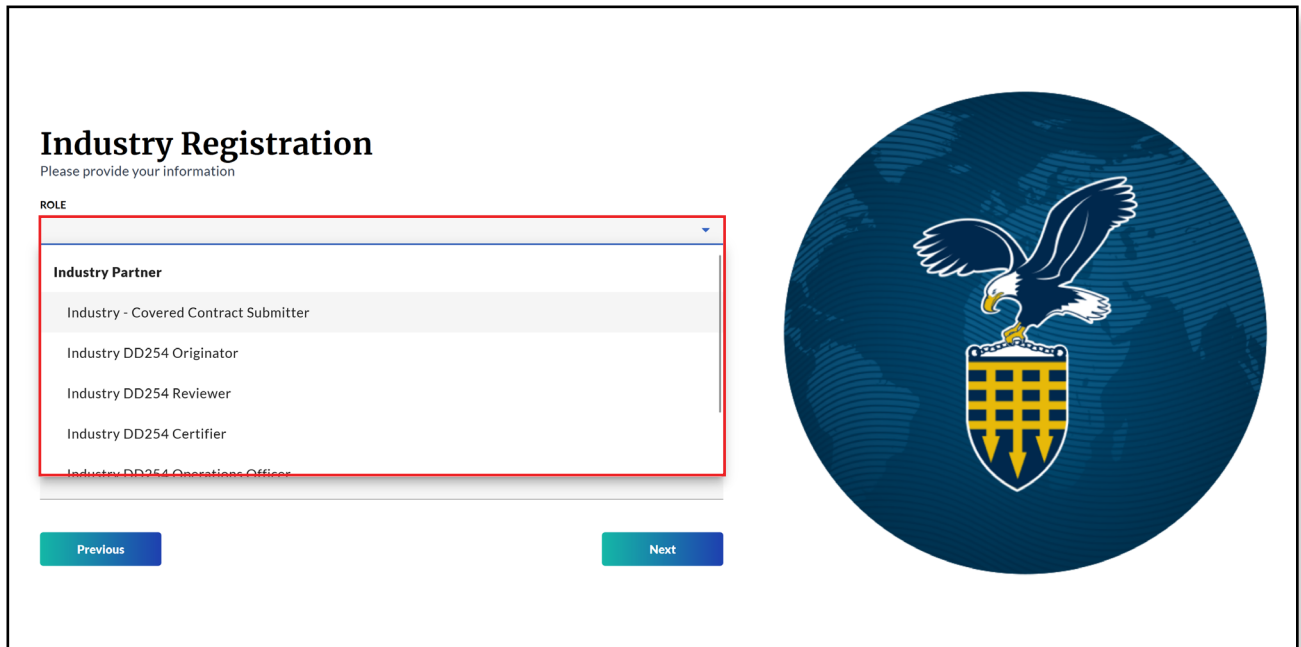
Please provide your information

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



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




Industry Registration
Please provide your information

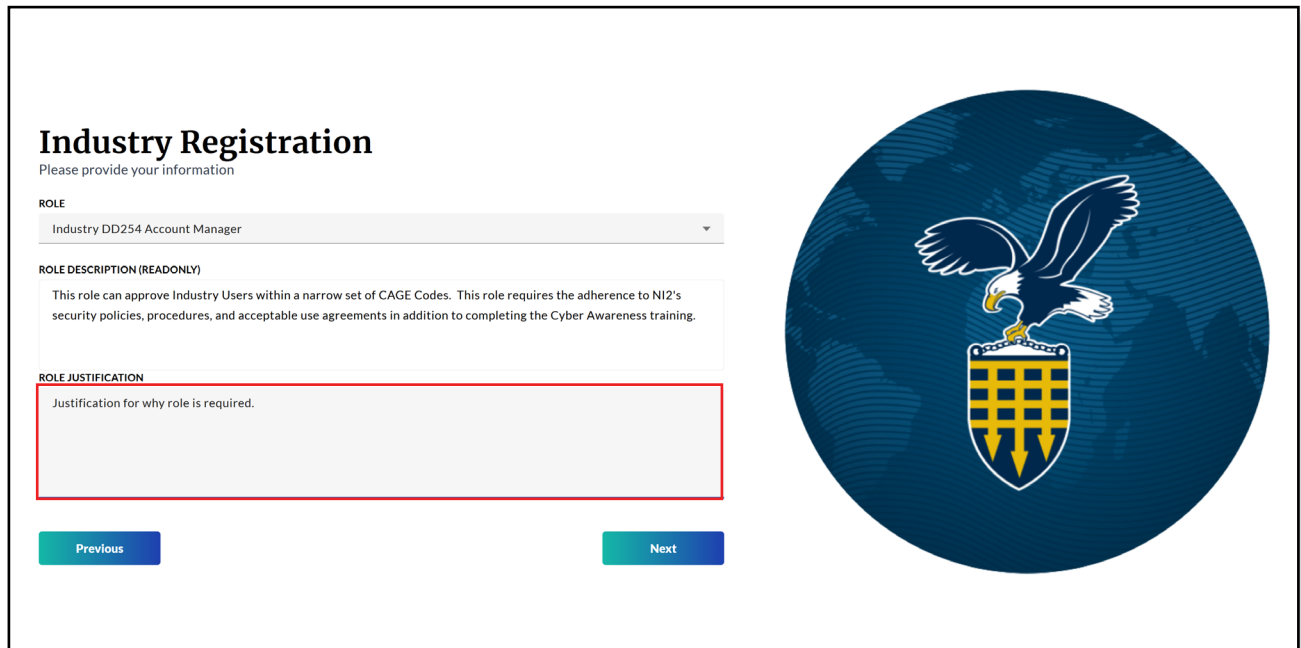
ROLE

- Industry Partner
 - Industry - Covered Contract Submitter
 - Industry DD254 Originator
 - Industry DD254 Reviewer
 - Industry DD254 Certifier
 - Industry DD254 Operations Officer

Previous Next



7. Type a role justification.



Industry Registration
Please provide your information

ROLE

Industry DD254 Account Manager


ROLE DESCRIPTION (READONLY)

This role can approve Industry Users within a narrow set of CAGE Codes. This role requires the adherence to NI2's security policies, procedures, and acceptable use agreements in addition to completing the Cyber Awareness training.

ROLE JUSTIFICATION

Justification for why role is required.

Previous Next



8. Select **Next**.

Industry Registration

Please provide your information

ROLE

Industry DD254 Account Manager


ROLE DESCRIPTION (READONLY)

This role can approve Industry Users within a narrow set of CAGE Codes. This role requires the adherence to NI2's security policies, procedures, and acceptable use agreements in addition to completing the Cyber Awareness training.

ROLE JUSTIFICATION

Justification for why role is required.

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



9. Select **Cyber Challenge**, and upload your most recent Cyber Awareness Challenge certificate of completion.

Industry Registration

Please provide your information


FILE UPLOAD SELECTION

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

Cyber Challenge **REQUIRED**
Click here to select a file to upload

LAST CYBER AWARENESS COMPLETION DATE

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



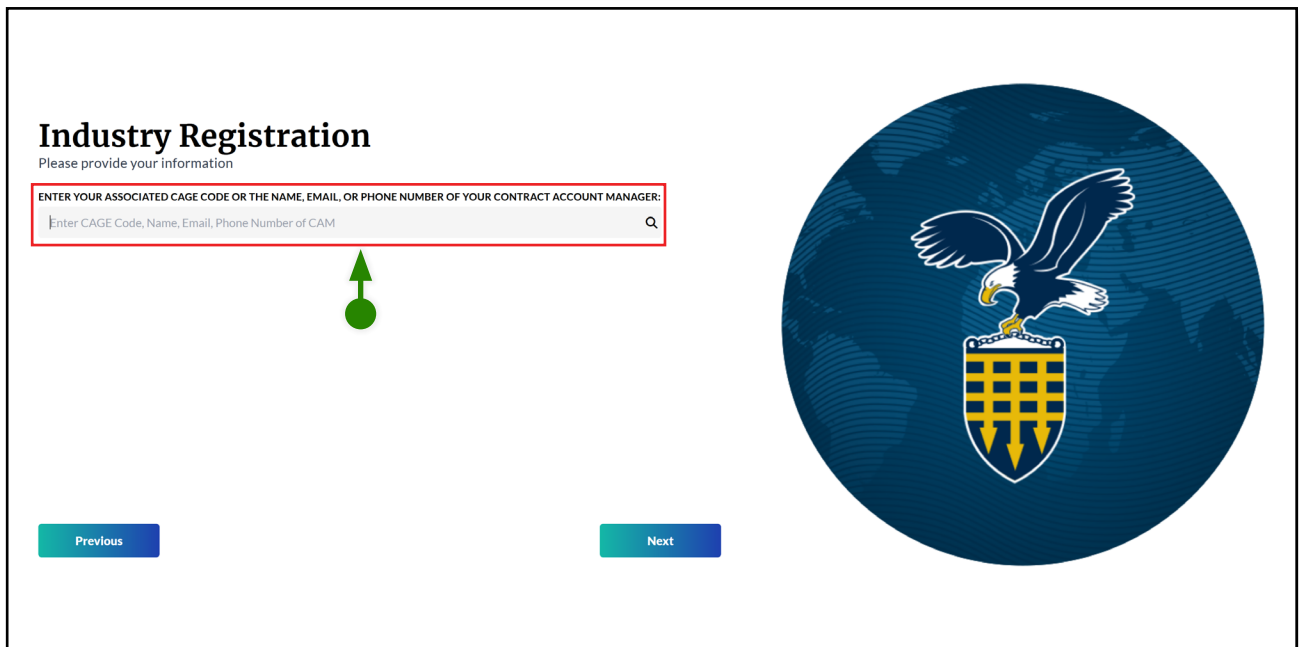
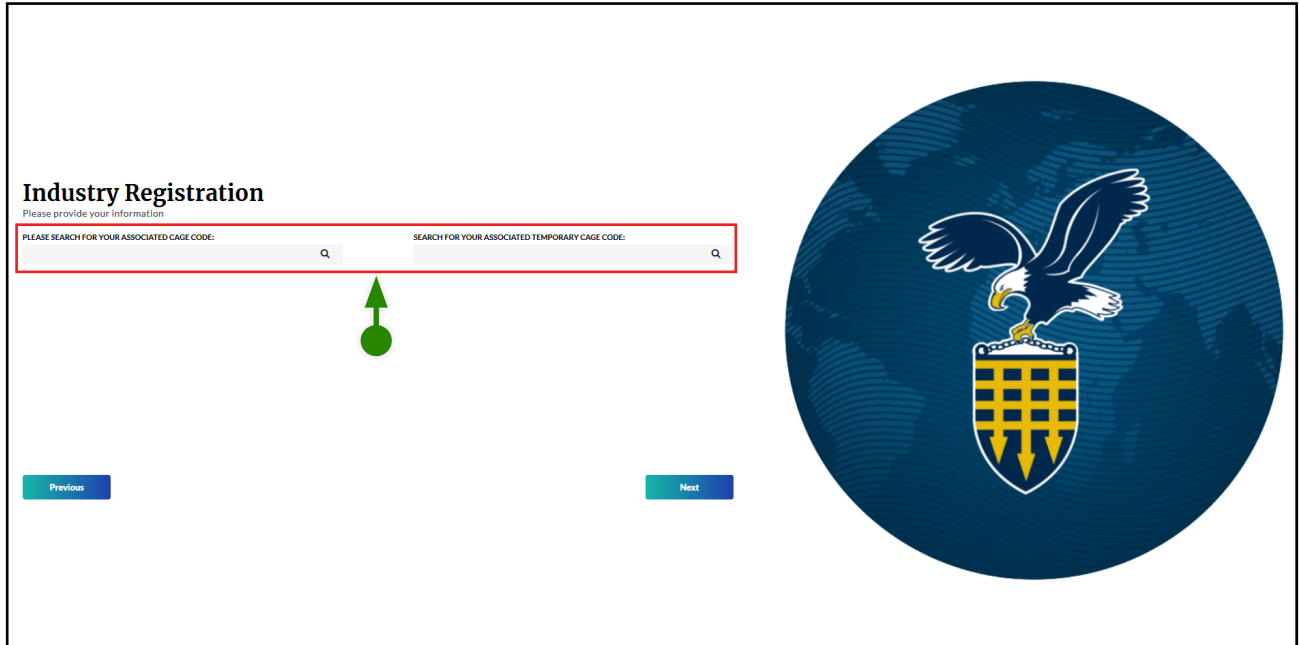
10. Select the **Last Cyber Awareness Completion Date** field, then choose the date corresponding to the date displayed on your certificate of completion.

The screenshot shows a form titled "Industry Registration" with the sub-header "Please provide your information". Under the "FILE UPLOAD SELECTION" section, there is a "Cyber Challenge" field with a "REQUIRED" label and a link to "Click here to select a file to upload". Below this is the "LAST CYBER AWARENESS COMPLETION DATE" field, which contains the date "01/20/2026". A date picker is open, showing a calendar for "JAN 2026" with the date "21" selected. A green arrow points to the date picker, and another points to the "Next" button at the bottom of the form. To the right of the form is a circular logo featuring an eagle with a shield.

11. Select **Next**.

This screenshot shows the same "Industry Registration" form. The "Cyber Challenge" field is now empty. The "LAST CYBER AWARENESS COMPLETION DATE" field still shows "01/20/2026". The "Next" button at the bottom of the form is highlighted with a red border, and a green arrow points to it. The "Previous" and "Clear" buttons are also visible. The circular eagle logo remains on the right side of the form.

- If you are a contract account manager (CAM) in the appropriate search bar, type in a Commercial and Government Entity (CAGE) or temporary CAGE code as applicable, and select it when it appears. You may enter and then select multiple CAGE codes. Otherwise type the associated CAGE code or name, email address, or phone number of your CAM, then select their name when it appears.



13. If you are a CAM, from the **Select Prime Work Location** drop-down select your work location, then select **Next**.

Otherwise select the checkbox(es) next to the CAGE code(s) with which you are affiliated. From the **Select Prime Work Location** drop-down select your work location. Then select **Next**.

Industry Registration
Please provide your information

PLEASE SEARCH FOR YOUR ASSOCIATED CAGE CODE:

SEARCH FOR YOUR ASSOCIATED TEMPORARY CAGE CODE:


TX001

CAGE	Company Name	Business Address
TX001	Fake Company 001	43321 Brittany Bypass Los Angeles, CA 99859-5506 USA

SELECT YOUR PRIME WORK LOCATION

TX001 / Fake Company 001

Previous Next



Industry Registration
Please provide your information

ENTER YOUR ASSOCIATED CAGE CODE OR THE NAME, EMAIL, OR PHONE NUMBER OF YOUR CONTRACT ACCOUNT MANAGER:

Enter CAGE Code, Name, Email, Phone Number of CAM

Industry Account-Manager


CHECK ALL WORK LOCATIONS THAT APPLY TO YOU

	CAGE	Company Name	Business Address
<input checked="" type="checkbox"/>	TX001	Fake Company 001	43321 Brittany Bypass Los Angeles, CA 99859-55...
<input type="checkbox"/>	TX002	Fake Company 002	33890 Jennifer Squares Suite 379 Tucson, AZ 998...
<input type="checkbox"/>	TX100	Fake Company 100	8998 Chelsea Shoals Henderson, NV 99674-1158 ...

SELECT YOUR PRIME WORK LOCATION

TX001 / Fake Company 001

Previous Next



14. Confirm the entity information is correct, then select the checkbox.


Industry Registration

Please provide your information


View Registered CAGE Codes


CAGE	Business Name	Business Address	UEI	Temporary Cage Code
TX001	Fake Company 001	43321 Brittany Bypass Lo...	AZAZAZAZA001	<input type="checkbox"/>

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



 **Note:** This page displays business entity information, including the CAGE Code from <https://sam.gov> as applicable.

15. Select **Submit**.

Industry Registration


Please provide your information


View Registered CAGE Codes

CAGE	Business Name	Business Address	UEI	Temporary Cage Code
TX001	Fake Company 001	43321 Brittany Bypass Lo...	AZAZAZAZA001	<input type="checkbox"/>


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





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



Pending Approval

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

ROLE REQUESTED	STATUS	DATE
INDUSTRY DD254 ORIGINATOR	PENDING	01/21/2026 21:32:38 GMT

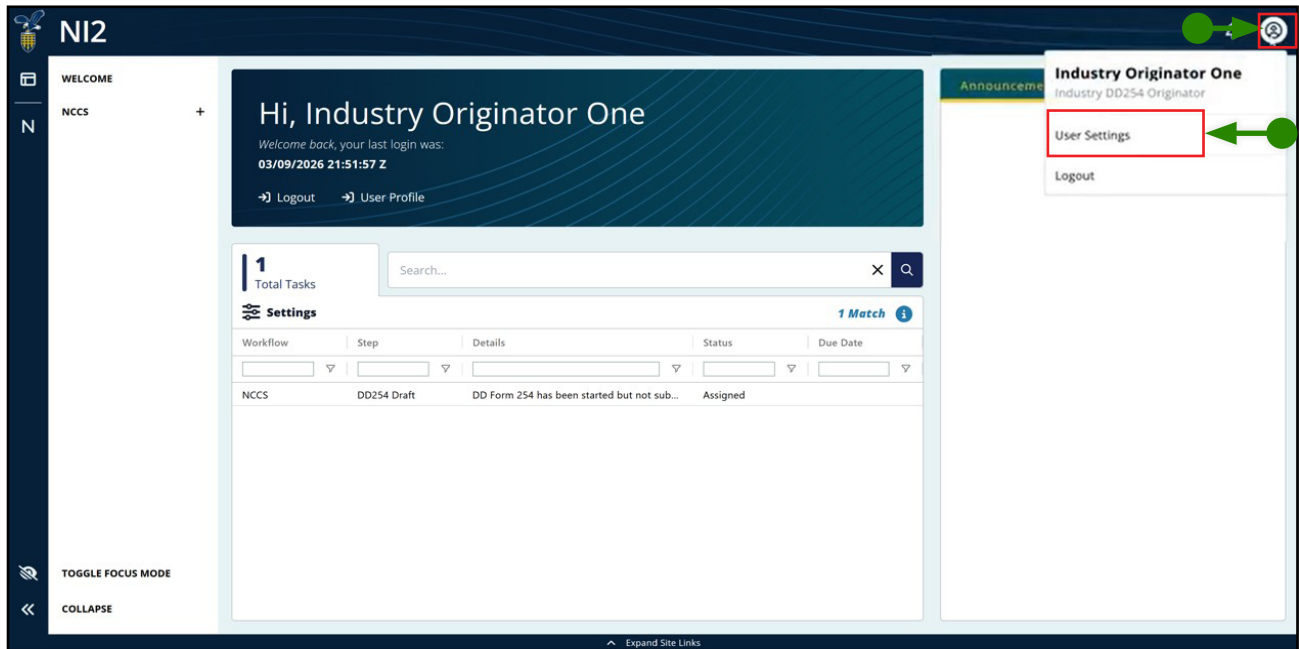
Request Additional User Roles

Requesting Additional User Roles in NI2

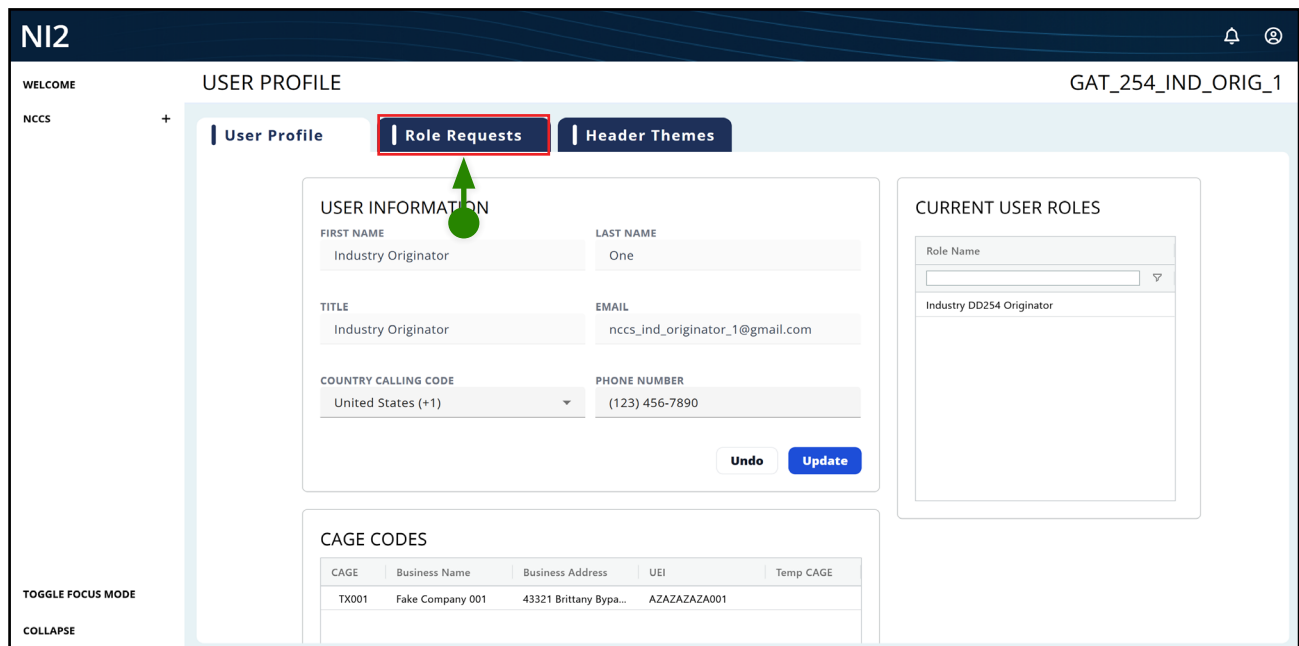
Overview

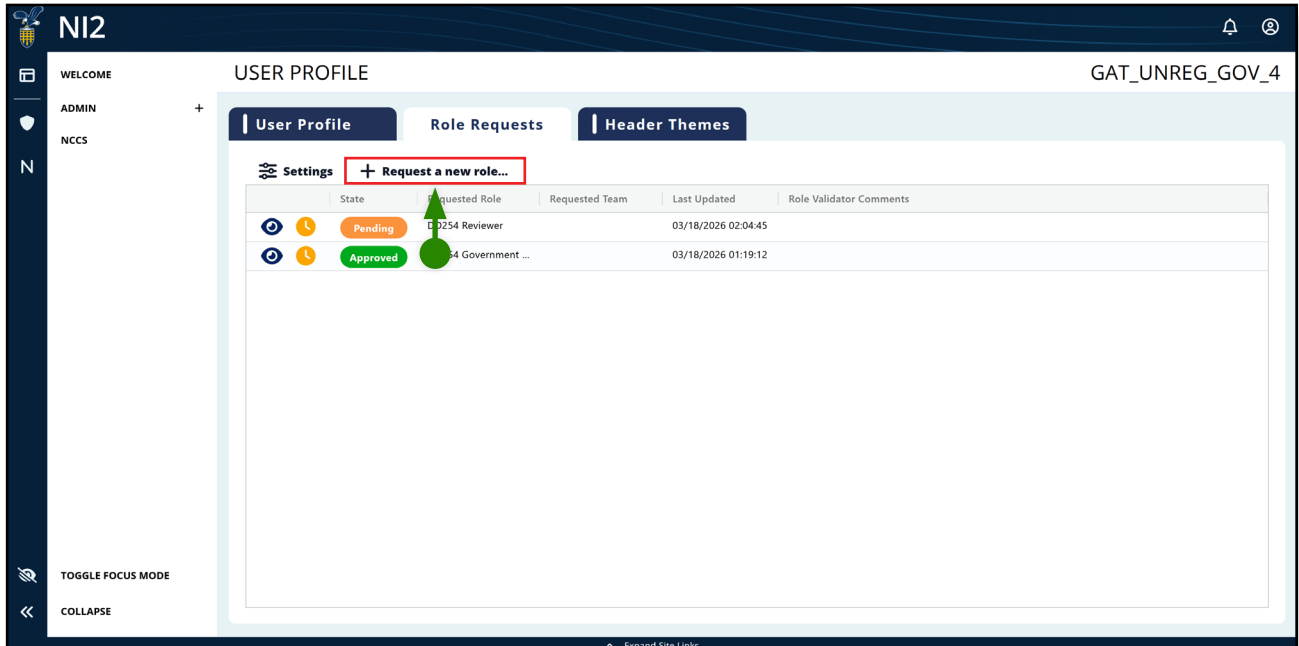
The following information is a demonstration of a workflow for requesting an additional user role within the NI2 system. One additional role may be requested at a time.

1. Log in to your user profile within NI2.
2. Select **User Settings**.

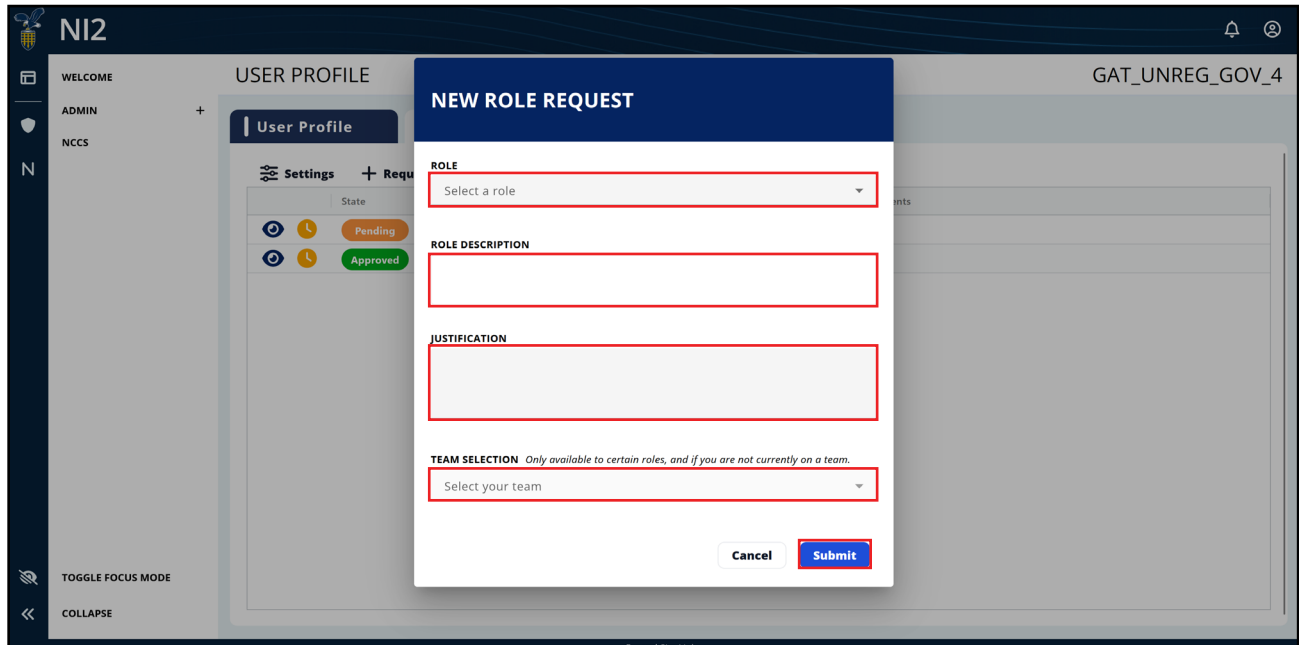


3. Select the **Role Requests** tab.

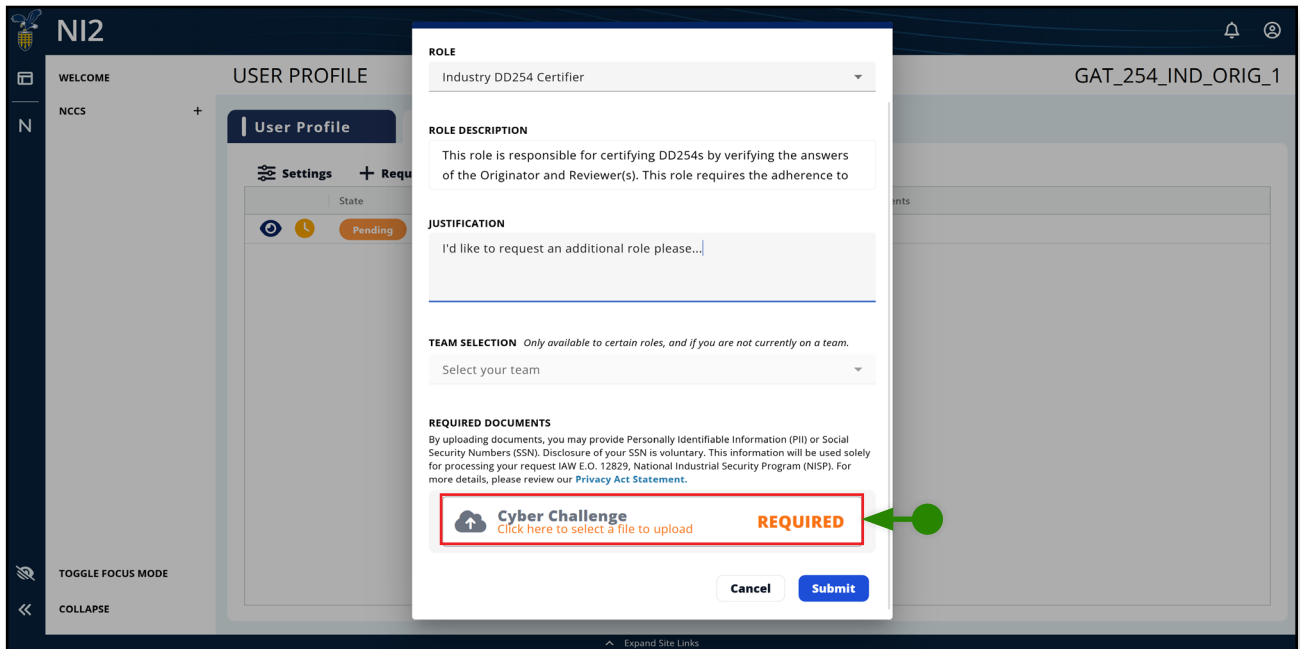


4. Select **Request a new role**.

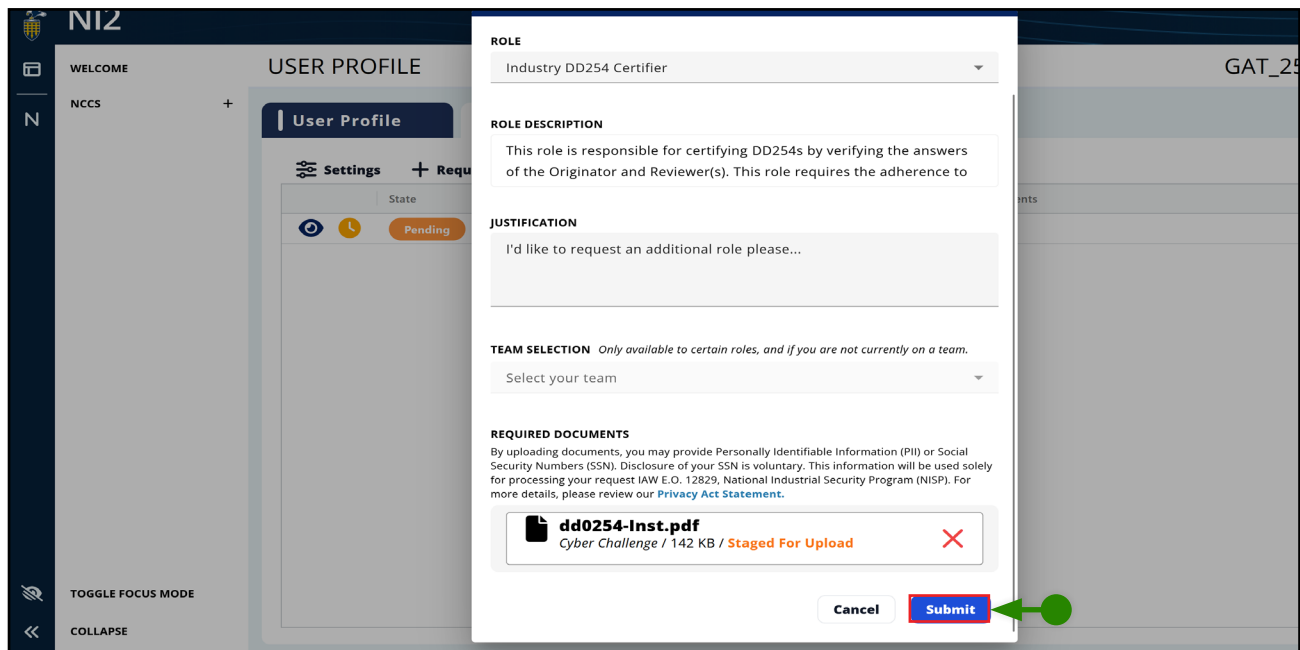
- From the Role drop-down menu, choose the requested role.
- In the Role Description and Justification fields, type in the role description and justification.
- If available, from the Team Selection drop-down, select your team.
- Select **Submit**.



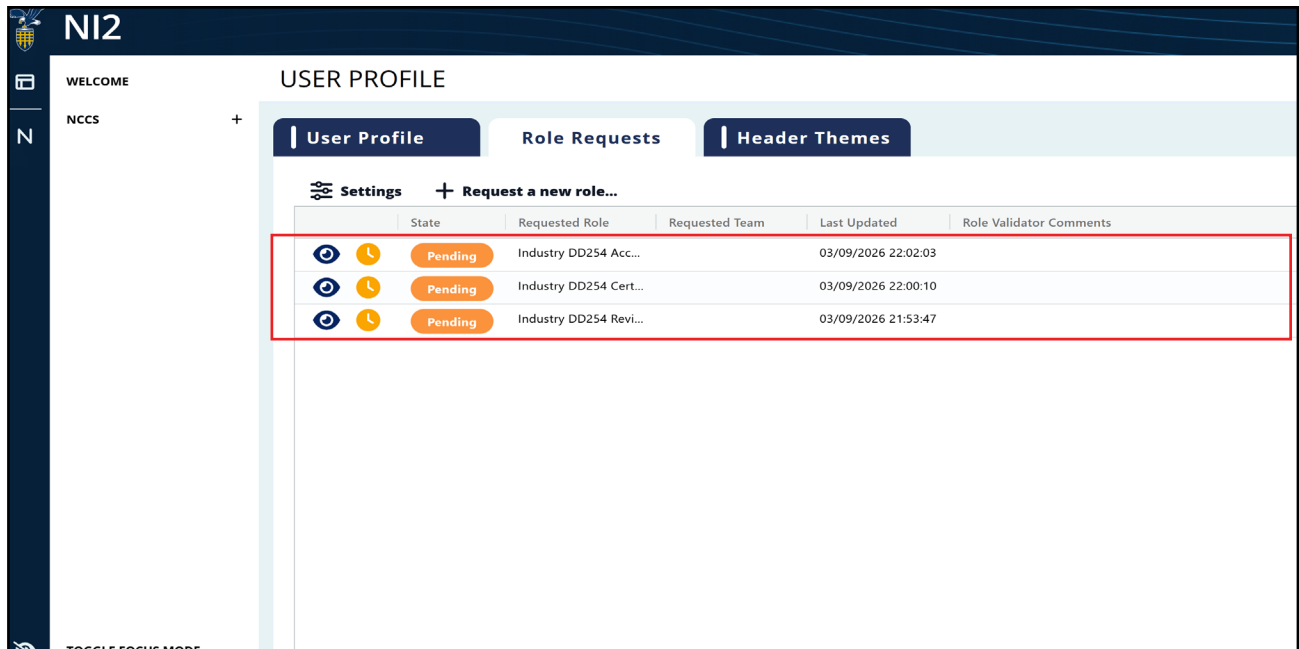
9. Upload additional documentation for your selected role if required.



10. Select **Submit**.



11. The roles requested will appear as pending on your Role Requests tab dashboard.



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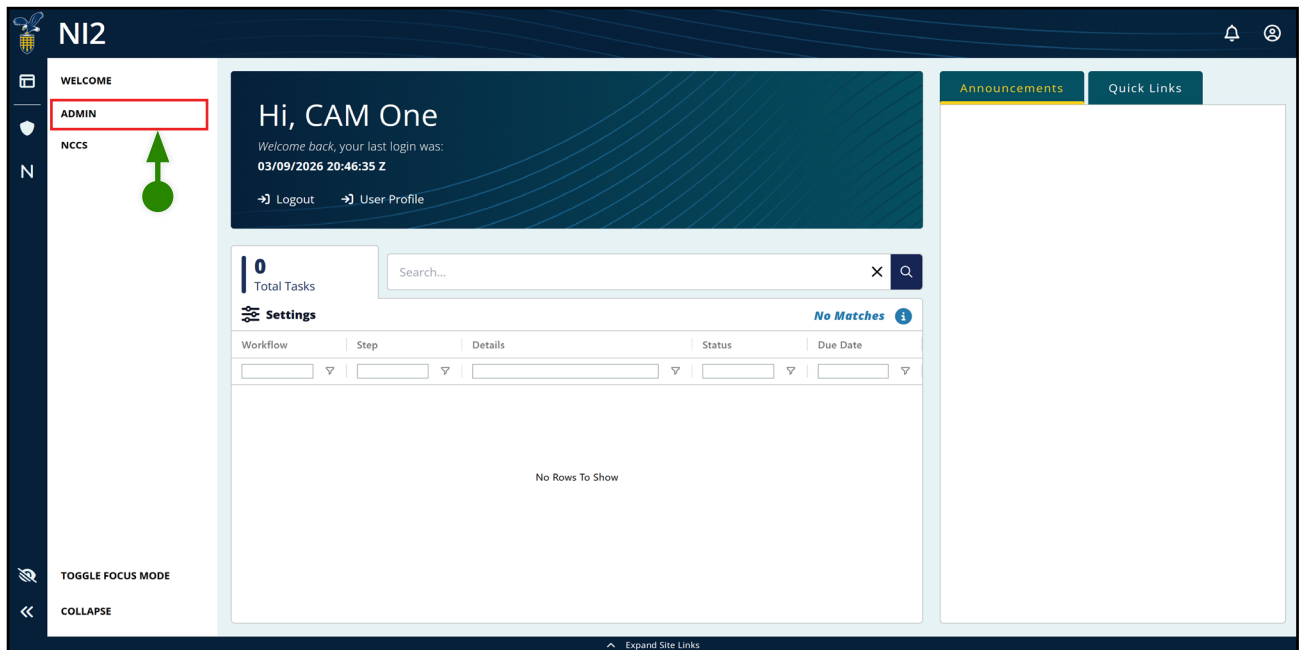
Contract Account Manager (CAM) Approvals

Contract Account Manager (CAM) Approvals

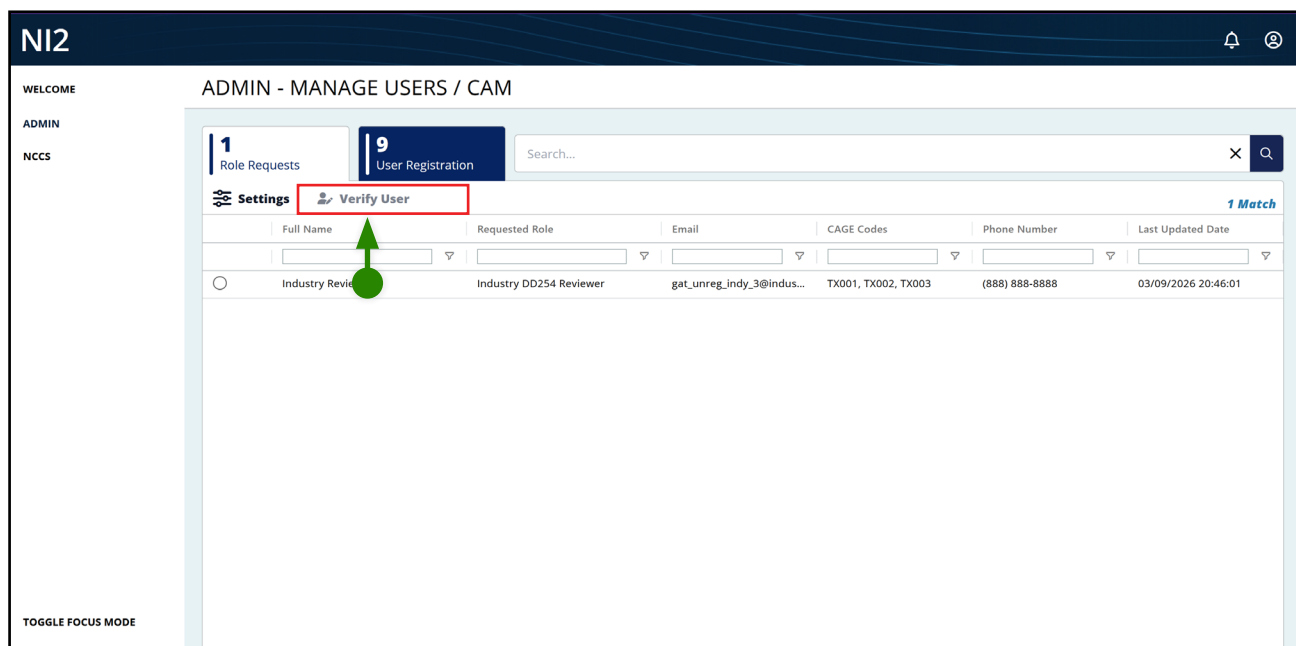
Overview

The following information is a demonstration of a workflow for a Contract Account Manager (CAM) approval workflow.

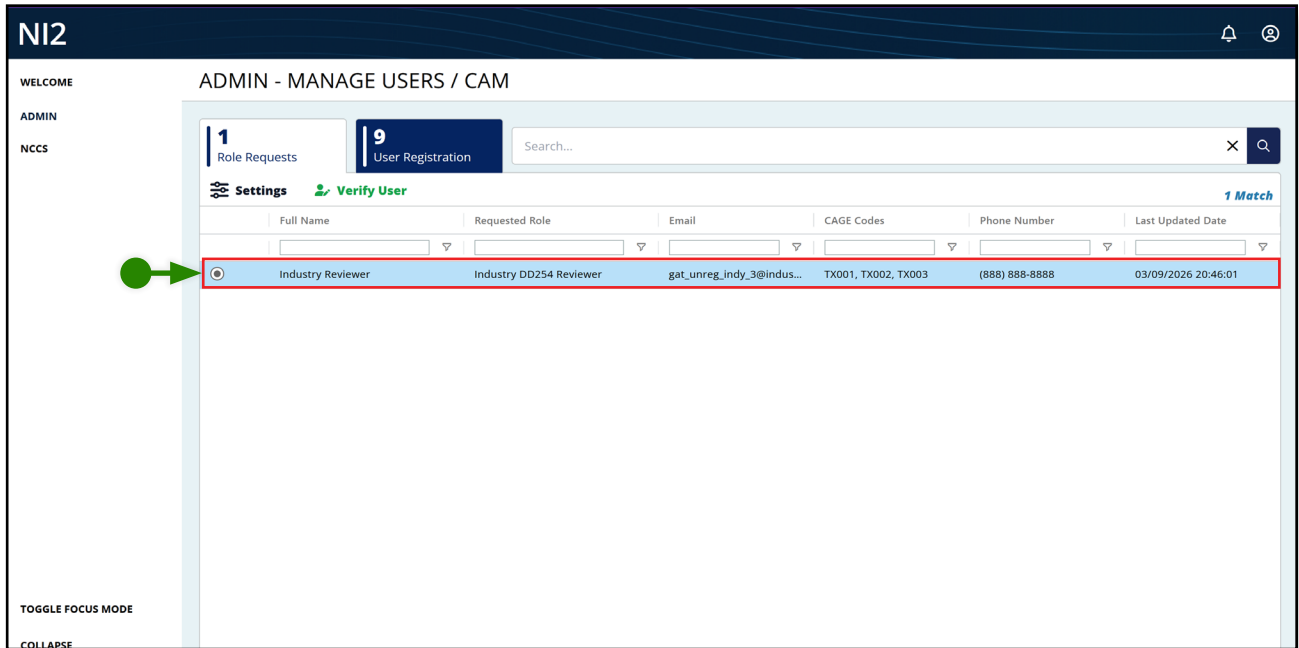
1. Log in to your user profile within NI2.
2. Select **Admin**.



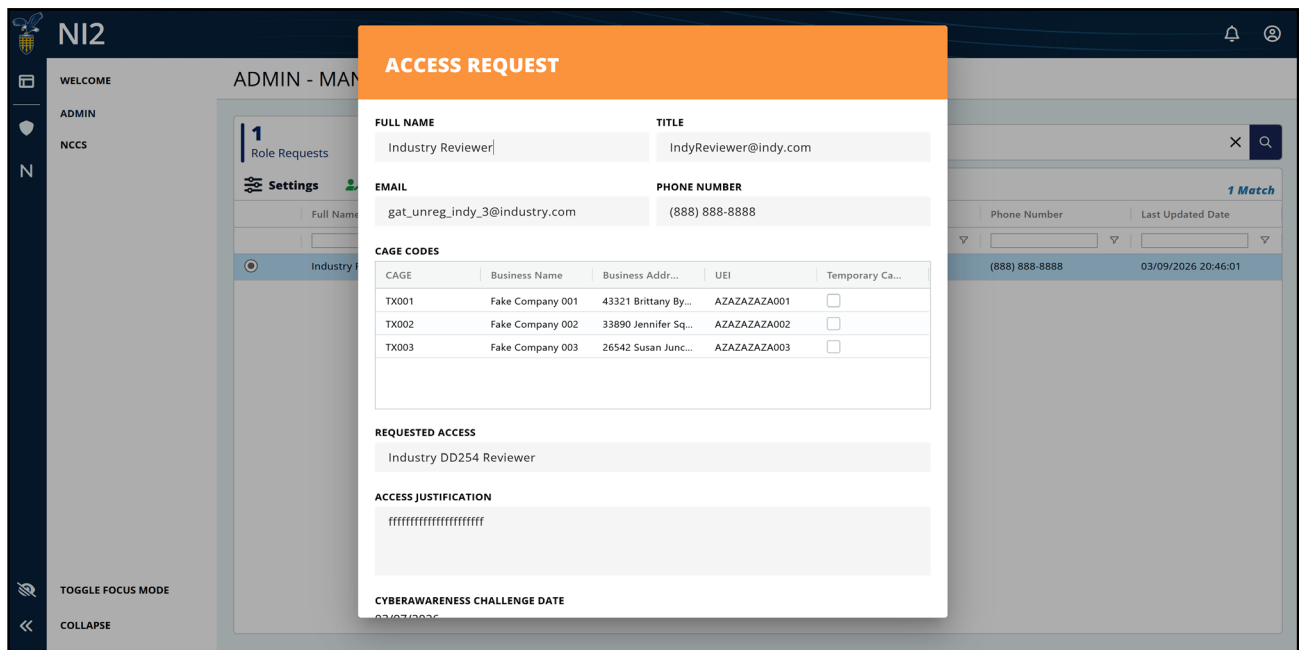
3. Select **Verify User**.



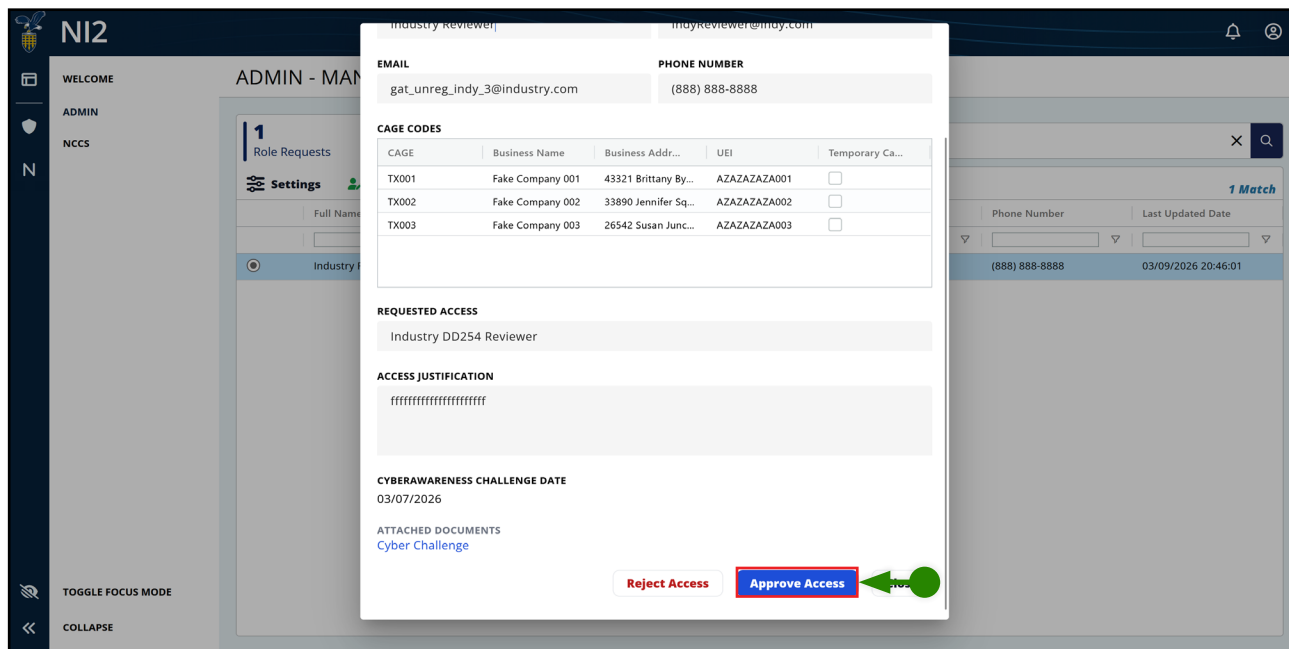
- 4. Double-Select the radio button next to the user listed on the dashboard.



- 5. Confirm all information required has been entered, and required documentation has been uploaded.



6. Select **Approve Access**.



Industry Originator

Industry Originator

Getting Started

1. Navigate to <https://niss.dcsa.mil>.
2. Review the Consent to Monitor, and select **Acknowledge**.

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

Acknowledge

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

3. Use your Common Access Card (CAC), PIV (Personal Identity Verification), or ECA (External Certification Authority) certificate to authenticate.

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

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

Contact Help Desk Support at: dcsa.meade.peo.mbx.ni2@mail.mil

NI2 Industry Originator Dashboard

1. From the left navigation menu, select + next to NCCS to expand the menu.
2. Select + next to All DD Form 254s to expand the menu.
3. Under All DD Form 254s, select **All DD Form 254s**.

The screenshot shows the NI2 Industry Originator Dashboard. The left navigation menu is expanded to show 'NCCS', 'ALL DD Form 254s', and 'All DD Form 254s'. A green arrow points to the 'All DD Form 254s' option. The main content area shows a welcome message 'Hi, Indy Orig' and a table with 'No Rows To Show'.

4. Find the prime (original) DD Form 254 to use as a template for your subcontract. You can scroll through or filter the list. All prime DD Form 254s associated with your CAGE Code display here.

The screenshot shows the NI2 Industry Originator Dashboard with the 'NCCS - ALL DD FORM 254S' view. The table displays 2 matches, with the first row highlighted in red and a green arrow pointing to it.

Group	Action	Workflow State	Last Update Full Na...	Last Update Date	CAGE Code	Company Name
> jhhjhjhjh222222 - TX001			KO Lexi	12/23/2025 16:41:46	TX001	Test Business

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

WELCOME

NCCS

ALL DD Form 254s

All DD Form 254s

My Created DD For...

1 Total DD254s

Search...

Settings 2 matches

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)	View PDF Create Subcontract	Released	KO Lexi	12/23/2025 16:41:46	TX001	Test Business
Prime (Original)	View PDF	Released	KO Lexi	12/23/2025 16:39:51	TX001	Test Business

COLLAPSE

- To create a new subcontract, select **Create Subcontract**.

WELCOME

NCCS

ALL DD Form 254s

All DD Form 254s

My Created DD For...

1 Total DD254s

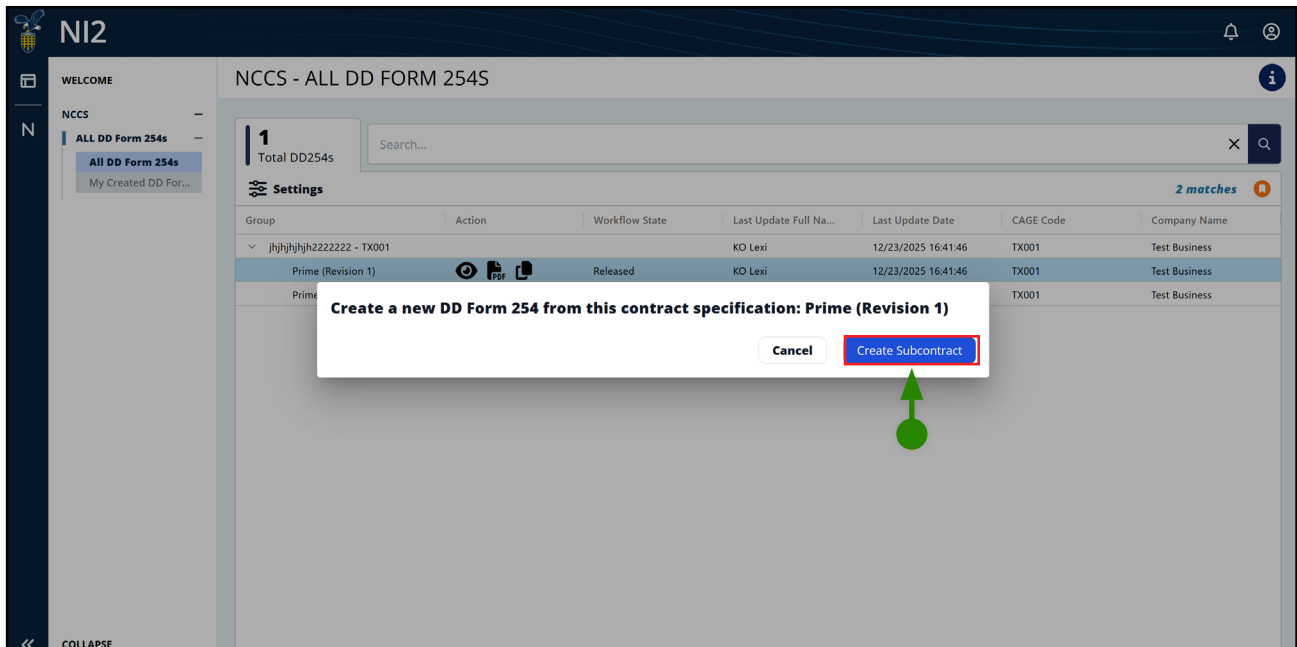
Search...

Settings 2 matches

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)	View PDF Create Subcontract	Released	KO Lexi	12/23/2025 16:41:46	TX001	Test Business
Prime (Original)	View PDF	Released	KO Lexi	12/23/2025 16:39:51	TX001	Test Business

COLLAPSE

- In the overlay, select **Create Subcontract**.



Classification and Prime Contractor

Subcontractor: (Block 7)

- Input the CAGE code for the subcontractor, then select **Verify CAGE Code**.

The screenshot shows the NI2 interface for "NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business". The form is divided into three main sections:

- 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: [input field]. Verify CAGE Code button (highlighted with a red box and a green arrow).

On the right side, there is a list of questions (Q1-Q11) related to Classification & Prime.

Note: CAGE Codes are five-character alphanumeric identifiers for businesses seeking government contracts. NI2 verifies the CAGE Code against <https://sam.gov>. If valid, the business name and address display, and the Cognizant Security Office (CSO) information is automatically appears if available.

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

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

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 & Inspections

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. From the Level of Facility Security Clearance (FCL) Required drop-down menu, select **Confidential, Secret, or Top Secret**.

WELCOME

NCCS

Originate

Prime

Solicitation

Security Guidance

Review & Release

ALL DD Form 254s

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

- From the Level of Safeguarding for Classified Info/Material Required at Facility drop-down menu, select **Confidential**, **Secret**, **Top Secret**, or **None**.

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

FOLLOW-ON CONTRACT (BLOCK 4)

PRIME CONTRACT NUMBER
 Yes No

Prev Next

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

Note: Both selections in Block 1 have warnings for selections that exceed designations from the National Industrial Security System (NISS).

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

An overlay appears with additional information if you select any option other than None.

Specifications (Block 2)

For Block 2, the prime contract number prepopulates in the Prime Contract Number field.

1. In the Subcontract Number field, type the subcontract number.
2. Select **Next**.

The screenshot displays the NI2 application interface for 'NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business'. The main content area is divided into three sections:

- CLEARANCE AND SAFEGUARDING (BLOCK 1)**: Contains two dropdown menus, both set to 'SECRET'.
 - LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED: SECRET
 - LEVEL OF SAFEGUARDING FOR CLASSIFIED INFO/MATERIAL REQUIRED AT FACILITY: SECRET
- SPECIFICATIONS (BLOCK 2)**: Contains two text input fields.
 - PRIME CONTRACT NUMBER: jhjhhjhjh2222222
 - SUBCONTRACT NUMBER: jjdhdhdg333 (highlighted with a red box and a green arrow pointing to it)
- FOLLOW-ON CONTRACT (BLOCK 4)**: Contains a radio button selection for 'PRIME CONTRACT NUMBER' with 'Yes' and 'No' options. The 'No' option is selected.

At the bottom of the main content area, there are two buttons: 'Prev' and 'Next'. The 'Next' button is highlighted with a red box and a green arrow pointing to it. A 'COLLAPSE' button is visible in the bottom left corner of the main content area.

The right-hand navigation menu includes the following items:

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

Actual Performance

For Block 8, verify the actual performance locations to ensure alignment from the previous steps. You may remove the entry by selecting delete 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**, and verify the CAGE code and performance location.
2. Select **Save**.

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

Successfully Added a Work Location Done

3. Select **Manual Entry** to input location details. Type the work location in the given fields.

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 STATE ZIP CODE
Testing District of Col... 11111

Cancel Save

Successfully Added a Work Location Done

4. Select **Next**.

WELCOME

NCCS

ALL DD Form 254s

All DD Form 254s

My Created DD For...

NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business

ADD ACTUAL PERFORMANCE LOCATIONS (BLOCK 8)

CAGE Lookup Manual Entry Settings

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

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

COLLAPSE

Prev Next

Successfully Added a Work Location Done

Procurement Description

Block 9 automatically populates with the prime contract description. Add, edit, or remove information in unclassified terms while ensuring the description remains detailed enough to adequately represent the project.

General Unclassified Description of this Procurement (Block 9)

1. Type your changes in the given field.
2. Select **Next**.

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

Successfully Added a Work Location Done

Contract Access

Blocks 10 and 11

For Blocks 10 and 11, you may only deselect options. Access options are selected based on the prime contract.

The screenshot shows the NI2 interface for 'NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business'. The left sidebar contains 'WELCOME' and 'NCCS' sections with links for 'ALL DD Form 254s' and 'My Created DD For...'. The main content area is titled '10. CONTRACT WILL REQUIRE ACCESS TO: (BLOCK 10)'. Below this title is a red-bordered box containing a list of options under the heading 'CHECK ALL THAT APPLY'. The options are: 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), and k. Other. To the right of the main content is a vertical list of categories: 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. A 'COLLAPSE' button is visible at the bottom left of the interface.

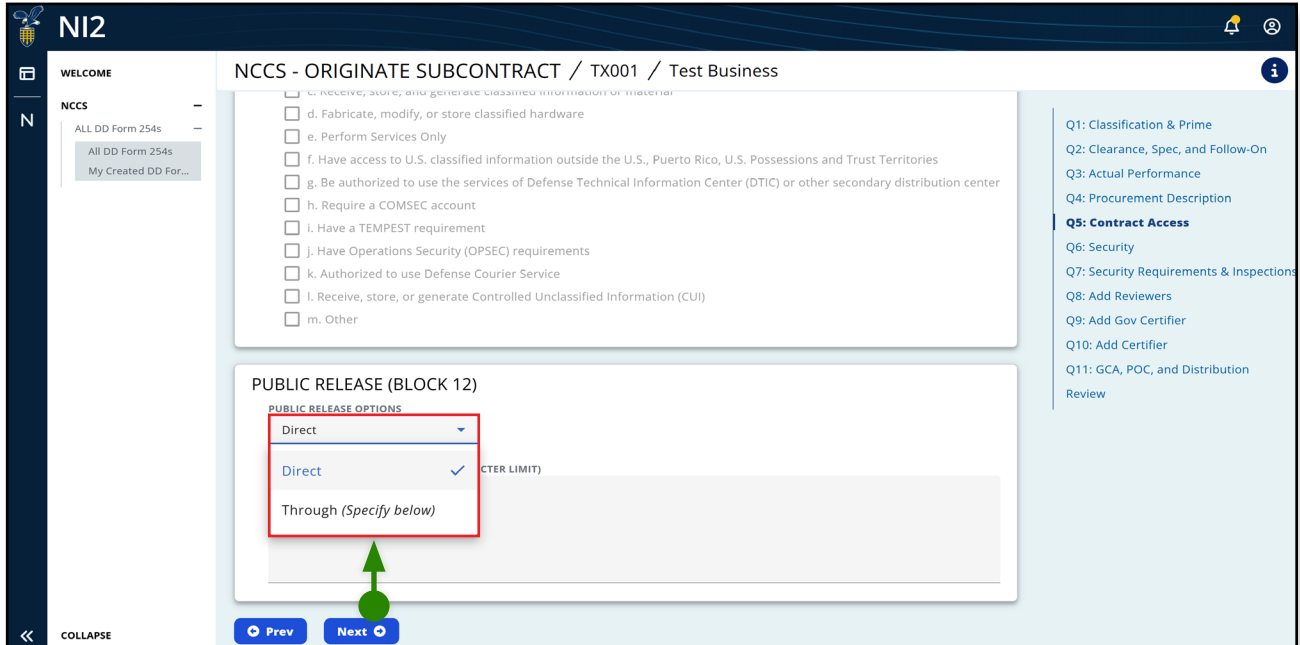
The screenshot shows the NI2 interface for 'NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business'. The left sidebar is identical to the previous screenshot. The main content area is titled '11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL: (BLOCK 11)'. Below this title is a red-bordered box containing a list of options under the heading 'CHECK ALL THAT APPLY'. The options are: 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), and m. Other. Below the red-bordered box is a section titled 'PUBLIC RELEASE (BLOCK 12)' with a dropdown menu for 'PUBLIC RELEASE OPTIONS' set to 'Direct' and a text input field for 'DESCRIPTION OF AUTHORITY (270 CHARACTER LIMIT)'. To the right of the main content is a vertical list of categories: 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. A 'COLLAPSE' button is visible at the bottom left of the interface.

Public Release: (Block 12)

You may change the public release options in Block 12.

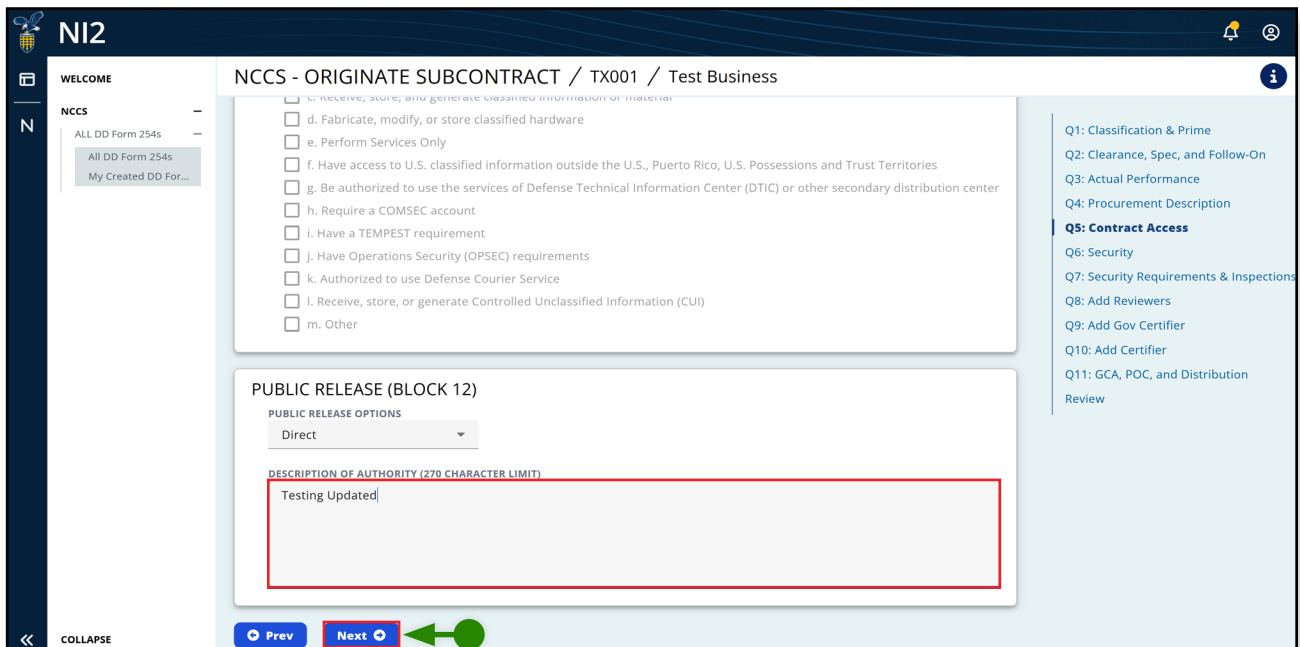
Important: If you change the selection to Through, you must include additional information in step 2.

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



2. In the Description of Authority field, type a description of your authority.

3. Select **Next**.

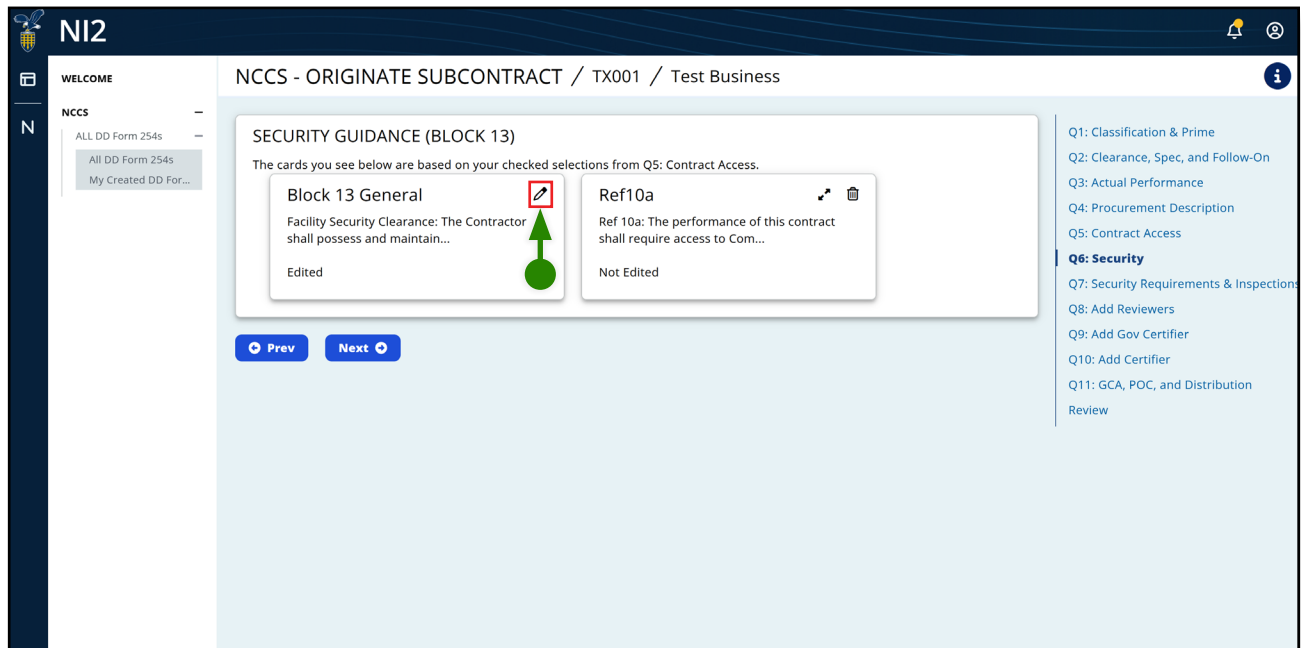


Security

On this screen, the NI2 application 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 **Edit** .




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 

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 & Inspections

Q8: Add Reviewers

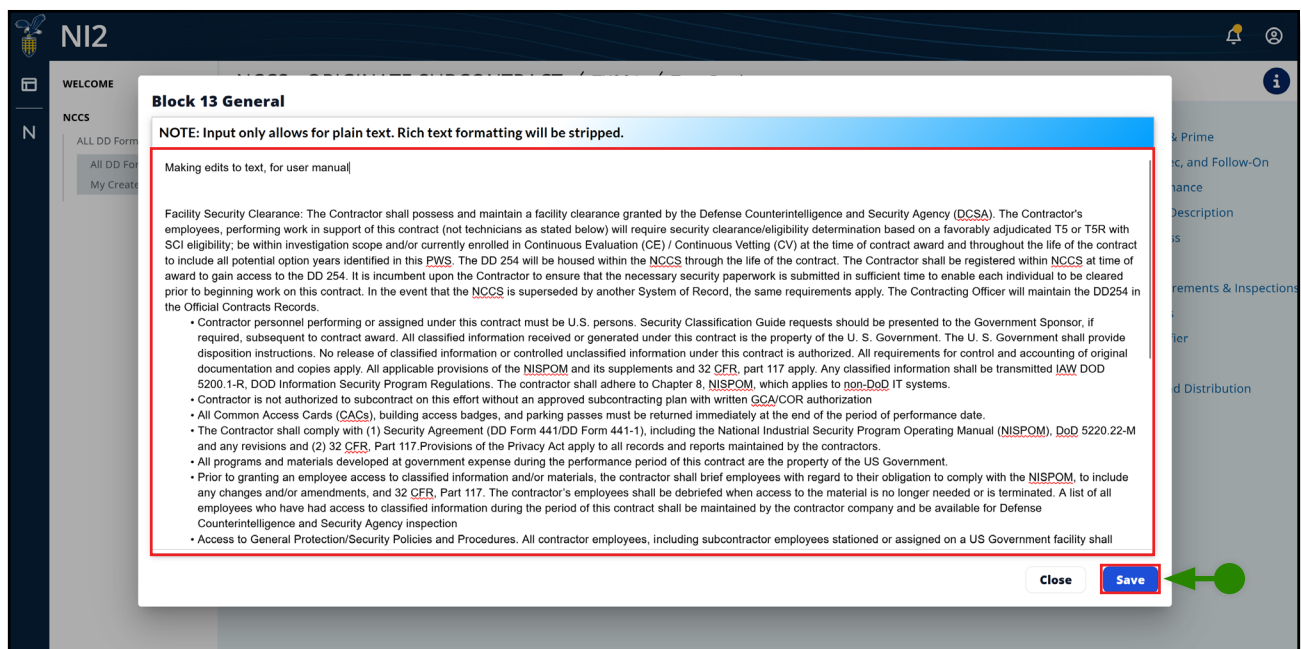
Q9: Add Gov Certifier

Q10: Add Certifier

Q11: GCA, POC, and Distribution Review

Prev **Next**

2. Type your changes in the given field.
3. Select **Save**.



NI2

WELCOME

NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business

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**.

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 manual
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 automatically insert based on your selections in Blocks 10 and 11.

1. Choose **Yes** or **No**. If you select Yes, it is mandatory to include additional information in the Explain and Identify Specific Areas and Government Activity Responsible for Inspections field.
2. Select **Next**.

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
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Q7: Security Requirements & Inspections
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Q10: Add Certifier
Q11: GCA, POC, and Distribution Review

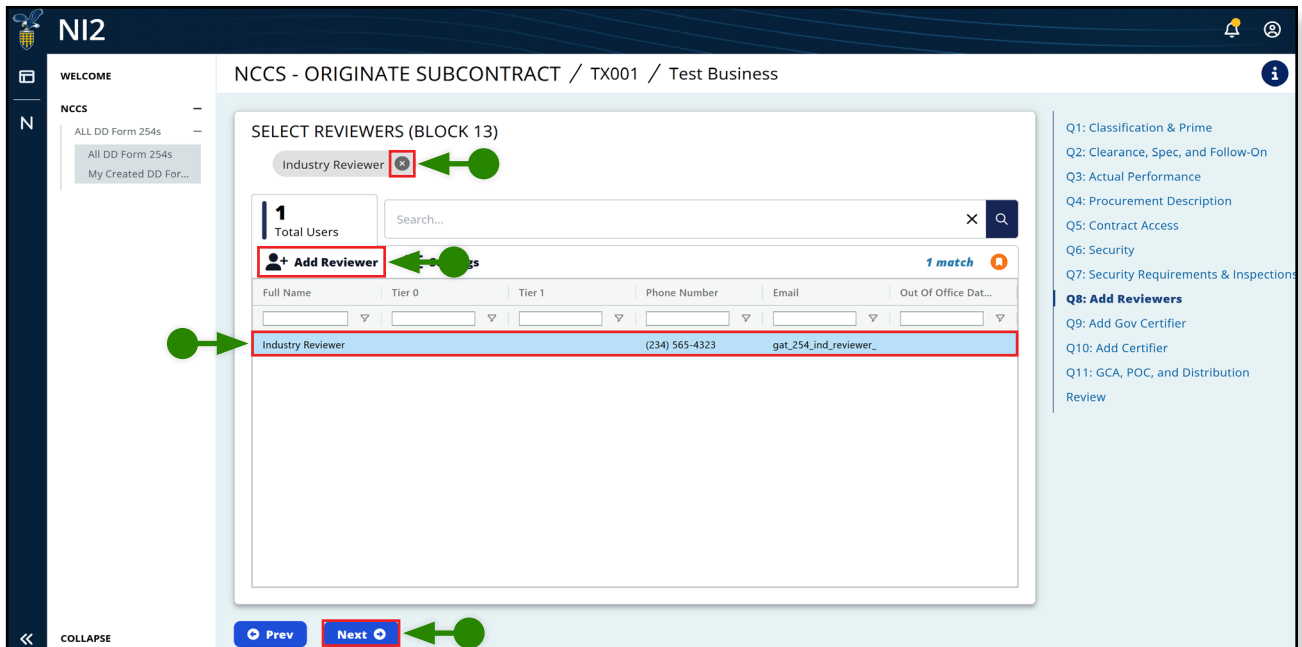
Add Security Reviewers

For Block 13, you may select up to eight reviewers to review your DD Form 254. After you submit your draft DD Form 254, the NI2 system systematically passes it from one reviewer to the next.

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.

Select Reviewers: (Block 13)

1. Choose a reviewer from the list.
2. Select **Add Reviewer**.
3. To remove a reviewer, select  the 'x' next to their name.
4. Select **Next**.




The screenshot displays the NI2 application interface for selecting reviewers. The main window is titled "SELECT REVIEWERS (BLOCK 13)". At the top, there is a search bar containing "Industry Reviewer" and a "1 match" indicator. Below the search bar is a table with the following columns: Full Name, Tier 0, Tier 1, Phone Number, Email, and Out Of Office Dat... The table contains one row with the following data: Industry Reviewer, (234) 565-4323, gat_254_ind_reviewer_. To the left of the table is a sidebar with a "WELCOME" section and a "NCCS" section containing "ALL DD Form 254s" and "My Created DD For...". At the bottom of the main window, there are "Prev" and "Next" buttons. The "Next" button is highlighted with a red box and a green arrow. A green arrow also points to the "Add Reviewer" button in the sidebar. Another green arrow points to the "Industry Reviewer" row in the table. A fourth green arrow points to a small "x" icon next to the "Industry Reviewer" row.

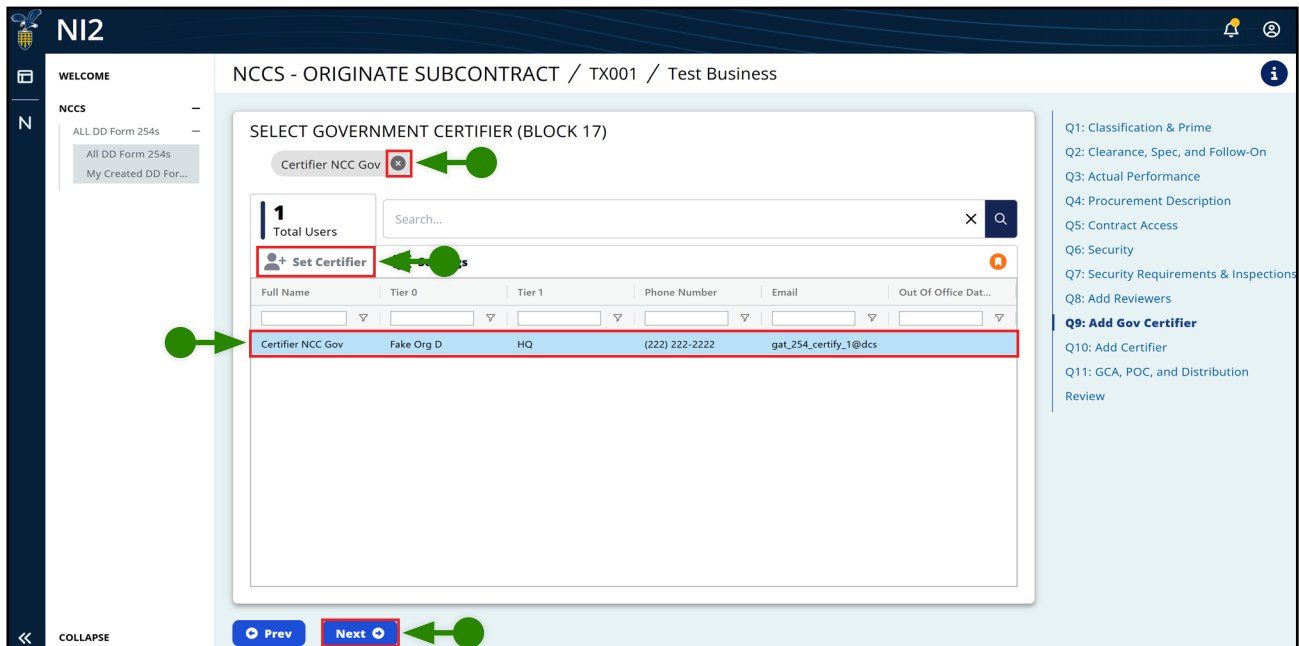
Add Government Certifier

For Block 17, a single certifier can be selected if the DD Form 254 contains prescribed information. If the DD Form 254 does not contain proscribed information, select Next at the bottom of the screen.

To find a certifier, 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 certifiers.

Select Certifier: (Block 17)

1. Choose a certifier from the list.
2. Select **Set Certifier**.
3. To remove a certifier, select  the 'X' next to their name.
4. Select **Next**.



The screenshot shows the NI2 interface for 'NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business'. A modal window titled 'SELECT GOVERNMENT CERTIFIER (BLOCK 17)' is open. At the top of the modal, there is a search bar and a button to remove the selected certifier 'Certifier NCC Gov'. Below the search bar, there is a 'Set Certifier' button. A table lists the available certifiers:

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	


At the bottom of the modal, there are 'Prev' and 'Next' buttons. A sidebar on the right lists various tasks, including 'Q9: Add Gov Certifier'.

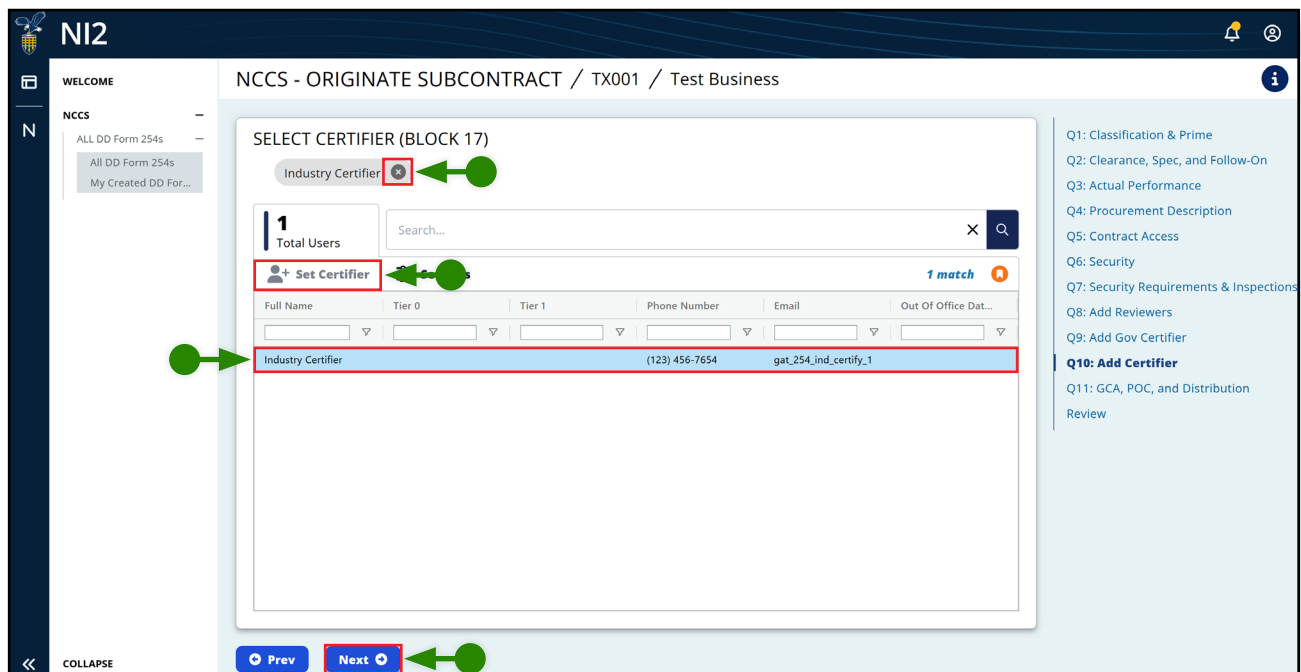
Add Industry Certifier

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

To find a certifier, 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 certifiers.

Select Certifier: (Block 17)


1. Choose a certifier from the list.
2. Select **Set Certifier**.
3. To remove a certifier, select  the 'x' next to their name.
4. Select **Next**.




WELCOME

NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business

SELECT CERTIFIER (BLOCK 17)

Industry Certifier 

1 Total Users Search...

Set Certifier  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
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COLLAPSE Prev Next

GCA, Point of Contact (POC), and Required Distribution Government Contracting Activity (Block 16 A,B,C)

You cannot edit this section.

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

You cannot edit this section.

NI2

WELCOME

NCCS

- ALL DD Form 254s
- All DD Form 254s
- My Created DD For...

NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business

Testing

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

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

COLLAPSE

Prev Next

Required Distribution by the Certifying Official (Block 18)

You may only edit Block 18 by selecting "f. Other as Necessary" in the following steps. Otherwise select **Next**.

1. Select **f. Other as Necessary**.

The screenshot shows the N12 interface for 'NCCS - ORIGINATE SUBCONTRACT / TX001 / Test Business'. The 'REQUIRED DISTRIBUTION BY THE CERTIFYING OFFICIAL (BLOCK 18)' section is expanded, showing a list of options to check. The option 'f. Other as Necessary' is highlighted with a red box, and a green arrow points to it. The other options are: a. Contractor (checked), b. Subcontractor, c. Cognizant Security Office for Prime and Subcontractor, d. U.S. Activity Responsible for Overseas Security Administration, and e. Administrative Contracting Officer. The 'Next' button is visible at the bottom of the section.

2. Type in the Enter Entities That Will Require Distribution field.
3. Select **Next**. Type in the Enter Entities That Will Require Distribution field.
4. Select **Next**.

The screenshot shows the N12 interface for 'NCCS - ORIGINATE PRIME / 64T66 / Test Business'. The 'REQUIRED DISTRIBUTION BY THE CERTIFYING OFFICIAL (BLOCK 18)' section is expanded, showing a list of options to check. The option 'f. Other as Necessary' is checked, and a green arrow points to it. Below the list is a text input field labeled 'ENTER ENTITIES THAT WILL REQUIRE DISTRIBUTION'. The 'Next' button is highlighted with a red box, and a green arrow points to it. The other options are: a. Contractor, b. Subcontractor, c. Cognizant Security Office for Prime and Subcontractor, d. U.S. Activity Responsible for Overseas Security Administration, and e. Administrative Contracting Officer.

Review and Submit

Form Validation

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

Correct any errors or warnings on this screen to ensure your information is accurate. You may proceed with warnings present; you are unable to proceed with errors.

1. In the Invalid Page list, select an error or warning.
2. On the page that appears, correct the information.
3. Select **Review**, and return to step 1 if more errors or warnings exist.

WELCOME

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	12/31/2025 19:36:46

[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 (NISIP). 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

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)

Once errors have been corrected, review the PDF.

- Once you correct errors and warnings as necessary, select **View PDF** to review your DD Form 254. Once errors have been corrected, review the PDF.

NIS2 WELCOME

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	12/31/2025 19:36:46

[View PDF](#)

ADDITIONAL DOCUMENTATION

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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
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- Q7: Security Requirements & Inspections
- Q8: Add Reviewers
- Q9: Add Gov Certifier
- Q10: Add Certifier
- Q11: GCA, POC, and Distribution

Review

- Select the 'x' after you are done reviewing the PDF.

Once you review and correct your form, you are ready to submit your subcontract DD Form 254 to the reviewer.

CLASSIFICATION (When filled in): UNCLASSIFIED

DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION

OMB No. 0704-0567
OMB approval expires: June 30, 2025

The public reporting burden for this collection of information, 0704-0567, is estimated to average 70 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at www.mcales.sst.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.

RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS.

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: _____

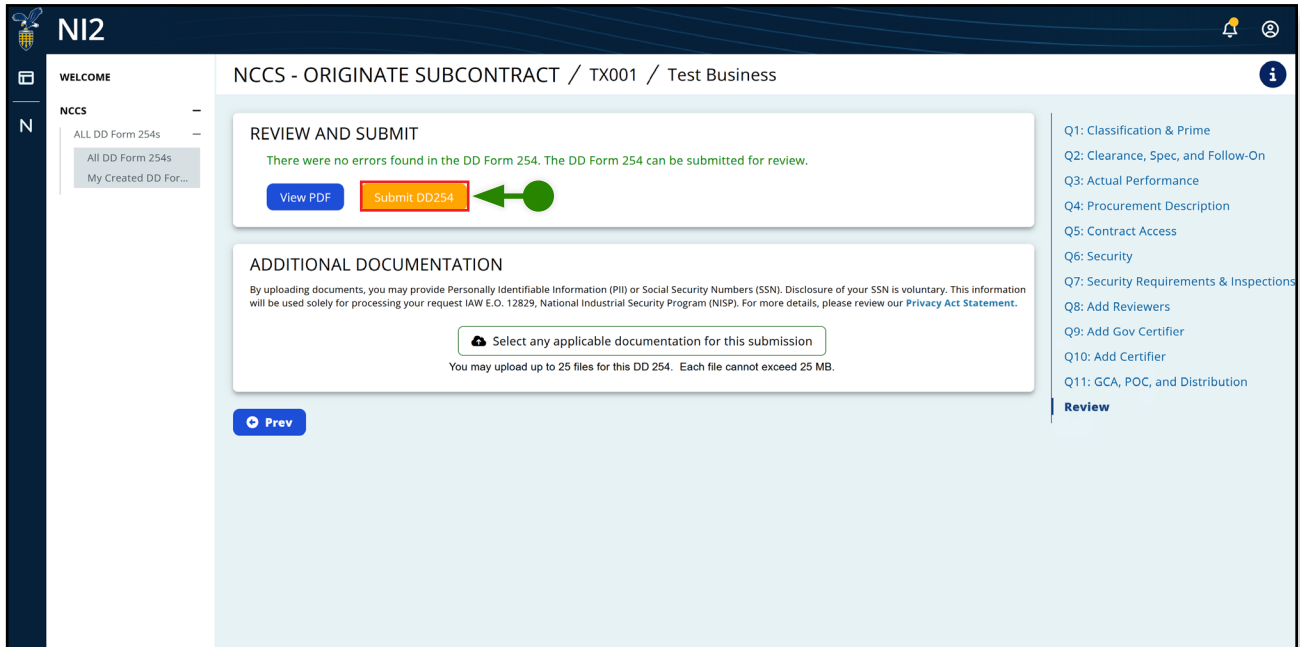
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)

a. NAME, ADDRESS, AND ZIP CODE
Test Business
14 Test Street
4122

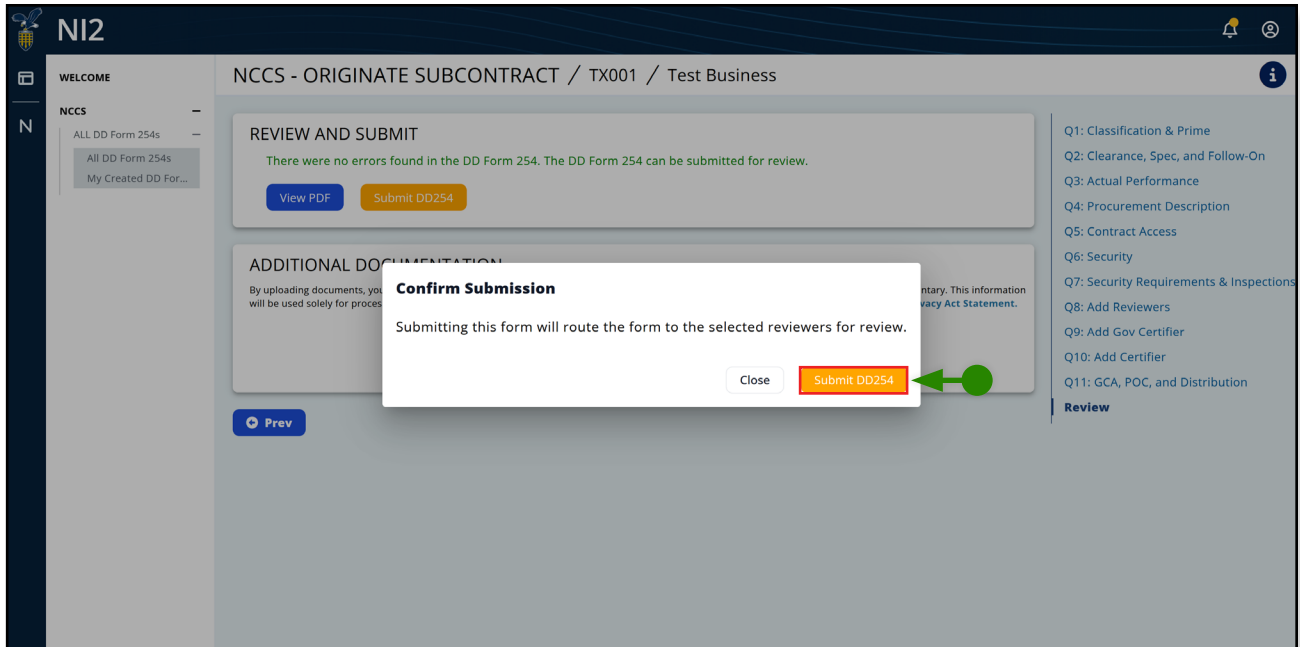
b. CAGE CODE
TX001

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

6. Select **Submit DD254**.



7. In the overlay that appears, select **Submit DD254** again.



Industry Reviewer

Industry Reviewer

Getting Started

1. Navigate to <https://niss.dcsa.mil>.
2. Review the Consent to Monitor, and select **Acknowledge**.

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

Acknowledge

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

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

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- 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

3. Use your Common Access Card (CAC), PIV (Personal Identity Verification), or ECA (External Certification Authority) certificate to authenticate.

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

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

Contact Help Desk Support at: dcsa.meade.peo.mbx.ni2@mail.mil

NI2 Industry Reviewer Dashboard

1. Select + the 'plus sign' next to NCCS.
2. Select All DD Form 254s.

The screenshot shows the NI2 Industry Reviewer Dashboard. On the left sidebar, the 'NCCS' menu is expanded, and 'ALL DD Form 254s' is selected. The main content area displays 'NCCS - ALL DD FORM 254S' with a search bar and a table of results. A green circle with the number '1' points to the 'ALL DD Form 254s' menu item. Another green circle points to the 'Settings' button above the table.

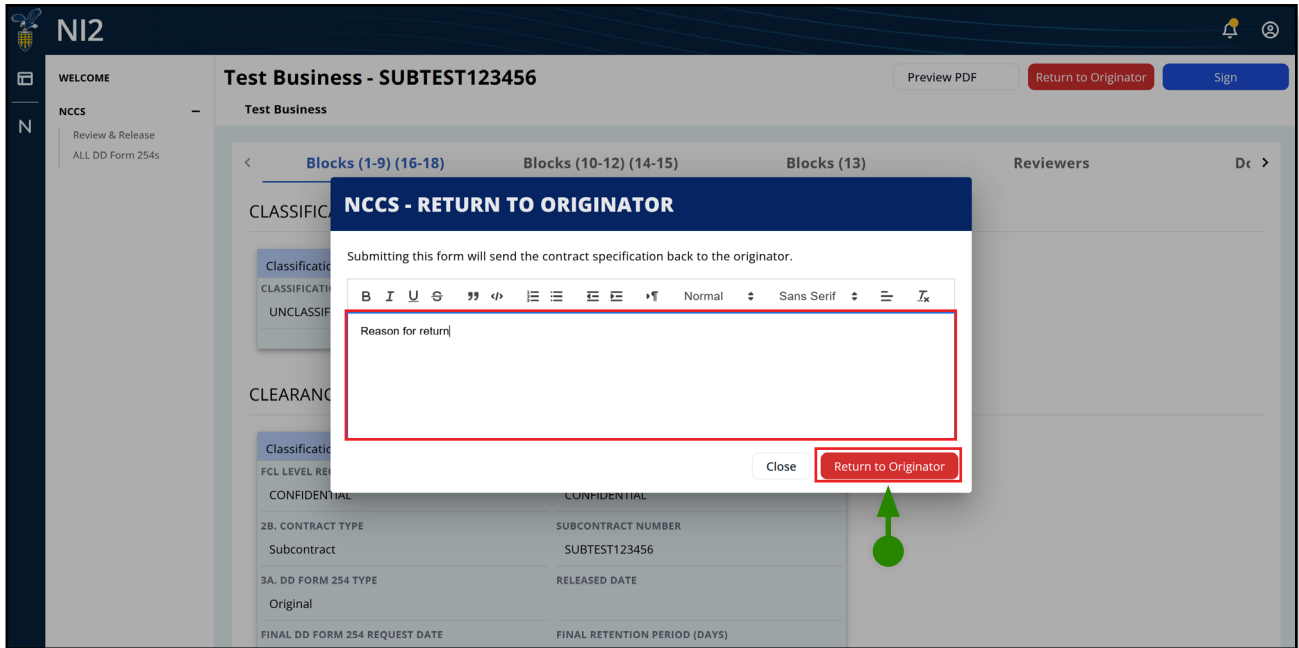
Group	Action	Workflow State	Last Update Full Na...	Last Update Date	CAGE Code	Company Name
TESTING123456 - TX001			Industry Originator	12/31/2025 19:51:58	TX001	Test Business
Prime (Original)		Released	Contract Officer	12/31/2025 18:41:45	TX001	Test Business
Subcontract		Pending Review	Industry Originator	12/31/2025 19:51:58	TX002	Test Business


Pending Review List - Subcontract DD Form 254

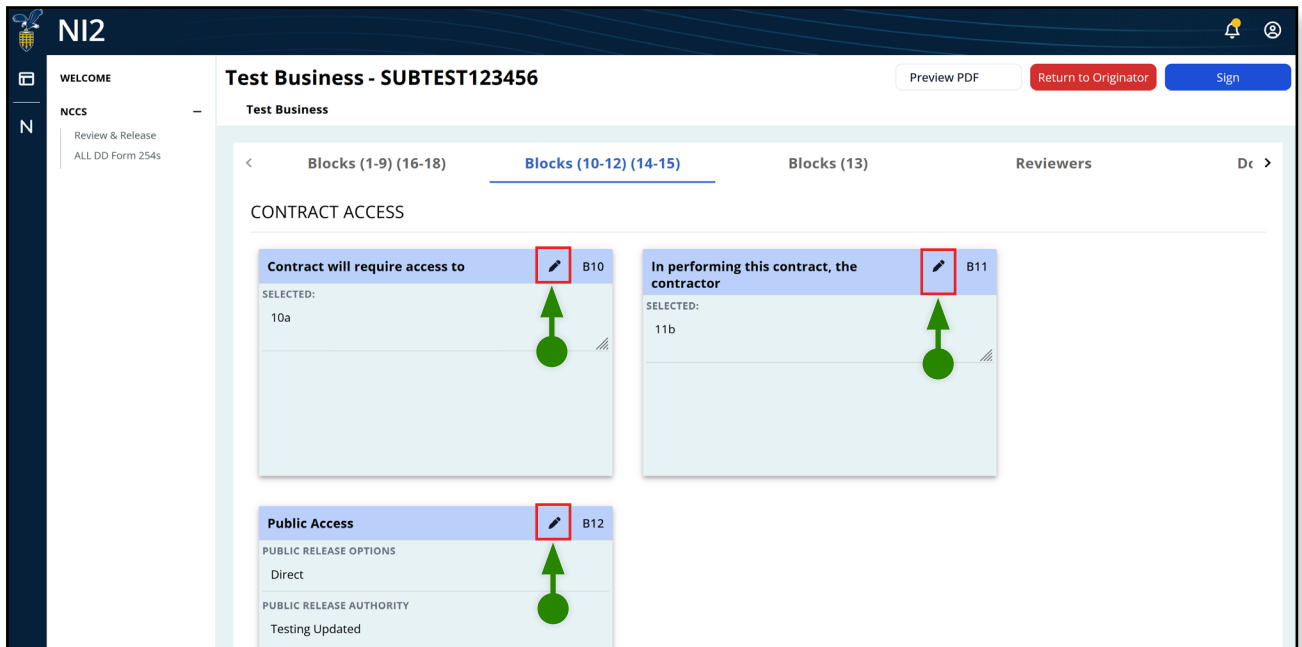
1. Review the information in Blocks (1-9) (16-18). You do not have permissions to edit these blocks. If there are errors in these blocks for the originator to correct, select **Return to Originator**.

The screenshot shows the NI2 Industry Reviewer Dashboard for 'Test Business - SUBTEST123456'. The 'NCCS' menu is expanded, and 'ALL DD Form 254s' is selected. The main content area displays 'Test Business' with a 'Preview PDF' button, a 'Return to Originator' button, and a 'Sign' button. A green circle with the number '1' points to the 'Return to Originator' button. Below the buttons, there are navigation tabs for 'Blocks (1-9) (16-18)', 'Blocks (10-12) (14-15)', and 'Blocks (13)'. The 'Review' tab is selected. The page content is divided into sections: 'CLASSIFICATION' and 'CLEARANCE, SPECIFICATIONS, AND FOLLOW-ON CONTRACT'. The 'CLASSIFICATION' section shows 'Classification of DD Form 254' with a value of 'B0' and 'UNCLASSIFIED'. The 'CLEARANCE, SPECIFICATIONS, AND FOLLOW-ON CONTRACT' section shows 'Classification & Prime Contractor, Specifications, Follow-On Contract' with a value of 'B1-B4' and various fields for FCL LEVEL REQUIRED, CONFIDENTIAL, 2B. CONTRACT TYPE, SUBCONTRACT NUMBER, 3A. DD FORM 254 TYPE, RELEASED DATE, FINAL DD FORM 254 REQUEST DATE, and FINAL RETENTION PERIOD (DAYS).

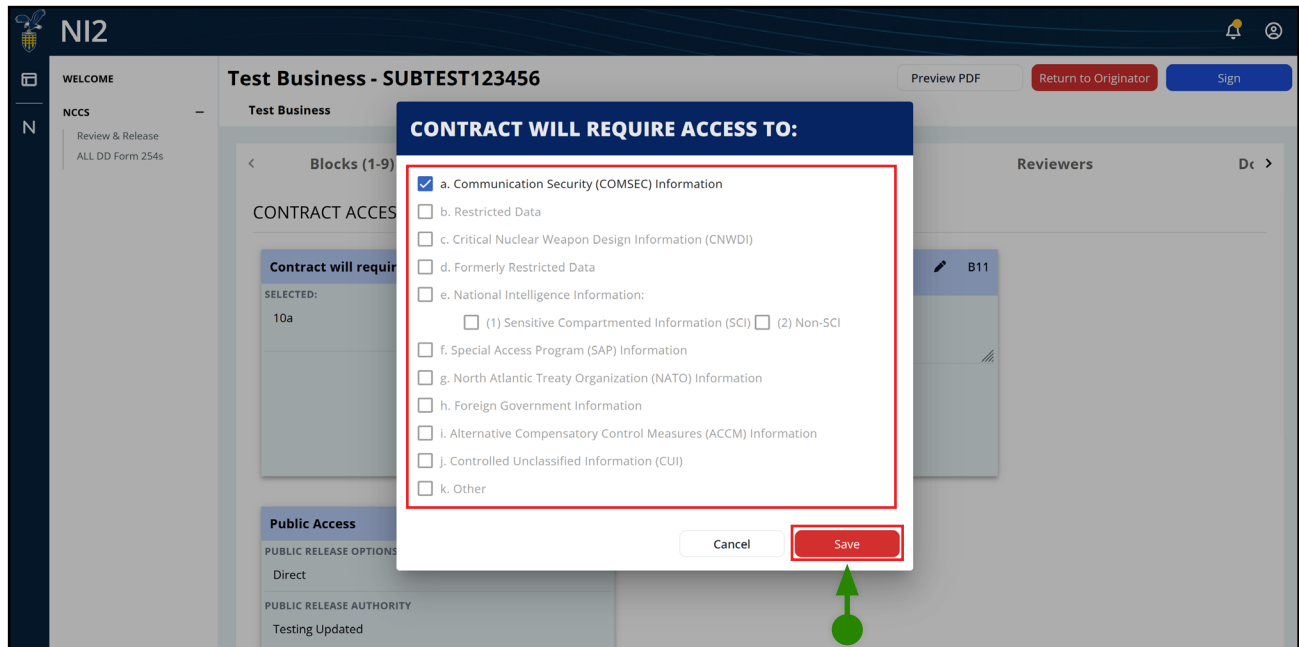
2. If returning to the originator, in the Return to Originator overlay, type a reason for returning the form, and select **Return to Originator**.




3. Review the information in Blocks (10-12) (14-15). Industry. Select **Edit**  to make changes.

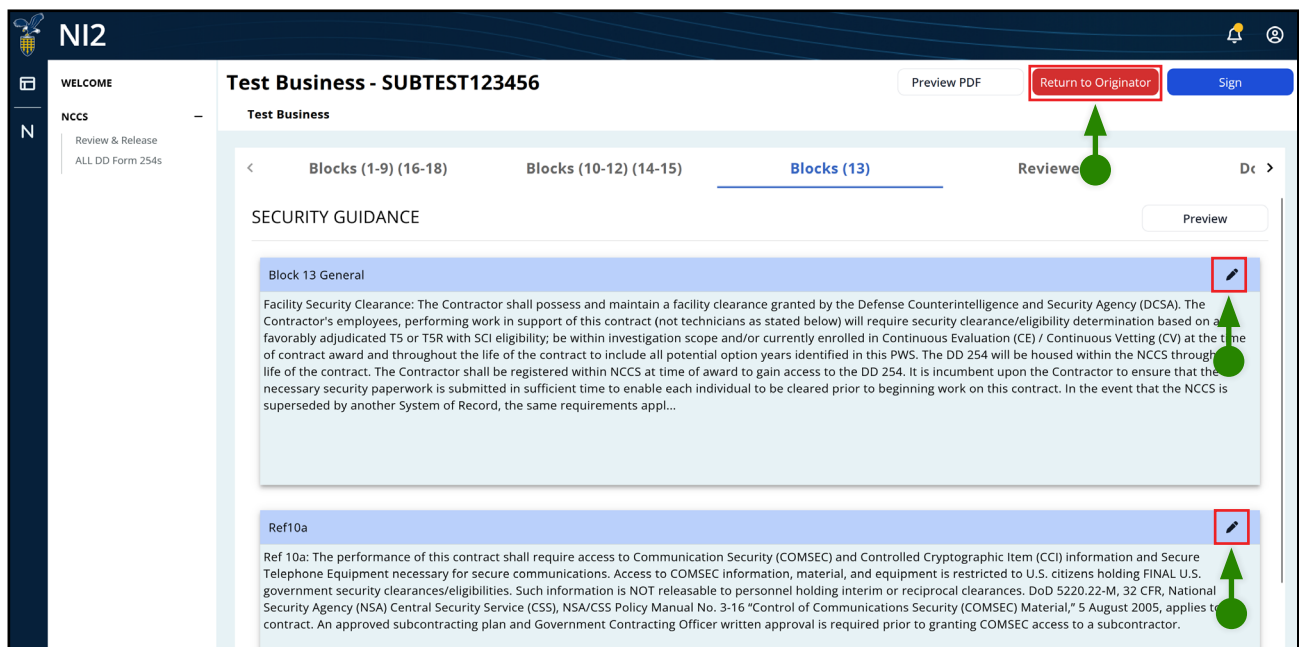


4. Make any necessary edits, then select **Save**.



Pending Review List - Subcontract DD Form 254

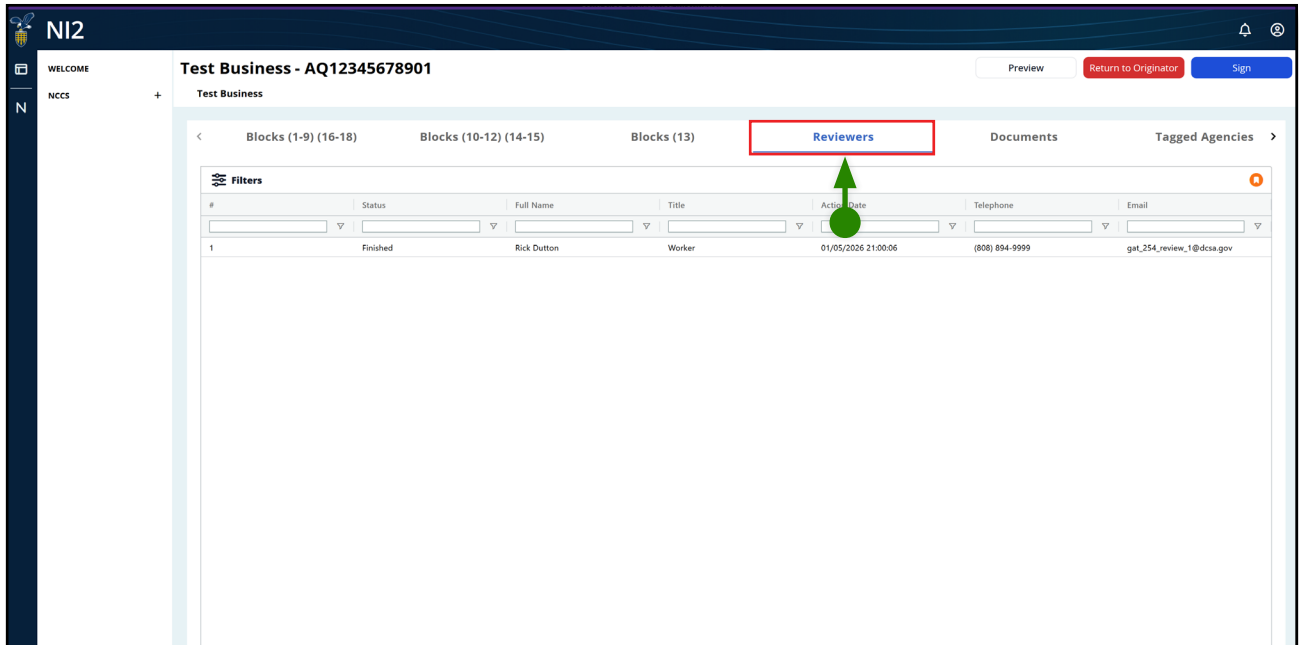
1. Review the information in Block 13. You can edit the Security Guidance; select **Edit**  to make changes. Type your changes. Then select **Save**.
2. Industry reviewers do not have permissions to edit references. If changes are required in the references, select **Return to Originator**. Review the information in Block 13. You can edit the Security Guidance; select **Edit** to make changes. Type your changes. Then select **Save**.



Reviewers

The Reviewer tab shows 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.



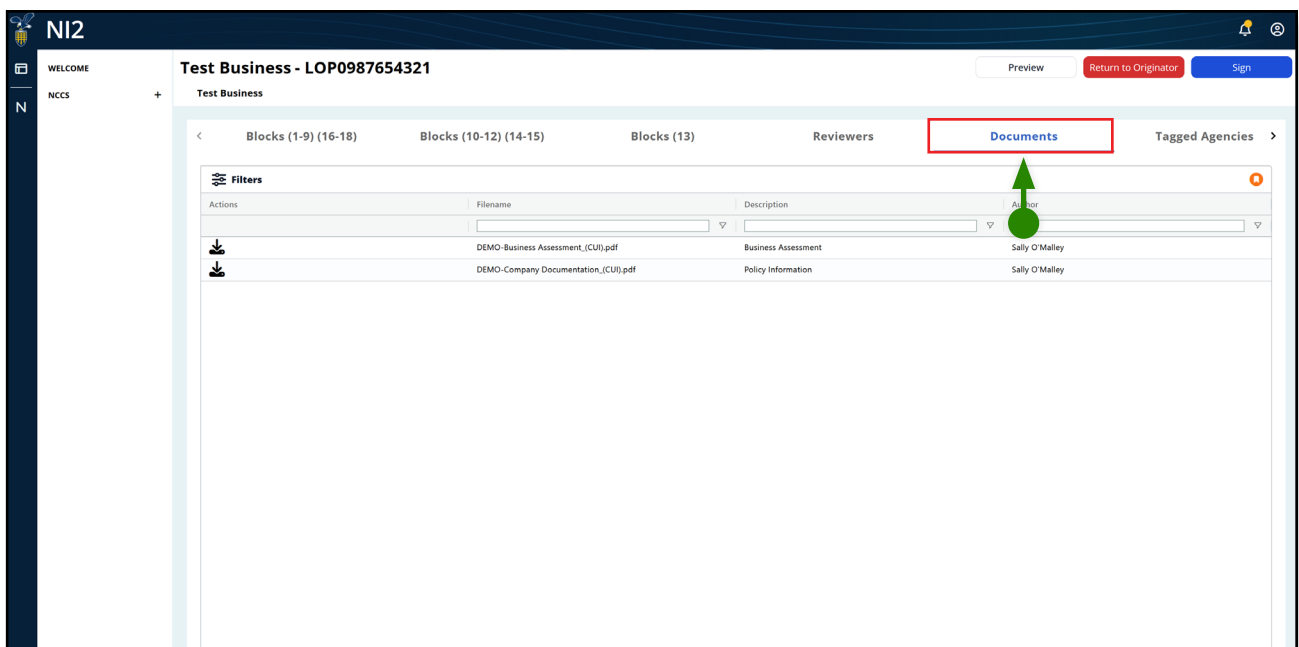
The screenshot shows the N12 interface for 'Test Business - AQ12345678901'. The 'Reviewers' tab is selected and highlighted with a red box. A green arrow points to the 'Reviewers' tab. Below the tabs is a table with the following data:

#	Status	Full Name	Title	Action Date	Telephone	Email
1	Finished	Rick Dutton	Worker	01/05/2026 21:00:06	(808) 894-9999	gat_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 and upload new ones.

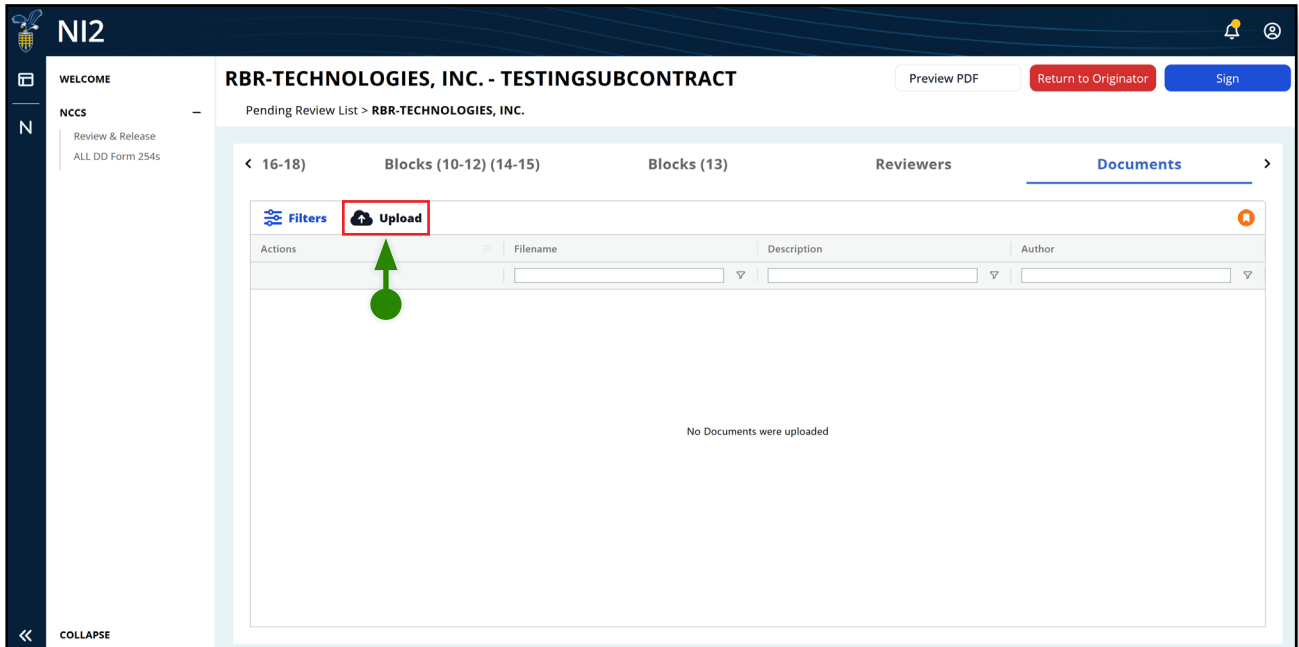
1. Select the **Documents** tab.



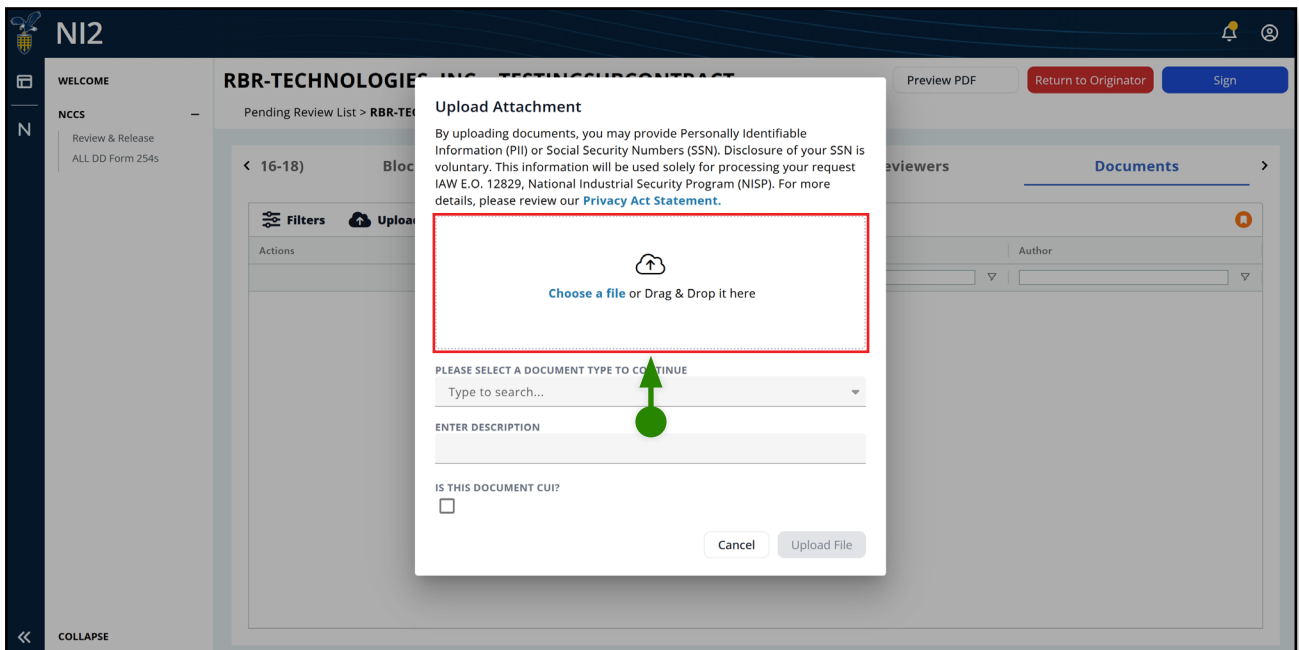
The screenshot shows the N12 interface for 'Test Business - LOP0987654321'. The 'Documents' tab is selected and highlighted with a red box. A green arrow points to the 'Documents' tab. Below the tabs is a table with the following data:

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

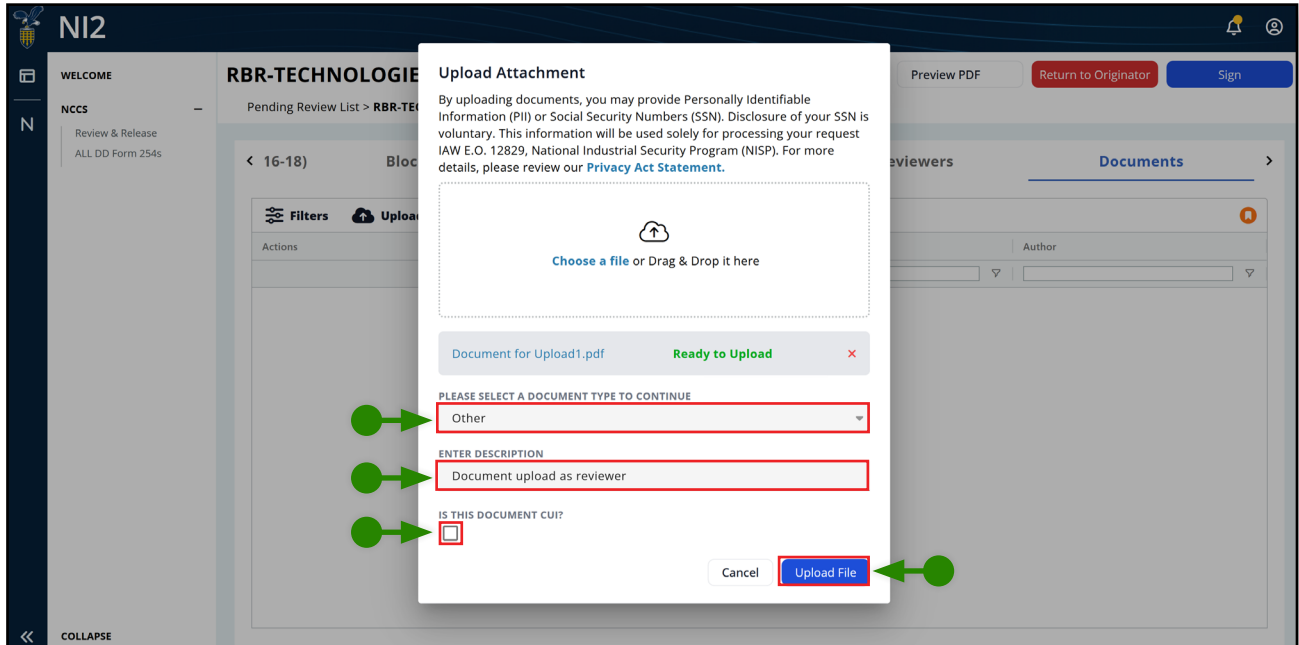
- To upload a file, select **Upload**.



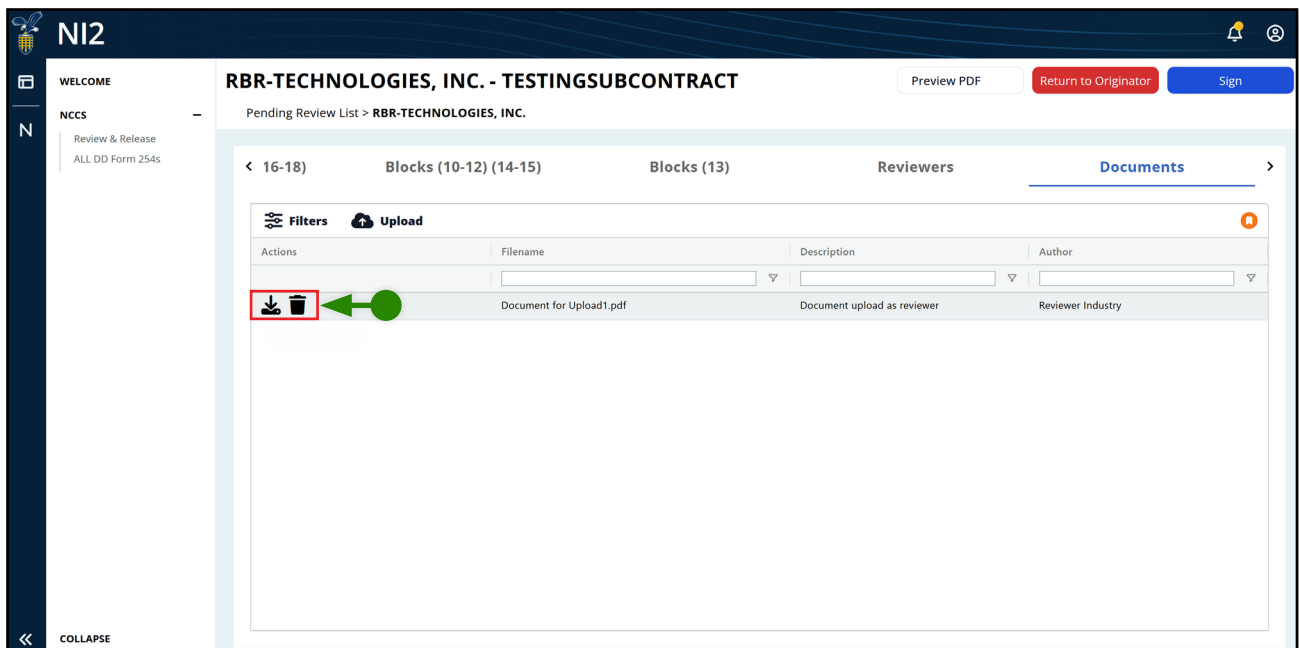
- In the Upload Attachment overlay, upload a file.



4. From the drop-down, select a file type.
5. Type a description of the file in the given field.
6. Select the checkbox if the file contains controlled unclassified information (CUI).
7. Select **Upload File**.



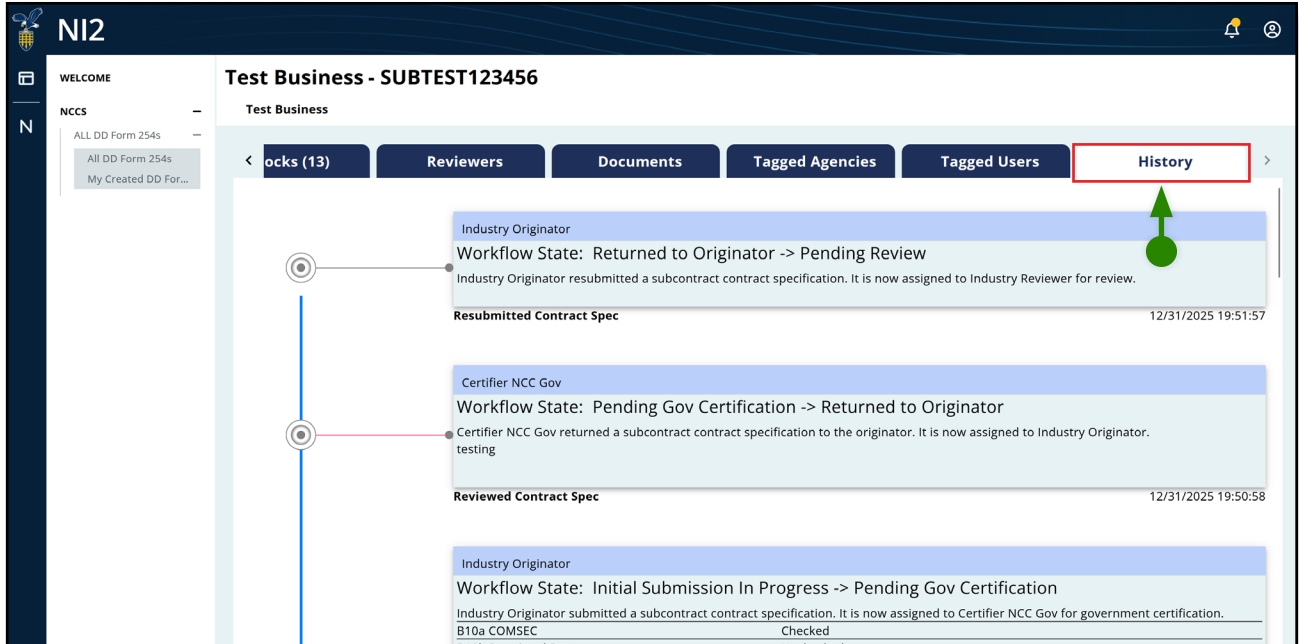
8. To download or delete a file, select **Download File**  or **Delete File**  as desired.



History

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

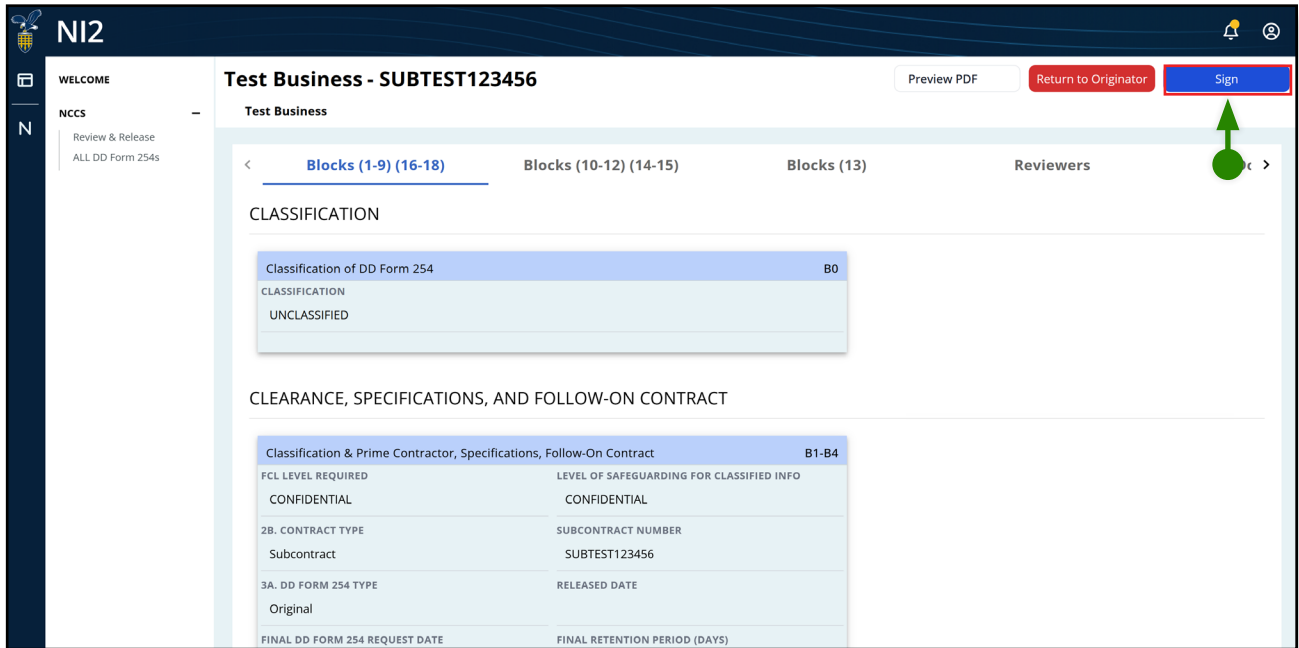
1. Select the **History** tab.



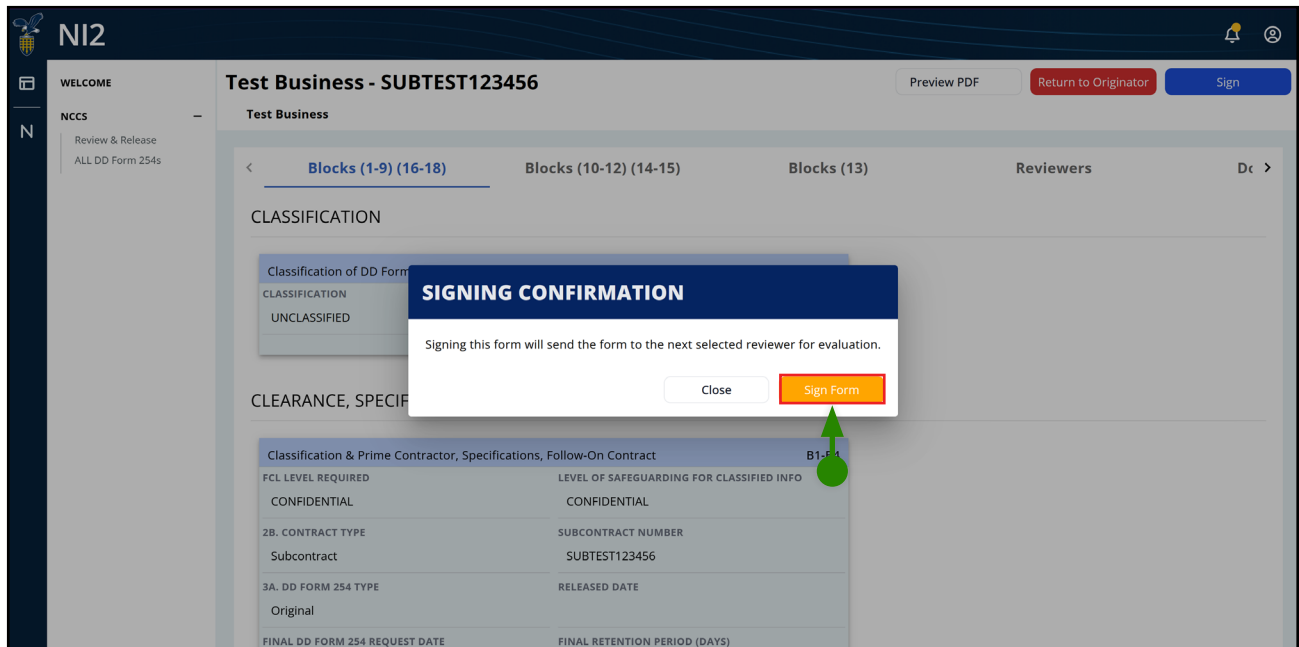
Sign

If you do not have any suggested changes, proceed to sign the DD Form 254.

1. Select **Sign**.



2. Select **Sign Form**.



Industry Certifier

Industry Certifier

Getting Started

1. Navigate to <https://niss.dcsa.mil>.
2. Review the Consent to Monitor, and select **Acknowledge**.

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

Acknowledge

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

3. Use your Common Access Card (CAC), PIV (Personal Identity Verification), or ECA (External Certification Authority) certificate to authenticate.

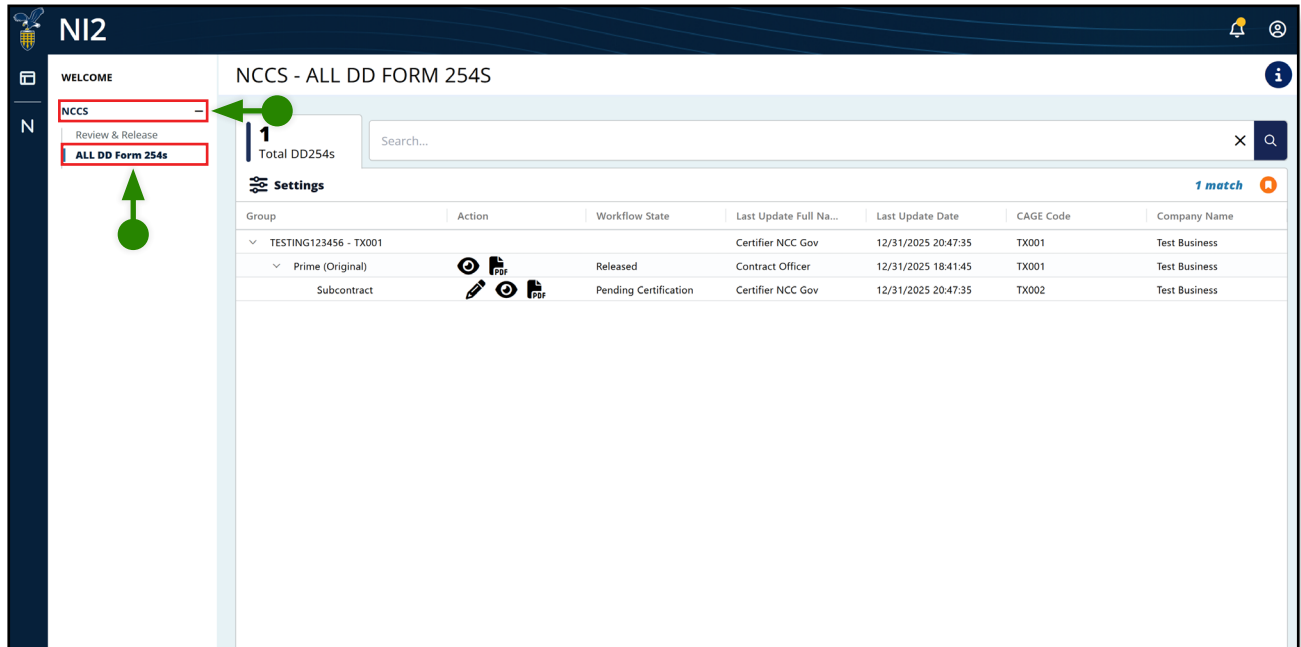
National Industrial Security System (NISS) Increment II (NI2)

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

Contact Help Desk Support at: dcsa.meade.peo.mbx.ni2@mail.mil

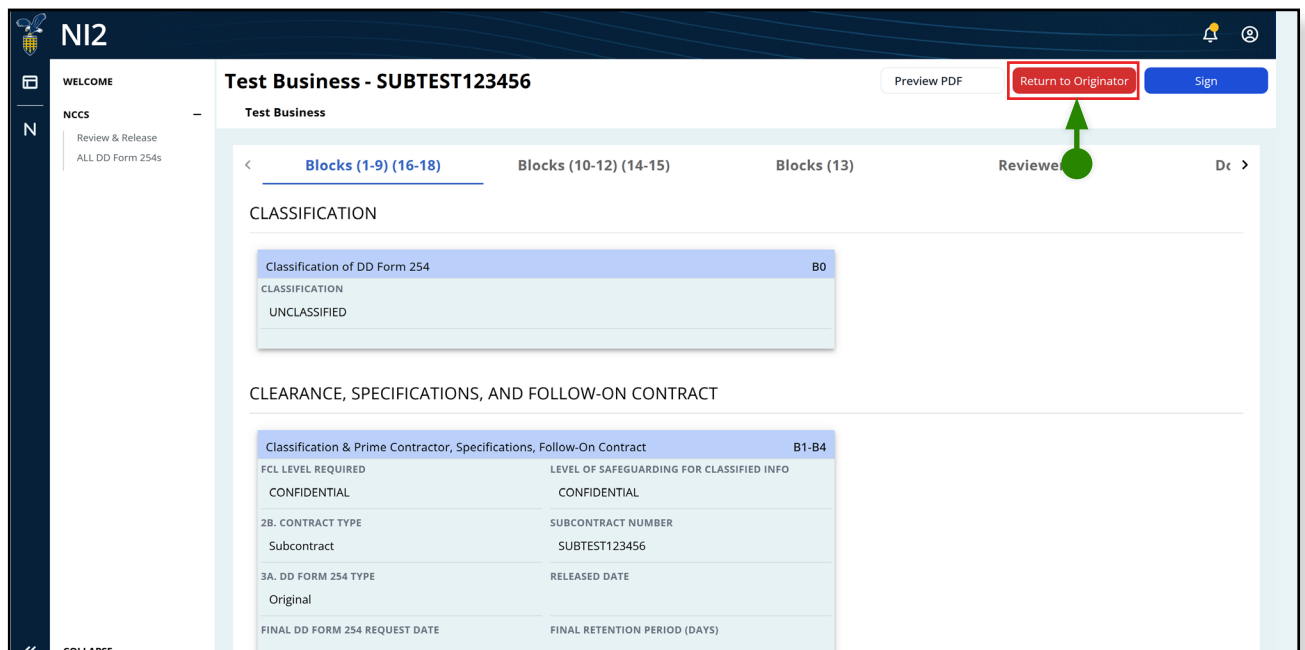
NI2 Industry Certifier Dashboard

1. Select + next to NCCS.
2. Select All DD Form 254s.

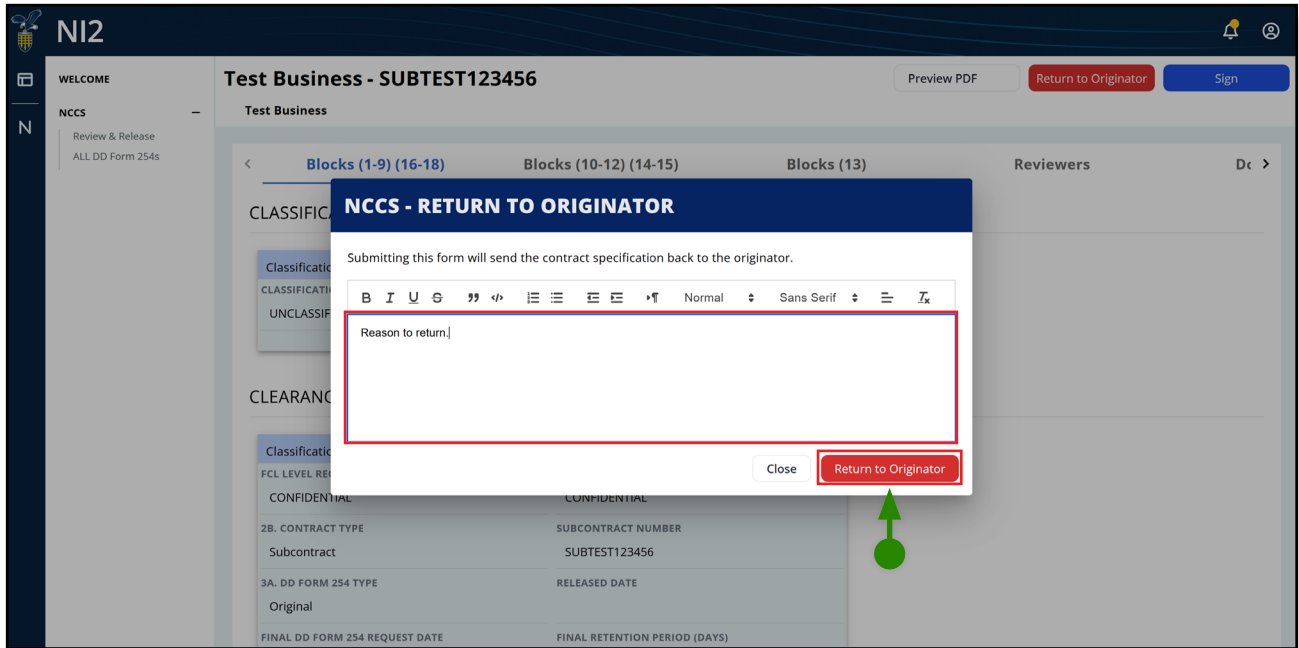


Pending Certification List - Subcontract DD Form 254 Details

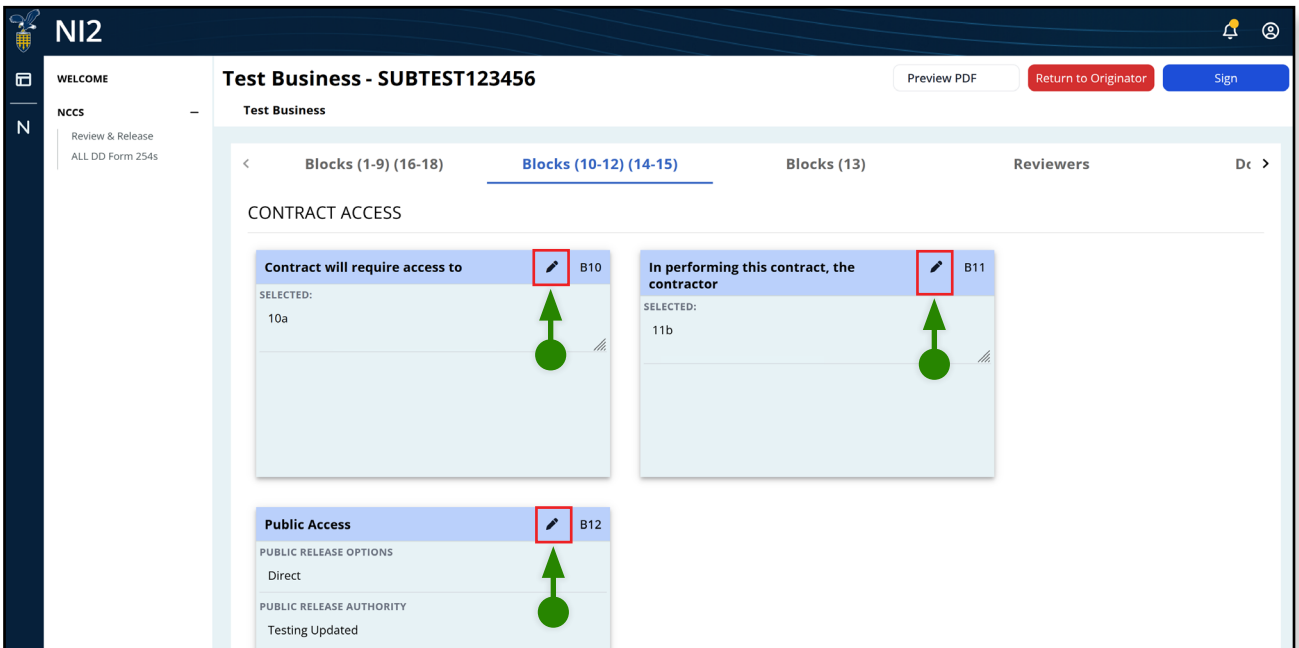
1. Review the information in Blocks (1-9) (16-18). You do not have permissions to edit these blocks. If there are errors in these blocks for the originator to correct, select **Return to Originator**.



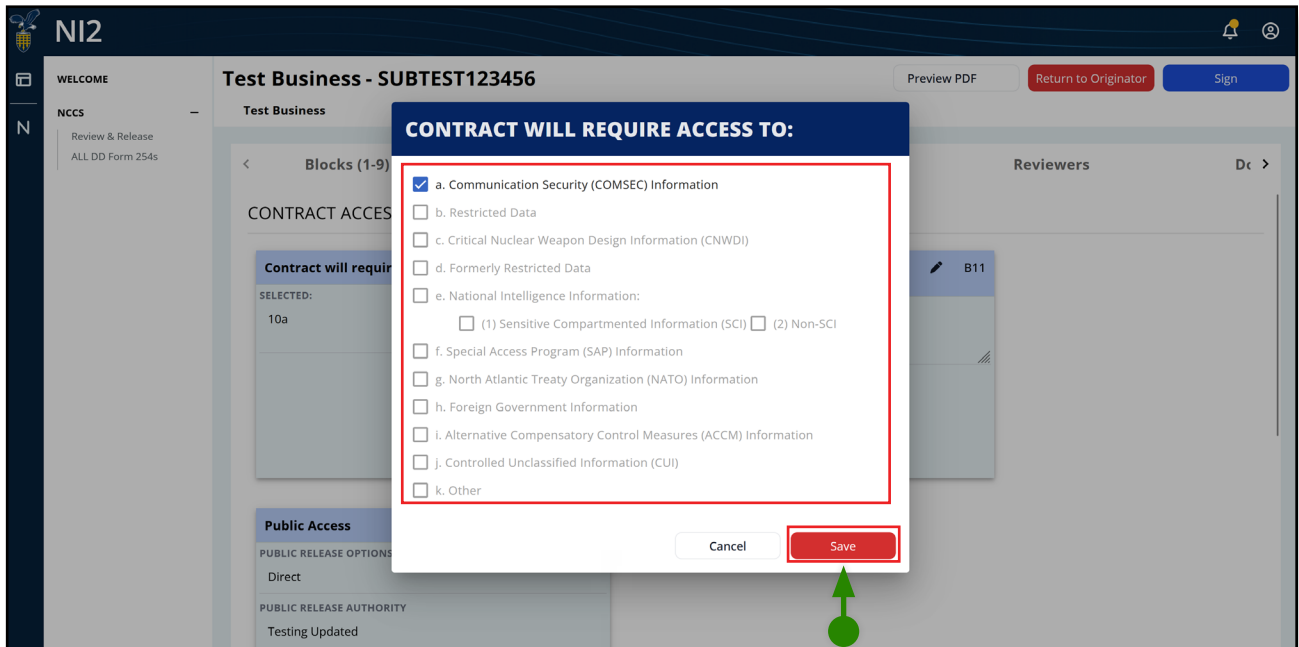
2. In the Return to Originator overlay, type a reason for returning the form, and select **Return to Originator**.



3. Review the information in Blocks (10-12) (14-15). Select **Edit**  to make changes.

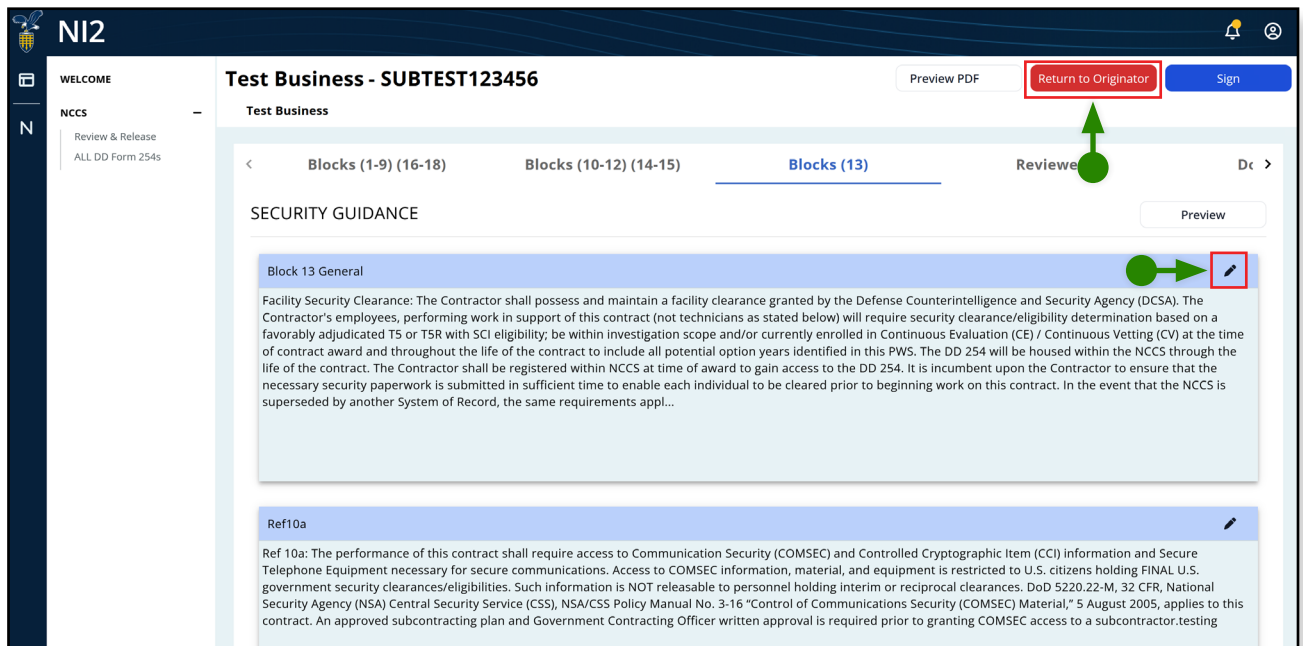


4. Make any necessary edits, then select **Save**.



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

1. Review the information in Block 13. Select **Edit** to make changes.
2. Type your desired changes, then select **Save**.
3. You do not have permission to edit references. If the Ref10a section needs changes, select **Return to Originator**.



Reviewers

The Reviewer tab shows 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.

The screenshot shows the NI2 interface for a Test Business record with ID AQ12345678901. The 'Reviewers' tab is selected and highlighted with a red box. A green arrow points to the 'Reviewers' tab. Below the tabs is a table with the following data:

#	Status	Full Name	Title	Action Date	Telephone	Email
1	Finished	Rick Dutton	Worker	01/05/2026 21:00:06	(808) 894-9999	gat_254_review_1@dcsa.gov

Documents

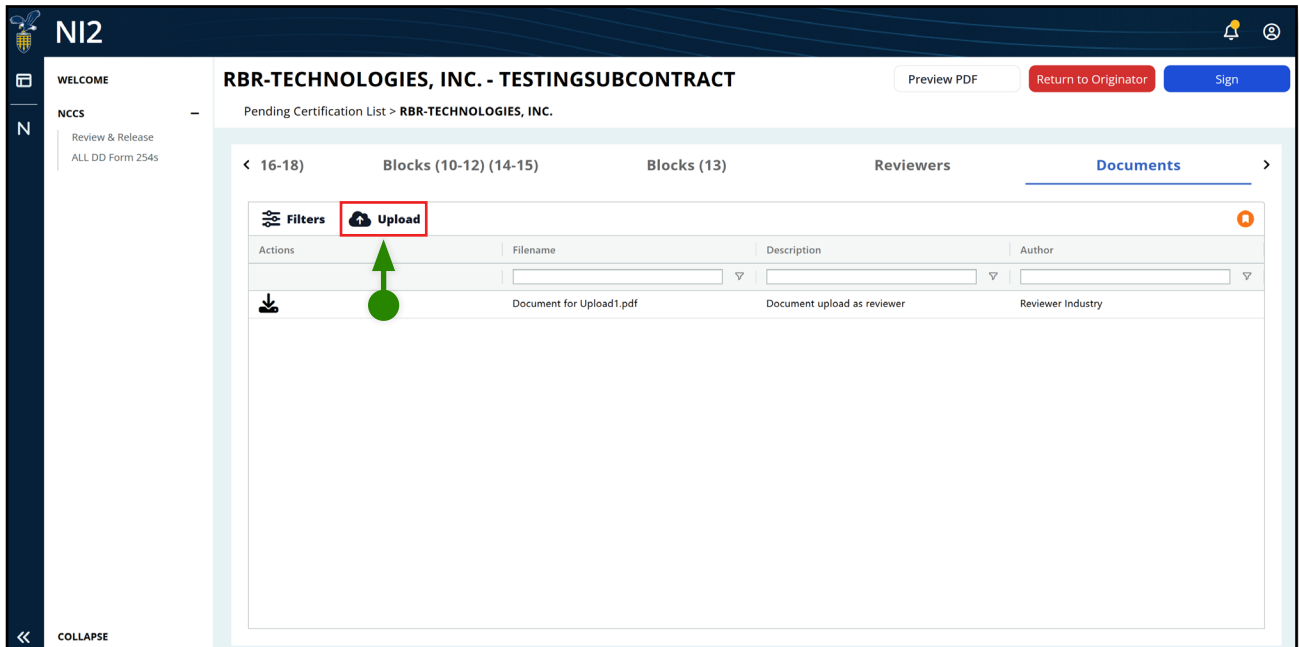
The Documents tab allows you to view all the documents users upload during DD Form 254 creation. You can download these documents for further review.

1. Select the **Documents** tab.

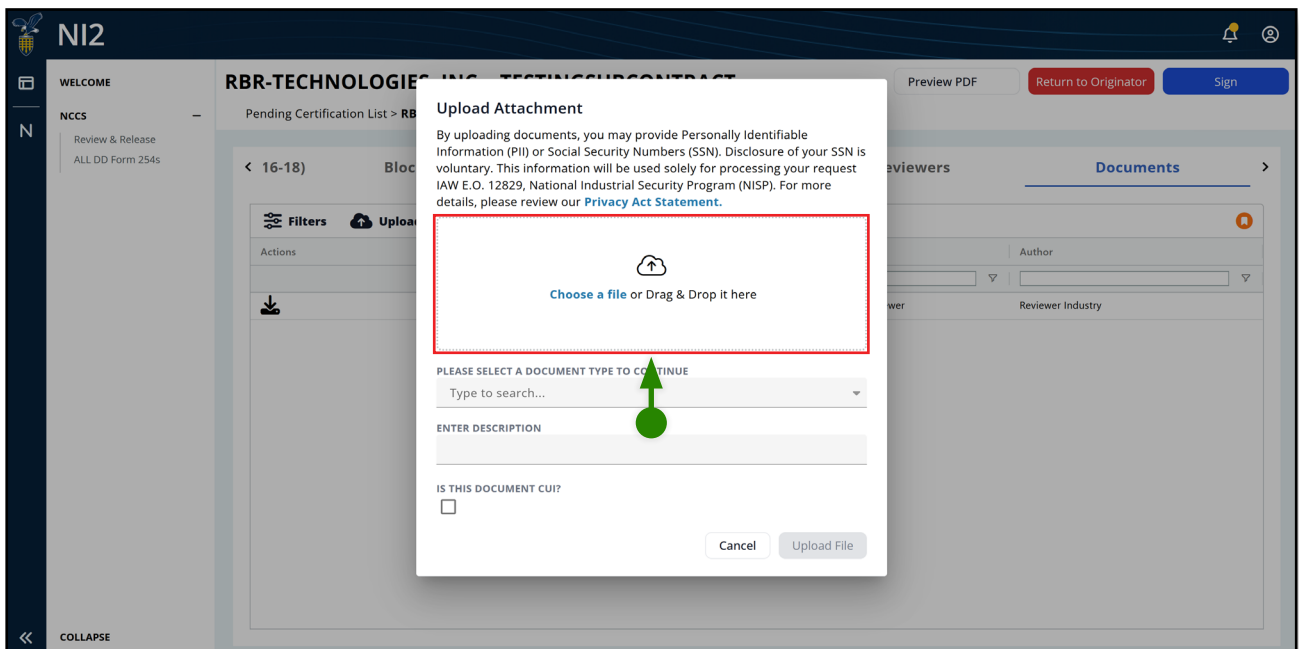
The screenshot shows the NI2 interface for a Test Business record with ID LOP0987654321. The 'Documents' tab is selected and highlighted with a red box. A green arrow points to the 'Documents' tab. Below the tabs is a table with the following data:

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

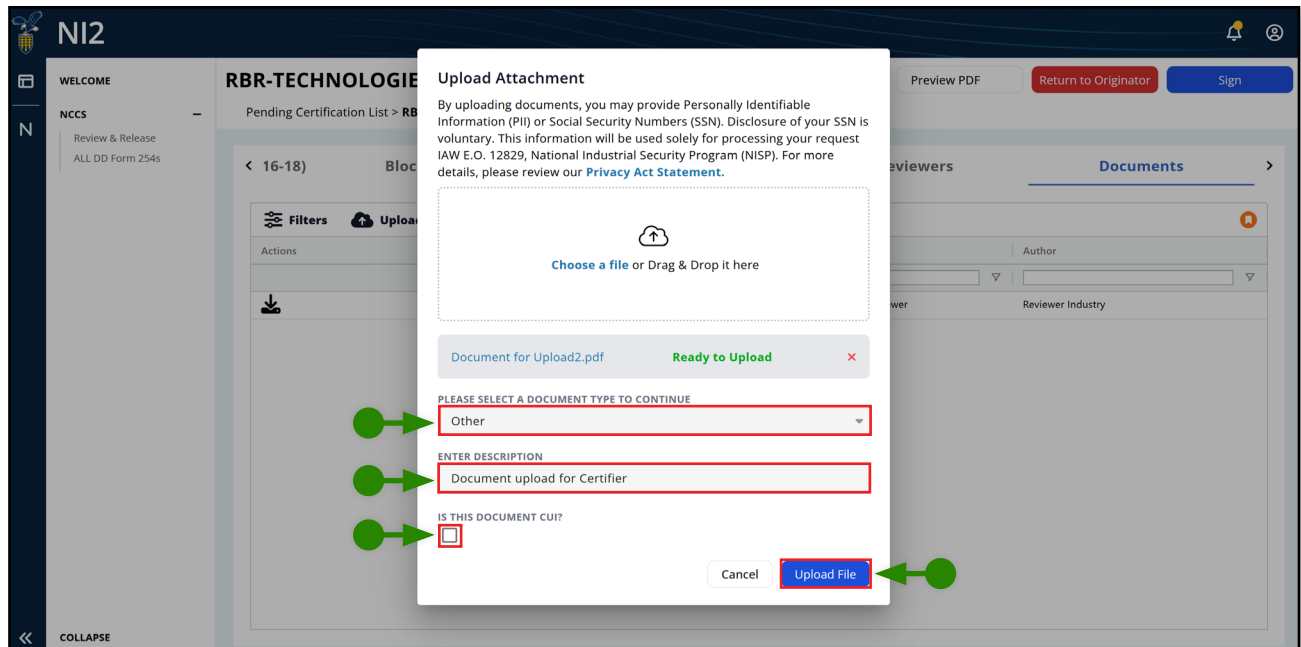
- 2. To upload a file, select **Upload**.



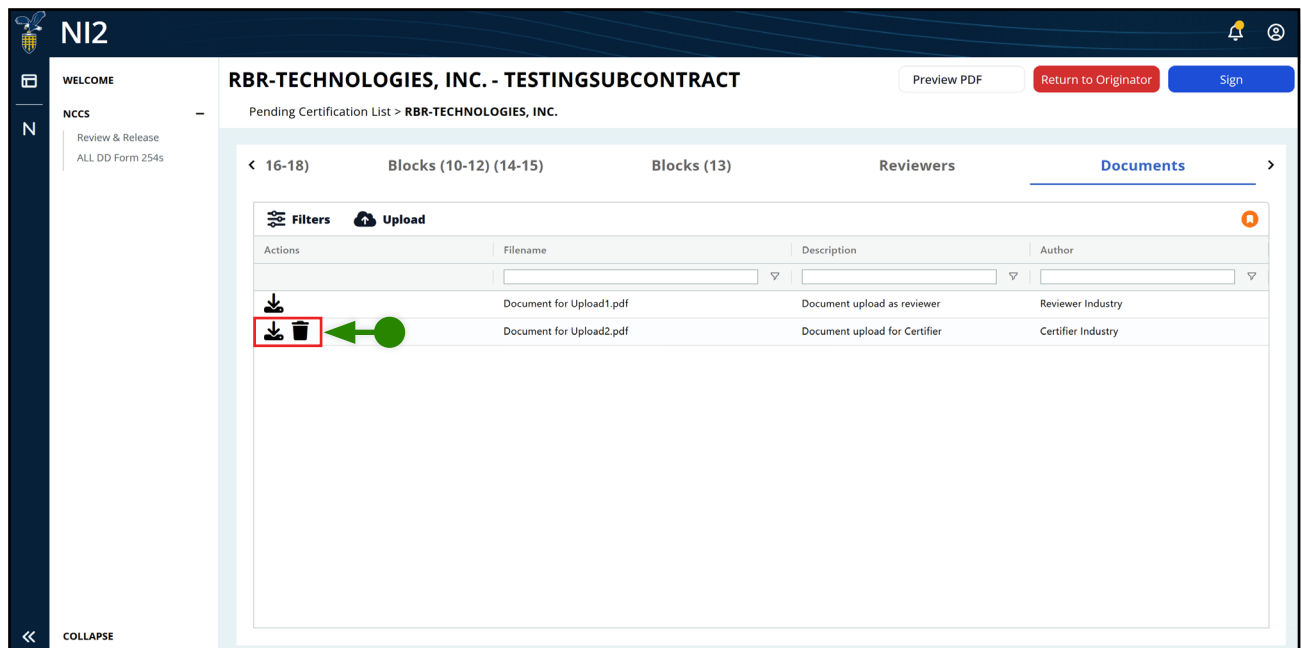
- 3. In the Upload Attachment overlay, upload a file.



4. From the drop-down, select a file type.
5. Type a description of the file in the given field.
6. Select the checkbox if the file contains controlled unclassified information (CUI).
7. Select **Upload File**.



8. To download or delete a file, select **Download File**  or **Delete File**  as desired.



History

The History tab tracks the subcontract DD Form 254s from creation to release. It records changes and updates to the document certifiers and reviewers make.

1. Select the **History** tab.

The screenshot displays the NI2 interface for a subcontract titled "Test Business - SUBTEST123456". The "History" tab is selected and highlighted with a red box. A green arrow points to the "History" tab. The history shows three events:

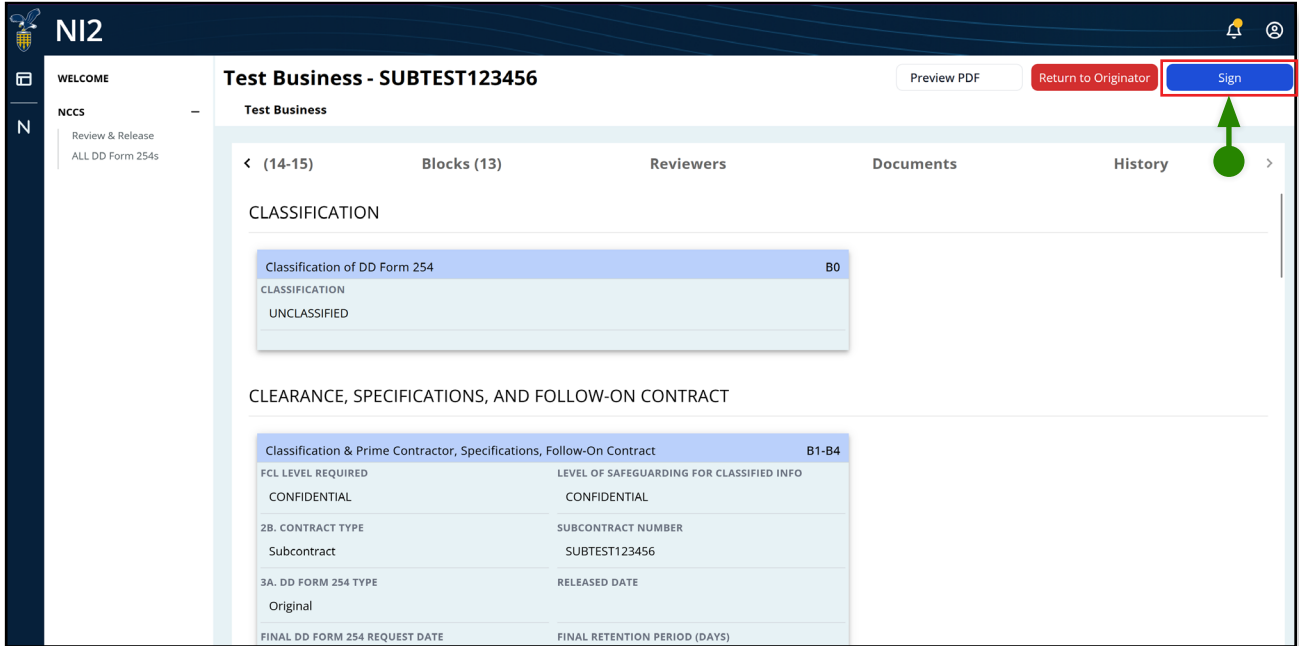
- Event 1:** Industry Originator. Workflow State: Initial Submission In Progress -> Pending Review. Industry Originator resubmitted a subcontract contract specification. It is now assigned to Industry Reviewer for review. Reviewed Contract Spec. 12/31/2025 20:41:57.
- Event 2:** Industry Reviewer. Workflow 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.
- Event 3:** 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.

Sign

If you do not have any suggested changes, proceed sign.

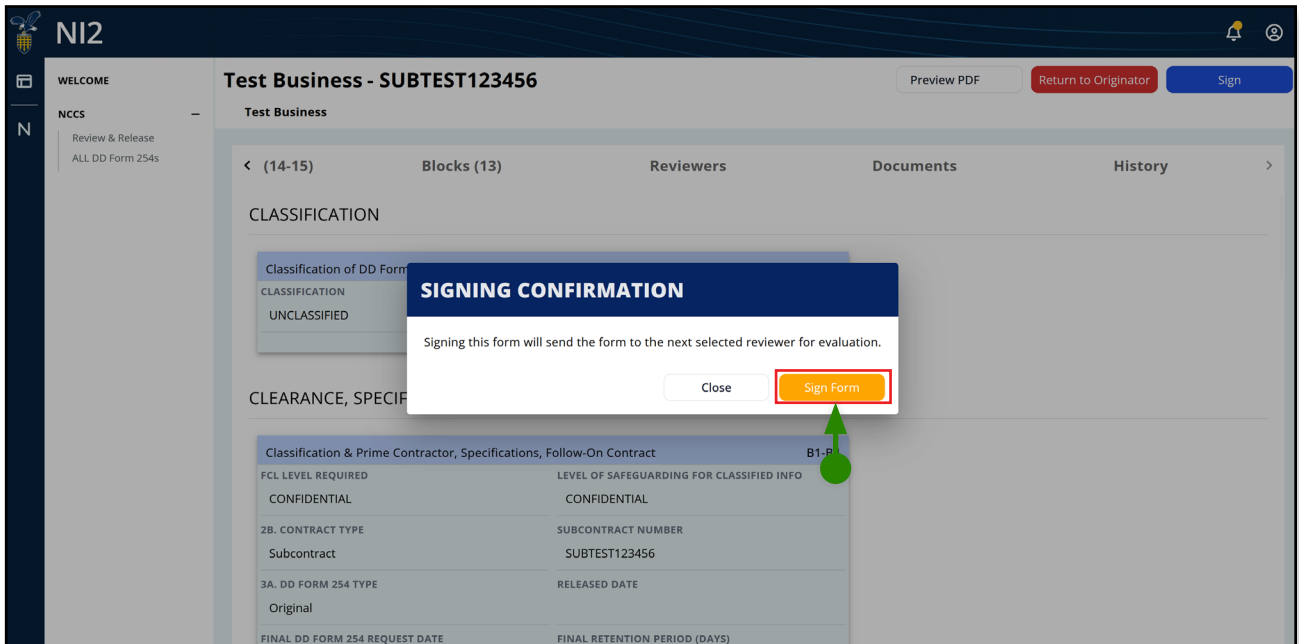
Note: Once you sign the subcontract DD Form 254, you cannot recall it or make any further changes to the form.

1. Select **Sign**.



2. In the overlay that appears, select **Sign Form**.

The subcontract DD Form 254 is released to the subcontracting entity.



SF328 Industry Tool (SIT) Workflow

SF328 Industry Tool (SIT) Workflow

Overview

The following information is only for demonstration of the SIT; 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. Navigate to <https://niss.dcsa.mil>.
2. Review the Consent to Monitor, and select **Acknowledge**.



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

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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
- 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.

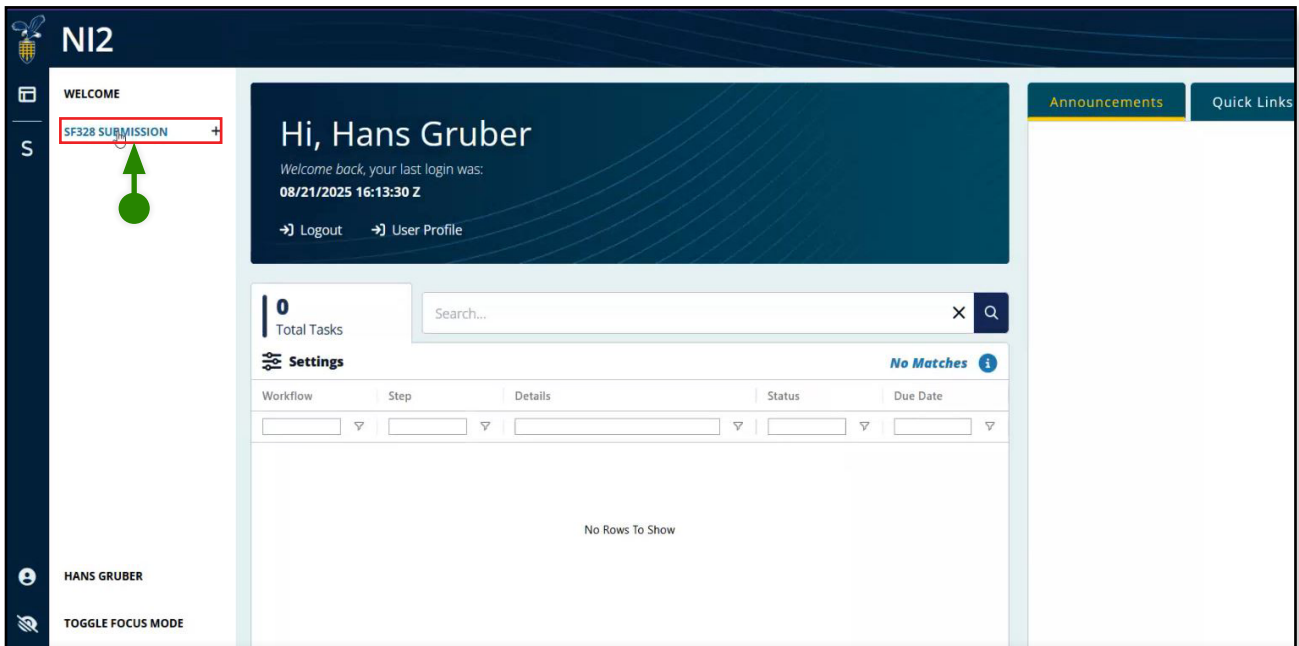
OMB Control Number: 0705-0006. Expiration Date: 05/31/2028

3. Use your Common Access Card (CAC), PIV (Personal Identity Verification), or ECA (External Certification Authority) certificate to authenticate.

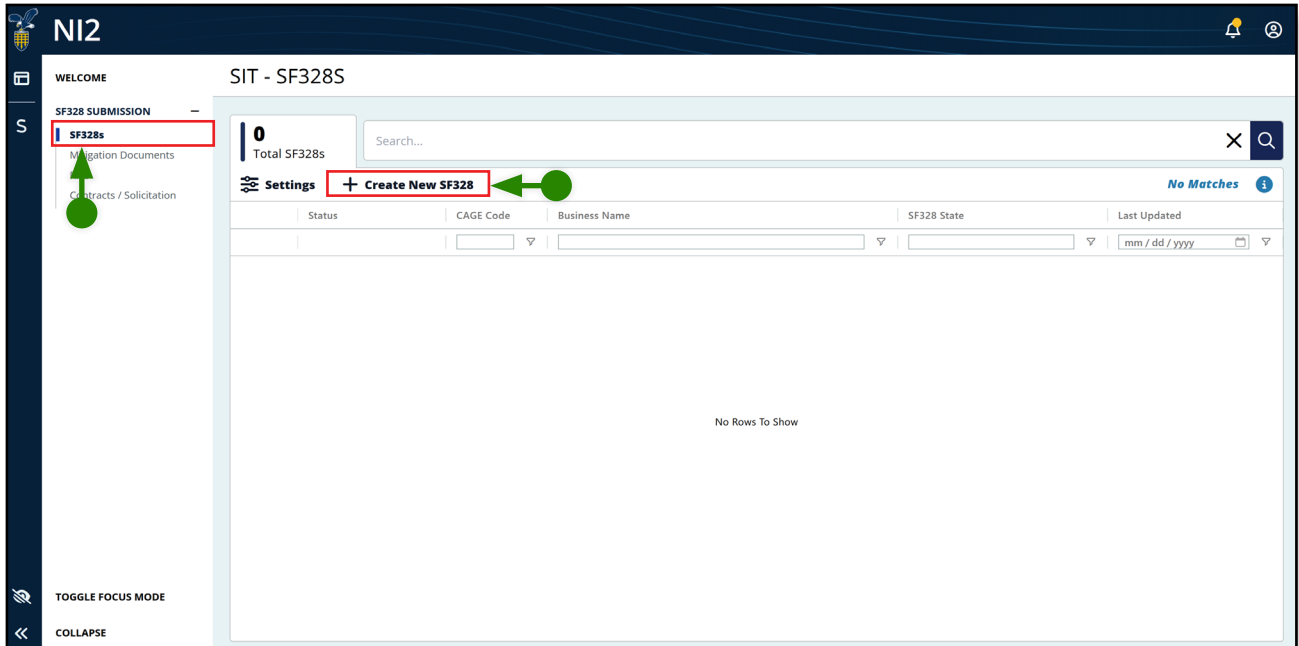


SF328 Submission Workflow

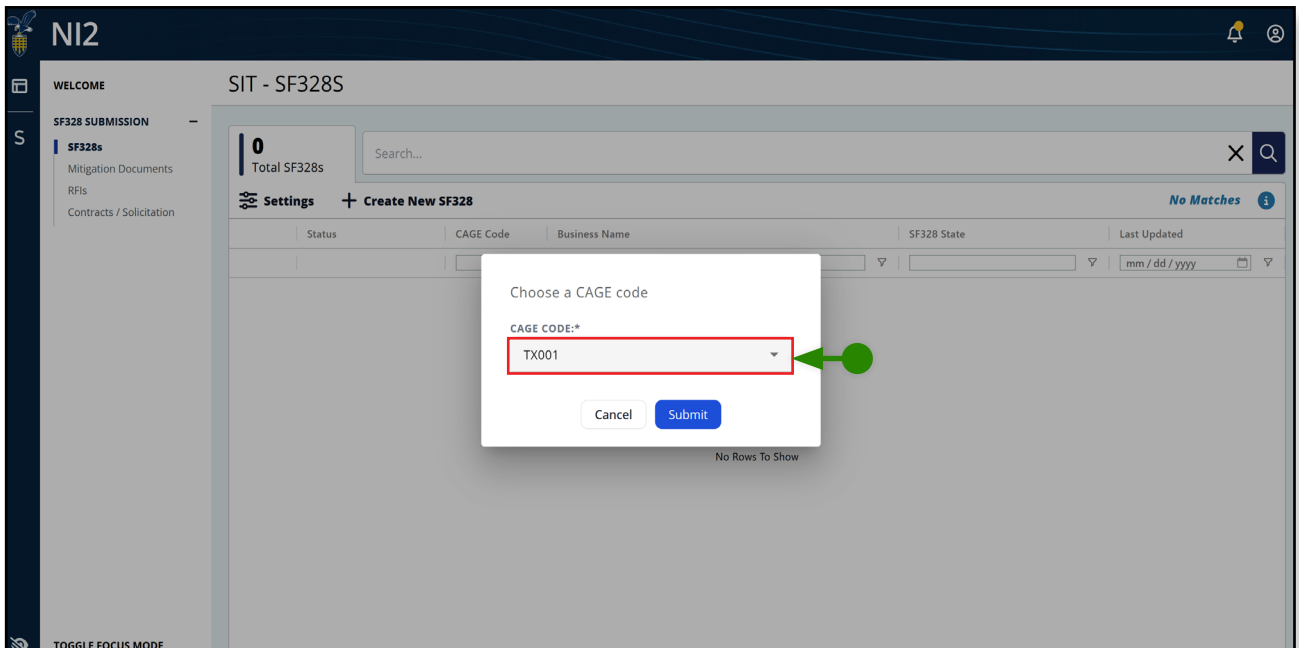
1. Select + the 'plus sign' next to SF328 Submission.



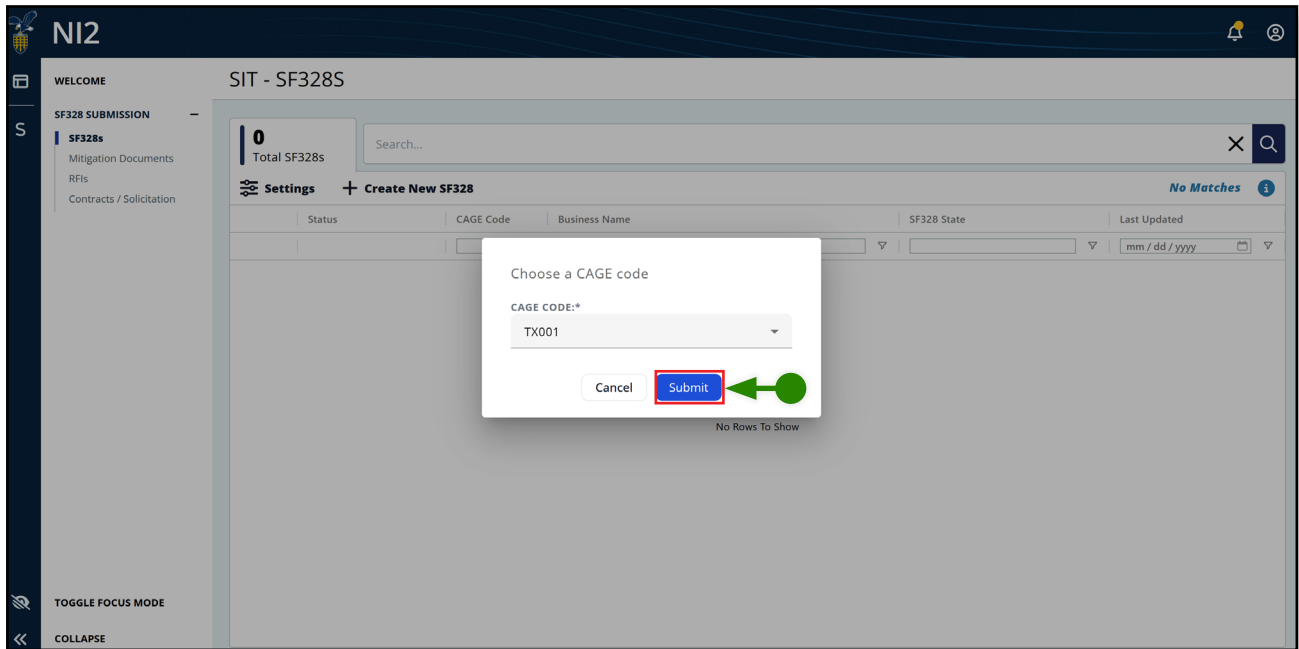
2. Select **SF328s**.
3. Select **Create New SF328**.



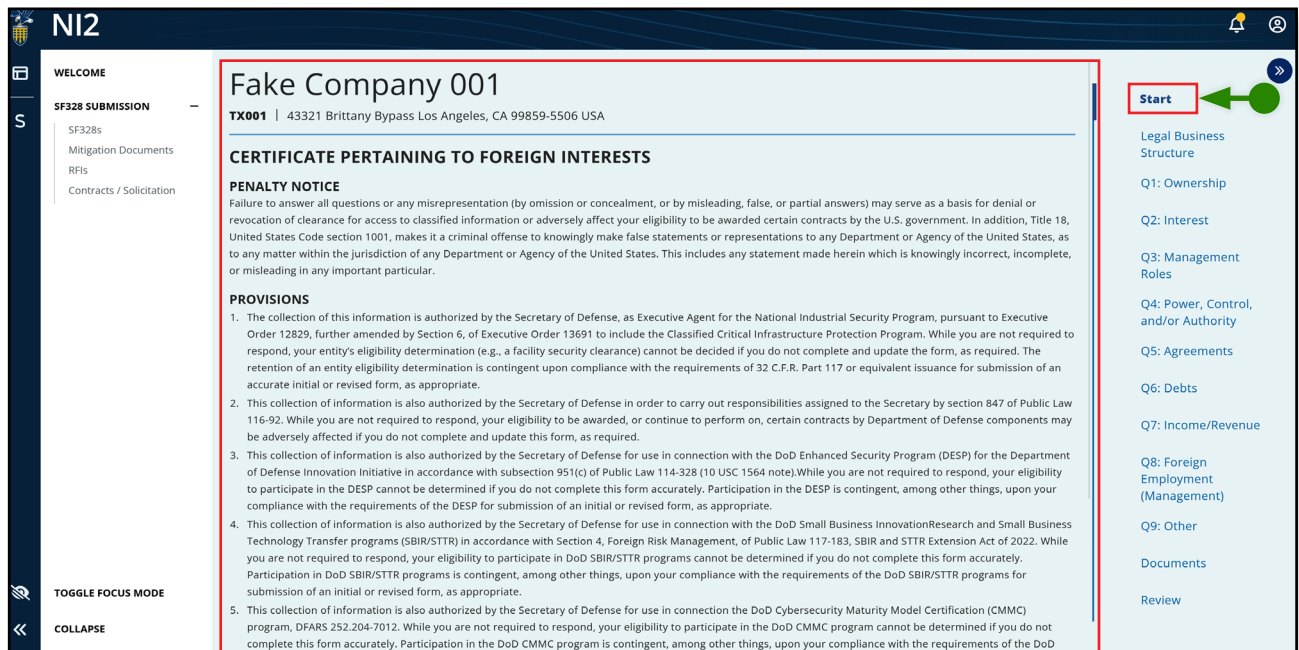
4. Select a **CAGE Code** from drop-down.



5. Select **Submit**.



6. Read the Certificate Pertaining to Foreign Interests, then select **Start**.



TOC

77

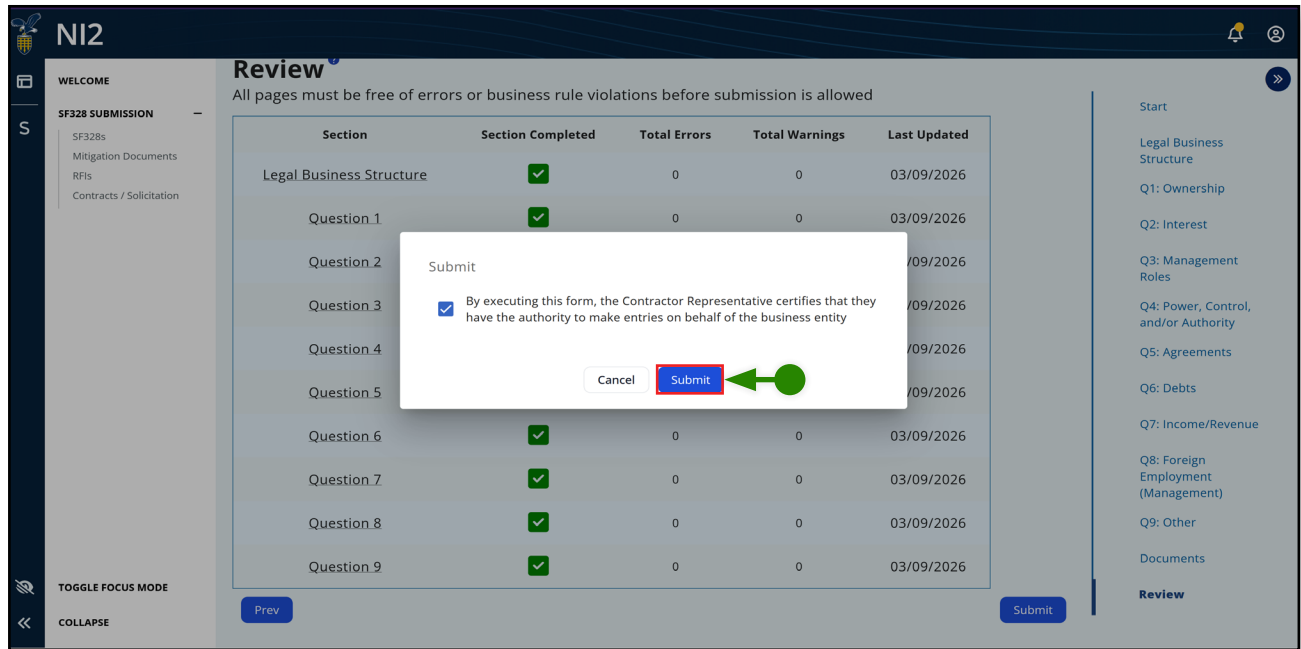
- 7. Fill out the SF328 Form according to user business circumstances.

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.

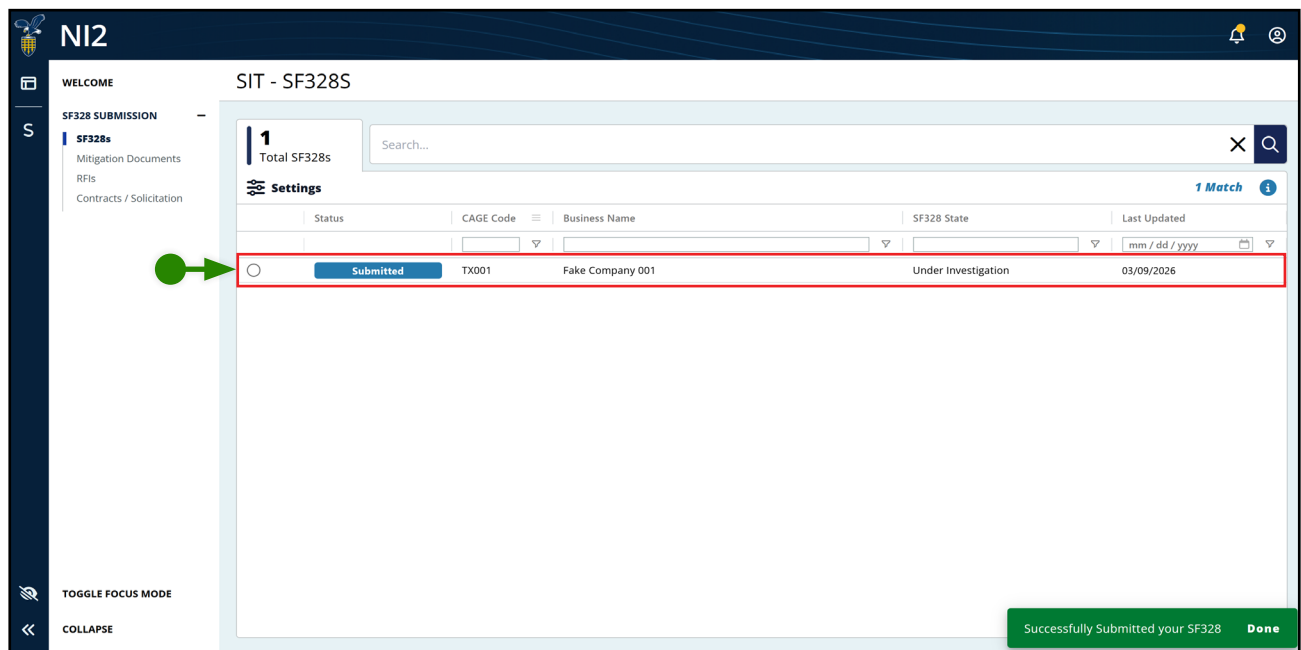
- 8. Complete all questions, upload the necessary documents, and then review your submission. Then select **Submit**.

Section	Section Completed	Total Errors	Total Warnings	Last Updated
Legal Business Structure	✓	0	0	03/09/2026
Question 1	✓	0	0	03/09/2026
Question 2	✓	0	0	03/09/2026
Question 3	✓	0	0	03/09/2026
Question 4	✓	0	0	03/09/2026
Question 5	✓	0	0	03/09/2026
Question 6	✓	0	0	03/09/2026
Question 7	✓	0	0	03/09/2026
Question 8	✓	0	0	03/09/2026
Question 9	✓	0	0	03/09/2026

9. Read notification in the overlay, select the checkbox, then select **Submit**.



10. Upon submission of the SF328, a status bar with related information appears on the home screen displaying a tracker in the Status column.



Note: See the next section, [Entity Vetting Request for Information \(RFI\)](#) on page page 82 about responding to requests.

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Entity Vetting Request for Information (RFI)

Entity Vetting Request for Information (RFI)

Overview

The following information is only for demonstration of the SF328 Workflow. 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. Navigate to <https://niss.dcsa.mil>.
2. Review the Consent to Monitor, and select **Acknowledge**.



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

Acknowledge

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

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

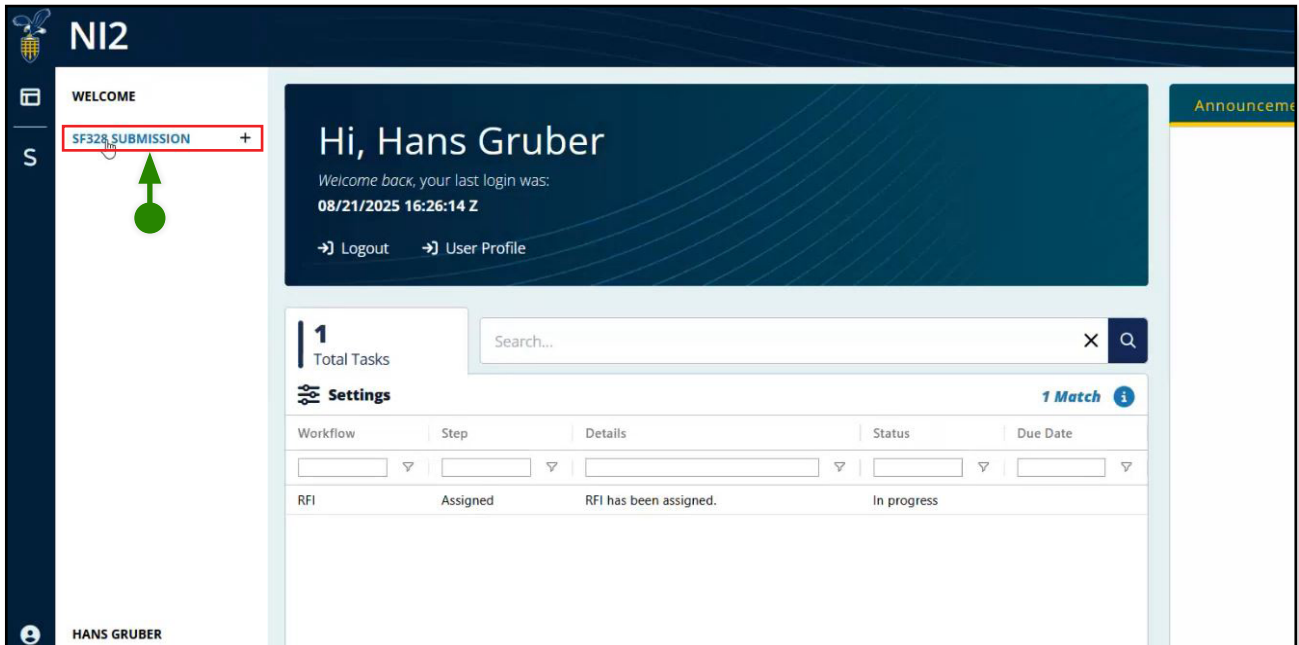
OMB Control Number: 0705-0006, Expiration Date: 05/31/2028

3. Use your Common Access Card (CAC), PIV (Personal Identity Verification), or ECA (External Certification Authority) certificate to authenticate.

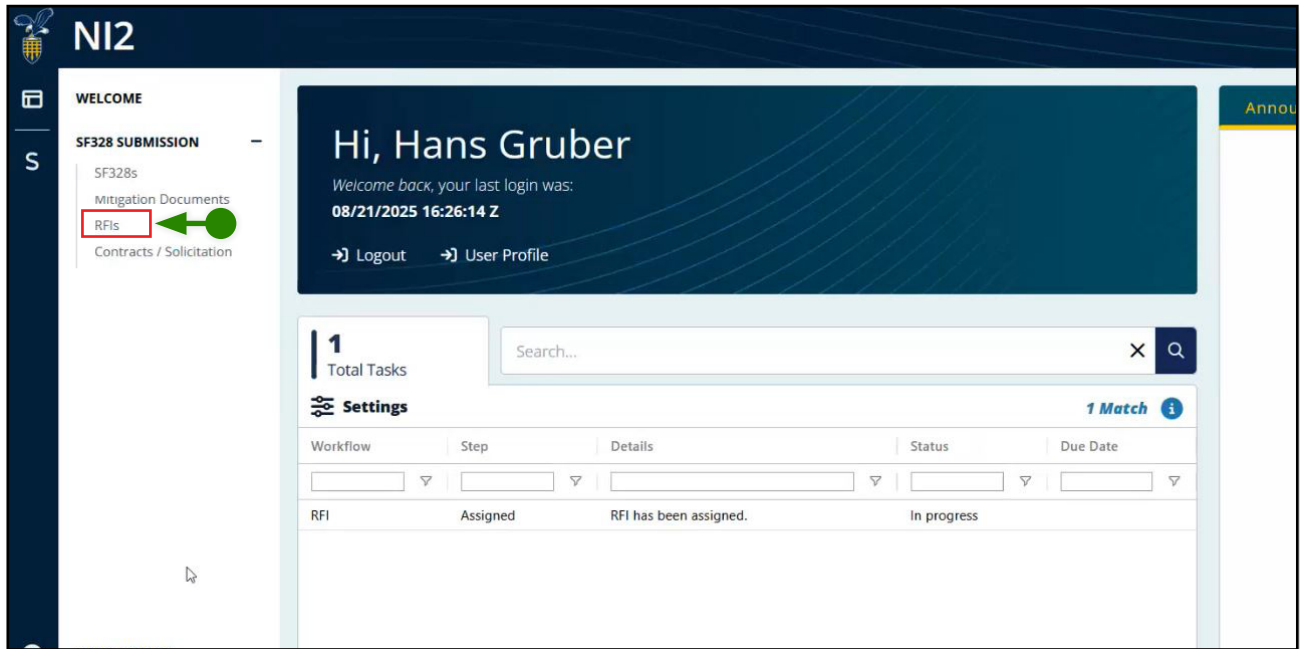


SF328 Submission Workflow

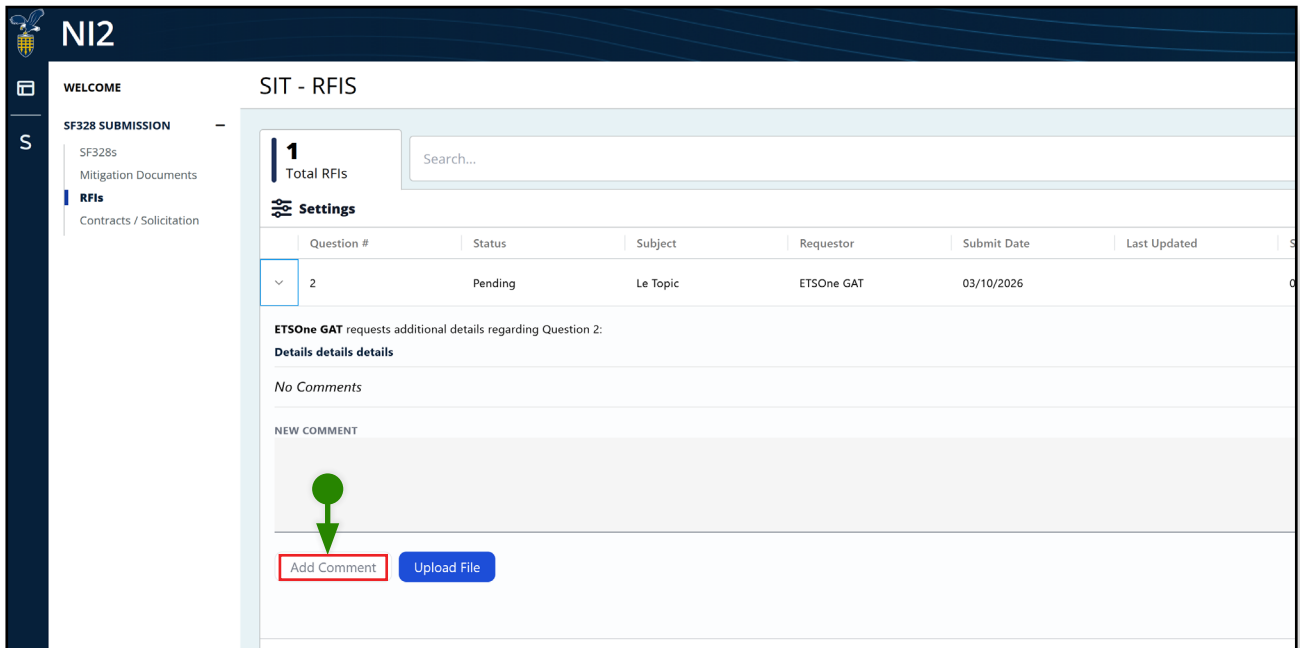
1. Select the + 'plus sign' next to SF328 Submission or select **SF328 Submission**.



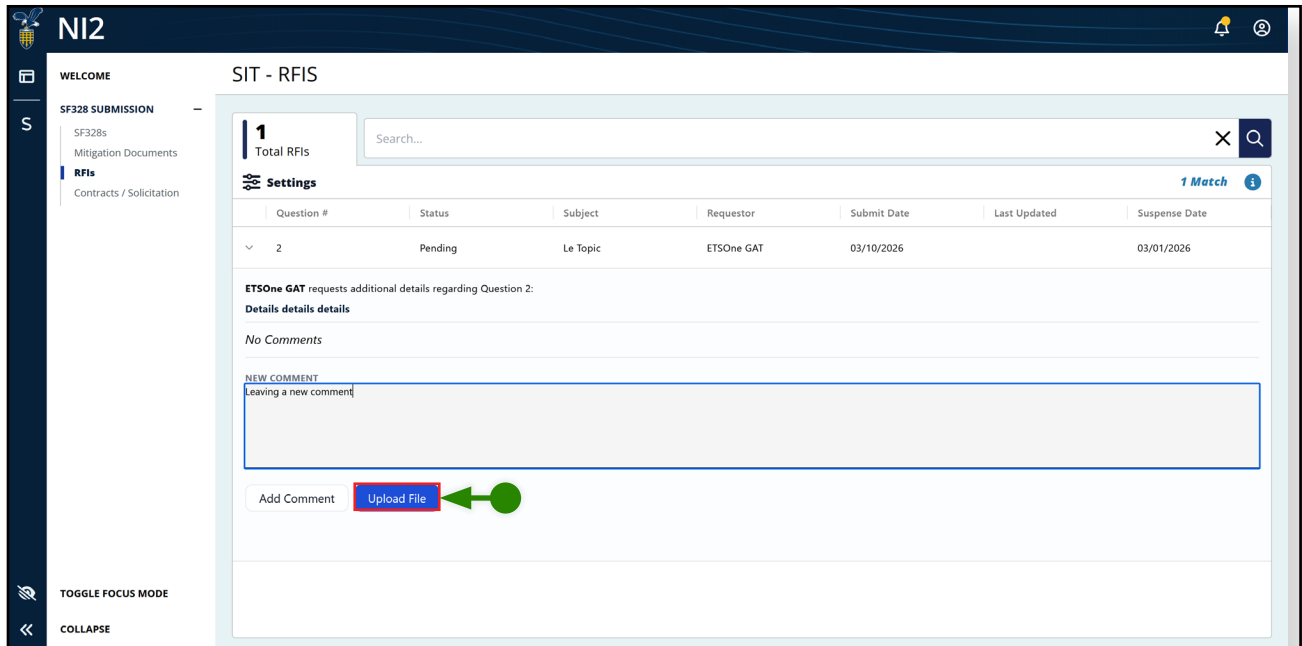
2. Select **RFIs**.



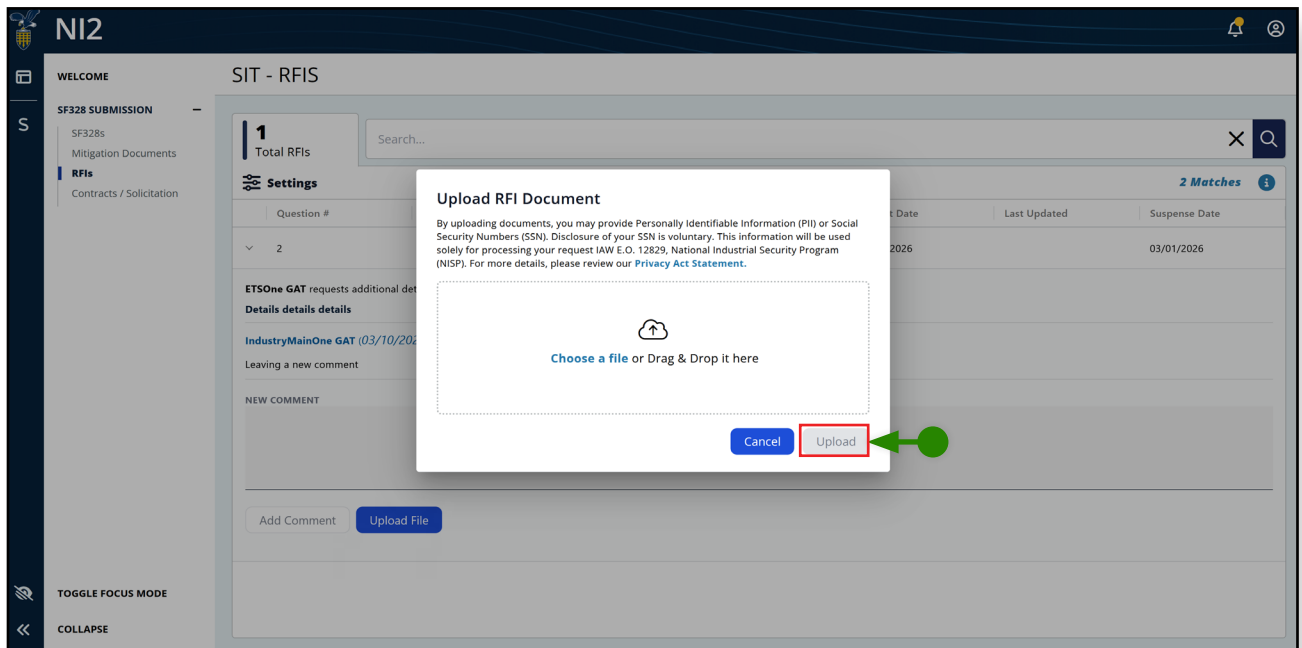
3. To add a comment, select **Add Comment**.



4. To upload a file, select **Upload File**.



5. After uploading the file, select **Upload**.



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