



NISP CONTRACTS CLASSIFICATION SYSTEM

ROLE

Certifying Official

The Certifying Official role is the individual who **signs the DD Form 254 in block 17**. This role is the **Contracting Officer (CO)** or other individual delegated in writing by the CO.

What are the Permissions of the Role?

- **Edit ability** of draft created DD Form 254 before certification in any field within the DD Form 254
- **View only** for DD Form 254s assigned or DD Form 254s certified by the user
- **Delete DD Form 254** prior to certification in areas of duplication and/or error
- **Download/Export all** DD Form 254s assigned to the user and all completed DD Form 254s certified by the user



WHO SHOULD USE THIS ROLE?:

Government Only, DCSA recommends Contracting Officers or others as designated by the Contracting Officer

Reporting Capability

This role allows for metrics reporting **surrounding individual use within NCCS**

- Current Status of DD Form 254s
- Number of DD Form 254s assigned for certification (by week/month/year)
- Number of DD Form 254s certified (by week/month/year)

Policy Guiding Role

- If the Certifying Official is not the warranted CO, the user must obtain a delegation letter from the warranted CO authorizing the execution of Block 17 on the DD Form 254. The letter will comply with agency/component procedures and must be on-file both in the contracting folder, but also within the NCCS application at the time of user registration.
- This role requires a CAC/PIV for access

Questions? Contact: dcsa.quantico.dcsa-hq.mbx.nccs@mail.mil