



## NISP CONTRACTS CLASSIFICATION SYSTEM

### ROLE

# Contracting Officer Role

The Contracting Officer (CO) role is the individual who **officially releases the DD Form 254 within NCCS to Industry and is only authorized for government employees.** This role is the Contracting Officer only, no delegation is authorized.

### What are the Permissions of the Role?

- **View only** for DD Form 254s within the assigned hierarchy and/or DD Form 254s certified by the user
- **Delete DD Form 254** in areas of duplication and/or error before or after certification
- **Release** the DD Form 254 to Industry within NCCS
- **Download/Export all** DD Form 254s within their organization, based on organization hierarchy



WHO SHOULD USE THIS ROLE?:  
Government Contracting Activity  
(GCA) Officers

## Reporting Capability

This role allows for metrics reporting **surrounding individual use within NCCS, as well as oversight capability based on organization hierarchy.**

- Current Status of DD Form 254s
- Number of DD Form 254s completed and released (by week/month/year)
- Number of Subcontractor DD Form 254s created and certified from users Prime DD Form 254s
- Search capability across organization hierarchy for DD Form 254 status and tracking

Questions? Contact: [dcsa.quantico.dcsa-hq.mbx.nccs@mail.mil](mailto:dcsa.quantico.dcsa-hq.mbx.nccs@mail.mil)