



Industry Reviewer

Requirements Owners such as:
Security Specialists, Facility Security
Officer (FSO)

About the Role:

The Reviewer role is the individual who **evaluates the DD Form 254 for accuracy and completeness in collaboration with the requirements owner(s)**. This role is the **Security specialist, FSO**, or other individual as determined by the organization. The can be **multiple reviewers** selected in the workflow process to review the DD from 254s.

Role Permissions:

- Edit draft DD Form 254s for security requirements and required language within the DD Form 254
- Transfer DD Form 254s to the Originator for correction
- View only for drafted and reviewed DD Form 254s
- Download/Export all DD Form 254s assigned to the user; all completed DD Form 254s reviewed by the user; and all DD Form 254s within the assigned hierarchy as determined by the organization



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
- Number of DD Form 254s reviewed
- Days from creation to review to certification



Policy Guiding Role:

- This role requires a CAC/PIV for access

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