



Industry Certifier

Industry Program Managers,
Support Contractors

About the Role:

The industry Certifier role is the individual who **assigns, transfers, and certifies the reviewed DD Form 254**. This role is the **program manager** or other individual as determined by the organization. The Industry Certifier **will edit, assign or transfer, certify or release** the DD254 to subcontractors if necessary.

Role Permissions:

- **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



Reporting Capability:

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

- Reporting of status of DD254
- Number of DD Form 254s assigned for certification (by week/month/year)
- Number of DD Form 254s certified (by week/month/year) Reporting of days from creation to review to certification
- Reporting of Sub DD Form 254s created and certified



Policy Guiding Role:

- This role requires a CAC/PIV for access

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