



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

OCT 19 2018

ACQUISITION
AND SUSTAINMENT

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES CYBER COMMAND
(ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION AND PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Use of National Industrial Security Program Contract Classification System


The Department of Defense (DoD) Components must use the DD Form 254, "Department of Defense Contract Security Classification Specification," to provide defense contractors and subcontractors the required classification and security guidance when their performance on a contract requires access to classified information. The regulatory references follow:

- DoD 5220.22R, "Industrial Security Regulation," December 4, 1985
- Federal Acquisition Regulation, Subpart 4.4, "Safeguarding Classified Information Within Industry," current edition

The National Industrial Security Program Contract Classification System (NCCS) has been developed within the Wide Area WorkFlow (WAWF) suite, now known as the Procurement Integrated Enterprise Environment (PIEE), to automate processes and workflows that are required by the DoD 5220.22-R. The attached memo "Use of the National Industrial Security Program Contract Classification System" announces deployment of this system. Contracting personnel shall use this system, to the extent practicable, in lieu of paper forms in executing their responsibilities detailed in FAR 4.403 and 4.404.

Federal Acquisition regulation Case 2015-002, "Requirements for DD Form 254, Contract Security Classification Specification," will codify this requirement, update the form and clarify procedural questions across the federal government. Training materials are available at: <https://wawftraining.eb.mil/wbt/xhtml/wbt/nccs/index.xhtml>.

Questions may be directed to my action officer for this effort, Mr. Bruce Propert, at david.b.propert2.civ@mail.mil or 703-697-4384.


Shay D. Assad
Principal Director, Defense Pricing
and Contracting

Attachment:
As stated



UNDER SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-5000

INTELLIGENCE

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MEMORANDUM FOR: SEE DISTRIBUTION

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(b) Federal Acquisition Regulation, Subpart 4.4, "Safeguarding Classified Information Within Industry," current edition

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The National Industrial Security Program Contract Classification System (NCCS) automates the DD Form 254 processes and workflows for DoD Components, other Federal Government agencies, and cleared contractors participating in the National Industrial Security Program. NCCS, a module within the Wide Area Workflow eBusiness Suite, establishes a centralized repository to collect the security requirements and supporting information for classified contracts. The Defense Security Service (DSS) is the lead for NCCS implementation and will establish a phased implementation plan in coordination with DoD Components.

DoD Components must begin using NCCS by September 14, 2018, except for those organizations that establish an appropriate electronic interface between their existing legacy system and NCCS. To facilitate your Component's phased NCCS implementation, please provide your point of contact to DSS at dss.nccs@mail.mil within 30 days of the date of this memorandum. Your organization's contracting, requirements/program and security offices should be included in your NCCS implementation planning.

My points of contact are Mr. Ben Richardson, Director, Information and Industrial Base Protection, at benjamin.c.richardson8.civ@mail.mil, and Ms. Lisa Gearhart, NCCS Program Manager, at lisa.a.gearhart.civ@mail.mil. Please contact them with any questions or concerns.


Joseph D. Kernan



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