

Request for Records Disposition Authority

Records Schedule Number DAA-0446-2019-0001
Schedule Status Approved

Agency or Establishment Defense Security Service
Record Group / Scheduling Group Records of the Defense Security Service
Records Schedule applies to Agency-wide
Schedule Subject National Industrial Security Program Contract Classification System
(NCCS)
Internal agency concurrences will
be provided No

Background Information The DD Form 254, "Contract Security Classification Specification," is used to convey security requirements regarding classified information to contractors and subcontractors when access to classified information is required in support of a classified contract. This requirement is reflected in the Federal Acquisition Regulation (FAR) at section 4.403, Contracting Officer's Responsibilities, and clause 52.204-2, Security Requirements. On average, approximately 13,000 DD Form 254s are received by DSS each year from 61 agencies/ components. These forms are submitted manually, electronically and emailed as a portable document format (pdf). There is no central repository for the form and no visibility regarding the number of forms currently in use within the federal government.

The National Industrial Security Program (NISP) Contracts Classification System (NCCS) is being deployed as an Enterprise Federal information system application that supports DoD and other Federal Agencies in the NISP by facilitating the processing and distribution of contract security classification specifications (DD Form 254s) for contracts requiring access to classified information. NCCS also provides a centralized repository for the collection of classified contract security requirements and supporting data while automating the DD Form 254 processes and workflows. DSS has partnered with the Office of Defense Procurement and Acquisition Policy within the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics, to expedite the deployment of NCCS within the existing Procurement Integrated Enterprise Environment (PIEE) platform . Development started in 2014, with the initial operating capability (IOC) deployment for the core system occurred 8 June 2015 and full operating capability (FOC) occurred December 2016.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 3 | 0 | 3 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0446-2019-0001

| Sequence Number | |
|-----------------|--|
| 1 | DD Form 254, Contract Security Classification Specification Disposition Authority Number: DAA-0446-2019-0001-0001 |
| 2 | Contract Security Related Information Disposition Authority Number: DAA-0446-2019-0001-0002 |
| 3 | Non-Contract Data (Security Data and Security Files) Disposition Authority Number: DAA-0446-2019-0001-0003 |

Records Schedule Items

| Sequence Number | | |
|-----------------|---|---|
| 1 | DD Form 254, Contract Security Classification Specification | |
| | Disposition Authority Number | DAA-0446-2019-0001-0001 |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Manual Citation | Manual Title |
| | 730 | DSS Manual 00-04 |
| | Disposition Instruction | |
| | Retention Period | Destroy when superseded in accordance with DAA-0446-2017-0001-0009. |
| | Additional Information | |
| | GAO Approval | Not Required |
| 2 | Contract Security Related Information | |
| | Disposition Authority Number | DAA-0446-2019-0001-0002 |
| | Final Disposition | Temporary |
| | Item Status | Active |
| | Is this item media neutral? | Yes |
| | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | No |
| | Manual Citation | Manual Title |
| | 731 | DSS Manual 00-04 |
| | Disposition Instruction | |

3

Retention Period Destroy 6 year(s) after contract closeout

Additional Information

GAO Approval Not Required

Non-Contract Data (Security Data and Security Files)

Disposition Authority Number DAA-0446-2019-0001-0003

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

| Manual Citation | Manual Title |
|-----------------|------------------|
| 732 | DSS Manual 00-04 |

Disposition Instruction

Retention Period Destroy when superseded or 6 years after contract closeout

Additional Information

GAO Approval Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

| Date | Action | By | Title | Organization |
|------------|------------------------|------------------|---|---|
| 12/06/2018 | Certify | Ron White | Records Manager | DOD - OSD |
| 08/12/2019 | Submit for Concurrency | Steven Rhodes | Senior Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 08/14/2019 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 08/21/2019 | Concur | Laurence Brewer | Chief Records Officer | National Records and Archives Administration - National Records and Archives Administration |
| 08/22/2019 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |