NICE Cybersecurity Workforce Mapping Tool User Guide

1. GETTING STARTED

Begin by visiting the Mapping Tool landing page, where you can see the following:

The tool will:

Help you inventory your cyber workforce and begin workforce planning

Enable you to print out a report to use for workforce development

Prepare to report OPM cyber position coding ("OPM Data Element" Requirements)

Determine the skills and type of training your team needs

See where your staff may be underutilized

Add a Job Description — A
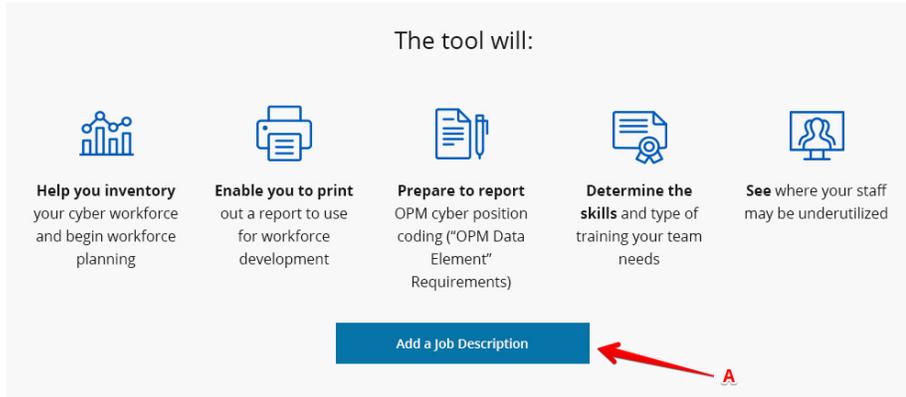
Continue from previous session
Enter the Session ID from your previous session to continue from where you left off.

Enter Your Session ID   **Submit** — B

1.1. (A) Click on "Add a Job Description" to start a new session
    or
1.2. (B) Enter a Session ID saved previously and click "Submit"

2. STARTING A NEW SESSION

This tool works by first asking for information about a single job description. After adding the first job description, you may add more if you like.

2.1. Choose up to three NICE Cybersecurity Workforce Framework Categories:

Select the statements below that best describe this position's work at a high level (choose up to 3) *

☐ **Analyze (AN)** - Reviews and evaluates incoming cybersecurity information to determine its usefulness for intelligence.

☑ **Collect and Operate (CO)** - Responsible for specialized denial and deception operations and collection of cybersecurity information that may be used to develop intelligence.

☐ **Investigate (IN)** - Responsible for the investigation of cyber events and/or crimes of IT systems, networks, and digital evidence.

3.

    3.1. In the next drop-down, choose up to three statement(s) that best describe the position's work.

Network Services - Operate and Maintain	×
Customer Service and Technical Support - Operate and Maintain	×
Collection Operations - Collect and Operate	×

    3.2. Check the boxes for one or more applicable functional areas.

Select all functional areas that apply

☐ Intelligence Community (IC)
☐ Law Enforcement (LE)
☐ Legal
☐ Acquisition, Procurement, Resource Management, Budgeting, or Finance
☐ Technical
☐ SL/SES/GO/FO

    3.3. Select one or more activities from the drop-down performed by this position.

T0035 - Configure and optimize network hubs, routers, and switches (e.g., higher-level protocols, tunneling).	×
T0126 - Install or replace network hubs, routers, and switches.	×
T0153 - Monitor network capacity and performance.	×

    3.4. Select one or more "knowledge, skills or abilities" possessed by this position.

A0052 - Ability to operate network equipment including hubs, routers, switches, bridges, servers, transmission media, and related hardware.	×
A0058 - Ability to execute OS command line (e.g., ipconfig, netstat, dir, nbtstat).	×

A0059 - Ability to operate the organization's LAN/WAN pathways.
A0062 - Ability to monitor measures or indicators of system performance and availability.
A0063 - Ability to operate different electronic communication systems and methods (e.g., e-mail, VOIP, IM, web forums, Direct Video Broadcasts).
A0065 - Ability to monitor traffic flows across the network.
A0069 - Ability to apply collaborative skills and strategies.
A0070 - Ability to apply critical reading/thinking skills.
A0076 - Ability to coordinate and collaborate with analysts regarding surveillance requirements and essential information development.
A0078 - Ability to coordinate, collaborate and disseminate information to subordinate, lateral and higher-level organizations.

    3.5. Choose whether you are a Federal Government User or "Other" (this enables or disables the "For Federal Government use only" section of the form).

    3.6. Select your State.

   3.7. Select the Position Status.

3.8. Enter in the Job Title.
  3.8.1. Optionally, click on the "Job Description" link to open the "Job Title Suggestion" search function.

  3.8.2. Enter a description of your job title that searches similar or matching job titles.

 3.8.3. Optionally, enter an OPM Occupational Series (if applicable).

  3.8.4. Automatically populate the "Job Title" field by clicking from the resulting matching Job Titles.
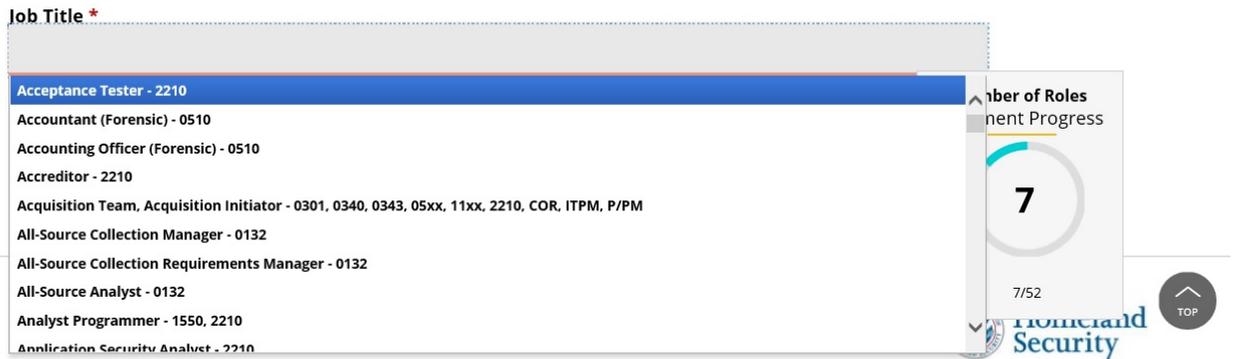
3.9. Click "Submit" to submit the form.

4. **MAPPING TOOL REPORT - SUMMARY**
   After submitting the first Job Description, you will be presented with the Mapping Tool Report screen, which displays a summary of the position(s) you have added.
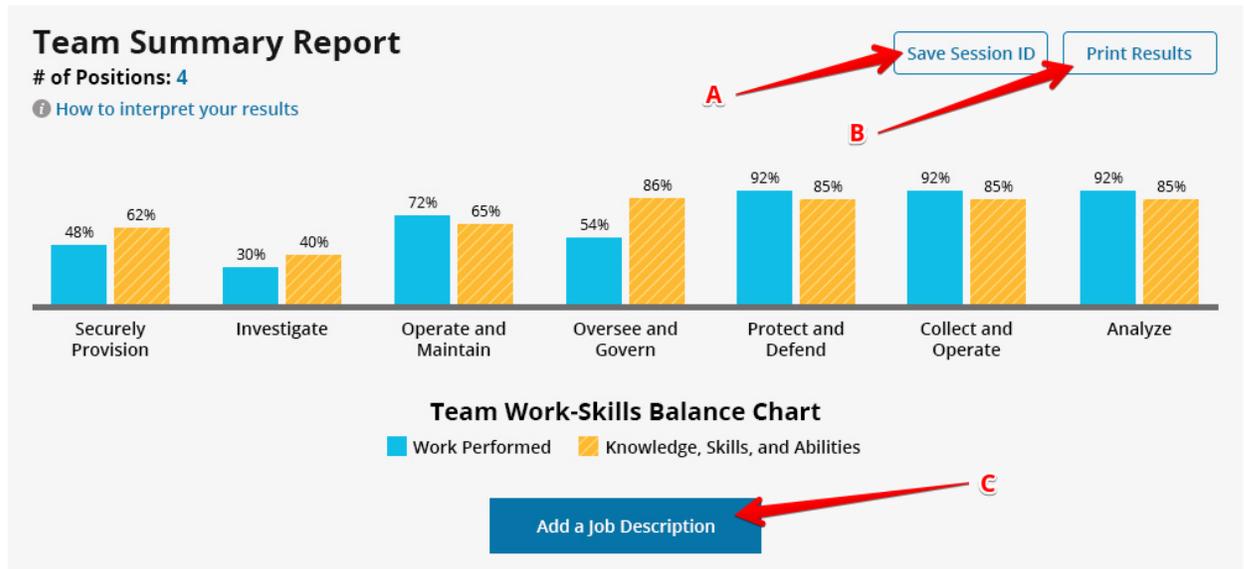
4.1. (A) Click "Save Session ID" to save a unique ID that can be used to restore your session in the future. Note: the session ID will save the current state of the form. If you make additional changes, please remember to save again.

4.2. (B) Click "Print Results" to print this page.

4.3. (C) Click "Add a Job Description" to see a new version of the form above to add an additional Job Description.

5. **MAPPING TOOL REPORT – POSITIONS**
All the individual positions that have been added to this session are displayed in a list and can be accessed by clicking the chevron on the right of the position name:

For each position, the following options are available:

5.1. (A) Click "View Details" to see detailed information about the position.

5.2. (B) Click "Update Position" to edit information about this position, you will be redirected back to a pre-populated Job Description form.

5.3. (C) Click "Remove Position" to remove this position from the list

6. **MAPPING TOOL REPORT – POSITION DETAILS**

6.1. (A) Click "Back to Mapping Tool Report"