NICE Cybersecurity Workforce Mapping Tool User Guide

1. GETTING STARTED
Begin by visiting the Mapping Tool landing page:
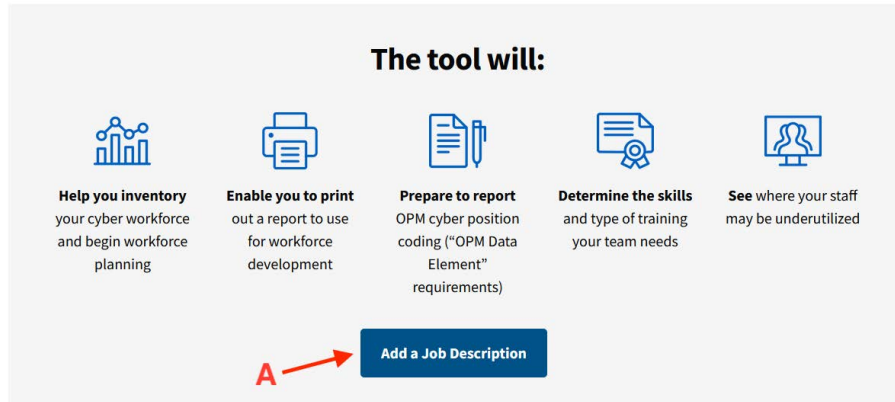
1.1. (A) Click on "Add a Job Description" to start a new session
   or
1.2. (B) Enter a Session ID saved previously and click "Submit"

2. ADDING A JOB DESCRIPTION
This tool works by first asking for information about a single job description. After adding the first job description, more can be added.

2.1. Select up to three (3) NICE Cybersecurity Workforce Framework (NCWF) Categories:

2.2. After selecting at least one Category, select up to three (3) NCWF Specialty Areas:

> ✕ Collection Operations - Collect and Operate
>
> ✕ Cyber Operations - Collect and Operate
>
> ✕ Cyber Operational Planning - Collect and Operate

2.3. Select any 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

2.4. After selecting at least one Specialty Area, select up to twenty-five (25) NCWF Task statements:

> ✕ T0562 - Adjust collection operations or collection plan to address identified issues/challenges and to synchronize collections with overall operational requirements.
>
> ✕ T0563 - Provide input to the analysis, design, development or acquisition of capabilities used for meeting objectives.
>
> ✕ T0564 - Analyze feedback to determine extent to which collection products and services are meeting requirements.

2.5. After selecting at least one Specialty Area, select up to fifty (50) NCWF Knowledge, Skill, and Ability statements:

> ✕ A0013 - Ability to communicate complex information, concepts, or ideas in a confident and well-organized manner through verbal, written, and/or visual means.
>
> ✕ A0068 - Ability to apply approved planning development and staffing processes.
>
> Choose up to 50 Options   ⌃
>
> A0066 - Ability to accurately and completely source all data used in intelligence, assessment and/or planning products.
>
> A0067 - Ability to adjust to and operate in a diverse, unpredictable, challenging, and fast-paced work environment.
>
> A0069 - Ability to apply collaborative skills and strategies.

2.6. Choose Federal Government Agency or "Other" (this enables or disables the "For Federal Government use only" section of the form).

2.7. Select State.

2.8. Select the Position Status.

2.9. Select the most appropriate Cybersecurity job title:

Job Title *

| Acceptance Tester - 2210 |
| Accountant (Forensic) - 0510 |
| Accounting Officer (Forensic) - 0510 |
| Accreditor - 2210 |
| Acquisition Team, Acquisition Initiator - 0301, 0340, 0343, 05xx, 11xx, 2210, COR, ITPM, P/PM |

2.10. For Federal Agencies, fill out each "For Federal Government Use Only" field. The Job Announcement Number field is not required.

For Federal Government Use Only.

OPM Occupational Series * *

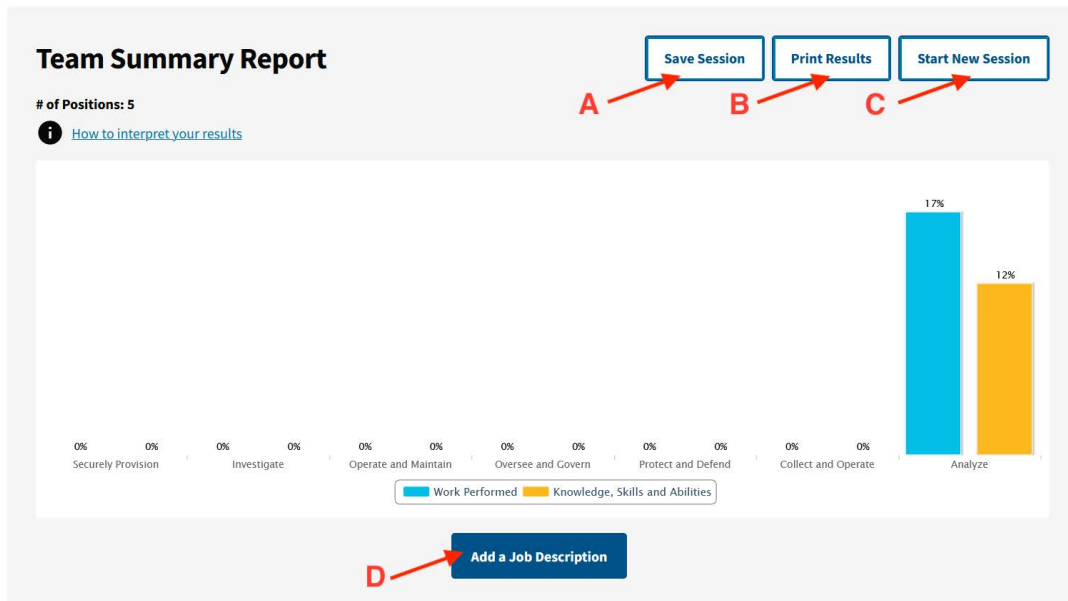Job Announcement Number

Government Department or Agency * *

Division/Sector/Component * *

2.11. Click "Submit" to submit the form.

3. **MAPPING TOOL REPORT - SUMMARY**

   After submitting a Job Description, the Mapping Tool Report screen will populate, which displays a summary of the position(s) added.

3.1 Click "Save Session" to save the report. A unique ID will be generated and shown on screen to either bookmark or enter manually to restore the session in the future.

If additional changes are needed, please remember to save again. At that time there will be the option to update the saved session data or create a new saved session (which will generate a different unique ID).

3.2. Click "Print Results" to print this page.

3.3. Click "Start New Session" to clear submitted data and generate a new report with new job descriptions.

3.4. Click "Add a Job Description" to add a new job description using the "Job Description Framework Alignment" form.

4. MAPPING TOOL REPORT – POSITIONS

Each Job Description in the Report is displayed in a list by selected Job Title, which can be clicked to see more information.

For each position, the following options are available:

4.1. Click "Update Position" to edit information about this position, it will then redirect back to a pre-populated Job Description form.

4.2. Click "Delete Position" to remove this position from the list.

4.3. Click "View Details" to see how this Job Description overlaps with the NCWF Work Role(s) associated with the selected Job Title.

5. MAPPING TOOL REPORT – POSITION DETAILS

Click each Work Role name to see details about the role and how this job description aligns to the selected Task, Knowledge, Skill, and Ability statements. You can also expand the two accordions in order to see the full list of statements and which of those were selected.