OVERVIEW

To understand how the DHS PushButtonPD™ internals work, it is important to know that the tool is divided into two main parts; the *data* (i.e. the Excel worksheet tabs with data) and the *program functionality* (i.e. the source code / 'hard coded' macro that generates the user pop-up interface). Please note that *data* is easily edited and changed by direct edit of the underlying workbook tab / worksheet and cell. The data portion of the tool functions identically to any Excel workbook. This means that any data that can be entered into a spreadsheet may be pasted into the corresponding worksheet tab. However, the *program functionality* (i.e. Visual Basic source code and macro) is locked to ensure the program is consistent and has not been modified.

Both the *data* and the *program functionality* are digitally signed. The outer digital signature on the *data* must be removed to utilize the program; however, the inner digital signature on the *program functionality* should remain intact. Pressing the "*TROUBLE?*" button under the "*START BUTTON*" on the *Instructions* worksheet tab will warn if the inner digital signature has been tampered with.

DATA

DATA STANDARDS USED

The primary guidance sources are the Office of Personnel Management (OPM) classification guides. However, in certain instances, the guides were supplemented with authoritative sources; such as publicly available standards, published information, as well as information provided directly by the Agency.

DIFFERENTIATING "HANDS-ON TECHNICAL" VERSUS "CYBER SUPPORT" POSITIONS

Within DHS, HSAC represents the "hands-on technical" skillset; whereas NIST NCWF is a combination of the "hands-on technical" and "cyber support" skillsets. Within DHS, the recommendation is to utilize the HSAC for "hands-on technical" and NCWF for "cyber support". Note that both selections still result in NCWF skillcode assignments, but this ensures DHS is able to differentiate between the hands-on technical and support cyberskill positions.

PROGRAM CODE

PROGRAM FUNCTIONALITY STANDARDS USED

The primary guidance sources are the Office of Personnel Management (OPM) classification guides. However, there were aspects of the OPM guides that did not address the cyberskill codes which are enumerated in the following sections.

DETERMINING THE OCCUPATIONAL SERIES

In general, the duty category (and associated tasks) with the greatest percentage of time (25% or more) determines the exact occupational series (even if only 1% higher). In the uncommon event of an exact tie between the greatest percentages of time; all sets of occupational series titles tied for the highest percentage of time (a maximum of four occupational series title sets) are presented for the user to select from. However, if the largest / greatest duty category's percentage of time is not a Major Duty (i.e. greater than 25%), then Occupational Series 0301 (Miscellaneous Administration and Program) is assigned by default.

The exception to this rule is when the duty category with the greatest percentage of time is either a NIST NCWF or DHS HSAC skill area. When this happens, the user is presented with a menu of "most likely Occupational Series" generated by a mapping in the *NICEMap* worksheet tab; containing a crosswalk of Occupational Series and NCWF or HSAC cyberskill codes. Since current Agency assignment of cyberskill codes to Occupational Series may vary (or perhaps someday an official mapping is published), the table is dynamic and may be updated without code changes to the program (by updating the matrix and pressing the REFRESH button in cell D1, top right corner within the *NICEMap* worksheet tab).

ASSIGNMENT OF NIST NICE CYBERSKILLS CODES

Cyberskill codes and the INFOSEC parenthetical are *only* assigned when (a) either NCWF or HSAC tasks (not KSAs) are selected; and (b) the percentage of time performing those tasks are greater than or equal to 25% (i.e. constitutes a Major Duty for the incumbent). The mapping of which skill codes are assigned are contained in the *HSACSkillArea*, *NISTNICECodes*, and *Crosswalk* worksheet tabs of the workbook.

The reasons why only NCWF or HSAC tasks trigger the cyberskill code assignment are to ensure that (a) only official standard language or their edited equivalent are utilized, and (b) the actual duties and tasks performed by the incumbent, are used to reflect the code assigned to the incumbent.

Selection of tasks within an HSAC or NICE cyberskill duty category performed greater than or equal to 25% will assign all specific cyberskill code(s) qualified for. Cybersecurity codes must be reported to the Office of Management and Budget (OMB) and Office of Personnel Management (OPM) as part of cyberskills reporting, per Agency guidelines.