Overview
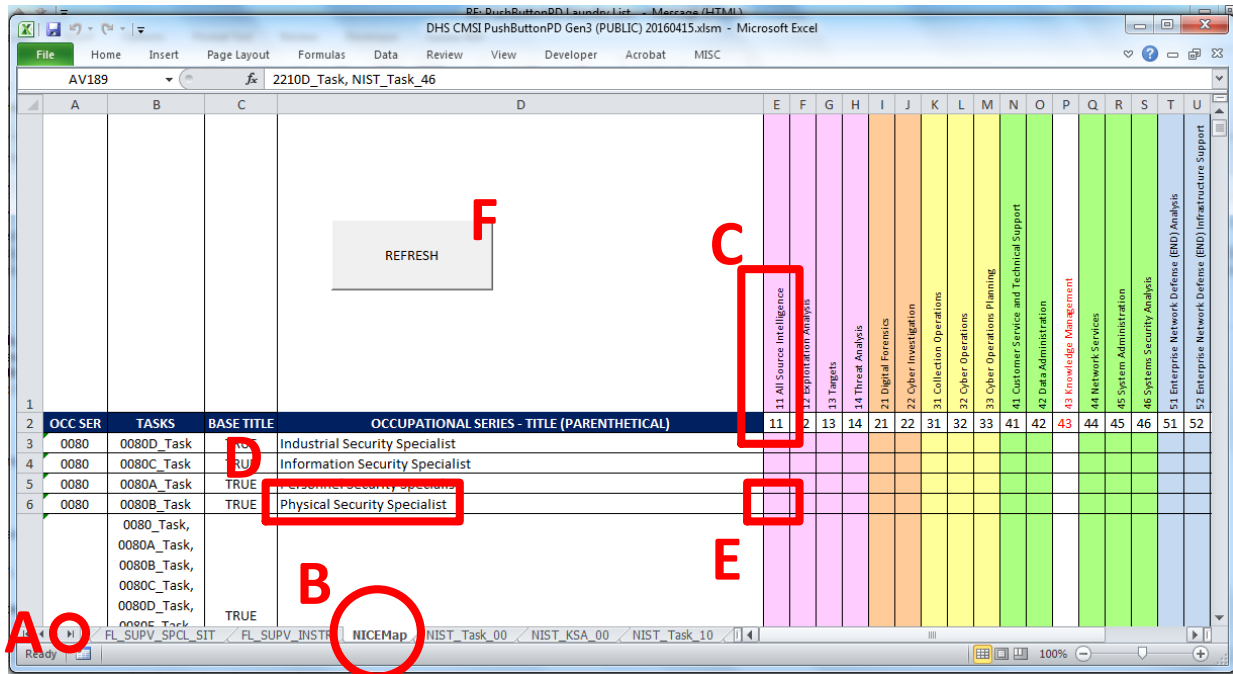
The *DHS PushButtonPD™* contains the ability to permit or restrict skill code mapping to individual occupational series or title parentheticals. Specific skill codes (such as cybersecurity or acquisition) may or may not have a direct correlation to a specific occupational series, depending upon the agency or department. Departments and Agencies may customize this mapping to meet their specific internal requirements. The tool has a feature to permit dynamic mapping between specific, granular skill codes and specific occupational series, titles, and parentheticals.

Procedure

The following procedure is used to update the valid combinations of skill codes to occupational series, titles, and/or parenthetical combinations for both Gen3 and Gen4 tool versions.

1. Use the tab navigation keys (A) to find the "*NICEMap*" tab (B).
2. Find the specific skill code (C) in Row 1 and title / parenthetical (D) in Column D.
3. Insert an "X" in the cell (E) to identify the skill code and title / parenthetical combination as valid, or use a blank to indicate it is an invalid combination.
4. Once all the updates are completed, press the refresh button (F).
5. Save and exit the spreadsheet, then re-open.

Please note that changes to the skill codes, titles, parentheticals, and occupational series themselves require cross-referencing all relationships and should be coordinated as a development request to CMSI@hq.dhs.gov.