



# SL Application Process and Evaluation Criteria

- The agency’s SL recruitment and staffing process is outlined in NPR 3319.1 and 3335.1 and aligned with 5 CFR § 319.401.
- Applicants interested in applying for SL vacancies, will submit their resume in USAJOBS and be redirected to a secondary website to submit responses to the agency’s SL evaluation criteria (detailed below).
- Applicants will need to cite experience directly related to the specialized experience requirements (outlined on the vacancy announcement under the “Qualifications” section) when addressing the SL evaluation criteria #2 (Technical Excellence and Contributions) and SL evaluation criteria #5 (Corporate Cooperation and Technical Leadership Skills).

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| <p><b>1. Education and Training</b> In addition to degree information, please include your pattern of continuing development to maintain currency and level of skills.</p>  |
| <p><b>2. Technical Excellence and Contributions</b></p> <p><b>a. Experience and Accomplishments</b> Please provide at least two examples of your significant high-level experience that demonstrates executive level originality and creativity, and innovative contributions, such as new designs, techniques or processes, enabling technologies, capabilities, or program enhancements. Please include the impact on relevant NASA/Agency and/or national programs.</p> <p><b>b. Technical and Strategic Problem Solving</b> Please provide at least two examples where you have formulated effective technical approaches to solve problems of exceptional difficulty, personally and substantially contributing to the solution. Include interactions/collaborations with other Centers/installations, agencies, industries, and academia.</p> <p><b>c. Information Transfer</b> Please provide information regarding your personal stature that demonstrated that you are recognized as an authoritative source of information broadly across NASA or by other agencies or private sector organizations. Include your major publications, reports, complex policies, or decisions with wide scope and impact including those used internally within the Agency. Also include presentations at conferences of discipline experts or meetings of Agency senior management, and interactions with individuals or organizations to share knowledge and/or transfer technology to the public domain.</p> |
| <p><b>3. Awards and Recognition</b> This criterion includes recognition of your accomplishments by peers and customers. Please describe the major awards and recognition for which you are most proud, providing the context surrounding the recognition. Examples include major awards and honors by peer organizations; fellowship in major technical or professional societies; invited lecturer or presenter at national and interagency meetings; invitations to serve on important committees or in key assignments; and Center and Agency honor awards and medals, or equivalent honors from academia or industry.</p>   |

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| <p><b>4. Outside Professional Activities</b> For this criterion, outside is defined as professional or technical activities not routinely part of your official duty, and typically performed outside of duty hours. These activities may include, but are not limited to, offices held in professional organizations (AIAA, APS, etc.), technical or professional committee membership, conference chair (session chair) for any national or local technical or professional conference, and any activities of a technical nature or presentations promoting education and careers in technical fields or enhancing the state of the disciplines.</p> |
| <p><b>5. Corporate Cooperation and Technical Leadership Skills</b> Please provide at least two examples that describe your technical leadership skills in directing or participating in technical team activities, as well as coordinating those activities within and outside your Center/installation/company. Also provide examples of coaching and mentoring less experienced employees or colleagues and examples of your actions that support diversity and inclusion or bring about cultural awareness within the workforce</p>   |

## Veterans' Preference Information for Vacancies Open to the Public

**Veterans' Preference** gives eligible veterans preference in appointment over many other applicants. Veterans' preference applies to all new appointments in the competitive service and many in the excepted service. Veterans' preference does not guarantee veterans a job and it does not apply to internal agency actions such as promotions, transfers, reassignments and reinstatements.

### Claiming Veterans' Preference

If you are a veteran and you are claiming veterans' preference, you must submit a DD214, Certificate of Release from Active Duty, which shows dates of service and discharge under honorable conditions. For competitive service positions, active duty service members expecting to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days: you may be granted tentative preference by submitting a "certification" document in lieu of a Certificate of Release or Discharge from Active Duty, DD-214. This "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service under honorable conditions not later than 120 days after the date of the submission of the certification. Veterans' preference must be verified prior to appointment. Without this documentation, you will not receive veterans' preference and your application will be evaluated based on the material(s) submitted.

If you are claiming 10-point veterans' preference based on service-connected disability, in addition to the DD214 or certification requirements, you must also submit an SF-15, "Application for 10-point Veterans' Preference", plus the proof of entitlement of this preference which is normally an official statement, dated 1991 or later, from the Department of Veterans Affairs certifying to the present existence of the service-connected disability and indicating the percentage of your disability. For more information on veterans' preference and special hiring authorities click here - <https://www.fedshirevets.gov/job-seekers/veterans-preference/#content>.