



HR Informational Session

FOD Insourcing Hiring & Application
Guidance

April 2026



Office of the Chief Human Capital Officer
People first. Mission always.



- Hiring Process Overview & Timeline
- Understanding Job Announcement Information
- Writing Your Resume
- Employee Pay & Benefits
- Next Steps

- Microphones and cameras
- Chat functionality
- Recording
- Website:
<https://www.nasa.gov/careers/restoring-nasas-core-competencies/>

Scan this QR code to submit your questions!



Why NASA is Reshaping the Workforce



- Retain and attract engineering, scientific, and operational excellence
- Strengthen NASA's in-house technical authority
- Align core competencies to civil service roles
- Not a workforce reduction effort

Overview of the Hiring Process



- Direct Hire Authority (DHA)
- Two-page resume required
- Written interview (3 structured questions) technical assessment
- Staffing Specialist minimum qualifications review
- FOD SME technical review
- Competitive, merit-based selection

- **Phase 1: Mission Systems & GS-14 Tech/Lead/Supv Announcements**
 - Job series: 1640, 2210, 801
 - Opening April 22 and closing April 29
- **Phase 2: Mission Systems & Plan, Train, Fly Announcements & Supervisors**
 - Job series: 301, 343, 801, 1640, 2210
 - Opening May 14 and closing May 21
- **Phase 3: Plan, Train, Fly Announcements & Supervisors**
 - Job series: 301, 343, 801, 1640, 2210
 - Opening June 10 and closing June 17

Preparing Your Application



- USAJOBS account + profile updated
- Two-page federal resume
- Transcripts (if required)
- Certifications (if required)
- Written interview readiness (3 questions)

- Series = category of related occupations
- 2210 – Information Technology
- 1640 – Facility Operations
- 801 – General Engineering
- 301 – General Business/Other
- 343 – Program Analysis
- These series will be used to hire positions in both Mission Systems and Plan, Train, Fly
- Apply to any series you qualify for

- NASA AST = Aerospace Technology, a specialized classification system unique to NASA
- Basic Education Requirement: You must have successfully completed a bachelor's degree with a major in one of the following:
 - Engineering from a college or university that has ABET accredited engineering programs
 - Physical Science, Mathematics, Life Science or other field of Science
 - Computer Science that included 30 semester hours or 45 quarter hours of course work in any combination of mathematics, statistics and computer science with at least half of those hours in mathematics and statistics courses that included differential and integral calculus; and that provided an in-depth knowledge of theoretical and practical applications of computer science, including digital computer system architecture and system software organization, the representation and transformation of information structures, and the theoretical models for such representations and transformations.
- If you did not complete a qualifying bachelor's degree, you may be eligible if you have obtained a graduate degree in an AST qualifying field, as listed above.
- Degrees in engineering technology are not considered qualifying for this position.

- Announcements include:
 - Overview
 - Duties
 - Requirements
 - Qualifications & Specialized Experience
 - Education (such as a qualifying AST degree)
 - Evaluation criteria
 - Required documents

- Required: two-page max
- Tailor to specialized experience
- Use measurable accomplishments
- Avoid acronyms/jargon
- Include hours/week & dates
- Show one year at next lower grade

A good structure for achievements is:

Accomplished X, as measured by Y, by doing Z.

For example:

‘Accomplished successful International Space Station console certification as measured by passing all simulations and earning instructor recommendation, by completing 18 months of structured training and demonstrating proficiency across all flight rules and procedures.’



Put In

- Full name, current email, current phone number
- Employer name, Job title, start and end dates, Hours worked per week, Series/Grade if federal job
- Descriptions that explain how you meet the required qualifications in the job announcement
- Education if required: Name of school, completion date, Degree type and specific degree, GPA
- Additional Info you may need to provide: current security clearance, job-related training, language skills, professional publications, references



Leave Out

- Photos and SSN
- Classified information
- Personal information such as age, sex, religious affiliations, etc
- Encrypted and digitally signed documents
- Outdated or unrelated experience

Design your resume now

- Prioritize relevant, recent experience based on the job posting
- Use bullets, active verbs, and quantifiable results
- Tailor your resume for each announcement
- Avoid vague language or overlong paragraphs
- You must certify your own words—**you are not permitted to use AI or outside consultants**
- Your resume must show that your skills and experiences meet the qualifications and requirements listed in the job announcement
- Use clear concise language that highlights your core qualifications
- Craft strong, targeted content



Put In

 Does critical information jump off the page?

 Do I effectively sell myself on the top quarter of the first page?

 Have I addressed the qualifications listed on the job announcement?

 Are there any spelling or grammatical errors?

Overcoming Common Challenges



- **“But I have 15 years of experience / many roles”** → Focus on the **most relevant** 10–15 years; older roles can be summarized briefly.
- **“What about publications, awards, presentations?”** → If strongly relevant to the role, include in the “other documents” or a condensed “Other achievements” section, but only if space allows.
- **“What if I accidentally upload a longer resume?”** → It will be rejected or excluded from consideration.

Required Documents



- Federal resume
- Transcripts (if education is required)
- Certifications/Licenses (if required)

The Written Interview



- Three structured questions
- Job-related assessment
- Required for all applicants
- Interviews may be added if needed

How Applicants Are Evaluated



- HR minimum qualification review
- SME technical review
- Applications reviewed by Hiring Managers

- Selections identified, HR extends offers to selected candidates
- Offers will include salary and expected start date
 - OPM pay tables list salary rates for each grade and step
- Selected candidates will have 3 days to accept or decline the offer

- <https://www.nasa.gov/careers/life-at-nasa/>
- Benefits, health insurance, leave accrual, etc.
- Positions are not remote
- Duty station listed on the announcement
- Onsite mission-critical roles
- One-year probationary period
- Rapid onboarding process

- **Phase 1: Mission Systems & GS-14 Tech/Lead/Supv Announcements**
 - Open announcement window: Apr 22–29
 - Selected candidates expected to begin work June 1, 2026
- **Phase 2: Mission Systems & Plan, Train, Fly Announcements & Supervisors**
 - Open announcement window: May 14–21
 - Selected candidates expected to begin work June 29, 2026
- **Phase 3: Plan, Train, Fly Announcements & Supervisors**
 - Open announcement window: Jun 10–17
 - Selected candidates expected to begin work July 27, 2026

Applicant Tips for Success



- Prepare resume early
- Match resume to specialized experience
- Apply to all qualifying series
- Attend NASA info sessions
- Monitor postings daily during each window

- Set up your USAJobs.gov profile and build your resume
- Gather transcripts
- Review information on employment with NASA
 - Life at NASA webpage
 - GS pay scale
- Stay connected!

- <https://www.nasa.gov/careers/restoring-nasas-core-competencies/>
- <https://www.nasa.gov/careers/life-at-nasa/>
- <https://www.nasa.gov/careers/how-to-apply/>
- <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2026/general-schedule/>



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