



# HR Informational Session

Deep Dive: Open Announcements

June 1, 2026



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



- Open Announcements
- Submitting Your Application
- Selection Process
- The Job Offer Process

- Microphones and cameras
- Chat functionality
- Recording
- Questions

- <https://www.nasa.gov/careers/restoring-nasas-core-competencies/>
  - Hiring Process Slide Deck
  - Frequently Asked Questions
  - Link to open announcements on USAJobs

# Announcements Anticipated



- **Administrative Specialist** | Job series: 0301 | GS-9-12
- **Professional Engineers** | Job series: 0801,861 | GS-11-15
- **Engineering Technician** | Job series: 0802 | GS-11-12
- **Lead Engineering Technician** | Job series: 0802 | GS-13
- **IT Specialist** | Job series: 2210 | GS-11-14
- **Safety and Occupational Health Specialist/Manager** | Job series: 0018 | GS-11-14

# Sample - GS-2210-11, 12, 13



← ↻ 🏠 <https://www.usajobs.gov/job/865848300> ⌵ ⭐ ⚙️ | 🧑

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## USAJOBS

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## Information Technology Specialist (Direct Hire)

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
Lyndon B. Johnson Space Center

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[Summary](#) [This job is open to](#) [Duties](#) [Requirements](#) [How you will be evaluated](#) [Required documents](#) [How to apply](#)

### Summary

This vacancy consists of a variety of positions and grade levels aimed at insourcing critical skills. Roles may include real time mission operations in the Mission Control Center, mission systems development, testing, and integration, training and simulation, analysis, and other mission support functions essential to human spaceflight.

[Learn more about this agency](#)

### This job is open to

 [The public](#)

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

### Videos



### Overview

[? Help](#)

Accepting applications

#### Open & closing dates

🕒 04/22/2026 to 04/29/2026

#### Salary

\$86,123 - \$159,575 per year

#### Pay scale & grade

GS 11 - 13

#### Location

Many vacancies in the following location:

📍 Johnson Space Ctr  
Houston, TX

#### Remote job

No

#### Telework eligible

Yes—as determined by the agency policy.

#### Travel Required

Occasional travel - You may be expected to travel for this

# Information Technology Specialist (Direct Hire)

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
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[Summary](#) [This job is open to](#) [Duties](#) [Requirements](#) [How you will be evaluated](#) [Required documents](#) [How to apply](#)

## Qualifications

Specialized experience is experience that has equipped you with the particular ability, skill, and knowledge to successfully perform the duties of this position and is typically in or related to this line of work.

You may meet the basic requirements through substitution of education for experience.

To qualify for the GS-11, you must have:

- a) One year of directly related specialized experience equivalent to the GS-09 level:
  - Supporting coordinating system monitoring activities, identifying operational issues, and directing timely resolutions that support safe and reliable mission or training operations;
  - Supporting analyzing operational data and updating requirements to improve procedures, tools, and system configurations that contribute to mission readiness;
  - Supporting efforts to troubleshoot complex technical issues, communicating impacts and recommended actions, and providing technical guidance that supports continuity of mission or training activities.

OR

b) Completed all requirements for a Ph.D. degree or equivalent doctoral degree with (1) a major in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management OR (2) a major that provided a minimum of 24 semester hours in one or more fields of computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management, and that required the development or adaptation of applications, systems, or networks.

OR

c) Completed 3 full academic years of progressively higher-level graduate education leading to a Ph.D. degree or equivalent doctoral degree with (1) a major in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management OR (2) a major that provided a minimum of 24 semester hours in one or more of fields of computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management, and that required the development or adaptation of applications, systems, or networks.

To qualify for GS-12, you must have one year of directly related specialized experience equivalent to the GS-11 level:

- Required: two-page max
- If your resume exceeds two pages, the system will not let you attach it.
- Tailor to specialized experience for the announcement
- Use measurable accomplishments
- Use simple language, avoid acronyms/jargon
- Include employer, job title, dates, and hours/week
- 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.’

# Tips for Effective Resumes



## 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

# Sample - GS-2210-11, 12, 13



← ↻ 🏠 <https://www.usajobs.gov/job/865848300> ⌵ ⌵ ⌵ ⌵ ⌵

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## Information Technology Specialist (Direct Hire)

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
Lyndon B. Johnson Space Center

**Apply**

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Summary This job is open to Duties Requirements How you will be evaluated Required documents How to apply

### Summary

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# Select Resume

https://www.usajobs.gov/applicant/application/865848300/resumes/

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## USAJOBS

Events Help Center Search

You have started an application for

Position title	Information Technology Specialist (Direct Hire)	Open period	Wednesday, April 22, 2026 to Wednesday, April 29, 2026
Agency	Lyndon B. Johnson Space Center	Time remaining	6 days, 2 hours, 17 minutes
Announcement number	<a href="#">JSC-26-DE-12938121-CB</a>		

Pre-application **Select resume** Select documents Review package Demographic details Complete survey Continue application

### Select one resume

Select the resume you would like to submit with your application. You can only submit one resume and can't go to the next step unless you select one.

[Upload a resume](#) [Build a resume](#)

#### My Resume 1

Built 1/13/2020

● Too long

This resume is over two pages and you can't select it. You must edit it to two pages or less.

Delete More

Select

#### My Resume 2

Uploaded 3/24/2026

● Ready for use

Delete More

Select

### Help

#### What's required in a federal resume?

Check the job announcement to see if there is more required information to include in your resume.

- Contact Information — your name and the best way to contact you.
- Relevant work experience — include the employer's name, job title, start and end dates (month/year), the number of hours worked per week and describe how you meet the required qualifications of the job. Federal jobs should include series and grade.
- Education, certifications or licenses — If the job announcement requires any education, certifications or licenses, include the required information. If required, include school or institution name, completion date, degree type and GPA.

If you delete, create or upload any resume, we will also update your profile with those changes.

[How to write a resume for a federal job.](#)

#### How to format your resume:

We recommend saving and uploading your resume as a PDF to maintain formatting and number of pages. Use a

# Select Documents



https://www.usajobs.gov/applicant/application/865848300/documents/

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## USAJOBS

Events Help Center Search

You have started an application for

**Position title** Information Technology Specialist (Direct Hire)  
**Agency** Lyndon B. Johnson Space Center  
**Announcement number** [JSC-26-DE-12938121-CB](#)

**Open period** Wednesday, April 22, 2026 to Wednesday, April 29, 2026  
**Time remaining** 6 days, 2 hours, 9 minutes

Pre-application **Select resume** Select documents Review package Demographic details Complete survey Continue application

## Select documents (optional)

Select the document(s) you want to submit with your application. Review the list of required documents for this job in the Required documents section on the right.

 **Upload a document**

### Help

**Required documents** +

**Acceptable formats** +

# Review Package



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You have started an application for

<b>Position title</b>	Information Technology Specialist (Direct Hire)	<b>Open period</b>	Wednesday, April 22, 2026 to Wednesday, April 29, 2026
<b>Agency</b>	Lyndon B. Johnson Space Center	<b>Time remaining</b>	6 days, 2 hours, 6 minutes
<b>Announcement number</b>	<a href="#">JSC-26-DE-12938121-CB</a>		

Pre-application | **Select resume** | Select documents | Review package | Demographic details | Complete survey | Continue application

### Review package

#### Your resume [Edit](#)

**My Resume 2**

Uploaded 3/24/2026

Selected

[Download](#)

#### Your documents [Edit](#)

I acknowledge that I have reviewed my resume and document(s) \*Required

[← Back to documents](#) [Save and continue →](#)

#### Help

- Required documents +
- Acceptable formats +

# Demographic Details

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You have started an application for

<b>Position title</b>	Information Technology Specialist (Direct Hire)	<b>Open period</b>	Wednesday, April 22, 2026 to Wednesday, April 29, 2026
<b>Agency</b>	Lyndon B. Johnson Space Center	<b>Time remaining</b>	6 days, 1 hours, 54 minutes
<b>Announcement number</b>	<a href="#">JSC-26-DE-12938121-CB</a>		

Pre-application **Select resume** Select documents Review package Demographic details Complete survey Continue application

## Demographic details

Required fields have a red asterisk (\*).

**⚠** You have declined to help improve the federal hiring process by sharing your demographic details. Changed your mind? Update your details by selecting the checkbox below. We never use your details in hiring decisions or send individual details to hiring managers. [Learn more.](#)

I want to share my [demographic details](#) to help improve the hiring process. (optional)

Previous

Save and continue

# Complete Survey

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## USAJOBS

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You have started an application for

<b>Position title</b>	Information Technology Specialist (Direct Hire)	<b>Open period</b>	Wednesday, April 22, 2026 to Wednesday, April 29, 2026
<b>Agency</b>	Lyndon B. Johnson Space Center	<b>Time remaining</b>	6 days, 1 hours, 53 minutes
<b>Announcement number</b>	<a href="#">JSC-26-DE-12938121-CB</a>		

Pre-application | Select resume | Select documents | Review package | Demographic details | Complete survey | Continue application

## Complete survey

Required fields have a red asterisk (\*).

### How did you hear about this job? (optional)

Help us better reach applicants in the future. Please choose the best option available.

- A government agency's website
- Search on the USAJOBS website
- Referred by a colleague or friend
- A USAJOBS saved search email
- Contacted by a federal agency
- Social media
- A job search site other than USAJOBS
- A recruitment event (job fair, networking event, etc.)
- Other
- I prefer not to answer

[Previous](#) [Save and continue](#)

# Continue Application

https://www.usajobs.gov/applicant/application/865848300/continue/

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**USAJOBS**

Events **Help Center** Search

You have started an application for

**Position title** Information Technology Specialist (Direct Hire)  
**Agency** Lyndon B. Johnson Space Center  
**Announcement number** [JSC-26-DE-12938121-CB](#)

**Open period** Wednesday, April 22, 2026 to Wednesday, April 29, 2026  
**Time remaining** 6 days, 1 hours, 58 minutes

Pre-application **Select resume** Select documents Review package Demographic details Complete survey Continue application

## Continue application with agency

Required fields have a red asterisk (\*).

- I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001). \*

**Continue to agency site**

**Previous**

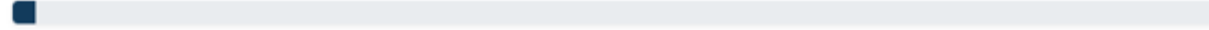
You will leave USAJOBS and be sent to the Lyndon B. Johnson Space Center application system once you select "Continue to agency site."

You will submit your application once you have completed all the agency specific requirements.



National Aeronautics and  
Space Administration

Application Progress



Position Title	Information Technology Specialist (Direct Hire)
Agency	Lyndon B. Johnson Space Center
Announcement Number	JSC-26-DE-12938121-CB
Open Period	Wednesday, April 22, 2026 to Wednesday, April 29, 2026

Application Package Status: **Application Incomplete**

## Welcome [REDACTED]!

If you are not [REDACTED], please return to [USAJOBS](#).

Please wait while we retrieve your information from USAJOBS.



Thank you for your interest in the Information Technology Specialist (Direct Hire) position located in Johnson Space Ctr, Houston, TX.

Over the next few pages we are going to verify and collect pertinent information to help you complete your application for this position. You will be able to review and then submit your application to the Lyndon B. Johnson Space Center.

Continue

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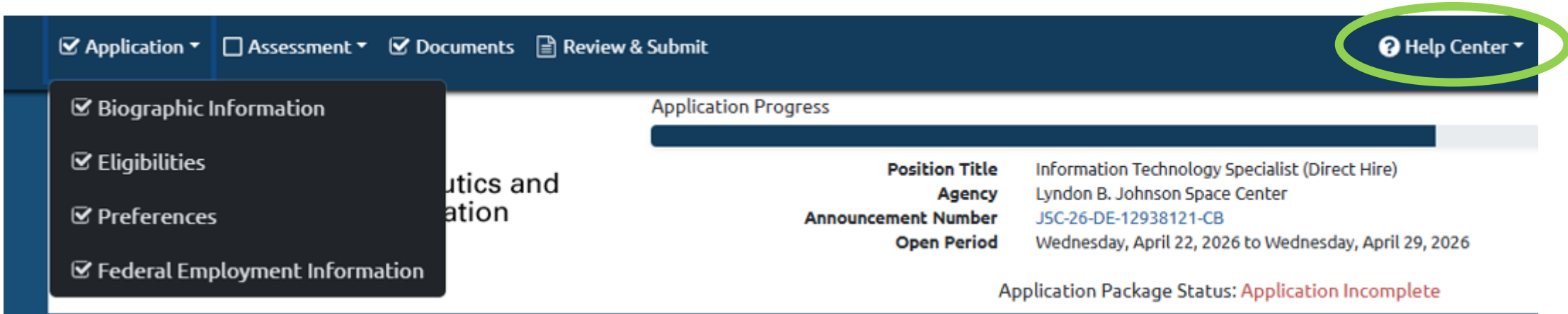
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Application Progress

<b>Position Title</b>	Information Technology Specialist (Direct Hire)
<b>Agency</b>	Lyndon B. Johnson Space Center
<b>Announcement Number</b>	JSC-26-DE-12938121-CB
<b>Open Period</b>	Wednesday, April 22, 2026 to Wednesday, April 29, 2026


Application Package Status: **Application Incomplete**

- Biographical Information
- Eligibilities
- Preferences
- Federal Employment Information
- Merit Hiring Plan Short Essays

Application ▾  Assessment ▾  Documents  Review & Submit

Assessment 1

**Application Progress**

 National Aeronautics and Space Administration

<b>Position Title</b>	Information Technology Specialist (Direct Hire)
<b>Agency</b>	Lyndon B. Johnson Space Center
<b>Announcement Number</b>	JSC-26-DE-12938121-CB
<b>Open Period</b>	Wednesday, April 22, 2026 to Wednesday, April 29, 2026

Application Package Status: **Application Incomplete**

- Assessment
  - How your education or experience meets the requirements for this position at a specific grade level
  - Written Interview questions

NOTE: Applicants are **not** able to update any of the assessment questions once they have submitted their application.

# Information Technology Specialist (Direct Hire)

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
Lyndon B. Johnson Space Center

**Apply**

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Summary   This job is open to   Duties   Requirements   How you will be evaluated   Required documents   How to apply

## How you will be evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

**Direct Hire Authority:** These positions will be filled through the Office of Personnel Management's Direct Hire Authority. Category rating and veterans' preference will not be considered in evaluating applicants. For more information on Direct Hire Authority, please see: [OPM Direct Hire Fact Sheet](#).

**Veterans:** Under the provisions of Direct Hire Authority, veterans' preference does not apply. However, applicants who are eligible for veterans' preference are encouraged to include that information in their application and submit supporting documentation (i.e. DD-214, or other substantiating documents). For more information please see: Veterans' Preference information on the [FedsHireVets](#) website.

You will be evaluated for this position based on how well you meet the qualifications and eligibility requirements outlined in this vacancy announcement. Please ensure your application materials and responses accurately reflect your experience and competencies, as misrepresentation may result in removal from consideration.

You will be assessed on the following competencies:

- Attention to Detail
- Customer Service
- Oral Communication
- Problem Solving
- Flight and Ground Data Systems
- Strategic Thinking
- Technical Competence
- Technology Application

Some of these competencies will be assessed using a Written Interview technical assessment, while others may be evaluated during a structured interview.

- Three structured questions
- Job-related assessment
- Required for all applicants
- Once you submit, you will not be able to change your responses to the Written Interview questions

## Application Progress



National Aeronautics and  
Space Administration

<b>Position Title</b>	Supervisory General Engineer, AST, Experimental Facilities Techniques (Direct Hire)
<b>Agency</b>	Lyndon B. Johnson Space Center
<b>Announcement Number</b>	JSC-26-DE-12942260-CWO
<b>Open Period</b>	Wednesday, April 22, 2026 to Wednesday, April 29, 2026

Application Package Status: **Application Incomplete**

## Documents

Please assign the supporting documents you imported from USAJOBS to the appropriate document types listed below. If the document you need was not imported from USAJOBS, you may upload it directly into this application.

You **MUST** assign at least one supporting document for each **(required)** document type in order to submit your application. Any available documents that are not assigned to an Accepted Document type will **NOT** be submitted as part of your application.

Note: Some documents may be designated as required **(required)** based on your responses to the questions in the "Eligibilities" section of this application. If you do not possess one or more of the required documents below, please review [your answers](#) to determine if your responses are accurate.

Accepted Documents

Available Documents



National Aeronautics and  
Space Administration

### Application Progress



**Position Title** Information Technology Specialist (Direct Hire)  
**Agency** Lyndon B. Johnson Space Center  
**Announcement Number** JSC-26-DE-12938099-CB  
**Open Period** Wednesday, April 22, 2026 to Wednesday, April 29, 2026

Application Package Status: **Application Ready to Submit**

### Review & Submit

Please verify each section of your application is complete and correct. You may review and change your information before submitting.

Status	Section
✓	Application ▾
✓	Assessment ▾
✓	Documents ▾

\*  I acknowledge that all of the supporting documents I want to submit with this application have been assigned to an Accepted Document type on the Documents page.

Submit Application

- Once you submit, you will not be able to change your responses to the Written Interview questions
- Upon submittal, you will receive an email notifying you that NASA has received your application
- Although you will not be able to change your responses to the Written Interview questions, you can make other updates to your application package
- If you wish to update or change your resume, supporting documents, or answers to any of your biographic information, you will need to update your application at USAJOBS before the closing date

- Staffing Specialists review resume
- Technical Subject Matter Experts review Written Interview responses
- Result: Qualified/Not Qualified determination

- You will be notified of the status of your application after applicants are referred to the selecting official for consideration
- If found qualified, your application will be referred to the Hiring Manager
- If found not qualified, your notification will state the reason for the decision. Examples could be:
  - Does not meet specialized experience requirements
  - Missing transcripts for basic education requirement
  - Did not attain the overall passing score on the assessment(s) for this position

- Hiring Managers review all qualified candidates and make selection decisions
- Interviews may be requested
- Decision process will remain open for a long duration and selection decisions may occur throughout the duration (not all at once)

- **Salary**
- Federal agencies are not permitted to use non-federal salary history to set pay for new civil servant hires. Salary will be set based on factors such as:
  - Relevant experience, skills, and qualifications of the candidate
  - The responsibilities and requirements of the position
  - Pay of current employees and recent hires in similar roles
  - Current labor data
- **Expected start date**
- Selected candidates could start work as early as August 2026.
- Start date may be negotiated.

- Leave Accrual
  - Enhanced Annual Leave Credit provides a higher rate of leave accrual based on non-federal experience directly related to the duties of the position
- Employee benefits
  - Information can be found at <https://www.nasa.gov/careers/life-at-nasa/>
- Selected candidates will have 3 days to accept or decline the offer

- <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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