



HR Informational Session

MSFC Restoring Core
Competencies Hiring & Application
Guidance

May 8, 2026



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



Hiring Process Overview & Timeline

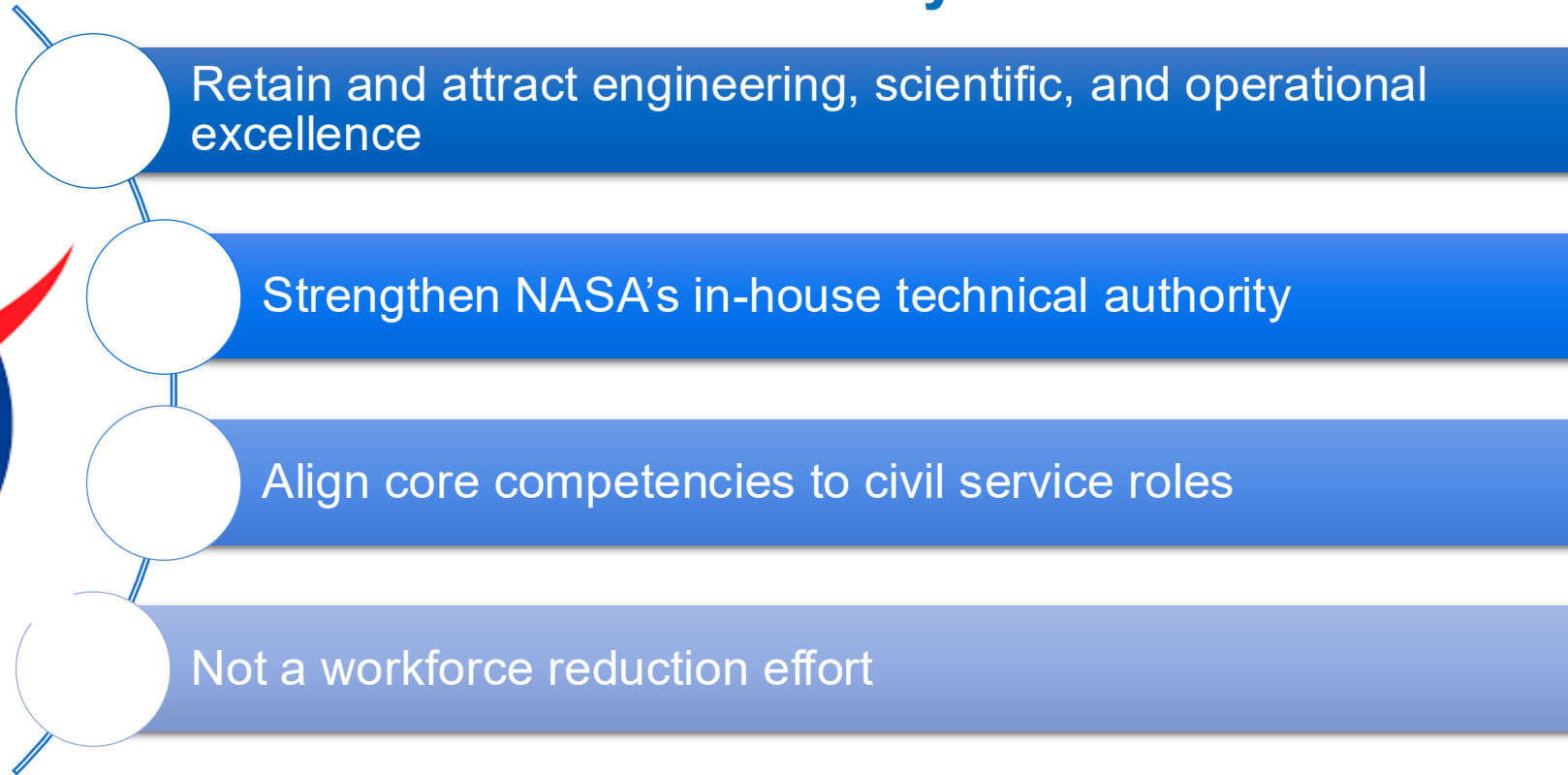
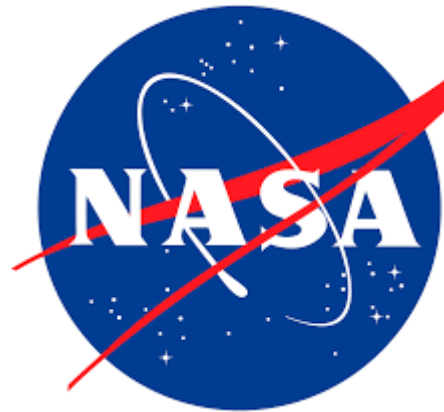
Understanding Job Announcement Information

Writing Your Resume

Next Steps

Resources, Employee Pay & Benefits

The “Why”



Website: [Restoring NASA's Core Competencies - NASA](#)



Current Phase: Engineering Support Wave

- Open announcement window: The first announcement opened May 6, 2026, and will close May 12, 2026 (open for seven days). We will keep you informed as to the exact timing of subsequent announcements.
 - Selected candidates are expected to begin work in summer 2026.
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- Series = category of related occupations

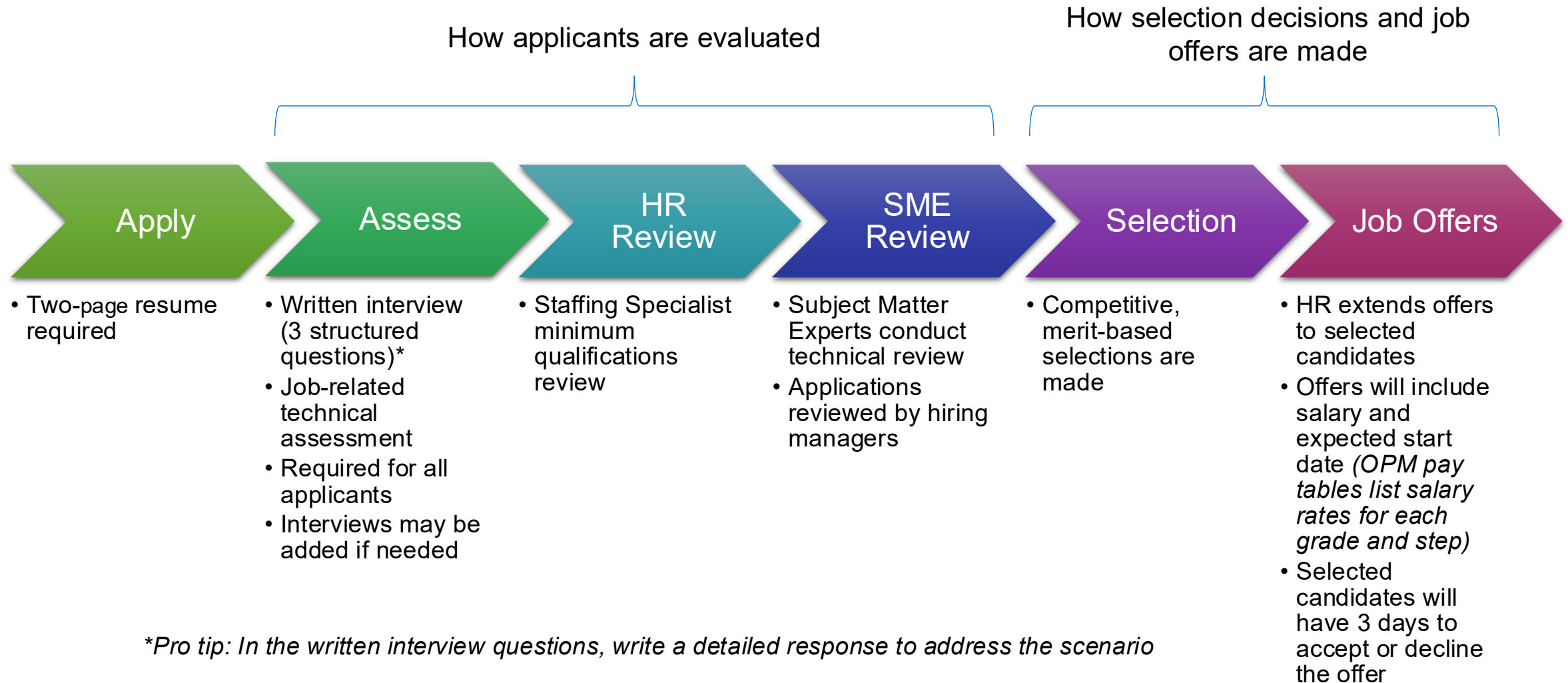
 - Job series included in this phase:
 - 0801 / General Engineer / Grades 12 – 15
 - 0806 / Materials Engineer / Grades 9 – 15
 - 0861 / Aerospace Engineer / Grades 7 – 15
 - 0343 / Management and Program Analyst / Grades 11 – 15

Pro tip: Apply to any series you qualify for

- [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

Overview of The DHA Hiring Process

We utilize Direct Hire Authority (DHA) to conduct competitive, merit-based selections through the following process:

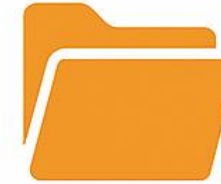


- Announcements include:
 - **Overview:** Summary of the job and hiring agency.
 - **Duties:** Bulleted list of day-to-day responsibilities. Generally written to cover a wide variety of organizations rather than specific tasks.
 - **Requirements:**
 - Conditions of Employment: (e.g., Background check, U.S. Citizenship).
 - Qualifications: Specialized experience needed – in your resume, demonstrate how your work experience aligns directly to the specialized experience requirements listed.
 - Education: Requirements, if applicable, such as a qualifying AST degree.
 - **Evaluation Criteria:** What HR and hiring managers will look for
 - **Required Documents:** List of documents (resume, transcripts, SF-50).



Preparing Your Application

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



Required Documents

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

- 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 Information 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 two-page resume
- Transcripts (if education is required)
 - At time of application, applicants will need to provide an unofficial college transcript or a copy of an official transcript (if required for the position) indicating degree conferred. An official transcript will be required at the time of appointment for verification of eligibility and qualifications.
- Certifications/Licenses (if required)

Always check the announcement carefully. Missing documents is a major cause of disqualification.

- Job-related assessment with three structured and job-related questions designed to measure your qualifications against job related competencies
- Required for all applicants
- Hiring system limits the response to each question to 700 characters
- In your responses:
 - Provide specific, real world examples of how you handled a situation. Avoid generalities or textbook answers. NASA values demonstrated behavior and outcomes.
 - Use the STAR method — Situation, Task, Action, Result. This helps organize your response and makes it easy for evaluators to follow your logic.

- 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

- 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

How Applicants Are Evaluated

- Once the posting closes, applications go through multiple layers of review.
- HR minimum qualification review
- Subject Matter Expert technical review
- If you are found qualified, your resume will be forwarded to Hiring Managers.

- 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 may start work Summer 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/life-at-nasa/>
- Benefits, health insurance, leave accrual, etc.
- Positions are typically not remote
- Duty station listed on the announcement
- One-year probationary period
- Rapid onboarding process

NEXT STEPS

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!

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



- [Restoring NASA's Core Competencies - NASA](#)
- [Life at NASA - NASA](#)
- [Careers: How to Apply & Working With NASA - NASA](#)
- [General Schedule](#)
- [Careers – NASA](#)
- [USAJOBS - The Federal Government's official employment site](#)
- [USAJOBS Help Center - Get started with USAJOBS](#)

Comprehensive Benefits Package:

- [Federal Employees Health Benefits](#) (FEHB) Program
 - Offers over 200 different health insurance plans
 - Explore plans here: [FEHB Plan Information](#)
- [Federal Employees Group Life Insurance](#) (FEGLI)
 - Use the [FEGLI Calculator](#) to determine coverage and bi-weekly premiums
- [Federal Employees Retirement System](#) – Further Revised Annuity Employees (FERS FRAE):
 - FERS FRAE – Mandatory Contribution of 4.4% of your basic pay
 - Social Security – Mandatory 6.2% deduction
 - Thrift Savings Plan (TSP)
 - Agency Matching – up to 5%
 - 100% for the first 3%
 - 50% for the next 2%
 - Rollovers from eligible retirement plans
- [Federal Employees Dental and Vision Insurance Program](#) (FEDVIP)
- [Flexible Spending Accounts](#) (FSAs)
 - Set money aside to pay for out-of-pocket expenses

Annual and Sick Leave

Leave Programs

NASA Employees Benefit Association (NEBA)

- Basic and Optional Life Insurance Coverage
- Voluntary Accidental Death and Dismemberment (AD&D)
- Voluntary Benefits
 - Dependent Life Insurance
 - Auto and Home Insurance
 - Legal Plans
 - Critical Illness Insurance
 - Accident Insurance
 - Pet Insurance
 - Hospital Insurance
 - Cancer Insurance

Visit the [Metlife | NEBA](#) website for more information

Group Counseling

For additional information regarding Federal benefits, review the [OPM New/Prospective Employee Guide](#).



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