



GRC USAJOBS Information Session

Hiring & Application Guidance

July 2026



Office of the Chief Human Capital Officer

People first. Mission always.



Hiring Process Overview

Understanding Job Announcement Information

Writing Your Resume

Next Steps

Resources, Employee Pay & Benefits

- Used to expedite hiring due to severe shortages or critical hiring needs
 - Covers similar series (e.g., professional engineers) and grades covered by the Direct Hiring Authority
 - GS-0801 General Engineer and GS-0301 Miscellaneous General Administration and Program Series are very broad.
- Open to Public: Public notices allow all U.S. citizens to apply
- Allows applicants to pick from a wide range of series/grades, all included on one vacancy announcement
- Open dates – Targeting July 31 – August 4, 2026, for vacancy announcements.

- Positions are expected to report to a federal facility. Those outside the GRC local commuting area will be addressed on a case-by-case basis.
- One-year probationary period is required
- [Restoring NASA's Core Competencies Website](#)

- Applicants must select series they want to be considered for and the lowest grade they will accept
- Resume must address all specialized experience identified in the announcement
- Interviews may be conducted, but not mandatory
- How to Find the Public Notice: www.USAJOBBS.gov
- [Sample Direct Hire Flyer Posting](#)

Aerospace Technology (AST) is a specialized classification unique to NASA.

Basic Education Requirement: An accredited bachelor's degree in an AST qualifying field.



Qualifying

- ABET accredited Engineering
- Physical/Life Science, Mathematics
- Computer Science (with specific math credits)

*Important Caveats:

- **Computer Science bachelor's degrees:** Must include 30 semester / 45 quarter hours in math, statistics, and computer-science (including differential and integral calculus)
- Please review the announcement language for more information
- *The coursework requirement does not apply to graduate Computer Science degrees*

- Other related degrees, coupled with professional engineering experience
 - For example, while an engineering technology degree does not, by itself, meet the basic education requirement, applicants may still qualify through an exceptional experience provision
- Graduate degrees in any of these areas, if an applicant does not possess a qualifying bachelor's degree



 [Search tips](#)

Enter a job or keyword to start searching

Where do you want to work?

 Public Notice Engineer



Search

Who can apply ▾

Pay ▾

Security clearance ▾

Job type ▾

Travel ▾

Work schedule ▾

Occupation ▾

Agency ▾

Work site ▾

1–24 of 24 Public Notice Engineer jobs  [Sort by](#) ▾

 Turn on job alert ▾

Public Notice for Civil Engineer (Direct Hire)

 Save job

Federal Aviation Administration

Starting at \$53,528 Per year (FV G-K)

Public Notice - Engineering (Direct Hire)

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
John F. Kennedy Space Center

This job announcement has closed

 Print

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

Summary

Positions advertised are in various organizations at Kennedy Space Center. NASA may fill positions in any of the following series and at any grade level listed in this announcement (GS-0801, 0819, 0830, 0850, 0855, 0861 at the GS-11/12/13/14/15 levels).

[Learn more about this agency](#)

This job is open to

 [Help](#)

[The public](#)

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

Videos



Overview

 [Help](#)

Reviewing applications

Posted this month

Location

Many vacancies in the following locations:

-  Decatur, AL
-  Hawthorne, CA
-  Vandenberg AFB, CA
-  Kennedy Space Center, FL
-  McLennan County, TX

Work site options

Telework eligible

Yes—as determined by the agency policy.

Remote job

No

Relocation expenses reimbursed

No

Salary

\$74,678 - \$197,200 per year

Salary range reflects the lowest and highest potential salaries of the locations. Actual salary range varies by selectee(s) location



Duties

[? Help](#)

- Duties described below are at the highest grade advertised. Duties assigned at lower grade levels will be of more limited scope, performed with less independence and limited complexity; duties will be commensurate with the grade of selected employee.
- Directs technical efforts across organizational boundaries and provides authoritative guidance to senior officials on highly complex engineering matters.
- Conducts and oversees advanced engineering analysis, design, test, and evaluation on mission-critical systems. Applies expert judgment to resolve complex technical problems and recommends optimal solutions.
- Advises executive leadership and program managers on complex technical and programmatic matters. Represents the organization in high-level technical forums, boards, and reviews at the agency and interagency levels.
- Develops and approves engineering standards, technical policies, and requirements documents at the program or enterprise level. Authors technical reports and assessments that inform senior leadership decisions.
- Provides technical mentorship and discipline leadership across experience levels. Serves as a functional area expert supporting long-term organizational technical capability and engineering workforce development.
- Represents the organization in technical exchanges with contractors, partner agencies, and external entities. Leads formal technical reviews and integrated product teams requiring senior-level engineering expertise.
- For supervisory positions, you will perform a full range of supervisory duties which includes assigning and evaluating work; recommending personnel actions; taking disciplinary actions; and identifying training needs and developing employees.

Salary range reflects the lowest and highest potential salaries of the locations. Actual salary range varies by selectee(s) location.

Pay scale & grade

GS 11 - 15

Promotion potential

None - Contingent - Promotion potential will be based on the position to which appointed.

[? Learn more about pay scale and grade](#)

Pay scale and grade determines the salary of the job.

Work schedule

Full-time

Travel Required

Occasional travel - You may be expected to travel for this position.

Appointment type

Permanent

Occupations and job series

[0801 General Engineering](#)
[0819 Environmental Engineering](#)
[0830 Mechanical Engineering](#)
[0850 Electrical Engineering](#)
[0855 Electronics Engineering](#)
[0861 Aerospace Engineering](#)

Supervisory status

Yes

Federal service type

This job is in the Competitive Service

Represented by a union

No

- Announcements include:
 - **Summary** of the job and hiring agency
 - **Duties:** Bulleted list of day-to-day responsibilities. Generally written to cover a wide variety of functions 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: 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)

Short Essay Questions

The following four narrative questions provide an opportunity for you to highlight your dedication to public service for the hiring manager and agency leadership (or designee(s)). While your responses are not required and will not be scored, we encourage you to thoughtfully address each question. Please provide a response of 200 words or less to each question. You will be asked to certify that you are using your own words and did not use a consultant or artificial intelligence (AI) such as a large language model (LLM) like ChatGPT or Copilot.

1. How has your commitment to the Constitution and the founding principles of the United States inspired you to pursue this role within the Federal government? Provide a concrete example from professional, academic, or personal experience.

2. In this role, how would you use your skills and experience to improve government efficiency and effectiveness? Provide specific examples where you improved processes, reduced costs, or improved outcomes.

3. How would you help advance the President's Executive Orders and policy priorities in this role? Identify one or two relevant Executive Orders or policy initiatives that are significant to you, and explain how you would help implement them if hired.

4. How has a strong work ethic contributed to your professional, academic or personal achievements? Provide one or two specific examples, and explain how those qualities would enable you to serve effectively in this position.



Preparing Your Application

- USAJOBS account + profile updated
- Two-page federal resume
- Transcripts (if required)
- Certifications (if required)



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 & months/years

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 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



Put In

- 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

- 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

Cleveland General Schedule (GS) Pay Scale

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 27,604	\$ 28,530	\$ 29,448	\$ 30,362	\$ 31,277	\$ 31,814	\$ 32,722	\$ 33,636	\$ 33,674	\$ 34,528
2	31,038	31,776	32,805	33,674	34,051	35,052	36,053	37,054	38,055	39,056
3	33,867	34,997	36,126	37,256	38,385	39,515	40,644	41,773	42,903	44,032
4	38,017	39,285	40,552	41,820	43,087	44,355	45,622	46,890	48,157	49,425
5	42,535	43,953	45,371	46,788	48,206	49,624	51,042	52,460	53,878	55,296
6	47,414	48,995	50,575	52,156	53,736	55,316	56,897	58,477	60,058	61,638
7	52,688	54,445	56,201	57,958	59,714	61,471	63,227	64,984	66,740	68,496
8	58,350	60,295	62,240	64,184	66,129	68,074	70,018	71,963	73,908	75,852
9	64,448	66,597	68,746	70,895	73,043	75,192	77,341	79,490	81,639	83,787
10	70,972	73,337	75,702	78,067	80,432	82,797	85,163	87,528	89,893	92,258
11	77,977	80,576	83,176	85,776	88,376	90,976	93,576	96,175	98,775	101,375
12	93,461	96,576	99,692	102,808	105,923	109,039	112,155	115,270	118,386	121,502
13	111,138	114,842	118,547	122,252	125,957	129,662	133,366	137,071	140,776	144,481
14	131,331	135,710	140,088	144,466	148,844	153,223	157,601	161,979	166,357	170,736
15	154,479	159,629	164,778	169,928	175,077	180,227	185,376	190,526	195,676	197,200 *

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](#) (FGLI)
 - Use the [FGLI 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 Leave](#) and [Sick Leave](#)

[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

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



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