



# HR Informational Session

Insourcing Hiring & Application  
Guidance

September 2026



**Office of the Chief Human Capital Officer**

**People first. Mission always.**

**For Internal Use Only**



Thank you for your interest in joining NASA's civil service workforce through our insourcing initiative.

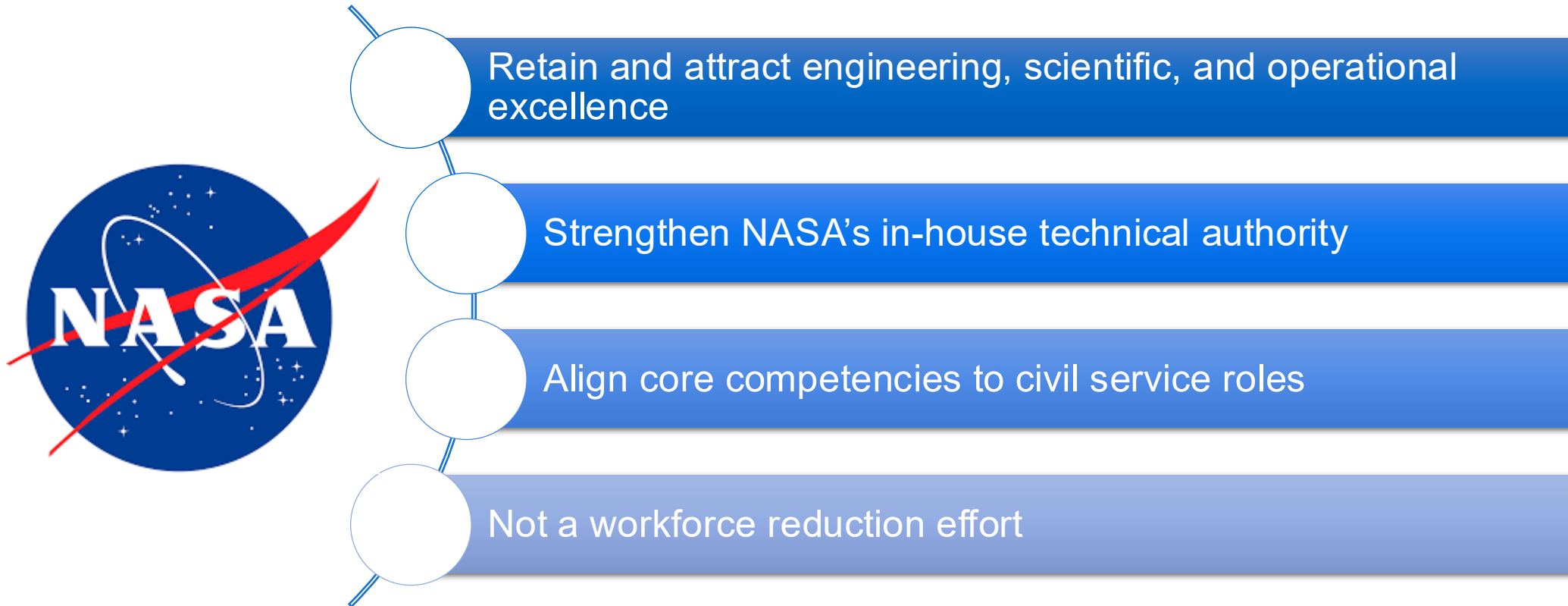
This session will guide you through the application process and help you prepare a competitive federal resume.

**For Internal Use Only**

- Understanding the Insourcing Initiative
- Vacancy Details & Timeline
- Position Information & Work Expectations
- Public Notice Announcements Explained
- How to Prepare Your Application
- Writing an Effective Federal Resume
- Selection Process & Job Offers
- Resources & Q&A

# Restoring NASA's Core Competencies

## The “Why”



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

**For Internal Use Only**

# Upcoming Vacancy Details



## **Who Can Apply:**

All qualified U.S. citizens

## **Where to Find Announcements:**

USAJOBS.gov (the official federal government job site)

## **Tentative Opening Dates:**

Thursday, October 8, 2026, through Monday, October 12, 2026

## **Important:**

Monitor both the NASA Core Competencies website and USAJOBS.gov regularly for updates and exact posting dates

**For Internal Use Only**

# Available Positions at GSFC



- **General Engineer** | Job series: 0801 | GS 13, 14, 15
- **Computer Engineer** | Job series: 0854 | GS 7, 9, 11, 12, 13, 14, 15
- **Electronics Engineer** | Job series: 0855 | GS 7, 9, 11, 12, 13, 14
- **Aerospace Engineer** | Job series: 0861 | GS 7, 9, 11, 12, 13, 14, 15
- **Engineering Technician** | Job series: 802 | GS 9, 10, 11, 12, 13
- **Electronics Technician** | Job series: 0856 | GS 12
- **Physical Scientist** | Job series: 1301 | GS 13, 14
- **Physicist** | Job series: 1310 | GS 12 & 15
- **Astrophysicist** | Job series: 1330 | GS 11, 12, 13
- **Computer Science** | Job series: 1550 | GS 13, 14
- **Facility Operation** | Job series: 1640 | GS 11, 12, 13
- **Information Technology** | Job series: 2210 | GS 9, 11, 12, 13
- **Administrative** | Job series: 301 | GS 9, 11, 12, 13, 14

**For Internal Use Only**

# Work Location & Expectations



- Positions are not remote
- Duty station listed on the announcement
- Onsite mission-critical roles
- One-year probationary period
- Rapid onboarding process

**For Internal Use Only**

## What to Expect:

- On-Site Work Required: These positions are NOT remote. You must work at the duty station listed in the announcement.
- Mission-Critical Roles: These are hands-on positions essential to NASA operations
- Probationary Period: New hires serve a one-year probationary period
- Rapid Onboarding: We aim to bring selected candidates on board quickly

**For Internal Use Only**

# How Public Notices Work



- You Choose: Select which job series you want to be considered for and indicate the lowest grade level you will accept
- Resume Requirements: Your resume must clearly address ALL specialized experience requirements listed in the announcement
- Interviews: May be conducted but are not required for all positions
- Where to Apply: Visit [www.USAJOBS.gov](http://www.USAJOBS.gov) and search for NASA positions

**For Internal Use Only**



 [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

For Internal Use Only

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

For Internal Use Only

# USAJOBS – Public Notice Announcements

For Internal Use Only



## 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

Every announcement contains these key sections:

- Summary: Overview of the job and hiring agency
- Duties: Day-to-day responsibilities (written broadly to cover various functions)
- Requirements Section:
  - Conditions of Employment (e.g., background check, U.S. citizenship)
  - Qualifications: Specialized experience needed - your resume **MUST** demonstrate how you meet these
  - Education: Required degrees or coursework (e.g., AST positions require specific degrees)
- Evaluation Criteria: What HR and hiring managers look for when reviewing applications
- Required Documents: What you must submit (resume, transcripts, SF-50 if applicable)

**For Internal Use Only**

## Before You Apply

- Create/update USAJOBS account and profile
- Prepare a two-page federal resume
- Gather transcripts (if education is required)
- Collect certifications/licenses (if applicable)
- Prepare for potential written assessments

## Documents You'll Need

- Federal resume (required for all)
- Official transcripts (if education requirement exists)
- Professional certifications or licenses (if position requires them)

**For Internal Use Only**

## Key Requirements:

- Maximum two pages (strictly enforced)
- Tailor content to match the specialized experience in the announcement
- Use specific, measurable accomplishments with numbers and results
- Avoid acronyms and technical jargon that reviewers may not understand
- Include hours worked per week and exact employment dates for each position

## Effective Achievement Format:

*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.’

**For Internal Use Only**

## Include

- Full name, current email, current phone number
- For each job: employer name, job title, start/end dates, hours per week, series/grade (if federal)
- Descriptions showing how you meet the required qualifications
- Education details: school name, completion date, degree type, major, GPA
- Optional: security clearance, relevant training, language skills, publications, references

## Do NOT Include

- Photos or Social Security Number
- Classified or sensitive information
- Personal details (age, gender, religion, marital status)
- Encrypted or digitally signed documents
- Outdated or irrelevant work experience

**For Internal Use Only**

## Preparation Tips

- Start drafting your resume now - don't wait until announcements open
- Prioritize recent, relevant experience that matches the job posting
- Use bullet points, action verbs, and quantifiable results
- Customize your resume for each announcement you apply to
- Avoid vague language and long paragraphs
- **IMPORTANT:** You must write your own resume - AI tools and consultants are prohibited

## Content Strategy

- Your resume must clearly demonstrate that your skills and experience meet the qualifications listed in the announcement
- Use clear, concise language that highlights your core qualifications
- Focus on achievements and impact, not just job duties

**For Internal Use Only**

# Resume Self-Review Checklist

Before submitting, ask yourself:

- Does my most important information stand out immediately?
- Have I effectively demonstrated my qualifications and value?
- Have I directly addressed every qualification listed in the job announcement?
- Is my resume free of spelling and grammatical errors?
- Is it exactly two pages or less?
- Would someone unfamiliar with my work understand my accomplishments?

**For Internal Use Only**

## **"I have 15+ years of experience - how do I fit it in two pages?"**

Focus on the most relevant experience for the specific job. Older or less relevant roles can be summarized in 1-2 lines.

## **"What about my publications, awards, and presentations?"**

If highly relevant to the position, include them briefly in an "Additional Achievements" section or upload as supplemental documents - but only if space allows.

## **"What if I accidentally upload a longer resume?"**

USAJOBS will notify you if your resume exceeds the page limit and will not allow submission until you correct it.

- Application Review: HR will review your application to determine if you meet the qualifications
- Notification: You'll receive an email about your application status after the review is complete
- If Qualified: Your application will be referred to the hiring manager for consideration
- If Not Qualified: You'll receive a notification explaining why. Common reasons include:
  - Resume does not demonstrate the required specialized experience
  - Missing required transcripts for education requirements
  - Incomplete application or missing documents

- 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

- Manager Review: Hiring managers review candidates and make selection decisions
- Interviews: May be requested for some or all candidates (not guaranteed for every position)
- Rolling Selections: The announcement may remain open for an extended period, and selections can occur throughout that time - not all at once
- Timeline Varies: Some positions may be filled quickly while others may take longer depending on mission needs

## How Salary is Determined

Federal law prohibits using non-federal salary history to set pay for new civil servants. Instead, salary is based on:

- Your relevant experience, skills, and qualifications
- The specific responsibilities and requirements of the position
- Pay of current NASA employees and recent hires in similar roles
- Current federal pay scales and labor market data

**For Internal Use Only**

## Annual Leave Accrual

Enhanced Annual Leave Credit may provide a higher rate of leave accrual based on your non-federal experience that is directly related to the position duties.

## Employee Benefits

Comprehensive information about federal benefits can be found at:

<https://www.nasa.gov/careers/life-at-nasa/>

**IMPORTANT: You will have 2 business days to accept or decline a job offer**

**For Internal Use Only**

## Steps for Success

- Start Now: Draft your federal resume before announcements open
- Match Requirements: Ensure your resume directly addresses the specialized experience for positions you want
- Apply Broadly: Submit applications for all job series and grade levels you qualify for
- Stay Informed: Check [www.USAJOBBS.gov](http://www.USAJOBBS.gov) or [Restoring NASA's Core Competencies - NASA](#)
- Be Ready: Have all required documents prepared and ready to upload

**For Internal Use Only**

- [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](#)

**For Internal Use Only**



OCHCO

Office of the Chief Human Capital Officer

# Resources: Federal Benefits



## 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 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](#).

**For Internal Use Only**