



How to Apply

To apply for a job with NGA, you must submit your application online through our eRecruit application system, which is accessible via our website. If you are interested in multiple job opening announcements, you must apply to each announcement for which you want to be considered.

To help protect applicant privacy, applications that have been in draft status for more than **48 hours** will be deleted from the eRecruit application system. Once an application has been accepted into eRecruit, all personally identifiable information will be deleted and will need to be re-entered if the applicant applies to future job announcements. Applicants will continue to have the ability to view the status of applications submitted within the past 12 months.

All job openings close at midnight Eastern Time on the close date noted within the job opening text.

****System Availability****

Scheduled routine maintenance occurs every Tuesday from 7:00 p.m. - 10:00 p.m. (Eastern). The system will be unavailable during that timeframe.

Eligibility Requirements

- U.S. citizenship
- At least 18 years of age
- Ability to obtain a Top Secret security clearance

Step-by-Step Instructions

1. Click "Current Openings" (in the left column of the NGA Jobs page).
2. Review the list of current job opening announcements and their descriptions and apply to announcements for which you qualify. You must submit your application before the closing date listed. New job opening announcements are posted every Monday.
3. Click "**Register Now**" and fill in all requested information. You must register in order to apply for a position.
4. Once you have registered, you can select a Job Title from the list of Current Openings, and then click "**Apply Now.**"
5. Check the box to indicate that you are a U.S. citizen, and click "Copy and paste resume text." Click "**Continue Application.**"
6. A warning message will pop up explaining that if you are inactive for 30 minutes on any of the following online pages, the system will time out and your data will not be saved. Click "**OK.**"
7. Enter your resume text. It is highly encouraged that you write your resume in a word processing software program in advance, then copy and paste it into the resume field. Click "**Continue Application.**"
8. Enter your profile information as requested, and then click "**Continue.**"
9. *Optional:* Enter Cover Letter text (This is optional and is not required for employment consideration at NGA, but it is a good opportunity to highlight your skills and demonstrate the value you would bring to the agency.), then click "**Next.**"
10. Select your Security Clearance level and/or Veterans Preference from the drop-down menu (only if applicable – these are not required to apply). Click "**Next.**"
11. Enter education and language information and click "**Next.**"
12. Enter your Other Information and preferences as requested, and click "**Next.**"
13. Enter referral information to help us learn about how you found out about NGA. This data helps us determine the effectiveness of our recruitment strategy.
14. Before you submit your job application, make sure you thoroughly review it to ensure your package is complete. Some job opening announcements may require the submission of additional application materials, so please read each announcement in its entirety and follow up accordingly.
15. Click "Finalize Application" to submit your completed application. You will receive an e-mail confirming submission. If you do not receive an e-mail, your application was not successfully submitted.

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www.nga.mil/careers