



Schedule A Hiring Authority

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SCHEDULE A HIRING AUTHORITY

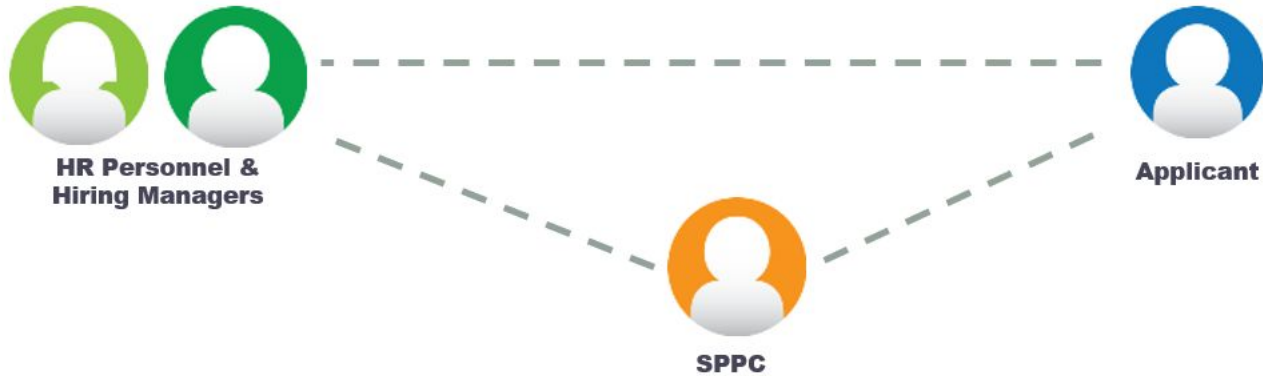
11-21-2024

Ryan Jennings – Acting Selective Placement Program Coordinator



★★★ Department SPPC

The Selective Placement Program Coordinator (SPPC) acts as a liaison between HR personnel, hiring managers, and applicants with disabilities.



★★★ What is the Schedule A Hiring Authority?

- The Schedule A Hiring Authority (5 C.F.R. 213.3102(u)) streamlines the hiring process for qualified individuals with disabilities.
- It is a key part of the hiring and advancement program established in the Department of State (DOS) Affirmative Action Plan, issued pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S.C. § 791, and its implementing regulation, 29 C.F.R. § 1614.203(d). This regulation sets a goal for each federal agency that no less than 12% of its employees be individuals with disabilities, and that no less than 2% of its employees be individuals with targeted disabilities.
- In some instances, hiring officials may choose to select solely from a list of qualified Schedule A applicants.

★★★ Schedule A Appointments

May be used to fill positions for:

- Civil Service positions **only**;
- Positions up to GS-15;
(not including Pathways internships)
- Although positions can be filled via Schedule A without being advertised, candidates can also apply to vacancy advertisements posted on USAJobs.

★ ★ ★ Candidate Eligibility

Individuals may be eligible under Schedule A if he or she:

- Has an *intellectual disability, severe physical disability, or psychiatric disability; and*
- Meets the minimum qualifications of a specific position;
- Provides proof of disability – Schedule A letter.

★★★ OPM Schedule A Letters

Sample Schedule A Letter for Licensed Medical Practitioners

The letter must be printed on “medical professional’s” letterhead and must include a signature, or it is invalid.

Date

To Whom It May Concern:

This letter serves as certification that (name of patient/applicant) is an individual with an intellectual disability, severe physical disability or psychiatric disability, and can be considered for employment under the Schedule A hiring authority 5 CFR 213,3102(u). Thank you for your interest in considering this individual for employment. You may contact me at (phone number).

Sincerely,

(Medical professional’s signature)

(Medical professional’s title)



Sample Schedule A Letter for Vocational Rehabilitation Professionals`

Name of Counselor, M.S.,
Position Title

Department of Rehabilitative Services
Street Address – Suite Number
City, State Zip Code website

Main Line: xxx-xxxxxxx
TTY: xxx-xxx-xxx
Fax: xxx-xxx-xxxx
Email:
Direct Line: xxx-xxx-xxxx

Date

To Whom It May Concern:

This letter serves as certification that (name) is an individual with a documented disability, identified by the (vocational rehabilitation services agency name) policy and can be considered for employment under the Schedule A hiring authority 5 CFR 213.3102 (u) for people with intellectual disabilities, severe physical disabilities or psychiatric disabilities. Thank you for your interest in considering this individual for employment. You may contact me at (contact information).

Sincerely,

(Vocational rehabilitation professional's signature)

★★★ Talent Database

- **Talent Database** refers to a GTM/OAA database of potential candidates for employment who are eligible for Schedule A appointments and who have provided their authorization to be placed into the database. The SPPC uses the Talent Database when referring individuals with disabilities to hiring managers and HR Specialists who request Schedule A eligible candidates.
- Inclusion in the Talent Database:
 - Submit resume
 - Schedule A letter
 - Complete the Survey Monkey survey



Ways to Apply for Schedule A

- Applicants identify positions which they are qualified for on USAJobs. Send the job link to SelectivePlacement@state.gov and request to be referred.
 - Applicant should submit a link to the vacancy announcement.
 - Schedule A letter and resume will be pulled from the Talent Database.
 - If applying based on education or professional series, applicants must provide transcripts to the SPPC.
- The SPPC, upon receiving a request from the hiring manager, will refer qualified candidates from the DOS Talent Database.
- Applicants may apply directly through USAJobs indicating that they are Schedule A eligible. No action required by the SPPC.

★★★ Workforce Recruitment Program (WRP)

- WRP is administered by DOD and DOL. WRP connects federal hiring managers with qualified candidates (students and recent graduates) with disabilities for internships.
- Users can search the WRP-specific database for candidates with specific skills to fill federal positions in their agencies.
 - The Department of State, depending on funding, usually funds up to 10 candidates for 10-week internships per year.
 - The WRP database has over 2000 students and recent graduates from 420 accredited schools across the nation.
 - You can go to [WRP.gov](https://www.wrps.gov) for more information.

★ ★ ★ Wounded Warrior Work Experience Initiative-Operation War Fighter (OWF)

- The Selective Placement Program Coordinator (SPPC) is the main point of contact with DOD to engage with non-paid work experience programs that support wounded, ill, and injured military personnel.
- SPPC receives a list of available OWFs from DOD POC.
- Currently there are seven OWFs on the list.

☆☆☆ Useful Resources

- Send e-mail inquiries to SelectivePlacement@state.gov.
- Go to [Careers.State.gov](https://careers.state.gov) for information on both Civil and Foreign Service careers.



Questions



Thank You!

For Those On SSDI or SSI disability, apply for our free employment services online:

www.MyEmploymentOptions.com

Click Apply Now

**To Learn More Careers at Department of State
Careers.State.gov**

Contact Information:

My Employment Options: Lori Adler:
ladler@myemploymentoptions.com

Department of State:
[SelectivePlacement@state.gov](mailto>SelectivePlacement@state.gov)