



Disability Employment

AT THE DEPARTMENT OF STATE

Basics of Schedule A Hiring Authority for Individuals with Disabilities (For Eligible Candidates)

Schedule A (5 C.F.R. 213.3102(u)) is an excepted hiring authority that streamlines the hiring process for qualified individuals with disabilities seeking Civil Service positions. Using this authority, hiring officials may choose to select Schedule A applicants non-competitively.

Individuals may be eligible under Schedule A if they have an intellectual disability, severe physical disability, or psychiatric disability AND meet the minimum qualifications of a specific position.

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

Join the DOS Talent Database!

Selecting officials and HR Specialists may contact the SPPC seeking qualified candidates to fill their vacancies. The SPPC will review the Department's Talent Database and refer individuals directly. To join the DOS Talent Database:

1. [Complete the DOS Talent Database Questionnaire](#)
(www.surveymonkey.com/r/dostalentdatabase)
2. Submit an up-to-date resume and your Schedule A Letter:
 - For candidates with a Department of State email address: through [GTM Next](#)
(www.gtmprod.servicenowservices.com/next)

- For external candidates, send an email to SelectivePlacement@state.gov

After the required information has been received and reviewed, your acceptance into the Talent Database will be confirmed via email.

How does Schedule A benefit me?

- Streamlined hiring process.
- Two ways to apply – through USAJOBS at www.usajobs.gov or by referral.
- Flexibility of appointments (permanent or time-limited).
- A two-year probationary period allows for more time to prove satisfactory performance.

How do I apply using Schedule A?

- **USAJOBS**

Apply directly to an announcement for any job for which you are eligible and meet the qualifications: www.usajobs.gov

- **Ask the SPPC to refer you!**

Email the vacancy link to SelectivePlacement@state.gov or through [GTM Next](#) (www.gtmprod.servicenowservices.com/next) when requesting referrals.

- **Interview for the Workforce Recruitment Program (WRP)**

Connects post-secondary students and recent graduates with disabilities to positions in the Federal government. Please visit [WRP website](#) (www.wrp.gov/wrp) for more information.