

SELECTIVE PLACEMENT PROGRAM

EXPEDITED HIRING FOR INDIVIDUALS WITH DISABILITIES

Schedule A Hiring Authority

5 C.F.R. 213.3102 (u)

What is the Schedule A Hiring Authority?

The Schedule A authority (Sch A) streamlines the hiring process for individuals with certain types of disabilities seeking Civil Service positions. [The regulation can be found at 5 C.F.R. 213.3102\(u\)](https://go.usa.gov/xXsSt) (<https://go.usa.gov/xXsSt>).

To be eligible for hiring under the Sch A hiring authority, you must provide "proof of a disability" documentation. Appropriate documentation must certify that you have an intellectual disability, severe physical disability, or psychiatric disability, and can be considered for employment under the Sch A hiring authority 5 CFR 213.3102(u). The Sch A documentation can be obtained from a licensed medical practitioner, licensed vocational rehabilitation specialist, or any Federal, state, or local agency that provides disability benefits. The Office of Personnel Management (OPM) provides additional guidance at www.opm.gov.

Individuals with a disability listed above are eligible for Excepted Service positions within the federal government and may apply non-competitively to agency merit promotion announcements.

Employees appointed through this expedited hiring authority must serve a two-year probationary period compared to a one-year probationary period that most other federal employees must serve.

Department of State (DOS) job postings are currently listed on <http://careers.state.gov> and www.USAJOBS.gov. Applicants are also encouraged to visit USAJOBS for more information on how to create a federal style resume. Be sure to list the number of hours worked, full- or part-time (position), grade level, and salary on your resume.

Any questions regarding Sch A hiring within DOS can be directed to the Selective Placement Program Coordinator (SPPC) in the Bureau of Global Talent Management (GTM), Office of Accessibility & Accommodations (OAA) at SelectivePlacement@State.gov.

How do I apply using Schedule A?

There are two ways to be considered for DOS opportunities using your Sch A eligibility.

1. Apply through www.USAJOBS.gov and upload your Sch A supporting documentation as an attachment to the application.
2. Request referrals by submitting the following information to the DOS SPPC at SelectivePlacement@state.gov for each of the positions you would like to be considered and believe you are qualified for:
 - o USAJOBS vacancy announcement link; and
 - o A resume specific to each vacancy announcement.

Please note that an email referral by the SPPC will **NOT** place you on the certificate of eligible (CERT), and never guarantees that you will be selected for the position for which you requested referral. The only way to be placed on the CERT is to apply via the USAJOBS online application. Please keep in mind that even under Sch A hiring authority, you must meet the minimum qualifications/specialized experience requirements for the specific vacancy announcement to which you applied or requested referral. Your resume must clearly show how your experience meets the position requirements. Be sure to read vacancy announcements very carefully to ensure you meet all of the qualifications and submit all required documents.

Does DOS have a Talent Database?

Yes. You can contact the SPPC with the following documents to be added to the DOS Talent Database:

1. Your resume
2. Schedule A supporting documentation.
3. [Complete the DOS Talent Database Questionnaire](https://www.surveymonkey.com/r/dostalentdatabase) (<https://www.surveymonkey.com/r/dostalentdatabase>).

Once you are in the Talent Database, your resume can be referred directly to hiring managers and HR Specialists who come to the SPPC looking for applicants with a skill set that matches the skills you've included in your resume. However, your resume may require tailoring to new positions, thus requiring your attention.



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