



## EXPEDITED HIRING FOR INDIVIDUALS WITH DISABILITIES

# Schedule A Hiring Authority

5 C.F.R. 213.3102(u)

### What is the Schedule A(u) Hiring Authority?

The Schedule A authority 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) via the following link, <https://go.usa.gov/xXsSt>.

To be eligible to apply using the Schedule A hiring authority you must provide "proof of a disability" documentation. Appropriate documentation must state that you have an intellectual disability, severe physical disability, or psychiatric disability. Documentation can be obtained from a doctor, a licensed medical professional, a licensed vocational rehabilitation specialist, or any Federal, state, or local agency that issues or provides disability benefits. The Office of Personnel Management (OPM) provides additional guidance and documentation templates on their website at [www.opm.gov](http://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 agencies' 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.

DOS job postings are currently listed on <http://careers.state.gov> and [www.USAJOBS.gov](http://www.USAJOBS.gov). Applicants are also encouraged to visit USAJOBS for more information on how to create a federal style resume.

Any questions regarding Schedule A hiring within the Department of State (DOS) can be directed to the Selective Placement Program Coordinator (SPPC) in the Bureau of Human Resources, Office of Accessibility & Accommodations (HR/OAA) at:

[SelectivePlacement@State.gov](mailto:SelectivePlacement@State.gov)



### How do I apply using Schedule A(u)?

There are two ways to be considered for DOS opportunities using your Schedule A eligibility. We recommend applicants do both:

- 1 Apply through [USAJOBS.gov](http://USAJOBS.gov) and upload your Schedule A supporting documentation as an attachment to the application.
- 2 Submit the following information to the DOS SPPC at [SelectivePlacement@state.gov](mailto:SelectivePlacement@state.gov) for each of the positions you would like to be considered and believe you are qualified for:
  - Link to vacancy announcement OR position title and office;
  - Resume specific to each vacancy announcement; and
  - Schedule A supporting documentation.

Please note that an email referral by the SPPC by email WILL NOT place you on the certificate of eligible candidates, and never guarantees that you will be considered for a DOS job posting on USAJOBS. The only way to be placed on the certificate of eligible candidates is to apply via the USAJOBS online application.

Please keep in mind that even under Schedule A, you must meet the minimum qualifications/specialized experience requirements for any vacancy announcement that you apply to. Your resume must clearly show how your experience meets the requirements for the position. Be sure to read vacancy announcements very carefully to ensure you meet all of the qualifications for the position.

### Does DOS have a Talent Database?

Yes, in addition to contacting the SPPC for referrals to vacancy announcements, you may also ask to be added to the DOS Talent Database. To be added, the SPPC will need **your resume, Schedule A supporting documentation, and a brief statement about the career field you are interested in and qualified for.**

By being saved in the Talent Database, your resume can be referred directly to managers who come to the SPPC looking for applicants with a skill set that matches the skills you've included in your resume.

*The Department of State values individuals with varied experiences and diverse perspectives.*