

## WHO CAN USE SCHEDULE A?

- ⊗ If individuals choose to apply for Federal appointments through Schedule A, they have to provide documentation to show their disability status. Individuals with disabilities may apply for Federal appointments either using Schedule A or the traditional competitive hiring process. The following documentation is needed to demonstrate and identify Schedule A eligibility:
- ⊗ Eligibility for appointment under this Schedule A (5 C.F.R. 213.3102(u)) authority consists of Proof of Disability:
  - ⊗ Proof of Disability: An individual wishing to be hired under this Schedule A (5 C.F.R. 213.3102(u)) authority must provide proof he or she is indeed an individual with intellectual disability, severe physical disability, or psychiatric disability.
  - ⊗ This proof must be provided to the hiring agency before an individual can be hired.
  - ⊗ This proof may be in the form of documentation obtained from licensed medical professionals, state or private vocational rehabilitation specialists, or any Government agency that issues or provides disability benefits.

## THE ABC'S

- ⊗ **A. Identify an open position:** If you are interested in working for the federal government, your first task is to identify an open position for which you want to apply, if you do not already have one in mind .
- ⊗ **B. Prepare your application:** Once you have identified a job (s) you would like to apply to, create a USAJOBS account and start preparing your application materials .
- ⊗ **C. Apply for the job:** Once you have your resume and supporting documents in order - including your Schedule A proof of disability documentation - you are ready to apply for the job.



## SCHEDULE A AUTHORITY: APPOINTMENTS OF INDIVIDUALS WITH DISABILITIES



**US Army Garrison Fort Stewart / HAAF  
Equal Employment Opportunity Office  
Tel: 912-767-4074**



## WHAT IS SCHEDULE A?

Schedule A is a hiring authority for Federal agencies to use to tap into a diverse and vibrant talent pool without going through the often-lengthy traditional hiring process. Schedule A allows individuals to apply for a Federal appointment through a noncompetitive hiring process. This means that if individuals meet the eligibility status of the appointment and the minimum qualifications for a position, they may be hired for the position without competing with the general public. Schedule A can be used to hire people in all occupations.



**NOTE:** Disabled veterans may also be considered under special hiring programs for disabled veterans with disability ratings from the Department of Veterans Affairs <http://www.opm.gov/disability/index.asp> Affairs of 30 percent or more.

## WHAT IT PROVIDES?

**1** Under Schedule A, these flexibilities provide a way to hire persons who have a permanent, severe physical, psychiatric, or mental impairment that substantially limits one or more major life activities.

**2** Disabilities may include intellectual disabilities, psychiatric disorders, muscular or neurological disorders, and less obvious disabilities such as lupus, AIDS, diabetes, or heart disease.

Visit both [https://www.eeoc.gov/eeoc/publications/abc\\_applicants\\_with\\_disabilities.cfm](https://www.eeoc.gov/eeoc/publications/abc_applicants_with_disabilities.cfm) for more information, and USAJOBS Website <http://www.usajobs.gov/> to see the different Federal occupations available.



## WHAT ARE THE BENEFITS FOR THE HIRING MANAGER?

- (1) Provides the manager with a skilled, motivated employee who can be converted, without competition, to a permanent position in the competitive civil service after completing 2 years on the job and demonstrating satisfactory performance (with or without accommodation).
- (2) It can also be a fast track way for managers to bring in talented individuals with disabilities. Individuals may be appointed under these authorities without public notice.
- (3) Ensures that the opportunities for Government service are open to everyone.

