



2016 DOT Civil Rights Virtual Symposium

**Schedule A:
Streamlined Federal Government Hiring of
People with Disabilities**

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An Applicant's Perspective

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What is Schedule A?

- Schedule A is an appointing/hiring authority that can be used to non-competitively appoint a person with disabilities to a position at any GS level.
- Enables persons with severe intellectual, physical, or psychiatric disability to fill any job in which the person is qualified and able to perform with or without reasonable accommodation.

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More About Schedule A (How Easy it is to Use)

- Schedule A simplifies hiring employees with disabilities (5 CFR §213.3102(u) and promotes rapid hire of qualified persons with disabilities).
- Allows HR collaboration with other agencies having expertise in recruiting all qualified persons.

Sample Schedule A Letter

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 a severe, documented disability, and can be considered for employment under the Schedule A hiring authority 5 CFR 213,3102(u).

(Name of patient/applicant) also has certification of job readiness in an office setting (or describe the setting if different) and is likely to succeed in performing the duties of the position for which he/she is seeking.

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)

ADDITIONAL SCHEDULE A LETTERS CAN BE FOUND AT:

<https://www.transportation.gov/citizens/disability/sample-schedule-letters>

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Resources

- DOT'S Selective Placement Program Coordinators (SPCs):
<https://www.transportation.gov/drc/employment-people-disabilities>
- DOT's Disability Resource Center (DRC):
www.transportation.gov/drc
- Workforce Recruitment Program (WRP): www.wrp.gov
- Wounded Warrior Project:
www.woundedwarriorproject.org
- Hiring Heroes: www.hireheroesusa.org

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Resources – Continued

- Council of State Administrators of Vocational Rehabilitation: <http://rehabnetwork.org>
- Consortia of Administrators for Native American Rehabilitation: <http://www.canar.org>
- Department of Veterans Affairs Vocational Rehabilitation and Employment:
<http://benefits.va.gov/VOCREHAB/employers.asp>

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Thank you for Participating!



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