



Schedule A Hiring Authority 101

WHAT ARE SCHEDULE A HIRING AUTHORITIES?

Schedule A Hiring Authorities are critical tools for increasing employment opportunities for people with severe disabilities in the Federal Government. It allows agencies to hire qualified individuals with disabilities without posting a job announcement or going through the certificate process.

OVERVIEW



Schedule A, 5 CFR 213.3102(u)

"For hiring people with severe physical disabilities, psychiatric disabilities, and intellectual disabilities"




Schedule A, 5 CFR 213.3102(II)

"This excepted authority is used to appoint readers, interpreters, and personal assistants for employees with severe disabilities as reasonable accommodations"

ADDITIONAL INFORMATION

 Qualifying Disabilities	Blindness, deafness, paralysis, missing limbs, epilepsy, dwarfism are examples of physical disabilities that Schedule A Hiring Authorities apply to. However, an explicit list of qualifying disabilities is not outlined.
 Probationary Period	Once the individual is hired, the probationary period usually lasts for two years. Agencies are strongly urged to convert Schedule A appointees at the end of the two-year period for noncompetitive conversion.

DOCUMENTATION

 Purpose of Process	Documentation is used to verify that the individual being hired is indeed a person with a physical, psychiatric, or intellectual disability. This must be provided before an individual can be hired.
 Medical Professional Certification	Documentation must be obtained from a licensed medical professional, a licensed vocational rehabilitation specialist, or any Federal or state agency that issues or provides disability benefits.
 Standard-Form 256	The individual with a disability or the agency Human Resource office should also complete the Standard Form 256. The SF-256 includes the legal definition of disability and lists various disabilities, including several that are considered targeted disabilities.

BENEFITS OF SCHEDULE A HIRING AUTHORITIES

Allows agencies to expedite the lengthy hiring process to fill their position needs with qualified individuals. In addition, individuals with disabilities can achieve a full-time working status in the Federal Government. This enables CBP to be a model employer by increasing opportunities for more communities.