

Advantages to Working for the Federal Government

- ✓ Wide variety of jobs in many fields and locations
- ✓ Competitive wages
- ✓ Benefit packages
- ✓ Make a difference through public service

Finding a Job

Federal Government Employment



Federal government jobs are available across the country. Schedule A hiring allows people with a Targeted Disability or Serious Health Condition preference in hiring for jobs with the federal government or hiring on a non-competitive basis. A partial or complete paralysis of any cause, including a spinal cord injury, is considered a Targeted Disability under the Schedule A hiring authority.

You must provide a special letter, often called “**a Schedule A Letter**” to prove you qualify for Schedule A hiring. You can find sample letters in the resources on the next page. You can give the sample letter to your doctor or other licensed medical and rehabilitation professions to put on their letterheads and sign for you.

You can also set up a profile, and search for jobs online at <https://www.usajobs.gov/>. You will want to prepare a searchable resume, meaning a word document and not a pdf. You can include your searchable resume in your profile. You can put in your resume that you want to be considered for a schedule A position, so federal agencies looking to hire people with disabilities can find you through your profile.

United Spinal Association

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askus@unitedspinal.org

unitedspinal.org/pathway
s-to-employment

Resources for more information on Schedule A Federal Government Hiring:

- × USAJobs – Individuals with Disabilities:
<https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/individuals-with-disabilities/>
- × The ABCs of SCHEDULE A: Tips for Applicants with Disabilities on Getting Federal Jobs
https://www.eeoc.gov/eeoc/publications/abc_applicants_with_disabilities.cfm
- × Disability Employment: <https://www.opm.gov/policy-data-oversight/disability-employment/>
- × Tips for Applicants with Disabilities Applying for Federal Jobs:
https://www.eeoc.gov/eeoc/publications/applicants_with_disabilities.cfm
- × Disability Employment - Job Seekers: <https://www.opm.gov/policy-data-oversight/disability-employment/>
- × You can find a sample of a schedule A letter below that you share with your doctor, a licensed medical professional, a licensed vocational rehabilitation specialist, or any federal, state, or local agency that issues or provides disability benefits to sign:
 - <https://www.dol.gov/odep/wrp/schedulealetter.pdf>
 - <https://www.fdic.gov/about/jobs/proof-disability.pdf>
 - <https://www.opm.gov/policy-data-oversight/disability-employment/getting-a-job/sampleschedaletters.pdf>
- × You can find a Disability Employment Selective Placement Program Coordinator for an agency and in a location with which you seek employment from this directory:
 - <https://www.opm.gov/policy-data-oversight/disability-employment/selective-placement-program-coordinator-directory/>
- × You can find all kinds of resources for Disability Employment Reasonable Accommodations in Federal Government jobs, such as telework or changes to the environment for example, at:
 - <https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations>

Important Note

Once hired under Schedule A, you may have a probationary period of up to 2 years. See Questions 12-14 or the EEOC's site for details https://www.eeoc.gov/eeoc/publications/abc_applicants_with_disabilities.cfm
