



Outstanding Scholar Provision

This is a special hiring authority under the Administrative Careers with America Program. After advertising a job, the agency may select individuals who meet the following criteria:

- Possess an overall GPA of 3.5 or higher on a 4.0 scale for all undergraduate coursework completed and receipt of a Bachelor's Degree or who are in the upper 10% of their overall undergraduate graduating class or of the undergraduate graduating class of a major university subdivision.
- Must be a U.S. citizen.
- This hiring authority may not be used to fill clerical, technical or professional positions.

To Apply Submit:

- Apply for a specific job announcement.
- Resume/Application.
- Official college transcripts indicating class standing or GPA.
- Letter requesting consideration under the Outstanding Scholars Provision.

Peace Corps or VISTA volunteers

This program allows Peace Corps or VISTA volunteers who have completed no less than 12 months of continuous service to be hired for professional, administrative, technical, blue-collar, or clerical positions.

Eligible applicants:

- Must have satisfactory certificate of Peace Corps or VISTA service within the past year.
- Must be appointed within one year from the end of Peace Corps or VISTA service.
- Must be a U.S. citizen.
- Must apply for a specific job announcement.

Disabled Persons

Temporary and career opportunities are provided to individuals with physical disabilities.

Eligible applicants:

- Must be a person who has a physical impairment or mental or psychiatric disability, which substantially limits one or more of such person's major life activities.
- Must be certified by a State Vocational Rehabilitation or Veterans Administration Counselor for job-related ability.
- Must be a U.S. citizen.

Disabled Veterans

Temporary and career opportunities are provided to qualified disabled veterans meeting the following criteria.

Eligible applicants:

- Must be a veteran who was discharged because of a service-connected disability and rated by the Veterans Administration within the preceding year as having a compensable service-connected disability of 30% or more.
- Must be a U.S. citizen.

Veterans Recruitment Act (VRA)

Temporary and career opportunities for positions at grade levels through GS-11 or equivalent are provided to qualified veterans meeting the following criteria.

Eligible applicants:

- Must be a disabled veteran or
- Had served on active duty during a war in a campaign or expedition for which a campaign badge has been authorized or
- Was last separated from active duty within the last 3 years
- And must be a U.S. citizen.

Veterans Employment Opportunity Act (VEOA)

Veterans are eligible to apply for career appointments under merit promotion announcements who meet the following:

- Preference eligible or
- Separated from the armed forces under honorable conditions after 3 years or more of continuous active service
- And must be a U.S. citizen.

For All Job Vacancies

It is highly recommended that interested applicants get a copy of the vacancy announcement for the job(s) they are interested in and follow the specific instructions. All applications or resumes should include the information listed below:

- Announcement number, title and grade of the position for which you are applying
- Resume/Application or Optional Application for Federal Employment (OF-612)
- Your full name, mailing address, and day and evening phone number
- Social Security Number
- Country of Citizenship
- Veteran's preference, if applicable
- Detailed work experience including dates and hours worked; salary; employer's names, address, and phone number
- Education: High School, College/University
- Knowledge, skills, and abilities in response to specific job announcement requirements
- Documentation verifying eligibility under special hiring authority, if applying under one

This sheet indicates only some of the most extensively used special hiring authorities.