

U.S. ARMY CIVILIAN CORPS

CAREER GUIDE

ISSUE 01 OCTOBER 2014

PUT YOUR TALENT TO WORK FOR AMERICA

How you can benefit from the President's
disability hiring initiative

BE EMPOWERED

New assistive technology
for the Federal workplace

1 OUT OF 5 AMERICANS HAS A DISABILITY

Free job resources for veterans,
recent college grads and more

NATIONAL DISABILITY

AWARENESS MONTH EDITION

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PUT YOUR TALENT TO WORK FOR AM

On July 26, 2010, President Barack Obama issued Executive Order (E.O.) 13548 on

Increasing Federal Employment of Individuals with Disabilities, to mark the historic 20th anniversary of the signing of the Americans with Disabilities Act (ADA). E.O. 13548 provides that the federal government, as the nation's largest employer, must become a model for the employment of individuals with disabilities. The order directs Executive departments and agencies to improve their efforts to employ

Federal workers with disabilities and targeted disabilities through increased recruitment, hiring, and retention efforts. One of the goals is to hire 100,000 people with disabilities into federal service over five years. The federal Government has made great progress toward accomplishing these goals. At no point in the past 32 years have people with disabilities been hired at a higher percentage than in FY 2012. People with targeted disabilities are also being hired at a higher percentage now than at any time in the past 17 years. If

you are a federal job seeker with a disability read on to learn about how you can benefit from this initiative.

What is Schedule A?

The federal government has special hiring authorities for people with disabilities. Schedule A is one of these. It helps indi-

viduals with disabilities to get, keep, and advance in federal jobs that are matched to their skills and abilities. By utilizing Schedule A to fill a vacancy, an agency can avoid using the traditional, and sometimes lengthy,

competitive hiring process. You are eligible for a Schedule A appointment if you are a person with an intellectual disability, severe physical disability, or psychiatric disability. There are no specific definitions as to what qualifies as an "intellectual disability," a "severe physical disability," or a "psychiatric disability," under Schedule A, so federal agencies are free to interpret the requirements broadly. For further details, read the "Proof of Disability" section at the end of this article or search "Schedule A" at www.OPM.gov.

The Federal government aims to hire 100,000 people with disabilities over a 5 year period.

ERICA



Here are three actions you can take to make the most of Schedule A.

Action 1

Find the job you want

Most federal vacancies, including those for the Dept. of the Army, are advertised on the USAJOBS web site, found at www.usajobs.gov. This is the federal government's official site for job information and includes thousands of job postings. Through this site, you can search for openings in a particular field, city, or agency, or all three (you also can sign-up for e-mail alerts about job openings by type of job, agency, and/or geographic area). If you cannot access the internet or need additional assistance, you can call 202-606-2525. There is also an automated telephone system that can be reached at 703-724-1850 (voice) or 978-461-8404 (TTY). Note that most, but not all, agencies use USAJOBS to announce vacancies. So it is important to check specific agency Web sites for additional information about employment opportunities. A list of agencies can also be found on the USAJOBS website.

Action 2

Collect the necessary documents



You will need to create a resume, if you do not already have one. If you need assistance with creating a resume, the resources section in this guide contains a list of organizations who can help.

—Article continues on next page

If you're a federal job seeker with a disability, you should know about Schedule A.



Continued from page 2

The USAJOBS Web site also has a resume builder.

Beyond creating a resume, you may need to prepare other documents as required by the job vacancy. Read the job announcement carefully. Make sure you have all the documents required (such as college transcripts), as your application will not be complete without them.

In addition to the typical application materials mentioned above, to be considered for a Schedule A appointment, you also will be required to submit proof of your disability. Disclosure of your disability in order to get a job is not typical, but will be required for a Schedule A appointment. Although the Americans with Disabilities Act and the Rehabilitation Act both provide persons with disabilities protections against being compelled to disclose the existence of a disability, because Schedule A is only available to individuals with disabilities, individuals have to prove they have a disability to be eligible. (To learn more, read the “Proof of Disability” section on the following pages.)

Once you have submitted proof of a disability, an agency may make a permanent, temporary, or time-limited Schedule A appointment for a position if they determine that you are right for the position for which you are applying. An agency will make this determination in much the same way it evaluates

As of 2013, you are no longer required to submit a certificate of job readiness as part of your application.

other applicants: by reviewing your employment history, educational background, and other relevant experience, just as they would for any other applicant. So make sure you list all your applicable experience on your resume.

What if you don't have any previous related experience? Under the Schedule A regulations, agencies have the option of giving Schedule A applicants, who do not have work, educational, or other relevant experience, a temporary appointment. This means the agency may give you the opportunity to prove your ability to perform the essential functions of the position, “on-the-job.” After you've successfully demonstrated your ability to perform, the agency may then convert you, non-competitively, to a permanent position.

Action 3

Apply using Schedule A



At this point you should try to contact the Disability Program Manager (DPM) or Selective Placement Coordinator (SPC) at the agency where you wish to work. You can find the appropriate person or office by either using the contact information included in the vacancy announcement itself (all announcements include a phone number and/or e-mail address to be used for questions), or by searching the Office of Personnel Management's global DPM/SPC directory at:

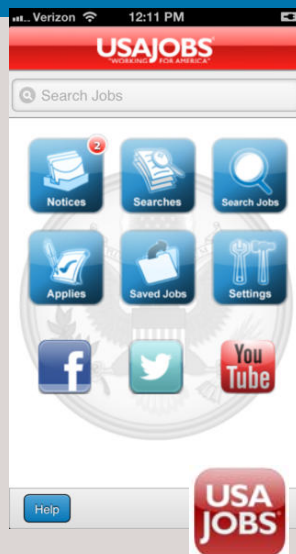
http://apps.opm.gov/sppc_directory. The directory is searchable by state or agency, but please note that it may not always be up-to-date. Additionally, not all agencies have a Disability Program Manager or Selective Placement Coordinator, so you may need to speak with a human resources (HR) professional within the agency for help. If you are a veteran, you may want to contact a VA counselor. No matter what, be prepared to put in some time and effort to find the correct person or persons that can help you. Note: There are several regulations that are generically referred to as “Schedule A.” These regulations cover more than just persons with disabilities. When contacting a Federal HR professional concerning possible employment opportunities, explain that

Get the latest federal job updates on your phone

For instant notification of openings that match your interests and other helpful features, download the free USAJOBS app. Now available for iOS and Android devices in the respective iTunes and Google Play app stores. One agency to consider is the Army Civilian Corps. Search current vacancies and paid internships at:

www.USAJOBS.gov

Keyword: ARMY



you are referring to Schedule A for persons with disabilities.

Job seekers may think it appropriate to have a parent or vocational rehabilitation counselor contact federal agencies on their behalf. Managers are likely to be unimpressed. Thus, you should not do this unless it is necessary as an accommodation. If you do not need this as an accommodation, you should take control of your career search yourself.

Once you reach a person who can assist you, ask for guidance on the best way to proceed with applying for the identified vacancy using the Schedule A hiring authority. He or she can work with you to make sure your resume/application is considered. Please note that not all agencies utilize Schedule A specifically. Some may have other hiring flexibilities in place to increase the representation of persons with disabilities, so inquire with the agency if this becomes an issue.

You may also apply directly online through the USAJOBS Web site or the specific federal agency's Web site. If you do, make sure you follow the application instructions as given in the job posting. When you submit your application, indicate that you wish to apply under Schedule A. In fact, an agency may suggest that you first apply for a position

through the regular vacancy announcement (on USAJOBS or the agency's Web site) and

THEN follow-up with the SPC/DPM or appropriate office. So, be diligent about following the process outlined by the agency.

Once you submit your application, there is nothing left to do but wait. If the agency is interested in you as a candidate for the open position(s), they will contact you to set up an interview. If the agency wants to hire you, you will be offered the position. If you have not already been asked for your proof of disability, you will be asked for it at the offer stage. If you are offered a federal job, always ask for the offer of employment in writing. The person



As America's largest employer, the Federal government is committed to creating a welcoming environment for people of all backgrounds and abilities to thrive and make valuable contributions.

extending the offer – typically a HR specialist – should be able to clearly explain the offer and answer any questions you may have.

After you accept an offer of employment, if you believe you will need an accommodation to perform the job duties, now is the time to ask. You want to give the agency plenty of time to get your accommodations in place, to ensure you will have what you need your first day.

*Source: "ABCs of Schedule A For Applicants with Disabilities,"
U.S. Equal Employment Opportunity Commission:
<http://www.eeoc.gov/>*

What is a Disability?

A disability can be a physical or mental impairment that substantially limits a major life activity; a record of such an impairment; or being regarded as having such an impairment. This includes impairment that is episodic, or currently in remission, but would be “substantially limiting” if active (from the Rehabilitation Act of 1973, as amended).

The image on this page lists the revised codes and definitions of disabilities used by the federal government for statistical purposes. If you have one of the conditions listed and wish to apply for a federal job using schedule A, you will need a “Proof of Disability” letter from a licensed medical or rehabilitation professional or a recognized agency that issues or provides disability benefits. Further information can be found at www.opm.gov.



The “Self-Identification of Disability—Standard Form 256” has been revised with updated definitions and new codes, including 52-Morbid obesity, 95 - Gastrointestinal disorders (e.g., Crohn's Disease, irritable bowel syndrome, colitis, celiac disease, dysphexia, etc.) and 98 - History of alcoholism.

SELF-IDENTIFICATION OF DISABILITY (see instructions and Privacy Act information on reverse)		
Last Name, First Name, and MI	Date of Birth (mm/yy)	Social Security Number
<input type="text"/>	<input type="text"/>	<input type="text"/> ENTER CODE HERE <input type="text"/> <input type="text"/>
Definition: An individual with a disability: A person who (1) has a physical impairment or mental impairment (psychiatric disability) that substantially limits one or more of such person's major life activities; (2) has a record of such impairment; or (3) is regarded as having such an impairment. This definition is provided by the Rehabilitation Act of 1973, as amended (29 U.S.C. 701 et. seq.).		Purpose: Self-identification of disability status is essential for effective data collection and analysis. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While self-identification is voluntary, your cooperation in providing accurate information is critical.
Part I. Targeted/Severe Disabilities		Part II. Other Disabilities
Hearing 18 - Total deafness in both ears (with or without understandable speech)		Hearing Conditions 15 - Hearing Impairment/hard of hearing
Vision 21 - Blind (inability to read ordinary size print, not correctable by glasses, or no usable vision, beyond light perception)		Vision Conditions 22 - Visual Impairments (e.g., tunnel or monocular vision or blind in one eye)
Missing Extremities 30 - Missing extremities (missing one arm or leg, both hands or arms, both feet or legs, one hand or arm and one foot or leg, one hand or arm and both feet or legs, both hands or arms and one foot or leg, or both hands or arms and both feet or legs)		Physical Conditions 26 - Missing extremities (one hand or one foot) 40 - Mobility Impairment (e.g., cerebral palsy, multiple sclerosis, muscular dystrophy, congenital hip defects, etc.) 41 - Spinal abnormalities (e.g., spina bifida, scoliosis) 44 - Non-paralytic orthopedic impairments: chronic pain, stiffness, weakness in bones or joints, some loss of ability to use part or parts of the body 51 - HIV Positive/AIDS 52 - Morbid obesity 61 - Partial paralysis of one hand, arm, foot, leg, or any part thereof 70 - Complete paralysis of one hand 80 - Cardiovascular/heart disease with or without restriction or limitation on activity; a history of heart problems w/incomplete recovery 83 - Blood diseases (e.g., sickle cell anemia, hemophilia) 84 - Diabetes 86 - Pulmonary or respiratory conditions (e.g., tuberculosis, asthma, emphysema, etc.) 87 - Kidney dysfunction (e.g., required dialysis) 88 - Cancer (present or past history) 93 - Disfigurement of face, hands, or feet (such as those caused by burns or gunshot wounds) and noticeable gross facial birthmarks 95 - Gastrointestinal disorders (e.g., Crohn's Disease, irritable bowel syndrome, colitis, celiac disease, dysphexia, etc.) 98 - History of alcoholism
Partial Paralysis 69 - Partial paralysis (because of a brain, nerve or muscle impairment, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including both hands; any part of both arms or legs; one side of the body, including one arm and one leg; and/or three or more major body parts)		Speech/Language/Learning Conditions 13 - Speech Impairment - Includes impairments of articulation (unclear language sounds), fluency (stuttering), voice (with normal hearing), dysphasia, or history of laryngectomy 94 - Learning disability - a disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts (spoken or written) (e.g., dyslexia, ADD/ADHD)
Complete Paralysis 79 - Because of a brain, nerve or muscle impairment, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including both hands; one or both arms or legs; the lower half of the body; one side of the body, including one arm and one leg; and/or three or more major body parts		Other Options 01 - I do not wish to identify my disability status. (Please read the notes on the next page.) (Note: Your personnel officer may use this code if, in his or her judgment, you used an incorrect code.) 05 - I do not have a disability. 06 - I have a disability, but it is not listed on this form.
Other Impairments 82 - Epilepsy 90 - Severe Intellectual disability 91 - Psychiatric disability 92 - Dwarfism		

SAMPLE

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

SAMPLE

To Whom It May Concern:

This letter serves as certification that (name of patient/applicant) is an individual with an intellectual disability, severe physical disability or psychiatric disability, and can be considered for employment under the Schedule A hiring authority 5 CFR 213,3102(u). Thank you for your interest in considering this individual for employment. You may contact me at (phone number).

Sincerely,

(Medical professional’s signature)

Proof of Disability

Proof of disability will typically come in the form of a letter. Such a letter simply needs to state that you have an intellectual disability, severe physical disability, or psychiatric disability. It does NOT need to detail your medical history or your need for an accommodation. The simpler it is, the better.

You can get this letter from:

- your doctor,
- a licensed medical professional,
- a licensed rehabilitation professional, or
- any federal, state, District of Columbia, or US territory agency that issues or provides disability benefits.

The illustration above is an excerpt from one of the free templates available at www.OPM.gov. Use the search term “Schedule A Letter” to find and download the template that best serves your needs.

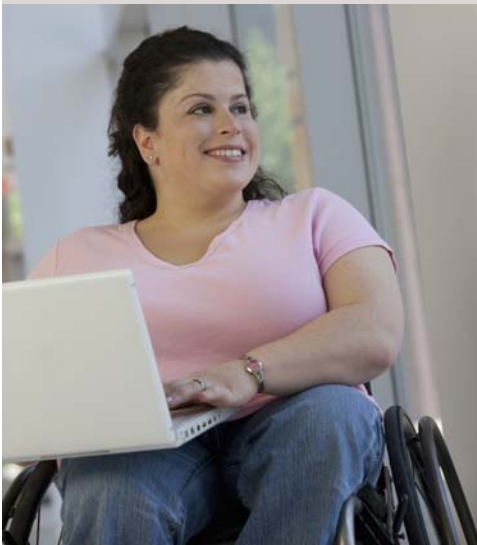


RESOURCE GUIDE FOR JOB-SEEKERS

FOR VETERANS WITH A DISABILITY

There are numerous organizations and agencies that exist to assist veterans with disabilities find employment. Here are just a few:

- The U.S. Department of Labor's (DOL) Veterans Employment & Training Service
www.dol.gov/vets/welcome.html
- Hire Heroes
www.hireheroesusa.org
- Wounded Warrior Project
www.woundedwarriors.org



FOR COLLEGE GRADS WITH A DISABILITY

The Workforce Recruitment Program (WRP)

WRP is a recruitment and referral program that connects federal sector employers nationwide with highly motivated postsecondary students and recent graduates with disabilities who are eager to prove their abilities in the workplace through summer or permanent jobs. Students represent all majors and range from college freshmen to

graduate students and law students. A searchable database is available through the WRP Web site:
www.wrp.gov.

FOR ANYONE WITH A DISABILITY

ABILITYJobs and JobAccess
This organization enables people with disabilities — from entry-level candidates to PhD's — to post their resumes for potential employers to view and to browse job opportunities posted by employers. The Web site also includes information about the ADA and reasonable accommodations: www.jobaccess.org.

CareerOneStop

The CareerOneStop Web site, sponsored by the U.S. Department of Labor, provides a variety of services to employers and job seekers relevant to employment, training, and economic development:
www.careeronestop.org

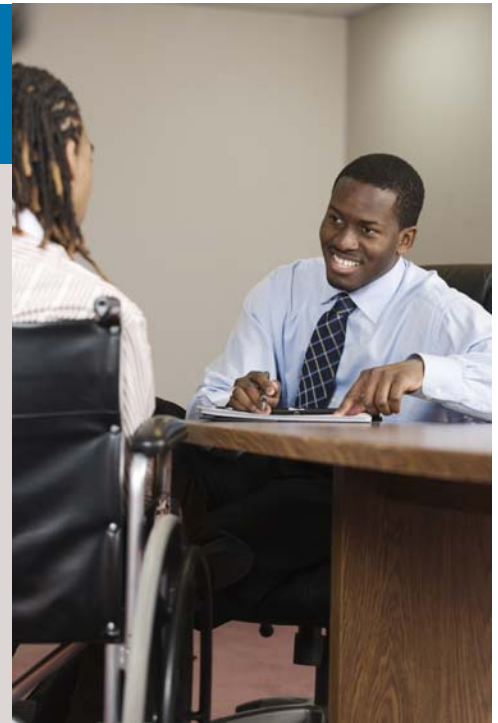
GettingHired.com

This free national network provides a jobs database and other helpful services to people with disabilities and prospective employers:
www.gettinghired.com.

Additional Federal Government websites

- The Office of Personnel Management: www.opm.gov/disability
- The U.S. Department of Labor's Office of Disability Employment Policy at www.dol.gov/odep
- The federal government's one-stop Web site for people with disabilities and their employers: www.disability.gov

Links to non-federal websites are for informational purposes only. No federal endorsement implied



ADVOCACY GROUPS

- American Association of People with Disabilities www.aapd.com
- American Council of the Blind www.acb.org
- Council of State Administrators of Vocational Rehabilitation www.rehabnetwork.org
- Deaf and Hard of Hearing in Government www.dhhig.org
- National Council on Independent Living www.ncil.org



BE EMPOWERED

Cutting-edge technology from the world's largest provider of reasonable accommodations

The Department of Defense (DoD) established the Computer/Electronic Accommodations Program (CAP) to eliminate employment barriers for people with disabilities. CAP's mission, since its inception in 1990, is to provide assistive technology and accommodations to ensure people with disabilities and wounded Services members have equal access to the information environment and opportunities in the DoD and throughout the Federal Government. Today, CAP has expanded beyond the DoD to partner with 68 federal agencies making it the largest provider of reasonable accommodations in the world.



Can my employer afford reasonable accommodations?

- 80% of accommodations cost less than \$1000
- 50% of accommodations cost less than \$500
- 19% are free

Get the facts at www.cap.mil

Source: DoD Computer/Electronic Accommodations Program.

CAP strives to ensure that the federal government is the model employer of people with disabilities and wounded service members. Frequently requested accommodation solutions include videophones, personal amplification devices, screen magnification software, screen readers, cueing/memory aids, literacy software, alternative keyboards, pointing devices, and speech recognition software.

The CAP Technology Evaluation Center (CAPTEC) offers in-person, phone, and video teleconferencing needs assessments for customers who need assistance in identifying solutions. Customers who already know what accommodations they need can request them through a convenient online ordering process at www.cap.mil.

Another helpful resource is the Job Accommodation Network (JAN), which provides individualized worksite accommodation solutions, as well as information on job accommodations and related subjects for employers and people with disabilities. To learn more, visit www.askjan.org.

Examples of assistive technology available at no charge to qualifying employees, from top to bottom: Interpreters and real-time captioning service for training events, sit-stand workstations, large-text keyboards, memory and cueing aids, and refreshable Bluetooth Braille displays. See full selection at www.cap.mil.

FREQUENTLY ASKED QUESTIONS ABOUT SCHEDULE A

Q. How can I use Schedule A?

A. Anyone can compete for a federal job by applying through a job posting, but people with disabilities can use Schedule A to secure a federal job without going through the typical process. Using Schedule A means applying for a position just as other applicants would, but including additional information, i.e., proof of disability.

Q. How do I prove eligibility for Schedule A?

A. In order to receive a Schedule A appointment, a person must demonstrate “proof of disability” and be qualified for the job s/he is applying for – i.e., have the necessary knowledge, skills, and abilities to perform the required duties. Proof of disability can be satisfied with a simple letter stating that you have an intellectual disability, severe physical disability, or psychiatric disability.

You can get this letter from your doctor, a licensed medical professional, a licensed rehabilitation professional, or any entity that issues or provides disability benefits. The letter does NOT need to detail your medical history or your need for an accommodation. The simpler the letter is, the better. An agency will rely on your work, educational, or other relevant experience to decide whether you are suited to a particular work environment and set of duties. Just as with any applicant, an agency will look at your specific background to determine whether you are right for the position for which you are applying.

Q. If I am eligible for a Schedule A appointment, am I guaranteed a job?

A. No.

Q. I found a job vacancy that I am interested in applying for, what's next?

A. Once you have your resume and references in order, and have obtained your proof of disability, you are ready to apply. Reach out to the appropriate person within the agency you are applying to for assistance in applying.

Be prepared to put some time and effort into finding the correct person that can help you. You may apply online through the USAJOBS Web site or the specific federal agency's Web site. Make sure you follow the application instructions as given in the job posting. When you fill out the application, indicate you wish to apply under Schedule A.

Q. Are agencies required to use Schedule A?

A. No. An agency can choose to use the traditional competitive process to fill its job vacancies; or they can choose to use the non-competitive Schedule A hiring authority.

Q. Is there a probationary period?

Yes, two years. During probation, Schedule A employees are held to the same performance standards as all other employees.

Q. Who can help?

A. If you want to apply for a job under Schedule A, contact the Disability Program Manager (DPM) or Selective Placement Coordinator (SPC) at the agency where you wish to work.. If you are a veteran, you may want to contact a VA counselor.



U.S. Equal Employment
Opportunity Commission
1-800-669-4000//TTY 1-800-669-6820
www.eeoc.gov

