

## **Recruitment of Disabled Employees**

In developing recruitment strategies for people with disabilities, Air Force commanders and supervisors will recruit widely and develop collaborative efforts with community outreach groups to include, partnering with state and local vocational rehabilitation agencies, local colleges and universities that provide services to individuals with disabilities. By working together, resources are maximized while attracting highly qualified persons with disabilities at all levels. The Department of the Air Force will continue to employ qualified individuals with disabilities using both competitive and noncompetitive appointing authorities.

### **Jobs Filled Competitively**

Individuals with disabilities seeking employment consideration under competitive procedures may apply to vacancies posted on the AFPC website at [www.afpc.randolph.af.mil/afcivilianjobs](http://www.afpc.randolph.af.mil/afcivilianjobs) or on the Office of Personnel Management (OPM) USAJOBS at [www.usajobs.gov](http://www.usajobs.gov). Applicants and employees must follow instructions on "how to apply".

### **Jobs Filled Noncompetitively**

Individuals who have a severe physical, psychiatric, or cognitive disability (a "targeted" disability) and have proof of their disability (e.g., documentation from a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits; to include certification of job readiness, may apply using noncompetitive procedures under the Schedule A, 5 CFR 213.3102 (u) appointing authority. Individuals may apply for employment consideration directly to the Air Force Selective Placement Coordinator, the installation People with Disabilities Program Manager, or the Civilian Personnel Office.

Disabled veterans with a compensable service connected disability may seek employment consideration for temporary, term, or permanent positions under noncompetitive appointing authorities. Individuals may apply for employment consideration directly to the Civilian Personnel Office.

If you would like to be considered for non-competitive appointment under these procedures submit your resume, transcripts and proof of disability to the Civilian Personnel Office at the following address:

7 FSS/FSMC  
417 Third Street, Suite 11  
Dyess AFB, TX 79607

## Special Appointing Authorities

Schedule A, 5 CFR 213.3102(u) for hiring people with mental retardation, severe physical disabilities, or psychiatric disabilities. This excepted authority may be used to appoint individuals on a permanent, time-limited or temporary basis.

5 CFR 316.302(b)(4) and 5 CFR 316.402(b)(4) for hiring veterans with compensable service-connected disability of 30 percent or more. These authorities may be used to hire veterans who are 30 percent or more disabled under temporary or term appointments. The veteran must have retired from active duty with a 30 percent or more disability rating, or be rated by the Department of Veterans Affairs as having a compensable service-connected disability of 30 percent or more. There is no provision under this authority for conversion to a permanent appointment when the temporary or term appointment expires.

5 CFR 316.403, for hiring veterans with a compensable service-connected disability of 30 percent or more to a temporary appointment designated as a provisional appointment not-to-exceed 60 days or more. The veteran may be converted, without a break in service, to permanent status at any time during the temporary appointment.

## RESOURCES

All Federal agencies have an important role to play in ensuring that the goals set forth in the EO are achieved. To be successfully, we must be vigilant in our efforts to ensure equal employment access for people with disabilities in the Federal government by fostering inclusive and supportive work environments and providing equal opportunity in our hiring, development, and promotion decisions. The following resources can assist in fulfilling these important responsibilities:

**eFedLin.org** is an online community of practice designed to help Federal disability employment professionals advance employment for persons with disabilities. Users will find online tools to help them connect and collaborate with other human resource professionals, disability program managers and placement program coordinators across the nation.

**Workforce Recruitment Program (WRP)** provides a pipeline for bringing people with disabilities into the federal workforce through an internship program. The program connects Federal and private sector employers to qualified and pre-screened postsecondary students and recent college graduates with disabilities. More than 20 Federal agencies use the WRP as a recruiting source for both summer internships and permanent jobs. Federal employers will have access to the database of job candidates beginning in December at [www.wrp.gov](http://www.wrp.gov).

**Shared List of People with Disabilities** provides a list of hundreds of candidates with disabilities who are eligible to be hired through the Schedule A hiring appointment authority. This service is provided for free to all Federal agencies. All Federal government employees are eligible to share knowledge and information and to use the Shared List of People with Disabilities. New users can gain access to the Shared List by completing the following Steps:

Step 1: Join the OPM Shared List of People with Disabilities Contract Group at <https://max.omb.gov/maxportal/register/group/AGY-OPM.DISABILITYSHIRING>  
If you already have a MAX account you will automatically be added to the group. If you do not have a MAX account, you must fill out a short registration form. The form can be found at <https://max.omb.gov/maxportal/registrationForm.action>. Once you complete the form you will be automatically added to the group.

Step 2: Visit the OPM Shared List online to view resumes of candidates with disabilities who are seeking employment with the Federal government. The shared list will allow you to filter the listing for occupation types, location availability, etc..

Step 3: If you have any questions you may contact the MAXSupport at [maxsupport@omb.eop.gov](mailto:maxsupport@omb.eop.gov) or call (202) 395-6860.

Questions regarding use of these special appointing authorities may be directed to the Dyess AFB Civilian Personnel Office, (325) 696-2394.