



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

OCT 08 2020

MEMORANDUM FOR MAJCOM A1s, INSTALLATION COMMANDERS, AND CIVILIAN  
PERSONNEL SECTIONS

FROM: SAF/MR  
1660 Air Force Pentagon  
Washington, DC 20330-1660

SUBJECT: Increasing the Use of Schedule A Excepted Service Hiring Authority for Individuals  
with Disabilities and Wounded Warriors

The Department of the Air Force (DAF) is committed to becoming a model employer for individuals with disabilities. One way we can demonstrate this commitment is to use the streamlined hiring process available through the Schedule A Excepted Service Hiring Authority for people with disabilities. Under this hiring authority, qualified individuals with certain specific disabilities can be hired non-competitively without recruitment, posting and publicizing the position, clearance of Department of Defense placement priorities, or going through the traditional competitive process. Resumes can be forwarded for consideration anytime during the recruitment process until a selection has been made.

The use of Schedule A is permitted by Federal Regulation 5 CFR §213.3102(u) and can serve as a quick and efficient means to increase the hiring and advancement of qualified individuals and Wounded Warriors with intellectual disabilities, severe physical disabilities, or psychiatric disabilities. Appointments under Schedule A can be made for grade levels GS 1-15. The applicant must be qualified for the job and able to perform the essential functions with or without reasonable accommodation. In addition, Schedule A appointments can be made on a permanent, temporary, or term-limited basis.

To increase the use of this hiring authority, the DAF launched the Air Force Wounded Warrior and Schedule A Applicant Repository via MyPers, which enables individuals with disabilities and Wounded Warriors to submit a resume package online utilizing the Air Force Civilian Careers website at <https://afciviliancareers.com/careers/#careerLastAnchor>. This automated process streamlines the application process for individuals with disabilities agency-wide and allows hiring managers throughout DAF to request their servicing Civilian Personnel Office to search for eligible candidates.

Effective immediately, installation Civilian Personnel Officers will ensure all base level human resources specialists processing recruitment requests will screen the Schedule A and Wounded Warrior repository and make referrals of available applicants to selecting officials where appropriate. In addition, installation commanders will require managers to interview at least one Schedule A or Wounded Warrior applicant referred to them, where one is registered at the hiring location and qualified for the position, and when doing so would not violate current collective

bargaining agreements. Finally, with the exemption of Request for Personnel Actions with by name requests for Direct-Hire Authority, Expedited Hire Authority, and 30 percent disabled veterans, managers are highly encouraged to make selections of qualified Schedule A and Wounded Warrior applicants from this repository or regular recruitment sources.

Questions can be directed to Ms. Kendra Shock, DAF Disability Program Manager, at [kendra.shock@us.af.mil](mailto:kendra.shock@us.af.mil).

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