

Employing Veterans and Persons with Disabilities

The U.S. Fish and Wildlife Service (FWS) is committed to increasing the diversity of its workforce, which includes the appointment of veterans (including disabled veterans) and all other persons with disabilities. Applicants considered for positions must meet the qualification requirements and be able to perform the essential duties of the position with or without a reasonable accommodation. FWS positions announcements are filled using the competitive and/or the noncompetitive processes.

Competitive Process

FWS jobs filled competitively are advertised through vacancy announcements at www.usajobs.gov. Veterans and other persons with disabilities may apply through the regular competitive announcements posted. Veteran's preference may be applicable when applying for the competitive vacancy. Refer to the actual vacancy announcement for information on eligibility to apply.

Non-Competitive Special Hiring Authorities

The following special authorities represent a few of many appointing authorities that agencies may use as authorized. Veterans and other person's with disabilities are *not entitled* to appointment under any of these authorities. Check the vacancy announcements, which should clearly state Who May Apply. While being eligible for

these appointments will help you in the noncompetitive process, it will *NOT* guarantee you a job.



1. Veterans Recruitment

Appointment (VRA) - You are eligible under this excepted authority if you:

- served during a war or are in receipt of a campaign badge for service in a campaign or expedition; **OR**
- are a disabled veteran, **OR**
- are in receipt of an Armed Forces Service Medal for participation in a military operation, **OR**
- are a recently separated veteran (within 3 years of discharge), **AND**
- separated under honorable conditions (this means an honorable or general discharge).

You can be appointed under this authority to an available position that you apply and qualify for at any grade level up to and including a GS-11 or equivalent.

2. 30% or More Disabled Veteran -

You are eligible under this authority if you:

- retired from active military service with a service-connected disability rating of 30% or more; **OR**
- have a rating by the Department of Veterans Affairs showing a compensable service-connected disability of 30% or more.

This authority can be used to make temporary (at least 60 days but not to exceed 1 year) or term (more than 1 year, but not more than 4) appointments to an available position that you qualify and apply for. There is no grade level restriction. There is no requirement that you be converted to a permanent position, but an agency has the authority to convert such a position to a permanent position if it chooses to do so.

3. Schedule A Hiring Authority -

Is an excepted service authority under 5 CFR 213.3102(u) that agencies can use to appoint individuals, including veterans who have a psychiatric, intellectual or severe physical disability. An agency's vacancy announcement will generally inform you whether the agency intends to consider candidates under this authority. In some instances, hiring officials may select solely from a list of qualified Schedule A applicants.

Agencies can use this authority, at their discretion, to appoint you at any grade level and for any job (time-limited or permanent) for which you qualify. After 2 years of satisfactory service, the agency may convert you, without competition, to the competitive service (may be subject to a probationary period) depending on the type of appointment.



Required Documents for Applying

- Resume that clearly addresses applicant's abilities and qualifications to do the job for which you are applying.
- School Transcripts (if applicable) to help determine applicant's qualifications for position and grade.
- For Schedule A Authority – Documentation that verifies that the applicant has a severe physical disability, psychiatric disability or intellectual disability. You can obtain this documentation from licensed medical professionals, state or private vocational rehabilitation specialists, or any Government agency that issues or provides disability benefits. This documentation must be provided to the hiring agency before an individual can be hired under this authority.

- For VRA and for 30% or More Disable Veteran Authority – You must provide acceptable documentation of your preference or appointment eligibility. The member 4 copy of your DD214, "Certificate of Release or Discharge from Active Duty," is preferable. The 30% or more disable veteran should provide documentation of a rating by the Department of Veterans Affairs showing a compensable service-connected disability of 30% or more. An application for 10-point Veterans' Preference (SF-15) is required if claiming 10-point preference.

Apply for Positions

- Approach #1 - Apply through USAJOBS website at www.usajobs.opm.gov. When you have identified a position, you should apply as soon as possible while the vacancy announcement is still open. The announcement will state if applications will be accepted from candidates eligible under non-competitive authorities. When you apply online, make sure you follow the application instructions in the announcement. There will be a place for you to upload your proof of non-competitive eligibility. This is the best method for applying for our vacancies.
- Approach #2 - If requested, send your application package directly to the identified FWS representative (Hiring Manager, Human Resources Specialist, or Workforce Recruiter). For privacy, please submit your resume only if requested and for a specific vacancy. **NOTE:** It is advisable to apply for a position through the regular vacancy announcement on

USAJOBS AND THEN follow up with the Hiring Manager, Human Resources Specialist, or Workforce Recruiter.

Qualified non-competitive candidate resumes will be forwarded to the hiring manager for review and consideration along with other candidates that apply.

Reasonable Accommodation

Hiring officials shall make reasonable workplace accommodations for a qualified applicant or employee with a disability if requested, unless so doing will result in undue hardship to the agency.

For inquiries, contact our Workforce Recruitment Team at connect@fws.gov

Sign Up and Stay Connected with FWS <https://public.govdelivery.com/accounts/USDOIFWS/signup/11826>



www.fws.gov

May 2020