



Schedule A Sample Letter

Date:

To: Selective Placement Coordinator

This letter serves to certify that (Name of Individual) is a person with a documented severe physical disability, psychiatric disability or intellectual disability. Under the provisions of the Schedule A hiring authority, 5 CFR 213.3102(u), (Name of Individual) is eligible for employment.

If you have any further questions regarding this letter, I may be contacted at (e-mail address) or (phone number).

Sincerely,

(Printed Name)

(Signature)

Note: A Schedule A letter to certify eligibility can be obtained from a licensed medical professional, a licensed vocational rehabilitation specialist, or any Federal agency, state agency of the District of the Columbia or a U.S. territory that issues or provides disability benefits. All Schedule A letters must be on letterhead with a written or electronic signature.

RPA Coding Note: It is not DON practice to ask either the applicant or hiring manager for the applicant's specific disability for the purposes of determining Schedule A eligibility or the legal authority code associated with the RPA. If the applicant does not self-identify his/her disability, or if the Schedule A letter does not specify which type of disability the individual has (severe physical disability, psychiatric disability or intellectual disability), then OCHR Ops Centers should select WUM as the authority code.