



Internal Revenue Service The Employer of Choice

Schedule A Checklist – Candidates

Procedure:

1. Provide the following documents:
 - a. Resume *
 - i. List your education
 - ii. Work experience
 - b. Transcripts
 - c. Professional certificates
 - d. Schedule A letter*
 - e. Documents must be in PDF or MS Word format
 - f. Please do not combine all documents into one file
2. Your email communication should contain the following information:
 - a. **If the vacancy has been posted on USAJOBS you must apply directly through USAJOBS**
 - b. The position/career path you are seeking
 1. You must upload your Schedule A letter each time you apply
 - c. If you are not applying to a posted vacancy announcement - please provide the following:
 1. Information as to the career field you are interested in pursuing – if applicable.
 2. Identify if you are willing to relocate and provide the geographic areas you are willing to consider. **(Please note: Relocation expenses are not paid by the IRS).**
3. **Providing the above listed documents to the Schedule A Program Manager should not be considered as an official application nor be considered as a job offer.**

Schedule A Letter Requirements: - Sample Copy listed below

1. **MUST:**
 - a. Contain the 5 CFR 213.3102 (u) code
 - b. Be written on the provider's letterhead – any licensed medical provider or certified/licensed vocational rehabilitation counselor may write the letter
 - c. The provider must sign the letter, a computerized signature will not be accepted, a certified digital signature will be accepted.
2. **MUST NOT:**
 - a. Contain your medical diagnosis, medical or medication treatment plan
 - b. Any part of your medical history
 - c. Your date of birth
 - d. Your full/partial social security number

Sample Schedule A Letter:

To Whom It May Concern:

This letter serves as certification that (name) is an individual with a documented disability, identified by the (vocational rehabilitation services agency name) policy and can be considered for employment under the Schedule A hiring authority 5 CFR 213.3102 (u) for people with intellectual disabilities, severe physical disabilities or psychiatric disabilities. Thank you for your interest in considering this individual for employment. You may contact me at (contact information). Sincerely, (Vocational rehabilitation professional's signature)

OPM Information:

<https://www.opm.gov/policy-data-oversight/disability-employment/getting-a-job/sampleschedaletters.pdf>

Resume:

1. List the number of hours hired to work per employer
2. If you are a current/former federal employee – list the position, title, series and pay grade, per employer such as: Tax Examining Technician 592-7
3. Generally written in paragraph format
4. Contains quantitative and qualitative information about work experience and/or volunteer activities. List key accomplishments for each position held
5. Define specialized education

Schedule A Program Manager:

1. Reviews the resume for content and format, feedback may be provided by email or phone communication if applicable.
2. Maintains resume and supporting documents for future consideration or to help fill a current vacancy.
3. Responds in a timely manner to candidates via email or phone communications.