



**United States  
Department of  
Agriculture**

**Food Safety  
and Inspection  
Service**

**FSIS Directive  
4306.1**

**Revision 5**

# **Employment of People with Disabilities (Including Disabled Veterans)**

**EMPLOYMENT OF PEOPLE WITH DISABILITIES  
(INCLUDING DISABLED VETERANS)**

**TABLE OF CONTENTS**

|       | <b>Title</b>  | <b>Page No.</b> |
|-------|---|-----------------|
| I.    | PURPOSE . . . . .   | 1               |
| II.   | CANCELLATION . . . . .  | 1               |
| III.  | REASON FOR REISSUANCE . . . . .   | 1               |
| IV.   | REFERENCES . . . . .  | 1               |
| V.    | ABBREVIATIONS AND FORMS. . . . .  | 2               |
| VI.   | POLICY . . . . .  | 2               |
| VII.  | COVERAGE . . . . .  | 2               |
| VIII. | DEFINITIONS . . . . .   | 3               |
|       | A. Affirmative Employment . . . . .   | 3               |
|       | B. Disability . . . . .   | 3               |
|       | C. Disability Employment Program (DEP) . . . . .                                      | 3               |
|       | D. Disability Employment Program Coordinator (DEPC) . . . . .                         | 3               |
|       | E. Disability Employment Program Manager (DEPM) . . . . .                             | 3               |
|       | F. Disabled Veteran . . . . .   | 3               |
|       | G. Disabled Veterans Affirmative Action Program (DVAAP) . . . . .                     | 4               |
|       | H. Impairment . . . . .   | 4               |
|       | I. Major Life Activities . . . . .  | 4               |
|       | J. Substantially Limiting . . . . .   | 4               |
|       | K. Targeted Disabilities . . . . .  | 4               |
| IX.   | RESPONSIBILITIES . . . . .  | 5               |
|       | A. Management Officials . . . . .   | 5               |
|       | B. DEP Manager and Coordinators. . . . .  | 5               |
| X.    | ADDITIONAL INFORMATION . . . . .  | 6               |
|       | ATTACHMENT 1, Identification of Disability . . . . .                                  | 7               |
|       | ATTACHMENT 2, Special Appointing Authorities for People<br>With Disabilities. . . . . | 9               |

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

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# FSIS DIRECTIVE

4306.1  
REVISION 5

12/21/04

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## EMPLOYMENT OF PEOPLE WITH DISABILITIES (INCLUDING DISABLED VETERANS)

### I. PURPOSE

This directive provides Agency policy and responsibilities for recruiting, hiring, and retaining people with disabilities, including disabled veterans.

### II. CANCELLATION

This directive cancels FSIS Directive 4306.1 Revision 4, dated 10/7/94.

### III. REASON FOR REISSUANCE

This directive is revised to clarify Agency policy for employment of people with disabilities. Policy for “reasonable accommodation” is located in FSIS Directive 4306.2.

### IV. REFERENCES

FSIS Directive 4306.2, Reasonable Accommodations and Accessibility for People with Disabilities

Section 501, Rehabilitation Act of 1973, as Amended

Section 508, Rehabilitation Act of 1973, as Amended

Executive Order 13163, Increasing the Opportunity for Individuals with Disabilities to Be Employed in the Federal Government

5 CFR 307, Veterans Readjustment Appointments

5 CFR 335.106, Special Selection Procedures for Certain Veterans Under Merit Promotion

5 CFR 353, Restoration to Duty From Uniformed Service or Compensable Injury

5 U.S.C. 3112, Disabled Veterans, Noncompetitive Appointment

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**DISTRIBUTION:**

All Offices

**OPI:**

HRD – Employment and Benefits Policy  
Branch

## V. **ABBREVIATIONS AND FORMS**

The following will be referred to in their shortened form in this directive:

|        |  |
|--------|--|
| DEP    | Disability Employment Program                |
| DEPC   | Disability Employment Program Coordinator    |
| DEPM   | Disability Employment Program Manager        |
| DVAAP  | Disabled Veterans Affirmative Action Program |
| EEOC   | Equal Employment Opportunity Commission      |
| GS     | General Schedule                             |
| HRD    | Human Resources Division                     |
| HRFO   | Human Resources Field Office                 |
| OPM    | Office of Personnel Management               |
| SCEP   | Student Career Experience Program            |
| SHRO   | Servicing Human Resources Office             |
| STEP   | Student Temporary Employment Program         |
| VA     | Department of Veterans Affairs               |
| VRA    | Veterans Readjustment Appointment            |
| SF-256 | Self-Identification of Handicap Code         |

## VI. **POLICY**

It is FSIS policy to:

- A. Establish and carry out employment programs that give qualified people with disabilities an equal opportunity in hiring, placement, retention, and advancement.
- B. Carry out a continuing program of affirmative employment, giving special emphasis to veterans with service-connected disabilities of 30 percent or more, and to qualified people with targeted disabilities.
- C. Set annual goals to increase employment of people with targeted disabilities, develop plans to achieve these goals, and report yearly accomplishments.
- D. Ensure that medical and physical standards for positions are fair and reasonable, and reflect the realistic requirements of the job.
- E. Use special appointing authorities to the extent possible. (See Attachment 1-2.)

## VII. **COVERAGE**

This directive covers disabled veterans, FSIS employees, and applicants whose medical condition or impairment meet the definition of a disability as defined by the Rehabilitation Act. (See Subparagraphs VIII. B. and F.)

VIII. **DEFINITIONS**

A. **Affirmative Employment.** A requirement that:

1. Managers and supervisors make good faith efforts to promote equal opportunity in recruiting, employing, and advancing qualified members of underrepresented groups.

2. Agencies identify and eliminate discriminatory employment practices and policies.

B. **Disability.**

1. The EEOC statutory definition of disability, for an individual is:

a. A physical or mental impairment that substantially limits one or more major life activities.

b. A record of such an impairment, or

c. Being regarded as having such an impairment.

2. Subparagraphs b. and c. focus on the reactions of other people to a person having a history of an impairment or a perceived impairment. They reflect Congressional recognition that stereotyped assumptions about what constitutes a disability, or unfounded concerns about limitations of individuals with current or previous impairments, form major discriminatory barriers.

3. Disability does not include temporary physical or mental impairments or medical conditions that may have a short-term impact on an employee's performance, **example:** a broken leg.

C. **Disability Employment Program (DEP).** The Agency's plans and procedures that implement applicable laws, regulations, and policies related to the employment of qualified people with disabilities and disabled veterans.

D. **Disability Employment Program Coordinator (DEPC).** A human resources specialist in HRD who provides advice and assistance to program officials and employees on day-to-day issues involving reasonable accommodation and disability, including whether an employee's condition meets the definition of disability.

E. **Disability Employment Program Manager (DEPM).** A human resources specialist in HRD who coordinates the program, provides guidance and assistance to DEPCs, and develops Agency policy and issuances on disability issues.

F. **Disabled Veteran.** A person who has served on active duty in the armed forces and:

1. Has been separated from the armed forces under other than dishonorable conditions.
2. Has established the present existence of a service-connected disability.
3. Receives compensation, disability retirement benefits, or a pension under a statute administered by the VA or a military department.
4. Has a disability rating from the VA or appropriate certification from a military department.

**G. Disabled Veterans Affirmative Action Program (DVAAP).** An affirmative action program for the recruitment, employment, and advancement of disabled veterans. The law requires agencies to develop annual DVAAP plans to identify responsibilities, actions, and continuing efforts to enhance the recruitment and placement of qualified disabled veterans.

**H. Impairment.** Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

**I. Major Life Activities.** Functions that the average person in the general population can perform with little or no difficulty, including but not limited to: caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, sitting, standing, lifting, reaching, thinking, concentrating, and interacting with others.

**J. Substantially Limiting.** The degree to which an impairment prevents someone from performing a major life activity that the average person in the general population can perform, or significantly restricts the condition, manner, or duration under which someone can perform a particular major life activity as compared to the condition, manner or duration under which the average person in the general population can perform that same major life activity. To determine if an impairment is substantially limiting, consider the nature, severity, duration, and the permanent or long-term impact resulting from the impairment.

**K. Targeted Disabilities.** Disabilities targeted for emphasis in affirmative action planning, including: deafness, blindness, missing extremities, partial paralysis, complete paralysis, convulsive disorders, mental retardation, mental illness, and genetic or physical conditions affecting limbs or the spine. Although the list of targeted disabilities includes those for which people most likely suffer job discrimination, the EEOC recognizes that some non-targeted disabilities are just as severe as, or more severe than, some targeted disabilities.

IX. **RESPONSIBILITIES**

A. **Management Officials.** Managers and supervisors should carry out the policy in Paragraph VI. to ensure that qualified people are given full opportunity to render capable service. In addition, the appropriate supervisory official:

1. Reviews the required work. Ensures that position descriptions and performance standards reflect the realistic duties and requirements of the job.
2. Provides people with disabilities an equal opportunity in employment, placement, retention, advancement, and career development.

B. **DEP Manager and Coordinators.**

1. **Disability Employment Program Manager.**
  - a. Provides direction and guidance to DEPCs on Agencywide employment policies.
  - b. Monitors and evaluates programs, placement efforts and related activities.
  - c. Maintains liaison with the USDA manager. Prepares reports and provides workforce statistics to Agency and USDA officials.
  - d. Develops policy and program initiatives for Agencywide implementation.
2. **Disability Employment Program Coordinators.**
  - a. Provide referral and placement assistance to supervisors and managers that includes analyzing position requirements, making qualification determinations, and reviewing placement actions to appraise effectiveness.
  - b. Develop and promote information about the DEP, DVAAP, and other special emphasis programs that allow for noncompetitive appointment of people with disabilities. (See Attachment 1-2.) Place special emphasis and high priority on employing people with targeted disabilities and disabled veterans who have service-connected disabilities of 30 percent or more. Provide advice and assessment of these matters to others in the Agency.
  - c. Establish and maintain liaison with local public and private service organizations for people with disabilities and disabled veterans. Use these organizations as possible recruitment sources. Inform recruiters, other coordinators and management officials of such opportunities.

d. Review criteria for evaluating job candidates to ensure that recruitment and selection processes are nondiscriminatory.

e. Provide employment and reasonable accommodation data to others for information and reporting purposes.

X. **ADDITIONAL INFORMATION**

A. Obtain additional information or clarification on this directive from the Employment and Benefits Policy Branch at (202) 720-4827.

B. Contact the SHRO for information on hiring people with disabilities.

C. Refer to [www.opm.gov/disability](http://www.opm.gov/disability) for information about Federal employment of people with disabilities.

for   
Assistant Administrator  
Office of Management

Attachments

- 1 Identification of Disability
- 2 Special Appointing Authorities for People with Disabilities

## IDENTIFICATION OF DISABILITY

The EEOC designates the following conditions as disabilities, and targets the disabilities defined in Subparagraph VIII. K. for employment purposes. Agencies must report the number of employees with such disabilities. People are asked to self-identify whether or not they have a disability. Self-identification is voluntary, however, FSIS must report employees hired under the following appointing authorities: Schedule A, 213.3102(t) or Schedule A, 213.3102 (u). FSIS obtains that information from the documentation submitted to justify the appointment.

| <b>SELF-IDENTIFICATION OF HANDICAP</b><br>(See instructions and Privacy Act information on reverse)   |   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
|---|---|---|---|-------------------------|---|-----------------------------|---|------------------------------|--|---|---|--|---|-------------------------------|--|
| Last Name, First Name, Middle Initial   | Birth Date (Mo./Yr.)  | Social Security Number  | <b>ENTER CODE HERE</b> → <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; vertical-align: middle;"></span> |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <p><b>DEFINITION OF A HANDICAP:</b> A person is handicapped if he or she has a physical or mental impairment which substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. Those handicaps that</p>  |   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <p><b>TO THE EMPLOYEE:</b> Self-identification of handicap status is essential for effective data collection and analysis. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While self-identification is voluntary, your cooperation in providing accurate information is critical.</p>  |   | <p>are to be reported are listed below (codes in bold numbers 13 through 94). In the case of multiple impairments, choose the code which describes the impairment that would result in the most substantial limitation.</p> |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <p><b>01</b> I do not wish to identify my handicap status. (Please read the employee note above and the reverse side of this form before using this code.) (Note: Your personnel officer may use this code if, in his or her judgment, you used an incorrect code.)</p>   | <p><b>PARTIAL PARALYSIS</b><br/>(Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 2px;"><b>61</b> One hand</td> <td style="width: 50%; padding: 2px;"><b>67</b> One side of body, including one arm and one leg</td> </tr> <tr> <td style="padding: 2px;"><b>62</b> One arm, any part</td> <td style="padding: 2px;"><b>68</b> Three or more major parts of the body (arms and legs)</td> </tr> <tr> <td style="padding: 2px;"><b>63</b> One leg, any part</td> <td></td> </tr> <tr> <td style="padding: 2px;"><b>64</b> Both hands</td> <td></td> </tr> <tr> <td style="padding: 2px;"><b>65</b> Both legs, any part</td> <td></td> </tr> <tr> <td style="padding: 2px;"><b>66</b> Both arms, any part</td> <td></td> </tr> </table>  |   |   | <b>61</b> One hand      | <b>67</b> One side of body, including one arm and one leg | <b>62</b> One arm, any part | <b>68</b> Three or more major parts of the body (arms and legs) | <b>63</b> One leg, any part  |  | <b>64</b> Both hands                          |   | <b>65</b> Both legs, any part                    |   | <b>66</b> Both arms, any part |  |
| <b>61</b> One hand  | <b>67</b> One side of body, including one arm and one leg   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>62</b> One arm, any part   | <b>68</b> Three or more major parts of the body (arms and legs)   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>63</b> One leg, any part   |   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>64</b> Both hands  |   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>65</b> Both legs, any part   |   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>66</b> Both arms, any part   |   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <p><b>05</b> I do not have a handicap.</p>  | <p><b>COMPLETE PARALYSIS</b><br/>(Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 2px;"><b>70</b> One hand</td> <td style="width: 50%; padding: 2px;"><b>76</b> Lower half of body, including legs</td> </tr> <tr> <td style="padding: 2px;"><b>71</b> Both hands</td> <td style="padding: 2px;"><b>77</b> One side of body, including one arm and one leg</td> </tr> <tr> <td style="padding: 2px;"><b>72</b> One arm</td> <td></td> </tr> <tr> <td style="padding: 2px;"><b>73</b> Both arms</td> <td></td> </tr> <tr> <td style="padding: 2px;"><b>74</b> One leg</td> <td style="padding: 2px;"><b>78</b> Three or more major parts of the body (arms and legs)</td> </tr> <tr> <td style="padding: 2px;"><b>75</b> Both legs</td> <td></td> </tr> </table>   |   |   | <b>70</b> One hand      | <b>76</b> Lower half of body, including legs              | <b>71</b> Both hands        | <b>77</b> One side of body, including one arm and one leg       | <b>72</b> One arm            |  | <b>73</b> Both arms                           |   | <b>74</b> One leg                                | <b>78</b> Three or more major parts of the body (arms and legs) | <b>75</b> Both legs           |  |
| <b>70</b> One hand  | <b>76</b> Lower half of body, including legs  |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>71</b> Both hands  | <b>77</b> One side of body, including one arm and one leg   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>72</b> One arm   |   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>73</b> Both arms   |   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>74</b> One leg   | <b>78</b> Three or more major parts of the body (arms and legs)   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>75</b> Both legs   |   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <p><b>06</b> I have a handicap but it is not listed below.</p>  | <p><b>OTHER IMPAIRMENTS</b></p> <p><b>80</b> Heart disease with no restriction or limitation of activity (History of heart problems with complete recovery)</p> <p><b>81</b> Heart disease with restriction or limitation of activity</p> <p><b>82</b> Convulsive disorder (e.g., epilepsy)</p> <p><b>83</b> Blood diseases (e.g., sickle cell anemia, leukomia, hemophilia)</p> <p><b>84</b> Diabetes</p> <p><b>86</b> Pulmonary or respiratory disorders (e.g., tuberculosis, emphysema, asthma)</p> <p><b>87</b> Kidney dysfunctioning (e.g., if dialysis [Use of an artificial kidney machine] is required)</p> <p><b>88</b> Cancer—a history of cancer with complete recovery</p> <p><b>89</b> Cancer—undergoing surgical and/or medical treatment</p> <p><b>90</b> Mental retardation (A chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Schedule A)</p> <p><b>91</b> Mental or emotional illness (A history of treatment for mental or emotional problems)</p> <p><b>92</b> Severe distortion of limbs and/or spine (e.g., dwarfism, kyphosis [severe distortion of back])</p> <p><b>93</b> Disfigurement of face, hands, or feet (e.g., distortion of features on skin, such as those caused by burns, gunshot injuries, and birth defects [gross facial birthmarks, club feet, etc.])</p> <p><b>94</b> Learning disability (A disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts [spoken or written]; e.g., dyslexia)</p> |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <p><b>SPEECH IMPAIRMENTS</b></p> <p><b>13</b> Severe speech malfunction or inability to speak; hearing is normal (Examples: defects of articulation [unclear language sounds]; stuttering; aphasia [impaired language function]; laryngectomy [removal of the "voice box"])</p>   | <p><b>HEARING IMPAIRMENTS</b></p> <p><b>15</b> Hard of hearing (Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid)</p> <p><b>16</b> Total deafness in both ears, with understandable speech</p> <p><b>17</b> Total deafness in both ears, and unable to speak clearly</p>  |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <p><b>VISION IMPAIRMENTS</b></p> <p><b>22</b> Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision (Restriction of the visual field to the extent that mobility is affected—"Tunnel vision")</p> <p><b>23</b> Inability to read ordinary size print, not correctable by glasses (Can read oversized print or use assisting devices such as glass or projector modifier)</p> <p><b>24</b> Blind in one eye</p> <p><b>25</b> Blind in both eyes (No usable vision, but may have some light perception)</p>   | <p><b>MISSING EXTREMITIES</b></p> <table style="width: 100%; border: none;"> <tr><td style="padding: 2px;"><b>27</b> One hand</td></tr> <tr><td style="padding: 2px;"><b>28</b> One arm</td></tr> <tr><td style="padding: 2px;"><b>29</b> One foot</td></tr> <tr><td style="padding: 2px;"><b>32</b> One leg</td></tr> <tr><td style="padding: 2px;"><b>33</b> Both hands or arms</td></tr> <tr><td style="padding: 2px;"><b>34</b> Both feet or legs</td></tr> <tr><td style="padding: 2px;"><b>35</b> One hand or arm and one foot or leg</td></tr> <tr><td style="padding: 2px;"><b>36</b> One hand or arm and both feet or legs</td></tr> <tr><td style="padding: 2px;"><b>37</b> Both hands or arms and one foot or leg</td></tr> <tr><td style="padding: 2px;"><b>38</b> Both hands or arms and both feet or legs</td></tr> </table>  |   |   | <b>27</b> One hand      | <b>28</b> One arm   | <b>29</b> One foot          | <b>32</b> One leg   | <b>33</b> Both hands or arms | <b>34</b> Both feet or legs  | <b>35</b> One hand or arm and one foot or leg | <b>36</b> One hand or arm and both feet or legs | <b>37</b> Both hands or arms and one foot or leg | <b>38</b> Both hands or arms and both feet or legs              |                               |  |
| <b>27</b> One hand  |   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>28</b> One arm   |   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>29</b> One foot  |   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>32</b> One leg   |   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>33</b> Both hands or arms  |   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>34</b> Both feet or legs   |   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>35</b> One hand or arm and one foot or leg   |   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>36</b> One hand or arm and both feet or legs   |   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>37</b> Both hands or arms and one foot or leg  |   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>38</b> Both hands or arms and both feet or legs  |   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <p><b>NONPARALYTIC ORTHOPEDIC IMPAIRMENTS</b><br/>(Because of chronic pain, stiffness, or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body.)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 2px;"><b>44</b> One or both hands</td> <td style="width: 50%; padding: 2px;"><b>47</b> One or both legs</td> </tr> <tr> <td style="padding: 2px;"><b>45</b> One or both feet</td> <td style="padding: 2px;"><b>48</b> Hip or pelvis</td> </tr> <tr> <td style="padding: 2px;"><b>46</b> One or both arms</td> <td style="padding: 2px;"><b>49</b> Back</td> </tr> <tr> <td colspan="2" style="padding: 2px;"><b>57</b> Any combination of two or more parts of the body</td> </tr> </table> | <b>44</b> One or both hands   | <b>47</b> One or both legs  | <b>45</b> One or both feet  | <b>48</b> Hip or pelvis | <b>46</b> One or both arms                                | <b>49</b> Back              | <b>57</b> Any combination of two or more parts of the body      |                              | <p><b>26</b> Total deafness in both ears, with understandable speech</p> <p><b>27</b> Total deafness in both ears, and unable to speak clearly</p> |   |   |  |   |                               |  |
| <b>44</b> One or both hands   | <b>47</b> One or both legs  |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>45</b> One or both feet  | <b>48</b> Hip or pelvis   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>46</b> One or both arms  | <b>49</b> Back  |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |
| <b>57</b> Any combination of two or more parts of the body  |   |   |   |                         |   |                             |   |                              |  |   |   |  |   |                               |  |



**Special Appointing Authorities for People With Disabilities**

| <b>Option</b>  | <b>Requirements</b>   | <b>Type of Appointment</b>   | <b>Conversion Provisions</b>  |
|--|---|--|---|
| <p><b>People with Severe Physical Disabilities</b><br/> <i>Option 1 - Leading to Continuing Positions:</i> At grades GS-1 to GS-15 or under the Federal Wage System.</p> | <p>Already demonstrated ability to perform the position duties satisfactorily on a temporary trial appointment; <b>or</b> certified by counselors of State Vocational Rehabilitation Agencies or the VA as likely to succeed in performing the position duties.</p> | <p>Excepted service<br/> <i>Schedule A appointing authority</i><br/>           5 CFR 213.3102(u)</p>                 | <p>After completing 2 years of satisfactory performance, employees may be converted to appointments in the competitive service. (5 CFR 315.709)</p>   |
| <p><b>People with Severe Physical Disabilities</b><br/> <i>Option 2 - Time-Limited Positions:</i> At grades GS-1 to GS-15 or under the Federal Wage System.</p>          | <p>People may be appointed when OPM has determined that examining is impractical.</p>   | <p>Excepted service<br/> <i>Schedule A appointing authority</i><br/>           5 CFR 213.3102(i)(3)</p>              | <p>There is no provision under this authority for conversion to a permanent appointment when the time-limited appointment expires. However, conversion to appointments that lead to continuing positions is possible.</p> |
| <p><b>People with Mental Retardation</b></p>   | <p>Certification from the appropriate State Vocational Rehabilitation Agency of ability to perform the position duties, physically qualified to do the work without risk to self or others, and competent to maintain self in a work environment.</p>               | <p>Excepted service<br/> <i>Schedule A appointing authority</i><br/>           5 CFR 213.3102(t)</p>                 | <p>After completing 2 years of successful service, employees may be converted to appointments in the competitive service.<br/>           (5 CFR 315.709)</p>  |
| <p><b>People with Psychiatric Disabilities</b><br/> <i>Option 1 - Leading to Continuing Positions:</i> At grades GS-1 to GS-15 or under the Federal Wage System.</p>     | <p>Already demonstrated ability to perform the position duties satisfactorily on a temporary appointment; <b>or</b> certification by counselors of State Vocational Rehabilitation Agencies or the VA as likely to succeed in performing the position duties.</p>   | <p>Excepted service<br/> <i>Schedule A appointing authority</i><br/>           5 CFR 213.3102(gg)</p>                | <p>After completing 2 years of satisfactory performance, employees may be converted to appointments in the competitive service.<br/>           (5 CFR 315.709)</p>  |
| <p><b>People with Psychiatric Disabilities</b><br/> <i>Option 2 - Time-Limited Positions:</i> At grades GS-1 to GS-15 or under the Federal Wage System.</p>              | <p>People may be appointed when OPM has determined that examining is impractical.</p>   | <p>Excepted service<br/> <i>Time limited Schedule A appointing authority</i><br/>           5 CFR 213.3102(i)(3)</p> | <p>None</p>   |

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| <p><b>Disabled Veterans (30% or more)</b> Veterans with a compensable service-connected disability of 30 percent or more may be appointed at any grade level <i>for which they are qualified</i>.</p>  | <p>Veterans retired from active military service with a disability rating of 30 percent or more; <b>or</b> rated by the VA within the last year as having a compensable service-connected disability of 30 percent or more; <b>or</b> having had such a rating from VA within the year immediately preceding the conversion. Under this option, people may receive noncompetitive temporary (up to 1 year) or term (more than 1 year but not more than 4 years) appointments.</p>  | <p>Noncompetitive Temporary<br/>5 CFR 316.402(b)(4) and<br/><br/>Non Competitive Term<br/>5 CFR 316.302(b)(4)</p> | <p>Employees may be converted to permanent employment at any time provided their appointment was for more than 60 days. (5 CFR 315.707)</p>  |
| <p><b>VRA</b></p> <p>This law allows Agencies to hire eligible veterans without competition at the GS-11 grade level and below.</p>  | <p>Generally, veterans must have served on active duty for more than 180 days, any part of which occurred after August 4, 1964 (or February 28, 1961, for those who served in the Republic of Vietnam), and received other than a dishonorable discharge. (5 CFR 307.103). For alternate ways to become eligible under VRA, see 5 CFR 307.101.</p> <p>For VRA appointment eligibility, an otherwise eligible veteran must be appointed within 10 years of the last discharge from active duty. These time limits do not apply to a veteran with a 30 percent or more service-connected disability.</p> | <p>Excepted appointments in the competitive service</p>   | <p>Employees may be converted within 90 days of completing at least 1 year of service and the program of education or training approved for them (5 CFR 315.705); <b>or</b> must convert to the competitive service after two years of satisfactory service, including training when required. (5 CFR 307.102)</p> |
| <p><b>The Student Educational Employment Program -</b><br/>Students can be appointed to temporary positions or a work study (cooperative education) program.</p> <p><b>Component 1 - SCEP:</b> The SCEP is available to all levels of degree-seeking students (who are accepted for enrollment or enrolled, and taking at least a half-time course load) in an accredited academic institution from high school through graduate school. It provides for formal periods of work and study while the student is enrolled in school. SCEP can be used to develop traditional cooperative education programs or other work-study formats.</p> | <p>The work performed in the SCEP must be related to the academic course of study. The Agency, the school, and the student complete a written agreement that contains information on work assignments and schedule. The grade level at which the student is appointed depends on the qualification requirements of the position, and the student's experience and academic level.</p>  | <p>Excepted service<br/>5 CFR 213.3202(b)</p>   | <p>Students are eligible for conversion to the competitive service within 120 days after satisfactorily completing the program's education and work requirements for the diploma, certification or degree. (5 CFR 213.3202 (b) (10) (ii)).</p>   |

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| <p><b>The Student Educational Employment Program</b> - Students can be appointed to temporary positions or a work-study (cooperative education) program.</p> <p><b>Component 2 - STEP:</b> The STEP is available to all levels of degree-seeking students (who are accepted for enrollment or enrolled, and taking at least a half-time course load) in an accredited academic institution from high school through graduate school.</p>                                       | <p>The job for which the student is hired need not be related to the academic field of study. The grade level at which the student is appointed depends on the qualification requirements of the position, and the employee's experience and academic levels.</p> <p>Appointments are made for a period not-to-exceed 1 year, and may be extended if the student remains enrolled in school on at least a half-time basis.</p> | <p>Excepted service<br/>5 CFR 213.3202(a)</p> | <p>There is no provision for conversion to appointments in the competitive service under this authority. However, employees may be converted to a SCEP excepted appointment.</p> |
| <p><b>Temporary Limited Appointments</b><br/>Used when the need for a position is short-term and not expected to last for more than 1 year. Temporary jobs are filled through competitive procedures with a requirement for public notice. Agencies may also give noncompetitive temporary appointments to people who qualify for positions and have a specific noncompetitive eligibility, such as reinstatement or VRA.</p>  | <p>Appointments are not to exceed 1 year.<br/><b>NOTE:</b> A 1-year extension is allowed.</p>  | <p>5 CFR 316.402</p>                          | <p>There is no provision under this authority for conversion to a permanent appointment when the temporary appointment expires.</p>  |
| <p><b>Term Appointments</b><br/>Used when an employee's services are needed for more than 1 year, but no more than 4 years. Reasons for term appointments include project work, extraordinary workload, uncertainty of future funding. Term positions are filled through competitive procedures with the requirement for public notice. These positions may also be filled by qualified people based on specific noncompetitive eligibility such as reinstatement and VRA.</p> | <p>Appointments are made for more than one year, but not more than four years.</p>   | <p>5 CFR 316.302</p>                          | <p>There is no provision under this authority for conversion to a permanent appointment when the term expires.</p>   |

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| <p><b>Student Volunteer Program</b><br/>Agencies may provide educationally-related work assignments for student volunteers on a non-pay basis.</p>   | <p>Enrolled at least half-time in a high school, trade school, vocational institute, university, or other accredited educational institution that permits the student to participate in a program established to provide educational experience.</p> <p>No time limit has been established for these appointments, as long as the student continues to meet program requirements.</p> | <p>5 CFR 308.103</p>  | <p>Students under this program are not considered Federal employees.</p>  |
| <p><b>Hiring Readers, Interpreters and Other Personal Assistants</b><br/>Appointment of readers, interpreters, and personal assistants for employees with disabilities on a full-time, part-time, or intermittent basis.</p> |   | <p>Excepted Service<br/><i>Schedule A appointing authority</i><br/>5 CFR 213.3102(II)</p> | <p>May be converted to competitive service when both of the following conditions are met: (1) Completed at least 1 year of satisfactory service in position under a non-temporary appointment; and, (2) employment as a reader, interpreter or personal assistant is no longer necessary for reasons beyond management control, e.g., resignation or reassignment of the person being assisted. (5 CFR 315.711)</p> |