SAMPLE SCHEDULE A LETTER DOCUMENTATION FOR LICENSED MEDICAL PROFESSIONALS
(Must be on official medical professional’s letterhead and must include the medical professional’s signature)

DATE:

FROM:

To Whom It May Concern:

This letter serves as certification that (name of patient/applicant) is an individual with a severe physical, intellectual, or psychiatric disability that qualifies him/her for consideration under 5 CFR 213.3102 (u), Schedule A hiring authority, appointment for Persons with Disabilities.

I may be contacted at (phone number and/or email address).

Sincerely,

(Medical professional’s signature)
(Medical professional’s name, title, and signature block)

Note: Proof of a disability is required for excepted service appointments - noncompetitive placement - under Schedule A, 5 CFR § 213.3102(u). Proof of disability is the term used to define any number of documents which attest to the fact that the candidate does indeed have a disability. A statement of job readiness, formerly a requirement under this statute, is no longer needed. The above statements meet the requirements for placement under Schedule A.
SAMPLE SCHEDULE A LETTER DOCUMENTATION
FOR LICENSED VOCATIONAL REHABILITATION PROFESSIONALS
(Must be on official letterhead and must include the vocational rehabilitation professional’s signature)

Name of Counselor
Position Title
Department of Rehabilitative Services
Street Address
City, State, Zip
Website:
Direct Line: xxx-xxx-xxxx
Main Line: xxx-xxx-xxxx
TTY: xxx-xxx-xxxx
Fax: xxx-xxx-xxxx
Email:

DATE:

FROM:

To Whom It May Concern:

This letter serves as certification that (name of patient/applicant) is an individual with a severe physical, intellectual, or psychiatric disability that qualifies him/her for consideration under 5 CFR 213.3102(u), Schedule A hiring authority, appointment for Persons with Disabilities.

I may be contacted at (phone number and/or email address).

Sincerely,

(Vocational rehabilitation professional’s signature)
(Vocational rehabilitation professional’s name)

Note: Proof of a disability is required for excepted service appointments - noncompetitive placement - under Schedule A, 5 CFR § 213.3102(u). Proof of disability is the term used to define any number of documents which attest to the fact that the candidate does indeed have a disability. A statement of job readiness, formerly a requirement under this statute, is no longer needed. The above statements meet the requirements for placement under Schedule A.