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	Command-wide Recruitment and Outreach Materials  SELECTIVE PLACEMENT FOR INDIVIDUALS WITH DISABILITIES	
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# SELECTIVE PLACEMENT FOR INDIVIDUALS WITH DISABILITIES

## *Special Employment Programs*

*"The Corps doesn't look at handicaps, but at promoting what you are capable of giving and doing."*

Mary Logan  
Position Classification  
Specialist

The U.S. Army Corps of Engineers is an equal opportunity employer and vigorously supports special employment programs in attracting and retaining quality talent for the Federal workforce. Hiring and advancement are based on qualifications and performance. All applicants receive fair consideration for appointments.

### ***Eligibility for Selective Placement***

The selective placement program for individuals with disabilities applies to anyone who has a physical or mental impairment which substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.

### ***Types of Appointments***

The U.S. Army Corps of Engineers offers a wide variety of recruiting, placement and training assistance to qualified persons with a disability. There are several ways in which you can be appointed to a position with the Corps. These types of appointments are described below.

#### ***Competitive Appointment***

You can apply for a position with the Federal

Government through the competitive examination process administered by the Office of Personnel Management (OPM). Upon your request, OPM will assist you in making special accommodations to help you in completing the examination. Upon successful completion of the exam, your eligibility will be established on the appropriate OPM register for referral to agencies as positions become available in your occupational specialty. For more specific information regarding competitive examinations contact your local Office of Personnel Management or Federal Job Service Center.

#### ***Appointment under Special Authority***

If you choose not to compete for appointment through the competitive examination process administered by OPM, you may apply directly to the Corps to be considered for employment. As an individual with a disability, you are exempt from the competitive process and can be appointed to a temporary or Excepted Service position under a special appointing authority.

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### *Temporary Appointments*

Many individuals with disabilities are appointed to a position with the Corps for a special trial period of 700 hours (approximately four months). This type of appointment is designed to give you the opportunity to demonstrate your ability and readiness to perform a particular job. When you have successfully completed this temporary trial period you may be eligible for appointment to a position in the Excepted Service.

### *Excepted Service Appointments*

You may be appointed to a position in the Excepted Service in two ways. You can be converted after successful completion of a trial 700 hour appointment or you can apply directly for an Excepted Service position. These Excepted Service appointments are for a two year period and cover positions from the GS-1 through GS-15 level. After two continuous years of successful performance you may be non-competitively converted

to a permanent position with the Corps of Engineers.

### ***How to Apply***

If you think you may be eligible for appointment under a special authority, and would like to lend your talents to the U.S. Army Corps of Engineers, we want to hear from you. Please contact the Corps Human Resource Office in the geographic area where you would like to work. When you do, a Human Resource representative will assist you and provide specific information and guidance regarding application procedures for available job opportunities. We also suggest you contact a counselor from either the Department of Veterans Affairs (VA) or a State Vocational Rehabilitation agency to assist you in the application process. Our Human Resource Offices throughout the Corps work closely with these organizations since documentation from one of the agencies is required to be considered for a position.

When applying for a temporary (700) hour appointment or a position in the Excepted Service the following is required:

- a. SF-171, Application for Federal Employment
- b. Certification from either a Department of Veterans Affairs or State Vocational Rehabilitation Agency.
- c. Physician's Report of a Medical Examination.

### ***Special Accommodations on the Job***

We have established an exemplary record in providing a work environment for Corps employees with disabilities that enables them to demonstrate their talents and abilities. Some of the ways we can accommodate your particular needs in the workplace are:

- Interpreters for persons with hearing impairments
- Modification of job duties
- Restructuring of work sites
- Alteration of work schedules
- Acquisition of special equipment or furniture
- Personal assistance when needed