

## Noncompetitive Appointing Authorities Job Aid

In addition to the traditional competitive hiring process, there are several noncompetitive appointing authorities (mainly in the excepted service) that are available to Federal hiring managers. Among the most common types of noncompetitive appointing authorities include:

- Schedule A Hiring Authority for Disabled Individuals
- Veterans Recruitment Authority (VRA)
- 30% Disabled Veterans Appointing Authority

While these authorities do not require that a vacancy announcement be posted to USAJobs, it is very important that agencies engage in effective recruitment and outreach strategies to ensure that selections are made from a fair and diverse pool of candidates. The Office of Personnel Management outlines the basic [“Steps to Increase Hiring”](#) that agencies should take when using the Schedule A Hiring Authority for Disabled Individuals. These steps include the requirement for each agency to ensure that a full-time Selective Placement Program Coordinator is in place to develop recruitment strategies for disabled individuals and other excepted service hiring authorities. Although these steps are primarily geared towards the Schedule A Hiring Authority for Disabled Individuals, it is highly recommended that agencies follow these steps for the other noncompetitive appointing authorities (e.g. VRA) as well.

While ARC is not responsible for conducting these types of “up front” recruitment efforts of our customers, it is our responsibility to document, at the time of processing the selection(s), that such recruitment efforts have, in fact, taken place. Therefore, it is important that our customers provide us with proper documentation of the actual recruitment process that was used to identify the individual(s) selected under a noncompetitive appointing authority such as the ones listed above.

If your agency wishes to hire an individual under one of these or other noncompetitive appointing authorities, without posting a vacancy announcement to USAJobs, please include the following information in your recruit request to ARC:

- How did you receive the application (job fair, unsolicited application, etc.)?
- If application was received at a job / career fair, were other applications received for the selected position? Did any of the applicants provide veteran’s preference documentation?
- What date did you receive the application?
- Identify the experience that meets your requirements for this position?

For questions, please feel free to contact our Staffing/Classification Call Center at (304) 480-5111 or [StaffingClassification@fiscal.treasury.gov](mailto:StaffingClassification@fiscal.treasury.gov)