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# Selective Placement Program Coordinators (SPPC) Directory

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# Selective Placement Program Coordinators Directory

## Introduction

As part of the U.S. Office of Personnel Management's (OPM) effort to provide the highest quality customer service to disabled Americans, we maintain the Selective Placement Program Coordinator (SPPC) directory. The SPPC provides valuable assistance to persons with disabilities during the Federal hiring process. Some of their duties and responsibilities are:

- Providing managers with information on reasonable accommodations for applicants and employees;
- Helping managers identify architectural barriers and possible modifications that allow persons with disabilities to perform essential duties; and
- Helping disabled persons find information about current job opportunities.

We are currently updating this directory to ensure the SPPC contact information for our agency is accurate. An updated version will be available shortly.

## Job Seekers with Disabilities

Federal agencies fill jobs two ways, competitively and non-competitively. Persons with disabilities may apply for jobs filled either way. People who are selected for jobs must meet the qualification requirements for the jobs and be able to perform the essential duties of the jobs with or without reasonable accommodation.

## Jobs Filled Competitively

Jobs that are filled competitively are advertised through USAJOBS. Each job advertisement contains instructions on how to apply. Approximately 16,000 jobs are available each day.

USAJOBS contains two ways to complete an application: The Federal Job Search and Application Form, OF-612, and the Online Resume Builder. In addition to this basic application, most advertisements require applicants to submit additional statements about their qualifications for the job.

Applicants can register to receive an email every day that matches the type of job they are interested in obtaining. The email notification lasts for 120 days. Applicants can renew their email registration before it expires.

## Jobs Filled Non-competitively

People with Mental Retardation, Severe Physical Disabilities, or Psychiatric Disabilities and have documentation from a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits may apply for non-competitive appointment through the Schedule A (5 C.F.R. 213.3102(u)) hiring authority. Applicants with documentation may apply directly to

agencies' Selective Placement Coordinators or equivalent to be considered for jobs. Applicants should send a resume plus the pertinent documentation to the Selective Placement Coordinator or equivalent.

## Appointment Authorities

The Federal Government has a special Schedule A (5 C.F.R. 213.3102(u)) appointing authority for persons with Mental Retardation, Severe Physical Disabilities, or Psychiatric Disabilities.

Disabled veterans may also be considered under special hiring programs for disabled veterans with disability ratings from the Department of Veterans Affairs of 30% or more.

## Proof of Disability and Certification of Job Readiness

Eligibility for appointment under this Schedule A (5 C.F.R. 213.3102(u)) authority consists of two parts:

1. **Proof of Disability:** An individual wishing to be hired under this Schedule A (5 C.F.R. 213.3102(u)) authority must provide proof he or she is indeed an individual with mental retardation, severe physical disability, or psychiatric disability. This proof must be provided to the hiring agency before an individual can be hired.

This proof may be in the form of documentation obtained from licensed medical professionals, state or private vocational rehabilitation specialists, or any Government agency that issues or provides disability benefits.

2. **Certification of Job Readiness:** An individual hired under this authority must be ready to perform the job for which they are being considered. This certification is a statement that the individual is likely to succeed in the performance of the duties of the position for which he or she is applying. For instance, the certification of job readiness for an individual applying for a position as an Administrative Assistant or an Accountant may state that the "individual is likely to succeed performing work in an office environment."

This certification of job readiness may be obtained from the same individuals that provided the proof of disability. The certification may be on the same documentation as the proof of disability or it may be a separate document.

In situations where an individual has the proof of disability documentation, but not the certification of job readiness, hiring agencies have the discretion to place an individual on a temporary appointment under Schedule A (5 C.F.R. 213.3102(u)) to determine an individual's job readiness.

## Finding a Position

In addition to competing for a position by applying through a vacancy announcement, the Federal Government's Selective Placement programs include a special hiring authority for hiring people with Mental Retardation, Severe Physical Disabilities, or Psychiatric Disabilities.

You may apply for employment directly to agencies, which may use this authority to streamline the appointment of people with disabilities. If you are interested in being considered under this special authority, and have proof of disability from a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits, you should contact the Federal agency where you wish to work. Ask for the Selective Placement or Disability Employment coordinator or their equivalent.

Certain veterans may also be considered under special hiring programs for disabled veterans with disability ratings of 30% or more. Your Department of Veterans Affairs vocational rehabilitation counselor should be able to provide you with additional information about this process.

## Reasonable Accommodation

Sometimes it is necessary for Federal hiring officials to make a reasonable workplace accommodation for a person with a disability, if requested and appropriate (unless so doing will result in undue hardship to the agencies). Reasonable accommodation can apply to the duties of the job, and/or where and how job tasks are performed. The accommodation should make it easier for the employee to successfully perform the duties of the position. Examples of reasonable accommodations include providing interpreters, readers, or other personal assistance; modifying job duties; restructuring work sites; providing flexible work schedules or work sites; and providing accessible technology or other workplace adaptive equipment.

An individual can request reasonable accommodation either orally or in writing. Individuals who need reasonable accommodation are responsible for making their needs known to their supervisors. The supervisor and the individual should clarify the individual's needs, and identify the appropriate reasonable accommodation required to meet those needs.

## Agency Selective Placement Program Coordinator (SPPC)

Most Federal agencies have a Selective Placement Program Coordinator, Special Emphasis Manager (SEM) for employment of adults with disabilities, or equivalent, who helps agency management recruit, hire and accommodate people with disabilities at that agency. These Coordinators or Managers have many roles and responsibilities, including:

- Advising managers about candidates available for placement in jobs under special hiring authorities, and providing managers with information on reasonable accommodation and needs assessments for applicants and employees.
- Helping managers determine the essential duties of the position, identify architectural barriers and possible modifications that allow people with disabilities to perform essential duties.
- Helping persons with disabilities get information about current job opportunities, types of jobs in the agency and how these jobs are filled, and reasonable accommodation.
- Working with public and private organizations involved in the placement of applicants with disabilities to provide information about their agency program and job opportunities and to facilitate the placement of applicants with disabilities in their agency.

- Monitoring and evaluating selective placement program efforts and activities for people with disabilities to determine their effectiveness, and making changes as needed to improve program effectiveness.

Managers develop, manage and evaluate the agency's Affirmative Employment Program for Individuals with Disabilities. They are primarily located at agency headquarters and can provide information on coordinators at local installations.

Each agency is responsible for monitoring the activities of its designated Selective Placement Coordinators and also for notifying OPM when a new coordinator is selected. Use the Selective Placement Program Coordinator (SPPC) directory to find a Coordinator

## Selective Placement Program Coordinator (SPPC) Directory

This directory lists the coordinator(s) identified by their agency. Most of whom are primarily located at their agency headquarters. Each agency is responsible for monitoring the activities of its designated Selective Placement Coordinators and also for notifying OPM when a new coordinator is selected.

# A

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Terry S. Thir  
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U.S. Department of Agriculture (USDA)  
Office of Human Capital Management  
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Email: [DisabilityEmploymentProgram@usda.gov](mailto:DisabilityEmploymentProgram@usda.gov)

### **American Battle Monuments Commission**

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### **Architectural & Transportation Barriers Compliance Board (The Access Board)**

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### **Census Bureau**

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Washington, DC 20233

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Fax: Fax: (301) 763-4706  
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### **Federal Communications Commission**

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Fax: (202) 418-2840  
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**Federal Deposit Insurance Corporation**

Not currently listed.

**Federal Election Commission**

Not currently listed.

**Federal Election Commission (FEC)**

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**Federal Labor Relations Authority**

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**Federal Maritime Commission**

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**Federal Mediation and Conciliation Service**

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### **Federal Reserve Board**

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### **Federal Trade Commission**

Human Resources Management Office  
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### **Financial Management Service**

Not currently listed.

## **G**

### **General Accounting Office**

Not currently listed.

### **General Services Administration**

Not currently listed.

### **Government Printing Office**

Not currently listed.

## **H**

### **Health and Human Services**

#### **Centers for Disease Control**

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### **Homeland Security**

#### **Citizenship and Immigration Service**

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### **Inter-American Foundation**

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### **Interior**

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### **International Trade Commission**

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## J

### Justice

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## L

### **Labor**

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### **Library of Congress**

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## N

### **National Aeronautics and Space Administration**

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### **National Archives and Records Administration**

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### **National Capital Planning Commission**

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### **National Council on Disability**

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### **National Endowment for the Arts**

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### **National Endowment for the Humanities**

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### **National Geospatial Intelligence Agency**

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### **National Institute of Standards and Technology**

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### **National Institutes of Health**

Not currently listed.

**National Labor Relations Board**

Not currently listed.

**National Mediation Board**

Not currently listed.

**National Science Foundation**

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**National Transportation Safety Board**

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**Nuclear Regulatory Commission**

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**O**

**Occupational Safety & Health Review Commission**

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**Office of Personnel Management**

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## P

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**Postal Rate Commission**

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# R

## **Railroad Retirement Board**

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# S

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# **T**

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