

**DEPARTMENT OF COMMERCE**  
**TOOLS AND TECHNIQUES FOR FINDING THE BEST TALENT**

<b>Hiring Flexibilities</b>	<b>Program Description</b>	<b>Potential Applicant Pool with URL for Additional Information</b>
<p><b>Veterans Appointing Authorities</b>  <b>- Veterans Recruitment Appointment (VRA)</b></p> <p><b>- 30 Percent or More Disabled Veterans</b></p> <p><b>-Veterans Employment Opportunities Act of 1998 (VEOA)</b></p> <p><b>- Operation Warfighter</b></p>	<p>VRA allows appointment of eligible veterans up to the GS-11 or equivalent. Veterans are hired under excepted appointments to positions that are otherwise in the competitive service. After the individual satisfactorily completes 2 years of service, the veteran must be converted noncompetitively to a career or career-conditional appointment. FTE required.</p> <p>This authority enables a hiring manager to appoint an eligible candidate to any position for which he or she is qualified, without competition. Unlike the VRA, there's no grade-level limitation. Initial appointments are time-limited, lasting more than 60 days; however, you may noncompetitively convert the individual to permanent status at any time during the time-limited appointment. FTE required.</p> <p>This flexibility gives eligible veterans access to compete for jobs that otherwise only would have been available to status employees. In VEOA appointments, veterans are not accorded preference as a factor, but they are allowed to compete for job opportunities that are not offered to other external candidates. A VEOA eligible who is selected will be given a career or career-conditional appointment. FTE required.</p> <p>This is a program for wounded military personnel. Assignments are up to 90 days. No FTE required. Salaries are paid by Department of Defense (DoD).</p>	<p>Veterans  <a href="http://www.opm.gov/Strategic_Management_of_Human_Capital/fhfr/FLX02020.asp">http://www.opm.gov/Strategic_Management_of_Human_Capital/fhfr/FLX02020.asp</a></p> <p>Veterans undergoing medical treatment at Walter Reed Army Medical Center. Program is administered by Edner Escarne, OHRM (202) 482-8241</p>
<p><b>USAJOBS</b>  <b>- General Vacancy Announcement</b></p>	<p>Excellent tool for filling numerous vacancies in the same series/grade. This generates the maximum number of applicants. FTE required.</p>	<p>All sources  <a href="http://www.usajobs.opm.gov">http://www.usajobs.opm.gov</a></p>

Hiring Flexibilities	Program Description	Potential Applicant Pool with URL for Additional Information
<p><b>Presidential Management Fellows Program:</b></p> <ol style="list-style-type: none"> <li>1. Fellows</li> <li>2. Senior Fellows</li> </ol>	<p>Initial appointments are for a 2-year fellowship period. At the end of 2 years, successful applicant must be non-competitively converted to permanent.</p> <ul style="list-style-type: none"> <li>• Appointments at the GS-09, 11 or 12 grade levels</li> <li>• Appointments at the GS-13, 14 or 15 grade levels</li> </ul>	<p>Selection made from a pre-screened pool of high potential applicants provided by OPM. All applicants have an advanced degree and a high GPA.  <a href="http://www.pmf.opm.gov">http://www.pmf.opm.gov</a></p>
<p><b>Postsecondary Internship Program</b>  Program Partners:</p> <ul style="list-style-type: none"> <li>• Hispanic Association of Colleges and Universities (HACU)</li> <li>• Minority Access, Inc.</li> <li>• American Indian Science &amp; Engineering Society (AISES)</li> <li>• Washington Center for Internship and Academic Seminars</li> <li>• Oak Ridge Associated Universities</li> </ul>	<p>Appointments are for 10 weeks (fall, spring or summer). Provides the opportunity to assess skills prior to job offer. No FTE required.</p>	<p>Selection made from a pre-screened pool of high potential college undergraduate and graduate students.  <a href="http://ohrm.os.doc.gov/Career/PROD01_000856.html">http://ohrm.os.doc.gov/Career/PROD01_000856.html</a></p>
<p><b>Federal Career Intern Program (FCIP)</b></p>	<p>Currently used by the Department to select accountants. Applicants receive a 2-year internship period and may be converted to a permanent position. FTE required.</p>	<p>All sources  Selection made at the GS-5, 7, or 9 grade levels.  <a href="http://ohrm.os.doc.gov/Career/DEV01_000383.html">http://ohrm.os.doc.gov/Career/DEV01_000383.html</a></p>
<p><b>Student Education Employment Program:</b></p> <ol style="list-style-type: none"> <li>1. Student Career Experience Program (SCEP) (Formerly Co-op)</li> <li>2. Student Temporary Employment Program (STEP)</li> </ol>	<p>Successful individuals are observed by Managers before placement.</p> <ul style="list-style-type: none"> <li>• A work-study program where students are hired to work in their academic field of study. Students may be non-competitively converted to a permanent position.</li> <li>• A work-study program where students are hired on a temporary basis during the school year and/or summer to jobs that may or may not be related to the student's academic field.  In both programs FTE required.</li> </ul>	<p>Students in good academic standing. This program is available <u>only while</u> the employee is a student.  <a href="http://ohrm.os.doc.gov/Career/PROD01_001021.html">http://ohrm.os.doc.gov/Career/PROD01_001021.html</a></p>
<p><b>Workforce Recruitment Program for Persons with Disabilities</b></p>	<p>Successful individuals may be non-competitively appointed to career positions. Provides work experience for college students with disabilities. FTE required.</p>	<p>Program is administered by Jennifer Croft, OCR (202) 482-8187  Pool of pre-screened applicants provided by the Dept. of Labor: <a href="http://www.dol.gov/odep/programs/workforc.htm">www.dol.gov/odep/programs/workforc.htm</a></p>
<p><b>2006 Microsoft – American Association of People with Disabilities Federal Information Technology Internship Program</b></p>	<p>College students under this program perform a 10-week summer internship. All costs are paid by Microsoft. No FTE required.</p>	<p>Pilot Program is administered by Cynthia Brice, OHRM (202) 482-6402 and Jerry Harper, OCIO (202) 482-0222</p>

Managers should consult their servicing HR offices for additional information. Deborah A. Jefferson, Director for Human Resources Management July 2006