

## U.S. Department of Commerce Tools & Techniques for Recruiting the Best Talent

TOOLS & TECHNIQUES	COST	TIMELINE	MORE INFORMATION AND CONTACTS
<p><b>USAJOBS Vacancy Announcements</b> Excellent source for filling numerous vacancies. This tool generates the maximum number of qualified applicants.</p>	Cost of FTE	DOC avg. of 77 calendar days after submission of an SF-52 Recruitment Package	Website: <a href="http://usajobs.opm.gov">http://usajobs.opm.gov</a>  Servicing HR Office: <a href="http://hr.commerce.gov/ContactOHRM/DEV01_006561">http://hr.commerce.gov/ContactOHRM/DEV01_006561</a>
<b>RECRUITING VETERANS OR MILITARY PERSONNEL</b>			
<p><b>Veterans Recruitment Appointment (VRA)</b> Allows agencies to appoint eligible veterans, without competition, to excepted positions at any grade level through GS-11 or equivalent. After 2 years of satisfactory service, veterans are converted to a career-conditional appointment in the competitive service.</p>	Cost of FTE	Generally, the pay period after submission of an SF-52 Appointment Package	Website: <a href="http://www.fedshirevets.gov/job/shav/index.aspx">http://www.fedshirevets.gov/job/shav/index.aspx</a>  Contact: Sean Lenahan (OHRM), 202-482-0767, <a href="mailto:SLenahan@doc.gov">SLenahan@doc.gov</a>
<p><b>30 % or More Disabled Veterans</b> Allows agencies to give noncompetitive term or temporary appointments of more than 60 days to eligible veterans with a 30% or more compensable service-connected disability. After demonstrating satisfactory performance veterans may be converted at any time to career-conditional appointments. Unlike the VRA, there's no grade-level limitation.</p>	Cost of FTE	Generally, the pay period after submission of an SF-52 Appointment Package	
<p><b>Veterans Employment Opportunities Act of 1998 (VEOA)</b> Allows eligible veterans to apply for positions announced under merit promotion procedures when the agency is recruiting from outside its own workforce. Veterans' preference is not a factor in these appointments. A VEOA eligible who is selected will be given a career or career-conditional appointment.</p>	Cost of FTE	DOC avg. of 84 calendar days after submission of an SF-52 Recruitment Package	
<p><b>Operation Warfighter Program</b> Allows wounded military personnel undergoing medical treatment at Walter Reed Army Medical Center to be matched to opportunities that utilize both their military and non-military skills, thereby creating productive assignments that are beneficial to both the service member and the employer. Duty schedules are dependent upon the candidate's treatment schedule. The average assignment length is 3 months at an average of 20 hours per week. Salaries are paid by Department of Defense.</p>	No Cost to Agency	On average, 30 days after a candidate expresses interest in a position	Website: <a href="http://www.militaryhomefront.dod.mil/tf/operationwarfighter">http://www.militaryhomefront.dod.mil/tf/operationwarfighter</a>  Contact: Sean Lenahan (OHRM), 202-482-0767, <a href="mailto:SLenahan@doc.gov">SLenahan@doc.gov</a>

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<b>RECRUITING STUDENTS</b>			
<p><b>Pathways Programs</b> Established by Executive Order 13562, the Pathways Programs will include the Presidential Management Fellows Program, a variation of the SCEP and STEP as the “Intern Program,” and a variation of the former Federal Career Intern Program as the “Recent Graduates Program.”</p>			Currently available as-is until the issuance of OPM regulations.
<p><b>Presidential Management Fellows (PMF) Program</b> Attracts outstanding graduate students from all academic disciplines interested in careers in public policy and program analysis and management. Initial appointments are for 2-year fellowships at GS-9 – 12(or equivalent). Successful fellows must be non-competitively converted to permanent employment status.</p>	\$7,000 appointment fee plus cost of FTE	Generally, the pay period after submission of an SF-52 Appointment Package	Website: <a href="https://www.pmf.opm.gov">https://www.pmf.opm.gov</a> Contact: Sean Crump (OHRM), 202-482-1424, <a href="mailto:SCrump@doc.gov">SCrump@doc.gov</a>
<p><b>Student Career Experience Program (SCEP)</b> A work study program where students are hired to work in their academic field of study. Upon graduation, students may be non-competitively converted to a permanent position if they have worked 640 hours.</p>	Cost of FTE	Generally, the pay period after submission of an SF-52 Appointment Package	Website: <a href="http://www.opm.gov/employ/students/index.asp">http://www.opm.gov/employ/students/index.asp</a> Currently available as-is until the issuance of OPM regulations. Afterwards, these programs will be combined under the Pathways Programs as the Intern Program with program regulation changes.
<p><b>Student Temporary Employment Program (STEP)</b> 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.</p>	Cost of appointment salary	Generally, the pay period after submission of an SF-52 Appointment Package	
<b>RECRUITING PEOPLE WITH DISABILITIES</b>			
<p><b>Schedule A Authority for People with Disabilities</b> An excepted authority that agencies can use to appoint individuals who have a severe physical, psychological, or intellectual disability. Appointments may be made at any grade level and for any job (time-limited or permanent) for which the applicant qualifies. Applicants provide proof of disability and a certification of job readiness.</p>	Cost of FTE	Generally, the pay period after submission of an SF-52 Appointment Package	Websites: <a href="http://www.fedshirevets.gov/job/shav/index.aspx">http://www.fedshirevets.gov/job/shav/index.aspx</a> Contact: Linda Aase (OHRM), 202-482-0612, <a href="mailto:LAase@doc.gov">LAase@doc.gov</a>
<p><b>Workforce Recruitment Program</b> Provides work experience for college students with disabilities. A pool of pre-screened applicants is provided by the Department of Labor in their database. Successful individuals may be non-competitively appointed to permanent positions.</p>	Cost of FTE	Generally, the pay period after submission of an SF-52 Appointment Package	Website: <a href="http://www.dol.gov/odep/programs/workforc.htm">www.dol.gov/odep/programs/workforc.htm</a> Contact: Linda Aase (OHRM), 202-482-0612, <a href="mailto:LAase@doc.gov">LAase@doc.gov</a>

**Microsoft – American Association of People with Disabilities  
Federal Information Technology Internship Program**

College students under this program participate in a 10-week summer internship. All costs are paid by Microsoft.

No Cost to  
Agency

One session per  
year. The 11-week  
session generally  
begins the end of  
May.

Website:

[http://www.aapd.com/site/c.pvl1kNWJqE/b.5606897/k.D35/MicrosoftAAPD\\_Federal\\_IT\\_Internship\\_Program.htm](http://www.aapd.com/site/c.pvl1kNWJqE/b.5606897/k.D35/MicrosoftAAPD_Federal_IT_Internship_Program.htm)

Contact: Linda Aase (OHRM), 202-482-0612,  
[LAase@doc.gov](mailto:LAase@doc.gov)

Contact: Jerry Harper (OCIO), 202-482-0222,  
[JHarper@doc.gov](mailto:JHarper@doc.gov)

