

## VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995 ("CAA"). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which is available at [www.senate.gov/saaemployment](http://www.senate.gov/saaemployment).

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Senate Sergeant at Arms does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference In Appointments policy by submitting a written request to [resumes@saa.senate.gov](mailto:resumes@saa.senate.gov).

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the obligations and efforts of the Office of the Senate Sergeant at Arms to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.



## TEST, TRAINING & EXERCISE PLANNER

### NATURE OF WORK

This is administrative work responsible for providing support to the U.S. Senate Test, Training and Exercise (TT&E) Program. Work includes supporting, developing, designing and implementing training and exercises for the Senate community. Work is performed under the general direction of the Supervisor.

### EXAMPLES OF WORK

*(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)*

- Researches, designs, develops and facilitates various exercises and drills.
- Develops handouts, brochures, instructional material and presentations in support of the Senate TT&E program.
- Conducts exercise design team meetings.
- Reviews participant feedback and observations; develops comprehensive Exercise After Action Reports.
- Monitors and integrates findings from exercises and drills into the Senate TT&E Correction Action Program.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and is essentially sedentary, with occasional walking, standing, bending, safely carrying items less than 25 pounds.

### MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in business or public administration, emergency/continuity plans, or a related field, and three to five years of experience in Continuity of Operations (COOP)/Continuity of Government (COG) exercise development and execution; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of Senate, SAA, and departmental rules, policies, procedures, and functions.
- Knowledge of developing and executing a training program and functional exercises.
- Knowledge of principles and current planning methods for continuity and business recovery operations, and emergency management.
- Knowledge of HSEEP principles.



- Knowledge of modern office practices, procedures and equipment.
- Ability to prepare clear and concise analyses, plans, procedures and reports.
- Ability to conduct professional presentations and present to a variety of participants.
- Ability to develop effective working relationships with Senate staff, local, state, and federal law enforcement and security agencies.
- Ability to communicate effectively.

---

#### LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Must possess or be able to obtain a top secret security clearance.

This position requires the incumbent to be available at all times for sudden recall in response to emergency events affecting the Senate campus/community, and to potentially deploy to alternate sites in support of the Senate's contingency operations.

*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*