



U.S. SENATE SERGEANT AT ARMS  
**HUMAN RESOURCES**  
RECRUITING BROCHURE



## The United States Senate Sergeant at Arms (SAA) is the largest office in size of staff

and budget in the Senate. It is responsible for a variety of services, including all Senate computers and technology support, recording and photography, printing and graphics, and telecommunications. The SAA also provides assistance to all Senate offices with their staffing, mailing, purchasing, and financial needs. The offices within the SAA responsible for providing these and other services include Capitol Operations, Support Operations, Finance, the Chief Information Office, Acquisitions and State Office Operations, Office of Emergency Preparedness and Continuity, and Human Resources. The SAA also shares responsibility for the Senate Page Program, the Senate Office of Training and Development, and the Capitol Telephone Exchange.





# BENEFITS

*The United States Senate Sergeant at Arms offers robust federal benefits to employees. Here's a look at the SAA benefits:*



**Student Loan Repayment Program:** The SAA offers student loan repayment for employees of up to \$833.00 a month for qualifying federal student loans. Employees can receive up to

**\$80,000**

in payments cumulatively over the employee's tenure at the SAA.

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**Training & Development:** The SAA offers training and development to advance professional skills, including live classes, online learning, and leadership coaching. The SAA places a high priority on the professional development of staff. Staff are expected to continually sharpen skills and knowledge by attending industry conferences, peer networking events, and formal classroom and online training.



This brochure is not comprehensive. It highlights major benefits that may be of interest to prospective employees. Policies and benefits are subject to change at the discretion of the Sergeant at Arms.



**Transportation Subsidy:** The SAA offers a monthly transit subsidy of up to

**\$315**

for employees who use mass transit, including Metro, commuter buses, VRE, MARC trains and van pools.

# PARKING

**Parking:** Parking is provided without cost to regular SAA employees who do not participate in the transit subsidy program.

**Employee Assistance Program (EAP):** EAP is a free and confidential service designed for U.S. Senate employees and their family members. The EAP offers a variety of emotional and behavioral support services to promote wellness throughout the Senate community, including: assessments, short-term support, guidance for managers, referrals to community resources, and follow-up services. EAP further supports work-life balance through wellness resources and initiatives to create a safe and healthy climate and resilient workforce.



# EAP



## **Federal Employee Health Benefits**



*Compare Insurance Plans*

**Health • Vision • Dental • Life**

**Flexible Spending Account**

## HEALTH/WELLNESS BENEFITS

The Sergeant at Arms offers the full range of federal benefits to employees:

- Federal Employees Health Benefits (FEHB)
- Federal Employees Dental and Vision Program (FEDVIP)
- Flexible Spending Accounts (FSA)
- Federal Employees Group Life Insurance (FEGLI)

## HOLIDAY & LEAVE ACCRUALS

We offer paid time off benefits including: annual, sick, long-term medical leave, and eleven federal holidays. Annual and sick leave are accrued on the 15th and last day of the month. Annual leave is accrued at rates dependent upon length of federal service.

**Holidays:** New Year's Day, Martin Luther King, Jr. Day, Washington's Birthday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day

## Full-Time Employee Annual Leave Accrual Rates:

Less than  
3 years  
of federal  
service

**120**  
hours/year

**5**  
hours/pay period

3 - 15 years  
of federal  
service

**160**  
hours/year

**6.67**  
hours/pay period

15+ years  
of federal  
service

**200**  
hours/year

**8.33**  
hours/pay period

Year-end balances of **no more than 240 hours** carry over for future use.

## Full-Time Employee Sick Leave Accrual Rate:

- Sick leave can be used for either personal or immediate family medical needs.
- **96** hours/year, 4 hours/pay period. Year-end balances carry over for future use.

## EMPLOYMENT POLICIES

All jobs at the Senate are considered “excepted service” and are accordingly not part of the federal government’s “competitive service” process. SAA employees are considered at-will employees under the jurisdiction of the U.S. Senate Sergeant at Arms. Prospective employees will be fingerprinted and undergo a criminal background investigation.

**Evaluations:** Employees enter service under a six-month probationary period. After six-months of employment, a performance appraisal is conducted to determine if the employee meets job requirements, and is to remain in the employment of the SAA. All non-probationary employees are reviewed annually in the spring.

**Pay:** Salary reviews occur at the same time as performance appraisals. Merit increases are not automatic; they are based on meritorious performance and subject to approval by management of the department and the SAA. If approved by the Senate, SAA employees may also receive cost-of-living adjustments (COLAs). Senate pay days

are the 5th and 20th of each month. If these days fall on a weekend or holiday, the last working day before the 5th and the 20th becomes the pay day.

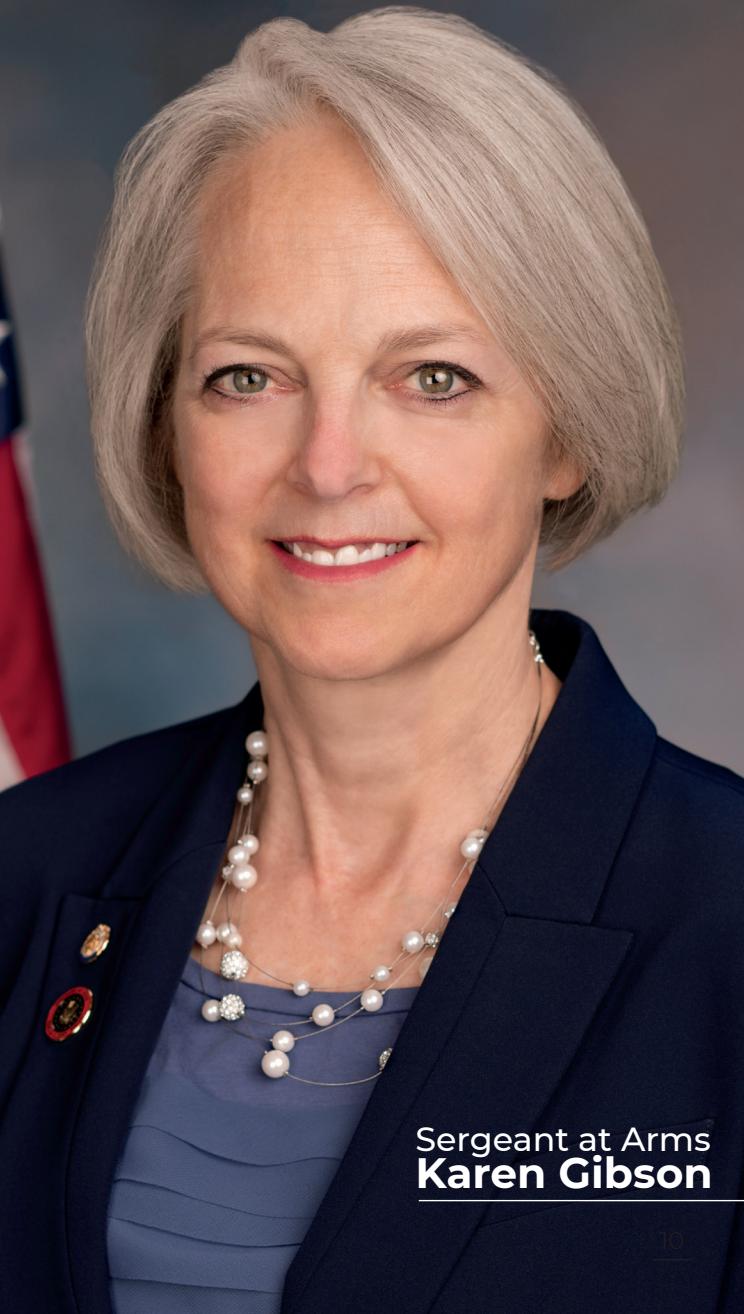
## RETIREMENT PLANS

Most new employees are automatically covered under the Federal Employees Retirement System - Further Revised Annuity Employees (FERS-FRAE). Employees with prior federal service may be eligible to continue to participate in the Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS) or the Federal Employees Retirement System – Revised Annuity Employees (FERS-RAE). For more information visit

<https://www.opm.gov/retirement-center/>.

Employees are automatically enrolled in a Thrift Savings Plan (TSP), which is a retirement savings and investment plan for federal government employees and uniformed services members. TSP offers the same types of savings and tax benefits that many private corporations offer their employees under 401(k) plans. For information on the TSP, visit [www.tsp.gov](http://www.tsp.gov).





Sergeant at Arms  
**Karen Gibson**

**The Honorable Karen Gibson**

became the Sergeant at Arms of the United States Senate on March 22, 2021, having recently completed a 33-year military career in which she attained the rank of Lieutenant General in the United States Army.

General Gibson has performed in numerous intelligence and cyberspace operations roles, culminating her military service as Deputy Director of National Intelligence for National Security Partnerships. In previous assignments, she served as Director of Intelligence for United States Central Command; Director of Intelligence for Combined Joint Task Force – Operation Inherent Resolve, the multinational coalition to defeat ISIS; and Deputy Commanding General for U.S. Army Cyber Command. A seasoned combat veteran, General Gibson has led intelligence-operations fusion centers in Iraq, Afghanistan, Korea, East Africa, and in the United States.

General Gibson is a native of Bozeman, Montana. She earned a B.S. in Industrial Engineering from Purdue University, a M.S. in National Security Strategy from the National War College, and a M.S. in Strategic Intelligence from the National Intelligence University. She is married and has two adult children.

**Cornerstone Career Link**  
[employment.senate.gov](https://employment.senate.gov)





Updated January 2024

INFORMATION FOR PROSPECTIVE SERGEANT AT ARMS  
(SAA) EMPLOYEES