Affirmative Action Plan
for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies’ affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government.

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.
   a. Cluster GS-1 to GS-10 (PWD) Answer No
   b. Cluster GS-11 to SES (PWD) Answer No

   In FY21, 4.71% of the benchmark was achieved for Cluster GG-1 to GG-10 for PWD, and 8.88% of the benchmark was achieved for Cluster GG-11 to SIS for PWD.* * The NRO uses a GG pay scale which has salary thresholds equivalent to the GS pay scale. The NRO uses a Senior Intelligence Service (SIS) designation equivalent to SES.

   *For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.
   a. Cluster GS-1 to GS-10 (PWTD) Answer No
   b. Cluster GS-11 to SES (PWTD) Answer No

   In FY21, 5.56% of the benchmark was achieved for Cluster GG-1 to GG-10 for PWTD, and 2.22% of the benchmark was achieved for Cluster GG-11 to SIS for PWTD.* * The NRO uses a GG pay scale which has salary thresholds equivalent to the GS pay scale. The NRO uses a Senior Intelligence Service (SIS) designation equivalent to SES.

<table>
<thead>
<tr>
<th>Grade Level Cluster (GS or Alternate Pay Plan)</th>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numerical Goal</td>
<td>--</td>
<td>12%</td>
<td>2%</td>
</tr>
<tr>
<td>Grades GS-1 to GS-10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grades GS-11 to SES</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

   In FY22, the NRO’s OHR has communicated the numerical goals to hiring managers and recruiters in the following ways: - The NRO Office of Human Resources (OHR) refreshed the NRO Cadre Hiring Strategy 2020-2030 for FY22 which maps to the overall NRO Workforce Strategy released in March 2020. The refreshed strategy was widely disseminated across the NRO via websites, workforce announcements, and during strategic workforce management board reviews. - The Workforce Strategy’s Strategic
Objective 4: Advance Diversity and Inclusion, lists as a critical focus area for the NRO, our planned recruitment hiring levels for increasing NRO diverse staff. - In FY20 NRO OHR published the NRO Cadre Hiring Strategy 2020-2030, which supports and cascades from the NRO Workforce Strategy also reiterates diversity-focused hiring milestones and details the opportunities to reach diverse applicants. - OHR and OE&I hosted training for Hiring Advisors and Ambassadors on a variety of diversity-related training topics and knowledge assessments prior to their attending recruitment events. This instruction includes equity training, which covers hiring authorities that take disability into account. The training also highlights reasonable accommodations that the NRO provides to PWDs during the recruitment process. The OHR recruitment Group (RG) has actively participated in hiring panels to ensure panel members take into account agency DE&I objectives. - The OHR Workforce Strategy Group (WSG) frequently collaborates with RG to ensure that NRO recruitment efforts and hiring activities are aligned to both the NRO Workforce Strategy and the Cadre Hiring Strategy. - OHR strategic plans are reviewed annually to ensure they remain timely, relevant, and dynamic.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency’s plan to improve the staffing for the upcoming year.

   
   Answer  Yes

2. Identify all staff responsible for implementing the agency’s disability employment program by the office, staff employment status, and responsible official.

<table>
<thead>
<tr>
<th>Disability Program Task</th>
<th># of FTE Staff By Employment Status</th>
<th>Responsible Official (Name, Title, Office Email)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Time</td>
<td>Part Time</td>
</tr>
<tr>
<td>Processing applications from PWD and PWTD</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Answering questions from the public about hiring authorities that take disability into account</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Processing reasonable accommodation requests from applicants and employees</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Architectural Barriers Act Compliance</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Special Emphasis Program for PWD and PWTD</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Section 508 Compliance</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.

   
   Answer  Yes
Accommodations Program (AP) and Disability Program (DP) staff continued to focus on strengthening the staff’s knowledge of the reasonable accommodations process as well as learning about updated laws and best practices in the field of disability services. Specifically the AP staff virtually participated in multiple events and forums, including the following: - NELI training focused on reasonable accommodation case law - EEOC information sessions focused on reasonable accommodation case law and guidance - RA Case Manager/Sign Language Interpreter attended interpreting workshops for Continuing Education Units (certification maintenance/active) - RA Case Manager/Sign Language Interpreter attended National Interpreting Conference - RA Case Manager/Sign Language Interpreter attended virtual DHS Accessibility Day - RA Case Manager/Sign Language Interpreter provided a Deaf Awareness Brown Bag for Logistics personnel upon request - ADA & FMLA compliance updates - ODNI led IC RA Practitioner conference calls - DOL/ODEP’s FEED virtual meetings - Government-wide RA Practitioner calls - Best Practices for Providing Reasonable Accommodations - Answering ADA Workspace Questions - Communicating Face to Face: Getting the most from your conversations

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources.

Answer  Yes

Section III: Program Deficiencies In The Disability Program

<table>
<thead>
<tr>
<th>Brief Description of Program Deficiency</th>
<th>C.2.a.6. Do the agency’s training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective</td>
<td>Refresh the NRO’s No FEAR Act training to include examples of disability-based harassment.</td>
</tr>
<tr>
<td>Target Date</td>
<td>Sep 30, 2022</td>
</tr>
<tr>
<td>Completion Date</td>
<td></td>
</tr>
<tr>
<td>Planned Activities</td>
<td><strong>Target Date</strong></td>
</tr>
<tr>
<td>Accomplishments</td>
<td>Fiscal Year</td>
</tr>
</tbody>
</table>

Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency’s recruitment program plan for PWD and PWTD

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

- In FY20 NRO OHR published the Workforce Strategy, which proposed strategies and best practices for identifying and hiring qualified individuals with disabilities. NRO uses the following methods to identify job applicants with disabilities: - Launched the LinkedIn Recruiter Talent Platform to identify diverse talent pools for NRO’s sourcing efforts reaching into LinkedIn’s over 6,000 diversity networks. - Built relationships with Minority Serving Institutions (MSIs) and Diversity-Focused Universities, Conferences, and Professional Organizations and Associations that provide the agency with access to the diverse skills that are critical to accomplishing the mission across broad demographic groups: o Deaf and Hard of Hearing Universities - Gallaudet University o Professional Conferences and Associations - National Councils on Developmental Disabilities o External Vendor - ABILITY (Persons with Disabilities) - Increased marketing of the NRO and jobs available through social media campaigns on Instagram, Facebook, and LinkedIn in an effort to expand branding and outreach to a qualified and diverse applicant pool. - Used...
Handshake (a tool for college students that is like LinkedIn where you can target your searches to key demographics) to reach current students and alumni of minority serving institutions and college/universities with a STEM focus through targeted recruitment campaigns (Asian American and Pacific Islander Heritage Month, HBCUs / Black History Month Campaign, Pride Month, etc.) - The NRO OHR reached across the Intelligence Community to identify diversity-focused hiring events and venues such as the IC Centers of Academic Excellence (CAE) Program to engage with CAE Program Coordinators. - OHR and OE&I are collaborating to develop an affirmative action plan for the recruitment, hiring, advancement and retention of PWDs and PWTDs. - The NRO provided applicants the opportunity to identify as a person with a disability through our application platforms (JazzHR and USAJobs). - NRO OHR leveraged improved system integration and data management practices and improved utility of workforce metrics to develop numerous workforce reports and dashboards that inform senior leaders and hiring officials with insight for hiring a more diverse workforce with disabilities and targeted disabilities.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency’s use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

Currently, NRO does not use Schedule-A (Title 5) hiring authorities because it is a Title 10 agency. NRO uses the authority granted by section 1601 to structure NRO recruitment and appointment programs that provide the most direct access to local or national sources of high-quality, diverse candidates. Consistent with merit system principles, NRO has the authority to identify, recruit, and appoint directly from any non-Federal applicant source with or without public notification or vacancy notices. OE&I and OHR are collaborating on an EEO Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities for sourcing PWD and PWTD applicants.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

NRO does not use Schedule-A (Title 5) hiring authorities because it is a Title 10 agency. NRO uses the authority granted by section 1601 to structure NRO recruitment and appointment programs that provide the most direct access to local or national sources of high-quality, diverse candidates. Consistent with merit system principles, NRO has the authority to identify, recruit, and appoint directly from any non-Federal applicant source with or without public notification or vacancy notices. OHR’s data analytics show the levels of diversity within the applicant and new hire population.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If “yes”, describe the type(s) of training and frequency. If “no”, describe the agency’s plan to provide this training.

As a Title 10 Excepted Service agency, the NRO does not use Schedule A excepted service hiring authority under Title 5. Using 1601 hiring authority, a person with disabilities could be hired non-competitively if they meet the skill requirements. OHR and OE&I hosted training for Hiring Advisors and Ambassadors on a variety of diversity-related training topics and knowledge assessments prior to their attending recruitment events. This instruction includes equity training, which covers hiring authorities that take disability into account. The training also highlights reasonable accommodations that the NRO provides to PWDs during the recruitment process. The OHR Recruitment Group (RG) has actively participated in hiring panels to ensure panel members take into account agency DEIA objectives.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency’s efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

NRO continues to reach out to groups such as the Spectrum Group, the American Federation for the Blind, the Americans with Disabilities Act National Network, the National Association of the Deaf; and learning institutions such as Gallaudet University and
**C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)**

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If “yes”, please describe the triggers below.
   
   a. New Hires for Permanent Workforce (PWD)  
      Answer: No
   
   b. New Hires for Permanent Workforce (PWTD)  
      Answer: No

Based on the limited data/information available NRO was not able to identify or obtain specific triggers. NRO continues to expand diversity hiring and recruitment efforts to build a diverse talent pool by leveraging sophisticated sourcing and Talent Acquisition technology and tools to intentionally diversify the NRO’s talent pool. NRO will employ branding and recruitment messaging via mobile devices and sponsored job adds, leverage niche job boards and professional organizations to cultivate familiarity with the NRO brand and reach specialized professionals, create and track effectiveness of candidate search strings and sourcing criteria and resources, and showcase the NRO’s diversity and inclusive culture by enhancing the organization’s banding on NRO.gov and social media channels.

<table>
<thead>
<tr>
<th>New Hires</th>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targetable Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Permanent Workforce</td>
<td>Temporary Workforce</td>
</tr>
<tr>
<td></td>
<td>(#)</td>
<td>(%)</td>
<td>(%)</td>
</tr>
<tr>
<td>% of Total Applicants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of Qualified Applicants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of New Hires</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. New Hires for MCO (PWD)  
      Answer: No
   
   b. New Hires for MCO (PWTD)  
      Answer: No

Based on the limited data/information available, NRO was not able to identify or obtain specific triggers. NRO continues to expand diversity hiring and recruitment efforts to build a diverse talent pool by leveraging sophisticated sourcing and Talent Acquisition technology and tools to intentionally diversify the NRO’s talent pool, especially in mission-critical occupations. NRO will employ branding and recruitment messaging via mobile devices and sponsored job adds, leverage niche job boards and professional organizations to cultivate familiarity with the NRO brand and reach specialized professionals, create and track effectiveness of candidate search strings and sourcing criteria and resources, and showcase the NRO’s diversity and inclusive culture by enhancing the organization’s banding on NRO.gov and social media channels.

<table>
<thead>
<tr>
<th>New Hires to Mission-Critical Occupations</th>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targetable Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(#)</td>
<td>New Hires (%)</td>
<td>New Hires (%)</td>
</tr>
<tr>
<td>Numerical Goal</td>
<td>--</td>
<td>12%</td>
<td>2%</td>
</tr>
</tbody>
</table>

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
Based on the limited data/information available, NRO was not able to identify or obtain specific triggers.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

<table>
<thead>
<tr>
<th>a. Promotions for MCO (PWD)</th>
<th>Answer</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Promotions for MCO (PWTD)</td>
<td>Answer</td>
<td>No</td>
</tr>
</tbody>
</table>

Based on the limited data/information available, NRO was not able to identify or obtain specific triggers. In accordance with FY21 OHR data tables, two job series indicated qualified PWD or PWTD internal candidates for promotions for permanent mission-critical positions. In job series 1102, there were three qualified internal candidate (11.11% of the applicant pool) for PWD and one candidate (3.7% of the applicant pool) for PWTD. All PWD or PWTD internal candidates were selected. In job series 2210, there was one qualified candidate (16.67% of the applicant pool) for PWD, and 0% candidates for PWTD. The PWD internal candidate was selected.

Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency’s plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

The NRO OHR Strategic Objective 4: Advance Diversity & Inclusion ensures sufficient opportunities for advancement for PWDs and PWTDs in the following ways. - OHR NRO University (NROU), provides Section 508 compliant training and promotional opportunities to PWDs and PWTDs through a self-nomination process. - In FY21, OHR partnered with NRO components and stakeholders on the following initiatives to ensure compliance and advancement opportunities for PWDs and PWTDs. o Partnering with the OE&I Disability Program to remove workplace barriers and adjust architectural, technological and administrative barriers for PWDs and PWTDs to ensure accessibility and provides opportunity to advance from recruitment to retirement. o Partnering with the OE&I Accommodations Program (AP), pursuant to the American with Disabilities Act and the Rehabilitation Act as well as other federal laws and regulations, to afford qualified individuals with disabilities an equal opportunity starting with the position application process and throughout employment by enabling the employee to perform the essential functions of the position held or desired, to enable individuals with disabilities to enjoy equal benefits and privileges of employment enjoyed by employees without disabilities. o Supporting the OE&I Inclusion Program in strengthening the NRO Disability Network Employee Resource Group for PWDs and PWTDs and advocates on matters concerning equal opportunity and accessibility. The group encourages individuals, managers, and leadership to create an inclusive environment and provide opportunities for everyone to contribute, grow, and advance.

B. CAREER DEVELOPMENT OPPORTUNITIES

1. Please describe the career development opportunities that the agency provides to its employees.

PWDs and PWTDs can engage in both internal and external training as well as joint duty activities with other agencies for professional development. The NRO offers the following career development opportunities. - The NRO University produced a
2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.

<table>
<thead>
<tr>
<th>Career Development Opportunities</th>
<th>Total Participants</th>
<th>PWD</th>
<th>PWTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicants (#)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Selectees (#)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internship Programs</td>
<td>NoData</td>
<td>9.2</td>
<td>7.5</td>
</tr>
<tr>
<td>Fellowship Programs</td>
<td>NoData</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mentoring Programs</td>
<td>NoData</td>
<td>NoData</td>
<td>NoData</td>
</tr>
<tr>
<td>Coaching Programs</td>
<td>NoData</td>
<td>NoData</td>
<td>NoData</td>
</tr>
<tr>
<td>Training Programs</td>
<td>NoData</td>
<td>NoData</td>
<td>NoData</td>
</tr>
<tr>
<td>Detail Programs</td>
<td>NoData</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Career Development Programs</td>
<td>NoData</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. Applicants (PWD) Answer N/A
   b. Selections (PWD)  Answer N/A

N/A Based on the limited data/information available, NRO was not able to identify or obtain specific triggers.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. Applicants (PWTD) Answer N/A
   b. Selections (PWTD)  Answer N/A

N/A Based on the limited data/information available, NRO was not able to identify or obtain specific triggers.

C. AWARDS
1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.

   a. Awards, Bonuses, & Incentives (PWD)  Answer  No
   b. Awards, Bonuses, & Incentives (PWTD)  Answer  No

In accordance with FY20 OHR data tables, the following metrics are provided. Twenty two Time Off Awards 1-10 hrs. PWD=59% PWTD=0% One Time Off Awards was given for 11-20 hours. PWD = 100% Two Time Off Award was given for 21-30 hours; no awards were given to PWDs or PWTDs. One Time Off Awards 31-40 hrs. PWD=100% PWTD=0% No Time Off Awards were given for 41 hours or more. No Cash Awards were given for amounts $0.00-$999.00 Eight Cash Awards for amounts $1,000.00-$1,999; PWD=37% (3 out of 8 awards, value=$1311.00); PWTD=0% Nine Cash Awards were given for amounts $2,000.00-$2999.00; five (55%) awards were given to PWDs and 0% to PWTDs. Seven Cash Awards were given for amounts $3,000.00-$3999.00; three awards (43%) were given to PWDs and 0% to PWTDs. Four Cash Awards was given for amounts $4,000.00-$4999.00; two awards (50%) were given to PWDs and 0% PWTDs. One Cash Award was given for amounts $5,000 or more. 100% to PWD. Based on the limited data/information available, NRO was not able to identify or obtain specific triggers.

<table>
<thead>
<tr>
<th>Time-Off Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Awards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If “yes”, please describe the trigger(s) in the text box.

   a. Pay Increases (PWD)  Answer  No
   b. Pay Increases (PWTD)  Answer  No

In accordance with FY21 data tables, 98 out of 208 Quality Step increases went to PWDs, or 47% and 6.03% went to PWTDs. Based on the limited data/information available, NRO was not able to identify or obtain specific triggers.

<table>
<thead>
<tr>
<th>Other Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
</table>

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

   a. Other Types of Recognition (PWD)  Answer  N/A
   b. Other Types of Recognition (PWTD)  Answer  N/A

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. SES
      i. Qualified Internal Applicants (PWD)  Answer  No
      ii. Internal Selections (PWD)  Answer  No
b. Grade GS-15
   i. Qualified Internal Applicants (PWD) Answer No
   ii. Internal Selections (PWD) Answer No

c. Grade GS-14
   i. Qualified Internal Applicants (PWD) Answer No
   ii. Internal Selections (PWD) Answer No

d. Grade GS-13
   i. Qualified Internal Applicants (PWD) Answer No
   ii. Internal Selections (PWD) Answer No

In accordance with OHR FY21 data tables, the data for promotion of PWDs reflects the following. Qualified Internal PWD Applicants Internal PWD Selections SES Exec. Level None None Grade GG-15 None None Grade GG-14 21 PWD (out of 46=45.65%) 11 PWD (out of 19 selected=58%) Grade GG-13 42 PWDs (out of 69=61%) 13 PWDs (out of 30 selected=43%)

Based on the limited data/information available, NRO was not able to identify or obtain specific triggers. Self-identification is voluntary. In FY23 OHR and OE&I plan to create specific campaign to encourage PWDs and PWTDs to self-identify.

2. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. SES
      i. Qualified Internal Applicants (PWTD) Answer No
      ii. Internal Selections (PWTD) Answer No

   b. Grade GS-15
      i. Qualified Internal Applicants (PWTD) Answer No
      ii. Internal Selections (PWTD) Answer No

   c. Grade GS-14
      i. Qualified Internal Applicants (PWTD) Answer No
      ii. Internal Selections (PWTD) Answer No

   d. Grade GS-13
      i. Qualified Internal Applicants (PWTD) Answer No
      ii. Internal Selections (PWTD) Answer No

In accordance with FY21 OHR data tables, the data for promotion of Qualified Internal Applicants for PWTD are: SIS 0%, GG-15 0%, GG-14 0%, and GG-13 1.45%. The data for Internal Selectees to the senior grade levels are: are SIS 0%, GG-15 0%, and GG-14 0% GG13 3.33%. Based on the limited data/information available, NRO was not able to identify or obtain specific triggers.

3.
Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWD)  Answer No
b. New Hires to GS-15 (PWD)  Answer No
c. New Hires to GS-14 (PWD)  Answer No
d. New Hires to GS-13 (PWD)  Answer No

New Hires to SES 0% New Hires to GS-15 0% New Hires to GS-14 0% New Hires to GS-13 0% Based on the limited data/information available, NRO was not able to identify or obtain specific triggers.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWTD)  Answer No
b. New Hires to GS-15 (PWTD)  Answer No
c. New Hires to GS-14 (PWTD)  Answer No
d. New Hires to GS-13 (PWTD)  Answer No

In accordance with FY20 OHR data tables, the data for PWTD new hires to the senior grade level reflects the following. New Hires to SES 0% New Hires to GS-15 0% New Hires to GS-14 0% New Hires to GS-13 0% Based on the limited data/information available, NRO was not able to identify or obtain specific triggers.

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives
   i. Qualified Internal Applicants (PWD)  Answer No
   ii. Internal Selections (PWD)  Answer No
b. Managers
   i. Qualified Internal Applicants (PWD)  Answer No
   ii. Internal Selections (PWD)  Answer No
c. Supervisors
   i. Qualified Internal Applicants (PWD)  Answer No
   ii. Internal Selections (PWD)  Answer No

In accordance with FY21 OHR data tables, the data for PWD qualified internal applicants and/or selectees for promotions to supervisors reflects the following. New Hires to SES 0% New Hires to GS-15 0% New Hires to GS-14 0% New Hires to GS-13 0% Based on the limited data/information available, NRO was not able to identify or obtain specific triggers.
supervisory positions reflects the following. Executives Managers Supervisors Qualified Internal Applicants: 0% 0% (3) 11.32% (1 PWD out of 19) Internal Selections: 0% 0% (1) 8.33% (1 PWD out of 12) Based on the limited data/information available, NRO was not able to identify or obtain specific triggers.

6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. Executives
      i. Qualified Internal Applicants (PWTD) Answer No
      ii. Internal Selections (PWTD) Answer No
   b. Managers
      i. Qualified Internal Applicants (PWTD) Answer No
      ii. Internal Selections (PWTD) Answer No
   c. Supervisors
      i. Qualified Internal Applicants (PWTD) Answer No
      ii. Internal Selections (PWTD) Answer No

   In accordance with FY21 OHR data tables, the data for PWTD qualified internal applicants and/or selectees for promotions to supervisory positions reflects the following. Executives Managers Supervisors Qualified Internal Applicants: 0% 0% 0% Internal Selections: 0% 0% 0% Based on the limited data/information available, NRO was not able to identify or obtain specific triggers.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. New Hires for Executives (PWD) Answer No
   b. New Hires for Managers (PWD) Answer No
   c. New Hires for Supervisors (PWD) Answer No

   In accordance with FY21 OHR data tables, the data for PWD selectees for new hires to supervisory positions reflects the following. New Hires for Managers (PWD) 100% (out of 1 candidate) New Hires for Executives (PWD) 100% (out of 0 candidates) New Hires for Supervisors (PWD) 50.0% (14 out of 28 candidates) Based on the limited data/information available, NRO was not able to identify or obtain specific triggers.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. New Hires for Executives (PWTD) Answer Yes
   b. New Hires for Managers (PWTD) Answer Yes
   c. New Hires for Supervisors (PWTD) Answer Yes
In accordance with FY21 OHR data tables, the data for PWD selectees for new hires to supervisory positions reflects the following. New Hires for Managers (PWTD) 0% (out of 7 candidates) New Hires for Executives (PWTD) 0% (out of 0 candidates) New Hires for Supervisors (PWTD) 14% (1 out of 7 candidates) Based on the limited data/information available, NRO was not able to identify or obtain specific triggers.

Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

   Answer No

   NRO does not use Schedule-A (Title 5) hiring authorities because it is a Title 10 agency. NRO uses the authority granted by section 1601 to structure NRO recruitment and appointment programs that provide the most direct access to local or national sources of high-quality, diverse candidates.

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If “yes”, describe the trigger below.

   a. Voluntary Separations (PWD) Answer No

   b. Involuntary Separations (PWD) Answer No

In accordance with FY21 OHR data tables, the data for PWDs among voluntary and involuntary separations reflects the following. 48.65% of NRO personnel who separated voluntarily or involuntarily had no disability versus 13.51% who had a disability.

<table>
<thead>
<tr>
<th>Separations</th>
<th>Total #</th>
<th>Reportable Disabilities %</th>
<th>Without Reportable Disabilities %</th>
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</table>

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.

   a. Voluntary Separations (PWTD) Answer No

   b. Involuntary Separations (PWTD) Answer No

In accordance with FY21 OHR data tables, the data for PWTDs among voluntary and involuntary separations reflects there were no separations of PWTDs.

<table>
<thead>
<tr>
<th>Separations</th>
<th>Total #</th>
<th>Targeted Disabilities %</th>
<th>Without Targeted Disabilities %</th>
</tr>
</thead>
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</table>

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

In accordance with FY21 OHR data tables, no exit interview data was provided.
B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

The following link can be found on NRO’s homepage under > Site Policies > Accessibility > Accessibility/Section 508 (link): https://dodcio.defense.gov/DODSection508/StdStmt.aspx. The site provides users a link to Section 508 of the Rehabilitation Act and a link to a DOD Section 508 Form if they experience any accessibility difficulties. Additionally, at NRO’s homepage under offices > Office of Equality and Inclusion there is an overview of OEI and its functions. OEI will continue to evaluate the content on this site and update as necessary in FY22.

2. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under the Architectural Barriers Act, including a description of how to file a complaint.

In FY21, the NRO did not issue a notice of rights pursuant to 29 C.F.R 1614.203(d) (4) on their public website. This will be reviewed and updated in FY22.

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

COVID-19 restrictions impeded operations and significantly slowed progress and results to include staffing vacancies for the majority of the year. In FY21 The NRO will resume FY20 plans to add a landing to explore the possibilities for the existing external ramp adjacent to Tower 1 to make it ADA-compliant and plans to address the lift to the Cafeteria Mezzanine and JD Hill Mezzanine areas to make them more accessible. In addition, the Disability Program will continue to pursue the use of speech to text technology to streamline the post captioning process for videos, and begin the process for a barrier analysis.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

In FY21 Reasonable Accommodations requests were handled on a priority basis in a timely, efficiently, and in a fair manner per NRO’s Reasonable Accommodations process. The Accommodations Program (AP) processed new requests with an average processing time of 68 days.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency’s reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

Despite residual impacts from COVID-19 through much of FY21, AP staff remained available and operational for the NRO workforce. The AP Program staff continued the upgrade for the E.A.S.E. request system, which will continue into FY22.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE
Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

There were no requests for PAS during the FY. The Office of Equality & Inclusion is establishing a new contract vehicle that includes a position for Personal Assistant Services (PAS). Once in place, the contract vehicle will provide additional flexibility for the NRO to provide PAS upon request.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the governmentwide average?

   Answer  No

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

   Answer  No

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

   N/A

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

   Answer  No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

   Answer  No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

   N/A

Section VIII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?
2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?
   Answer: No

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

   N/A

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

   N/A