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 Yes
   b. Cluster GS-11 to SES (PWD) Answer Yes

   In FY22, 9.43% of the benchmark was achieved for Cluster GG-1 to GG-10 for PWD, and 9.31% 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 FY22, 3.77% of the benchmark was achieved for Cluster GG-1 to GG-10 for PWTD, and 2.33% 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.

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. The NRO Cadre Hiring Strategy 2020-2030 reiterates diversity-focused hiring milestones and details the opportunities to reach diverse applicants. OHR and Office of Equality and Inclusion (O&E&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>1</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>2</td>
<td>0</td>
</tr>
<tr>
<td>Special Emphasis Program for PWD and PWTD</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Section 508 Compliance</td>
<td>1</td>
<td>0</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
Accessibility & Accommodations Program (AAP) 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 AAP staff participated in multiple events and forums, including the following: National Employment Law Institute (NELI) training focused on reasonable accommodation case law, EEOC information sessions focused on reasonable accommodation case law and guidance, Interpreting workshops for Continuing Education Units (certification maintenance/active), Department of Homeland Security’s (DHS’) Virtual Accessibility Day, Provided a Deaf Awareness Brown Bag for Logistics personnel upon request, Provided management and employee consultations related to reasonable accommodations, ADA & FMLA compliance updates, ODNI led IC Reasonable Accommodations Practitioner conference calls, Department of Labor/Office of Disability Employment Policy’s (ODEP) Federal Exchange on Employment and Disability (FEED) virtual meetings, Government-wide RA Practitioner calls, IC level Community of Interest (COI) Accessible Technology working group, Neurodiversity and National Security conference.

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

OE&I provided funding to COMM for Assistive Technology for the following: Hardware – headsets, keyboards, mice, braille keyboards, braille note taker Software – new licenses, upgrades.

Section III: Program Deficiencies In The Disability Program

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 FY21, NRO began utilizing an internal HR job application system (JazzHR) in addition to the externally-supported USAStaffing. Over the last two years, applications via JazzHR have increased considerably. In FY22, 98% of applications were submitted via JazzHR, and only 86% of declinations were candidates who applied via JazzHR NRO expects that continued use of JazzHR will aid in future analysis across the Talent Acquisition Phases The NRO attended approximately 60 recruitment events at colleges, universities, and professional organizations in FY22, of which 50% were diversity focused. Additionally, OE&I’s Disability Program and Inclusion Program participated in a virtual recruiting event with Gallaudet University. Established the NRO Outreach Summit for OHR to engage and collaborate with Employee Resource Groups (ERGs), OE&I, and Hiring Partners and designees to enhance external partnerships with universities and professional organizations and to advance the talent acquisition of diverse candidates. To increase diversity within the NRO workforce, OHR and OE&I collaborated to expand and deepen relationships with numerous Hispanic-Serving Institutions, Historically Black Colleges and Universities, Disability-Focused College and University programs, and other Minority Serving Institutions for the recruitment of interns, recent grads, and alumni. OHR and OE&I also initiated development of upcoming virtual lecture series to scale this outreach.

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 continuing collaboration 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.

Answer  Yes

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 the National Technical Institute for the Deaf. In addition, OE&I’s Accommodations Program engages with the Job Accommodation Network (JAN) for updates on current trends within the reasonable accommodation field. AP also engages with reasonable accommodation personnel across the government to share best practices.

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. As part of the accomplishments documenting the progression toward goals, the NRO: Completed the FY22 Recruitment Plan for Cadre candidates through partnership with CFMs and leveraged technological platforms and tools (e.g., LinkedIn and Handshake) to reach a broader audience of candidates including underserved and underrepresented populations. Developed the NRO’s inaugural Human Capital
Operating Plan (HCOP) as an annex to the NRO Workforce Strategy, including key measures, metrics, and targets to track the
NRO’s progress towards implementing the NRO Workforce Strategy. The NRO HCOP also crosswalks and supports the priorities
the ODNI’s IC Human Capital Strategy 2023-2027 (draft); and the FY22-FY26 DoD Human Capital Operating Plan. Achieved and
maintained the lowest time-to-hire throughout the IC by revising key elements of the Cadre hiring process. Revised practices for
efficiency including issuing verbal Conditional Offers of Employment (COEs) prior to the candidate receiving an official, written
COE from the Defense Logistics Agency service provider, and increased communication and partnerships between OHR and the
Ds&Os that streamlined the hiring process and reduced administrative burdens for the Ds&Os. These improvements enabled the
NRO to onboard the highest number of interns (53) and Cadre employees (212) in FY22. Increased HR data visualization and
access to data by decision makers through creation of web-based dashboards. The 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>% 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  N/A
b. New Hires for MCO (PWTD)  Answer  N/A

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.

a. Qualified Applicants for MCO (PWD)  Answer  N/A
b. Qualified Applicants for MCO (PWTD)  
Answer  N/A

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.

a. Promotions for MCO (PWD)  
Answer  N/A

b. Promotions for MCO (PWTD)  
Answer  N/A

Based on the limited data/information available, NRO was not able to identify or obtain specific triggers. Based on the available information, none of MCOs reached the benchmark with the exception of job series 2210.

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. As of FY21, OHR partnered with NRO components and stakeholders on the following initiatives to ensure compliance and advancement opportunities for PWDs and PWTDs. 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. 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. 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 catalog of remote-accessible trainings to enable out-of-the-office professional development training opportunities during the pandemic and continues to review/modify. The NRO updated and published the FY20 NRO Cadre Promotion Guides and Career Planning Guides, which map learning and development opportunities. The NRO partnered with the Virginia Polytechnic Institute Systems Engineering Master’s Degree Program to provide a second cohort of 10 participants. NRO External Learning Opportunities Program provided Cadre-specific training opportunities for executive leadership programs including the Defense Civilian Emerging Leader Program, the Executive Leadership Development Program, the Defense Senior Leader Development Program, and
competitive Civilian and Military Fellowships. NRO’s Cadre Internship Program was created in the summer of FY 2020 and the agency has successfully sustained it for three years. NRO provides paid summer internships for undergraduate and graduate students with the intent to convert successful interns to full-time permanent employees upon graduation. NRO Voluntary Mentoring Program pairs government employees with more experienced individuals who share their expertise and organizational knowledge to further the mentee’s job performance and professional growth. NRO Leadership Coaching Program leverages professionally certified coaches and is open to all government Civilians and Military personnel currently assigned to the NRO. Career Broadening Assignments via The IC Civilian Joint Duty Program is the Civilian personnel rotation program designed specifically for employees of the IC.

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>Selectees (#)</td>
<td>Applicants (%)</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>Internship Programs</td>
<td>NoData</td>
<td>NoData</td>
<td>NoData</td>
</tr>
<tr>
<td>Fellowship Programs</td>
<td>NoData</td>
<td>NoData</td>
<td>NoData</td>
</tr>
<tr>
<td>Detail Programs</td>
<td>NoData</td>
<td>NoData</td>
<td>NoData</td>
</tr>
<tr>
<td>Other Career Development Programs</td>
<td>NoData</td>
<td>NoData</td>
<td>NoData</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
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>Total (#)</td>
<td>Reportable Disability %</td>
<td>Without Reportable Disability %</td>
<td>Targeted Disability %</td>
<td>Without Targeted Disability %</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 Yes
   b. Pay Increases (PWTD) Answer Yes

In accordance with FY22 data tables, 7.58% QSIIs and 7.41% performance-based increases went to PWD. 2.84% QSIIs and 0% performance-based increases went to PWTDs. Based on the limited data/information available, NRO was not able to identify or obtain specific triggers. Self-identification is voluntary. In response to this, OHR and OE&I, plan to launch a workforce-wide campaign to encourage PWDs and PWTDs to self-identify in FY23.

| Other Awards | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |

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
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

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, will launch a workforce-wide campaign to encourage PWDs and PWTDs to self-identify.

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

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, will launch a workforce-wide campaign to encourage PWDs and PWTDs to self-identify.
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.

<table>
<thead>
<tr>
<th>Option</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. New Hires to SES (PWTD)</td>
<td>No</td>
</tr>
<tr>
<td>b. New Hires to GS-15 (PWTD)</td>
<td>No</td>
</tr>
<tr>
<td>c. New Hires to GS-14 (PWTD)</td>
<td>No</td>
</tr>
<tr>
<td>d. New Hires to GS-13 (PWTD)</td>
<td>No</td>
</tr>
</tbody>
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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.

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<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td>i. Qualified Internal Applicants (PWD)</td>
<td>No</td>
</tr>
<tr>
<td>ii. Internal Selections (PWD)</td>
<td>No</td>
</tr>
<tr>
<td>b. Managers</td>
<td></td>
</tr>
<tr>
<td>i. Qualified Internal Applicants (PWD)</td>
<td>No</td>
</tr>
<tr>
<td>ii. Internal Selections (PWD)</td>
<td>No</td>
</tr>
<tr>
<td>c. Supervisors</td>
<td></td>
</tr>
<tr>
<td>i. Qualified Internal Applicants (PWD)</td>
<td>No</td>
</tr>
<tr>
<td>ii. Internal Selections (PWD)</td>
<td>No</td>
</tr>
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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.

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<tr>
<td>ii. Internal Selections (PWTD)</td>
<td>No</td>
</tr>
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</table>
c. Supervisors
   i. Qualified Internal Applicants (PWTD) Answer No
   ii. Internal Selections (PWTD) Answer No

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, will launch a workforce-wide campaign to encourage PWDs and PWTDs to self-identify.

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

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, will launch a workforce-wide campaign to encourage PWDs and PWTDs to self-identify.

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

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, will launch a workforce-wide campaign to encourage PWDs and PWTDs to self-identify.

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

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

<table>
<thead>
<tr>
<th>Separations</th>
<th>Total #</th>
<th>Targeted Disabilities %</th>
<th>Without Targeted Disabilities %</th>
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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 FY22 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.

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.

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.

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.

Completed plans in FY22: Adding automatic door openers to all restrooms. Future plans: Installation of adaptive fitness equipment; installation of a Service Animal Relief Area (SARA); Barrier Analysis Accessibility Audit of the NRO Westfields compound;
continue to improve assistive technology procurement and implementation processes.

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 FY22, reasonable accommodations requests were handled on a priority basis in a timely, efficient, and fair manner per NRO's Reasonable Accommodations process. The Accommodations Program (AP) processed requests with an average processing time of 42 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.

   The Accommodations Program (AP) continued the upgrade for the reasonable accommodation (RA) request system, Equal Accessibility Services Environment (EASE). Out of the 4 modules within the EASE system, the RA module will be the first to be updated. The RA module is on target to have the upgrade released in FY23. AP staff provided Lunch & Learn sessions; one-on-one consultations with managers and employees.

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.

No formal requests for Personal Assistant Services (PAS) were submitted to OE&I in FY22. The OE&I established a new contract vehicle in FY22 that includes a position for PAS. 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.
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?
   
   Answer: No

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?
   
   Answer: N/A

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.

N/A

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