



**AT-A-GLANCE**



# TABLE OF CONTENTS

|   |    |
|---|----|
| ■ POLICY & COMPLIANCE PROGRAM .....       | 4  |
| ■ MILITARY EQUAL OPPORTUNITY PROGRAM..... | 5  |
| ■ ANTI-HARASSMENT PROGRAM.....            | 6  |
| ■ ACCOMMODATIONS PROGRAM.....             | 8  |
| ■ DISABILITY PROGRAM .....                | 9  |
| ■ INCLUSION PROGRAM .....                 | 10 |
| ■ CONTACT INFORMATION.....                | 11 |



# POLICY & COMPLIANCE PROGRAM

The National Reconnaissance Office (NRO) Office of Equality and Inclusion (OE&I) Policy & Compliance Program (P&CP) provides Equal Employment Opportunity (EEO) complaints processing services in accordance with 29 C.F.R. 1614 and the Equal Employment Opportunity Commission (EEOC) Management Directive 110. The P&CP is committed to providing efficient, fair, and impartial equal opportunity complaint processing while adhering to the provisions of federal EEO laws and regulations. P&CP also ensures that equal opportunity in employment is available for all persons; prohibits discrimination on the basis of the federally protected categories such as race, color, religion, sex (pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information or retaliation for prior EEO activity, or an individual's status as a parent.

The P&CP provides EEO services to the NRO workforce in compliance with federal discrimination laws and policies of the NRO and Department of Defense (DoD) and applies to all NRO organizational components and personnel (government, civilian, military, and contractors).

---

## KEY ELEMENTS

- Individuals have 45 calendar days to contact an EEO counselor from the date that the discrimination occurred, or the date that the individual knew, or reasonably should have known, that discrimination occurred.
- If the discrimination involved a personnel action (e.g., a demotion or firing), the individual must contact an EEO counselor within 45 days of the date that the personnel action took effect.
- Federal agencies must offer pre-complaint counseling or alternative dispute resolution to individuals alleging discrimination by the agency.

# MILITARY EQUAL OPPORTUNITY PROGRAM

The NRO provides assistance under the DoD Military Equal Opportunity (MEO) Program. Active duty, dependents, and military retirees may utilize this resource as appropriate. The program offers an alternative means of redress from the chain of command for complaints within the MEO purview of color, race, religion, national origin, sexual orientation, and sex (including gender identity). Harassment for military members is defined as discriminatory harassment, bullying, hazing, sexual harassment, reprisal, and retaliation. The Chief, MEO maintains robust outreach, educational, proactive, and preventative programs and serves as the subject matter expert and principal advisor for any allegations investigated by the chain of command.

---

## KEY ELEMENTS

- Complainants may choose the informal process.
- There is no time limit to file an informal MEO complaint.
- Complaints may file a formal complaint no more than 60 calendar days after the alleged offense occurred. The Director, OE&I may waive the time limit based on sufficient justification.
- Retirees and family members may not appeal the findings of a formal complaint. The installation commander/director is authorized to render decisions on appeals that involve MEO formal complaints. Active duty complainants may appeal unsubstantiated findings; alleged offenders may appeal substantiated findings. Request for appeals must be submitted to the Chief, MEO within 30 calendar-days after notification of the results of the formal complaint.
- The OE&I immediately refers any military member who believes they have been reprisal against as a result of filing an informal or formal complaint, or any other protected communication, to the Office of Inspector General.

# ANTI-HARASSMENT PROGRAM

The Anti-Harassment Program (AHP) covers harassment or discrimination on any of the federally protected bases such as race, color, religion, sex (pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information or retaliation for prior EEO activity, or an individual's status as a parent. The AHP is independent from the informal and formal EEO complaint process, the NRO Ombudsman Program, and the NRO Grievance Process. Pursuant to the NRO's Policy Note, all personnel may utilize this resource. NRO managers or supervisors who receive allegations of harassment or have reason to believe a form of harassment is occurring, must take immediate and effective corrective measures to end the unwelcome conduct or behavior even if the individual does not wish to enter the complaint process.

---

## KEY ELEMENTS

- Individuals who believe they have experienced, or are experiencing harassment, are encouraged to report the behavior immediately.

---

## SEXUAL ASSAULT

OE&I does not address or handle allegations of sexual assaults. Sexual assault is distinctly different from sexual harassment, or any other category of unlawful discrimination, under the EEO Complaint process, Anti-harassment program, or MEO policy. Accordingly, in cases of any alleged sexual assault, the OE&I will immediately refer the complainant to the NRO's Workplace Violence Prevention Program (WVPP) and/or the appropriate DoD Sexual Assault Response Coordinator (SARC), regardless if the complainant discloses allegations of discrimination or harassment. Sexual assault can be properly reported by civilian government employees or contractors by calling their Program Security Office. Military personnel may call the DoD Safe Helpline at 1-877-955-5247 or by visiting [www.safelinehelp.org](http://www.safelinehelp.org).





# ACCOMMODATIONS PROGRAM

The NRO Accommodations Program (AP), pursuant to the American with Disabilities Act and the Rehabilitation Act as well as other federal laws and regulations, ensures all hiring, assignment, and reassignment actions do not discriminate against qualified individuals with disabilities by providing reasonable accommodations (RA). It affords qualified individuals with disabilities an equal opportunity in the position application process, enables the employee to perform the essential functions of the position held or desired, and enables the employee to enjoy equal benefits and privileges of employment enjoyed by employees without disabilities. Further, the AP ensures timeliness and adherence to Privacy Act requirements throughout the process.

---

## KEY ELEMENTS

- RAs are provided to qualified individuals with disabilities to include NRO personnel (civilian or contractor) or applicants for employment, unless to do so would cause “undue hardship to the employer.”
- Beyond legal obligations, the AP has a strong interest in providing accommodations that will enable employees with disabilities to continue to contribute to the mission of the NRO at the highest levels.
- Individuals without disabilities do not qualify for reasonable accommodations.
- RAs are accepted via any form of communication. Individuals are encouraged to use the Equal Accessibility Services Environment request system.
- Medical documentation from a treating medical provider is required. Exceptions may occur for targeted/severe disability.
- All RA requests are confidential and accessed by those with a “Need to Know.”

# DISABILITY PROGRAM

The NRO Disability Program (DP) ensures that NRO remains compliant with Executive Order 13548 and all supporting legislation. The DP provides oversight and assistance with the implementation of programs that employ, deploy, and optimize the talents of individuals with disabilities as defined in the Americans with Disabilities Act. The purview of the program includes support and advisement for accessibility including, but not limited to: recruitment, Information and Communications Technology, and the overall work environment. The DP strives for the broadest diversity in employment of individuals with disabilities and an equally inclusive work environment to support them. The DP coordinates with all NRO Directorates and Offices to ensure integration of accessibility principles and practices across the enterprise. Additionally, it leverages best practices by strengthening its relationships with Intelligence Community (IC), DoD, academia, and private industry partners. The DP is a champion for enterprise accessibility, which promotes proactive support for the workforce from recruitment to retirement.

---

## KEY ELEMENTS

- Customer Engagement
- Collaboration with other IC partners
- Training on disability etiquette



# INCLUSION PROGRAM

A number of laws, regulations, and policies mandate the Inclusion Program (IP). The NRO recognizes diversity and inclusion to be an integral part of the core values of the NRO – Personal Integrity and Accountability, Mission Excellence, Teamwork Built on Respect and Diversity. The IP cultivates an inclusive work culture and creating an environment that reflects and capitalizes on the rich diversity of the workforce. To this end, the IP works to foster collaboration, flexibility, and fairness and leverages diversity throughout the Enterprise. This ensures that all individuals are able to participate and contribute to their full potential. The NRO IP observes federally mandated programs through its Employee Resource Groups (ERG) and provides cultural awareness and education to everyone through special observances held throughout the year. Participation in the IP initiatives is open to all NRO personnel.

## KEY ELEMENTS

- The IP oversees the Special Emphasis Program and provides guidance to the workforce via collaboration with ERGs. ERGs include:
  - African American Diversity Network
  - Deaf, Disabilities & Diversity Network
  - Federal Women's Program
  - LGBT+ Inclusion for Everyone
  - NRO Asian Pacific American Network
  - NRO Hispanic American Network
  - NRO Native American Network
- OE&I partners with non-profit national organizations:
  - Blacks In Government– Khalfani NRO Chapter
  - National Hispanic Advisory Council
  - Federal Asian Pacific American Council
  - Society of American Indian Government Employees
- Consults with components on diversity best practices and strategies

# CONTACT INFORMATION

---

## OE&I TELEPHONE NUMBERS

**Non-secure:** 703-808-2561

---

## OE&I FAX NUMBERS

**Non-secure:** 703-808-3847



---

## VISION

To foster a culture of teamwork, equality, and inclusion in a diverse workplace.

---

## MISSION

To be the primary resource for the NRO workforce seeking equality, diversity inclusion, and disability support services while advancing mission excellence.

---

## VALUES

|             |                |
|-------------|----------------|
| Teamwork    | Excellence     |
| Stewardship | Diversity      |
| Respect     | Accountability |
| Integrity   | Inclusion      |