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NATIONAL RECONNAISSANCE OFFICE

14675 Lee Road  
Chantilly, VA 20151-1715

23 June 2009

Mr. John Greenwald, Jr.  
[REDACTED]

Dear Mr. Greenwald:

This is in response to your e-mail dated 29 May 2009, received in the Information Management Services Center of the National Reconnaissance Office (NRO) on 01 June 2009. Pursuant to the Freedom of Information Act (FOIA), you are requesting "copies of the following:

1. NROD 10-2
2. NROD 10-4
3. NROD 10-5
4. NROD 22-1
5. NROD 22-2
6. NROD 22-3
7. NROD 50-1
8. NROD 61-1
9. NROD 82-1a
10. NROD 110-2
11. NROD 120-1
12. NROD 120-2
13. NROD 120-3
14. NROD 120-4
15. NROD 120-5
16. NROD 121-1
17. NROI 150-4."

We have accepted your request. It is being processed in accordance with the FOIA, 5 U.S.C. § 552, as amended, and the NRO Operational File Exemption, 50 U.S.C. § 432a. A thorough search for records in our files and databases has located seventeen records totaling sixty-four pages that are responsive to your request. As an interim release, we are providing to you fourteen previously-released records, consisting of fifty-four pages. These records are being released to you in full. The remaining three records, consisting of ten pages, are currently being reviewed. We will inform you of the final release determination for those records when the review process is completed.

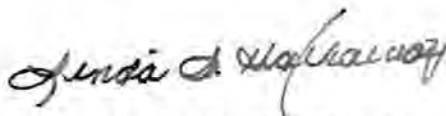
Since we are unable to provide a complete response within the 20 working days stipulated by the Act, you have the right to consider this as a denial and may appeal to the NRO Appeal Review Panel. It would seem more reasonable, however, to have us continue processing your request and respond as soon as we can. You may appeal any denial of records at that time. Unless we hear from you otherwise, we will assume that you agree, and will proceed on this basis. If you choose to appeal, address your appeal to the NRO Appeal Authority, 14675 Lee Road, Chantilly, VA 20151-1715.

The FOIA authorizes federal agencies to assess fees for record services. Based upon the information provided, you have been placed in the "educational/scientific/media" category of requesters, which means you are responsible for duplication fees (.15 per page) exceeding 100 pages. Additional information about fees can be found on our website at [www.nro.gov](http://www.nro.gov).

In your request you expressed a willingness to pay fees up to the amount of \$10.00. We will notify you if it appears our minimum billing threshold of \$25.00 will be exceeded in processing your request.

If you have any questions, please call the Requester Service Center at (703) 227-9326 and reference case number F09-0078.

Sincerely,



Linda S. Hathaway  
Chief, Information Access  
and Release Team

enclosures: NROD(s) 10-2, 10-5, 22-1, 22-2, 22-3, 50-1, 82-1a, 110-2, 120-1, 120-2, 120-3, 120-4, 120-5, 121-1



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# National Reconnaissance Office

20 May 1998

NROD 10-2

Organization

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**SUBJECT: National Reconnaissance Office External Agreement  
Management Policy**

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**A. SYNOPSIS.** This directive prescribes a uniform management process for the development, coordination, and maintenance of formal agreements between the National Reconnaissance Office (NRO) and any external organization/agency.

**B. AUTHORITY.** NRO external agreements are entered into pursuant to the National Security Act of 1947, 50 U.S.C. §401 note, as amended; Central Intelligence Agency Act of 1949, 50 U.S.C. §403a, et seq., as amended; 10 U.S.C. §113; Executive Order 12333; Department of Defense Directive TS 5105.23, March 27, 1964, National Reconnaissance Office; 44 U.S.C. §3301; and other applicable law.

**C. PURPOSE.** The NRO External Agreement Management Policy provides a mechanism to produce fully coordinated and approved external agreements which are regularly updated, easily accessible, and which ensure NRO compliance with all applicable laws and regulations.

**D. SCOPE.** This directive applies to all NRO directorates and offices that develop, coordinate, or approve new or revised external agreements.

**E. DEFINITIONS.**

1. External Agreement: An agreement to provide or receive recurring support or operational cooperation to or from organizations external to the NRO. External agreements will be documented by either a memorandum of agreement or memorandum of understanding as appropriate to the situation. (See following definitions.)

2. Memorandum of Agreement: Memorandum that defines general areas of agreement between two or more parties where the

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actions of the parties are interdependent (e.g., one party agrees to provide personnel support if the other party provides the materials).

3. Memorandum of Understanding: Memorandum that defines general areas of understanding between two or more parties where the activities of the parties are complementary but not dependent (e.g., "Party A" will conduct one part of a study with the understanding that "Party B" will conduct another part of the study).

**F. RESPONSIBILITIES.** Each Directorate or Office (D&O) Director, supported by his/her Office of Primary Responsibility (OPR), is responsible for developing, coordinating, implementing, and maintaining external agreements that are either assigned or fall within his/her D&O's functional areas of responsibility. Cognizant D&O Directors will ensure proper coordination with all affected D&Os and staffs prior to approval of any external agreement. External Agreements initiated with any NRO customer organization must be coordinated at earliest opportunity with the Military Support Staff and the National Support Staff to ensure consistency with NRO customer support policy. The Office of Management Services and Operations and the Policy Staff will support in the overall tracking and maintenance of all NRO agreements; other D&Os and Staff elements will assist as appropriate.

**G. APPROVAL.** The Director, NRO or the Director of the cognizant D&O will approve all external agreements.

Keith R. Hall  
Director

OPR: Policy Staff



# National Reconnaissance Office

24 July 2000  
NROD 10-5  
Organization

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**SUBJECT: Office of Corporate System Engineering Charter**

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**A. SYNOPSIS.** This National Reconnaissance Office (NRO) Directive sets forth the authority and responsibility of the Office of Corporate System Engineering (CSE). The CSE has been designated by the Director, NRO (DNRO) to lead and define the implementation of a unified overhead intelligence, surveillance, and reconnaissance architecture and related NRO ground architectures. The CSE will accomplish this through corporate technical leadership and implementation of NRO Strategic Goals 1 and 2. Goal 1 is to provide assured, timely global coverage; and Goal 2 is to provide tailored information on-demand to customers, worldwide.

**B. AUTHORITY.**

1. National Security Act of 1947, as amended
2. Title 5 U.S.C. 301
3. Executive Order (EO) 12333, "U.S. Intelligence Activities," 4 December 1981

**C. REFERENCE.**

Department of Defense Directive TS 5105.23,  
"Subject: National Reconnaissance Office," dated  
27 March 1964, as amended by interim change dated 3 October  
1979

**D. SCOPE.** This Directive applies to all NRO operations, programs, and personnel, including all military, civilian, and contractors assigned to or supporting NRO programs.

**E. POLICY.**

1. The CSE is an independent office within the NRO established by and under the authority of the DNRO.

2. As Director of CSE, the NRO Chief System Engineer (NCSE) is accountable and reports directly to the DNRO.

3. The CSE is the NRO system architecting and engineering organization responsible for defining and developing an integrated NRO architecture and for providing the supporting corporate system engineering function.

4. The NCSE is responsible for providing the technical leadership and implementing authority to develop and oversee the enterprise-wide system engineering initiatives to effect a unified NRO architecture.

5. The CSE will generate and recommend a single NRO integrated investment program (Integrated Program Plan [IPP]), which implements the NRO's strategic thrusts as identified in the Integrated Program Strategy (IPS). The CSE will provide technical guidance in conjunction with the fiscal budget process to ensure compliance and optimization of architectural components that unify NRO programs.

6. In the exercise and performance of assigned authorities and responsibilities described in this Directive, the NCSE has independent authority to:

a. Direct program compliance with technical guidance (e.g., IPS) to ensure a consistent framework is developed toward optimizing an NRO system-of-systems architecture.

b. Access all technical and supporting program information.

c. Research technical programmatic and management issues that generally cut across Directorate boundaries (e.g. such as issues involving enabling technologies and insertion points, capabilities, cost, risk, and scheduling impacts to current and planned systems), by convening and conducting integrated product teams and study panels.

d. Develop any additional supporting instructions as required to implement this Directive and stated objectives.

#### F. CSE RESPONSIBILITIES.

1. Exercise oversight responsibilities as authorized under this Directive.

2. Be represented on the NRO Board of Directors and other NRO senior leadership fora by the NCSE.

3. Keep the DNRO and senior NRO management informed of progress or deficiencies identified through the performance of CSE functions and the status of any corrective action taken by NRO components pursuant to CSE recommendations.

4. On behalf of the DNRO, provide oversight of all NRO programs and initiatives to ensure investments are technically consistent with NRO strategic goals and objectives.

5. In close coordination with the Deputy Director, NRO; Deputy Director, Resource Oversight and Management (DDROM); Deputy Director for Military Support (DDMS); and, Deputy Director for National Support (DDNS), lead development of, maintain, and execute a single NRO integrated investment strategy and associated technical guidance that provides the foundation for the development of the NRO's IPOM.

6. Establish and chair a Joint System Engineering Team (JSET) consisting of the Chief System Engineers of each NRO Directorate and staff representatives from the DDROM, DDMS, DDNS and Corporate Operations Office (COO). As the Chair of the JSET, the NCSE will lead and manage the members as they optimize cross-Directorate communication of technical initiatives, provide a vetting mechanism for cross-program issues and initiatives, and ensure a consistent approach to implement NRO technical objectives.

7. The COO will provide analysis, assessments, and planning support and appropriate administrative and logistical support (i.e., travel, training, contracting, security, etc.).

8. Submit to the DNRO and NRO senior management, no later than 15 September of each year, an annual report summarizing progress toward the achievement of NRO objectives to optimize its future architecture(s).

G. Waiver. Any deviation from this policy shall require the written approval of the DNRO.

/Signed/  
Keith R. Hall  
Director

OPR: Office of CSE



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# National Reconnaissance Office

5 August 1999

NROD 22-1

Office of Inspector General

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**SUBJECT: Office of Inspector General**

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**A. SYNOPSIS.** This National Reconnaissance Office Directive (NROD) sets out the authority and responsibility of the Office of Inspector General (OIG), National Reconnaissance Office (NRO) to enhance economy, efficiency, effectiveness, and accountability within the NRO through the performance of independent audits or inspections, and investigations of NRO operations and programs; to keep the Director, NRO (DNRO) fully and currently informed of the existence of problems and deficiencies identified through the performance of OIG functions; to propose recommendations to correct problems and program deficiencies; and to promote effectiveness in the administration of NRO operations and programs.

**B. AUTHORITY.**

1. National Security Act of 1947
2. Department of Defense (DoD) Directive TS 5105.23, "Subject: National Reconnaissance Office," Dated 27 March 1964, as amended by interim change dated 3 October 1979
3. 5 U.S.C. 301
4. Executive Order (EO) 12333
5. DoD Instruction 5505
6. DoD Instructions 5240.1 and 5240.1-R

**C. REFERENCES.**

1. NRO/IG Audit/Inspections Procedures Manual

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**NROD 22-1**  
**Office of Inspector General**

2. NRO/IG Investigations Manual
3. United States General Accounting Office, Comptroller General Government Auditing Standards
4. President's Council on Integrity and Efficiency Quality Standards for Investigations
5. NROD 22-2 (Employee Reports of Urgent Concerns to Congress)
6. NROD 22-3 (Obligations to Report Evidence of Possible Criminal Activities [formerly NROD 12])
7. NROD 30-1 (Charter of Financial Management Executive)
8. NROD 30-2 (Management Controls)
9. NROD 50-1 (EO 12333-Intelligence Activities Affecting United States Persons)

**D. SCOPE.** This Directive applies to all NRO operations, programs, and personnel, including all military, civilian, and contractors assigned to or supporting NRO programs.

**E. RESPONSIBILITIES.** The NRO OIG is an independent administrative office established by the DNRO under DNRO direction, authority, and control. The OIG is responsible for oversight of all NRO activities through the performance of independent audits or inspections, and investigations. This oversight is designed to promote economy, effectiveness, efficiency, and accountability within the NRO; to effect compliance with federal laws and regulations, EOs and NRODs; and to assist in detecting and preventing fraud, waste, and abuse in NRO programs and operations. Further, the OIG has the responsibility of advising the DNRO of problems or deficiencies in NRO programs and operations and proposing corrective actions to improve the administration of such programs and operations.

The IG is accountable to and reports directly to the DNRO.

Office of Inspector General

Responsibility for performing the OIG mission is divided among the IG, the Associate IG, and the IGs for Audit; Investigations; and Resources, Plans, and Policy.

1. The DNRO directs that the IG will:

a. exercise oversight responsibilities as authorized under this Directive;

b. serve on the NRO Board of Directors;

c. keep the DNRO and senior NRO staff fully and currently informed of the existence of problems and deficiencies identified through the performance of OIG functions and the status of any corrective action taken by NRO components pursuant to OIG recommendations;

d. conduct oversight, as deemed appropriate by the IG, of all financial management activities relating to NRO programs and operations including, but not limited to, preparation of financial statements by, or under the direction of, the NRO Financial Management Executive pursuant to the Chief Financial Officers Act of 1990 as amended, and compliance with the Federal Managers Financial Integrity Act and other applicable laws and regulations relating to financial management and administration;

e. serve as the head of an NRO OIG career service which shall be established separately from and operate independently of any other NRO career service;

f. provide for the assignment of independent OIG legal counsel who shall report directly to and operate under the control of the IG. The IG may also obtain legal services as required from the NRO Office of General Counsel or from the OIG at DoD or the Central Intelligence Agency;

g. develop annual and long range Audit/Inspection plans;

h. manage all National Reconnaissance Program funds and positions appropriated and designated for NRO OIG operations. The IG's responsibility and authority for the

execution of this function is subordinate only to the DNRO and is exclusive, separate, and independent from that of any other office or entity with NRO budgetary, financial administration, or management responsibilities;

i. produce risk assessments of NRO programs and activities necessary to prepare strategic and annual plans setting forth long-term goals and objectives for the OIG;

j. provide OIG strategic and annual plans to the DNRO. The OIG annual plans will be based on fiscal year and provided no later than 30 September;

k. serve as a member of the Intelligence Community IG Forum and present to that body, as appropriate, NRO OIG strategic and annual plans.

3. The DNRO directs that NRO personnel will:

a. report to the IG any violation or deficiency falling within the jurisdiction or purview of the IG as set out in this Directive;

b. cooperate fully with the OIG and provide candid, complete, and forthcoming responses to questions posed by OIG personnel during the conduct of IG audits or inspections or investigations;

c. take timely and effective corrective action on official OIG recommendations applicable to their programs and activities;

d. provide responses to OIG requirements including but not limited to requests for the production of documents and/or other materials or information within reasonable time periods as established by the IG;

e. expedite any security processing necessary for NRO OIG staff to gain access to records, documents, and other information or personnel as required by the IG.

Office of Inspector General

**F. MISSION AUTHORITIES.** In the exercise and performance of assigned authorities and responsibilities described in this Directive, the IG has independent and unrestricted authority to:

1. access, with assistance as appropriate, all personnel and programs deemed necessary by the IG to conduct thorough and effective audits or inspections and investigations; conduct interviews, take statements, and examine any and all records, documents or materials in connection with OIG activities. "Records, documents or materials" include but are not limited to classified compartmented information and reports generated by government contractors or other government organizations concerning the NRO. The OIG personnel will receive all security accesses and clearances necessary to accomplish the OIG mission;
2. communicate directly with Auditors General, other Inspectors General, DoD officials and employees, congressional oversight representatives, law enforcement officials, and any other person, organization or entity deemed necessary by the IG to carry out OIG functions in accordance with applicable law, regulation, directive, or policy;
3. obtain support and assistance, as needed, from other audit, evaluation, inspection, and investigative units within DoD and Central Intelligence Agency and other entities deemed appropriate by the IG;
4. initiate, conduct, and complete any audit or inspection, or investigation without interference or hindrance, except upon written notification and justification from the DNRO;
5. conduct, in accordance with EO 12333, preliminary inquiries into potential violations of federal criminal law on the part of NRO personnel, contractors, or other persons, or entities acting on behalf of the NRO when such violations relate to NRO funds, property, operations, or activities;
6. receive and investigate complaints or information from NRO personnel, contractors, or other persons concerning the existence of an activity relating to NRO funds, property, or operations that may involve violations of law, rules or regulations, or mismanagement, waste of funds, abuse of

authority, or a substantial and specific danger to the public health and safety;

7. receive from NRO personnel or contractors complaints or information relating to "urgent concerns" as defined by the Intelligence Community Whistleblower Protection Act of 1998, and conduct investigations concerning such complaints or information.

**G. REPORTING.**

1. The IG will issue a written report at the completion of each audit, or inspection, or investigation and where appropriate, recommend actions to correct problems or deficiencies identified. The report shall be provided to the DNRO and/or to the senior manager of the component or field activity, as appropriate, and to other cognizant officials designated by the IG in accordance with OIG report distribution procedures.

2. In accordance with EO 12333 crimes reporting procedures and DoD Instruction 5505.2, the IG will directly report to appropriate law enforcement authorities information concerning possible violations of federal criminal laws within the IG's jurisdiction as set forth in this Directive.

3. The IG shall prepare and submit to the DNRO semiannual reports summarizing the activities of the OIG and describing problems, abuses, and deficiencies relating to the administration of NRO programs and operations identified by the OIG during the reporting period. Reports also shall reflect positive findings as appropriate. Semiannual reports shall include a description of any recommendations for corrective action made by the OIG during the reporting period with respect to problems, abuses, or deficiencies; a statement of whether corrective action has been completed on each recommendation described in previous reports and, in cases where corrective action has been completed, a description of such corrective action; and an assessment of the OIG's performance in meeting objectives and goals of the OIG strategic and annual audit/inspection plans.

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NROD 22-1  
Office of Inspector General

4. The IG shall, as appropriate, provide information for inclusion in the DoD IG's semiannual report, to include an assessment of the NRO OIG's actual performance vis-à-vis its annual plan of audits or inspections and performance goals.

/Signed/

Keith R. Hall  
Director

OPR: Office of Inspector General  
This directive supersedes NRO Directive 90-1 (22 Dec 92)

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# National Reconnaissance Office

12 July 1999

NR00 22-2

Office of Inspector General

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**SUBJECT: Employee Reports of Urgent Concerns to Congress**

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**A. SYNOPSIS.** This Directive sets forth responsibilities and procedures for reporting urgent concerns to Congress pursuant to the Intelligence Community (IC) Whistleblower Protection Act of 1998.

**B. AUTHORITY.** 5 U.S.C. App. 8H.

**C. APPLICATION.** This directive applies to all National Reconnaissance Office (NRO) personnel and contractors.

**D. BACKGROUND.** The Inspector General (IG) Act of 1978, as amended by the IC Whistleblower Protection Act of 1998, provides employees and contractors of the IC with a mechanism to report to Congress "urgent concerns" relating to alleged wrongdoing within IC agencies and programs. The law is designed to encourage such reporting by minimizing the risk of reprisal that may be perceived by employees and contractors of the IC for reporting serious or flagrant problems to Congress and to establish procedures for safeguarding any classified information involved in such reporting.

**E. DEFINITION.** "Urgent concerns" reportable under the IC Whistleblower Protection Act are defined as follows:

1. A serious or flagrant problem, abuse, violation of law or Executive Order, or deficiency relating to the funding, administration, or operations of an intelligence activity involving classified information, but does not include differences of opinion concerning public policy matters;

2. a false statement to Congress, or a willful withholding from Congress, on an issue of material fact relating to the

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funding, administration, or operation of an intelligence activity;

3. an action constituting reprisal or threat of reprisal in response to an employee's reporting an urgent concern to Congress pursuant to this directive.

**F. PROCEDURES.** To report an urgent concern to Congress in accordance with the IC Whistleblower Protection Act, NRO personnel and contractors should contact and provide one of the following officials with a written statement describing the urgent concern they intend to communicate to Congress: the NRO IG, NRO Associate IG, or the NRO IG for Investigations.

**G. TIME REQUIREMENTS.** A determination as to whether the complaint or information relating to an urgent concern may be credible shall be made within 14 calendar days beginning on the date of receipt of the complaint or information. Any complaint or information determined to have apparent credibility shall, within this 14-day period be transmitted to the Director, NRO (DNRO). No later than seven calendar days after receipt of this transmittal, the DNRO shall forward the transmittal to the House Permanent Select Committee on Intelligence (HPSCI) and the Senate Select Committee on Intelligence (SSCI), together with any comments the DNRO considers appropriate. The reporting employee or contractor shall be notified of each action taken with respect to the complaint or information within three days after such action is taken.

**H. TIME REQUIREMENTS.** If the complaint or information relating to the urgent concern is not transmitted to the intelligence committees because a determination has been made by the NRO IG that the complaint or information does not appear to be credible, or the employee or contractor believes a transmittal of the complaint or information by the NRO IG was not accurate, an employee or contractor wishing to submit the complaint or information to the HPSCI and/or SSCI directly shall comply with the following procedures:

1. Before making such contact, furnishes the DNRO, through the NRO IG, a written statement of the complaint or information to be submitted and notice of their intent to contact the intelligence committees directly; and

2. obtains and follows from the DNRO, through the NRO IG, direction on how to contact the intelligence committees in accordance with appropriate security practices.

**I. CLASSIFIED INFORMATION.** If the information related to the urgent concern is determined by the IG, in consultation with other appropriate NRO officials, to be classified (or if the employee making the report is in a covert status) the employee or contractor may report the information only to the HPSCI or the SSCI. The report shall be made in accordance with security procedures as communicated to the employee or contractor by the NRO IG. Reporting of classified information pursuant to such procedures does not authorize or constitute public disclosure or declassification of that information in any way.

**J. UNCLASSIFIED INFORMATION.** If the information related to the urgent concern is determined by the NRO IG, in consultation with other appropriate NRO officials, to be unclassified and the employee is overt, the information may be reported to the HPSCI, SSCI, or to any other member or committee of Congress.

**K. PROTECTION FROM REPRISAL.** No punishment, reprisal, or threat of reprisal may be directed toward employees or contractors who follow these procedures for reporting urgent concerns to Congress. The NRO management may not take or threaten to take adverse action, or withhold a favorable action, as a result of an employee or contractor making or preparing to make a disclosure of an urgent concern to Congress in accordance with these procedures unless the report of the urgent concern involves an intentional false statement by the employee or contractor concerned.

/Signed/

Keith R. Hall  
Director

OPR: Office of Inspector General



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# National Reconnaissance Office

12 July 1999

NROD 22-3

Office of Inspector General

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**SUBJECT:** Obligations to Report Evidence of Possible Violations of Federal Criminal Law and Illegal Intelligence Activities

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**A. SYNOPSIS.** This National Reconnaissance Office Directive (NROD) sets forth responsibilities and procedures for reporting possible or suspected violations of federal criminal law or illegal intelligence activities and rescinds NROD 12, Obligations to Report Evidence of Possible Criminal Activity.

**B. AUTHORITY.** National Security Act of 1947; 28 U.S.C. 535; 5 U.S.C. 301; Executive Order (EO) 12333; EO 12334; NROD 22-1, Office of Inspector General

**C. APPLICATION.** This Directive applies to all personnel assigned or detailed to the National Reconnaissance Office (NRO).

**D. BACKGROUND AND RESPONSIBILITIES.** Intelligence Community agencies are required by statute and EO to report possible violations of federal criminal law and possible illegal intelligence activities (i.e., activities that may constitute a violation of the U.S. Constitution, federal law, EO or Presidential Directive) to the Department of Justice (DOJ), the President's Intelligence Oversight Board, and/or the Congressional Intelligence Committees. In order to ensure that the NRO fully complies with these reporting requirements, all NRO personnel shall report to the NRO Inspector General (IG) or General Counsel (GC) ANY and ALL possible violations of federal criminal law or illegal intelligence activities they become aware of during the course of performing their official duties; whether the activity or conduct involves NRO personnel; other U.S. Government employees; contractors; employees of contractors; other persons or entities acting on behalf of the NRO or other agency or department of the U.S. Government; or any other person. The sensitive or classified nature of information

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that may be subject to this reporting requirement does not in any way diminish the dual responsibilities of NRO personnel to make immediate reports of illegal activity and to protect intelligence sources and methods from unauthorized disclosure. Reporting in accordance with the procedures outlined below ensures that NRO personnel fulfill these respective obligations.

**E. PROCEDURES.**

1. The NRO personnel shall immediately report to the IG allegations or evidence concerning possible violations of federal criminal law or illegal intelligence activities on the part of NRO personnel, contractors, or other persons or entities acting on behalf of the NRO when such violations relate to NRO funds, programs, property, operations, or activities. Violations include, but are not limited to: contract and procurement fraud; time and attendance or travel fraud; theft or conversion of NRO funds or property; bribery; conflicts of interest; improper use of government computers; false statements on official matters; illegal searches, wiretapping, physical or electronic surveillance; violation of EO 12333 requirements pertaining to the collection of information on and the operational use of U.S. persons; improper funding of NRO programs or activities; obstruction of justice; illegal technology transfer or other export violations or violations of U.S. Customs laws; and drug trafficking. The Director, NRO has designated the IG to conduct preliminary investigative inquiries into possible violations of federal criminal law in accordance with EO 12333, and to report evidence of possible violations to the DOJ, Defense Criminal Investigative Service and/or other appropriate law enforcement agencies.

2. Allegations or evidence concerning possible violations of federal criminal law not relating to NRO funds, programs, property, operations, or activities shall be immediately reported to the GC for handling in accordance with EO 12333 crimes reporting and/or other applicable procedures. Examples of such possible violations may include allegations or evidence of personal criminal conduct unrelated to government employment or criminal activity in connection with the funds, programs, property, operations, or activities of a non-NRO government department or agency or private entity.

3. The IG and the GC shall coordinate as appropriate with concerned NRO components, the DOJ and/or other law enforcement

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NROD 22-3  
Office of Inspector General

agencies, the Intelligence Oversight Board and/or the Congressional Oversight Committees to help ensure that classified information relating to any report of possible violation of criminal law or illegal intelligence activity is protected from unauthorized disclosure during any subsequent investigation or legal proceeding.

/Signed/

Keith R. Hall  
Director

OPR: Office of Inspector General  
This directive supersedes NRO Directive 12 (20 Oct 94)

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Unclassified//~~FOR OFFICIAL USE ONLY~~

# National Reconnaissance Office

24 July 1998

NROD 50-1

Security

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**SUBJECT:** Executive Order 12333--Intelligence Activities  
Affecting United States Persons

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**A. SYNOPSIS.** This directive outlines the National Reconnaissance Office (NRO) familiarization and reporting program regarding Executive Order (E.O.) 12333, "United States Intelligence Activities," and its applicable implementing regulations, as required by the Department of Defense (DoD) 5240.1-R, "Procedures Governing the Activities of DoD Intelligence Components that Affect United States Persons."

**B. AUTHORITY.** This directive is issued pursuant to DoD TS 5105.23, "National Reconnaissance Office"; E.O. 12333; DoD 5240.1, "DoD Intelligence Activities"; DoD 5240.1-R; CIA HR 7-1, "Law and Policy Governing the Conduct of Intelligence Activities" (S); and USSID 18, "Legal Compliance and Minimization Procedures" (S).

**C. PURPOSE.** All NRO personnel should be aware of the limitations placed upon the activities of Intelligence Community agencies by E.O. 12333 and know of their individual responsibilities to conduct all intelligence and official activities pursuant to and in accordance with E.O. 12333 and its applicable implementing regulations. NRO personnel also must be aware of their responsibility to report any violations of E.O. 12333 or its implementing regulations to appropriate authorities. This directive establishes a program to inform NRO personnel of E.O. 12333 responsibilities and reporting requirements.

**D. APPLICATION.** The familiarization training outlined in this directive shall be provided to all NRO personnel.

**E. DEFINITIONS.**

1. Agent: persons who, by virtue of their positions or pursuant to contract, have authority to act on behalf of the government.

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2. Personnel: a person employed by, assigned to, or acting for the NRO, including contractors and other persons acting at the direction of the NRO.

3. United States person: includes U.S. citizens; aliens known by an intelligence agency to be permanent resident aliens of the U.S.; an unincorporated association substantially comprised of U.S. citizens or permanent resident aliens; or a corporation incorporated in the U.S. and not directed and controlled by a foreign government.

**F. TRAINING REQUIREMENTS.**

1. All NRO personnel will receive initial training that, at a minimum, covers the following:

a. General information about E.O. 12333, DoD 5240.1-R, and any other implementing regulations that may be applicable to the site where the training is provided;

b. Collection of information;

c. Retention of information;

d. Dissemination of information;

e. General information about electronic surveillance;

f. General information about physical surveillance;

g. General information about computer monitoring;

h. General information about assistance to law enforcement; and

i. Individual responsibilities.

2. All NRO personnel will receive an annual refresher on the topics listed in paragraph F.1. above.

**G. RESPONSIBILITIES.** The responsibilities are as follows:

1. The Office of General Counsel (OGC) is the Program Manager for the NRO E.O. 12333 familiarization program. OGC will assist the Office of Security (OS) in developing the

program and will ensure that the content covers the information outlined in paragraph F.1. The OGC will

a. Provide legal opinions as requested regarding applicability or interpretation of E.O. 12333 or implementing regulation provisions and address questions whether a particular activity is legal and consistent with applicable policy;

b. Render opinions on the conduct of computer monitoring for purposes other than system administration, maintenance, repair, and security testing;

c. Take action on requests to provide expert assistance to law enforcement agencies;

d. Forward to the Office of Inspector General (OIG) information it receives that indicates a possible violation of E.O. 12333;

e. Coordinate with the NRO Counterintelligence (CI) Staff reports of any violations that concern counterintelligence matters; and

f. Consider for referral to a law enforcement agency, in accordance with procedures adopted pursuant to section 1.7(a) of E.O. 12333, any reports of questionable activity that involve a possible violation of federal criminal law.

2. The OS is responsible for developing the familiarization training in conjunction with OGC and for ensuring that all NRO personnel receive initial and annual refresher familiarization training on E.O. 12333. The OS will maintain

a. A record of each person who receives the initial training;

b. A current list of persons identified by NRO sites as the site POC for E.O. 12333 matters; and

c. An information copy of the quarterly E.O. 12333 reports submitted by each Point of Contact (POC) to OGC for a period of no less than two years.

3. Each NRO site shall identify an E.O. 12333 POC and provide the POC's name to OGC, OS, and OIG. The POC, who will

usually be the senior NRO security officer at the site, will be responsible for

a. Identifying new personnel who require the initial training and ensuring that those new personnel receive the training;

b. Receiving reports of possible E.O. 12333 violations;

c. Forwarding information of possible E.O. 12333 violations to OIG and to OS immediately upon receipt; and

d. Forwarding quarterly reports to OIG and to OS. NRO sites that, in accordance with local requirements, report E.O. 12333 matters (for example, violations and quarterly reports) to other DoD agencies shall continue to report to those agencies; however, each such site shall also provide an information copy of the report to the NRO OIG and OS.

4. The OIG is responsible for investigating all reports of actual or possible violations of E.O. 12333. The OIG will

a. Coordinate with OGC any reports it receives concerning questionable activities;

b. Coordinate with the NRO CI Staff reports of any violations that concern counterintelligence matters;

c. Obtain quarterly E.O. 12333 reports from NRO site POCs and forward the relevant data to the Office of the Special Assistant to the Secretary of Defense (Intelligence Policy) in an OIG-OGC coordinated quarterly report. If an NRO site provides quarterly information through other channels, and it is reported to the same office as above, OIG will include in its quarterly report the name of the agency through which the NRO site reported; and

d. Serve as the NRO liaison with the Office of the Assistant to the Secretary of Defense (Intelligence Policy) regarding E.O. 12333 matters. In performing this duty, OIG will consult with OGC, OS, and CI as necessary.

5. All NRO personnel must

a. Be familiar with E.O 12333 and the appropriate provisions of implementing regulations applicable to their particular sites;

b. Conduct intelligence activities in accordance with E.O. 12333 and its implementing regulations applicable to the site where the intelligence activity occurs;

c. Report to OIG, or to OGC if unable to contact OIG, all violations or potential violations of E.O 12333 and its implementing regulations that come to their attention;

d. Notify the site E.O. 12333 POC of each report made to OIG or OGC; and

e. Contact OGC for a legal opinion when in doubt whether a violation has or may have occurred.

/s/

Keith R. Hall  
Director

OPR: OGC



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6 July 1998  
NROD 82-1a  
Acquisition Management

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**SUBJECT: NRO Space Launch Management**

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**A. SYNOPSIS.** This Directive sets forth the policy and organizational responsibilities for space launch management in the National Reconnaissance Office (NRO).

**B. AUTHORITY.** Presidential Decision Directive/NSC-49, National Space Policy, September 14, 1996; Presidential Decision Directive/NSTC-4, National Space Transportation Policy, August 5, 1994; DOD-CIA Agreement for the Reorganization of the National Reconnaissance Program (NRP), August 11, 1965; NRO Directive 7, January 19, 1993; NRO Classification Guide (U), Version 4.0, October 14, 1995; NRO Acquisition Manual, March 31, 1996.

**C. BACKGROUND.** Under the NRP, the NRO is responsible for the design, development, deployment, and operation of space intelligence collection satellites and their associated infrastructure. The NRO satellite systems are composed of multiple space and ground systems that are supported by an infrastructure. A key infrastructure element is the planning, acquisition, integration, and operation of the space launch segment.

**D. PURPOSE.** This document defines the space launch planning, acquisition, integration, and execution policies for all satellite programs managed by the NRO whether in planning, development, production, or operations, as well as all studies concerning space launch systems affecting NRO Programs.

**E. APPLICATION.** This directive applies to all NRO programs.

**F. POLICY.**

1. The NRO is responsible for and will manage its space launch system planning, acquisition, security, public affairs, and operation. The NRO will retain control of its space launch hardware and operations to assure a successful deployment of its satellites.

a. The NRO will develop launch schedules that support

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satellite constellations and that meet validated mission/customer requirements within constraints of the National Mission Model.

b. The NRO will use either the Air Force Materiel Command as its acquisition agent, or may contract directly for space launch systems or commercial launch services. The NRO will budget and manage the acquisition of its space launch systems to meet the approved launch planning dates of its satellites. The NRO will control its space launch systems security, operation planning, and execution.

c. The NRO will use either Air Force Space Command as its operations agent, or contract for an operations agent. The NRO will control its data, procedures, ground equipment, security, and satellites. The NRO will control its space launch systems security, operation planning, and execution.

d. The NRO will have a mission assurance program for its launch systems. The NRO mission assurance program will include the space launch system and its acquisition, operations, and execution.

e. The NRO will assess space launch system and satellite readiness to launch.

f. Processing of NRO satellite systems for space launch will be under the control of the NRO.

g. The authority to launch NRO satellites is vested in the Director, NRO (DNRO).

**2. NRO Program Guidelines:**

a. The NRO is responsible for and will manage planning and selection of its space launch systems consistent with national space policies.

b. The NRO baseline is to use a Government, centrally procured Evolved Expendable Launch Vehicle for access to space unless there is justification indicating substantial cost, schedule, or performance benefits associated with another space launch system or acquisition strategy.

1) All satellite programs will include a centrally procured Evolved Expendable Launch Vehicle in launch systems trade analysis for Phase A, B, & C decisions of the NRO Acquisition Board.

2) All satellite programs, except technology demonstration programs managed by the Advanced Systems and

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Technology Directorate, will baseline centrally procured EELVs for Phase A, B, & C decisions of the NRO Acquisition Board.

c. To the maximum extent possible, the NRO will use standard services provided by space launch systems and follow their operations guidelines with the goal of minimizing NRO impact to the space launch systems.

1) The NRO will not introduce program unique modifications to any space launch system without total system performance and cost justification.

2) As a goal, NRO satellites will utilize off-line processing facilities for processing at the launch base. The NRO will minimize the time prior to launch that the satellite is attached to the launch vehicle.

**G. RESPONSIBILITIES.** The Director, Office of Space Launch (D/OSL) is responsible for launch planning that responds to validated mission/customer requirements; is responsible for manifesting of NRO assets; and is the focal point for NRO space launch system planning, acquisition, integration, and operation. The Satellite Vehicle System Program Offices (SV SPO) Directors will act as the focal point for all SV SPO acquired goods and services. The D/OSL will be designated by a letter of delegation, signed by the DNRO, as the NRO Mission Director for all NRO Programs.

**H. IMPLEMENTATION.** The Implementing Instructions for the Space Launch Management supplemented by Baseline Agreements will be used to document the details of the relationship between the organizations involved in NRO space launch.

/Signed/  
Keith R. Hall  
Director

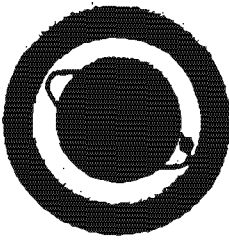
OPR: OSL

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This directive supersedes NROD 82-1, dated 29 April 1997.

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# National Reconnaissance Office

4 March 1998

NROD 110-2

Information Management

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**SUBJECT: National Reconnaissance Office Records and Information Management Program**

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**A. SYNOPSIS.** This directive documents the policies and responsibilities for managing the National Reconnaissance Office (NRO) Records and Information Management Program in compliance with federal laws and regulations and assigns responsibility to the Director, Management Services and Operations (D/MS&O) for implementation of the Records and Information Management Program.

**B. AUTHORITIES.**

1. 18 U.S.C. §§ 793, 794, 798, and 2071; 44 U.S.C. Chapters 21, 29, 31, 33, and 35; the Freedom of Information Act (FOIA) and the Privacy Act, 5 U.S.C. §§ 522 and 522a;
2. Parts 36 and 41, Code of Federal Regulations;
3. NRO Records Control Schedule; and
4. Executive Order 12958.

**C. APPLICABILITY.** This directive applies to NRO headquarters directorates and offices and to NRO field activities (hereinafter referred to collectively as "NRO Components").

**D. POLICIES.** It is NRO policy to limit the creation of records to those essential for the efficient conduct of official business; to preserve those of continuing value while systematically eliminating all others; and to ensure that their management is in compliance with the applicable laws, regulations, and Executive Orders. Essential records contain proper and adequate documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the NRO. The NRO components will fully comply with the access provisions of the FOIA and Privacy Acts.

**E. RESPONSIBILITIES.**

1. The Director, National Reconnaissance Office (DNRO) is responsible for establishing and maintaining an active, continuing program for the economical and efficient management of NRO records.
2. The D/MS&O, on behalf of the DNRO, shall direct and administer the Information Management Program for the NRO.
3. The Chief, Information Management Group (C/IMG), serving as the NRO Records and Information Management Officer on behalf of the D/MS&O, will develop and implement policies and procedures on the creation, maintenance and use, public access to, and disposition of all NRO records. Implementing instructions will further define duties of the C/IMG, directorates and offices, and other NRO employees in regard to information management.
4. The C/IMG will develop records declassification review procedures to implement decisions of the appropriate declassification authorities that particular information is no longer classified as provided for in Executive Order 12958.

/Signed by Garnett Stowe, Jr. for/

Keith R. Hall  
Director

OPR: MS&O

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NATIONAL RECONNAISSANCE OFFICE

29 August 1996  
NRO Directive 120-1  
Personnel

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**SUBJECT: The National Reconnaissance Office Military Uniform  
Wear Policy**

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**A. PURPOSE.** This directive defines the National Reconnaissance Office Military Uniform Wear Policy.

**B. BACKGROUND.** The NRO declassification effort has led to many changes. Some policies in place prior to the April 1995 declassification are no longer valid. One such policy was the authority to wear civilian clothing while on duty.

**C. SCOPE.** This directive applies to all NRO directorates, offices and staff.

**D. RESPONSIBILITIES.** All active duty military personnel will wear the military uniform on a daily basis, unless specific security constraints dictate otherwise. Contact your program security officer for specific guidance if you have any questions.

**E. APPROVAL.** Exceptions to this policy will be reviewed on a case-by-case basis by the Director, National Reconnaissance Office (DNRO) or designee.

//Signed//

Keith R. Hall  
Deputy Director  
National Reconnaissance Office

OPR: MS&O/HRMG/MPD

This directive supersedes NEN 18-93, "Military Uniform Policy," dated 11 June 1993.

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Exempt/Control/Policy  
Exempt/Policy Only

## National Reconnaissance Office

25 July 1997  
NR0D 120-2  
Personnel

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### SUBJECT: The NRO Awards and Recognition Programs

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A. **SYNOPSIS.** This directive and accompanying NRO Instructions describe the National Reconnaissance Office (NRO) Awards and Recognition Programs and outlines the process from nomination to approval and, finally, through presentation.

B. **AUTHORITY.** The NRO regulations are issued pursuant to the National Security Act of 1947, 50 U.S.C. 401 note, as amended; Central Intelligence Agency Act of 1949, 50 U.S.C. 403a, as amended; 10 U.S.C. 113; Executive Order 12333; DoD Directive TS 5105.23, March 27, 1964, National Reconnaissance Office; 44 U.S.C. 3301; and other applicable laws.

C. **PURPOSE.** The purpose of both programs is to recognize and reward outstanding achievements of individuals and/or teams who have supported the accomplishment of the NRO mission through noteworthy dedication, productivity, efficiency, and quality.

D. **REFERENCES.**

1. NRO Awards Program Instruction, NROI 120-1
2. NRO Recognition Program Instruction, NROI 120-2

E. **SCOPE.** This directive applies to all United States Government civilian and military employees assigned to NRO, any group or organization working in support of the NRO mission, and contractors supporting the NRO consistent with security restrictions.

F. **DEFINITIONS.**

1. **The NRO Awards Program.** This instruction provides guidance for awarding individual awards, team awards, and community service awards to the NRO's exceptional performers.

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Personnel

Contractor personnel are allowed to receive NRO Team Awards and Community Service Awards. Contractors may receive NRO individual awards if the act or achievement is NOT related to their reimbursed contribution to an NRO contract or for other accomplishments for which they were reimbursed by the U.S. Government.

2. The NRO Recognition Program. This instruction provides guidance for recognizing the NRO's outstanding civilian and military employees of the quarter and year. It explains policies and management procedures that govern the selection of employees for these awards. Contractor personnel are only allowed to participate in the NRO Team Awards.

G. RESPONSIBILITIES. Human Resources Management Group is the administrator for both programs: the NRO Awards Program and the NRO Recognition Program.

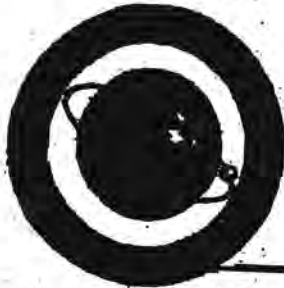
//Signed//

Keith R. Hall  
Director

OPR: MS&O

This directive supersedes NRM 2-96, "NRO Headquarters Award Program," dated 19 January 1996, and NRM 10-93, "SAF Plaques for Departing Personnel," dated 12 March 1993.

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# National Reconnaissance Office

5 August 1999  
NROD 120-3  
PERSONNEL

**SUBJECT: Executive Secretarial Panel**

**A. PURPOSE.** This directive describes the membership and responsibilities of the Executive Secretarial Panel (ESP) of the National Reconnaissance Office (NRO) in support of the Central Intelligence Agency (CIA) and Department of Defense (DoD) secretarial personnel in the NRO.

**B. BACKGROUND.** The Office of Development and Engineering (OD&E) ESP was originally established by the Director, OD&E in March 1982 (Attachment 1) as well as the OD&E Memorandum No. 20-5 dated 7 August 1992 (Attachment 2).

**C. APPLICATION.** This directive applies to all government NRO secretaries.

**D. MEMBERSHIP.**

1. Membership is determined by the location of the position in the NRO. The panel is chaired by the administrative assistant who directly supports the Deputy Director, NRO (DDNRO). Membership consists of the administrative assistant support personnel who directly support NRO senior-level management from the following Directorates and Offices:

Chair--DDNRO

Cochair--Deputy Director, Resource Oversight and Management

Deputy Director for Military Support

Deputy Director for National Support

Director, Imagery Systems Acquisition and Operations Directorate

Director, SIGINT Systems Acquisition and Operations Directorate

Director, Communications Systems Acquisition and Operations

Directorate

Director, Advanced Systems and Technology Directorate

NRO Chief of Staff--Represents the following offices:

Contracts; Counterintelligence; Office of Corporate

Communications; Equal Employment Opportunity; General Counsel;

Inspector General; Security; Strategic Planning; History;

Interagency; Policy; Chief Information Officer; and, the

Intelligence Community Collaborative Operations Network

Director, Office of Architectures, Assessments, and Acquisition

Director, Office of Space Launch

Director, Management Services and Operations

Director, Operational Support Office--Represents the Operations

Support Facility

Minority Representative

2. Each voting member may designate an alternate senior level secretary who, in addition to the primary member, will attend monthly meetings. In the absence of the primary member, the alternate member will vote in their stead. The Chair will only vote when there is a tie.

3. In addition, there will be three nonvoting members--the Advisor from the Human Resources Management Group (HRMG), the ESP Coordinator, and the Recording Secretary.

#### **E. FUNCTIONS AND RESPONSIBILITIES.**

1. The ESP was created to support and represent the secretarial work force within the NRO. In order to adhere to the core values of the NRO, the ESP requires the participation of all panel members to maintain a strong, influential, unified team, dedicated to the NRO's vision of *"One Team, Revolutionizing Global Reconnaissance."*

2. This directive authorizes the ESP and/or its membership to perform the following roles and responsibilities:

a. To assist managers at all levels on all secretarial issues.

b. To serve as a conduit to senior management for the concerns of all the NRO secretaries.

c. To advise and assist all the NRO secretaries with matters involving career development.

d. To provide general oversight of all NRO secretarial training to include seminars, off-sites, and future training requirements.

e. To provide guidance and define the process for secretarial position descriptions, ranking sheets, and vacancy notices (VNs).

f. To provide administrative guidance to the NRO work force.

g. To serve as mentors.

h. To represent the CIA Directorate of Science and Technology (DS&T) RD secretarial careerists within their Directorate or Office level evaluation panels.

i. The CIA/DS&T Secretarial Comparative Evaluation Ranking (CER) sheets are to be reviewed by the ESP group representative prior to the Directorate or Office level evaluation panel.

j. To review (as a whole) all NRO CIA/DS&T secretarial CER sheets upon completion of the CER review by the Directorate or Office level evaluation panels. At that time, the ESP has the authority to:

1) Recommend changes to the supervisor regarding the comparative figures recorded on the CER; recommend changes to the narrative based on the recommended figures and guidance provided from the Office of Equal Employment Opportunity.

2) Endorse promotion recommendations up to the Intelligence Secretary (IS)-03 level.

3) Recommend and prioritize promotion recommendations from IS-03 to IS-04.

NOTE: Promotions from IS-03 to IS-04 are discussed at the OD&E Career Service Panel (CSP) but are approved by the DS&T Senior Secretarial Panel and forwarded to the Director, DS&T for signature.

k. To review and validate all secretarial position descriptions when they are:

1) New positions in support of new requirements.

2) Involved in a reorganization.

3) Being considered for upgrade or downgrade.

DoD secretarial positions are to be coordinated with the DoD support personnel in HRMG.

l. To review all secretarial positions being considered for conversion to the General Schedule.

m. To review VNs within their Directorate or Office level. The ESP member will be responsible for forwarding the VN to their Directorate or Office HRMG personnel officer who will disseminate it CIA and NRO-wide. The VNs for the DoD secretaries are to be coordinated with the DoD support personnel in HRMG.

n. To implement and oversee an NRO Secretary of the Year Award program and to make individual secretarial award recommendations to senior management.

o. To update the NRO Correspondence Handbook. (Instructional guidance provided under NROI 110-3, Information Management).

p. To keep the secretarial work force apprised of issues that affect their organization and work environment.

q. To conduct a yearly forum (NRO Secretaries Day) for all NRO secretaries to engage in a productive learning and networking experience.

3. The Chair and Cochair will:

a. Represent the DS&T/CIA RD secretarial careerists on management committees and panels by attending the DS&T Senior Secretarial Panel meetings, and the OD&E CSP. Where applicable within the DoD guidelines, they will also represent the DoD civilian secretaries.

NOTE: If the Chair/Cochair is a DoD employee, representation at the DS&T Senior Secretarial Panel meetings may be delegated to the Senior CIA panel member.

b. Assign action items to members.

c. Select a recording secretary in the absence of the permanent member.

4. The Cochair will conduct the ESP meetings during the absence of the Chair.

5. The Minority Representative will:

a. Ensure that all employees are evaluated fairly and given equal consideration for career development opportunities.

b. Have an alternate representative appointed by the ESP.

c. Serve a two-year term.

d. Keep minority employees apprised of issues that affect their work environment.

6. The HRMG Advisor will:

a. Advise the ESP members on personnel issues.

b. Provide a quarterly report to the ESP members on any changes to the secretarial population of the NRO. This report will include but will not be limited to: Any changes to IS positions; changes to IS personnel to include retirements, departures, reassignments, conversions, and vacancies.

c. Through the ESP Coordinator, keep the panel apprised of new personnel rules/regulations/legalities, etc.

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7. The ESP Coordinator will:

- a. Request agenda items from members; gather information to support meetings; and, disseminate prior to the scheduled meeting.
- b. Track action items and provide feedback to members at each meeting.
- c. Perform duties as outlined in the position description and as assigned by the ESP.

8. The ESP Recording Secretary will:

- a. Record minutes of the meeting.
- b. Serve a one-year term.

/Signed/

Keith R. Hall  
Director

OPR: COS



# NATIONAL RECONNAISSANCE OFFICE

2 March 2000  
NROD 120-4  
Personnel

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**SUBJECT: National Reconnaissance Pioneer Recognition Program**

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**A. SYNOPSIS.** The National Reconnaissance Pioneer Recognition Program is designed to honor individuals who have made significant and lasting contributions to national reconnaissance.

**B. PURPOSE.** This Directive provides information about the Pioneer Recognition Program nomination criteria, nomination procedure, appointment of the Pioneer Selection Board, the methods of recognition, and the responsibilities of offices and individuals involved in the program.

**C. APPLICATION.**

1. Pioneer Selection Criteria. The Pioneer Recognition Program was established to provide a means to acknowledge and honor persons who have made significant and lasting contributions to national reconnaissance. The Pioneer Recognition Program serves important corporate goals: to enhance the morale, welfare, and esprit de corps of its current work force; to honor pioneers who contributed to the organization's success during the past forty years; and to posture the National Reconnaissance Office (NRO) to face future challenges.

a. Affiliation and Status. All persons who have made lasting and significant contributions to national reconnaissance, regardless of their organizational affiliation and status, are eligible to be nominated as a "National Reconnaissance Pioneer."

1) Nominees need not be employees or alumni of NRO.

2) Nominees may be, but are not limited to, current or retired military, government civilian, contractor, or academic personnel.

3) Nominees may be living or deceased.

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4) The Pioneers Recognition Program will exclude candidates previously honored by the Director, NRO (DNRO) on the Directors', Deputy Directors', and Program Directors' walls.

b. Significance of Contribution. While countless people have made important contributions to national reconnaissance over the years, the eligibility criteria to be designated as a "National Reconnaissance Pioneer" will require significant contributions and achievements that meet the following standards.

1) "National Reconnaissance Pioneers" shall be individuals who have made contributions to national reconnaissance of such significance as to have changed the direction or scope of: (a) national intelligence collection and analysis; (b) aerospace and reconnaissance technology; or (c) reconnaissance-based information operations.

2) A "National Reconnaissance Pioneer" is an individual who played a unique and pivotal role in national reconnaissance activities such as:

a) Conceiving and planning, or successfully developing, a new sensor, aerial or satellite system, communication system, or orbital application that greatly improved overhead intelligence collection.

b) Organizing, leading, or successfully managing the teams that designed, fabricated, launched, or operated a new and complex reconnaissance system that greatly improved overhead intelligence collection.

c) Conceiving and planning, or successfully developing, a new technique, procedure, or method that greatly improved the evaluation, interpretation, cryptanalysis, information processing, or dissemination of information collected by overhead reconnaissance systems.

d) Conceiving and planning, or successfully developing, a new acquisition technique or contracting procedure that greatly benefited the government in the procurement of overhead reconnaissance systems.

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3) The contributions and achievements of "National Reconnaissance Pioneers" will be "time-tested" for historical impact. It is often difficult to recognize the historical significance of more recent contributions. Because of this, the Pioneer Selection Board typically will defer the consideration of any candidate whose contributions and achievements were made for activities that occurred within the past five years.

2. Pioneer Nomination Procedure.

a. Who May Submit Nominations? Any U.S. citizen (federal employee, private sector employee, or retired person) may submit a nomination.

b. Where to Submit Nominations? Nominations should be submitted to the National Reconnaissance Office, Executive Secretary of the Pioneer Selection Board, 14675 Lee Road, Chantilly, VA 20151-1715.

c. Format for Nominations. All nominations should be consistent with the following format:

1) Limit the length of the nomination to one page, single-spaced.

2) Ensure the nomination:

a) Describes the nominee's contributions.

b) Identifies the criteria (in paragraph C.1.b.) to which the nominee's contribution relates.

d. Deadline for Nominations. Nominations may be submitted at anytime, but must be submitted no later than 1 January of each year. Applications submitted after this deadline may be deferred for consideration for nomination in the following year.

e. Selection of Pioneers. A Pioneer Selection Board will review all nominations and make recommendations to the DNRO. The Board will submit its recommendations to the DNRO no later than 1 March. The DNRO will make the final selection

and will inform the Board of the final decision by 1 April.  
(See Attachment 3 for Selection Board nomination form.)

3. Pioneer Selection Board. The Pioneer Selection Board is an advisory board composed of senior, distinguished members of the intelligence and space communities. The Board's responsibility is to review nominations and recommend "National Reconnaissance Pioneers" to the DNRO.

a. Appointment of Board Members. The DNRO will look to the NRO Board of Directors and other interested parties to nominate individuals to serve on the seven-member Pioneer Selection Board. The nominations for Board membership should be sent to the attention of the Executive Secretary of the Pioneer Selection Board. The Executive Secretary will consolidate the nominations and submit them to the DNRO for decision. From these nominations, or from the DNRO's discretion, the DNRO will appoint seven individuals to serve on the Board.

b. Composition of the Board. Individuals who are involved with national reconnaissance activities represent an enormous diversity of interests. Membership will reflect a range of constituency interests to ensure that a wide perspective of interests is represented on the Board. Often, an individual board member might represent more than one interest constituency.

c. Secretariat for the Board. The NRO Office of Policy (OP) will provide secretariat support for the Board.

4. National Reconnaissance Pioneer Hall. A "Hall of National Reconnaissance Pioneers" will be established at the NRO headquarters. This Hall of Pioneers will serve as a permanent tribute to the extraordinary contributions of the "National Reconnaissance Pioneers." It will be established at the NRO Westfields headquarters complex (on the first floor spline of Tower 4). The Hall will showcase individual plaques that display the Pioneer's name and a brief statement of the pioneer's contributions to national reconnaissance. (See Attachment 1 for the design of Hall.)

5. Pioneer Induction Ceremony. The NRO will hold an annual ceremony to honor and induct "National Reconnaissance Pioneers" into the Hall of Pioneers. For the first induction ceremony (to be held in the Fall of the Year 2000), an initial 40 pioneers (in recognition of the NRO's 40<sup>th</sup> anniversary) will be inducted into the Hall of Pioneers. At the subsequent annual Fall induction ceremonies, two to three additional Pioneers will be selected from any time period in the history of national reconnaissance.

a. Award for Pioneers. As a part of the induction ceremony, the DNRO will present each Pioneer with a memento of the induction ceremony.

b. Announcement of Selections. The DNRO will customarily announce the newly selected "National Reconnaissance Pioneers" annually on 31 August, the anniversary date for the creation of the NRO. (On 31 August 1960, the Secretary of Defense established the Office of Missile and Satellite Systems [MSS] within the Office of the Secretary of the Air Force [SAF]. The following year, SAF/MSS was redesignated as the NRO.)

**D. RESPONSIBILITIES.**

1. The DNRO.

a. Appoints individuals to serve on the Pioneer Selection Board.

b. Receives recommendations from the Board and designates those individuals to be selected as National Reconnaissance Pioneers.

c. Hosts the Pioneer Induction Ceremony and presents newly designated pioneers with an award.

2. Pioneer Selection Board.

a. Evaluates nominations for "National Reconnaissance Pioneers."

b. Recommends to the DNRO those nominees that should be inducted into the Hall of Pioneers.

3. The NRO OP.

a. Serves as the office of primary responsibility for implementing the National Reconnaissance Pioneer Recognition Program.

b. Provides the Pioneer Selection Board with secretariat support that is drawn from the OP policy research and analysis team, the OP Center for the Study of National Reconnaissance.

c. Provides advice and counsel on the policy aspects of the Pioneer Recognition Program.

4. Office of Corporate Communications (OCC).

a. Manages and directs the public events aspects of the National Reconnaissance Pioneer Program.

b. Provides the DNRO and the Pioneer Selection Board with advice and counsel pertaining to public perception matters.

c. Fosters internal NRO and public understanding of the National Reconnaissance Pioneer Program.

d. The Director, OCC will serve as an *ex officio* member of the Pioneer Selection Board.

5. Office of the NRO Historian.

a. Provides the DNRO and the Pioneer Selection Board with advice and counsel pertaining to historical issues.

b. The NRO Historian will serve as an *ex officio* member of the Pioneer Selection Board.

6. General Counsel.

a. Provides the DNRO and the Pioneer Selection Board with advice and counsel pertaining to the legal aspects of the National Reconnaissance Pioneer Recognition Program.

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b. Oversees ethical issues related to the operation of the Pioneer Selection Board and the designation of "National Reconnaissance Pioneers."

7. Office of Security.

a. Provides the DNRO and the Pioneer Selection Board with advice and counsel pertaining to the security aspects of the National Reconnaissance Pioneer Recognition Program.

b. Oversees all security matters related to the operations of the Pioneer Selection Board.

8. Management Services and Operations Directorate.

a. Responsible for building and maintaining the Hall of Pioneers.

b. Provides logistical and facilities support to the National Reconnaissance Pioneer Recognition Program.

c. Provides the DNRO and the Pioneer Selection Board with advice and counsel pertaining to logistical and facilities matters.

/Signed/

Keith R. Hall  
Director

Attachments:

1. Design and Location of Hall of Pioneers
2. Hall of Pioneers Plaque
3. Nomination Form

OPR: Office of Policy (CSNR)

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[Classification, If Appropriate]

(S A M P L E     N O M I N A T I O N     L E T T E R)

[Date]

TO: Director, National Reconnaissance Office  
ATTN: Executive Secretary  
Pioneer Selection Board  
14675 Lee Road  
Chantilly, VA 20151-1715

FROM: \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

I nominate [name], who served as [position] of the [program/activity], to be selected as a National Reconnaissance Pioneer.

[Name] was responsible for [specify the major contribution of the nominee]. He/She is considered [summarize the record and reputation that this individual has in the discipline of national reconnaissance.]

[Explain the complexity of the national reconnaissance challenge and how the nominee uniquely contributed to meeting that challenge.]

[Relate the nominee's contribution to the selection criteria in paragraph C.1.b. of this Directive.]

[Close with a statement that could summarize how the nominee changed the direction or scope of national reconnaissance.]

Sincerely,

[Classification, If Appropriate]

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ATTACHMENT I

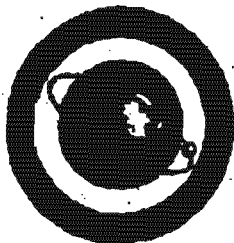
DESIGN AND LOCATION OF HALL OF PIONEERS BEING PREPARED

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ATTACHMENT 2

HALL OF PIONEERS PLAQUE DESIGN BEING PREPARED



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# National Reconnaissance Office

2 March 2000  
NROD 120-5  
Personnel

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**SUBJECT: National Reconnaissance Office Utilization of the Intergovernmental Personnel Act Mobility Program**

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**A. SYNOPSIS.** This Directive establishes policy and organizational responsibilities for utilizing the Intergovernmental Personnel Act (IPA) Mobility Program within the National Reconnaissance Office (NRO).

**B. AUTHORITY.** This Directive is issued pursuant to the Intergovernmental Personnel Act, 5 U.S.C. § 3371-3375, 5 CFR Part 334 and the National Security Act of 1947, 50 U.S.C. 401 et seq.

**C. PURPOSE.** Permit the temporary assignment of skilled personnel from non-federal organizations to the NRO. Each assignment should be made for purposes which the Director, National Reconnaissance Office (DNRO), or his designee, determines are of mutual concern and benefit to the NRO and to the non-federal organization. Each proposed assignment should be carefully examined to ensure that it is for sound public purposes and furthers the goals and objectives of the participating organizations. Assignments arranged to meet the personal interests of employees, to circumvent personnel ceilings, or to avoid unpleasant personnel decisions are contrary to the spirit and intent of the IPA Mobility Program.

**D. DEFINITIONS.**

1. Assignment Agreement (OF-69). Federal regulations require that an IPA assignment be implemented by a written agreement. The specific content of the agreement may vary according to the assignment; however, at a minimum, the agreement should provide the following information:

a. name, social security number, current job title, salary, and address of the employee;

b. parties to the agreement (both NRO and non-federal organization);

c. position information, including organizational location of both the original position and the position entered into under the agreement;

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- d. type of assignment (e.g. detail or appointment) and period covered by the assignment agreement;
- e. description of duties to be performed within the NRO and how the employee's skills relate to those duties;
- f. cost-sharing arrangement between the NRO and the non-federal organization, which may include basic pay, supplemental pay, fringe benefits, and travel and relocation expenses;
- g. certification that the employee can return to the non-federal organization after conclusion of the assignment;
- h. acknowledgment that the employee is subject to and agrees to comply with the Standards of Ethical Conduct for Government Officers and Employees; the Ethics in Government Act of 1978; federal criminal conflict of interest statutes; the Procurement Integrity Act; NRO standard of conduct regulations and policies; and any other applicable statutory and regulatory requirements relating to employee conduct; and
- i. clearance or accesses required by the employee.

2. Length of Assignment. Assignment agreements can be made for up to two years. The DNRO, or his designee, may extend an assignment for an additional two years when the extension will be to the benefit of both organizations.

3. Arranging an Assignment. Assignments under the IPA are management-initiated and management must control development of the proposed assignment. A non-federal employee appointed in or detailed to the NRO as an IPA may exercise supervision over federal employees and may perform inherently governmental functions.

4. Changes to the Assignment Agreement. Any significant changes in an employee's duties, responsibilities, salary, work assignment location or supervisory relationships should be duly recorded as a modification to the original agreement and approved by the DNRO or his designee. The assignment agreement for each employee must be accurate, complete, and current. Minor changes such as salary increases due to annual pay adjustments and very short-term changes in duties do not require modification.

5. Termination of an Assignment. An assignment may be terminated at any time at the option of the NRO or the non-federal organization. Where possible, the party terminating the agreement before the original completion date should give a 30-day notice to all parties involved. If the individual is no longer employed by

the non-federal organization, the assignment agreement must be terminated.

6. Standards of Conduct and Conflict-of-Interest Provisions.

A non-federal employee on assignment to the NRO as an IPA is subject to the Ethics in Government Act of 1978 (See paragraph 1.h.). An Office of Government Ethics (OGE) Standard Form 450 must be completed by the prospective employee to assure that potential conflict-of-interest situations do not inadvertently arise during an assignment.

7. Security. Prior to commencement of assignments, IPA candidates must successfully complete security processing for the clearance or access indicated on the assignment agreement or possess current security eligibility for the clearance or access.

8. Awards. Non-federal employees on detail to the NRO as an IPA are not eligible for monetary awards under the NRO Awards Program.

**E. RESPONSIBILITIES.**

1. IPA Panel. The DNRO has established an IPA Panel to review all proposed IPA assignments and provide recommendations for his approval/disapproval. The IPA Panel will consist of the NRO Chief of Staff as Chairperson; Deputy Director, Resource Oversight and Management Office; Director, Office of Contracts; and General Counsel (GC) as members. The Panel will convene as required to review proposed IPA Mobility Program assignments to the NRO and ensure adherence to the Act, implementing federal regulations, and to this Directive. The GC will ensure that the Panel's decisions are recorded and available for the DNRO.

2. IPA Sponsoring Organization. Any Directorate or Office requiring the services of an IPA employee (hereafter "Sponsoring Organization") is responsible for ensuring that it abides by all applicable law and regulations in selecting and hiring an IPA employee. The Sponsoring Organization is also responsible for providing the necessary proposed assignment agreement and supporting documentation to the IPA Panel for review in advance of the panel meeting to consider a particular IPA assignment request. Additionally, the Sponsoring Organization must provide funding for a prospective assignment and be available to participate in the IF Panel consideration of a prospective assignment. Finally, the Sponsoring Organization must provide copies of all approved assignment agreements to Human Resource Management Group (HRMG).

3. Office of General Counsel (OGC). The proposed IPA assignment agreement must contain, as an attachment, a completed OGE Standard Form 450 for the prospective IPA employee. The Director or Deputy Director of the Sponsoring Organization will

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review and sign the OGE Form 450 prior to its submittal to the Panel. The OGC will perform a second review of the completed OGE Form 450 and advise the Panel of the results. This will allow the IPA Panel to determine if any potential conflict-of-interest is raised by the proposed assignment.

4. HRMG. A representative from HRMG will normally attend any IPA Panel meetings and may pre-screen the assignment package to ensure all required information is provided. The HRMG shall track assignment end/extension dates for notification to the IPA and Sponsoring Organization.

5. DNRO. After considering the recommendation of the IPA Panel, the DNRO will approve or disapprove all IPA assignments on behalf of the NRO.

/Signed/  
Keith R. Hall  
Director

OPR: GC

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# National Reconnaissance Office

6 August 1997

NROD 121-1

Training

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**SUBJECT: Training of NRO Personnel**

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**A. SYNOPSIS.** Trained and educated personnel are a critical resource with which the National Reconnaissance Office (NRO) accomplishes its mission. Quality military and civilian training and development programs are essential in maximizing the efficiency of NRO personnel in the performance of their duties. This directive prescribes policy on the eligibility for and funding of training for government personnel who are assigned to the NRO.

**B. AUTHORITY.** NRO training policy is issued in accordance with applicable portions of Title 5, United States Code, Chapter 41; Title 10, United States Code, Chapter 101; Section 5, Code of Federal Regulations, Part 410; Executive Order 10805; and other applicable laws.

**C. SCOPE.** This directive applies to NRO military and government civilian personnel and the training the NRO provides, supports, or funds.

**D. DEFINITIONS.**

1. **TRAINING:** Training includes academic courses, seminars, conferences, and other planned activities which support and improve individual and organizational performance and effectiveness.

2. **MISSION-RELATED TRAINING:** Training that supports NRO goals by improving organizational performance and is funded by the NRO. This includes training that:

- a. supports the NRO strategic plan and performance objectives;
- b. improves an individual's current job performance;
- c. allows for expansion or enhancement of an individual's current job;

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d. enables an individual to perform needed or potentially needed duties outside the current job at the same level of responsibility; or

e. meets organizational needs in response to human resource plans and reengineering, downsizing, restructuring, and program changes.

3. PARENT AGENCY TRAINING: Training provided and/or funded by the department or agency through which military or government civilian personnel are employed. The parent agencies at the NRO include, but are not limited to, the Central Intelligence Agency, National Security Agency, Air Force, Navy, and Army.

#### **E. POLICY.**

1. The NRO will promote the development of assigned civilian and military personnel in the performance of their official duties by supplementing parent agency training with NRO training.

2. Under this directive, the NRO will fund mission-related training for NRO-assigned military and government civilian personnel.

3. NRO personnel will obtain training through their parent agency to the maximum extent possible.

a. Prior to requesting NRO-funded training, personnel will utilize parent agency training if it is available and meets the training need.

b. Training required for a career occupational field will normally be obtained through and/or funded by the individual's parent agency.

4. Parent agencies will normally fund academic education. However, NRO military and government civilian personnel may use NRO training funds for mission-related academic courses through a college or university. NRO funds may not be used as a supplement in cases where military members are provided monetary support from their parent agency or the Veterans Administration.

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5. All NRO personnel will comply with parent agency policies and directives concerning statements of continued or obligated service.

6. The NRO training funds may be used to support attendance at professional meetings, seminars, and conferences when communication of professional knowledge is the primary purpose. Operational meetings to discuss operational issues cannot be funded under this authority.

7. In cases where a memorandum of understanding, memorandum of agreement, or rotational agreement exists between the NRO and a parent agency, the understanding or agreement will take precedence over this policy directive.

//Signed//

Keith R. Hall  
Director

OPR: MS&O/HRMG