



DEPARTMENT OF THE NAVY  
NAVAL POSTGRADUATE SCHOOL  
1 UNIVERSITY CIR  
MONTEREY, CA 93943-5000

IN REPLY REFER TO:  
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DEC 04 2020

MEMORANDUM

From: President, Naval Postgraduate School  
To: All Hands, Naval Postgraduate School

Subj: POLICY STATEMENT ON REASONABLE ACCOMMODATION

Ref: (a) Americans with Disabilities Act of 2008  
(b) Rehabilitation Act of 1973

1. The Naval Postgraduate School (NPS) is totally committed to ensuring all qualified employees and applicants with disabilities enjoy the benefits and privileges of employment equal to those enjoyed by similarly situated employees and applicants without disabilities. NPS policy to provide reasonable accommodations is in compliance with references (a) and (b) and all relevant federal laws and regulations.
2. Reasonable accommodation is defined as a modification or adjustment to the work environment or processes that enable a qualified individual with a disability to perform the duties of a job, apply and compete for a job/career opportunity, and/or participate in agency programs or activities.
3. It is an employee's or applicant's responsibility to request a reasonable accommodation either orally or in writing. Employees should notify their first line supervisor or servicing Disability Program Manager. Employees who believe they were unlawfully denied a reasonable accommodation may file a discrimination complaint through the local Equal Employment Opportunity (EEO) Office within 45 days of the denial.
4. Supervisors, leaders, and managers are expected to expeditiously process requests for reasonable accommodations made by employees and applicants.
5. We are committed to providing reasonable accommodations to qualified employees with disabilities and to continue to improve NPS productivity and employee cohesion.
6. For more EEO information, please visit <https://my.nps.edu/web/eeo> or contact Ms. Tammy T. Lowery, NPS EEO Director, at (831) 656-3600 or [tammy.lowery@nps.edu](mailto:tammy.lowery@nps.edu).

  
ANN E. RONDEAU, Ed.D  
Vice Admiral, U.S. Navy (Ret.)