



**DEPARTMENT OF THE NAVY**  
NAVAL POSTGRADUATE SCHOOL  
1 UNIVERSITY CIR  
MONTEREY, CA 93943-6000

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21 Feb 23


**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 per 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 or career opportunity, 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 any further questions, please contact the Equal Employment Opportunity Office at [eeo@nps.edu](mailto:eeo@nps.edu), or Civilian Human Resources at [hro@nps.edu](mailto:hro@nps.edu). For military members, contact the Command Managed Equal Opportunity Coordinator at [cmeo@nps.edu](mailto:cmeo@nps.edu).

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