

Reasonable Accommodation for NAF Employees

People with disabilities are a valued part of the CNIC workforce. CNIC NAF is committed to removing barriers that prevent people with disabilities from applying for jobs, performing the essential functions of the job for which hired, gaining access to job location, and enjoying all of the benefits and privileges of employment. The goal is full successful integration of people with disabilities into the workplace.

WHAT IS REASONABLE ACCOMMODATION?

An adjustment or modification in the job or worksite that facilitates the way an employee with a disability performs the essential functions of the job, or that enables an employee with a disability to enjoy equal benefits and privileges of employment.

WHEN WOULD I REQUEST AN ACCOMMODATION?

As soon as you require a change in the way you do your job because of a medical condition that you believe is a disability under the ADA.

HOW DO I REQUEST AN ACCOMMODATION?

Make your reasonable accommodation needs known to your immediate supervisor or the NAF Reasonable Accommodation (RA) Coordinator.

WHAT DO I NEED TO PROVIDE TO MY SUPERVISOR?

Be prepared to provide the SECNAV Request for RA form and medical documentation if your medical condition is not obvious.

WHAT HAPPENS NEXT?

Your supervisor meets with the RA Coordinator to review your request. A determination is made as to whether or not you are an individual with a disability defined by the ADA. Your supervisor will provide you a decision on your accommodation request in writing.

CNIC NAF EEO Service Center:

1-866-295-0320 or MILL_CNIC_NAF_EEO@navy.mil



NAF EEO Principles: *Respect, Readiness, Resolution*