**NAVY FAMILY OMBUDSMAN PROGRAM**

Updated: Sept 2022

Ref: OPNAVINST 1750.1G W CH-2

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|  | CHECK LIST ITEM | YES | NO | N/A |
| 1 | CO has appointed at least one Command Ombudsman that fits the criteria outlined in OPNAVINST 1750.1G CH-2 sufficient to provide required services to command families.  |  |  |  |
| 2 | Command Ombudsmen have received signed Ombudsman appointment letters. |  |  |  |
| 3 | For all appointed Ombudsmen, CO has ensured completion and maintenance of Form DD 2793 (Rev. March 2018), Volunteer Agreement for Appropriated Fund Activities and Non-appropriated Fund Instrumentalities. |  |  |  |
| 4 | Command has updated their Command Ombudsman and Command Designees’ information in the Ombudsman Registry at https://[ombudsmanregistry.cnic.navy.mil](http://www.ombudsmanregistry.cnic.navy.mil)  |  |  |  |
|  | Command has records of Active duty monthly worksheet submission IAW OPNAVINST 1750.1G CH-2 and Ombudsman Registry Instruction Guide for Commanders/Command Designees https://[ombudsmanregistry.cnic.navy.mil](http://www.ombudsmanregistry.cnic.navy.mil) |  |  |  |
| 5 | Command has documented that all appointed Command Ombudsmen have completed the required Ombudsman Basic Training within six weeks of initial appointment and every three years thereafter. |  |  |  |
| 6 | Command has provided appointed Ombudsmen with a copy of the OPNAVINST 1750.1G CH-2 and Navy Family Ombudsman Program Manual. |  |  |  |
| 7 | Command ensures that Ombudsmen attend the required Ombudsman advanced training and assemblies in thelocal area, when such trainings are available. |  |  |  |
| 8 | Command has documented procedure in place to ensure that appointed Ombudsmen receive regularly updated command rosters to include inbound personnel and families. |  |  |  |
| 9 | CO communicates regularly with the Command Ombudsmen and/or has assigned a point of contact for the Ombudsmen within the command, usually the Command Master Chief. |  |  |  |
| 10 | CO has identified reportable issues and discussed with Ombudsman. |  |  |  |
| 11 | Command has established specific funding resources for support of the Command’s Family Ombudsman Program per OPNAVINST 1750.1G CH-2 guidance. Reimbursable items may include childcare, mileage, parking, tolls and communication equipment, when used in an official capacity. Travel and training expenses may also be paid by the command or reimbursed. CO’s ensure Ombudsman is reimbursedfor authorized expenses in a timely manner. |  |  |  |
| 12 | Command has documented procedures in place to ensure that current and reporting command personnel (including single personnel) and their family members are aware of who the Command Ombudsman is, what services they can provide, and how to contact them. An overview of the Ombudsman Program is included in the Command Indoctrination process. |  |  |  |
| 13 | Appropriate roles for the Ombudsmen are included in the command disaster preparedness and response plan. Ombudsmen are included in disaster preparedness exercises. |  |  |  |
| 14 | Data from the Ombudsman monthly worksheets is entered in the Ombudsman data collection CAC enabled system at https://[ombudsmanregistry.cnic.navy.mil](http://www.ombudsmanregistry.cnic.navy.mil)by the command designated personnel before the 15th of each month. The Ombudsman will have access to the excel Worksheet Templates by download on https://[ombudsmanregistry.cnic.navy.mil](http://www.ombudsmanregistry.cnic.navy.mil) |  |  |  |
| 15 | Command has a newsletter or other mechanism in place to inform command families of resources and Ombudsman contact information. |  |  |  |

OVERALL REMARKS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ship: \_\_\_\_\_\_\_\_\_\_\_\_\_ Assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_