

# Ombudsman Registry Process

## BACKGROUND

CNIC has established and maintains an Ombudsman Program Web site and registry. The purpose of the Web site is to:

- Provide additional information on the program.
- Provide an ombudsman locator.
- Establish and maintain an automated ombudsman data collection system to collect program statistics and workload data.

## KEY MESSAGES

- OPNAVINST 1750.1G CH-1 states that commanding officers must ensure their command ombudsman information is added to the Ombudsman Registry as soon as official appointment is made and that the Registry is updated as changes occur.
- The Registry may be accessed by the commanding officer or designee as well as by the ombudsman (once registered by the command).

## STATEMENT

It is vitally important that all commands have ombudsmen, that they are registered, and that their information is kept current. All Sailors and their families should have access to ombudsmen. An up-to-date Registry provides a way to locate one's ombudsman if command contact information is unknown. In addition, for IA Sailors and families, the Registry provides a means to identify the ombudsman from the parent command.

## ACTION

The process to register your command ombudsman is as follows. If you would like a detailed step-by-step process on either signing in and/or registering your ombudsman, go to [http:// www.ombudsmanregistry.org](http://www.ombudsmanregistry.org).

## RESOURCES

- OPNAVINST 1750.1G CH-1, Navy Family Ombudsman Program [Instruction](#)
- Fleet and Family Support Program Web site: <http://www.ffsp.navy.mil>.

## CHECKLIST

- Go to Ombudsman Registry to register a new ombudsman or update information on a current ombudsman.
- Ensure that the Ombudsman Monthly/Quarterly Worksheet is entered no later than the 10th of the month following the end of the reporting period.