

**Commander, Navy Installations Command (CNIC)
Region Train the Trainer Nomination Application**

Region Train the Trainers (RTTs), teach **Certified Ombudsman Trainers (COTs)** who then teach Ombudsman Basic Training (OBT). It is estimated that two to eight RTTs are needed per region, depending upon the size and scope of the region. Those individuals selected must be current COTs, display an extended knowledge of the Ombudsman Program and be experienced trainers and/or facilitators. Specific criteria follow:

Nominee Criteria: To ensure the integrity and standardization of the Navy Family Ombudsman Program, the following requirements have been established for an individual to be eligible for consideration in becoming a Region Train the Trainer:

- **Be a current Certified Ombudsman Trainer** with a minimum of two years' experience, and a minimum of having taught five OBT classes with documentation. Include copies of class rosters for each of the last five classes taught. As a Certified Ombudsman Trainer, all the criteria to become COT trained will still apply.
- Submission of OBT evaluations of the most recently taught OBT class.
- Must have a proven track record of training. (This could be confirmed in the letter of recommendation accompanying nomination. Whenever possible, the Region Director or Site Manager should have seen the nominee teach at least one OBT class.)
- Must have a letter of recommendation from the Region Program Director.

Region Program Directors should forward the nomination package to Doreen Scott, CNIC Ombudsman Training Coordinator. To submit nomination package:

- Complete nomination form, CNIC Form 1750/1
- Include Region Director's letter of recommendation
- Mail complete package to:
Commander, Navy Installations Command
Attn: Lisa Johnson
716 Sicard Street, SE Suite 1000
Washington Navy Yard, DC 20374-5140
- Or, scan and send to Doreen Scott at doreen.a.scott@gmail.com.
- **NOTE:** Be sure to include Region Director's contact information.

Training of RTTs has been through mentoring/shadowing a current RTT while teaching a COT class. This would have to be arranged with the approval of the nominating Region Program Director. CNIC can help identify an upcoming COT class for the new RTT to attend as a trainee.

Point of contact for any questions pertaining to this application is Doreen Scott, CNIC Ombudsman Training Coordinator, at (402) 614-0550 or doreen.a.scott@gmail.com.