

Sample Letter of Appointment

Dear *(name of ombudsman)*,

Congratulations on your selection as an ombudsman for *(name of command)*'s Family Ombudsman Program. As such, you will play a critical role in helping to maintain family readiness.

Your term of appointment is *(length of time)* including a probationary period of *(number)* months. You are expected to attend Ombudsman Basic Training (OBT). Information about upcoming class dates is available at www.ffsp.navy.mil or through the FFSC Ombudsman Coordinator. Please report back to the command upon completion of OBT.

Commander, Navy Installations Command provides an OBT Orientation webinar online in the event you are unable to attend Ombudsman Basic Training within the first six weeks of assignment. Go to www.ffsp.navy.mil for additional information.

To ensure *(name of command)* families have the most current information on resources available to them, you are expected to attend the local Ombudsman Assembly and advanced training, and share that information at Command Family Readiness Group meetings.

My door is always open to you. Your command point of contact is *(insert name)*. S/he can be reached at (XXX) XXX-XXXX.

When mailing or receiving mail in your official position as command family ombudsman, please use the official command address:

(Ombudsman Name), Command Family Ombudsman
(Command Name)
(FPO AE XXXXX-XXXX)

Sincerely,
(CO)

Copy to:
File
Fleet and Family Support Center – Ombudsman Coordinator
Local Ombudsman Assembly Chair