



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 1750.1F 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 or GSA 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>.

- Log in and click on “My Commands.” If you have more than one command, click on the command to which you wish to assign the ombudsman.
- Update or add any necessary information. Use a commercial phone number and the command’s address as the mailing address.
- Click on the “green plus sign” next to the word “Ombudsman.”
- Start by entering the last name, first name, and email address of the ombudsman.
- If your ombudsman is already registered, his/her name will appear under the block. If the name appears, click on it, and it will automatically fill in the blocks. Click on the “save” icon to the right and your ombudsman will be assigned.
- If no name appears, your ombudsman is not yet in the system. Complete the last name, first name, email address, and phone number. Then click the “save” icon. The system will inform you that an email has been sent to the ombudsman. That email address will be her/his username and will include a temporary password. After logging in, she/he can change the password and complete the registration process by clicking on her/his name in the upper right hand corner.

RESOURCES

- [OPNAVINST 1750.1F 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.