DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 1750.1G
N91

20 JUN 2011

NAVSUPPACT NAPLES INSTRUCTION 1750.1G

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: NAVY FAMILY OMBUDSMAN PROGRAM

Ref: (a) OPNAVINST 1750.1 (Series)
(b) SECNAVINST 1754.1 (Series)

Encl: (1) Ombudsman Assembly Chairperson Duties

1. Purpose. To promulgate policy and procedures for the Navy Family Ombudsman Program in the Naples area.

2. Cancellation. NAVSUPPACT NAPLES INST 1750.1F

3. Applicability. The provisions of this instruction apply to all Navy commands/units in the Naples area.

4. Discussion

a. Per reference (a), every command is required to appoint a Command Ombudsman. The Navy Family Ombudsman Program is a Navy-wide program established to improve mission readiness through improved family readiness. Commanding Officers are charged with the responsibility for the morale, health, and welfare of command personnel and, inherently, their families. The Ombudsman Program helps Commanding Officers have a better understanding of the welfare of the command's families. It also assists members and their families to be better prepared to meet emergency situations.

b. The Command Ombudsman is a volunteer spouse of an active duty or selected reserve command member. The Command Ombudsman supports the command mission by providing communication, outreach, resource referral, information, and advocacy to and for command families.

5. Action 20 JUN 2011

a. Commanding Officer, NAVSUPPACT Naples, is the sponsor and advisor for the Ombudsman Assembly, and will appoint an Ombudsman Assembly Chairperson, whose duties are listed in enclosure (1).

b. Per reference (a), area Commanding Officers shall establish and execute the Navy Family Ombudsman Program.

c. Fleet and Family Support Center (FFSC) shall designate a FFSC staff member as the FFSC Ombudsman Program Coordinator and provide a variety of services to support and enhance the effectiveness of the local Family Ombudsman Program as required by reference (b).

d. Ombudsmen shall attend Ombudsman Basic Training prior to performing duties delineated in reference (a) and the Navy Family Ombudsman Program Manual.

e. NAVSUPPACT Naples support extends to all joint-service commands stationed within the greater Naples area. Although a Navy program, other service U.S. national commands and NATO commands with a significant number of U.S. personnel assigned will be encouraged to participate and afforded training opportunities whenever possible.

R. B. RABUSE

Distribution:
NAVSUPPACT NAPLES INST 5216.4Y
Lists: I through VII
http://www.cnic.navy.mil/Naples/About/Departments/Administration/AdministrativeServices/Instructions/index.htm

OMBUDSMAN ASSEMBLY CHAIRPERSON DUTIES

1. Schedules and conducts monthly Ombudsman meetings on a fixed day such as the second Thursday of every month.

2. In conjunction with the Fleet and Family Support Center (FFSC) Ombudsman Program Coordinator, prepares meeting agenda and submits one week prior to meetings to Commanding Officer, NAVSUPPACT Naples via Command Master Chief.

3. Notifies all area Ombudsmen and uses local media to publicize one week prior to the next meeting.

4. Prepares minutes of the meeting. The Ombudsman Coordinator, will review and distribute meeting minutes to all Ombudsmen, Command Master Chiefs, and Director, FFSC Naples.

5. Assists FFSC Ombudsman Program Coordinator in planning and preparing Ombudsman training and other Ombudsman events.

6. When necessary, in conjunction with the FFSC Ombudsman Program Coordinator, prepares correspondence related to the Ombudsman Program.

7. Assists the FFSC Ombudsman Program Coordinator in obtaining Command Ombudsman appointment letters and maintaining a roster of area Ombudsmen.