



**DEPARTMENT OF THE NAVY**  
COMMANDER, NAVY INSTALLATIONS COMMAND  
716 SICARD STREET, SE, SUITE 1000  
WASHINGTON NAVY YARD, DC 20374-5140

Applicable Reference Code/Date

From: Name of FFSC Director, FFSC name

To: Identified receiving POC

Subj: Mrs. Stockdale Ombudsman of the Year Award

Ref: (a) Mrs. Stockdale Ombudsman of the Year Award SOP

1. In response to reference (a), I have verified that according to our attendance records Mrs./Mr. Jane Doe has/has not participated in Ombudsman Assemblies.

2. For confirmation of participation in online training please ask nominee to provide certificates of completion.

2. If you have any further questions please feel free to contact me at [bestffsc@navy.mil](mailto:bestffsc@navy.mil).

I. M. Proud  
FFSC Director,  
Best FFSC Ever