



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
TRAINING SQUADRON TWENTY-SEVEN (VT-27)
411 BATAAN ST SUITE A
CORPUS CHRISTI TX 78419-5245

VT-27INST 1750.2D

16 MAR 2011

TRAINING SQUADRON TWENTY-SEVEN INSTRUCTION 1750.2D

Subj: NAVY FAMILY OMBUDSMAN PROGRAM

Ref: (a) OPNAVINST 1750.1F

Encl: (1) Sample Ombudsman designation letter

1. Purpose. To promulgate policy and procedures for the designation of Navy family members to serve as Family Ombudsman for Training Squadron TWENTY-SEVEN (VT-27).

2. Cancellation. VT-27INST 1750.2C

3. Background. VT-27 desires to keep our Navy families informed of general functions and policy that would affect the entire family in some manner. As an official representative of Navy families, the Ombudsman will assist the Commanding Officer in carrying out his responsibilities for the morale, health, and welfare of command families.

4. Action. The Commanding Officer will select a Family Ombudsman using the following guidelines:

a. The Ombudsman will be a Navy spouse selected from volunteers within the command.

b. The Ombudsman will be designated in writing via Enclosure (1).

c. The selectee will be provided a copy of the Navy Family Ombudsman Manual.

d. The selectee will be provided current rosters containing home addresses and phone numbers of squadron members.

e. The squadron will provide administrative support such as:

(1) Paper, envelopes and pens

(2) Copier service

(3) Postage and fees paid so long as items are mailed from the VT-27 Administration Office and processed through the command's mail room.

(4) Other assistance as command resources permit.

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f. Upon completion of the Ombudsman's service to the command, every effort should be made to formally recognize the efforts of the Ombudsman. Ombudsman Appreciation Day is designated as 14 September.

5. Family Ombudsman's Responsibilities. The Family Ombudsman is responsible to the Commanding Officer and shall be governed by Reference (a). The duties, functions and responsibilities of Ombudsman are outlined in Section II of the Navy Family Ombudsman Manual and Reference (a), Section D.



D. G. CASE

Distribution:

VT-27INST 5216.2H

16 MAR 2011

1750

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From: Commanding Officer, Training Squadron TWENTY-SEVEN
To: (Appointee)

Subj: APPOINTMENT AS FAMILY OMBUDSMAN

Encl: (1) Ombudsman Handbook

1. You are hereby appointed as Family Ombudsman for VT-27 effective (date). As an official representative of VT-27 families, you play an important role in establishing and maintaining good communication between the command and the families of the personnel assigned.

2. The interest, enthusiasm and dedication you have shown in preparing to assume the responsibilities of Ombudsman indicate that you are well aware that the Navy family is an integral part of the Navy team. The morale and job performances of VT-27 personnel are directly related to the quality of life enjoyed by their families. You will play a significant role in ensuring the well being of VT-27 families.

3. Enclosure (1) provides the detailed information you will need to fulfill your responsibilities as Family Ombudsman. Additionally, I will provide you with monthly updates of the VT-27 Social Roster containing home addresses and telephone numbers of VT-27 personnel and their families. This is to be used in the performance of your official duties. The Administration Department will provide clerical assistance and supplies to assist you in the performance of your duties.

4. You are authorized direct access to the Executive Officer and myself whenever you feel that we can be of assistance in the performance of your duties. We can be reached by telephone at (361)961-2526.

5. I am extremely pleased that you have accepted this responsibility to act as the VT-27 Ombudsman. I know that you will be a tremendous asset and I am proud to have you representing the 'Boomers' of VT-27.

COMMANDING OFFICER

Copy to:
File
Fleet and Family Support Center - Ombudsman Coordinator

Enclosure (1)

DIRECTIVES REVIEW WORKSHEET

The instructions listed below were originated within your Dept/Div and released in the month of **APRIL**. Please review and check the applicable action to be taken or box which indicates no action necessary. If instruction is over seven years old then it should be revised or cancelled. Fill in date review was complete and return this form to the Admin office.

THIS FORM AND INSTRUCTION MUST BE RETURNED TO ADMIN BY: 15 MAR 11

Number	Date	Action to be taken:				Date Review Completed
		Cancellation	Revision	Change	No Action	
1750.2c	28 FEB 11					
Remarks:						
AO Signature:		Date:		Dept/Div Head Signature:		Date: