

## Position Announcement

USS \_\_\_\_\_ Command Ombudsman

The command ombudsman serves as a liaison between the command and command families, keeps the command informed regarding the overall well-being of command families, and regularly communicates and distributes information to and from the command and command family members.

The responsibilities of this volunteer position include:

- Assisting command family members with information and referral.
- Generating communication between the command and command families which may include a newsletter, telephone Careline message, email, etc.
- Share information about the Ombudsman Program at various command meetings and functions.
- Provide support and assistance during disasters or crises.

Eligibility:

Applicant must be the spouse of a service member (officer or enlisted, active duty or Reservist) who is assigned to this command. The ideal applicant will have experience with the Navy lifestyle, good communication skills, and the desire to help others. It is estimated that it takes 10-20 hours a week to fulfill the responsibilities. The roles and responsibilities of the command ombudsman are listed in OPNAVINST 1750.1G CH-1.

To apply:

Email or call (*name*) at (*email and/or phone number*) to obtain an application and further information.

Deadline for applying is \_\_\_\_\_