



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

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OPNAV NOTICE 1750

From: Chief of Naval Operations

Subj: CALENDAR YEAR 2016 NAVAL SHORE ACTIVITIES OMBUDSMAN OF  
THE YEAR PROGRAM

Ref: (a) NAVADMIN 085/16  
(b) OPNAVINST 1750.1G

Encl: (1) Naval Shore Activities Primary Nominating Commands  
(2) Command Contact Cover Sheet

1. Purpose. To implement the Naval Shore Activities Ombudsman of the Year program and to provide eligibility criteria and organizational responsibilities.

2. Background. Reference (a) announces this year's Mrs. Sybil Stockdale Ombudsman of the Year. The Naval Shore Activities Board will select one ombudsman to be the candidate to compete for the Navy Shore Ombudsman of the Year as part of the Mrs. Sybil Stockdale Ombudsman of the Year competition.

3. Eligibility. Each command listed in enclosure (1), or other commands as approved by Director, Navy Staff (DNS), will be a primary nominating command for the Naval Shore Activities Ombudsman of the Year.

a. Nominees must be registered in the Ombudsman Registry, (<https://ombudsmanregistry.org>) and have distinguished themselves in supporting Navy families.

b. Nominees must also have served as an ombudsman in good standing for at least 1 year, and embody the core values of the Navy Family Ombudsman Program.

c. Ombudsmen serving the types of commands in subparagraphs 3c(1) and 3c(2) are not eligible to compete for the Naval Shore Activities Ombudsman of the Year:

(1) An ombudsman that is no longer serving in that capacity following permanent change of station transfer of active duty or Reserve spouse or no longer serving in that role due to any reason.

(2) Ombudsmen serving commands with type duty codes 2 or 4, or if they are attached to Commander, U.S. Fleet Forces Command; Commander, U.S. Pacific Fleet; Commander, U.S. Naval Forces Europe, U.S. Naval Forces Africa; Commander, Manpower, Personnel, Training and Education Command; and Navy Reserve Force; all of which conduct separate selection processes under the Mrs. Sybil Stockdale Ombudsman of the Year program.

d. Criteria for Ombudsman of the Year:

(1) Must have demonstrated the ability to effectively communicate between the Navy family and the command.

(2) Must have maintained the highest standards of professionalism and confidentiality while providing a positive role model for command members and families.

(3) Must have assisted in identifying command needs for support services and provided appropriate referral services to address family concerns and problems.

(4) Must have facilitated and promoted a healthy sense of community among Navy members and their family members within the command.

(5) Must have served as a principal source of assistance and support to Navy families during times of local or national emergency, mobilization, deployment, or evacuation.

(6) Must have demonstrated consistent compliance with training and required reports per reference (b).

4. Responsibility. Office of the Chief of Naval Operations (OPNAV) command master chief (CMC) will establish a board to

select the Naval Shore Activities Ombudsman of the Year from nominees of primary nominating commands listed in enclosure (1).

## 5. Action

a. Commands listed in enclosure (1) must submit their nomination packages via email to Yeoman Chief (YNC) Melissa Salley at [melissa.salley@navy.mil](mailto:melissa.salley@navy.mil).

(1) Nomination packages must arrive no later than 1600, 31 May 2016. Packages should be sent digitally, and if package is not received by the due date, it will not be considered by the board. If package cannot be sent digitally, contact the coordinator, YNC Melissa Salley at commercial: (703) 614-2262/DSN: 224-2262 or via email at [melissa.salley@navy.mil](mailto:melissa.salley@navy.mil).

(2) Questions concerning packages may be addressed to the OPNAV CMC, CMDCM Christopher Welch, at commercial: (703) 614-2262/DSN: 224-2262, or email at [christopher.c.welch@navy.mil](mailto:christopher.c.welch@navy.mil).

b. The Naval Shore Activities Review Board will convene Tuesday, 7 June 2016.

(1) The OPNAV CMC will chair the review board that will consist of a panel of four command master chiefs and or senior enlisted leaders from commands listed in enclosure (1).

(2) The board members will evaluate all packages and select the Naval Shore Activities nominee by Thursday, 9 June 2016.

## 6. Nomination Packages

a. Each command must electronically submit their package per the Mrs. Sybil Stockdale Ombudsman of the Year guidelines ([http://www.cnic.navy.mil/ffr/family\\_readiness/fleet\\_and\\_family\\_support\\_program/ombudsman\\_program/mrs--sybil-stockdale-ombudsman-of-the-year-award.html](http://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/ombudsman_program/mrs--sybil-stockdale-ombudsman-of-the-year-award.html)).

b. This package must be prepared in Microsoft Word format, and submit packages in Adobe Acrobat format. Original documents must be readily available if requested, as modifications may be made to the winner's package in order to forward. Provide a

cover sheet with the phone numbers and email addresses of the commander or commanding officer and command master chief with submission, per enclosure (2).

7. Finalists

a. The ombudsman selected to advance to the Navy Shore Ombudsman of the Year competition will not be recognized pending the outcome of that competition.

b. If not selected as the Navy Shore Ombudsman of the Year, the Naval Shore Activities Ombudsman of the Year will receive a recognition letter from DNS.

8. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

9. Forms and Information Management Control

a. Mrs. Sybil Stockdale Ombudsman of the Year grading sheet is available for download at the Commander, Naval Installations Command Web site

[http://www.cnic.navy.mil/ffr/family\\_readiness/fleet\\_and\\_family\\_support\\_program/ombudsman\\_program/mrs--sybil-stockdale-ombudsman-of-the-year-award.html](http://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/ombudsman_program/mrs--sybil-stockdale-ombudsman-of-the-year-award.html).

b. The reporting requirement contained in paragraph 6 is exempt from reports control by SECNAV Manual 5214.1 of December 2005, part IV, subparagraph 7k.



R. L. THOMAS  
Director, Navy Staff

Distribution:

Electronic only, via Department of the Navy Issuances Web site  
<http://doni.documentservices.dla.mil//>

NAVAL SHORE ACTIVITIES PRIMARY NOMINATING COMMANDS

The commands listed in this enclosure as outlined in OPNAVINST 5400.45, Standard Navy Distribution List, with exception of those that are type duty codes 2 and 4 per reference (b), or commands attached to Commander, Navy Reserve Force (inactive duty Navy Reserve in an active drill status); Commander, U.S. Fleet Forces Command; Commander, U.S. Pacific Fleet Command; Commander, U.S. Naval Forces Europe, U.S. Naval Forces Africa/U.S. 6th Fleet; and Commander, Manpower, Personnel, Training and Education Command, are eligible to nominate an ombudsman to Naval Shore Activities Ombudsman of the Year Board.

1. Chairman, Joint Chiefs of Staff
2. Secretary of The Navy
3. Chief of Naval Operations
4. Commander, U.S. Strategic Command
5. Commander, U.S. Pacific Command
6. Commander, U.S. Naval Forces Europe, U.S. Naval Forces Africa
7. Commander, U.S. Naval Forces Southern Command
8. Commander, U.S. Northern Command
9. Commander, U.S. Transportation Command
10. Commander, Naval Special Warfare Command
11. Commander, U.S. Fleet Cyber Command
12. Commander, U.S. Naval Forces Central Command
13. Commander, Navy Installations Command
14. Chief, Bureau of Medicine and Surgery
15. Commander, Naval Sea Systems Command

16. Commander, Naval Air Systems Command
17. Commander, Naval Supply Systems Command
18. Commander, Naval Facilities Engineering Command
19. Commander, Space and Naval Warfare Systems Command
20. Director, Strategic Systems Programs
21. Superintendent, U.S. Naval Academy
22. Commander, Naval Legal Service Command
23. Commander, Naval Safety Center
24. President, Naval War College
25. President, Naval Postgraduate School
26. Commander, Operational Test and Evaluation Force
27. Director, Defense Information Systems Agency
28. Commander, Naval History and Heritage Command
29. Commanding Officer, USS CONSTITUTION
30. Director, Navy Band
31. Commander, Office of Naval Intelligence

**FOR OFFICIAL USE ONLY  
(WHEN FILLED IN)**

COMMAND CONTACT COVER SHEET

**Ombudsman Nominee**

Name:

E-mail:

Phone Number:

**Director/Commander/Superintendent/Commanding Officer**

Name:

Rank:

Title:

E-mail:

Phone Number:

**Command Master Chief**

Name:

Rate:

E-mail:

Phone Number:

**Command**

Full Name:

Message PLAD: