

# OMBUDSMAN ACTIVITIES QUESTIONNAIRE

Name:

Unit(s) served:

Date of official appointment:

## Section 1: Program Administration

Are you completing the Ombudsman Monthly Worksheet in compliance with COMDTINST 1750.4(series)?	YES	NO	
Have you completed in-person and online Ombudsman training in compliance with COMDTINST 1750.4(series)?	YES	NO	
If so, dates of completion:			
Do you have an up-to-date contact list of unit families per COMDINST 1750.4 (series)? If not, Why?	YES	NO	

## Section 2: Command Representation

Do you regularly attend your District Ombudsman Community of Practice (CoP) meetings?	YES	NO	
If so, date of last attendance:			DATE:
Do you participate in Spouse Clubs activities?	YES	NO	
If yes, do you adhere to COMDTINST 1750.4 (series) regarding your role as an Ombudsman?	YES	NO	
Do you understand your command's priorities and how to effectively communicate them to members and their families?	YES	NO	
What type of events do you attend to represent your unit(s) and/or the Ombudsman Program?			
Examples: Pre deployment briefs, spouses groups, military community events, etc.			
How do you serve as a liaison between the command and unit families?			

### Section 3: Ethical Standards

What does the Ombudsman Code of Conduct mean to you?

### Section 4: Communications

How do you communicate with unit families?

Example: telephone, email, face-to-face, social media, newsletters, unit meetings, spouse events etc.

How do you market your Ombudsman Program?

How do you communicate with your Command and/or point of contact? How often are you in contact?

Do you use FACEBOOK to communicate information? If so, do you follow Coast Guard Policy as outlined in COMDTINST 1750.4 (series)

### Section 5: Resource and Referral

Do you update your resource and referral files on a regular basis? How often?

Are you knowledgeable of CG Work-Life programs and other available community resources in your area?

YES      NO

Do you empower families by providing a variety of helpful resources before issues become problems?

If so how?

## Section 6: Crisis Response

Have you encountered a sensitive situation where you had to recognize, refer and/or report a crisis or other reportable as outlined in COMDTINST 1750.4 series?

YES      NO

If yes, how did you demonstrate and maintain confidentiality while dealing with this sensitive situation?

Have you served as a source of preparation, assistance and support to Coast Guard families during times of local or national emergency, mobilization, deployment, or evacuation? If so, what did you do?

## Section 7: Noteworthy Ombudsman Accomplishments

**MUST BE IN COMPLIANCE WITH OMBUDSMAN PROGRAM POLICY**

**Please refer to COMDTINST 1750.4E for prohibited practices.**

What type of activities do you participate in to enhance your role as Ombudsman?

Examples: special projects, CGOT trainer, CoP chair, SafeTALK, initiatives towards program growth, serving multiple units as Ombudsman

Do you participate in any additional community activities or groups that provide services to Coast Guard families?

Examples: Official Coast Guard Boards or committees, etc.

# **COMMAND VERIFICATION**

**PLEASE FORWARD THIS FORM WITH A NOMINATION MEMORANDUM  
HIGHLIGHTING THE INFORMATION CONTAINED AND EXAMPLES OF NOTEWORTHY OMBUDSMAN  
ACCOMPLISHMENTS TO YOUR RESPECTIVE REGIONAL OMBUDSMAN COORDINATOR.**

<b>Name of Ombudsman:</b>	
<b>Unit(s) served:</b>	
<b>Date of official appointment:</b>	
<b>Have you verified that the unit Ombudsman is completing their required monthly worksheets?</b>	<b>YES      NO</b>
<b>Has the Ombudsman completed Ombudsman training requirements per COMDTINST 1750.4?</b>	<b>Date of attendance:</b>
<b>Does your Unit Ombudsman participate in District Community of Practice meetings?</b>	<b>YES      NO</b>
<b>Does the Unit Ombudsman continuously work to maintain an up-to-date contact list of unit families (i.e. command roster, email list, phone tree etc.)?</b>  <b>List all that apply.</b>	
<b>Does the Unit Ombudsman represent your unit(s) on official boards /committees? If so, which ones?</b>	
<b>Has the Unit Ombudsman attended any advanced training that supports the Unit Ombudsman role? If so, what training and when?</b>	
<b>Has the Ombudsman worked with the command on a reportable situation? If so was the situation handled within Ombudsman policy?</b>	
<b>Does your Ombudsman provide crisis and disaster preparation information to families?</b>  <b>If so, how?</b>	

<p><b>If your Ombudsman uses FACEBOOK, are they in compliance with Ombudsman policy and official CG Social Media guidance?</b></p>	
<p><b>Is your Ombudsman knowledgeable of Work Life programs and other community resources?</b></p>	

**Command Point of Contact submitting this form:**

<p><b>Name/Rank/Title :</b></p>
<p><b>Email:</b></p>
<p><b>Phone:</b></p>