**PRIVACY ACT STATEMENT**

1. AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; System of Records Notice (SORN) N01750-1, Family Ombudsman Registry; OPNAVINST 1750.1G Navy Family Ombudsman Program; and E.O. 9397 (As amended).

2. PRINCIPLE PURPOSES(S): To identify and facilitate those volunteers who serve as Navy Family Ombudsmen; provide Ombudsmen with program information; collect program statistics and workload data; and maintain a record of program training received.

3. ROUTINE USES: The DoD Blanket Routine Uses set forth at the beginning of the Department of the Navy’s compilation of systems of records notices may apply to this system.

4. DISCLOSURE: Voluntary. However, failure to provide the requested information may impact individual’s ability to participate in the program.

More information on the SORN may be found at the following link:

<http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570331/n01750-1/>

**AGENCY DISCLOSURE NOTICE**

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Ombudsman Qualities and Attributes

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| --- | --- |
| Desirable Qualities | Remarks/Notes |
| Prior volunteer experience, especially as an ombudsman |  |
| Time and energy for the job (10 - 15 hours a week) |  |
| Able to balance work, family, volunteer responsibilities |  |
| Mature, patient, flexible |  |
| Stable, no evident severe personal or family problems (including neglect/abuse) |  |
| A team player, friendly, confident, a “doer” |  |
| Intelligent, good communication skills – oral and written, able to talk to “strangers” |  |
| Caring and non-judgmental, works well with other people |  |
| Able to problem-solve but set appropriate boundaries |  |
| Well-organized |  |
| Good role model |  |
| Positive and optimistic, does not complain |  |
| Demonstrates support of Navy goals and the command mission |  |
| Possesses at least basic computer skills |  |
| Does not gossip or moralize about others; can keep personal information confidential |  |
| Service member/spouse should be in “good standing” at the command |  |
| Other |  |