

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 CH-2 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://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570331/n01750-1/>

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, **0703-0070**, is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

Ombudsman Qualities and Attributes

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	