

Certified Ombudsman Trainer Requirements
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Training Site Ombudsman Coordinator may assist with berthing arrangements and local area information.

Only those certified via this course are authorized to instruct/facilitate the Navy's Ombudsman Basic Training (OBT) course.

COT requirements:

1. Applicant must currently be an Ombudsman (Active Duty or Reserve), an Ombudsman Assembly Chairperson, a paid Fleet and Family Support Center (FFSC) staff member, or spouse of a command senior leadership member – CO, XO or CMC/COB. Others may be considered on a case by case basis. All applicants must demonstrate an in-depth knowledge of all facets of the Ombudsman Program and must be in compliance with all requirements of OPNAVINST 1750.1G CH-1.
2. Successful completion of Ombudsman Basic Training (OBT/eOBT) or refresher training within three years of application date. Ombudsmen must have served at least 2 years as a command ombudsman during this time period.
3. When applicable, applicants must be registered in the Ombudsman Registry and be in compliance with the requirement to submit monthly/quarterly Ombudsman Worksheets for their command/commands.
4. FFSC Staff must have training/facilitating experience and have successfully completed OBT/eOBT. After completing OBT/eOBT staff members are encouraged to continue to learn more about the Ombudsman Program in order to gain the in-depth knowledge required of COT trainers, prior to applying to become COT certified.

Complete and submit the COT Application and supporting documents. Package must contain the items listed below:

1. FFSC Ombudsman Coordinators and staff must have a letter of recommendation from the FFSC Site Manager/Director recommending attendance and authorizing funding for any expenses that may arise from teaching OBT, including any travel that may be necessary. Ombudsman Coordinators applying for COT certification, whether primary or alternate, should have an account in the Ombudsman Registry.
 - Ombudsmen must have a letter of recommendation from their commanding officer which reflects knowledge of the applicant's qualifications to fill this position. With this letter, the commanding officer supports the ombudsman's request to attend COT

training and authorizes funding, to include travel. Upon COT certification, the CO agrees to permit the Certified Ombudsman Trainer (COT) to instruct Ombudsman Basic Training (OBT) for a minimum of one (1) year from completion of the certification course, to include expenses associated with the training. Requests to teach OBT must be approved by the commanding officer prior to incurring any expense. It is recommended that the CO take into consideration his or her transfer date when authorizing an ombudsman to attend COT training and discuss this appointment with the incoming CO, to ensure on-going support of the ombudsman COT.

2. Letters of recommendation must include the signatory's title and contact information in order to receive notification of approval or disapproval of applicant.
3. Ombudsmen must also have a letter of recommendation from the FFSC Ombudsman Coordinator or Site Manager, or RCC Warrior and Family Support Specialist (RCC WFSS) for their region or installation. An experienced ombudsman applying to become COT certified, should have an established working relationship with the FFSC/RCC staff through their attendance and involvement with Assembly Meetings, Advanced Trainings, correspondence and other ombudsman related events.
4. A copy of the most recent OBT/eOBT completion certificate is required. Older completion certificates may be submitted, but are not required.

A sample letter of recommendation is provided, but should be expanded upon to reflect understanding of the above stipulations. These letters have a major influence upon whether or not a COT application is approved, and therefore should reflect knowledge of the qualifications and suitability of the applicant.

Submit application by fax to 402-614-0596, Attn: Doreen Scott, CNIC Ombudsman Training Coordinator or scan and email to doreen.a.scott@gmail.com.

Class sizes may be limited. Please submit your completed application package as soon as possible. The application package must be received NLT 14 days prior to the desired class, for consideration. It is the applicant's responsibility to ensure that it is completed accurately and submitted by the deadline. Ombudsmen and FFSC Ombudsman Coordinators will have first priority.