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| Unit Name  United States Coast Guard | Unit Address  Street address  City, State. Zip Code  Phone:  1750  dd mmm yyyy |

**MEMORANDUM**

From: Commanding Officer

CG Unit Name

To: Ombudsman Name

Subj: APPOINTMENT AS COMMAND NAME OMBUDSMAN

Ref: (a) Coast Guard Ombudsman Program, COMDTINST 1750.4 (series)

1. I take great pleasure in appointing you as Ombudsman for COMMAND NAME. The function of the ombudsman is to serve as a link between the command and the unit’s families, to assist the command and to refer individuals with problems to the proper resources. The ombudsman will also forward ideas from the families to the appropriate office. For those seeking guidance about particular problems, the ombudsman attempts to find the best resources possible to assist the individual or the family.
2. All information provided to you as ombudsman will remain confidential. However, you are required to report to me any information involving military personnel dealing with suspected child abuse or neglect, alleged domestic abuse, and suspected suicidal or potential homicidal individuals, to the designated command POC and the appropriate Work-Life staff member (FAS/EAPC).
3. As ombudsman, you will be an official member of my staff. You have direct access to me and my executive officer (or other appointed POC) in the performance of your duties. You are authorized use of COMMAND NAME office space, office supplies and equipment, and official mail to conduct business related to your duties as ombudsman.
4. The Family Advocacy Specialist for this command is (insert name here). She/He may be reached at PHONE NUMBER. The Ombudsman Coordinator for your area is (insert name here and phone number) who will provide policy and guidance on the role and duties of the ombudsman. In addition, we will request training for you as it becomes available.
5. Your services are considered free and donated; however, you will be entitled to reimbursement for child care, telephone toll calls and local travel in the performance of your duties while under orders. You are also protected under Federal Law for liability and work related injury when you are serving as a volunteer within the scope of your duties as defined in the policy provided in reference (a).
6. The need to improve the quality of life in the Coast Guard has never been greater. I welcome you as the ombudsman for COMMAND NAME and look forward to working with you. This appointment will remain in effect unless terminated sooner by your resignation, i.e. permanent change of station (PCS) orders, by this command's action, or as required upon change-of-command.
7. I thank you for your willingness to devote your time and talent to serve in this position.
8. Please let me know if there is anything we can do to assist with your transition.

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Copy: HSWL RP Ombudsman Coordinator

Command POC