

Things to Consider

Find out about the programs, facilities and resources offered by the military and civilian communities.

- Contact the Public Affairs Officer (PAO)
- Contact the Chaplain
- Visit and identify yourself at the:
 - Fleet and Family Support Center
 - What programs do they offer?
 - What are the dates of upcoming workshops?
 - Red Cross
 - Legal Office
 - Base Medical Facility
- Establish an information/turnover journal. Include such things as:
 - Points of contact
 - Key events (record all pertinent information for future reference)
 - What worked, what didn't
 - Ideas/suggestions for future events
 - What traditionally had been given for command gifts? (Was there always a nautical theme? Did the departing couple pick it out? Was it something that could be engraved? Who has the ship's seal?)
- Find out the contacts available to you in the chain of command
- Assemble your key contact phone numbers. An example format is provided in 4-5 Crisis Management Reading/Crisis Management- page 9. Feel free to use this format or modify your own.
- Attempt to establish relationship with the CO, XO and CMC/COB spouses
- Make arrangements to meet with the Ombudsman

- Set up regular meetings with the key figures in the Family Readiness Group
- Make clear to everyone how much you plan to be involved, what your priorities are and your limitations
- Attend CMC/COB or CO/XO spouse workshops as appropriate
- Attend the graduation of Command's Ombudsman from Ombudsman Training. It is customary to present her/him with flowers or a commensurate gift and also the Ombudsman pin. Encourage the CO or other member of the Command Triad to attend and be the presenter if it is possible.
- Attend Ombudsman basic training (OBT). If you cannot attend the Ombudsman training on site, take the ninety minute online OBT offered by the Fleet and Family Support Center.
- Attend the Ombudsman Assembly meetings to support the Ombudsman
- Join local spouse organizations