



DEPARTMENT OF THE NAVY

U.S. NAVAL STATION
PSC 1005, BOX 25
FPO AE 09593-1000

NSGBINST 1750.2 CH-1
N00F
18 Oct 16

U.S. NAVAL STATION, GUANTANAMO BAY, CUBA INSTRUCTION 1750.2 CHANGE TRANSMITTAL 1

From: Commanding Officer, U.S. Naval Station, Guantanamo Bay, Cuba

Subj: OMBUDSMAN PROGRAM

1. Purpose. To transmit updates to current instruction.
2. Action. Replace enclosure (2) .


D. C. CULPEPPER

Copy to:
Electronic only, via NSGB NIPR Network

COMMANDER NAVY REGION SOUTHEAST
Navy Family Ombudsman Program

Ombudsman Support Agreement

_____ I have completed and signed a DD 2793 (Rev. May 2009), Volunteer Agreement for Appropriated Fund Activities and Non-appropriated Fund Instrumentalities.

_____ I have reviewed with command leadership budgetary support needs for the Command Ombudsman Program, i. e. supplies, materials, authorized childcare, mileage, etc.

_____ I understand that written approval from my command is required prior to incurring any expenses.

_____ I have received training and understand how to file a claim for official reimbursement expenses.

_____ I have been informed and understand that a legible and itemized invoice must be provided for all expenses.

_____ I have been informed and understand that all claims for reimbursement must be filed within 30 days of services obtain or expenses incurred.

_____ I have been informed and understand that all claims for reimbursement must be submitted to the local FFSC Director for review of expenditure appropriateness, accuracy and claim approval. Upon approval by the FFSC, all claims for reimbursement for official expenditure will be forwarded to the Regional Comptroller Office for payment approval and authorization.

_____ I understand that all records are subject to auditing.

Ombudsman

Date

D. C. CULPEPPER
Captain, U.S. Navy
Commanding Officer

Date