

SERIAL  
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DATE

From: FFSC NAME  
To: IDENTIFIED RECEIVING POC

Subj: MRS STOCKDALE OMBUDSMAN OF THE YEAR AWARD 2025

Ref: (a) Mrs. Stockdale Ombudsman of the Year Award 2025 SOP

In response to reference (a), I have verified the candidate's degree of compliance for the following ombudsman responsibilities:

1. Mr./Mrs. Jane Doe has attended XXX of 12 Ombudsman Assembly Meetings in the past calendar year.
2. Mr./Mrs. Jane Doe has attended XXX of XXX Advanced Trainings in the past calendar year.
3. Mr./Mrs. Jane Doe is registered in the Ombudsman Registry.
4. Mr./Mrs. Jane Does has completed and submitted XXX of 12 Ombudsman Monthly/Quarterly Worksheets in the past calendar year.
5. I have received certificates of completion to confirm participation in any identified training.

My point of contact for this nomination is [NAME], who may be reached at [telephone] and e-mail: [e-mail address].

SIGNATURE BLOCK