

LETTERHEAD

SERIAL
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DATE

From: COMMAND SUBMITTING OMBUDSMAN CANDIDATE

To: IDENTIFIED RECEIVING POC

Subj: MRS STOCKDALE OMBUDSMAN OF THE YEAR AWARD 2024

Ref: (a) Mrs. Stockdale Ombudsman of the Year Award 2024 SOP

(b) Mrs. Stockdale Ombudsman of the Year Award 2024 Score Sheet

1. In response to reference (a), please accept my nomination to appoint Mr./Mrs. Jane Doe, ombudsman for the [command], as the recipient of the Mrs. Sybil Stockdale Ombudsman of the Year Award for calendar year 2023, to be presented at an ombudsman appreciation event in 2024.

2. Mr./Mrs. Doe was appointed as my command ombudsman on [start date] and has done an exemplary job representing my command families. Prior to his/her service with [command], Mr./Mrs. Jane Doe served with the following commands:

- a. List name of command and dates of service.
- b. List name of command and dates of service.

3. Per reference (b), Mr./Mrs. Doe demonstrates in-depth knowledge of the Ombudsman Program and illustrates her successful compliance and implementation of all aspects of program guidance and policy.

4. Mr./Mrs. Doe's contact information is [telephone] and e-mail: [e-mail address].

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

SIGNATURE BLOCK