

## Ombudsman Worksheet Quick Reference Guide for CAC Enabled Registry October 2016

- Download the appropriate worksheet in Excel format from the login page of the Ombudsman Registry which is located in the lower left hand corner under "Instructions and Procedures"
- Select the correct month and year from the drop down menus (Active Duty)
- Select the correct quarter and year from the drop down menus (Reserve)
- Type in the Command Unit Identification Code (UIC). If not known ask your Command POC.

### 1 Professional Development

This section deals with presentations/briefs, trainings and meetings attended, in addition to administrative duties performed during the month/quarter.

- Enter the total number of events and hours taken to complete each event.
- Repeat the same steps for "Trainings Attended", "Meetings Attended", and "Administrative Duties".

Note: Only hours will be accepted in the Administrative Duties section for each category and nothing will be entered in the Total Events column.

### 2 Information & Referral and Social Media Contacts

All incoming and outgoing contacts will be recorded in this section.

- Enter the total number of incoming and outgoing contacts.
- If there are additional entries to complete during the month/quarter, return to the worksheet and add the two numbers together and enter the total in the appropriate block. (The worksheet will not keep a running tally for totals on I&R and Social Media contacts)

### 3 Estimated Total Time Spent

This section identifies estimated time spent on both incoming and outgoing contacts and only applies to time spent on "Information & Referral and Social Media Contacts".

- Enter the total estimated amount of time spent on all incoming and outgoing contacts such as emails, phone, in-person, mail, text message, etc.
- Hours must be totaled together and entered in one block. (The worksheet will not keep a running tally for totals)
- If there are additional estimated hours to be entered during the month/quarter, return to the worksheet and enter those hours. Be sure to total the two numbers together and enter them in that block.
- When all entries for the month/quarter have been made save the worksheet as follows:
- Active Duty Ombudsmen will save with the file name as UIC, Month and Year (Example: 12345Oct2016)
- Reserve Ombudsmen will save their worksheets with the file name as UIC, Quarter, and Year (Example 123452ndQtr2016)
- Email your completed final worksheet to your Command POC who will upload them to the registry and send a copy to [Ombudsman.Registry.fct@navy.mil](mailto:Ombudsman.Registry.fct@navy.mil). The Ombudsman Registry Administrator will be the backup to the command in the event it is deployed and does not have access to the internet