



Navy and Marine Corps Public Health Center
620 John Paul Jones Circle, Suite 1100
Portsmouth VA 23708



Dec 2020

**Blue H – Navy Surgeon General’s Health Promotion and Wellness Award
Submission Review Form**

Conducting this review will increase the chances your submission is complete and correct. Ensuring all items are correct will save time.

The naming convention is **critical** for each main document below should be command acronym and type of document (i.e. NMCPHCWorksheet, more examples below); there should be no spaces in the name.

2020 December Changes:

- It was necessary to change the criteria sheets and submission process late in the year in an effort to avoid potential complications due to pandemic and computer concerns. The criteria themselves have not been changed, however the changes made due to pandemic and Health Risk Assessment (HRA) challenges have been incorporated to lessen confusion.
- There was a good chance that the Blue H Webtool would not be accessible to everyone, so we have replaced it. The new “Dec” criteria sheets have hidden tabs to help us populate a new data base, so scanned versions will not be accepted.
- A link to a CAC-enabled website to upload all documents will be on the webpage on Jan 1, 2021. You no longer need to email documents or request access! PLUS, things like training certs will not need to be uploaded every year!
- A new HPW Address and POC worksheet is added to help us better ensure correct addresses and Blue H point of contact (POC’s) are received. It includes at least two POC’s to increase chances of information getting where it needs to be.

Review should include:

1. Worksheet (required): The purpose of the worksheet is to enable the applicant to plan and track activities during the year and to brief leaders on the state of their health promotion program. The worksheet is also the main component of the Blue H package and now replaces the previous online webtool.
 - Did you use the correct worksheet version? Be sure to check that it is the **2020-Dec** version.
 - Is it complete?
 - Did you include all UICs and Command Names
 - Do the results shown match results in webtool?**
 - Uploaded as an excel document only; do not scan and upload.
 - Name examples: USSHeroWorksheet, VP11Worksheet, etc.
2. HPW Address and POC Worksheet (required):
 - Is the command address correct?
 - Are at least two POC’s listed?
3. Activity Head Letter (required):
 - Is it signed?
 - Is it dated?
 - Did you include a paragraph of one health promotion idea your command acted on this year? (not required, but encouraged)
 - Upload a scanned version.
 - Name examples: USSHeroCOLtr, VP11_OICLtr, etc.

4. Health Risk Assessment (HRA) CO's Report: (required if it meets criteria)
- Please save and submit as a PDF with full color. Is graph included?
 - Do the results shown match results in webtool?**
 - Please submit up to two CO's Reports as appropriate.
 1. Military staff (can be "all" if command only military) - name example: USSHeroMilHRA or USS HeroHRA
 2. Civilian staff - if more than 10 GS civilians are assigned to your command - name example: USSHeroCivHRA
5. Training Certificates: (required for Gold)
- Are the certificates from approved HP training (such as health promotion and wellness coordinator, tobacco cessation facilitator, and ShipShape)? (Note: Course ID number NMHCI0507V2.1 is not an approved course)
 - Include scanned training certificates for HP Coordinator (all commands), Tobacco, and Shipshape (Medical only) as needed for Gold.
 - 10 year expiration date requirement has been extended for Health Promotion Coordinator class due to unavailability of in-person classes at this time.
 - Name examples – can use last name of person who attended class instead of command since people may transfer and can take it with them: MacDonaldHPWCert, MLongTobaccoCert, etc.

The Blue H website is:

<http://www.med.navy.mil/sites/nmcphc/health-promotion/Pages/blue-h.aspx>

The Blue H submission website is:

<https://es.med.navy.mil/sites/nmcphc/HPW/hpwdept/layouts/15/start.aspx#/SitePages/Blue%20H.aspx>