



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



**2021**

**Blue H – Navy Surgeon General’s Health Promotion and Wellness Award  
Submission Review Form  
(as of 11/27/2021)**

Conducting this review will increase the chances your submission is complete and correct. Many packages for 2020 were returned and corrections were not received in time to be included in the Surgeon General Letter. We would like to help to avoid this.

If you have questions regarding your Blue H package, it is important to use the Blue H Manager email group when asking questions. Everyone that can help you is included and this will save us all a few steps.

[USN NSA HR NAVMCPUBHLTHCEN PORS List NMCPHC-Blue H Manager](#)

We no longer accept emailed documents as a first line of submission. All commands, even deployed, have been able to get into the new CAC-enabled site. This new process includes a form that is available to you and your command now and into the future. It allows NMCPHC to do a more organized review, enables you to see our comments, you don’t have to keep uploading multiple year documents (i.e. training documents), and will be used for your command future submissions as well. It is designed to make the whole process easier over time. It is important to us that you can use all the benefits of this new process. This excludes USMC Semper Fit commands because they have no access to the submission site as they are not using military servers (just send to the Blue H manager email group).

**The naming convention is critical for each document:** These should be command acronym, type of document, and year last updated (i.e. NMCPHCCriteria2021, more examples below). There should be no spaces in the name.

**DO NOT SCAN ENTIRE PACKAGE TO SUBMIT:** As with most files, the larger the document, the slower the process for all of us. Keep documents individual and as small as possible. The Criteria and Address worksheets should **not** be scanned for upload. They are designed to connect to our data bases on this end. These two worksheets being scanned were the #1 reason for kickbacks and inability to process award packages for 2020.

1. **Criteria Worksheet (required):** The purpose of the criteria 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 criteria worksheet is the main component of the Blue H package.
  - ☐ Did you use the correct worksheet version? Be sure to check it is the **2021** version.
  - ☐ Is it complete? (We will check all lines, you should also)
  - ☐ Did you include all UICs and Command Names?
  - ☐ Did you complete the Full Name (acronym)? i.e. Navy and Marine Corps Public Health Center, NMCPHC
  - ☐ **Do the results shown match results in HRA?** We check.
  - ☐ Reserve commands: Did you include your detachments?
  - ☐ Reserve commands: Did you include ALL staff AND reservists?
  - ☐ Are points in column D smaller than points in column E?
  - ☐ Upload as an excel document only; do **not** scan and upload.
  - ☐ Name examples: USSHeroWorksheet2021, VP11Worksheet2021, etc.
2. **HPW Address and POC Worksheet (required):**
  - ☐ Is the command address correct?
  - ☐ Title means “Commanding Officer”, “Officer in Charge”, etc. NOT the name of that person.
  - ☐ Are at least two POC’s listed?
  - ☐ Do NOT scan to submit.

**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)
- ☐ If your Command is challenged with low HRA scores, did you include a paragraph on command plans to encourage your crew to make healthier choices? How is your command going to support HP projects?
- ☐ Upload a scanned or electronic version.
- ☐ Name examples: USSHeroCOLtr2021, VP11\_OICLtr2021, etc.

**4. Health Risk Assessment (HRA) CO's Report: (required if it meets criteria)**

- ☐ **Do the results shown match results in criteria worksheet?** Again, we do check.
- ☐ Did you include both Military and Civilian reports if you claimed points for both?

**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.
- ☐ Is the person on the training forms listed on the HP Address worksheet?
- ☐ Name examples – can use last name of person who attended class instead of command since people may transfer and can take it with them. Please put year of class attendance. i.e. MacDonaldHPWCert2015, MLongTobaccoCert2020, etc.

**6. Submission Site:**

- ☐ Is there only ONE form for your command? Be sure to look before you start a new one. "We do reviews first come, first served", so we may not see the second one and your result may not be expected.

**7. 2020 Biggest Reasons for kickbacks:**

- Scanned criteria worksheets
- Whole packages scanned and uploaded multiple times.
- CO letter not signed, dated, or not available. (Start early for signature)

**8. Resources:**

The Blue H website is:

<https://www.med.navy.mil/Navy-Marine-Corps-Public-Health-Center/Population-Health/Health-Promotion-and-Wellness/Blue-H/>

The Blue H CAC-enabled submission website is:

<https://esportal.med.navy.mil/sites/nmcphc/HPW/hpwdept/SitePages/Blue%20H.aspx>