SAMPLE Activity head (Co/OIC/Director/etc) COVER LETTER

TO ACCOMPANY THE

**2022** BLUE H – Award APPLICATION

On LEtterhead as applicable

6200

Ser HP/

Date

From: Activity Head (CO/OIC/Director/etc) or SEMPER FIT Director, (command name)

To: Commander, Navy and Marine Corps Public Health Center

Subj:  Blue H - Navy Surgeon General’s Health Promotion and Wellness Award for **CY2022**

Ref: (a) BUMEDINST 6110.13A

Encl: (1) Completed Criteria Spreadsheet

 (2) Completed Address and POC Worksheet

 (3) Military Health Risk Assessment (HRA) CO Report

 (4) Civilian HRA CO Report

 (5) Health Promotion Training Certificate(s)

1. Enclosed is the application for my command for the CY**2022** Blue H - Surgeon General’s Health Promotion and Wellness Award. I (and/or my command staff) have reviewed the data provided in the enclosed spreadsheet and concur with the accuracy of the information that is reported.

2. I, or my designated representative, have completed the Blue H questionnaire during this calendar year at: <https://surveys.max.gov/index.php/651967>

3 We utilized information from our 2022 health risk assessment data to (focus our efforts in …/ tailor our activities to…). Our innovative policies/activities during the report year (were…). Our command has experienced many benefits as a result of our command Health and Wellness Promotion Program activities. We have seen a decline in (tobacco use, PRT failures, overweight and/or obesity, uncontrolled stress, alcohol-related incidence, cases of sexually transmitted diseases, etc.) and an increase in (physical activity levels, healthy eating behaviors, etc.).

4. (recommended) Our “biggest win”, most successful efforts, favorite program was….. This program was designed to target (what) by (how program was conducted). This program was well received and resulted in ….

5. I highly recommend and request your consideration for the (command name as you want it listed in the award announcement) to receive the highest level Blue H - Surgeon General’s Health Promotion and Wellness Award.

6. Please list our full, official command name as: Navy Reserve Center \_\_\_ AND [if desired by the NRC CO] Detachment(s) \_\_\_

7. My point of contact regarding this matter is (name), (phone), and (e-mail).

 (*PLEASE SCAN AND UPLOAD SIGNED LETTER*)

 I.M. SEEOH or OIC or SF Director