



ShipShape Program Reporting Guidance

The following reporting guidance is in compliance with the roles and responsibilities described in [BUMED Instruction 6110.16](#) Medical Department Responsibilities for the ShipShape Program.

Roster and Reporting Tool Overview

The ShipShape Program Roster and Reporting Tool is a MS Excel spreadsheet that should be used by all ShipShape Program Facilitators in order to capture required ShipShape Program participant information and program data. The file is set up with separate 'sheets' for the attendance roster, reporting tool, and instructions. Facilitators are required to fill out information on the attendance roster sheet. The reporting sheet will auto-populate based off of the information entered on the attendance roster. The attendance roster collects information during program execution, and at the post-program six-month follow-up timeframes. Please access the roster and reporting tool directly from the ShipShape Program website (<http://www.med.navy.mil/sites/nmcphc/health-promotion/Pages/shipshape.aspx>) for each use to ensure you have the most up-to-date version.

Submission Guidance

The ShipShape Program Roster and Reporting Tool should be submitted to the NMCPHC ShipShape Program Manager twice a year: once in July and once in December.

The Roster and Reporting Tool should be submitted via an encrypted, digitally signed email to the NMCPHC ShipShape Program Manager. The tool contains PII/HIPAA, so it should be handled with the proper security precautions. The subject line of the email should read: FOUO – ShipShape Program Attendance Roster. The body of the email should contain the following privacy statement:

FOR OFFICIAL USE ONLY (FOUO) - PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

If you have questions on how to send an encrypted email, please contact the NMCPHC ShipShape Program staff at usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-shipshape@mail.mil for further guidance.

Use the following naming convention for report submissions:

SS_Report_CommandName_SubmittingPOCLastName_DateofSubmission

For date of submission, use the format DDMMYYYY. For example, a report submitted at Naval Medical Center Portsmouth (NMCP) by John Doe on 15 July 2016 will have the following file name:
SS_Report_NMCP_Doe_15JUL2016