Established relationships with allies and partners are indispensable in preserving an effective forward presence. These relationships must be built upon a foundation of common cause, earned trust, mutual respect, and personal familiarity. Consequently, whenever possible such relationships of trust must be established in advance of a crisis... History is clear: nations with strong allies thrive and those without them wither.

James N. Mattis,
U.S. Secretary of Defense
January 2017 – December 2018
Subj: U.S. NAVY GLOBAL HEALTH SPECIALIST ADDITIONAL QUALIFICATION DESIGNATION (68M) AND PROGRAM APPLICATION PROCESS

Ref: (a) BUMEDINST 6000.17, Establishment of the Global Health Specialist Program
Ref: (b) NOOCS Manual Vol I, Manual of Navy Officer Manpower and Personnel Classification Volume I

Encl: (1) U.S. Navy Global Health Specialist Program Eligibility Overview
(2) Global Health Specialist Additional Qualification Designation and Program Application Form
(3) Global Health Engagement Community Core Competencies
(4) Global Health Engagement Community Frequently Asked Questions & Answers

1. Purpose. To provide information and procedures for applicants to the Global Health Specialist (GHS) additional qualification designation (AQD), code 68M, and the GHS Program (GHSP) per references (a) and (b). An applicant may elect to apply for the AQD only or may apply for the AQD and also request to be considered for membership in the GHSP. All applicants awarded the AQD are considered members of the Global Health Specialist (GHS) Community.

2. Background.

   a. Per reference (a), the AQD and GHSP have been officially established to facilitate the growth of global health engagement knowledge, skills and abilities in Navy Medicine and to provide a cadre of GHS members with the expertise required to interact with partner nations, other U.S. government agencies, allies and nongovernmental organizations, and operate jointly in support of Geographic Combatant Commanders’ (CCDR) security cooperation plans.

   b. To provide differentiation among GHSP members, a two-tier designation has been established (Tier 1: Associate/Tier 2: Professional). The two-tier designation represents a method to identify those active in the GHS community as well as a pool of active and eligible personnel that may staff varying levels of global health engagement (GHE) billets (Department of Defense (DoD), Interagency and International) which function in various spaces.

   c. The AQD will serve as the foundation of the GHS Community and will enable Navy Medicine to identify current medical department officers who meet the professional competencies represented by specific knowledge, skills and abilities developed through education, training and experience and who can perform and enhance GHE capabilities in support of U.S. Government global health and DoD GHE initiatives.

3. Scope. Active membership in the GHS AQD and GHSP are applicable to active and reserve manpower types 210X, 220X, 230X and 290X personnel designators from paygrades O-3 and above. Length of validity of GHS AQD once awarded is indefinite. A GHSP applicant designated as Associate may move up to Professional level any time eligibility requirements are met.

4. Requirements. Requirements for the GHS AQD and active membership in the GHSP are detailed in enclosure (1).


   a. GHS (68M) AQD. The following information summarizes the 68M AQD application process:
Subj: U.S. NAVY GLOBAL HEALTH SPECIALIST ADDITIONAL QUALIFICATION DESIGNATION (68M) AND PROGRAM APPLICATION PROCESS

(1) Complete application package. A complete package will include:

(a) GHS (68M) AQD and GHSP Application Form, enclosure (2). Form sections are background information, experience and education, training and core competencies. All core competencies are listed and described in enclosure (3). Frequently asked questions and answers are located in enclosure (4).

(b) Personal Statement (Required for GHSP Applicants only)

(c) Command leadership endorsement (Required for GHSP Applicants only)

(d) Curriculum vitae and Bio (Required for GHSP Applicants only)

(e) Supporting documents: FITREPS, Performance Information Memorandum (PIM), letters from current/former COs/XOs/OICs or supervisors to support applicant’s eligibility requirements, training/education certificates and syllabi as proof of completion/applicability and other applicable supporting documents. NOTE: Please remove all Personally Identifiable Information (PII) from all supporting documents.

(2) Scan the entire complete application package, including supporting documentation, and email to the Office of Global Health Engagement (GHEO) at usn.ncr.bumedfchva.mbx.ghe-office@mail.mil.

(3) GHEO verifies application package is complete and reviews to determine if the applicant is eligible for awarding of AQD via established GHEO GHE Core Competencies Score Sheet.

(4) Director, GHEO validates and recommends applicant be awarded the GHS AQD.

(5) GHEO submits list of recommended officers for the GHS AQD to PERS-4415.

(6) Applicable BUPERS code approves the GHEO recommendation of the GHS AQD and inputs AQD in applicant’s personnel record.

NOTE: GHEO will return an incomplete application for corrections or notify an applicant if not eligible for the AQD. Applicants who wish to be considered for active membership in the GHSP will be automatically forwarded for GHSP consideration and recommendation.

b. Active Membership to GHSP.

(1) GHEO reviews and determines applicant’s eligibility via established GHEO GHE Core Competencies Score Sheet.

(2) Director, GHEO validates applicant’s eligibility and approves membership in the GHSP.

(3) GHEO notifies applicant of their official membership in the GHSP.
NOTE: Applicants must ensure they check the appropriate application block identifying their intent to apply either solely for the AQD or for both the AQD and membership in the GHSP.

6. Links to references.


8. Point of contact.

   a. Applicants may reach GHEO (M96) at (703)681-5559/8942/9036 or usn.ncr.bumedfchva.mbx.ghe-office@mail.mil.

M. P. SHUSKO
Director, GHEO (M96)
Global Health Specialist AQD and Program Eligibility Overview

Overview: The United States Navy Global Health Specialist AQD and Program are the core of the Navy Global Health Specialist (GHS) Community. GHS personnel include active and reserve component officers from all Medical Department Officer Corps who are highly trained and experienced in critical areas of security cooperation, public health, diplomacy and other global health engagement competencies. GHS personnel fill positions across the Department of Defense (DoD), interagency and international communities in support of Navy, Marine Corps and DoD missions. The GHSP is a tiered community, and all members who meet the AQD requirements will be awarded the GHS AQD (68M) and are eligible to be active members of the GHSP. GHSP members are extended associate or professional status based on rank, experience and education and training. This program creates a cadre of highly trained global health engagement professionals that can operate in diverse environments.

Program Eligibility Criteria: Applicants are responsible for providing the necessary documentation to support their application.

Eligibility
Designators: 210X, 220X, 230X, 290X
Manpower Type: Active and Reserve
Grades: AQD and Associate – O3 and above; Professional – O4 and above

Experience
Applicants must have served in support of global health engagement activities or missions with demonstration of implementation of U.S. strategy/policy, international diplomacy, cultural awareness, host nation-centered assistance, strategic communications and administration. In addition to specific GHE experience, applicants are asked to list any operational, joint, interagency, international and major command assignments (e.g. Navy/Marine component commands, geographic combat commands, Joint Staff, OPNAV, NATO).

AQD: minimum of 3 months (applicants must demonstrate participation in mission planning and execution)
Associate: minimum of 6 months (applicants must demonstrate participation in planning and execution)
Professional: minimum of 1 year (applicants must demonstrate participation in all phases of the project cycle to include planning, execution and assessment, and must possess an understanding of the funding process)

Education and Training
Applicants must demonstrate proficiency in the identified GHE competencies via degrees, short courses, certificate-based education and training and through experience. The GHE Core Competencies are: International Diplomacy, Joint and Interagency Planning and Coordination, Mission Planning and Coordination, Host Nation-centered Healthcare, Communications and Capacity and Capability Building (see GHE Community Core Competency information sheet, ENCL (3)).

AQD and Associate: Certificate-based education and training and/or courses
Professional: Security Cooperation training/experience and Graduate-level education (i.e. Joint Professional Military Education (JPME), Masters- or Doctorate-level coursework, Graduate Certificate/Diploma, Fellowship, and/or unique leadership covering the identified core competencies)
Supporting Documents and Endorsements
Supporting documentation such as degrees, certificates and syllabi of coursework are required to show proof of completion and applicability. Documents that demonstrate achievement of GHE Core Competencies are required in order to receive credit. Documents may include FITREPs or references from current/former COs, XOs, OICs or supervisors that reflect professional experience and/or deployment activities. All applicants to the GHSP are asked to submit an up-to-date CV and Bio.

**Associate and Professional:** Endorsement from current CO/XO, OIC or leadership.

**For additional information or questions:** usn.ncr.bumedfchva.mbx.ghe-office@mail.mil
Global Health Engagement Community

Core Competencies

OVERVIEW: Navy Medicine takes a competency-based learning approach to the education and training of its community. These competencies transcend global health, are critical tools of leadership and prepare GHS personnel to take on greater roles and responsibility in the U.S. Navy and beyond. Members must possess a basic understanding of the competencies to enter the community, and advancement is based on the further development of these skills via continued experience, education and training. The following core competencies were identified during the Navy Medicine Global Health Engagement (GHE) Capabilities Based Assessment (CBA) and GHE Community knowledge, skills, and abilities (KSA) assessment. Each competency below has several basic focus areas identified. Applicants must demonstrate that they have acquired the KSAs to gain entrance into the community. There are additional advanced areas that are not required for entry, but are critical skills for program advancement and position competitiveness. The GHEO provides continuing education opportunities to the GHS community as an investment in the continued growth and development of all members.

INTERNATIONAL DIPLOMACY

International diplomacy is a multidisciplinary tool for global health that can be used to foster relationships and achieve mutual objectives in an increasingly interconnected world where health threats do not respect borders.

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<tr>
<th>Sub-competency</th>
<th>Description/KSA</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>Geopolitical awareness</td>
<td>Understand the features of a stable society and how inadequate health services and infrastructure place a society at risk; requires an understanding of governance structures and the impact of laws on a nation’s health</td>
<td>Each applicant must demonstrate, via experience and education and training, an understanding of the listed International Diplomacy sub-competencies and use of them during design and execution (300 words or less).</td>
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</table>
| Building relationships and partnerships | Examine various strategies to engage effectively with stakeholders that bring about successful missions and can result in a positive future engagement after a mission is complete                                  | Example of Formal Education and Training:  
  • Global Health Diplomacy  
  • Current Issues in Global Health  
  • Global Health Strategies for Security (GHSS) Course  
  • Joint Professional Military Education  
  • USU Graduate Certificate in Global Health and Global Health Engagement  
  • International Diploma for Humanitarian Assistance, Fordham University. |
| Sociocultural and political awareness   | Integrate multi-dimensional factors (social, demographic, cultural) in the planning, implementation and evaluation of health interventions                                                                              | *Applicants may submit other courses or programs that apply along with course syllabi to be given credit for this competency.                                                                                                     |
| Consensus Building and Negotiation skills | Dialogue and work collaboratively to reach a mutually acceptable and/or beneficial solution                                                                                                                  |                                                                                                                                                                                                             |
**JOINT AND INTERAGENCY PLANNING AND COORDINATION**

Joint planning and coordination consists of planning activities associated with joint military operations by Geographic Combatant Commands (CCMD) and their subordinate joint force commanders (JFCs) in response to contingencies and crises; interagency planning and coordination is the interaction that occurs among U.S. Government departments and agencies, including DoD, for the purpose of accomplishing an objective.

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<tr>
<th>Sub-competency</th>
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<tbody>
<tr>
<td>Coordinating with interagency/U.S. partners</td>
<td>Engage and meet with U.S. interagency partners including U.S. Agency for International Development (USAID), embassy teams, the Department of State, Department of Health and Human Services (HHS) and the Center for Disease Control and Prevention (CDC)</td>
<td>Each applicant must demonstrate, via experience or education and training, an understanding of the listed Joint and Interagency Planning and Coordination sub-competencies and use of them during design and execution (300 words or less).</td>
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</table>
| Collaborating with non-governmental organization (NGO) stakeholders | Identify the various NGOs with whom the Navy and Navy Medicine work with on a regular basis understanding the differences in roles and expectations between the military and NGOs                                                                                                                                                                                                                                                                  | Example of Formal Education and Training:  
  • GHSS  
  • Joint Humanitarian Operations Course (JHOC)  
  • Security Cooperation Management Action Officer Course (SCMAO)  
  • International Programs Security Requirements Course (IPSRC)  
  • Plans, Operations, and Medical Intelligence Course (POMI)  

*Applicants may submit other courses that apply along with course syllabi to be given credit for this competency.* |
| Coordinating with other U.S. military services | Understand the comprehensive coordination with the Geographic Combatant Commanders (GCC), and the roles of the service components, the GCC theater campaign plans, Navy/Marine Corps components and Navy Campaign Support Plan in humanitarian, disaster, emergency and other missions                                                                                                                                                                                                                               |                                                                                                                                                                                                                                      |
| Synchronizing security cooperation efforts     | Identify established mechanisms and processes for engagement with foreign governments and militaries to ensure alignment with Security Cooperation Office direction and oversight to generate best outcomes for each specific mission and to support Department of Defense (DoD) activity  
  
  Examine opportunities to lay the foundation for future missions                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                      |
| Engaging with international organizations      | Discuss the unique roles of international organizations and learn the expanse of their abilities, ranging from resource distribution to drafting health regulations                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                      |
MISSION PLANNING AND COORDINATION

Mission planning and coordination consists of activities that improve the sustainability and impact quality of and engagement and is associated with a specific mission, task or operation.

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<tr>
<td>Planning operational context</td>
<td>Design mission management and apply knowledge skills, tools, techniques and systems to define, visualize, measure, control, report and improve processes. Describe and understand full planning, logistics and operational plans as a part of GHE efforts, including identifying host nation (HN) health priorities, problems and available health resources.</td>
<td>Each applicant must demonstrate, via experience or education and training, an understanding of the listed Mission Planning and Coordination sub-competencies and use of them during design and execution (300 words or less). Example of Formal Education and Training: - GHSS - JHOC - SCMAO - IPSRC - POMI *Applicants may submit other courses that apply along with course syllabi to be given credit for this competency.</td>
</tr>
<tr>
<td>Pre-deployment activities</td>
<td>Understand the Navy component command operational planning team, pre-deployment site survey (PDSS) and advance-team processes. Design PDSS. Coordinate activities and design assessment of the engagement based on mission-focused health objectives leveraging stakeholders, such as in-country team, HN and partner nation (PN), Navy, Navy Medicine, engineering and health teams.</td>
<td></td>
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<tr>
<td>Mission planning</td>
<td>Show application and ability to implement skills, including determining the planning facts and generating request for forces or capabilities for key capabilities and skill sets to complete a mission.</td>
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HOST NATION-CENTERED HEALTHCARE/ASSISTANCE

Host nation-centered healthcare and assistance ensures that the needs and values of each unique HN health system are integrated into and guide interventions. This kind of assistance is carried out through community-based initiatives that are culturally appropriate, leverage HN capabilities and mobilize the community.

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| Comparative health systems              | Demonstrate knowledge of regional, national and local health-related issues with a focus on U.S. GHE missions  
Demonstrate a comprehensive understanding of healthcare delivery systems that pose medical threats to stability and healthcare delivery capabilities | Each applicant must demonstrate, via experience or education and training, at least a minimum understanding of the following Host Nation-Centered Assistance sub-competencies and use of them during design and execution (300 words or less).  
Example of Formal Education and Training:  
• GHSS  
• Fundamentals of Global Health Engagement Course (FOGHE)  
• USU Graduate Certificate in Global Health and Global Health Engagement  
*Applicants may submit other courses that apply along with course syllabi to be given credit for this competency. |
| Current and emerging issues in global health systems | Identify issues affecting global health policy with a focus on differences that drive change in developing nations  
Describe global policymaking bodies (World Health Organization (WHO), etc.) and ways they engage with different healthcare delivery models |                                                                                                                                              |
| Health systems assessment and analysis tools | Identify tools currently used to assess effectiveness of U.S. GHE mission planning and execution and suggest methods to better capture evidence-based data for future assessment  
Identify how after action reports are communicated and incorporated into lessons learned  
Describe various approaches to capturing and analyzing performance data in resource-limited countries  
Demonstrate an understanding of evidence-based systems and non-evidence-based systems and their impact on outcomes |                                                                                                                                              |
Health communication strategies disseminate information, improve the health literacy of a population and frame health issues. The range of methods available nowadays to communicate allow for an increased ability to develop, deliver and evaluate communications plans for a wide audience.

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<tbody>
<tr>
<td>Communication synchronization</td>
<td>Identify and describe the elements of a communications plan and how a communications plan should be incorporated into the overall mission through protocols and procedures. Discuss with the public affairs office (PAO) mission and responsibilities and how Humanitarian Assistance/Disaster Response (HA/DR) missions can best work in conjunction with PAO.</td>
<td>Each applicant must demonstrate, via experience or education and training, an understanding of the listed Communications sub-competencies and use of them during design and execution (300 words or less). Example of Formal Education and Training: • GHSS • JHOC • Medical Stability Operations Course (MSOC). • USU Graduate Certificate in Global Health and Global Health Engagement. *Applicants may submit other courses that apply along with course syllabi to be given credit for this competency.</td>
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<tr>
<td>Risk and crisis communication</td>
<td>Demonstrate awareness with regard to information technology (IT) systems relevant to HA/DR, GHE and other missions that require a comprehensive IT strategy.</td>
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<tr>
<td>Communications strategic messaging</td>
<td>Identify key messages that support GHE missions and communicate strategically with various audiences using effective methods that make the messaging clear and accessible to those audiences.</td>
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<tr>
<td>Cross-cultural communication</td>
<td>Apply the skills to form, foster and improve transcultural relationships while understanding the differences and possible cultural gaps in care delivery. Consider and understand the impact of messaging and keep the audience(s) in mind for all communications with sensitivity to cultural norms and traditions. Language skills or access to necessary translators.</td>
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**CAPACITY AND CAPABILITY BUILDING**

Together capacity and capability building emphasize sustainability, inclusiveness, and assessment of community needs to help close the gap between where a community is and where it wants to be. Capacity building focuses on ensuring there is an adequate amount or volume of supplies or personnel, while capability building focuses on developing or improving processes or ability.

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<tr>
<th>Sub-competency</th>
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<tr>
<td>Challenges and opportunities to capacity building</td>
<td>Describe the obstacles that are potential barriers to mission teams, HNs/PNs, foreign militaries, international organizations and NGOs and identify processes that will allow them to achieve measurable and sustainable results</td>
<td>Each applicant must demonstrate, via experience or education and training, an understanding of the listed Capacity and Capability Building sub-competencies and use of them during design and execution (300 words or less).</td>
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<td></td>
<td>Determine ways that opportunities can be identified for leveraging existing in-country networks and can be used to develop, increase and enhance HN/PN capabilities</td>
<td>Example of Formal Education and Training:</td>
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<td></td>
<td>Situational awareness of HN/PN capabilities, resources and asset status</td>
<td>• GHSS</td>
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<td>Understanding the DoD agencies and their role in HN/PN capacity building</td>
<td>• SCMAO</td>
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<td>Describe the various DoD agencies that have HN/PN interaction and how their role can support capacity development</td>
<td>• IPSRC</td>
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<td>Demonstrate support for GHE partners (joint, interagency, intergovernmental, multinational allies, international governmental organizations, NGOs, principal veterinary officers, etc.)</td>
<td>• POMI</td>
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<td>Assist the HN in providing essential health services to the local population</td>
<td>• JHOC</td>
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<td></td>
<td>Assist the HN in re-establishing critical healthcare functions and infrastructure</td>
<td>• MSOC</td>
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<td></td>
<td>Identify common civil and government infrastructures that can be leveraged for HN development and in-country program sustainability</td>
<td>• USU Graduate Certificate in Global Health and Global Health Engagement</td>
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*Applicants may submit other courses that apply along with course syllabi to be given credit for this competency.*
<table>
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<tr>
<th>Understanding the NGO/academic role in HA/DR missions and their role in capacity building</th>
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<tr>
<td>Describe NGO/academic/interagency partnerships and how they serve to enhance and augment HN/PN capabilities</td>
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<tr>
<td>Describe existing tools for capacity-building programs, and make suggestions for modifications that will enhance existing programs and/or support new ones</td>
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<tr>
<td>Develop a sufficient understanding of HN governmental obstacles, needs, expectations, necessary certifications/licenses, etc.</td>
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<tr>
<td>Demonstrate ways to promote cooperation with HN/PN representatives working with U.S. personnel</td>
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<tr>
<td>Maintain situational awareness of local, established programs in HNs where NGO/academic programs exist and can be leveraged for sustainability</td>
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<tr>
<th>Assessment tools for measuring progress and success in HN/PN program capacity and sustainability</th>
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<td>Assess the transition effectiveness of GHE activities executed in the HN</td>
</tr>
<tr>
<td>Define processes and delivery-system models necessary to continue and sustain executed activities in HN with resource-limited standards of care</td>
</tr>
<tr>
<td>Understand pre-defined data assessment standards and limitations for consistent use</td>
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<tr>
<td>Define assessment and data quality (e.g., collected, current, complete, accurate, etc.)</td>
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<tr>
<td>Develop an accurate understanding of assessment priorities</td>
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Global Health Engagement Community

Frequently Asked Questions & Answers

What does it mean to be a part of the Global Health Engagement (GHE) Community and the Global Health Specialist (GHS) Community and what is the Global Health Specialist Program (GHSP)?
The GHE Community encompasses Navy, Air Force, Army, interagency and international GHE stakeholders. The Navy GHS community is comprised of members who possess any of the three designations – Global Health Specialist Additional Qualification Designation (GHS AQD), GHS-Associate (GHS-A) or GHS-Professional (GHS-P). The GHSP refers specifically to members who hold the GHS-A or GHS-P designation and may fill GHE positions across the Department of Defense (DoD), interagency and international communities in support of Navy, Marine Corps and DoD missions.

We consider the GHS AQD to be the foundation of the Navy GHSP and the GHSP to be the core of the GHS Community. GHS personnel are active and reserve component officers from all Medical Department Officer Corps who are highly trained and experienced in critical areas of security cooperation, public health, diplomacy and other global health engagement competencies. The GHSP was established to facilitate the professional growth of global health engagement knowledge and skills and facilitate manning and billeting in Navy Medicine. It also provides Navy Medicine with a cadre of individuals with the expertise required to interact with other nations, the interagency, allies, partner nations and nongovernmental organizations and operate jointly in support of Geographic Combatant Commanders’ security cooperation plans.

What is the difference between professional and associate GHS designations?
The Navy GHS Community is comprised of three groups: AQD, Associate and Professional. All applicants who meet the minimum requirements will be awarded the GHS AQD and be eligible for advancement to associate or professional status based on ability to meet GHSP requirements. The GHSP is a professional development platform that is designed to create highly trained global health engagement professionals who can man key positions and operate in any environment.

Is the GHS designation a sub-specialty?
No, the GHS designation is not a sub-specialty. It is instead a unique designation that enables Navy Medicine to identify medical department officers who meet the personnel competencies represented by specific knowledge, skills and abilities (KSAs) achieved through education, training and experience and who can perform and enhance GHE capabilities in support of United States Government global health and DoD global health engagement activities. Our goal is to create a true community of professionals that can operate in any environment.

Why should I want to be a part of this program?
The GHSP seeks to create a strong community, a collective, a family of likeminded professionals who are on the front lines of positive change, creating stability and security for the U.S. and our allies. We understand GHE is not for everyone, but those who see challenges as an adventure and a way of life and who understand diplomacy is not just a 9-5 job, that what you say and how you say it can determine our success or failure and that world’s toughest environments may be the gateway to peace and stability, the Office of Global Health Engagement (GHEO) welcomes you aboard.

What does it mean for me to be an active member of the community?
To be considered active in the GHS community a member must maintain and enhance their global health engagement knowledge and skills through continuing education opportunities via on-going learning.
coursework, seminars, engagements and more. All active members should act as ambassadors for the community, and when possible participate in GHE missions and community activities. As long as members adhere to the referenced criteria it is not required for them to be in a GHE position to be considered active. Any member currently holding a GHE position is considered active and should comply with the above requirements.

**Will there be educational and training opportunities available for the GHS Community?**
Yes, the GHEO will identify education and training opportunities, and is developing an educational road map with career pathways for the GHS Community. The GHEO will provide routine professional development updates for GHS Community members to take advantage of opportunities across a vast domain for continuing learning. The Education and Training section, as a part of the GHSP, will support in obtaining continuing education opportunities from both civilian and military organizations to ensure we remain on the cutting edge of geopolitical and economic issues that impact our missions and the work we do. This section will support personnel who wish to join the community as well as those who wish to advance and grow their skills. We strive to continue collaborating with our Air Force and Army partners to reduce redundancy in our training efforts and improve interoperability.

**Where do I find out more information about the GHSP?**
For more information regarding the GHSP and other GHEO efforts, please visit the GHEO SharePoint (https://esportal.med.navy.mil/bumed/rh/ghe/Pages/home.aspx) or contact the GHEO at usn.ncr.bumedfchva.mbx.ghe-office@mail.mil.