

NAVY AND MARINE CORPS RESERVE CENTER “ADMINISTRATORS”

Each Navy Reserve Activity (NRA) Commanding Officer and Inspector & Instructor will designate a representative to administer the Fleet and Marine Corps Health Risk Assessment (HRA).

Although this is not medical information per se, you should ensure that members' privacy is respected. The Administrator will be the liaison to the CO/I&I, who is responsible for the health and welfare of the command.

The Administrator will provide direction and supervision to members of the command or to multiple commands within the NRA. If you have any questions, contact NMCPHCPTS-HRA@med.navy.mil or call 757-953-0962.

Administrators should have members of the command complete the HRA prior to their annual Periodic Health Assessment (PHA).

Members will log on to the HRA from any computer by going to <https://nmcpeh-web2.med.navy.mil/pls/newhra/hra>. This URL can be hyperlinked to reserve center computer desktops to facilitate member participation.

Navy and Marine Corps Reserve commands utilize a 5-digit numeric designator as Reserve Unit Identification Code (RUIC). The “Supplied Group ID” required upon log on is the unit's RUIC (Full Time Support Staff should enter their active duty UIC). Marines precede the five digits with an “M”, e.g., M23456.

For reference, a table of Reserve component RUICs can be viewed by clicking [here](#). Contact the Navy and Marine Corps Public Health Center for questions about commands that are not listed in a table.

Member Reports

Once the questionnaire has been answered and submitted, a Participant Reports can be printed out in color. Print the report and bring it to your PHA appointment. After the Web browser is closed, an individual's report is no longer available.

Commanding Officer Reports

Administrators can produce Commanding Officer Reports in one of two ways.

First, they can log on to the HRA Administrator homepage using their designated UIC and email. <https://nmcpeh-web2.med.navy.mil/pls/newhra/CORPTLOGIN>

Click on the icon “Create Commanding Officer Report.” Enter a RUIC, command name, and date range, and select the reserve component from the dropdown list. On the next page, click on the specific UIC to select it. Alternatively, you may use Ctrl-click to select multiple commands

to be included in a consolidated report. Click FINISH to return to the CO Reports page where you can view your reports.

Secondly, if they wish to generate a NOSC Report that includes all detachments as well as full-time support staff, they can log on to:

<https://nmcpeh-web2.med.navy.mil/pls/newhra/corpt>

Simply enter the NRA number of the appropriate NOSC or Region. The NRA number can be found on the Reserve Component database table.

A list of command reports will appear on the Commanding Officer Reports page. Only one report can be displayed for each RUIC. Therefore, in order to generate subsequent reports for the same RUIC, the existing report must be saved to another location or deleted.

To save a report:

- Right-click on background of report
- Select "Print..."
- Select "Send To OneNote 2007" and click on "Print" Button to bring report up in OneNote
- Select "File"--> "Publish as PDF or XPS"
- Save the file as type PDF in any location on your computer and with whatever File Name you want to use