

Part B, Administer the HRA

Instructions to administer the Fleet and Marine Corps HRA to your command members:

1. Inform all individuals taking the HRA that although this is not medical information per se, their privacy will be respected. No individually identifiable information will be collected and that the purpose of the assessment is to assist them in managing their personal health and discussing the results with a healthcare provider. You will provide only group data to the commanding officer, who is responsible for the health and welfare of the command.
2. Communicate to members how and when they are to complete the HRA; for example, during a stand-down or prior their annual Periodic Health Assessment (PHA). MTF staff administering the PHA will ensure that each member logs on to the HRA using his or her own UIC rather than the MTF UIC.
3. Administrators have two options for directing members to the Navy and Marine Corps HRA website. Members can:
 - a. Go directly to the following url:
<https://nmcpeh-web2.med.navy.mil/pls/newhra/hra>
 - b. Log on through Navy Knowledge Online and select the Health and Wellness link under the Personal Development tab. In the right-hand column, under the heading, "Improving Your Health," click the link to the HRA.
4. Please advise your command members that Participant Reports can be printed out in color. Members can open the educational links in separate windows without exiting their reports. However, once they exit or the Web browser is closed, reports cannot be retrieved by anyone. The Administrator can only view aggregate data.

Note: Although the NMCPHC has tried to give appropriate personalized comments on each Participant Report, there can always exist room for misinterpretation of a result or for members misreading the questions. Educators will benefit if they have reviewed the question set and health information that is provided as links on the reports before they begin reviewing HRA results with members.