

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 HRA@nehc.mar.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. Alternatively, members may log on to the HRA by going to Navy Knowledge Online under the “Personal Development /Health and Wellness” page.

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 (UIC for Full Time Support staff). Marines precede the five digits with an “M”, e.g., M23456.

For reference, a table of Reserve component RUICs can be reviewed by clicking [here](#). As units are gained and lost, Administrators are responsible for [notifying the Navy & Marine Corps Public Health Center](#)

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 report is closed, the individual report is no longer available.

Commanding Officer Reports

Administrators can produce Commanding Officer Reports by logging on to <https://nmcpeh-web2.med.navy.mil/pls/newhra/CORPTLOGIN>

Enter your User ID and email that you used when you applied for an Administrator account. Forgot your User ID or original email? Click here: HRA@nehc.mar.med.navy.mil to request your logon information.

Produce an individual command report by entering the Detachment RUIC or enter the NRA number of the appropriate NOSC or Region in order to produce a consolidated group report for

the entire NOSC. Creating a report by entering the NRA number will include both Reservists and full-time staff.

Click on the icon to “Create Commanding Officer Report.” On the next screen, enter the unique RUIC from the table of RC commands (see above). Type the name of the command. This does not need to match any listing. Select the Service from the dropdown choices. Enter beginning and ending dates. The **Beginning Date** cannot be prior to February 1, 2012. Click Submit to generate a command report.

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 and enter whatever File Name you want to use