MISSION STATEMENT:
Provide exceptional personnel support for the USMA Staff & Faculty IOT ensure unit readiness and their continuous ability to educate, train, and inspire the Corps of Cadets.

Commander
CPT Darlene Sanders
darlene.sanders@westpoint.edu
w: 845-938-3507  c: 845-926-0569

First Sergeant
SFC Natasha Orslene
natasha.orslene@westpoint.edu
w: 845-938-0264  c: 845-245-8947

Administrative Assistant
Marie Choffo
marie.choffo@westpoint.edu

HHC, USMA
626 Swift Road, Room 103
West Point, NY 10996
Email: hhcmailbox@westpoint.edu

Customer Service Hours:
Monday – Friday, 0830-1600hrs
Closed for lunch 1200- 1300hrs
Closed: Federal Holidays

https://www.westpoint.edu/about/headquarters-and-headquarters-company
Inprocessing HHC USMA – Arriving to West Point

Step 1: Physically arrive to West Point (WP)

Step 2:
Sign in HHC USMA (N-hour)
NLT the last day of approved PCS leave or PTDY (whichever is later), SM emails the following documents to hccmailbox@westpoint.edu:
- PCS Orders & amendments
- DA31
  - Signed by last unit & control number
  - Provide a valid email address
- Provide a phone number
- Inform HHC if you are to be quarantined/isolated (QNT/ISO) due to the following circumstances and we will provide the required documentation to place SM in a TDY status for the QNT/ISO period:
  - Travelling from/through a CDC THN level 2/3 country
  - Contact with COVID-19 within the last 14 days or are asymptomatic
- If SM is PCSing from a CONUS location, SM is not required to QNT/ISO. SM is authorized to perform select activities necessary to move to WP. Activities not in support of official travel or movement are not authorized. SM will minimize on-post activity, adhere to strict NFI protocols, and self-monitor for the 14-day period upon arriving to WP.
- If requesting PTDY for house hunting or ordinary leave, complete and email a DA31 signed by gaining supervisor in block 12 and approving authority in block 13.
- If you are required to QNT/ISO, plan to take PTDY after the 14-day QNT/ISO period.

Note: Contact HHC via email if SM cannot submit documents electronically.

Step 3a: (NLT N+24hrs) after receiving SM’s email, HHC does the following:
- Annotate the UIC, PACICD, & PARALN on PCS Orders
- Sign SM in from PCS Leave on DA31, block 14
- If applicable, process DA31 request for PTDY or ordinary leave for local area
- Emails SM:
  - PCS Orders with UIC, PACICD, & PARALN
  - HHC Welcome Package
  - Personnel Data Sheet
  - DA 5960, BAH
  - As applicable: Central Parking Area (CPA) Pass form, Weapons Reg., Motorcycle Reg.
- If taking leave/PTDY prior to inprocessing installation:
  - Instruct SM to return DA5960 & Personnel Data Sheet prior to departing on leave/PTDY
  - Return approved DA31 w/control number and sign SM out in block 14
  - Instruct SM to email hccmailbox@westpoint.edu to sign in from early leave
  - Instruct SM to contact PSB after PTDY/leave to inprocess the installation.

Emails PSB (cc: SM):
- Completed PCS DA31
- PCS Orders with UIC, PACICD, & PARALN
- Provide dates if SM is taking PTDY or leave prior to inprocessing installation
- Provide a valid email address & phone number for SM

**How to email documents:**
- Subject line: “Inprocess Last, First, 2020XXXX” (date sign in from PCS leave)
- Attachments name format: “Last, First, Document Type”

Step 4: (NLT N+48hrs) after receiving HHC’s email, SM does the following:
- Email completed DA5960 (save as “Last, First, DA5960”) to hccmailbox@westpoint.edu for verification and HHC CDR’s signature
- Block 8 is date signed in from PCS leave

Step 5: (NLT N+72hrs) after receiving SM’s email, HHC does the following:
- CDR signs DA5960 and emails to SM and cc the PSB
- Instruct SM to contact PSB to request inprocessing checklist

Step 6: Welcome to HHC USMA!
- HHC requirements are complete
- Inprocess the installation – take all instructions from PSB

Step 3b: (NLT N+48hrs) after receiving HHC’s email, PSB does the following:
- Complete arrival transaction in EMILPO
- Slot SM in correct PARALN in EMILPO
- Upload DA 5960 to IPERMS (Note: completed in batches weekly)
- Forwards the installation inprocessing checklist with instructions to the SM

HHC USMA
Building 626 Swift Road, rm 103, (845) 938-XXXX
Admin Assistant: Ms. Marie Chelf at hccmailbox@westpoint.edu
15B: 1SG Natasha Orsleen, natasha.orsleen@westpoint.edu, x2646
CIR: CPT Darlene Sanders, darlene.sanders@westpoint.edu, x507

Email: usarmy西你技术.usag.mbx.personnel-services-branch@mail.mil
Supervisor, PSB: Mr. Magnus Yancy Ill, magnusj.yancy.civ@mail.mil, x8484
Chief, PSB: Mrs. Maureen Weise-King, maureen.a.weiseking.civ@mail.mil, x8489
1. Housing office no longer “Verifies” PTDY with a stamp. HHC will verify your PTDY when signing in.

2. Map of housing areas/neighborhoods
### CPA Sticker

A CPA sticker is required to park within the posted CPA area (see below) or risk being ticketed by the MPs. Pick up a CPA request form from HHC, fill out, and have your supervisor (O5 or higher) sign. Submit the completed form to the Provost Marshall, BLDG 616 Swift Road.

---

#### Central Area Parking Request Form

**PERSONAL INFORMATION**

<table>
<thead>
<tr>
<th>SSN:</th>
<th>Driver’s License#</th>
<th>State</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle Name:</th>
<th>Civilian/Military Branch</th>
<th>Rank</th>
<th>Date of Birth</th>
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<thead>
<tr>
<th>Gender</th>
<th>Height</th>
<th>Weight</th>
<th>Eye Color</th>
<th>Hair Color</th>
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<tr>
<th>Marital Status</th>
<th>Phone Number</th>
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<thead>
<tr>
<th>Home Address</th>
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<tr>
<th>Assigned Unit/Organization</th>
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**VEHICLE INFORMATION**

<table>
<thead>
<tr>
<th>License Plate #</th>
<th>State</th>
<th>Registration Expiration</th>
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<thead>
<tr>
<th>Vehicle Year</th>
<th>Make</th>
<th>Model</th>
<th>Color of Vehicle</th>
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<thead>
<tr>
<th>VIN</th>
<th>Insurance Company</th>
<th>Policy Number</th>
<th>Insurance Expiration Date</th>
<th>Decal Replacement Reason</th>
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**READ THE FOLLOWING CAREFULLY**

I must work or be conducting government business in the Central Post Area on a routine basis to qualify for a CPA Sticker.

The CPA Sticker must be displayed at the bottom of the driver’s side rear window. Failure to comply with this regulation may result in a parking citation.

I understand that the CPA Sticker is a numbered and controlled item. If the Sticker is lost or stolen, I must notify the Military Police as soon as possible to provide a written sworn statement. I will not be eligible to receive a replacement CPA Sticker or be cleared for PCS/FATS until a statement is provided.

Prior to my departure from West Point, the CPA Sticker will be removed from the vehicle and returned to the Military Police Station.

Upon termination of working or conducting official business in the Central Post Area on a routine basis, the CPA Sticker must be removed from the vehicle and returned to the Military Police Station within 5 working days.

My signature below indicates that I have read and will comply with the standards listed above.

**APPLICANT’S SIGNATURE:**

**ACTIVITY DIRECTOR/DESIGNATED REPRESENTATIVE**

(LTC/02/GS12 OR ABOVE)

**SIGNATURE:**

**PRINTED NAME, RANK AND TITLE:**

**DEPARTMENT/PHONE:**

**------------------------------ ADMIN ONLY ------------------------------**

**Registration Date**  **Expiration Date**  **CPA Sticker**

**------------------------------ PRIVACY STATEMENT ------------------------------**

**AUTHORITY:** 10 USC, SECTION 3013 (G)

**PURPOSE:** To In Process, Out Process, Register Weapons, and Vehicles

**ROUTINE USES:** Information may be released IAW AR 340-21, paragraph 2-3

**DISCLOSURE:** Disclosure is voluntary, however, failure to provide the information requested may cause a delay in processing.
The following documents are attached within this Welcome Packet:

- Personnel Data Sheet
- DA Form 5960, BAH
- CPA Request Form
- Motorcycle Information
- Weapons Registration Forms
- Inprocessing Flowchart
- Inprocessing Map

**Helpful Links**

- USMA Main Page: [https://www.westpoint.edu/SitePages/Home.aspx](https://www.westpoint.edu/SitePages/Home.aspx)
- Housing: [https://www.westpointfamilyhomes.com/](https://www.westpointfamilyhomes.com/)
- FMWR/CYS: [https://westpoint.armymwr.com/](https://westpoint.armymwr.com/)
- PAO/Social Media: [https://www.westpoint.edu/about/public-affairs](https://www.westpoint.edu/about/public-affairs)
- Schools:
  - [https://www.hffmcsd.org/](https://www.hffmcsd.org/)
  - [http://wpes.wpschools.net/](http://wpes.wpschools.net/)
  - [https://www.dodea.edu/WestPointMS/index.cfm](https://www.dodea.edu/WestPointMS/index.cfm)

**GO ARMY, BEAT NAVY!**