In-processing HHC USMA – Arriving to West Point

Updated 18 April 2022

**How to email documents:**
- **Subject line:** “Inprocess: Last, First - 2022XXXX” (date sign in from PCS leave) ex. “Inprocess: Doe, Jane – 20220418”
- **Attachments name format:** “Last, First - Document Type” ex. “Doe, Jane – DA 31”

Step 1: Physically arrive to West Point (WP)

- A Digital and Hard copy of PCS Orders, Amendments, and DA31
- Ability to 1) digitally sign documents or 2) scan to PDF

Step 2: Sign in HHC USMA

NLT the last day of approved PCS Leave or House Hunting, SM reports to:
- During Duty Day - HHC at 626 Swift Road, Room 103
- Non-duty Hours/ Days – Desk Sergeant, West Point MP Office at 616 Swift Road

With:
- PCS Orders and any Amendments
- DA31 - Signed out by last unit w/ a Control Number (top right corner)

*** If you have had recent contact (w/in 5-days) with a COVID+ person or if you have tested POSITIVE for COVID w/in the past 5-days notify HHC via Email at hhcmailbox@westpoint.edu. **DO NOT REPORT IN PERSON IF THIS APPLIES TO YOU!** You may be required to Quarantine/Isolate (QNT/ISO).

*** If requesting Admin Leave- House Hunting or Additional Ordinary Leave, SM must complete a new DA31 to be approved by gaining supervisor and applicable approval authority (blocks 12 & 13).

**** If you are required to QNT/ISO, plan to take Admin Leave- House Hunting after the required QNT/ISO period

Step 3a: HHC In-processing:

- Annotate the SMs gaining UIC, PACID, & PARA/LN on PCS Orders
- Sign in SM from PCS Leave on DA31, block 16
- If applicable, process DA31 request for House Hunting or Ordinary Leave for local area

Provide SM w/:
- PCS Orders with UIC, PACID, & PARA/LN
- HHC Welcome Package
- Personnel Data Sheet
- DA 5960, BAH
- As applicable: Central Parking Area (CPA) Pass form, Weapons Reg., Motorcycle Reg.

- If taking leave/House Hunting prior to inprocessing installation:
  - Instruct SM to return DA5960 & Personnel Data Sheet prior to departing on leave/House Hunting
  - Return approved DA31 w/control number and sign SM out in block 14
  - Instruct SM to email hhcmailbox@westpoint.edu to sign in early from leave
  - Provide SM required MPD-PSB information to inprocess the installation

Emails MPD - PSB (cc SM’s email address):
- Completed PCS DA31
- PCS Orders with UIC, PACID, & PARA/LN
- Provide dates if SM is taking PTDY or leave prior to inprocessing installation
- Provide a valid email address & phone number for SM

Step 3b: after receiving HHC’s email MPD PSB does the following:

- Complete arrival transaction in EMILPO
- Slot SM in correct PARA/LN in EMILPO
- Upload DA 5960 to IPERMS (Note: completed in batches weekly)
- Forwards the installation inprocessing checklist with instructions to the SM (if processing is being done virtually at that time of year)

Note: if SM is taking leave/House Hunting prior to inprocessing installation, coordinate with SM on dates to receive installation inprocessing checklist

Step 4: SM does the following:

- Completes DA5960 for verification and HHC CDR’s signature
- Block 6 is date signed in from PCS leave

Step 5: HHC does the following:

- CDR signs DA5960 and HHC returns to the SM
- Instruct SM to contact MPD PSB to conduct Inprocessing in processing requirements (virtual vs. in-person depending on season)

HHC USMA
Building 626 Sw/Wf Road, rm 103, (845) 938-2223
Admin Assistant: Ms. Marie Choffo at hhcmailbox@westpoint.edu
1SG: 1SG Andrew Morales, andrew.morales@westpoint.edu, x8450
CDR: CPT Kevin Lawrence, kevin.lawrence@westpoint.edu, x3125

Military Personnel Division: Personnel Services Branch (PSB)
Bldg 622 Swift Road, (845)-938-2607
Email: usarmy.westpoint.usag.mbx.personnel-services-branch@army.mil

HR Supervisor, PSB: Mr. Daniel Eger, Daniel.a.eger.civ@army.mil, x8484
Chief, PSB: Mr. Magnus Yancy III, magnus.j.yancy.civ@army.mil, x8489
Notes for if QNT/ISO is required:

1. SM will not be signed in off leave; SM’s leave extended for 5-10 days
2. HHC enters the reason and dates for required QNT/ISO in the remarks section of leave form.
3. HHC issues a DD1610 to place the SM in a TDY status; SM will be reimbursed for meals and lodging cost during the QNT/ISO period.
4. HHC forwards SM’s orders and leave form w/remarks to MPD-PSB.
5. PSB completes the transaction to arrive SM in eMILPO using the first day of the QNT/ISO period as the arrival date to prevent a failure to gain.
6. SM may continue to in-process the installation remotely, if possible.
7. On the last day of QNT/ISO, SM emails HHC to be signed in off leave/House Hunting and to continue inprocessing the installation if required.
8. SM’s BAH effective date for WP will be the date SM is signed in off leave/House Hunting after the QNT/ISO period.
9. If SM needs to request Admin Leave for House Hunting, SM may do so after QNT/ISO period.
10. SM is still eligible to receive 10 days of TLE after the QNT/ISO period.