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

HHC USMA
626 Swift Road, Room 103
West Point, NY 10996
Reporting and In-processing:

1. Arrive to West Point and sign-in off leave:
   - During duty hours (M-F 0800-1600), HHC USMA (building just north of the bowling alley), 626 Swift Rd, Rm 103
   - After duty hours, on weekends, or holidays, sign in with MP Station (616 Swift Road) Desk Sergeant and report to HHC the next duty day.

2. Report to HHC USMA **IN UNIFORM**, during duty hours to in-process

3. Provide a copy of the following documents:
   - Approved Absence Request and PCS Orders

4. You will complete the following:
   - Fill out personal data sheet
   - Receive Central Parking Area Sticker info, DA 5960 for BAH, Weapons Registration form, unit patch, supplemental issue (NCOs Only)
   - Answer some key questions:
     - Family Care Plan, Special Pay, Firearms, Motorcycle

5. Report to MPD for Installation in-processing brief, 622 Swift Rd (same building as the bowling alley, but enter the entrance in the middle of the building). The brief is held at 1000 and 1400 (as of 23JUN23)

**Key Notes:**

- **Firearms:** There is no on post Arms Room for personal weapons
• Once complete at HHC, SMs will report to Military Personnel Division (MPD), Building 622 (building south of HHC, within walking distance) at a scheduled time to begin Installation processing. - MUST BE IN UNIFORM

• MPD will provide the Processing Checklist. Many installation entities will have representative present to assist with processing. Return appointments will be scheduled to return the completed Checklist

• SMs complete a full records review with MPD as well to ensure iPERMS is up to date.

NOTE:

1. MPD sends out report of who did not return the checklist. Please contact them or HHC if unable to submit per the established suspense date.

2. There is an EFMP office in ACS (5655) and at KACH (3558). You will need to in/out-process both, if applicable.
West Point Housing

On Post housing: Balfour Beatty

www.westpointfamilyhomes.com
CPA Sticker

You will need a CPA sticker from the Provost Marshall's office to park within the posted CPA areas. Pick up form from HHC, fill out, and have your supervisor (O5 or higher) sign, to be turned into MP station.

Central Area
**Helpful Links**

- **USMA Main Page**
  - [https://www.westpoint.edu/SitePages/Home.aspx](https://www.westpoint.edu/SitePages/Home.aspx)

- **Garrison Main Page**

- **CPAC (Civilian Hiring)**
  - [https://armycivilianservice.usajobs.gov/](https://armycivilianservice.usajobs.gov/)

- **Housing**
  - [www.westpointfamilyhomes.com](http://www.westpointfamilyhomes.com)

- **FMWR/CYS**
  - [https://westpoint.armymwr.com/](https://westpoint.armymwr.com/)

- **Religious Support**

- **Weather/ Roads**

- **EFMP**
  - [https://keller.tricare.mil/Health-Services/Family-Developmental-Services/EFMP](https://keller.tricare.mil/Health-Services/Family-Developmental-Services/EFMP)

- **Lodging**

- **PAO/Social Media**
  - [https://www.westpoint.edu/about/public-affairs](https://www.westpoint.edu/about/public-affairs)

- **Spouse Employment**
  - Employment Readiness Program Manager - Mr. Ryan Yarnell at ryan.yarnell@usma.edu or (845) 938-5658
  - [https://www.hffmcasd.org/](https://www.hffmcasd.org/)

- **Schools**
  - [https://www.dodea.edu/WestPointES/index.cfm](https://www.dodea.edu/WestPointES/index.cfm)
  - [https://www.dodea.edu/WestPointMS/index.cfm](https://www.dodea.edu/WestPointMS/index.cfm)

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*Go ARMY, Beat NAVY!*