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
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Administrative Assistant
Marie Choffo
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HHC, USMA
622 Swift Road, Room 106
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
**HHC USMA**
Building 622 Swift Road, rm 107
Normal business hours: M-F, 0830 – 1200hrs, 1300 - 1600 hrs
Closed: Weekends and Holidays

**Note:** If arrive outside of normal business hours, report to HHC USMA at
0830 the next business day

Admin Assistant: Ms. Marie Choffo at hmbox@westpoint.edu, x2333
1SG: 1SG Natasha Orsene, natasha.orslene@westpoint.edu, x8450
CDR: CPT Darlene Sanders, darlene.sanders@westpoint.edu, x3125

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

**Military Personnel Division:** Personnel Services Branch (PSB)  
Bldg 622 Swift Road, (845)-938-2035/8491  
Email: usarmy.westpoint.usag.mbx.personnel-services-branch@mail.mil

**Supervisor, PSB:** Mr. Magnus Vancy III, magnus.vancy.civ@mail.mil, x8483
**Chief, PSB:** Mrs. Maureen Weise-King, maureen.a.weiseking.mil, x8429

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**HHC In Processing Normal Operations**

**Step 1:** Arrive to WP

**Step 2:** Sign in HHC USMA
NLT the last day of approved PCS leave, SM reports to HHC USMA during normal business hours* with the following documents:
- PCS Orders, amendments
- DA31 (Signed out by last unit & control number)
- If requesting PTDY for house hunting or ordinary leave (local area win 50-miles), be prepared to complete a DA31 – need the gaining first line supervisor sign in block 12 and approving authority in block 13

**Step 3a:** HHC does the following:
- Annotate the UIC, PACID, & PARA/LN on PCS Orders
- Sign in SM from PCS Leave on DA31, block 14
- If applicable, process DA31 request for PTDY or ordinary leave for local area
  - Emails PSB **(to SM)**
  - 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

Provides SM with the following:
- PCS Orders with UIC, PACID, & PARA/LN
- Personnel Data Sheet
- DA 5660, BAH
- As applicable: Central Parking Area (CPA) Pass form, Weapons Reg., Motorcycle Reg.
- If requesting PTDY for house hunting or ordinary leave (local area win 50-miles), provide a DA31
- Unit patch
- If taking leave/PTDY prior to inprocessing installation:
  - Instruct SM to email hmbox@westpoint.edu to sign in early from leave
  - Instruct SM to email PSB after PTDY/leave to inprocess the installation

**Note:** If SM is taking leave/PTDY prior to inprocessing installation, coordinate with SM on dates to receive installation inprocessing checklist

**Step 3b:** after receiving HHC’s email, PSB does the following w/in 24 hrs
- Complete arrival transaction in EMILPO
- Slot SM in correct PARA/LN in EMILPO
- Forward the installation inprocessing checklist with instructions to SM

**Step 4:**
SM departs HHC with the following:
- Complete DA5660 signed by CDR
- PCS Orders with UIC, PACID, & PARA/LN
- Copy of completed PCS DA31, signed in by HHC
- Unit patch
- If requesting PTDY for house hunting or ordinary leave (local area win 50-miles), completed a DA31
- PSB contact information to request inprocessing checklist or schedule an appointment (should receive email from PSB w/in 24 hrs)

**Step 5:**
Welcome to HHC USMA!
- Inprocess the installation – take all instructions from PSB
- HHC requirements are complete
**Telework Procedures**

**Step 1: Arrive to WP**

**Step 2:**

**Sign in HHC USMA (N-hour)**

NLT the last day of approved PCS leave, SM emails the following documents to hhcmailbox@westpoint.edu

- Subject line: "In-process: Last, First – 20xxx" (date sign in from PCS leave)
- Attachments name format: "Last, First, Document Type"
- PCS Orders, amendments (save as "Last, First, PCS Orders")
- DA31 (Signed out by last unit & control number) (save as "Last, First, PCS DA31")
- Provide a valid email address
- Provide a phone number
- If requesting PTDY for house hunting or ordinary leave (local area within 50 miles), complete and email a DA31 signed by gaining supervisor in block 12 and approving authority in block 13

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

**Step 3:**

**Step 3a:** (NLT N+24hrs) after receiving SM’s email,

**HHC does the following:**

- Annotate the UIC, PACID, & PARALN on PCS Orders
- Sign in SM from PCS Leave on DA31, block 14
- If applicable, process DA31 request for PTDY or ordinary leave for local area

**Emails PSB (cc SM):**

- Completed PCS DA31
- PCS Orders with UIC, PACID, & PARALN
- Provide dates if SM is taking PTDY or leave prior to inprocessing installation
- Provide a valid email address & phone number for SM

**Emails SM:**

- PCS Orders with UIC, PACID, & PARALN
- HHC Welcome Package
- Personal Data Sheet
- DA 5860, 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/signature number and sign SM out in block 14
    - Instruct SM to email hhcmailbox@westpoint.edu to sign in from early leave
    - Instruct SM to contact PSB after PTDY/leave to inprocess the installation

**Step 4:** (NLT N+48hrs) after receiving HHC’s email,

**SM does the following:**

- Complete arrival transaction in EMILPO
- Slot SM in correct PARALN in EMILPO
- Forward the installation inprocess checklist with instructions to SM

*Note: if SM is taking leave/PTDY prior to inprocessing installation, coordinate with SM on dates to receive installation inprocess checklist*

**Step 5:** (NLT N+72hrs) after receiving SM’s email

**HHC does the following:**

- HHC CDR signs DA5960
- Emails DA5960 to SM
- Confirm SM has received installation inprocess checklist from PSB, if not instruct SM to contact PSB
- Emails DMPO/finance completed DA5960, PCS DA31, Orders w/PACIND

**Step 6:**

**Welcome to HHC USMA!**

- Inprocess the installation – take all instructions from PSB
- HHC requirements are complete
1. Housing office no longer “Verifies” PTDY with a stamp. HHC will verify your PTDY when signing in.

2. Map of housing areas/neighborhoods
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.
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 - Normal Procedures
- Inprocessing Flowchart - Telework Procedures
- Inprocessing Map

Helpful Links

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

GO ARMY, BEAT NAVY!