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: 845-938-3125  c: 845-926-0569

First Sergeant
SFC Natasha Orslene
natasha.orslene@westpoint.edu
w: 845-938-8450  c: 845-245-8947

Administrative Assistant
Marie Choffo
marie.choffo@westpoint.edu
w: 845-938-2333

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
Inprocessing HHC USMA – Arriving to West Point

Updated 14 July 2020: Normal Operations

Step 1: Physically arrive to WP

Step 2:

SM signs in HHC USMA

NLT the last day of approved PCS leave, SM has an option to 1) email documents below to hhcmailbox@westpoint.edu, or 2) physically report to HHC USMA during normal business hours with documents below:

- PCS Orders, amendments
- DA31 (Signed out by last unit & control number)
- Inform HHC if you are required to be quarantined/isolated due to reporting from a restricted state as determined by NYS, overseas travel, contact with COVID+, or are symptomatic – and we will provide the information for the 14-day COVID TDY

- If requesting PTDY for house hunting or ordinary leave, be prepared to complete a DA31 – need the gaining first line supervisor sign in block 12 and approving authority in block 13

**How to email documents:**

Subject line: “Inprocess: Last, First, 2020XXXX” (date sign in from PCS leave)

Attachments name format: “Last, First, Document Type”

**HHC USMA**

Building 622 Swift Road, rm 106
Normal business hours: M-F, 0830 – 1200hrs, 1300 – 1600hrs
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 hhcmailbox@westpoint.edu, x3333

1SG: 156 Natasha Orshene, natasha.orshene@westpoint.edu, x8450
2DPR: CPT Darlene Sanders, darlene.sanders@westpoint.edu, x3125

Military Personnel Division: Personnel Services Branch (PSB)
Bldg 622 Swift Road, {845} 938-2035/9491
Email: usarmy.westpoint.usag.mbx.personnel-services-branch@mail.mil

Supervisor, PSB: Mr. Magnus Yancy III, magnus.yancy@westpoint.edu, x8484
Chief, PSB: Mrs. Maureen West-King, maureen.a.westking@westpoint.edu, x8489

Step 3a:

HHC does the following:

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

Provides SM with the following:

- PCS Orders with UIC, PACID, & PARALN
- Personnel Data Sheet
- DA 5980, BAH
- As applicable: Central Parking Area (CPA) Pass form, Weapons Reg., Motorcycle Reg.
- If requesting PTDY for house hunting or ordinary leave (local area w/miles), provide a DA31
- Unit Patch
- If taking leave/PTDY prior to inprocessing installation:
  - Instruct SM to email hhcmailbox@westpoint.edu to sign in early from leave
  - Instruct SM to email PSB after PTDY leave to inprocess the installation

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

Step 4:

SM departs HHC with the following:

- Completed DA5980 signed by CDR
- PCS Orders with UIC, PACID, & PARALN
- Copy of completed PCS DA31, signed in by HHC
- Unit patch
- PSB contact information to request inprocessing checklist & IPERMS batch number from DA 5980 upload
- If requesting PTDY for house hunting or ordinary leave (local area w/50-miles), completed a DA31

Step 5:

Welcome to HHC USMA!

- HHC requirements are complete
- Inprocess the installation – take all instructions from PSB

Step 6:

HHC In Processing
Normal Operations

**Start here...**

Note: Paper-free inprocessing available!
**Inprocessing HHC USMA – Arriving to West Point**

**Updated 14 July 2020: Normal Operations**

**Step 1:**
- Physically arrive at WP

**Step 2:**
- SM signs in HHC USMA
- NLT the last day of approved PCS leave. SM has an option to 1) email documents below to hhcmailbox@westpoint.edu, or 2) physically report to HHC USMA during normal business hours with documents below:
  - PCS Orders, amendments
  - DA31 (Signed out by last unit & control number)
- Inform HHC if you are required to be quarantined/isolated due to reporting from a restricted state as determined by NYS, overseas travel, contact with COVID+, or are asymptomatic – and we will provide the information for the 14-day COVID TYD
- If requesting PTDY for house hunting or ordinary leave, 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, & 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
  - Provides SM with the following:
    - PCS Orders with UIC, PACID, & PARALN
    - Personnel Data Sheet
    - DA 5680, BAH
    - As applicable: Central Parking Area (CPA) Pass form, Weapons Reg., Motorcycle Reg.
  - If requesting PTDY for house hunting or ordinary leave (local area w/in 50-miles), provide a DA31
    - Unit patch
    - If taking leave/PTDY prior to inprocessing installation:
      - Instruct SM to email hhcmailbox@westpoint.edu to sign in early from leave
      - Instruct SM to email PSB after PTDY/leave to inprocess the installation

**Step 3b:**
- after receiving HHC’s email, PSB does the following within 24 hrs:
  - Complete arrival transaction in EMILPO
  - Slot SM in correct PARALN in EMILPO
  - Upload DA 5680 to IPERMS, annotate batch number
  - Forward the following to SM:
    - Installation inprocessing checklist with instructions
    - Provide the IPERMS batch number for finance (DA 5960 upload)

**Step 4:**
- SM departs HHC with the following:
  - Completed DA5960 signed by CIDR
  - PCS Orders with UIC, PACID, & PARALN
  - Copy of completed PCS DA31, signed in by HHC
  - Unit patch
  - PSB contact information to request inprocessing checklist & IPERMS batch number from DA 5960 upload
  - If requesting PTDY for house hunting or ordinary leave (local area w/in 50-miles), completed a DA31

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

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**How to email documents:**
- Subject line: “Inprocess Last, First, 20XX0000” (date sign in from PCS leave)
- Attachments name format: “Last, First, Document Type”

**Military Personnel Division: Personnel Services Branch (PSB)**
- Bldg 622 Swift Road, 845-938-2035/9491
- Email: usarmy.westpoint.usag.mbx.personnel-services-branch@mail.mil

**Supervisor, PSB:** Mr. Magnus Yongy Iii, magnus.yongy.iii@mil.mil, x6484
- Chief, PSB: Mrs. Maureen Weise-King, maureen.a.weiseking.civ@mail.mil, x8489

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

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**HHC USMA**
- Building 622 Swift Road, rm 106
- Normal business hours: M-F, 0830 – 1200 hrs, 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 Chaffo at hhcmailbox@westpoint.edu, x2333

1SG: 1SG Natasha Orsine, natasha.orsine@westpoint.edu, x8450
CDR: CPT Darlene Sanders, darlene.sanders@westpoint.edu, x3125

Email is primary means of communication.
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

SSN: __________________________ Driver’s License# _______ State ___________

Last Name: ___________________ First Name: ___________ Middle Name: ___________

Civilian/Military Branch _______ Rank ___________ Date of Birth ___/___/___

Gender ___________ Height ___________ Weight ___________ Eye Color ___________ Hair Color ___________

Marital Status ___________ Phone Number ___________

Home Address ___________

Assigned Unit/Organization ___________

VEHICLE INFORMATION

License Plate # ___________ State ___________ Registration Expiration ___________

Vehicle Year _______ Make _______ Model _______ Color of Vehicle _______

VIN ___________

Insurance Company ___________ Policy Number ___________

Insurance Expiration Date ___________ Decal Replacement Reason ___________

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/JETS 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 CPS 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/DENIGNATED REPRESENTATIVE (LTC/YOC02/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 - 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!