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

Updated 29 September 2020:

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 SM:
- PCS Orders with UIC, PACID, & 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 with control number and sign SM out in block 14
  - Instruct SM to email hhcmailbox@westpoint.edu to sign in early from leave
  - Instruct SM to contact 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: (NLT N+48hrs) after receiving HHC’s email:

SM does the following:
- Email completed DA5960 (save as “Last, First, DA5960”) to hhcmailbox@westpoint.edu for verification and HHC CDOR’s signature
- Block 6 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 (cc PSB)
- Instruct SM to contact PSB to request inprocessing checklist & IPERMS batch number from DA 5960 upload

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, annotate batch number
- Forward the following to SM:
  - Installation inprocessing checklist with instructions
  - Provide the IPERMS batch number for finance (DA 5960 upload)

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 626 Swift Road, rm 103, (845) 938-XXXX

HHC Mailbox:
hhcmailbox@westpoint.edu

PSB
Military Personnel Division: Personnel Services Branch (PSB)
Bldg 626 Swift Road, (845)-938-2035/6/491
Email: usarmy.westpoint.usag.mbx.personnel-services-branch@mail.mil

Supervisor, PSB: Mr. Magnus Yancy III, magnus.yancy.iii@mail.mil, x8484
Chief, PSB: Mrs. Maureen Welke-King, maureen.welkeking.2.mil, x8198

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Note: Contact HHC via email if SM cannot submit documents electronically
1. Housing office no longer “Verifies” PTDY with a stamp. HHC will verify your PTDY when signing in.

2. Map of housing areas/neighborhoods

BBC Management Office
126 Washington Road
West Point, NY 10996
845-446-6407
https://www.westpointfamilyhomes.com/
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
- 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.westpoint.edu/about/public-affairs
Schools: https://www.hffmcsd.org/

GO ARMY, BEAT NAVY!