**How to email documents:**

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

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

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**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 hhcmailbox@westpoint.edu, x2333

Chief, PSB: Mrs. Maureen Weise-King, maureen.a.weiseking.civ@mail.mil, x8489

Supervisor, PSB: Mr. Magnus Yancy III, magnus.j.yancy.civ@mail.mil, x8484

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

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**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)
- Inform HHC if you are required to be quarantined/isolated due to 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 (local area w/in 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 **(cc 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 5960, 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 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

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

**Step 4:**
SM departs HHC with the following:

- Complete DA5960 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 w/in 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