Inprocessing HHC USMA – Arriving to West Point

Updated 14 July 2020: Normal Operations

Step 1: Physically arrive to WP

Note: Paper-free inprocessing available!

Please arrive with:
- A digital copy of PCS Orders, amendments, and DA31
- Ability to 1) digital sign documents or 2) scan to PDF

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”

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

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

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

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
- 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

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 Yancy III, magnus.j.yancy.civ@mail.mil, x8484
Chief, PSB: Mrs. Maureen Weise-King, maureen.a.weiseking.civ@mail.mil, x8489

Step 4:

SM departs HHC with the following:
- Completed DA5960 signed by CDR
- PCS Orders with UIC, PACID, & PARA/LN
- 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

*HHC USMA
Building 622 Swift Road, rm 106
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
1SG: 1SG Natasha Orslene, natasha.orlense@westpoint.edu, x28450
CDR: CPT Darlene Sanders, darlene.sanders@westpoint.edu, x3125

13G: 13G Natasha Orslene, natasha.orlense@westpoint.edu, x28450
CPT Darlene Sanders, darlene.sanders@westpoint.edu, x3125

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