**Inprocessing HHC USMA – Arriving to West Point**

**Updated 14 July 2020: Normal Operations**

**Step 1:** Physically arrive to WP

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, or COVID+
- 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, & 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

**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)

**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
- 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

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

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

**Military Personnel Division: Personnel Services Branch (PSB)**

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**Note:**

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