**Step 1 - Physically arrive at West Point (WP) with copies of PCS Orders, Amendments, and DA 31**

**Step 2 - Sign in HHC USMA:**
NLT the last day of approved PCS Leave or House Hunting, SM reports to:
- During Duty Day - HHC at 626 Swift Road, Room 103
- Non-duty Hours/ Days – Desk Sergeant, West Point MP Office at 616 Swift Road

With:
- PCS Orders and any Amendments
- DA31 - Signed out by last unit w/ a Control Number (top right corner)

*** If you experience issues that may hinder physical or timely reporting, notify HHC via Email at hhcmailbox@westpoint.edu to identify an appropriate course of action.

*** If requesting Admin Leave- House Hunting or Additional Ordinary Leave, SM must complete a new DA31 to be approved by gaining supervisor and applicable approval authority (blocks 12 & 13). IAW AR 600-8-101, SMs must report for Installation in-processing within 24-hours of arrival (sign-in to unit) so additional leave immediately upon reporting should only be approved for extenuating circumstances.

**Step 3 - HHC In-processing:**
- Annotate the SMs gaining UIC, PACID, & PARA/LN on PCS Orders
- Sign in SM from PCS Leave on DA31, block 16
- If applicable, process DA31 request for House Hunting or Ordinary Leave

Provide SM w/:
- PCS Orders with UIC, PACID, & PARA/LN
- HHC Welcome Package
- Personnel Data Sheet
- DA 5960, BAH
- As applicable: Central Parking Area (CPA) Pass form, Weapons Reg., Motorcycle Mentor Information
- If taking leave/House Hunting prior to inprocessing installation:
  - Instruct SM to return approved DA31 for control number and sign SM out in block 14
  - Instruct SM to email hhcmailbox@westpoint.edu or physically report back to HHC to sign in early from leave
  - Provide SM required information to in-process the installation

**Step 4 - SM does the following:**
- Completes DA5960 for verification and HHC CDR’s signature
- Block 6 is date signed in from PCS leave

**Step 5 - HHC does the following:**
- CDR signs DA5960 and HHC returns to the SM
- Instruct SM to report to MPD at 622 Swift Road to conduct Installation in-processing at 1100, Monday through Friday

**Step 6 - Welcome to HHC USMA!**
- HHC requirements are complete
- In-process installation and take all instructions from MPD PSB

**Email is primary means of communication**

**How to email documents:**
**Subject line:** “Inprocess: Last, First - 2022XXXX” (date sign in from PCS leave) ex. “Inprocess: Doe, Jane – 20220418”

**Attachments name format:** “Last, First - Document Type” ex. “Doe, Jane – DA 31”