



Inprocessing HHC USMA – Arriving to West Point

Updated 29 September 2020:

Note: **Paper-free inprocessing**

Please arrive with:

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

Step 1: Physically arrive to WP

Step 2:

Sign in HHC USMA (N-hour)

NLT the last day of approved PCS leave, SM emails the following documents to hcmailbox@westpoint.edu

- PCS Orders, amendments
- DA31 (Signed out by last unit & control number)
- Provide a valid email address
- Provide a phone number
- **Inform HHC** if you are **required** to be **quarantined/isolated due to coming 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, complete and email a DA31 signed by gaining supervisor in block 12 and approving authority in block 13

Note: Contact HHC via email if SM cannot submit documents electronically

**How to email documents:

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

Attachments name format: "Last, First, Document Type"

HHC USMA

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

Admin Assistant: Ms. Marie Choffo at hcmailbox@westpoint.edu

1SG: 1SG Natasha Orslene, natasha.orslene@westpoint.edu, x0264

CDR: CPT Darlene Sanders, darlene.sanders@westpoint.edu, x3507



Step 3a: (NLT N+24hrs) after receiving SM's email,

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 SM:

- 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 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 w/control number and sign SM out in block 14
 - Instruct SM to email hcmailbox@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, & PARA/LN
- Provide dates if SM is taking PTDY or leave prior to inprocessing installation
- Provide a valid email address & phone number for SM

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: (NLT N+48hrs) after receiving HHC's email,

SM does the following:

- Email completed DA5960 (save as "Last, First, DA5960") to hcmailbox@westpoint.edu for verification and HHC CDR'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 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**