

Installation In-processing Supplemental Instructions
As of 19 October 2020

Highlighting legend: **Red** = In person. **Yellow** = Only if applicable. **Green**=Virtual

The Personnel Services Branch initiated your installation-level in-processing in the web-based system (Installation Support Modules (ISM)). These supplemental instructions explain whether you have to physically in-process the activity or can virtually in-process/clear the activity. Since in-processing is web-based, there is no in-processing checklist an activity will physically sign or stamp.

Installation Activity	Instructions	Location	Hours
Army Community Services	Newcomers briefing the first Monday of every month	SSC room 138 Auditorium	1400-1600
Behavioral Health	In person. Phone: 734-9623/9143/9601	KAHC, 3rd floor Room C300 or B300	M: 14-1600 T/W: 13-1530
Central Issue Facility	Only if applicable; call 734-3126 for appointment	Building 1603 403 3rd Street	Appt only
Child, Youth, School	Only mandatory for Soldiers with children. Phone: 765-3852	Building 10624 10624 Yorktown	0800-1630
DEERS/ID CARDS	Virtual. Soldier can update info in Milconnect: https://milconnect-pki.dmdc.osd.mil/milconnect/	NA	NA
Defense Military Pay Office	Virtual. In-processing briefing Tues/Thurs, 0900. Unit will provide location and/or meeting link to in-processed Soldiers with a completed DA 31.	MS Teams or unit specific location	T: 0900 R: 0900
Dental Facility	In person. Bring orders, dental records, CAC. Phone: 734-9607/9608	Building 8204 2601 C Ave	0730-1600
Education Center	Virtual. Email orders to: ruel.j.grim.civ@mail.mil , jeromy.r.johnson2.civ@mail.mil , or wandra.l.bridges2.civ@mail.mil Or upload orders and submit requests GoArmyEd Call 765-3570 for appointment (other services).	Building 12400 700 Quarters Rd	Appt only
Family Advocacy Program	In person. Phone: 734-9623/9143/9601	KAHC, 3rd floor Room C300 or B300	M: 14-1600 T/W: 13-1530
Housing Office	Virtual. Email orders amendments, phone #, and address to either lois.e.brown14.civ@mail.mil or Deborah.a.falkowski.civ@mail.mil .	SSC room 101A	N/A
Lodging Office	Only if applicable Phone: 733-4100	Building 12015 2301 Mahone Ave	24/7
Medical Facility -Soldier Readiness Clinic	In person. Call 734-9583 for appointment	SSC Room 117	Appt
Sponsorship Survey	Virtual. Complete in ACT: https://actnow.army.mil/	NA	NA
SUDCC (Substance Use Disorder Clinical Care)	In person. Phone: 734-9623/9143/9601	KAHC 3rd floor Room C300 or B300	M: 14-1600 T/W: 13-1530
Transportation Office	Virtual. Call 734-4449 (Household goods).	SSC room 119	0730-1630
TRICARE	Virtual. Soldier can update info in Milconnect: https://milconnect-pki.dmdc.osd.mil/milconnect/	NA	NA
Veterinary Clinic	Only if you have an animal to register phone 734-2446/9555	38 th Street	0800-1600
Weapons Registration	Only if applicable to register privately-owned weapon. Visit https://go.usa.gov/xGv6q for details. 734-5058	VCC , Building 5228 500 Lee Ave	NA

SSC = Soldier Support Center, Building 3400, 1401 B Ave

KAHC = Kenner Army Health Clinic, Building 8130, 700 24th St

'Note: It is the command's responsibility to ensure all Soldiers are fully in processed. This includes scheduling all appointments and ensuring all Soldiers are fully Soldier Readiness Processed'