

**MEDDAC
IN-PROCESSING ORGANIZATION INFORMATION**

<input type="checkbox"/>	AGENCY	ADDRESS	PHONE	HOURS OF OPERATION	DOCUMENTS REQUIRED & AGENCY SPECIFIC INSTRUCTIONS
<input type="checkbox"/>	MEDDAC S1 (1ST STOP)	Munson Army Health Center 550 Pope Ave, 1st floor	913-684-6713/6016	0900-1600 M-F usarmy.leavenworth.medcom- mahc.mbx.leave@mail.mil CALL or EMAIL	CAC, Orders, Leave form and Evaluation
<input type="checkbox"/>	1- MEDICAL FACILITY - INFORMATION DESK	Munson Army Health Center (Bldg 343) 550 Pope Ave	913-684-6000	0700-1600 M-F WALK-IN	CAC and Orders
<input type="checkbox"/>	2 - MEDICAL FACILITY- PATIENT RECORDS	Munson Army Health Center (Bldg 343) 550 Pope Ave		usarmy.leavenworth.medcom-mahc.list.pad- rr@health.mil EMAIL ONLY	CAC and Orders
<input type="checkbox"/>	3 - MEDICAL FACILITY- BUSINESS OPERATIONS DIVISION/ TRICARE	Gentry Clinic BLDG 1054, Room 161	913-684-6271	Primary: 0700-1530 M-F WALK-IN ALT: usarmy.leavenworth.medcom-mahc.mbx.mahc- bod-in-inprocessing@health.mil	Instructions: Must update your TRICARE enrollment by contacting HealthNet Federal Services (HNFS) @ 844.866.9378 or by logging on to https://milconnect.dmdc.mil/milconnect/ and navigating to Beneficiary Web Enrollment (BWE) portal. Once HNFS processed your enrollment and assigned you/your family to a Primary Care Manager (PCM) with Munson you may e-mail Business Operations to in-process. Orders
<input type="checkbox"/>	4 - MEDICAL FACILITY- BEHAVIORAL HEALTH	Behavioral Health, Gentry Clinic (Bldg 1054) 60 Biddle Blvd	913-684-6771	0700-1700 M-TH, 0700-1600 F WALK-IN	CAC and Orders
<input type="checkbox"/>	ARMY COMMUNITY SERVICES, AER, EFMP	Resiliency Center (Bldg 198) 600 Thomas Ave, Rm 119, 1st Floor	913-684-2800	0730-1630 M-F In-Processing Briefings are held at 0900 Tuesday	CAC and Orders
<input type="checkbox"/>	HOUSING OFFICE	Resiliency Center (basement of bldg 198) 600 Thomas Ave	913-684-3052/ -2865	0800-1600 M-F Closed for Lunch 1130 to 1230 Closed 0800-1230 3rd Wed of the Month CALL or WALK-IN	CAC and Orders (FYI: This is not Frontier Housing. ALL SOLDIERS MUST go to the Housing Office)
<input type="checkbox"/>	VETERANS BENEFITS ADVISOR (First Duty Station Only)	Resiliency Center (Bldg 198) 600 Thomas Ave, Sign in at RM 256, 2nd Floor	913-684-2844	0800-1500 T-Th	CAC
<input type="checkbox"/>	Transition Education Counselor (First Duty Station Only)	Education Center (Bldg 62) 120 Dickman Ave	913-684-2496	0800-1500 T-Th CALL	
<input type="checkbox"/>	DENTAL FACILITY	520 Pope Ave (Bldg 57)	913-684-5516	0730-1530 M-F Closed for Lunch 1130-1230 WALK-IN	CAC, Orders and Dental files (if hand carried)
<input type="checkbox"/>	TRANSPORTATION OFFICE	549 Kearny Ave (Bldg 268) Dodge Hall	913-684-5656	0730-1600 M,T,Th,F & 1230-1600 W Closed for Lunch 1200-1230 CALL	CAC and Orders
<input type="checkbox"/>	VETERINARY SERVICES (If residing on post with pets)	831 McClellan Ave (Bldg 88)	913-684-6510	0700-1600 M-F CALL	CAC and Orders
<input type="checkbox"/>	WEAPONS REGISTRATION (if residing on post owning weapons)	Visitor's Control Center-VCC (Bldg 4001), 1 Sherman Ave (Outside Sherman Gate)	913-684-3601/3605	0700-1600 M-F CALL or WALK-IN	CAC, Orders and Weapons Registration Form
<input type="checkbox"/>	ASST. CHIEF OF STAFF, ARA (Title 10 USAR MAJs & below ONLY/ NO Retirees)	HQ CAC, Sherman Hall (Bldg 52) 415 Sherman Ave, Rm 245	913-684-2240	0730-1130 M-F	Assignment/Active Duty Orders and Bio Summary
<input type="checkbox"/>	VOTING ASSISTANCE OFFICER	MAHC (Bldg. 343), 2nd Floor, Rm. 2A31	913-684-6239	0700-0900 M, W, & F CALL or WALK-IN	CAC and Orders

**MEDDAC
IN-PROCESSING ORGANIZATION INFORMATION**

CONTINUED ON BACK

**MEDDAC
IN-PROCESSING ORGANIZATION INFORMATION**

<input type="checkbox"/>	AGENCY	ADDRESS	PHONE	HOURS OF OPERATION	DOCUMENTS REQUIRED & AGENCY SPECIFIC INSTRUCTIONS
<input type="checkbox"/>	EDUCATION CENTER	Basement of the CDC (Bldg 62) 120 Dickman Ave	913-684-2496	0730-1600 M-F Closed 0730-1130 1st Wed of the Month CALL or WALK-IN	CAC and Orders
<input type="checkbox"/>	SPONSORSHIP SURVEY/ OUT-PROCESSING SURVEY (Regular Army only. No one going onto "Student" status. MAJ/SFC/CW3 and above must opt-in for survey to be available)	https://actnow.army.mil	913-684-4391		Login to Army Career Tracker (ACT), scroll down to Total Army Sponsorship Program (TASP), click on the Sponsorship tab then click on TASP in-processing survey. Once you've answered all of the questions click on submit. The next screen will prompt you to print your certificate. You MUST bring the printed completion certificate with you to your final appointment.
<input type="checkbox"/>	FINANCE	AMPO (Bldg 74) 425 McPherson Avenue	913-684-5710/5717	Monday-Friday 0900-1600 usarmy.leavenworth.fin-mgt-cmd.mbx.ampo@army.mil EMAIL or WALK-IN	Inprocessing Slides : https://www.milsuite.mil/book/groups/army-military-pay-office-fort-leavenworth . Must have CAC/myPay access, PCS Order to include all amendments, and IPPS-A Absence Request (block 4 states PCS - Abs in conjunction w/PCS). If initial dates requested did not change include the Absence Request. Early arrival/sign-in must download and use the adjusted absence request that notes the actual arrival date. Attach all documents to voucher.
<input type="checkbox"/>	AG (LAST/Final In-Processing) "please email for Final In-Processing"	Adjutant General (Bldg 193) 861 McClellan Ave		usarmy.leavenworth.imcom.mbx.records@ army.mil EMAIL	Please email when in-processing is completed.