

**15th MP BDE  
IN-PROCESSING ORGANIZATION INFORMATION**

<input type="checkbox"/>	AGENCY	ADDRESS	PHONE	HOURS OF OPERATION	DOCUMENTS REQUIRED & AGENCY SPECIFIC INSTRUCTIONS
<input type="checkbox"/>	15th MP BDE (1st Stop)	835 Sabalu Road, 2nd Floor	913-684-4827	0930-1500 M-F	CAC, Orders and DA31
<input type="checkbox"/>	1- MEDICAL FACILITY - INFORMATION DESK	Munson Army Health Center (Bldg 343) 550 Pope Ave	913-684-6000	0700-1600 M-F <b>WALK-IN</b>	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 <b>EMAIL</b>	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 <b>WALK-IN</b> ALT: usarmy.leavenworth.medcom- mahc.mbx.mahc-bod-in-inprocessing@health.mil	<b>Instructions:</b> Must update your TRICARE enrollment by contacting HealthNet Federal Services (HNFS) @ 844.866.9378 or by logging on to <a href="https://milconnect.dmdc.mil/milconnect/">https://milconnect.dmdc.mil/milconnect/</a> 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. Need 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 <b>WALK-IN</b>	CAC and Orders
<input type="checkbox"/>	DENTAL FACILITY	520 Pope Ave (Bldg 57)	913-684-5516	0730-1530 M-F <b>Closed for Lunch 1130-1230</b> <b>WALK-IN</b>	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 <b>Closed for Lunch 1200-1230</b> <b>CALL</b>	CAC and Orders
<input type="checkbox"/>	ARMY COMMUNITY SERVICES/AER/EFMP	Resiliency Center (Bldg 198) 600 Thomas Ave 1st Floor, Rm 119	913-684-2800	0730-1630 M-F <b>In-Processing Briefings are held at 0900 Tuesday</b>	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 <b>Closed for Lunch 1130 to 1230</b> <b>Closed 0800-1230 3rd Wed of the Month</b> <b>CALL or WALK-IN</b>	CAC and Orders <b>(FYI: This is not Frontier Housing. ALL SOLDIERS MUST go to the Housing Office)</b>
<input type="checkbox"/>	VETERANS BENEFITS ADVISOR (First Duty Station Only)	Resiliency Center (Bldg 198) 600 Thomas Ave Go to 2nd Floor and sign in at Rm 256	913-684-2844	0800-1500 T-Th	CAC and Orders
<input type="checkbox"/>	Transition Education Counselor (First Duty Station Only)	Education Center (Bldg 62) 120 Dickman Ave	913-684-2496	0800-1500 T-Th <b>CALL</b>	CAC and Orders

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<input type="checkbox"/>	VETERINARY SERVICES (If residing on post with pets)	831 McClellan Ave (Bldg 88)	913-684-6510	0700-1600 M-F <b>CALL</b>	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 <b>CALL or WALK-IN</b>	CAC, Orders and Weapons Registration Form
<input type="checkbox"/>	15TH MP SECURITY MANAGER	835 Sabalu Road, 2nd Floor	913-684-3804	0900-1500 M-F <b>CALL or WALK-IN</b>	CAC and Orders
<input type="checkbox"/>	GOVT TRAVEL CARD	15th BDE 835 Sabalu Road (Bldg 1155) Rm 221	913-684-4867	0900-1600 M-Th & 0900-1500 F <b>CALL</b>	DTS Manager will email info
<input type="checkbox"/>	EDUCATION CENTER	Basement of the CDC (Bldg 62) 120 Dickman Ave	913-684-2496	0730-1600 M-F <b>Closed 0730-1130 1st Wed of the Month CALL or WALK-IN</b>	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.)	<a href="https://actnow.army.mil">https://actnow.army.mil</a>	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. <b>You MUST email the completion certificate at your virtual final in- processing to AG.</b>
<input type="checkbox"/>	VOTING ASSISTANCE OFFICER	SEE UNIT VOTING ASSISTANCE OFFICER		SEE UNIT VOTING ASSISTANCE OFFICER	CAC and Orders
<input type="checkbox"/>	FINANCE	AMPO (Bldg 74) 425 McPherson Avenue	913-684-5710/5717	<a href="#">Monday-Friday 0900-1600</a> <a href="mailto:usarmy.leavenworth.fin-mgt-cmd.mbx.ampo@army.mil">usarmy.leavenworth.fin-mgt-cmd.mbx.ampo@army.mil</a> <b>EMAIL or WALK-IN</b>	Inprocessing Slides : <a href="https://www.milsuite.mil/book/groups/army-military-pay-office-fort-leavenworth">https://www.milsuite.mil/book/groups/army-military-pay-office-fort-leavenworth</a> . 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. <b>Early arrival/sign-in must download and use the adjusted absence request that notes the actual arrival date.</b> Attach all documents to voucher.
<input type="checkbox"/>	AG (LAST/Final In-Processing) <b>"please email for Final In-Processing"</b>	Adjutant General (Bldg 193) 861 McClellan Ave		usarmy.leavenworth.imcom.mbx.records@army.mil <b>EMAIL</b>	<b>Please email when in-processing is completed.</b>

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