

NAME: \_\_\_\_\_

**MCTP**  
**IN-PROCESSING ORGANIZATION INFORMATION**

AGENCY	ADDRESS	PHONE	HOURS OF OPERATION	DOCUMENTS REQUIRED & AGENCY SPECIFIC INSTRUCTIONS
MCTP S1 (1ST STOP)	400 Kearny Ave 1st Floor, Office of the S1	913-684-5766/5745	0730-1530 M-F <b>Closed for lunch 1100-1300</b>	CAC, Orders and Leave form
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
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
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-Email: 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.  Orders
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
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)
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
ARMY COMMUNITY SERVICES, AER, EFMP	Resiliency Center (Bldg 198) 600 Thomas Ave, Rm 119, 1st Floor	913-684-2800	0730-1630 M-F <b>In-Processing Briefings are held at 0900 Tuesday</b>	CAC and Orders
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>
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 and Orders
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
MCTP S2 OFFICE	COL John M. McHugh Training Center 415 McPherson Ave	913-684-7824	0730-1530 M-F <b>Closed for lunch 1100-1300</b> usarmy.leavenworth.CAC.list.mctp-s2@mail.mil	CAC and Orders
GOVERNMENT TRAVEL CARD	CAC HQ, Wagner Hall (Bldg 52) 415 Sherman Ave, Rm B4	913-684-1850	0730-1600 M-F usarmy.leavenworth.cac.mbx.stds@mail.mil <b>CALL or EMAIL</b>	CAC and Orders

**SOLDIERS MUST BE IN UNIFORM IAW GARRISON POLICY LETTER #15**

Updated 15 August 2023

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AGENCY	ADDRESS	PHONE	HOURS OF OPERATION	DOCUMENTS REQUIRED & AGENCY SPECIFIC INSTRUCTIONS
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</b> <b>CALL or WALK-IN</b>	CAC and Orders
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
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
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
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>
VOTING ASSISTANCE OFFICER	SEE UNIT VOTING ASSISTANCE REP		SEE UNIT VOTING ASSISTANCE REP	
CASUALTY ASSISTANCE CENTER: (CPT & ABOVE excludes Students Chaplains and JAG)	Adjutant General (Bldg 193) 861 McClellan Ave	913-684-3557	0700-1530 M-F <b>Closed 1st Wed of the Month</b> <b>WALK-IN or CALL</b>	
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. Early arrival/sign-in must download and use the adjusted absence request that notes the actual arrival date. Attach all documents to voucher.

**SOLDIERS MUST BE IN UNIFORM IAW GARRISON POLICY LETTER #3**

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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 <b>EMAIL</b>	Please email when in-processing is completed.
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