

Incoming Soldier Pre Arrival Checklist

The purpose of the Checklist is to assist the incoming Officer/NCO in preparing for his duties in DMI. The following tasks should be completed as directed on the following checklist as part of the incoming Soldiers in-processing.

	Pre Arrival West Point General Information	Complete NLT Date	Date Completed
1.	<p>On Post Housing info: Download the incoming Soldier the West Point Balfour Beatty Communities Housing Guide. It is located on the DMI website, Newcomers tab hyperlink.</p> <p>Complete the application at http://westpoint.bb-staging.delphicsage.com/relocating-residents/apply-today/ You will have to log on to the Yardi system (hyperlink on page) and input your info on that system.</p> <p>Housing Draw/Summer Assignment Process: West Point conducts a Quarters Housing Draw for Officers/Key and Essential personnel arriving 1 May through 31 August. Information available at http://www.westpointfamilyhousing.com Housing Draw date is 4 June 2014 (T)</p> <p><i>If you arrive prior to 1 May you can choose from what's available.</i></p>		
2.	<p>Off Post Housing info: Housing Services Office – off post housing assistance and counseling, referrals for local area rentals, homes for purchase. Ms. Eileen Kaczkin, 845-938-2500. Hours: M-F 0800-1630. Located in Bldg 2101, 4th Floor, Room 407.</p> <p>Automated Housing Referral Network (AHRN) website – area rentals http://www.ahrn.com</p> <p>AHRN only takes homes that are inspected and deemed sufficient for rent, another advantage is that there is no realtor fee to pay for rental. Areas to conduct searches are found on the area information sheet found on the DMI website.</p>		
3.	<p>Child and Youth Services: Registration for CYSS Programs can be found online and can be completed prior to arrival. Ensure that the incoming Soldier is notified of this. Please visit www.westpointmwr.com for further information in regard to CYSS programs.</p> <p>Parent Central is located in Building 140 Buckner Loop, Lee Child Development Center. Ms. Kim Tague is the Agency POC and her phone number is 845-938-3921 and their hours are 0800-1700. <i>Sponsor sends the CYS white paper to provide info on CDC/CYS programs.</i></p>		
4.	<p>West Point School Liaison: Families are welcome to contact the School Liaison Officer, Michi Carl, Michi.Carl@usma.edu or at 845-938-2092, prior to arrival for information about area schools.</p> <p>The School Liaison Officer can provide registration forms for many local schools and put the Family in contact with a School Counselor. <i>Send the SLS tri-fold to provide information about the West Point and local school systems.</i></p>		
5.	<p>Army Community Service: <i>Sponsor sends ACS brochure as well as the following website for general information about the West Point Community and the programs ACS offer.</i></p> <p>http://www.militaryinstallations.dod.mil/MOS/f?p=132:CONTENT:0::NO::P4_INST_ID,P4_INST_TYPE:3745,INSTALLATION</p>		
6.	<p>Social Media: There are multiple Facebook pages here at West Point to help your transition into the community.</p> <p>1. The West Point Garrison Facebook page can be found at https://www.facebook.com/#!/WestPointGarrison/info The primary purpose of this page is for the West Point Garrison Leadership to communicate directly to the entire West Point Community - and to highlight or emphasize specific information, activities and opportunities.</p> <p>2. The Community run Living on West Point Page. Request access through Facebook. https://www.facebook.com/#!/groups/204708669564236/ This is a private group with membership open exclusively to individuals currently associated with service at West Point or Stewart AFB, including Service members who are stationed there as well. This group is not affiliated nor endorsed by the United States Military Academy, West Point Garrison, or the US Government. Really good for networking and finding others with similar interests on West Point, also a good resource when you have a non standard question that your sponsor may not be able to answer.</p>		

	<p>3. The United States Military Academy page. https://www.facebook.com/#!/WestPointUSMA Welcome to the official West Point Facebook Fan page. This page is intended to provide updated information and discussion about the Academy.</p> <p>4. West Point Garage Sale https://www.facebook.com/#!/groups/westpointgaragesale/ Good resource for incoming families to sell and buy random items.</p> <p>5. The spouses have a Facebook page titled DMI Social Group: https://www.facebook.com/groups/dmisocialgroup/</p>		
	<p>7. Registering your vehicle in New York State: Go to the DMI website and click on the Newcomers hyperlink. Click on the Arrival hyperlink and then Registering your vehicle hyperlink. You will find an information paper for incoming Soldiers. This was created in order for Soldier to be prepared before going to DMV to register vehicle. <i>(You can download needed forms as well.)</i></p> <p>New York State DMV website is: http://www.dmv.ny.gov/ You will not be able to use the online service to complete your vehicle registration unless you're vehicle is currently registered in NYS.</p>		

Pre Arrival Office Administrative Tasks		Complete NLT Date	Date Completed
1.	<p>Establish a DMI Computer User Account and USMA E-mail account, Complete the Information Assurance Training. https://ia.signal.army.mil/DoDIAA/default.asp</p> <p>Once you complete the training and pass the 10 question test with a score of a 70% or higher you can print the Certificate for your records. Please scan or digitally save the certificate and send to your sponsor so that the sponsor can set up incoming Soldiers email account.</p> <p>Once sponsor has DD2875 and valid IA certificate, forward to Mr. Art Truss (x7383), DMI S6, so he can image a computer and submit paperwork for email account.</p>	30 Days Prior to Arrival	
2.	<p>Cadet Parking Area (CPA) Send CPA pass for POV(s), DMI SharePoint has CPA form. Once completed notify the incoming Soldier to report to the Military Police Station next to the Washington Gate in order to obtain pass for POVs upon arrival.</p>	10 work days prior	
4.	<p>CIF Request. <u>If incoming Soldier has no equipment.</u> Incoming Soldier completes and return the Cadet Summer Training (CST) CIF Request to the Sponsor NLT 10 working days prior to their report date. Ensure you place your name on form and only mark what you need. If you have the item, please input a 0 in the QTY column. Once completed, send form to Sponsor.</p>	10 work days prior to arrival	
5.	<p>DA Form 348 and GOV/TMP license Incoming Soldier needs to bring current valid DA Form 348 (Military License) and TMP License in order to obtain West Point license.</p>	10 work days prior	

Pre Arrival Uniform Tasks		Complete NLT Date	Date Completed
1.	<p>ASU B Uniform. Recommend that incoming Soldier purchase, at a minimum, 2 long sleeve ASU shirts, 2 short sleeve ASU shirts, and to have 2 pairs of ASU trousers. Ties are required on days that the Long Sleeve ASU shirt is worn, unless you wear the cardigan or the sweater over top. A black windbreaker or ASU coat with liner is also appropriate to wear and is good to have in the early spring, winter, and late fall. The ASU service cap is what is worn when wearing the ASU B's.</p> <p>*** Having your ASU Coat jacket ready to wear upon arrival is essential. Escort and Funeral taskings are part of DMI's scope and your full ASU uniform should be ready at a moment's notice.</p>		
2.	<p>ACU's. There is a uniform battle rhythm here at West Point. ACU's are worn on Tuesday and Wednesday currently during the Academic Year and every day during Cadet Summer Training (CST). The Patrol cap is the headgear that is worn with the ACU's.</p>		