

To Request a Sponsor – Please go to <https://actnow.army.mil/> and submit a sponsor request to MCTP.

To sign in from PCS Leave, please stop by the MCTP S1 located at the MCTP Headquarters, Building 44, on the second floor between the hours of 0900 to 1600 Monday thru Friday. Please call 913-684-5911 for any questions regarding signing off leave.

Please bring a copy of the following documents listed below for in-processing.

A Copy of your
PCS Orders
Leave Form

Getting Settled:

ID Cards and DEERs

<https://garrison.leavenworth.army.mil/index.php/my-fort/all-services/id-cards-deers>

Housing Services Office

<https://garrison.leavenworth.army.mil/index.php/my-fort/all-services/housing-services-office>

Transportation Office

<https://garrison.leavenworth.army.mil/index.php/my-fort/all-services/transportation-office>

Defense Military Pay Office

<https://garrison.leavenworth.army.mil/index.php/my-fort/all-services/defense-military-pay-office>

Fort Leavenworth ACS New Comers:

<https://garrison.leavenworth.army.mil/index.php/my-fort/newcomers>

Education Center:

<https://garrison.leavenworth.army.mil/index.php/my-fort/all-services/education-center>