

Directorate of Human Resources (DHR) Organization Chart

Phone DSN 552-xxxx	Location	Hours of Operation
Director: (913)684-1697 Fax: (913)684-1765	Address: Garrison Headquarters 290 Grant Avenue Room 205B Building 77	Times: Mon-Fri: 0730-1630 Closed Weekends & Holidays
Interactive Customer Evaluation (ICE) Comment Card		

MISSION:

To provide the Fort Leavenworth Community with premier Human Resources service to enhance the quality of life for those who work, live, and raise families at Fort Leavenworth. Activities include the full spectrum of Military Personnel Division/Adjutant General (MPD/AG) services; Education services for Soldiers and eligible Civilians and Family Members; the Army Substance Abuse Program (ASAP); Record Management; Administrative services; the Soldier for Life – Transition Assistance Program (SFL-TAP); and the Civilian Workforce Development Program.

VISION:

For the Fort Leavenworth Directorate of Human Resources to be known for providing the Army's best quality Human Resources services to our Soldiers, Civilians, Retirees, Veterans, and Family Members; and to live the motto "Quality Customer Service is Our Cornerstone".

MOTTO:

Quality Customer Service is Our Cornerstone

Services Offered:

Adjutant General's Office (AG) 684-2651	<u>Army Community Education Center (ACES)</u> 684-2496	<u>Soldier for Life – Transition Assistance Program (SFL-TAP)</u> 684-2227
<ul style="list-style-type: none"> • Casualty Assistance Center • FOIA & Privacy Act • ID Cards / DEERS • In / Out Processing & Military Records Promotions/Evaluations • Mail Room • OCONUS TDY & Leave Requests • Reassignments / Levy Brief • Records Management • Retirement Services • Sponsorship 	<ul style="list-style-type: none"> • Basic Skills • High School Completion • APT Testing • Educational Testing • ALC/Computer Labs • Tuition Assistance • College Course • Education in Deployed Areas • NCO Leader Development 	<ul style="list-style-type: none"> • Capstone Reviews • Employment Training • Financial Planning • Higher Education Counseling • Hiring Events • Individual Transition Planning • Post Transition Support • Pre-Transition Counseling • Referral Assistance • Veteran's Program & Benefits Assistance
<u>Army Substance Abuse Program (ASAP)</u> 684-2874	Administrative Officer 684-1672	<u>Workforce Development (WFD)</u> 684-1606
<ul style="list-style-type: none"> • Clinical (Program Support) • Drug Testing Coordinator • Employee Assistance Program • Prevention Coordinator • Suicide Prevention Manager 	<ul style="list-style-type: none"> • DHR Suspense File • Admin Tasking Control • Correspondence • Personnel Actions • Evaluations • Safety Officer 	<ul style="list-style-type: none"> • Career Program Mgmt • Civilian Education System • Developmental Assignments • Fellows Program • Individual Development Plans • Intern Program • Leadership Training • Personnel Action • Succession Planning
<u>Voting Assistance Office</u> 684-1717		
<ul style="list-style-type: none"> • Voting Assistance 		