

STANDARD OPERATING PROCEDURE (SOP)
AGREEMENT BETWEEN SPARTA/FORT
McCOY AIRPORT MANAGEMENT AND

This is a Standard Operating Procedure agreement between the Sparta/Fort McCoy Airport (CMY) Management and

EFFECTIVE FROM:

EFFECTIVE TO:

1. PURPOSE: This SOP is to document the specific terms and responsibilities between the above two or more parties for the space allocation for transient unit training at CMY.

2. RESPONSIBILITIES:

a. CMY will –

1) Comply with the terms and conditions of this SOP

2) Allocate the following physical space, IAW Attachments 1, 2, 3, and 4, to

be divided in the following manner:

a) Building 6058 1st Floor Rooms: 103, 103A, 104, 106, 107, 108, 109, 117, 122, 125, 131, 132, and 133.

b) Building 6058 2nd Floor Rooms: 203, 204A, 204B, 212, 213, 214, 215, 218, 220A, 220B.

c) Building 6058 Hangar: Stall 112A, 112B.

d) Building 6050 Hangar: Room 101, Stall 102A, 102B.

e) Apron: Reserve Ramp, Refueling Ramp

f) Other:

3) Ensure occupied facilities meet current Life Safety Codes, and equipment is

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current in required certifications, or identified and placed out of service.

4) Allow use of existing tactical flight operation communication infrastructure, security cameras, and Army Airfield Automation System.

5) As requested, provide a briefing for Physical Security, Fire Protection, and Emergency Response procedures.

6) Provide Points of Contact for other service providers that require coordination (Attachment 6).

7) Allow utilization of Material Handling, and Maintenance/Aircraft Support Equipment by licensed operators.

8) Provide Flight Line Driver's Training to required individuals.

9) Assist with special or increased Physical Security requirements for specific operational configuration. This must be identified in advance (when possible) to Directorate of Emergency Services – Physical security Branch (Attachment 6).

10) Provide the minimal amount of security access cards and keys that is absolutely required.

11) Provide additional information to Aircraft Commanders for Physical Security determination;

a) The airfield is a Joint Military/Civil Airfield and open to the public.

b) Flight line and perimeter is fenced, and adequate signage addressing that it is a Restricted Area, and has three swipe card access vehicular gates.

c) Pedestrian gates are padlocked and currently incorporating cipher locks on them. It is the unit's responsibility to ensure security of these gates when utilized for access.

d) Two military aprons have area lighting, with limited aircraft parking ramps.

e) The flight line and aprons have limited security/law enforcement patrol coverage, but does include security cameras with surveillance monitors in Airfield Operations, the tactical flight operations room, the Physical Security Office, and Directorate of Emergency Service Dispatch Center.

f) Hangar 6050 and Bldg 6058 Rm 104 (Vault) are equipped with Intrusion Detection System (IDS), but will require IDS pins in order to activate. The vault is rated for category II items. Comply with AR 190-11 is regards to security of arms and ammunition. This is a lengthy process and requires at least 30+ days to process. Contact Physical Security (Attachment 6).

b. will –

1) Comply with the terms and conditions of this SOP.

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- 2) Provide a primary and secondary Point of Contact (POC) for transfer of information and emergency contact. (Attachment 5).
- 3) Provide estimated aircraft data and service requirements (Attachment 5).
- 4) Provide security, safety, and emergency response briefings to all unit personnel.
- 5) Ensure supervision and management of their personnel.
- 6) Ensure all personnel utilizing vehicles on the airside of the airfield are trained.
- 7) Post schedules for shared use areas along with any relevant flight schedules requested by CMY operations.
- 8) Ensure sleeping occupancy does not exceed limits established by FEMA standards for contingency operations (Attachment 1, 2, and 3).
- 9) Comply with physical security requirements established in AR 190-13, AR 190-50, and AR 190-11 in reference to aircraft security, transient aircraft security, and arms/ammunition security and storage.
- 10) Ensure Physical Security of occupied buildings and flight line is maintained throughout the time of occupation.
- 11) Ensure allocated space is utilized and kept in a professional condition.
- 12) Conduct daily FOD checks of all areas requested on this SOP.
- 13) Contain any spills as best as possible, report any spills greater than 1 gallon to Airfield Operations, or Emergency Services. Report all spills to Airfield Operations, especially jet fuel/hydraulic fluid on asphalt, to ensure complete clean-up is conducted.
- 14) At the conclusion of the training, ensure all facilities are returned to the condition at which they were excepted:
 - a) Hangars swept, and rinsed (if needed).
 - b) Furniture returned to original location.
 - c) Garbage emptied and placed in refuse containers.
 - d) Common areas get a general wipe down and heavy debris removed.
 - e) Hazardous material placed in appropriate satellite accumulation sites or disposed of at Building 207, and inform Airfield Operations of actions taken.

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- 15) Identify any issues or concerns to Airport Management as soon as possible for proper remedy.
- 16) Return all security access cards, flight line driver's licenses (if issued), and keys prior to departure.

4. GENERAL PROVISIONS:

a. Points of Contact: The following points of contact (POC) will be used by the Parties to communicate in the implementation of this SOP. Each Party may change its point of contact upon reasonable notice to the other Party.

1) Airport Management

- a) James Hubbard, Airport Manager, Work: 502-898-4207,
james.l.hubbard18.civ@army.mil
- b) Michael Zeidler, Operations Officer, Work: 502-898-4232
michael.t.zeidler.civ@army.mil.

2) Unit:

- a) Primary POC Name:
Phone Number: E-Mail
- b) Alternate POC Name:
Phone Number: E-Mail

- b. MODIFICATION OF AGREEMENT: This SOP may only be modified by the written agreement of the Parties, duly signed by their authorized representatives.

5. AGREED:

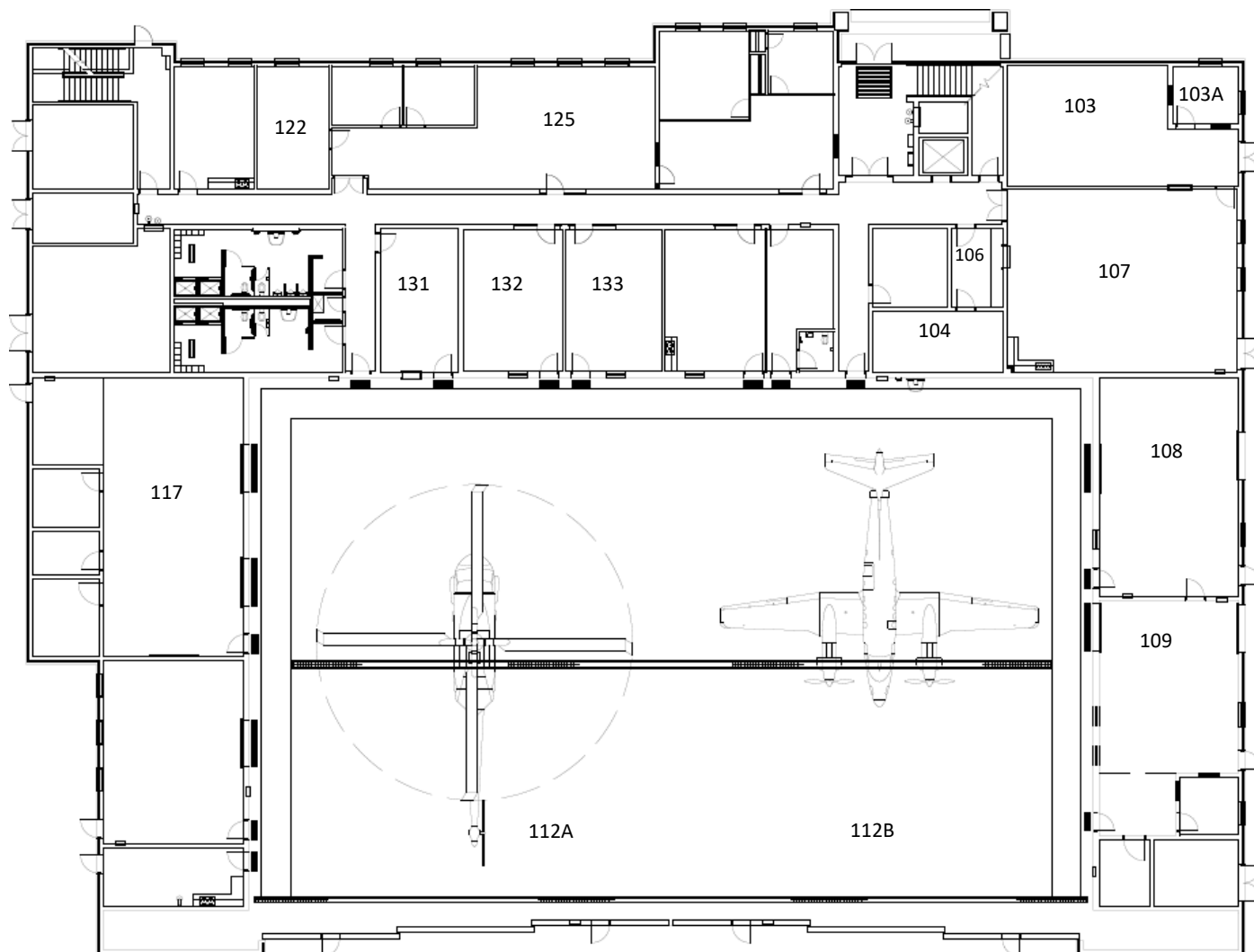
AIRPORT OPERATIONS

Commanding

Please return completed SOP to Airfield Inbox: usag-fmwi-dptms-airfield@army.mil

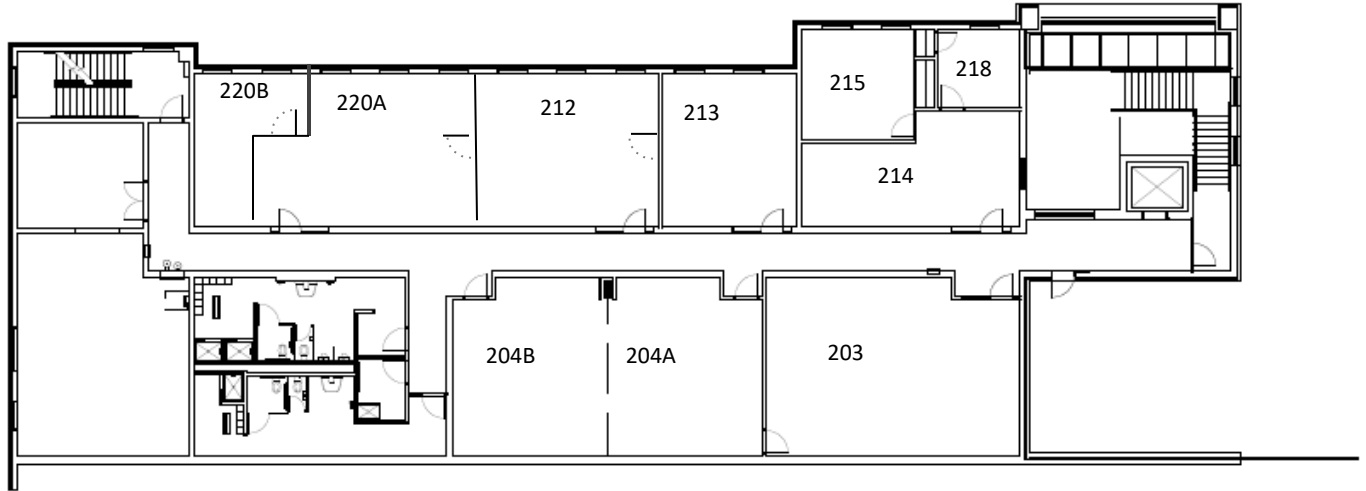
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ATTACHMENT 1 Building/Room Numbering (Click on Area) Building 6058 – First Floor



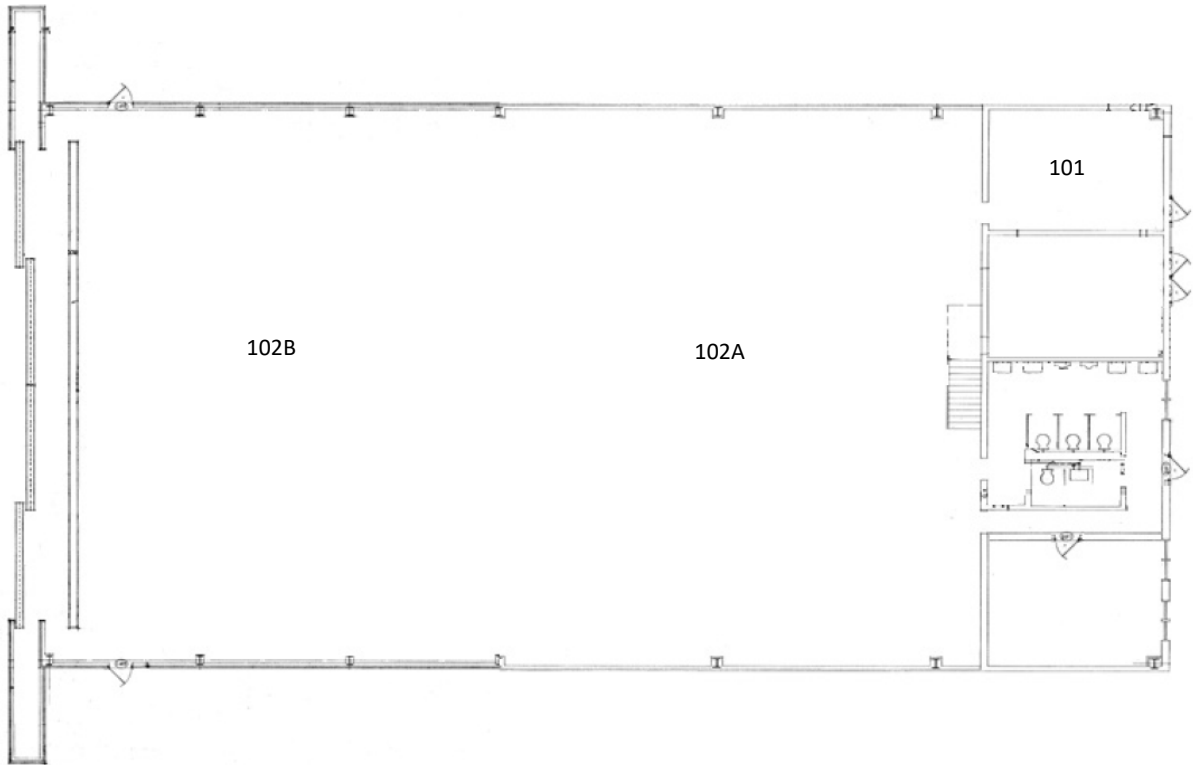
Rm #	Name	Size (sq. ft.)	Occupancy	LAN/Tele
103	Supply Rm	39 x 20=(780)	6	Y/Y
103A	Tacops		XX	Y/Y
104	Vault Rm	22 x 10	XX	N(No Electric)
106	Secure Rm		XX	N
107	Assembly Hall	38 x 31=(1,178)	11	N
108	Maint	43 x 23 (989)	11	Y/Y
109	Maint	40 x 23=(920)	9	Y/Y
112A	Hangar Stall	144 x 90=(12,960)	129	N
112B	Hangar Stall			N
117	Maint	47 x 24=(1,128)	11	N/Y
122	Conference	Joint Use	XX	Y/Y
125	Flight Planning	Joint Use	XX	Y/Y
131	Storm Shelter	Joint Use	XX	N
132	Admin		XX	Y/Y
133	Admin		XX	Y/Y
Total		(18,175)	48 / 177	

ATTACHMENT 2
 Building/Room Numbering
[\(Click on Area\)](#)
 Building 6058 – Second Floor



Rm #	Name	Size (sq. ft.)	Occupancy	LAN/Tele	Elect
203	Multi-Use/Conf Rm	33 x 23=(759)	10	Y/Y	Y
204A	Multi-Use	20 x 23=(460)	6	Y/Y	Y
204B	Multi-Use	20 x 23=(460)	6	Y/Y	Y
212	Multi-Use	20 x 24=(480)	6	Y/Y	Y
213	Multi-Use	20 x 17=(340)	4	Y/Y	Y
214	Multi-Use	30 X 16=(480)	5	Y/Y	Y
215	Multi-Use	14 X 15=(210)	3	Y/Y	Y
218	Multi-Use	10 X 12=(120)	2	Y/Y	Y
220A	Multi-Use	20 x 24=(480)	6	Y/Y	Y
220B	Multi-Use	20 x 19=(380)	3	Y/Y	Y
Total		(4,169)	51		

ATTACHMENT 3
 Building/Room Numbering
[\(Click on Area\)](#)
 Building 6050
 (Lower Hangar)



Rm #	Name	Size (sq. ft.)	Occupancy	LAN/Tele
101	Common Area	17 X 16	3	Y/Y
102A	Hangar	100 X 70	87	N/Y
102B	Hangar			N/Y
Total		(7,272)	90	

ATTACHMENT 4

[\(Click on Area\)](#)

Aprons



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ATTACHMENT 5

Unit POCs, Aircraft Types/Tail Numbers, and Fuel Requirements

To assist in planning, coordination, and in an emergency situation. Please provide the following information during your stay at Fort McCoy, Wisconsin. This data may be changed at any time and is only utilized for local purposes.

Unit:**Unit Commander:**

Name:

Phone Number:

Cell:

Flight Operations Phone Number:

Fort McCoy Building Number:

24 Hour Phone Number (if other than Flt Ops):

Aviation Safety Officer:

Name:

Phone Number:

Cell:

State Aviation Office POC (If National Guard):

Name:

Phone Number:

Cell:

Estimated Jet Fuel Requirements (gal):**Aircraft Type and #:****Overnight Parking Required?:****Aircraft Tail Numbers:****Tactical Call Sign:****Additional Requirements:**

Equipment:

Services:

Additional Information:

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ATTACHMENT 6 Fort McCoy Additional Service Points of Contact

FOR EMERGENCIES on Fort McCoy **DIAL 9-1-1** from any government phone.
(CELL PHONES will go to Monroe County Sheriff, ensure they transfer you to Fort McCoy Dispatch)

POC	Phone Number (502) 898 / DSN 323	E-Mail Addresses
Aircraft Services	8730/3480	craig.s.reid.civ@army.mil
Airfield Operations	4107	usag-fmwi-dptms-airfield@army.mil
Air Traffic Control Chief	7801	james.g.tomsovic.civ@army.mil
Air Traffic Control - Maintenance	2402	jason.c.vanzomeren.civ@army.mil
ARFF Station - Airfield (non-emergency)	3553	
Communication – IT	866-335-2769	usarmy.mccoy.106-sig-bde.mbx.nec-servicedesk@army.mil
Fire Department (non-emergency)	3553	usarmy.mccoy.id-readiness.list.des-fire-department@army.mil
Fire Desk	4455	
Fuel - Logistics Readiness Center	7099/3305	james.a.langlois.civ@army.mil
Physical Security	2010/8247	USAG-FMWI-DES-PhysicalSecurity@army.mil
Police (non-emergency)	2266	(Non-Emergency)
Range Scheduling	3721/4142	usarmy.mccoy.id-readiness.list.dptms-scheduling@army.mil
Training Coordination	8223/ 8589	usarmy.mccoy.id-readiness.list.dptms-training-coordination@army.mil
Transportation - LRC	6221	usarmy.mccoy.asc.list.lrc-tmp-motorpool@army.mil

SharePoint Portal: Click [Here](#)

Public Website:

<https://home.army.mil/mccoy/>

Airfield Division Webpage:

<https://home.army.mil/mccoy/index.php/my-fort/all-services/directorate-plans-training-mobilization-security/airfield-division>

Facebook:

<https://www.facebook.com/FtMcCoy/>

Interactive Customer Evaluation:

https://ice.disa.mil/index.cfm?fa=site&site_id=344

Requested Training / Information Packet

Flight Line Drivers Training:

Airfield Smart Card:

Airfield Training Capabilities Brief:

Top 3 FAQs:

Please return completed SOP to: usag-fmwi-dptms-airfield@army.mil