DIRECTIONS ON HOW TO OBTAIN A FORT MCCOY PERMIT

Fort McCoy Small Game, Fall Turkey, and Archery Permits: Permits for Fort McCoy Small-Game, Fall Turkey, and Archery seasons can be purchased directly from the WDNR GoWild website at https://gowild.wi.gov or purchased through an authorized vendor. An application is not required for Small-Game, Fall Turkey or Archery permits.

Fort McCoy provides a limited number of permits for Cantonment Archery, Spring Turkey, Gun-Deer Hunt for Hunters with Disabilities, 9-day Gun-Deer, and Trapping, and are only available through the Fort McCoy iSportsman electronic application process. No paper applications will be provided. You will need to have an account within the Fort McCoy iSportsman system to apply. Applications will be available by logging into your iSportsman account and clicking on Acquire Permits.

The permit application and selection process for permits is based on a random drawing of all applications within each customer type Category (A, A-1, B and C) with separate permit allotments established for each category.

Update and Validate Prior to Applying for a Permit:

Fort McCoy recommends that you login into your iSportsman account and verify your account information to make sure your information is up to date and you have **the correct customer type Category status (A, A-1, B, C) selected prior to submitting your hunting permit application.** This is located in Update Registration under your My Account drop down menu in your iSportsman account. If you are a Category A, A-1, or B, you will need to supply your credentials to the Permit Sales Office. See below for details. **Remember to click on "Save" at the bottom of your screen to save any updates or changes you made to your iSportsman account information (e.g. email address, phone number, address etc.).**

Category Descriptions:

1.) **Category A:** Active and Retired Military, Reserves and National Guard and military dependent ID card holders. Proof of ID required for Category A validation. Applicants can stop by the Permit Sales Office (building 2168) with their ID or SF 50, or a copy can be sent to the Permit Sales Office. If sending a copy of your ID or SF50, any social security number displayed must be **BLOCKED OUT**. Note: The Fort McCoy Personnel Services Branch can issue ID cards for retired civilian personnel. Please call (608) 388-4563 prior to visiting for more information.

2.) *New ~* **Category A-1: Military Veteran.** A military veteran is any person who served for any length of time in any military service branch. A veteran is a former member of the Armed Forces of the United States (Army, Navy, Air Force, Marine Corps, and Coast Guard) who served on active duty/reserve and was discharged under conditions, which were other than dishonorable. **A copy of a veterans DD Form 214/215 NGB 22/22A is required for all Category A-1 applicants to confirm the status**.

3.) **Category B:** Department of Defense (DoD) and Non-Appropriated Fund (NAF) civilians, retired government civilians, other US Government Civilian ID Card Holders, and legal dependents (spouses and children 18 years old and younger). **A Civilian/Retired Civilian government employee ID is required for all Category B applicants to confirm the status**. Retired government civilian employees may supply a copy of their retirement SF50 or a retired civilian ID card. **For legal dependents, the parent/guardian government employee must provide their ID along with the names of dependents.** Applicants can stop by the Permit Sales Office (Building 2168) with their ID or SF 50, or a copy can be sent to the Permit Sales Office. If sending a copy of your ID or SF50, any social security number displayed must be BLOCKED OUT. Note: The Fort McCoy Personnel Services Branch can issue ID cards for retired civilian personnel. Please call (608) 388-4563 prior to visiting for more information.

4.) **Category C:** General Public (those who do not qualify for Category A, A-1, or B). **No copy of ID required**. You do not have to validate your status with the Permit Sales Office.

ALL applicants applying for a permit are required to identify their status (Category A, A-1, B, C) in their iSportsman account. Military personnel, Veterans, Fort McCoy civilians, and the general public all must apply during the application period to have an opportunity to obtain a permit. Any applications without a Category selected or without proper category status verification (see User Category Validation below) will be entered into the Category C drawing.

Validate your Category status with the Permit Sales Office: **Validation is required by August 6, 2018.** The lottery drawing is based off your Category Status (A, A-1, B, and C) which is located in your iSportsman account information. Category A, A-1, and B's will be drawn in the lottery first with Category C last. Those who are applying for a hunting permit who are Category A, A-1, and B must have a validation added to their iSportsman account by the Permit Sales Office in order for Category A, A-1, and B to be entered into the corresponding drawings. If accounts with Category A, A-1, and B that do not have appropriate validations, then will be placed in Category C status until accounts are validated. **Validations must be completed prior to the application deadline date.**

Permit Sales Office will accept the following validations for Category A, A-1, and B below:

Accepted documents:

1) DoD Common Access Card (CAC);
2) DD Form 2A (ACT) (Active Duty Military Identification Card);
3) DD Form 2 (ACT/RES) (Armed Forces of the United States-Geneva Conventions Identification Card (Active and Reserve);
4) DD Form 2 (RET) (United States Uniformed Identification Card (Retired);
5) DD Form 2S (ACT/RES) (Armed Forces of the United States-Geneva Conventions Identification Card (Active and Reserve);
6) DD Form 2S (RET/RES RET) (United States Uniformed Identification Card (Retired and Reserve Retired);
7) United States Government issued authenticated Federal Personal Identification Verification (PIV) credentials;
8) DoD Civilian Retiree Identification Card
9) DD Form 1173, United States Uniformed Services Identification and Privilege Card (persons over the age of 18);
10) DD Form 214/215 NGB 22/22A

Copies of above forms may be submitted to the Permit Sales Office by:

Delivering copies to Environmental Division, Building 2168, Door 4, Permit Sales North Entrance
Hours: (M-F 0700-1530)

Mailing Address:
DEPARTMENT OF THE ARMY
DIRECTORATE OF PUBLIC WORKS
IMMC-PWE-N (NATURAL RESOURCES)
2171 SOUTH 8TH AVE
FORT MCCOY WI 54656-5136

Fax: (608)-388-4933

Email: usarmy.mccoy.imcom-central.mbx.dpw-permit-sales@mail.mil

What is a Category A, A-1, B Validation?: A category validation is when you have provided proof of your customer type Category A, A-1, or B status to Permit Sales and Permit Sales has posted the correct Category Validation to your iSportsman account based on your category status selection. For example, if you select customer type Category A and have provided Permit Sales with proof of ID, then Permit Sales will post a Category A Validation to your iSportsman account. **To check your Validation status, login into your iSportsman account and your validation status is shown under your Account Details tab "Validations" in your account information.**

Check for an expired validation. If you currently obtain Category A, A-1, or B status and have a validation posted by Permit Sales and the validation has NOT expired, you do not need to provide proof of ID.

If your Validation has expired, you will need to resubmit a copy of your ID or paperwork to the Permit Sales Office.
Please contact the Permit Sales Office at (608)-388-3337 with any questions regarding your current category status or validations.

Any Expired validations will be converted to Category C status unless updated through the Permit Sales office.

Before You Apply for a Permit:
Login into your iSportsman account and make sure all your information is up to date and current (i.e. phone number, email etc.).
If you provided a cell phone number and it accepts text messages, it is recommended that you mark in your iSportsman account that you will allow text messages to come through. This is used to send text notifications such as last minute training area closures emergency information when you are signed-in to an activity.

Remember to click on SAVE at the bottom of the page if you updated any information in your account. Check your "Category Status" and "Validations" before you submit an application for a quota hunt permit. **If you are a Category A, A-1, or B, get your Category Status Validated with the Permit Sales Office prior to submitting your application.**

How to check your iSportsman Category Status:
1) Go to *www.mccoy.isportsman.net*
2) Click "My Account"
3) Login. If you are having problems with your login credentials, please contact the Permit Sales Office 608-388-3337 or email at usarmy.mccoy.imcom-central.mbx.dpw-permit-sales@mail.mil. If you do not have an account click on Register and

create an account and you will input your Category status upon registering.

4) Click on tab "My Account" and select "Update Registration" from drop down menu.
5) Review your account information to make sure all information is current and check that you have the correct "Category Status" selected from the drop down menu (A, A1, B, or C).
6) If you are a Category C, you may proceed to your application by clicking on "My Account" tab and click on "Home" from the drop down menu. Then you may proceed to the permit application directions below starting with "Step 2".
7) If you need to change your status, please contact the Permit Sales Office.
8) If you are Category A, A-1, or B you will need to validate your status with the Permit Sales Office before submitting your application.
9) Those who confirm their Category Status A, A-1, or B with the Permit Sales Office will have a Validation with an expiration date posted to their iSportsman account.
10) Any application submitted with Category Status A, A-1, or B that has <u>NOT</u> been validated will automatically be put in Category C for the permit drawings.

How to check your Category A, A-1, or B Validation:
Login in to your iSportsman account at www.mccoy.isportsman.net.

1.) Click on "My Account" and select Account Details   2.) Click on "Validations" tab

3.) Check to see if you have a validation. If you have a validation it will appear below. If you do not see a validation, you will need to submit a copy of your ID, or a copy of your paperwork (see page 2 for acceptable documents) to the Permit Sales Office so they can add your validation.
If you do have a validation posted, make sure the validation has not expired. If the validation has expired, you will need to contact the Permit Sales Office.

Show Active as True

Any validations will show here

Check your validation expiration date. If your validation has expired, please contact the Permit Sales Office.

Permit Applications: Applications will be available only through your Fort McCoy iSportsman account.
Access the home web page of the Fort McCoy iSportsman System at www.mccoy.isportsman.net.

Permit Application	Date Available	Deadline Date (due at mid-night)
• 9-Day Gun-Deer Application	25-Jun-18	6-Aug-18
• Gun-Deer Hunt for Hunters with Disabilities Application	25-Jun-18	7-Sept 18
• Cantonment Archery Application	25-Jun-18	6-Aug-18
• Trapping Application	1-Aug-18	21-Sep-18

1. Click "My Account" and Login. If you do not have an iSportsman user account click on "Register" to create a user account. Once you have created a user account and you are still logged in, you can proceed to Step 2.

2. Click on "Acquire Permit(s)".

3. Select the permit application you want to apply for by clicking on "Add to Cart" on the right hand side of the screen.

4. Fill in any required fields by selecting from the drop down menu how you are entering the drawing. Your selections from the drop down menu are Solo Entry, Create a Group, or Join Existing Group.

   a. Group Applications: If you are interested in applying as a group, you will select either "Create a group entry" or "Join a group". You may have up to 4 people in a group.

      i. The first person to apply in your group must select "Create a group entry" and will receive a **'Group Key'** number after they Confirm their "Checkout". The Group Key Number (Group Key Code) will be used for those who want to join your group.

      ii. Those applying who want to join a group will select "Join existing group entry" and enter the "Group Key Code". The Group Key Code has to be entered exactly as it was provided.

   b. Youth 10-11 years old under the Youth Mentorship Program: Fort McCoy does not have specific Youth Hunts; however youth (10 and 11 years old) can participate in any Fort McCoy hunt. All participants (youth and mentors) must follow Fort McCoy regulations, WDNR guidelines and rules associated with the program, and obtain the proper Fort McCoy permit(s).

5. Click on "Save".

6. Review that your selection is accurate. You have a couple of options you can select at this point.
   a. You can either click on "Checkout" or click on "Continue Shopping".
   b. **YOU MUST SELECT "CHECKOUT" AND "CONFIRM" YOUR ORDER in order for your application to be submitted into the drawing.**
   c. If there is another application you would like to select, click on "Continue Shopping" and follow the same steps as listed above.
   d. If you want to remove your selected application, click "Remove" and that will remove your application selection and you can go back to the list and shop.
   e. If you need to change or edit your application entry click on "Change".

7. Click on **"Checkout"**. If you exited your account and need to login back in and you haven't confirmed your checkout, select **"View Cart & Checkout"** and that will show you what you had previously selected. Proceed to **"CHECKOUT"** and **"Confirm"** to submit your application.

8. **Order Confirmation. Click on "Confirm". You have completed the application process and your application has been submitted into the drawing.**

   a. If you created a group application, your 'Group Key' number (group code) will be displayed at this point to give to those who want to join your group. Reminder, 4 people per group application.

   b. If you entered your email address to your iSportsman account information, the iSportsman system will send you an

email confirming that you are entered into the drawing.

     i. Reminder, if you do not see an email in your inbox, check your spam or junk email folder. Add Fort McCoy to your list of contacts so that your email will accept emails from Fort McCoy iSportsman. Otherwise you can login into your iSportsman account at any time and click on Lottery to check drawing status.

9. Note: Once you have submitted your application into the lottery (drawing), you will not see the application available under "Acquire Permit(s)". However, if you click on Lottery (up above your name), this will show the lottery (drawing)   you entered and the status of your application.

Tip: Make sure there are no items left in your shopping cart.