



DEPARTMENT OF THE ARMY
CAMP ATTERBURY – MUSCATATUCK URBAN TRAINING CENTER
4230 EAST ADMINISTRATION DRIVE
BUTLERVILLE IN 47223

NGIN-MCO-ZA

27 January 2020

MEMORANDUM FOR RECORD

SUBJECT: MUTC Facility Access Standard Operating Procedure

1. Purpose: Establish clear guidelines for access to the site IOT achieve safety and protection principles.
2. The Operations Section for MUTC facilitates the training of all units, organizations, and elements within the site. Due to the nature of the facility and the wide variety of customers that utilize MUTC, some of the training and testing that occurs can be inherently dangerous and risks must be mitigated. Sensitive items, high dollar equipment, and personnel must be protected against theft, injury, and any nefarious events. The responsibility to safeguard against all of the aforementioned primarily rests with Grizzly Operations Group, the proponent for training and force protection. A large part of protecting the site's personnel and property is controlling and synchronizing the movements of all personnel during times of increased hazardous activity.
3. The following procedures will be applied to MUTC Access protocol:
 - a. Full time personnel, employees, Ivy Tech Personnel, Tenants and contract personnel will be issued a distinctive numbered window pass to be displayed upon normal entry. Entry after normal business hours may require additional identification and verification. Passes will be reissued and the color changed annually. Ivy Tech and other tenants may be issued a different color scheme.
 - (1) Valid Military ID: No restrictions for entry. Security guard may ask a leading question. If a negative response is received the individual will be directed to Grizzly Operations.
 - (2) Other DoD, State ID or driver's license: Security guard will ask a leading question. If a negative response is received the individual will be directed to Grizzly Operations.
 - b. Training units will be issued temporary passes for training access by Grizzly Operations. MUTC Housing will issue passes for guests staying in chargeable quarters. Valid ID will still need to be provided to Security personnel. Individuals with a valid ID and access pass will be allowed entry.
 - c. Visitor Access:

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- (1) Ivy Tech and other tenants. It will be the responsibility of the visited party to meet their visitors at the gate and sign in. Visitors must depart by 2300 daily and sign an indemnification form if participating in any activities. Visitors may not be allowed access at certain times due to high risk training. Training guidance and restrictions is issued daily during the 0800 Daily Sync meeting at Grizzly Operations.
 - (2) All other visitors will require direct Coordination with Grizzly Range Desk
 - (3) Un-coordinated visitors outside of normal business hours will be denied access to the site until the nature of their visit can be verified by the Grizzly Range Desk/SDO or with standing reporting procedures.
 - (4) Foreign visitors will have Passport, Visa, their home country form of identification, but only non-government associated personnel are allowed access through with those means of identification. Government associated visitors must be cleared through site SSR/SSO.
- d. Normal business hours are considered 0700-1600 Monday through Friday. ALL personnel wishing to come on-site after normal business hours must state their business or reason for coming on-site. Without a viable purpose such as training, visiting a MUTC employee, scheduled PDSS or Tour, then access cannot be granted.
 - e. Training Restrictions: At times the potential for visitors to interfere with sensitive and kinetic training is high. During these periods security personnel will be notified and all visitors will report to Grizzly Operations for route coordination and access to the location of their visit.
 - f. The Site Commander, CSM, XO, and Grizzly Operations are the only entities authorized to distribute the automated access gate codes.
5. Point of Contact for this memorandum is CPT Brian Degelow at 317.247.3300 x 41210 or brian.a.degelow.mil@mail.mil.

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GARRISON COMMANDER