

## ARMS ROOM CLOSE OUT PROCEDURES

Unit commanders/facility managers closing out arms room due to deployment must:

a. Prepare a memorandum stating that no sensitive items have been left in the arms room. Memorandum must include building and zone numbers.

b. Submit memorandum to the Physical Security Division (ATTN: Compliancy Branch). The Physical Security Division is located in the Directorate of Emergency Services, Bldg 2-5935, Room 147 at the corner of Butner Road and Armistead Street.

c. Once the arms room has been cleared out, and is no longer in use, the ICIDS alarm will be placed in "ACCESS" mode. The high security padlock will be removed, or the combination will be returned to the factory setting of 50-25-50.

**Note:** Pre-occupancy for re-deploying units is required before occupation of arms room.

## ARMS ROOM RELOCATION PROCEDURES

a. Contact the Installation Physical Security Office, Compliancy Branch at 396-9109 to schedule a Pre-Occupancy inspection.

b. Upon receiving a Pre-Occupancy inspection statement from the Physical Security Office, the unit must submit the Pre-Occupancy inspection and updated Fort Bragg Form 975 to the ICIDS Administrator, located in Bldg 2-5935, Room 115, at the corner of Butner Road and Armistead Street. The updated form must include the new building and zone numbers.

c. Once the arms room has been cleared out, and is no longer in use, the ICIDS alarm will be placed in "ACCESS" mode. The high security padlock will be removed, or the combination will be returned to the factory setting of 50-25-50.

**Note:** Current armorers will keep the same PIC codes. New armorers added to the updated FB Form 975 must submit a completed DA Form 7281.