

**BY ORDER OF THE COMMANDER  
71ST FLYING TRAINING WING VANCE  
AIR FORCE BASE**

**AIR FORCE INSTRUCTION 32-9005**

**VANCE AIR FORCE BASE  
Supplement**



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**Civil Engineering**

**REAL PROPERTY ACCOUNTABILITY AND  
REPORTING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement to Air Force Instruction (AFI) 32-9005, Real Property Accountability and Reporting, establishes local procedures for identifying, updating, and recording changes to facilities, plants, systems and utilization necessitated as a result of facility inventories. It establishes a local form, local formats, and documents changes required to update Real Property Records. This applies to all personnel responsible for inventory of Real Property facilities. It does not apply to Air National Guard and Air Force Reserve Command units. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of according to the Air Force Records Disposition Schedule (RDS) located at [https://www.my.af.mil/afrims/afrims/afrims/rds/rds\\_series.cfm](https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the VAFB Publications and Forms Manager. (AF Form 847 is prescribed in AFI 11-215, USAF Flight Manuals Program [FMP]. Refer to that publication for guidance on filling out the form.)

5.1. Introduction: Real estate personnel will conduct facility inventories as required by AFI 32-9005. A physical inventory will be performed on all facilities coded with an Inventory Code of "A", "B", and "X". After the initial inventory, a progressive physical inventory is completed every five years on those items with the appropriate Inventory Control Code. Facilities will also be considered inventoried at the completion of any major repair or renovation project. Shop

personnel can be used to verify size and quantity of various plants and systems. Inspections will be coordinated with building managers.

5.1. 1 (Added) Space Utilization: During facility inspections, the real property personnel will review space utilization in the facility to see if real property records match actual usage. If there is a question as to what organization occupies a specific portion of the facility, the facility manager will forward appropriate information to real property personnel. If changes to real property records are required, the organization will provide appropriate information to real estate personnel, (see VAFBI 32-9001, Facility Manager Program, paragraph 2.4) for a space change request to the Facility Board. Facility Board approval will be required when a category code change is necessary.

5.3. Inventory Schedule: An inventory schedule will be accomplished in accordance with the Performance Work Statement provided by the Air Force. Real Property personnel will contact the facility manager and set up a time for a joint inspection of the facility. A review of space usage will be accomplished so the inspector will be able to identify organizational occupation of the facility. The Vance Form 48 will be used during the inspection to identify systems, building materials and utilities in the facility. Real Property personnel will verify facility utilization by comparing actual space usage versus Automated Civil Engineer System-Real Property (ACES-RP) recorded usage. The facility manager folder will be reviewed during the inspection for compliance with VAFBI 32-9001, Facility Manager Program, paragraph 2.5.

5.3.1. ACES-RP records will be updated to reflect completion of the inventory. The facility inspection/inventory worksheet will be filed in the facility folder in the Real Property office.

5.9. Installation Boundary Inspections: Boundary inspections of both Vance and Kegelman will be conducted once per year to identify and eliminate any encroachments. Boundary inspections may be 'virtual' rather than physical when it is not feasible to drive the boundary or when required for no-drop bomb ranges.

7.1. Prescribed Forms: Vance AFB Form 48 Facility Inspection and Inventory Worksheet

7.2. Adopted Forms: AF Form 847, Recommendation for Change of Publication

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