

**BY ORDER OF THE COMMANDER,
15TH AIRLIFT WING**

**AIR FORCE MANUAL 23-110, VOLUME 2,
PART 2, CHAPTER 16**



**15TH AIRLIFT WING COMMAND
Supplement 1**

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Supply

REVERSE-POST PROCEDURES

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This chapter defines the regulations, applications, restrictions of reverse-post procedures. Section 16A explains the preparation of DIC/TRIC (document identifier code/transaction identification code authorized reverse-post inputs and the use of a sample reverse-post control log. Section 16B explains these additional aspects of reverse-post: research, the preparation of specific inputs; internal processing, rejects, multiple input reject correction; transactions involving the Civil Engineer, ISSL, Maintenance, and Vehicle Integrated Management Systems; and document distribution. This supplement applies to all units assigned, attached or associated to the 15th Airlift Wing. It does not apply to the Air National Guard or United States Air Force Reserve units and members.

SUMMARY OF REVISIONS

The rewrite outlines responsibilities under the decentralized reverse post concept. A bar (|) indicates revisions from the previous edition.

AFMAN 23-110, Volume 2, Part 2, Chapter 16, dated 1 July 2003, is supplement as follows:

16.4. Corrections.

16.4.1. (Added) Reverse-post procedures and responsibilities have been decentralized to all applicable sections in the base supply complex.

16.4.2. (Added) Each section is responsible for initiating and processing reverse-post inputs to correct errors originating from their applicable area of responsibility.

16.4.2.1. (Added) Inbound Section will reverse-post transactions resulting from receipt and due-out release inputs processed during normal duty hours. Items processed on weekends or after-hours will be the responsibility of the applicable section that created the error. Materiel Management Section will reverse-post due-out releases and receipts to correct demand codes on initial issue requests and actions resulting from receipts processed on weekends or after duty hours.

- 16.4.2.2. (Added) Customer Service Section will reverse-post transactions resulting from issues request.
- 16.4.2.3. (Added) Flightline Service Center Section will reverse-post all other transactions to correct errors involving assets under due-in from maintenance (DIFM) control (DIFM detail).
- 16.4.3. (Added) Document Control. Customer Service Center Section is responsible for identifying reverse-post corrective action found during quality control checks outlined in Chapter 18. Customer Service Section also processes reverse-post inputs for errors found by other sections of Logistics Readiness Division, excluding Storage and Flightline Service Center. The section finding the error will assign freeze code Q and notify the section responsible for the initial input.
- 16.4.4. (Added) Note: Reverse-post procedures and responsibilities have been decentralized to all applicable sections. All personnel are authorized to process reverse-post transactions with the approval of the section supervisor according to procedure outlined in chapter 16 and applicable supplements.
- 16.6.3. Stockroom supervisor are responsible for reverse-post action to correct quantities, unit of issues, or stock numbers that require reverse-post action.
- 16.11.2.1. (Added) All reverse-post inputs will be documented as follows:
- 16.11.2.1.1. (Added) Reason why: brief explanation; i.e., posted twice, wrong quantity, erroneous shipment, etc.
- 16.11.2.1.2. (Added) Actions taken: list all actions necessary to correct the error, i.e., reverse-post receipt and process for 6 each, etc.
- 16.11.2.1.3. (Added) Subsequent input transactions numbers.
- 16.11.2.1.4. (Added) Branch Chief, superintendent, or designated representatives will sign the documents. Designated representatives will be kept to a minimum. Designation letters will be maintained in the Customer Service Center Section. The responsible Branch Chief will endorse the appointment letters.
- 16.11.2.1.5. (Added) All information will be printed on the face of the document prior to document scanning in the Automated Imaging System.
- 16.11.6. (Added) Notification of Stock Control. Notify PACAF Regional Supply Squadron (PACAF/RSS) Stock Control of all transactions affecting unserviceable details in order to report or to delete excess detail records.

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