

BY ORDER OF THE COMMANDER
21st SPACE WING

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



21st SPACE WING
Supplement 1

1 AUGUST 2001

Supply

REVERSE POST PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes AFM23-110V2PT2CH16SW1, 1 Apr 98 Pages: 2
Distribution: F

The OPR for this supplement is TECOM/LGSPP (Mr. Paul L. Bentley). This supplement implements and extends the guidance of **Air Force Manual (AFMAN) 23-110, Volume 2, Part 2, Chapter 16, Reverse Post Procedures**. This supplement describes 21SW procedures for use in conjunction with the basic AFMAN. It applies to all Peterson AFB Standard Base Supply System (SBSS) functions. It also applies to all activities assigned to and those activities supported by the 21st Space Wing. This supplement applies to the US Air Force Reserve and Air National Guard Units.

SUMMARY OF REVISIONS

Updates local reverse post procedures. A bar (|) indicates a revision from the previous edition.

16.2.1. Copies of all completed Reverse Post Requests will be provided to Procedures and Analysis after the end of each month for analysis.

16.4.3. Document Control and Inventory are authorized to process RVP inputs.

16.5.1. (Added) Submit requests for reverse-post action in one copy using the Reverse Post Request located on the "G" Drive.

16.5.2. (Added) Special instructions for reverse post requests are:

16.5.2.1. (Added) Type or legibly handwrite request.

16.5.2.2. (Added) Use remarks block to indicate whether the document is in Document Control or attached.

16.5.2.3. (Added) The justification and cause of error block must contain the name of the individual that made the error. If unknown, identify the element responsible for the input.

16.5.2.4. (Added) The actions taken to preclude recurrence block must contain specific actions the flight chief or functional supervisor has taken.

16.5.2.5. (Added) Individuals requesting reverse post action must process an FFC to load a "Q" freeze code to the item record requiring reverse post action, if the item record does not already contain a freeze code. *Note:* Freeze code Qs not cleared within three workdays become delinquent.

16.5.2.6. (Added) Handcarry the Reverse Post Request to the Supply Manager for approval.

16.11.3. The individual accomplishing the reverse post action attaches a copy of the Reverse Post Request to the source document being reversed posted, and sends to Document Control for filming. The individual accomplishing the reverse post action returns one copy of the Reverse Post Request to the requesting individual as notification of completed reverse post action.

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