

**BY ORDER OF THE COMMANDER
341ST SPACE WING**

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



**341 SPACE WING
Supplement 1**

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Supply

REVERSE POST PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this supplement is DCSI SBSS (Mrs. Kim Budzienski). This supplement implements and extends the guidance of **Air Force Manual (AFMAN) 23-110, Volume II, Part Two, Chapter 16, Reverse Post Procedures**. This supplement describes Malmstrom Air Force Base's (MAFB) procedures for use in conjunction with the basic AFMAN. This supplement applies to all personnel assigned to the 341st Space Wing and subordinate units, and personnel assigned or attached to, or supported by, MAFB. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-332, Vol 4).

SUMMARY OF REVISIONS

This revision clarifies signature requirements for reverse post requests (paragraph **16.4**). A bar (|) indicates a revision from the previous edition.

- | 16.4. Requests for reverse-posts are accompanied by a letter signed by the program manager/Procedures.
- 16.4.4. Forward ZOP reverse-posts to Document Control.
- 16.4.4. (NOTE).** Document Control/Inventory and Fuels Accounting process reverse-post transactions.
- 16.6.1. Support reverse-posts accomplished as a result of warehouse refusals with a one year history.

16.11.3. Upon completion forward a copy of the reverse-post transaction and any related management notices to the requesting activity. Fuels Accounting maintains the accountable files for related reverse-posts; Document Control maintains all others.

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