

**BY ORDER OF THE COMMANDER,  
374TH AIRLIFT WING**

**AFMAN 23-110, VOLUME 2, PART 2,  
CHAPTER 16**



**374TH AIRLIFT WING COMMAND  
Supplement 1**

**5 SEPTEMBER 2003**

**Supply**

**REVERSE-POST PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: 374 LRS/LGRSP (SSgt K. D. Daniel)  
Supersedes AFMAN 23-110, Volume 2, Part 2,  
Chapter 16/374 AWSUP 1,  
29 March 2000

Certified by: 374 MSG/CC (Col M. A. Correll)  
Pages: 2  
Distribution: F

---

This supplement applies to assigned, attached, associate, and satellite units.

**SUMMARY OF REVISIONS**

Updates office symbols. A bar (|) indicates revision from the previous edition.

**AFMAN 23-110, Volume 2, Part 2, Chapter 16, is supplemented as follows:**

16.2.1. Use sample reverse-post (RVP) log located in Attachment 16A-3 of the basic manual.

16.4.3. Use 374 AW Form 3, **Request for Reverse-Post**, in 3 copies when requesting RVP actions. The form is self-explanatory. The initiating section is required to execute additional required processing, to correct original errors, and annotate these actions in the Corrective Processing Actions block. The 374th Logistics Readiness Squadron Procedures and Accountability Section (374 LRS/LGRSP) will monitor to ensure compliance and successful completion.

16.4.4. NOTE: The noncommissioned officers in charge (NCOIC), or their assistants, and one other person from the following sections, are authorized the RVP transaction identification code (TRIC):

16.4.4.1. (Added) 374 LRS Customer Support Section (374 LRS/LGRSC) (zero overpricing monitor only).

16.4.4.2. (Added) 374 LRS/LGRSP.

16.4.4.3. (Added) 374 LRS Materiel Section Flight Service Center (FSC) (374 LRS/LGRDMF).

16.4.4.4. (Added) The above sections' NCOICs will maintain a file copy of the appointment memorandum authorizing use of the RVP TRIC. The 374 LRS/LGRSP will devise a detailed training plan on the RVP process and will conduct training classes at least annually. The 374 LRS Training Element (374 LRS/LGRST) will ensure training plans meet AFI 36-2201, Volume 3, *Air Force Training Program on the Job Training Administration*.

16.4.4.5. (Added) The NCOIC, 374 LRS Cargo Movement Inbound Element (374 LRS/LGRDCI).

16.4.4.6. (Added) Other organizations requesting RVP action should contact 374 LRS/LGRSC at 225-7150, for assistance.

16.7.4. Reinstate due-outs to a memo status and coordinate with 374 LRS Customer Support Section Stock Control Element (374 LRS/LGRSC) or 374 LRS Materiel Section Aircraft Parts Store (374 LRS/LGRDMA) for requisitioning actions.

16.8.2. Do not destroy management notice I006, but attach it to the 374 AW Form 3 and file for 1 year per AFMAN 37-139, *Records Disposition Schedule*, Table 23-11, Rule 12.

**16.16. (Added) Form Prescribed.** 374 AW Form 3, **Request for Reverse-Post.**

MARK O. SCHISLER, Colonel, USAF  
Commander