

**BY ORDER OF THE INSTALLATION
COMMANDER**



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

**CHARLESTON AIR FORCE BASE
Supplement 1**

10 MARCH 2004

Supply

REVERSE-POST PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFMAN 23-110, Vol II, Part Two, Chapter 16 is supplemented as follows:

SUMMARY OF REVISIONS

This supplement changes the location of the reverse-post log. It changes what the log will contain. It changes the reverse-post form number. This supplement adds para **16.4.4. A bar (|) indicates a revision from the previous edition.**

16.2.1. Document Control will update the reverse-post log located on the public local area network (LAN) drive (P:\Squadron Logs). This log will be continuous and available to the Analysis Element for trend analysis and identifying possible training requirements. The reverse-post log serial numbers will start over each fiscal year. The log will contain:

- (a) Log Number
- (b) Section
- (c) Stock Number
- (d) Document Number
- (e) RVP Transaction Number
- (f) TRIC
- (g) Justification for reverse-post
- (h) Requester's name and office symbol
- (i) Processor

16.4. **Corrections.** Reverse-post requests will be documented on LRS-1, “Reverse-Post Request form” located on the public LAN drive (P:\PUBS and Forms\437 LRS Forms), and will include the signature of the flight chief/commander/superintendent. The reverse-post request form will be filed in Document Control with the completed reverse-post transaction.

- | 16.4.4. Customer Service will initiate RVP inputs when items are verified as overpriced.

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Commander