

**BY ORDER OF THE COMMANDER  
MINOT AIR FORCE BASE**

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



**MINOT AFB  
SUPPLEMENT  
28 July 2010**

***Materiel Management***

***REVERSE-POST PROCEDURES***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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AFMAN 23-110, Vol 2, Part 2, Ch 16, is supplemented as follows. This publication provides guidance on the policies, processes, and procedures used to reverse-post transactions. This publication does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) units and members. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*, route AF IMT 847s from the field through the Base Publishing Manager. Maintain records created as a result of published processes IAW AFMAN 33-363, Management of Records, and dispose of records IAW the AF Records Disposition Schedule (RDS), available from the Air Force Portal at the AF Records Information Management System (AFRIMS). Contact supporting records managers as required. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

***SUMMARY OF CHANGES***

**16.2.1.** Combined Inventory and Document Control into Compliance and Analysis Section. Deleted Fuels Accounting. **16.4.4.** Combined Inventory and Document Control into Compliance and Analysis. Deleted Fuels Accounting. **16.5.** Deleted requirement for Funds Management Liaison to initial MAFB Form 150. Added requirement to attach approval email from CAFLSC to MAFB Form 150. Replaced Funds Management Liaison with Resource

Management. Replaced ACCRSS with CAFLSC. **16.11.1.** Combined Inventory and Document Control into Compliance and Analysis Section. **16.11.5.** Replaced Stock Control Liaison in the CSE with Customer Support Section.

16.2.1. Compliance and Analysis Section and Flight Service Center will maintain a reverse-post log as outlined in attachment 16A-3.

16.4.4. NOTE: Compliance and Analysis Section and Flight Service Center personnel are authorized to process reverse-post inputs.

16.5. Reverse-post requests must be submitted on Minot AFB Form 150. Include all transaction numbers, Type Transaction Phrase Codes (TTPC), and TRICs affecting a transaction on the Minot AFB Form 150. Provide the original form plus one additional copy. The form must be filled out completely; provide sufficient justification to include reason for reverse-post, corrective action, and preventative measures. The source documents, when not in the EDC system, will be attached to the Minot AFB Form 150. Reverse-post requesters will also submit a consolidated transaction history (CTH), freeze code load notice (FFC) or an inquiry showing that the freeze code is assigned. When TRIC 1PU is involved Resource Management personnel will email CAFLSC Funds personnel for approval. Approval email will be printed and attached to Minot AFB Form 150 prior to Reverse-Post processing.

16.6.6.2. The requester signs the reverse-post request, obtains Flight Chief or Superintendent's signature, and handcarries all documentation to Compliance and Analysis for processing. Organizations outside the LRS must coordinate their request through LRS/LGLOC.

16.11.1. Compliance and Analysis Section will notify the requester when the reverse-post action has successfully processed. The requester will take action to re-input the transactions and clear all rejects.

16.11.5. The requester will coordinate with Customer Support Section to ensure necessary due-in/due-out (DIT) updates are processed.

//Signed – dac, 27 July 2010//  
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