



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO
5110
G-1
24 FEB 2003

FORCE POLICY LETTER 01-03

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: PITNEY BOWES POSTAGE BY PHONE

Ref: (a) COMMARFORRES Msg R140531Z Dec 02

1. Purpose. To establish policy, procedures and provide guidance for the management of the MARFORRES centralized Pitney Bowes postage by phone contract account.

2. Background

a. It is the responsibility of MARFORRES G-1 to maintain control of the Pitney Bowes Postage by Phone account for all units that are currently added to the postage contract.

b. The Pitney Bowes postage by phone contract consolidated all maintenance and usage of postal equipment fund management at this headquarters effective April 2000.

3. Procedures

a. The current postal contract is separated into two parts, hardware leasing/maintenance and postal usage.

(1) Hardware. The postal meter hardware is covered under current contract. Any bills received for services on the meters or scales should be sent to MARFORRES contracting officer for resolution with Pitney Bowes.

(2) Postal Usage. Money for the meters is separate from the hardware contract. Money flows from MARFORRES comptroller, through DFAS to Pitney Bowes for meter distribution. The usage amounts are derived from the semi-annual postal expenditure reports consolidated at this headquarters.

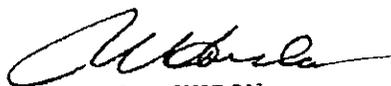
b. MARFORRES account is credited four times per year or once a quarter. All meters are authorized one reset per quarter; no monthly resets are contractually authorized. Units are required to download authorized postage amounts at the beginning of each quarter; you have 30 days in which to accomplish this procedure. If the download is not completed within the 30 day window, you

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will be unable to download any funds until the beginning of the next quarter. Regrettably, once you have utilized your authorized quarterly expenditure amount, you will be unable to receive additional funds until the beginning of the following quarter.

c. Request for increase of annual usage will be addressed to MARFORRES comptroller via MARFORRES G-1 Attn: Pitney Bowes Account Manager.

4. Action. Responsible officers will follow the guidance of this policy letter, ensuring timely submission of reports within their purview per the reference.



R. L. HUDON
Chief of Staff

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