

FILE



UNITED STATES MARINE CORPS

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

5110

G-1

FEB 24 2003

FORCE POLICY LETTER 1-03

From: Commander
To: Distribution List

Subj: PITNEY BOWES POSTAGE BY PHONE

Ref: (a) COMMARFORRES Msg R140531Z Dec 00

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.

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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 amount 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 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

DISTRIBUTION: B

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R 140531Z DEC 00 ZYB

FM COMMARFORRES//G1//

TO AIG 13775

BT

UNCLAS

MSGID/GENADMIN//

SUBJ/RULES OF ENGAGEMENT FOR USE OF PITNEY BOWES POSTAGE BY PHONE//

POC/SSGT BONNER/G-1/-/TEL: 504-678-1453/TEL:DSN 678-1453 E-MAIL

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RMKS/1. THE PURPOSE OF THIS MESSAGE IS TO EXPLAIN THE PROCESS FOR MANAGING THE MARFORRES CENTRALIZED PITNEY BOWES POSTAGE CONTRACT ACCOUNT. THE NEW PITNEY BOWES CONTRACT CONSOLIDATED ALL MAINTENANCE AND USAGE OF POSTAL EQUIPMENT FUND MANAGEMENT AT THIS HEADQUARTERS EFFECTIVE APRIL 2000.

2. THE CURRENT POSTAL CONTRACT IS SEPARATED INTO TWO PARTS, HARDWARE LEASING/MAINTENANCE AND POSTAL USAGE.

A. HARDWARE. THE POSTAL METERING HARDWARE IS COVERED BY CONTRACT. ANY BILLS RECEIVED FOR SERVICES ON THE METERS AND SCALES AFTER APRIL 2000 SHOULD BE SENT TO MARFORRES G-1 FOR RESOLUTION THROUGH THE MFR CONTRACTING OFFICE WITH PITNEY BOWES.

B. USAGE. MONEY ON THE METER IS SEPARATE FROM THE HARDWARE CONTRACT. MONEY FLOWS FROM THE MFR COMPTROLLER, TO DFAS AND THEN TO PITNEY BOWES FOR THE UNITS LISTED IN PARAGRAPH 4. THE AMOUNTS ARE DERIVED FROM THE SEMI-ANNUAL POSTAL EXPENDITURE REPORTS CONSOLIDATED AT THIS HEADQUARTERS. MARFORRES ACCOUNT IS CREDITED FOUR TIMES PER YEAR OR ONCE A QUARTER. CONTRACTED UNITS DOWNLOAD THEIR QUARTERLY AMOUNT VIA TELEPHONE TO THEIR METERS. THE ANNUAL AMOUNT (AND DERIVED QUARTERLY AMOUNT) REPORTED ON THE ANNUAL EXPENDITURE REPORT MAY NOT BE ENOUGH OR TOO MUCH. REGRETTABLY, ONCE THE QUARTERLY AMOUNT IS GONE, IT'S GONE UNTIL THE NEXT QUARTER. UNITS SHOULD NOT REQUEST POSTAGE BY PHONE TO ADD MORE THAN THEIR QUARTERLY AMOUNT OR USE "PURCHASE POWER" (A FORM OF CREDIT) TO INCREASE OR AUGMENT THE QUARTERLY AMOUNT. UNITS CAN REQUEST MODIFICATIONS FROM THIS HEADQUARTERS AND CHANGED AMOUNTS WILL BE REFLECTED IN THE NEXT QUARTER'S ALLOTMENT.

3. DOWNLOADS MUST BE PULLED EVERY JANUARY, APRIL, JULY AND OCTOBER THROUGH POSTAGE BY PHONE, 1-800-243-7800 BY THE 30TH OF THE MONTH.

4. UNITS ARE REQUESTED TO REVIEW THE ANNUAL USAGE AMOUNTS BELOW AND NOTIFY MARFORRES G-1 OF ANY CHANGES AND CORRECTIONS NEEDED.

UNIT	LOCATION	ANNUAL USAGE
HQ BTRY, 4TH BN, 14TH MAR	BESSEMER, AL	\$5,000.00
K BTRY, 4TH BN, 14TH MAR	HUNTSVILLE, AL	\$3,500.00
3RD FORCE RECON CO	MOBILE, AL	\$5,000.00
L CO, 3RD BN, 23RD MAR	MONTGOMERY, AL	\$3,000.00
I CO, 3RD BN, 23RD MAR	NORTH LITTLE ROCK, AR	\$2,000.00
BLKFL CO D, 6TH ESB	PHOENIX, AZ	\$3,000.00
1ST BN, 14TH MAR	ALAMEDA, CA	\$8,000.00
3RD/4TH BLKFL PLT, BLKFL CO B	BAKERSFIELD, CA	\$2,000.00
2ND/3RD LNGSHR PLT	CONCORD, CA	\$2,000.00
HQSVC CO, 2ND BN, 23RD MAR	ENCINO, CA	\$4,000.00

MWSS 473, DET A	FRESNO, CA	\$3,600.00
LND SUP CO, 4TH LSB BN	LATHROP, CA	\$1,300.00
G CO, 2ND BN, 23RD MAR	LOS ALAMITOS, CA	\$2,000.00
H&S BTRY, 4TH LAAD BN, MACG 48	PASADENA, CA	\$2,500.00
B BTRY, 1ST BN, 14TH MAR	PICO RIVERA, CA	\$1,600.00
WPNS CO, 3RD BN, 23RD MAR	PORT HUENNE ME, CA	\$4,000.00
D CO, 4TH TANKS	RIVERSIDE, CA	\$2,000.00
MT MAINT CO, 4TH MAINT BN	SACRAMENTO, CA	\$2,000.00
4TH TANKS BN	SAN DIEGO, CA	\$2,000.00
1ST LNGSHR PLT 1ST BCHTERMOPS	SAN JOSE, CA	\$4,600.00
MACS-23, MACG-48	AURORA, CO	\$4,200.00
A BTRY, 1ST BN, 14TH MAR	AURORA, CO	\$4,000.00
C CO, 1ST BN, 25TH MAR	PLAINVILLE, CT	\$2,000.00
DET FUEL, CO B, 6TH ESB	WILMINGTON, DE	\$1,600.00
DET H&S CO, 8TH TANK BN	HIALEAH, FL	\$1,200.00
DSMTCO, (A-)	ORLANDO, FL	\$6,000.00
4TH AAV BN	TAMPA, FL	\$3,000.00
4TH ANGLICO	WEST PALM BEACH, FL	\$3,000.00
2ND DSPLT MT MAINTCO, 4TH MAINT	AUGUSTA, GA	\$18,000.00
4TH DEN BN	MARIETTA, GA	\$10,000.00
DET 1, AMMO CO, 4TH SUP BN	ROME, GA	\$1,000.00
2D BCHTERMOPS CO, 4TH LSB	SAVANNAH, GA	\$2,000.00
D BTRY, 2ND BN, 14TH MAR	WATERLOO, IA	\$1,000.00
C CO, 4TH TANK BN	BOISE, ID	\$1,000.00
HQSVC, 2ND BN, 24TH MAR	CHICAGO, IL	\$7,000.00
HQ, MWCS-48	GLENVIEW, IL	\$3,000.00
E BTRY, 2ND BN, 14TH MAR	JOLIET, IL	\$4,000.00
WPNS CO, 2ND BN, 24TH MAR	WAUKEGAN, IL	\$1,000.00
DET 1, COMM CO	FT WAYNE, IN	\$3,000.00
DET 2, ELMA CO, 4TH MAINT BN	INDIANAPOLIS, IN	\$1,200.00
ENGR, CO B, 6TH ESB	SOUTH BEND, IN	\$3,000.00
K CO, 3RD BN, 24TH MAR	TERRE HAUTE, IN	\$2,500.00
2D GSAMMO PLT, AMMO CO, 4TH SUP	TOPEKA, KS	\$2,000.00
DET 1, ENTRMAINT CO, 4TH MAINT	WICHITA, KS	\$4,000.00
MP CO A(-), HQSVC BN, 4TH FSSG	LEXINGTON, KY	\$4,000.00
TOW PLT, HQ CO, 23RD MAR	BROUSSARD, LA	\$4,000.00
HQSVC CO, 3RD BN, 23RD MAR	NEW ORLEANS, LA	\$2,000.00
MARFORRES, HQ BN	NEW ORLEANS, LA	\$25,000.00
HQ CO, TOW PLT, 25TH MAR	CHICOPEE, MA	\$2,000.00
HQSVC CO, 1ST BN, 25TH MAR	DEVENS, MA	\$5,000.00
HQSVC CO, 25TH MAR	WORCESTER, MA	\$6,000.00
4TH CEB	BALTIMORE, MD	\$4,000.00
BRDG CO, 6TH ESB	BATTLE CREEK, MI	\$1,600.00
HQSVC CO, 1ST BN, 24TH MAR	DETROIT, MI	\$5,632.00
DET B, 4TH MAINT BN	MT CLEMENTS, MI	\$4,000.00
24TH MAR	KANSAS CITY, MO	\$5,000.00
WPNS CO, 3RD BN, 24TH MAR	SPRINGFIELD, MO	\$4,000.00
C BTRY, 1ST BN, 14TH MAR	JACKSON, MS	\$2,230.00
B CO, 4TH RECON BN	BILLINGS, MT	\$2,800.00
4TH MAINT BN	CHARLOTTE, NC	\$10,000.00
DET 1, ELMA CO, 4TH MAINT BN	GREENSBORO, NC	\$6,000.00
SUP CO(-), 4TH SUP BN	RALEIGH, NC	\$3,200.00

POSTALMSG

CD LONGSHOREMAN FLT	WILMINGTON, NC	\$4,000.00
ENG MAINT CO, 4TH MAINT BN	OMAHA, NE	\$2,500.00
G CO, 2ND BN, 25TH MAR	DOVER, NJ	\$4,080.00
6TH MT BN	RED BANK, NJ	\$3,700.00
WPNS PLT, FCO, 2NDBN, 23RD MAR	LAS VEGAS, NV	\$1,400.00
DET 4TH FORCE RECON CO	RENO, NV	\$1,500.00
A CO, 6TH COMM BN	AMITYVILLE, NY	\$12,000.00
6TH COMM BN	BROOKLYN, NY	\$3,996.00
I CO, 3RD BN, 25TH MAR	BUFFALO, NY	\$2,000.00
HQSVC CO, 2ND BN, 25TH MAR	GARDEN CITY, NY	\$1,800.00
HQSVC CO, 8TH TANK BN	ROCHESTER, NY	\$4,000.00
B CO, 8TH TANK BN	SYRACUSE, NY	\$3,000.00
K CO, 3RD BN, 25TH MAR	AKRON, OH	\$4,000.00
3RD BN, 25TH MAR	BROOKPARK, OH	\$4,000.00
COMM CO, HQBN, 4TH MARDIV	CINCINNATI, OH	\$4,000.00
L CO, 3RD BN, 25TH MAR	COLUMBUS, OH	\$1,500.00
MP PLT, HQSVC BN, 4TH FSSG	DAYTON, OH	\$1,180.00
AT TOW CO, HQBN, 4TH MARDIV	BROKEN ARROW, OK	\$4,000.00
BDG, CO B, 6TH ESB	EUGENE, OR	\$1,500.00
HQSVC CO, 6TH ESB	PORTLAND, OR	\$5,000.00
COMM DET2, HQSVC BN	ALLENTOWN, PA	\$2,000.00
1STPLT, TRKCO, HQBN, 4TH MARDIV	EBENSBURG, PA	\$2,000.00
TRK CO, HQBN, 4TH MARDIV	ERIE, PA	\$ 930.00
BLKFL, CO C, 6TH ESB	FOLSOM, PA	\$5,600.00
E CO, 2ND BN, 25TH MAR	HARRISBURG, PA	\$2,100.00
DET A, MWSS 474	JOHNSTOWN, PA	\$1,000.00
MP, CO B, HQSVC BN, 4TH FSSG	N VERSAILLES, PA	\$4,000.00
SURG CO	PITTSBURG, PA	\$3,000.00
I BTRY, 3RD BN, 14TH MAR	READING, PA	\$2,000.00
DETA, MWSS 472, MWSS 47	WYOMING, PA	\$2,400.00
GEN SUPT MT TRANS CO	PROVIDENCE, RI	\$8,000.00
C CO, 4TH LSB	CHARLESTON, SC	\$4,000.00
AMMO CO, 4TH SUP BN	GREENVILLE, SC	\$2,000.00
L CO, 3D BN, 24TH MAR	JOHNSON CITY, TN	\$1,600.00
D CO, 4TH CE BN	KNOXVILLE, TN	\$2,000.00
K CO, 3RD BN, 23RD MAR	MEMPHIS, TN	\$2,000.00
I CO, 3RD BN, 24TH MAR	NASHVILLE, TN	\$2,600.00
MT MAINT CO, 4TH MAINT BN	ABILINE, TX	\$1,400.00
3RD PLT, B CO, 4TH AAV	GALVESTON, TX	\$2,234.00
HQBTRY, 2ND BN, 14TH MAR	GRAND PRAIRE, TX	\$5,600.00
DET, 6TH MT BN	LUBBOCK, TX	\$2,200.00
BLKFL PLT GS MT CO, 6TH MT BN	TEXARKANA, TX	\$2,000.00
ORD MAINT CO, 4TH MAINT BN	WACO, TX	\$10,000.00
CO F, 2ND BN, 23RD MAR	SALT LAKE CITY, UT	\$2,000.00
C CO, 4TH CEB	LYNCHBURG, VA	\$1,600.00
HQSVC CO, 4TH SUP BN	NEWPORT NEWS, VA	\$12,000.00
H BTRY, 3RD BN, 14TH MAR	RICHMOND, VA	\$1,600.00
MACS 24, MACG 48	VIRGINIA BEACH, VA	\$3,000.00
DET G, 4TH MAINT BN	OAK HARBOR, WA	\$1,800.00
P BTRY, 1ST BN, 14TH MAR	SPOKANE, WA	\$2,000.00
B CO, 4TH TANK BN	YAKIMA, WA	\$1,000.00
WPNS CO, 3RD BN, 25TH MAR	MOUNDSVILLE, WV	\$2,000.00

3. RESERVE UNITS ARE REQUESTED TO CONSOLIDATE POSTAL OPERATIONS WHEREVER POSSIBLE. SOME UNITS MAINTAIN A SEPARATE CONTRACT WITH FITNEY BOWES AND ARE NOT SUBJECT TO GUIDANCE PROVIDED IN THIS MESSAGE. UNITS REQUESTING COVERAGE UNDER THIS CONTRACT SHOULD PROVIDE THE FOLLOWING INFORMATION TO SSGT BONNER: UNIT TITLE, ANNUAL POSTAGE, ADDRESS, PHONE AND POC.//

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