



— DEPARTMENT OF THE ARMY —

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLV TO
ATTENTION OF:

CEIM-IR (340)

03 July 1997

MEMORANDUM THRU ALL **USACE** Commands, ATTN: Directors and Chiefs of
Information Management

FOR Official Mail Managers

SUBJECT: Remotely Set Postage Meters

1. Reference TAPC-PDR memorandum, dated 08 May 1997, SAB.
2. The Defense Finance and Accounting Service (DFAS) has agreed that the U.S. Postal Service's (USPS) Centralized Automated Payment System (CAPS) is to become the standard method for paying the USPS. This will help the DOD to comply with the law requiring the U.S. Government to convert to electronic commerce; reduce the cost of doing business; funds will be available for use two business days after they are requested; mailers will be able to determine, on-line, the balance of and transactions in their CAPS account; and most local trust accounts will be unnecessary.
3. DFAS will begin transferring funds to the CAPS as soon as the USPS creates a link for transferring payments from the U.S. Government's On-line Payables and Collection (OPAC) system to CAPS. When this link is created, DOD activities using prepaid postage will be expected to use CAPS for all types of financial transactions covered by CAPS.
4. The Military Postal Service Agency (MPSA) recommends official mail managers of all DOD activities using prepaid postage (except those who use only postage stamps) immediately request more information and an application from the CAPS Service Center, 2700 Campus Drive, San Mateo, CA 94497-9223 (Comm: 415-377-1334).
5. The USPS is working on creating a link between the remotely set commercial postage meter system and CAPS. MPSA expects that link to be in place before the end of this fiscal year. DOD activities will be expected to use remotely set commercial postage meters in lieu of post office set commercial meters when both this link and the link between OPAC and CAPS are in place. They recommend all DOD activities using post office set commercial meters begin converting to remotely set meters.

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6. There are two types of remotely set postage meters.

a. One type is set by calling the manufacturer and receiving a code which the operator keys into the meter.

b. The other type is plugged into a telephone line and the manufacturer resets it electronically.

7. MPSA understands the USPS intends that all meters eventually be electronically reset by the manufacturer. MPSA recommends DOD Components with overseas activities begin working with their meter manufacturers to ensure such meters work at the overseas locations.

8. The point of contact for this action is Dianne Barnes, HQUSACE Official Mail Manager, Comm:(202) 761-5021 or DSN 763-5021. E-mail: celia.d.barnes@mail.usace.army.mil or Fax (202) 761-8776.

FOR THE COMMANDER:



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Director of Information Management