OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

DP/EB

April 1, 2002

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
DEPUTY ASSISTANT SECERTARY OF THE ARMY (PROCUREMENT)
DEPUTY FOR ACQUISITION AND BUSINESS MANAGEMENT, ASN (RD&A)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE (CONTRACTING)
EXECUTIVE DIRECTOR FOR LOGISTICS POLICY AND ACQUISITION MANAGEMENT (DLA)

SUBJECT: Deployment of Wide Area Workflow– Receipt and Acceptance (WAWF-RA)

In March 2002, DoD started deploying WAWF-RA, which is a workflow software application that enables vendors to submit and track their invoices and Receipt/ Acceptance documents electronically via the web. The application also enables the Government to electronically process this data and perform the government receipt and acceptance process normally captured by the DD Form 250, Material Inspection Receiving Reports (MIRR).

Section 1008 of the National Defense Authorization Act for Fiscal Year 2001 requires that any claims for payments under DoD contracts be submitted in electronic form. The Department's E-Invoicing Report to Congress indicates that electronic claims for payments would be implemented by October 1, 2002. WAWF-RA is a key system component in implementing this statutory requirement.

As DoD migrates to automated business processes, contracting officers will need to change from a paper processing environment and adopt electronic processing procedures. Electronic processing is consistent with the definition of electronic commerce in FAR 2.101. The data processed electronically through WAWF-RA will impact many diverse communities within DoD whose jobs involve the delivery, receipt, acceptance, or payment for goods and services. Therefore, the following clarifications are provided:

1. A contractor may make distribution of material inspection receiving reports using WAWF-RA in place of paper documents for any Government recipient who has the capability to access WAWF-RA.

2. If a signed copy is required by the contractor, the contractor will print the report only after signature is applied by the Government Inspector or Acceptor in WAWF-RA. Copies printed will be annotated with \\original signed in WAWF-RA\\ in lieu of the inspector/acceptor's signature.

3. When Certificate of Conformance is authorized, contractors will "execute" Certificates in WAWF-RA by including the appropriate indicator in the electronic transaction rather than through the inclusion or attachment of the text of the certificate.

Like so many e-business applications, WAWF offers both the government and the vendor/industry community great potential to automate the receipt/acceptance and invoicing process. I encourage all communities to be responsible for the success of this initiative. Your support in implementing this capability will greatly assist DoD in completing our end-to-end acquisition environment.

My point of contact is Ms. Kathleen Fenk, 703-695-1099. Her e-mail address is kathleen.fenk@osd.mil.

Deidre A. Lee
Director, Defense Procurement