



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY MEDICAL RESEARCH AND MATERIEL COMMAND
810 SCHREIDER STREET
FORT DETRICK, MARYLAND 21702-5000

MCMR-AAP-A

30 May 2014

MEMORANDUM FOR USAMRMC Employees

SUBJECT: Procurement Advisory Notice (PAN) 11-2* - Wide Area Workflow

1. Introduction. Wide Area Workflow (WAWF) is a Department of Defense (DoD)-wide application. It is an E-Commerce initiative designed to automate commercial invoices and government receiving reports into a web-based and paperless environment. The WAWF electronically captures and coordinates the three basic components of the payment process: contract, invoice, and receiving report. Users of WAWF input invoices and receiving reports via the internet and they are routed through the system utilizing the contractor's Commercial Activity Government Entity Code and the Government's active Department of Defense Activity Address Codes (DoDAAC) cited on the procurement instrument. When WAWF electronic documents are processed into the accounts entitlement system, all payment transactions are initiated via electronic funds transfer to the contractor's financial institution. Benefits of the WAWF application include global accessibility, the elimination of lost or misplaced documents, secure and auditable transactions, enabling the DoD to take maximum benefit of discounts, allowing timely and accurate payments, online access to contract payment records, and decreases in interest penalties.

2. Background.

a. Traditionally, the DoD acquisition process has been paper-based, labor intensive, and heavily dependent upon manual and repetitive data inputs from multiple functional communities. Using WAWF, electronic documents are shared, eliminating paper and redundant data entry. Data accuracy is increased and the risk of losing a document is greatly reduced.

b. Section 1008 of the National Defense Authorization Act of 2001 (Public law 106-398) necessitated that by no later than 1 October 2002 contractors had to submit electronically, and DoD had to process electronically, requests for payments under DoD contracts with noted exceptions. Subsequently, incremental steps were taken to implement this law. In February 2003, the Defense Finance and Accounting Service (DFAS), the DoD payment offices, were updated to include processes for electronic invoicing. In April 2006, the Office of the Assistant Secretary of the Army Acquisition,

*This PAN supersedes USAMRMC PAN 11-02, Wide Area Workflow, dated 15 February 2012

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Logistics, and Technology (ASA (AL&T)) declared all Army contracting activities were required to incorporate the Wide Area WorkFlow Payment Instructions (DFARS clause 252.232-7006) in all procurement actions containing Department of Defense Federal Acquisition Regulations Supplement (DFARS) Clause 252.232-7003. In March 2008, the DFARS guidance was amended to more finitely explain the process for the electronic submission of payment requests and receiving reports.

3. Applicability.

a. Subsection 232.7002 of the DFARS implements policy for submitting payment requests and receiving reports in electronic form. DFARS 232.7002(a) states contractors shall so submit these documents except for: purchases made with a Government-wide purchase card; awards made to foreign vendors for work performed outside the United States; classified contracts or purchases when electronic submission and processing of payment requests could compromise the safeguarding of classified information or national security; contracts awarded by deployed Contracting Officers in the course of military operations, including, but not limited to, contingency operations as defined in 10 U.S.C. 101(a)(13) or humanitarian or peacekeeping operations as defined in 10 U.S.C. 2302(8), or contracts awarded by Contracting Officers in the conduct of emergency operations, such as responses to natural disasters or national or civil emergencies; purchases to support unusual or compelling needs of the type described in Federal Acquisition Regulation 6.302-2; cases in which DoD is unable to receive payment requests or provide acceptance in electronic form; or cases in which the Contracting Officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the contractor. Note unless one of the above situations exist, all USAMRAA awards will use WAWF for payment without exception. Already awarded actions shall be modified for WAWF payments.

b. DFARS 232.7002(b) informs that officials receiving payment requests in electronic form shall process the payment requests in electronic form. Any supporting documentation necessary for payment, such as receiving reports, contracts, contract modifications, and required certifications, also shall be processed in electronic form. Scanned documents are acceptable for processing documentation other than receiving reports and other forms of acceptance.

4. Procedures.

a. Contractors and Government personnel authorized to use WAWF shall register to use this application at <https://wawf.eb.mil>.

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b. Contractors must establish an e-Business point of contact in the Central Contractor Registration. This person becomes an authorizing agent on behalf of the contractor's organization/company.

c. All Government personnel requiring access to WAWF shall complete and submit a DD Form 2875, System Authorization Access Request. This form can be obtained by using the following link:

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2875.pdf>. The completed form must be submitted to the Group Administrator for the associated DoDAAC.

d. Government personnel appointed as funds certifiers are required to complete and submit DD Form 577, Appointment/Termination Record – Authorized Signature. This form can be obtained using the following link:

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0577.pdf>. This form must be submitted to:

Defense Finance & Accounting Service Center – Indianapolis
Disbursing Operations, Systems Division (Col 135B)
8899 E 56th Street
Indianapolis, IN 46249

e. All Government persons requiring access to WAWF shall register at the following link: <https://wawf.eb.mil>. Click on the "Registration" link and complete the required information.

f. In order to access WAWF, all Government personnel must have valid DoD Public Key Infrastructure (PKI) certificates. Access can be achieved with user id/password until the PKI certification is attained.

g. Solicitations, contracts, and modifications utilizing the WAWF application shall include DFARS Clause 252.232-7003, Electronic Submission of Payments and Receiving Reports. The clause informs contractors shall submit payment requests and receiving reports using WAWF in one of the following electronic formats that WAWF accepts: Electronic Data Interchange; Secure File Transfer Protocol; or World Wide Web input.

h. The contractor may submit a payment request and receiving report using other than WAWF only when:

(1) the Contracting Officer authorizes use of another electronic form. In such cases, the Contractor and the Contracting Officer must establish a timeline specifying when the Contractor will transfer to WAWF;

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(2) DoD is unable to receive a payment request or provide acceptance in electronic form;

(3) the Contracting Officer administering the contract for payment has determined in writing that electronic submission would be unduly burdensome to the Contractor. In such cases, the Contractor shall include a copy of the Contracting Officer's determination with each request for payment; or

(4) when DoD makes payment for commercial transportation services using a DoD-approved electronic third-party payment system or other exempted vendor payment/invoicing systems.

i. Each procurement instrument utilizing DFARS clause 252.232-7003 shall also include DFARS clause 252.232-7006. These instructions provide a mechanism to capture information required to facilitate electronic invoicing and Materiel Inspection and Receiving Reports (MIRR) processes. This data is crucial and shall be incorporated to assist the contractor and Government personnel to accurately complete and route documents within WAWF. The Army electronic invoice instruction form shall be electronically tendered by the requiring activity (the customer) as part of the purchase request submission. Within the portion of the instructions entitled Summary Cost Voucher (Government Only), the customer shall furnish the information required by the following headings: ADMIN BY DODAAC; INSPECT BY DODAAC; SHIP TO DODAAC; INSPECTOR; ACCEPTOR; and RECEIVING OFFICE POC. DODAACs can be validated at <https://wawf.eb.mil/> by clicking the "Active DODAAC and Roles" link. Contracting personnel shall complete the remainder of the form and shall incorporate it into the associated procurement instrument. Within the segment of the instructions entitled TYPE OF DOCUMENT, contracting personnel shall check Invoice and Receiving Report (COMBO) for supply purchases and the Invoice as 2-in-1 (Services Only) for service acquisitions. This applies only to firm fixed price type awards. Cost reimbursement type awards must be as a cost voucher. The designated DCAA office will review and accept cost voucher invoices. The MEDCOM preference is 2-in-1 for all supplies and services.

5. Training

a. Contractor personnel and Government personnel can learn how to use WAWF via self paced, online training. This training is an excellent primer. <https://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtMainMenu.xhtml>.

b. DFAS provided WAWF classroom training can be taken by registering at <http://www.dfas.mil/dfas/ecommerce/wawf/training.html>.

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c. A WAWF training practice web site is available to practice using the WAWF application at <https://wawftraining.eb.mil>.

6. Customer Support. Contractor and Government personnel can receive WAWF support from DISA WESTHEM Area Command Ogden, Customer Support Center via e-mail at CSCASSIG@CSD.DISA.MIL, by fax at 801-605-7453, DSN 388-7095, or commercially at 801-605-7095.

7. PROPONENT. The proponent of this PAN is the USAMRAA Chief of the Staff.



LAMONT KAPEC
Principal Assistant Responsible
for Contracting

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