DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

OCT 18 2011

MEMORANDUM FOR DISTRIBUTION

Subj: WIDE AREA WORKFLOW (WAWF) LOCAL PROCESSING OFFICE (LPO) DESIGNATION OF LPO DODAAC FOR REQUESTS FOR PAYMENTS ENTITLED THROUGH ONEPAY

Encl: (1) Wide Area Workflow Funding Document Instructions

1. This memo provides clarification guidance on the designation of the LPO Department of Defense Activity Address Code (DoDAAC) in the WAWF Contract Invoicing Instructions.

2. Per enclosure (1), the Contract Issuing Office will designate the WAWF LPO DODAAC in the WAWF instructions. The Contract Issuing Office can retain the LPO function or delegate the LPO function based on the following business rules.

a. For contracts citing a single line of accounting, the LPO should be from the command that funded the procurement request.
b. For contracts that are funded from multiple commands, the Contracting Office is to designate a lead command to act as the LPO based on the preponderance of funding on the contract or other arrangement with the requesting activities.

3. Per enclosure (1), each Request for Contractual Procurement, Navy Comptroller Forms 2276 or 2276A must identify the requesting activity LPO DODAAC in block 15.D.

4. For detailed instructions on how to submit the DD Form 577, please go to the WAWF home page (https://wawf.eb.mil/) and select the "Government Pre-Registration Instructions" link.

5. My POC is Ms. Sharon Fry. She can be reached by phone at (717) 605–3864 or via email at sharon.fry@navy.mil.

Elliott B. Branch

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DASN (Acquisition & Procurement)

Dennis J. Taitano

DENNIS J. TAITANO
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(Financial Operations)

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