



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

29 October 2007

MEMORANDUM FOR DISTRIBUTION

Subj: WIDE AREA WORKFLOW FUNDING DOCUMENT INSTRUCTIONS
FOR FUND ADMINISTRATORS

Encl: (1) OASN (FM&C) FMO memo dated September 25, 2007

By enclosure (1), the Director, Office of Financial Operations provided guidance to Department of the Navy funds administrators to identify the Navy Local Processing Officer (LPO) Department of Defense Activity Address Code (DoDAAC) in block 15.D (description field) on the Request for Contractual Procurement Navy Comptroller Forms 2276 or 2276A.

The LPO DoDAAC must be included in the Wide Area Workflow (WAWF) invoicing instructions since they are used by vendors for accurate submission of their invoices in WAWF. Enclosure (1) indicates that some Navy WAWF invoices have been delayed due to incorrect LPO DoDAACs or no LPO DoDAACs cited on awarded contracts. As a result, the LPO DoDAACs are now required to be included on the Navy Comptroller Forms 2276 or 2276A.

Please emphasize to your organization the importance of referencing the correct LPO DoDAACs on contracts and that the LPO DoDAACs required for the WAWF invoicing instructions can be obtained from block 15.D of the aforementioned Navy Comptroller forms.


M. F. Jaggard
COS/Policy
DASN (ALM)

Distribution:

NAVAIRSYSCOM (2.0)
NAVFACENGCOM (ACQ)
NAVSEASYSYSCOM (02)
NAVSUPSYSCOM (02)
SPAWARSYSCOM (02)
MARCORSYSCOM (CT)
NAVICP (02)
ONR (02)



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

7500
FMO

SEP 25 2007

MEMORANDUM FOR DISTRIBUTION

Subj: WIDE AREA WORKFLOW FUNDING DOCUMENT INSTRUCTIONS FOR FUNDS ADMINISTRATORS

Encl: (1) Sample Funding Document with Local Processing Officer
Department of Defense Activity Address Code (DoDAAC)
Correctly Cited

The Navy's transition to Wide Area Work Flow (WAWF) requires invoices to be electronically routed by the DoDAAC of the certifying office, so that the responsible Navy Local Processing Officer (LPO) can complete invoice certification. Some Navy WAWF invoices have not been processed and other invoices have been delayed due to an incorrect LPO DoDAAC or no LPO DoDAAC cited on an awarded contract. The LPO DoDAACs referenced on the contract are used by vendors for accurate submission of their invoices in WAWF.

In order to assist the contracting office cite the correct LPO DoDAAC on contract awards resulting from a request for contractual procurement via the Request for Contractual Procurement Navy Comptroller Forms 2276 or 2276A and to insure timely invoice processing; funds administrators must identify the correct LPO DoDAAC on these funding source documents in block 15.D (description field), following all ACRN line items descriptions.

My point of contact is Mr. Alberto Parra, WAWF lead for ASN(FM&C), DSN 325-6736 or Commercial (202) 685-6736.

MARK E. EASTON
Director
Office of Financial Operations

Distribution:
AAUSN
CFFC
COMPACFLT
COMSC
COMNAVSPECWARCOM

ENCLOSURE(1)

Subj: WIDE AREA WORKFLOW FUNDING DOCUMENT INSTRUCTIONS FOR
FUNDS ADMINISTRATORS

Distribution: (Cont'd)
COMNAVSEASYS
DIRSSP
BUMED
COMNAVPERSON
NETC
COMNAVRESFOR
ONI
NAVSYMTACT
FLDSUPACT
CNIC

1. THIS REQUEST MUST BE ACCEPTED ON A DIRECT CITATION BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE ATTACHED PAGE. 2. DOCUMENT NUMBER HEVAS607RCRC305

3. REFERENCE NUMBER 4. FUNDS EXPIRE ON 30-SEP-07 5. DMB RATING 6. PRIORITY 7. DATE REQUIRED 18-OCT-07 8. AMENDMENT NO. 00

9. FROM STEEL Steekase, Inc 801 44th Street SE Grand Rapids, MI 49505 10. FOR DETAILS CONTACT: Linda Scott 678 364-8214

11. TO: MODOF Modern Office 8855 Hamilton Road Eden Prairie MN 55344 Phone: 800-443-5117 12. MAIL INVOICES TO: SOFTP SoftPro Books 137G Boston Post Road West

13. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS

A. ACRN	B. APPROPRIATION	C. SUBHEAD	D. OBJ. CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	9770100	62AA	000	EVAS8	0	088566	2D	0RC008	EVAS671150EQ	40.00
AB	9770100	62AA	000	EVAS8	0	088566	2D	0RC008	EVAS671150EQ	50.00

14. AMOUNTS WILL NOT BE EXCEEDED IN THE OBLIGATION DOCUMENT WITHOUT PRICE WRITTEN APPROVAL FROM THE ISSUER. L. TOTAL THIS DOCUMENT \$90.00 M. CUMULATIVE TOTAL \$90.00

15. PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED THESE ITEMS ARE ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING HAS HAS NOT BEEN ACCOMPLISHED

A ACRN	B ITEM	C. FSC	D. DESCRIPTION (MAT. STOCK NO., SPEC. AND/OR DRAWING NO., ETC.)	E. QUANTITY	F. UNIT	G. ESTIMATED UNIT PRICE	H. ESTIMATED AMOUNT
AA	1		TEST TDR066-EVANS	2		20.00	40.00
AB	2		TEST TDR066-EVANS LEO DOBAC N88881 CONTACT PHONE # (XXX) XXX-XXXX	0		.00	50.00

16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS I. GRAND TOTAL \$90.00

17. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's Plant)

18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR ITEMS REQUESTED AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE) DATE

19. THIS REQUEST IS ACCEPTED AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HEREWITH. ACCEPTING OFFICIAL (NAME, TITLE AND SIGNATURE) DATE