



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

MAR 8 2013

MEMORANDUM FOR DISTRIBUTION

Subj: WIDE AREA WORKFLOW LOCAL PROCESSING OFFICE (LPO) APPOINTMENT
AND CERTIFICATION RESPONSIBILITY

Ref: (a) DoD FMR Vol 5, Chapter 33, Para 3306
(b) DoD FMR Vol 10, Chapter 7, Para 070203
(c) DoD FMR Vol 5, Chapter 33, Para 3307
(d) DoD FMR Vol 5, Chapter 33, Para 330302
(e) Maintaining the DD Form 577 for Department
Accountable Officials
(f) FMO Memo for Distribution dtd 23 Aug 99

1. This memo provides clarification to the Department of the Navy (DON) Wide Area Workflow (WAWF) Community on the appointment, qualification, and certification responsibility for a WAWF Local Processing Office (LPO). An LPO is a Certifying Officer in WAWF.
2. WAWF payment requests (invoices, vouchers, financing, and miscellaneous pay documents) in ONEPAY require an LPO Department of Defense Activity Address Code (DoDAAC) to certify the request for payment. The WAWF LPO DoDAAC is designated in the contract.
3. Certifying Officers shall be appointed by the completion of a DD Form 577, reference (a). Certifying Officers shall complete training requirements identified in reference (d). Per reference (f) the DD Form 577 appointing authority is delegated to Navy and Marine Corps commanders and other personnel of equivalent position and responsibility within the DON the authority to appoint accountable officials and certifying officers consistent with the applicable statutes, regulations and DON guidance. Completed DD Form 577s shall be forwarded to the disbursing officer that will pay the certified vouchers.

For Hard Copy DD Form 577, the original is required to be mailed to the following address:

DFAS/JFD
8899 East 56th Street
Indianapolis, IN 46249

For electronic certification, a digitally signed DD Form 577 can be submitted via secure e-mail to dfas-incddd577@dfas.mil, per DoD FMR, Vol 5, Chapter 33, para 330602.

4. Appointing authorities shall review appointments annually as a minimum for validity and currency. Appointments remain in force until terminated by [an appointee's] reassignment or for cause. LPO appointments shall be terminated by completion of Section IV of the

Subj: WIDE AREA WORKFLOW LOCAL PROCESSING OFFICE (LPO) APPOINTMENT
AND CERTIFICATION RESPONSIBILITY

DD Form 577 along with proper notification of the agencies that received the original appointments. DD Form 577s must be maintained and disposed of in accordance with DON records management for a period of six years and three months from the time an appointment is revoked per reference (e).

5. LPOs have the responsibility to certify that a request for payment is accurate and proper for payment based on a "Three Way Match" between invoice, contract, and proof of receipt and/or acceptance, reference (b) and (c). Within WAWF the LPO can review the three required documents. Where a three way match is not required, such as in the case of fast pay or vouchers, which do not require receipt and acceptance prior to certification, LPOs shall certify based on a match between invoice and contract information. WAWF LPO funds availability verification requirements are satisfied through the verification of contract obligations.

6. These guidelines support audit readiness efforts by ensuring validation of proper internal controls which include verification that signed appointment, authorization, and authority supporting documentation exist.

7. My point of contact is Mr. Juan Arratia. He may be contacted at (202) 685-6424 or juan.arratia@navy.mil.



DENNIS J. TAITANO
Deputy Assistant Secretary of the Navy
(Financial Operations)

Distribution:

COMNAVAIRSYSCOM
COMNAVFACENGCOM
COMNAVSEASYSYSCOM
COMNAVSUPSYSCOM
COMSPAWARSYSCOM
COMMARCORSYSCOM
COMNAVPERSON
COMNAVRESFOR
COMNAVICP
COMNACICP
ONI
ONR
DIRSSP
BUMED
NAVSYSMTMT ACT
FLDSUPP ACT
CNIC