



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

DATE: July 30, 2013

MEMORANDUM FOR WAWF GAMs

FROM: WAWF Operational Requirements Committee
Defense Logistics Agency

SUBJECT: WAWF System Account Review

The purpose of this memorandum is to coordinate a WAWF system account review focusing on disabling duplicate accounts.

For many years, users have accumulated multiple accounts to enable them to perform their duties within the WAWF system. Since the implementation of WAWF 5.4, users no longer need duplicate accounts to accomplish their duties. As a result, the ORC, in coordination with the WAWF PMO, is implementing a system-wide review to disable unneeded accounts.

Responsibilities:

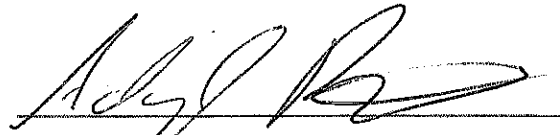
The WAWF PMO will coordinate a system wide notice to all users that duplicate accounts will no longer be authorized for use within the WAWF system.

The WAWF Help Desk will report the number of active accounts per GAM to each GAM, to each GAM's supervisor, and to the WAWF PMO as of the first of each month no later than the 15th of each month starting with the next release. The WAWF Help Desk will provide to each GAM and their supervisor a list of all active accounts managed by that GAM. The list will include the userid, user's name, and email address in an MS Excel spreadsheet format.

GAMs will review these lists to identify duplicate accounts that shall be disabled. GAMs should coordinate with their users to ensure that the appropriate account continues to be enabled. Also, GAMs may need to request new DD-2875s to consolidate WAWF system roles into one account and maintain accurate documentation.

The point of contact on this matter
3386

can be reached at 571-372-

A handwritten signature in black ink, appearing to read 'Adarryl Roberts', written over a horizontal line.

Adarryl Roberts
WAWF ORC Chairperson
Defense Logistics Agency