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. E. Legard
COS/Policy
DASN (ALM)

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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

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**Accounting Data to Be Cited on Resulting Billings**

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14. Amounts will not be exceeded in the cancellation document without prior written approval from the issuer.

**Procurement by Contract of the Following Items Is Requested**

These items are not included in the inter-service supply support program and has been accomplished.

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<th>DESCRIPTION</th>
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</table>

16. See attached pages for delivery schedules, preservation and packing instructions, shipping instructions and instructions for distribution of contracts and related documents.

17. Transportation allotment (Used if POS 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 ______________________