MEMORANDUM FOR DISTRIBUTION

Subj: REPORTING PROFIT AND FEE STATISTICS USING WEB-BASED APPLICATION

Ref: (a) DFARS/PGI 215.404-70
     (b) DFARS/PGI 215.404-76
     (c) DFARS 215.404-4

Encl: (1) Web-based Weighted Guidelines (WGL) Program Information

This memorandum directs the use of the web-based Weighted Guidelines (WGL) Contract Profit Reporting System (CPRS) to perform profit analysis and to submit profit and fee statistics reports for certain acquisitions.

Reference (a) identifies the DD Form 1547 as the principal source document of the Department of Defense (DoD) for reporting profit statistics to the DoD-wide management information system. Reference (b) requires the submission of quarterly reports for profit and fee statistics to the Directorate for Information Operations and Reports (DIOR), Washington Headquarters Services (WHS).

Effective immediately, all Navy and Marine Corps contracting offices shall use the web-based WGL application available at https://www.wgl.wpafb.af.mil/wgl/default.asp to perform profit analysis on negotiated contract actions whenever a structured approach to profit analysis is required by reference (c). The WGL application automates the development of the DD Form 1547 and standardizes the reporting method of profit statistics to DIOR WHS. This system will be used to submit the required quarterly report on profit statistics to DIOR WHS. Enclosure (1) provides additional details regarding use of this system. Each addressee must designate a local WGL administrator. DASN(A&LM)/E-Business will serve as the WGL HQ administrator.

Please disseminate this memorandum to all contracting personnel using your procurement authority. Successful implementation of this program will require 100 percent participation of all contracting offices. Direct questions regarding the implementation of the web-based WGL program to Ray Burke at (703) 614-9637, email ray.burke.ctr@navy.mil. Forward questions regarding policy on profit analysis and reporting requirements to Evelyn Ortiz at (703) 614-9640, email evelyn.ortiz@navy.mil.

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WEIGHTED GUIDELINES (WGL) ENCLOSURE 1

The web based Weighted Guidelines (WGL) application is Internet Explorer (IE Version 6.0 or higher) specific. This program works only with the Internet Explorer (IE) browser. Use the IE browser to access the logon page at the following URL: https://www.wgl.wpafb.af.mil/wgl/. A Common Access Card (CAC) is required to access the WGL site.

After connecting to the WGL web page, a case-sensitive handshake code is required to obtain a user account. The handshake code is necessary for initial use only to secure access to the application. Contact your HCA System Administrator for the code.

Once registration is completed, logging onto WGL can be done via CAC. The CAC will need to be “mated to” the ID/password during the first operational login. Your initial privileges will allow you to create and edit your own DD 1547s. You will need to contact your HCA’s System Administrator for additional user privileges. The list of System Administrators may be found at the Document Library of the DASN ALM page of the PEO EIS portal at https://portal.peoeis.navy.mil/main/. If you don’t have a PEO EIS portal account, you can register on-line by selecting “Request an Account”. See diagram below.
Help Desk Contact Information
PEO-EIS Portal Help Desk Contact:

Phone: (703) 519-2547
Email: PEO-EIS Portal HelpDesk@Navy.mil

Accessing the PEO-EIS Portal

The PEO-EIS Portal requires a Portal account and Common Access Card (CAC) in order to log-in. If prompted please provide portal username and password. If you are still unable to log-in when using your CAC, then you may need to register your certificates to your computer. To do this, follow the steps below:

Start >> Programs >> ActivCard >> ActivCard Gold >> ActivCard Gold Utilities >> Tools >> Register Certificates

(Note - Account NOT required for registration)

The red arrows below identify the icons selected to navigate to the WGL Document Library.
Contracting Personnel (i.e. Users): Click on WGL User Application Guides and select the User's Guide to obtain information on your roles and responsibilities in using this system. You are responsible for the accuracy of data you enter in the system. Training slides are available at the above web site. Submit any training questions to your HCA's System Administrator.

System Administrators (SAs) (also called WGL Administrators): Select the Administrator's Guide for direction on SA roles and responsibilities. Roles include, but are not limited to, supporting user registration, following up on rejected DD-1547s, being a liaison for DASN A&LM/e-Business Headquarters (HQ) Administrators, and answering training questions.

HQ Administrators: Representatives from DASN A&LM/E-Business will perform HQ Administrator functions. HQ Administrators will act as a liaison between SAs and the WGL program office in support of trouble shooting system problems and capturing new WGL requirements.

DASN A&LM/E-Business: The HQ Administrators will be responsible for preparing the quarterly (non-cumulative) report of DD-1547 data required by DFARS 215.404-76. DASN A&LM/E-Business will submit the quarterly report to Washington Headquarters Services Directorate for Information Operations and Reports (WHS/DIOR) as required by DFARS 215.404-76(5).