OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OCT -8 2003

DPAP/EB

MEMORANDUM FOR DIRECTORS, DEFENSE AGENCIES
DEPUTY ASSISTAND SECRETARY OF THE ARMY
(POLICY AND PROCUREMENT), ASA(ALT)
DIRECTOR, ARMY CONTRACTING AGENCY
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION MANAGEMENT), ASN(RDA)
DEPUTY ASSISTANT SECTRETARY OF THE AIR FORCE
(CONTRACTING) SAF/ACQ
DIRECTOR, DEFENSE CONTRACT MANAGEMENT
AGENCY
DEPUTY DIRECTOR FOR LOGISTICS OPERATIONS (DLA)

SUBJECT: Wide Area Workflow Joint Requirements Board

In the attached memorandum of February 6, 2003, Mr. E. C. Aldridge, Jr. and Dr. Dov Zakheim stated the importance of complete implementation of Wide Area Workflow (WAWF) to achieve the Department's financial management and E-Government goals and reduce operations costs. In support of achieving these goals through the use of WAWF, I am reconstituting the WAWF Joint Requirements Board (JRB) to better facilitate the rapid implementation of WAWF across the Department. Mr. Mark Krzysko, my Deputy Director for E-Business will co-chair of the JRB with Mr. Michael Williams, Executive Director Information Technology at Defense Contract Management Agency. I appreciate your continued support of this board and expect your utmost support of Wide Area Workflow implementation.

My action officer regarding this subject is COL Ray Montford, 703-614-3882, ray.montford@osd.mil.

Deidre A. Lee
Director, Defense Procurement
and Acquisition Policy

Attachment:
As stated

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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTOR, ADMINISTRATION AND MANAGEMENT

SUBJECT: Wide Area Workflow Implementation

Wide Area Workflow (WAWF) is an automated system that allows vendors to electronically submit invoices and receiving reports, and the Government to inspect, accept, receive and pay electronically. It supports the President's Management Agenda item for E-Government and is a major component of the Department's compliance with the requirements of Section 1008 of the Fiscal Year 2001 National Defense Authorization Act concerning electronic invoicing. It also contributes to the Department's goal of reducing interest charges for late payments to vendors.

The Defense Contract Management Agency (DCMA) is currently deploying this capability to those industry partners with the greatest volume of monthly receiving reports and invoices. Additionally, the Military Departments have ongoing post/camp/station pilots. The results to date show that where WAWF is used, it virtually eliminates late payments and associated interest penalties. At the same time, it reduces administrative costs by eliminating manual processing and the impact of lost or misrouted documents. Vendors also achieve substantial benefits from using WAWF by eliminating the time associated with mailing and processing documents and by having all documentation arrive securely and on-time at the Defense Finance and Accounting Service's payment office. The WAWF application provides complete visibility of the transactions to government and industry/vendor users throughout the process. This complete visibility of the transactions will be instrumental to the Department's successful implementation of the recovery audit programs. The recovery auditors will require access to the payment documents. The WAWF will be the optimal tool to support this need as it will allow recovery auditors to be located anywhere and still have access to payment documents.

Complete implementation of WAWF will make a substantial contribution to achieving the Department's financial management and E-Government goals. More importantly, utilization of this capability enables the Department to reduce business

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operations cost and use valuable dollars for higher DoD priorities. Your commitment is imperative if we are to achieve rapid implementation of this cost-saving capability. We will be very interested in seeing your periodic metrics relating to WAWF implementation and benefits achieved.

Information about WAWF is located at: https://rmb.ogden.disa.mil. The DoD Program Manager is Ms. Sherrie Chubin, Defense Information Systems Agency, (703) 681-2588. The DFAS implementation POC is Ms. Kim Pisall at (703) 602-8780. The DCMA's implementation POC is Mr. Dave Guinasso at (703) 428-1554. The POC for metric collection is Mr. William Bishop, DCMA Paperless Center, phone (703) 428-0531. Metrics formats are available at www.dcma.mil/emetrics.htm.

We expect your implementation efforts to greatly accelerate with the availability of WAWF Version 2.0d and we look forward to watching your progress via your metric reporting.

E. C. Aldridge, Jr.
Under Secretary of Defense
(Acquisition, Technology
and Logistics)

Dov S. Zakheim
Under Secretary of Defense
(Comptroller)