



OFFICE OF THE UNDER SECRETARY OF DEFENSE
3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

MAR 20 2008

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Office of Secretary of Defense (OSD) Wide Area Workflow (WAWF)
Department of Defense Activity Address Code (DoDAAC) Registration
Requirements

Wide Area Workflow (WAWF) is the Department's enterprise system for submission of vendor invoices and receiving reports. Defense Federal Acquisition Regulation Supplement (DFARS) language communicating the mandatory use and application of WAWF was published March 3, 2008. WAWF requires that "Inspectors" and "Acceptors" of the goods and services being delivered be registered by their office (using the appropriate DoDAAC) in order to perform the on-line inspection/acceptance in the system. In support of WAWF implementation, the Defense Components and Agencies have made significant progress in identifying and/or establishing cognizant DoDAACs for their offices. OSD offices have made inroads as well, but much more remains to be completed.

Please ensure that your offices identify or obtain, and appropriately use DoDAACs for receipt and acceptance of goods and services. The point of contact for OSD offices to obtain a DoDAAC is Janie Rappe at (703) 699-3354 or Janie.Rappe@whs.mil. With respect to assigned DoDAACs, please review the attached spreadsheet and advise my point of contact below with any updates/inclusions that need to be made. Appropriately setting up your offices now will help to streamline other WAWF actions in the future. Thank you for your support of this important and high visibility initiative.

My point of contact for this action is Craig Curtis, in Defense Procurement and Acquisition Policy, at (703) 602-8032 or via email at craig.curtis@osd.mil.

Shay D. Assad
Director, Defense Procurement,
Acquisition Policy, and
Strategic Sourcing

Attachments:
As stated



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Level 0	DoDAAC	Name	Level 1	DoDAAC	Name	Level 2	DoDAAC	Name
	0	HQ0001			Office of the Secretary of Defense			
	1	H98255			Director Intelligence Requirement			
	1	HQ0097			Director of Administration			
	1	HQ0149			DoD General Counsel			
	1	HF1026			DoD Inspector General			
	1	HQ0134			Director of Test & Evaluation (DOT&E)			
	1	HQ0044			OASD Health Affairs HB and P			
	1	HQ0153			Legislative Affairs			
	1	HQ0154			OASD Public Affairs			
				2	HQ0012			Armed Forces Information Services (AFIS)
				2	HQ0011			Defense Information Services Activity
				2	HQ0028			Defense Media Center
				2	HQ0030			Defense Media Center AFN Broadcast
				2	HQ0029			Defense Visual Information Centermedia Center
				2	HQ0036			Defense Information School
				2	HQ0031			Defense Joint Visual Services
	1	HQ0067			Office of Net Assessment			
	1	HQ0152			OSD Defense Policy			
	1	HQ0157			OUSD Acquisition Technology & Logistics (AT&L)			
				2	HQ0102			Defense Procurement & Acquisition Policy (DPAP)
				2	HQ0111			dod high performance computing modernization program office
				2	HQ0110			TEST RESOURCE MANAGEMENT CENTER
	1	HQ0094			OSD Comptroller - Business Mgt Systems (BMSI)			
	1	HQ0061			OSD Personnel & Readiness			
				2	HQ0222			Per Diem Travel and Transportation Allowance Committee
				2	H98201			Defense Manpower Data Center
				2	H98210			Headquarters Defense Human Resources Activity
				2	HQ0060			OASD FORCE MANAGEMENT P (HAS 2 SUB GROUPS HQ0100 AND HQ0099)
				2	H98259			Defense Manpower Data Center (Monterey Bay)
				2	H91330			Defense Civilian Personnel Management Service
	1	H98253			ATSD Intelligence Oversight			
	1	HQ0002			OSDCIO Network Directorate Contract Management Division			