DEPUTY UNDER SECRETARY OF DEFENSE
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ACQUISITION AND
TECHNOLOGY

MAY 12 2008

MEMORANDUM FOR: SECRETARIES OF THE MILITARY DEPARTMENTS
DIRECTOR, DEFENSE LOGISTICS AGENCY

SUBJECT: Office of Secretary of Defense (OSD) Wide Area Workflow (WAWF) Implementation Scorecard

Wide Area Workflow (WAWF), the Department's enterprise system for submission of vendor invoices and receiving reports, facilitates timely and accurate payments to DoD contractors and enables increased efficiency for DoD buying and receiving activities. Defense Federal Acquisition Regulation Supplement (DFARS) language at Subpart 232.70 establishing the mandatory use and application of WAWF was published March 3, 2008. In support of WAWF implementation, the Defense Components and Agencies have made significant progress but much more remains to be achieved. On March 30, 2008, the Department failed to achieve a WAWF implementation goal of 75% electronic invoices. Attainment of this and subsequent implementation goals are monitored by GAO.

To ensure these goals are achieved, please plan to brief to me your Component or Agency status to achieve use of WAWF for electronic invoices, receiving reports, miscellaneous payments to vendors and property transfers. Two scorecard briefings are planned for this fiscal year—June 25th and September 17th. You should have already received the electronic invitations. The scorecard outline to brief is attached. Please have your charts to the below listed point of contact, two days before the planned briefings. 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.

for James I. Finley

Attachments:
As stated

Wide Area Workflow (WAWF) Scorecard Outline

For each of the four transaction categories below, the reported metric would be to show the specific number of WAWF transactions out of the total population of "WAWFable" transactions. Also show the total population of all transactions, not just those considered "WAWFable." "WWAWFable" would be defined as any invoice, receiving report, miscellaneous pay transaction or property transfer that has the ability to be processed in WAWF. This means those that are for Federal Acquisition Regulation (FAR) based, unclassified contracts for which there is functionality in WAWF to submit. Display the data in a format best suited to convey the information using no more than five charts.

1) Invoices
    a. WAWF transactions
    b. WAWFable total
    c. Total of all Invoice transactions
2) Receiving Reports
    a. WAWF transactions
    b. WAWFable total
    c. Total of all Receiving Report transactions
3) Miscellaneous Pay
    a. WAWF transactions
    b. WAWFable total
    c. Total of all Misc Pay transactions
4) Property Transfers
    a. WAWF transactions
    b. WAWFable total
    c. Total of all Property Transfer transactions
5) Challenges/Issues