



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

JUL -8 2010

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION & LOGISTICS MANAGEMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS, DEFENSE AGENCIES
DIRECTORS, DOD FIELD ACTIVITIES

SUBJECT: Wide Area Workflow Database Clean-Up

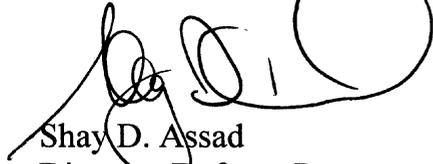
The Defense Procurement and Acquisition Policy (DPAP) Office is initiating an active database clean-up effort to streamline and improve response times for the Department of Defense's invoicing and receipt/acceptance system, Wide Area Workflow (WAWF).

Since the inception of WAWF in 1998, over 500,000 aged documents have accumulated without any recent action. The accrual of aged documents in the active database adversely affects the response time of the application and increases storage costs.

This memorandum requires the first round of systematic elimination of all aged and erroneous documents in the active database prior to July 30, 2009. These documents are displayed in WAWF as "Approved," "Certified," "Hold," "Resubmitted," "Reviewed," "Suspended," "Submitted," "Inspected," "Accepted," and "Rejected." As part of the cleanup process, the components will receive a full listing of these aged documents prior to the cleanup effort and will have the opportunity to specify if they do not want a document to be eliminated. After the first round of clean up is completed, the Services must cleanse the WAWF active database quarterly by systematically eliminating and archiving identified aged or erroneous documents and adding the statement below to the comments field within the Miscellaneous Info tab on each document to explain the action being taken. These eliminated documents will still be accessible as reference documents within the WAWF database.

“This document has been systematically eliminated as a result of the WAWF Database Clean-Up effort. To the best of our knowledge, no payment action is pending or will be taken against this document.”

Please complete this clean-up effort by July 2010. DPAP will monitor progress to assist organizations in this cleanup. Any questions regarding this matter may be directed to Bruce Propert, DPAP/PDI at Bruce.Propert@osd.mil or 703-602-8032.

A handwritten signature in black ink, appearing to read 'Shay D. Assad', written over the printed name.

Shay D. Assad
Director, Defense Procurement
and Acquisition Policy