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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

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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), ASA (ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY (ACQUISITION & LOGISTICS MANAGEMENT), ASN (RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE (CONTRACTING), SAF/AQC
DIRECTORS, DEFENSE AGENCIES
DIRECTORS, DOD FIELD ACTIVITIES

SUBJECT: Use of Wide Area Workflow (WAWF) for Purchase Card Transactions

The Government Accountability Office in its audit entitled "Actions Needed to Strengthen Internal Controls to Reduce Fraudulent, Improper, and Abusive Purchases," (GAO-08-333) identified lack of property accountability for items bought with the purchase card as one of the weaknesses in the program and recommended that actions be taken to improve traceability of property bought with the card. The 2009 Defense Authorization Act directed that the Defense Department develop a corrective action plan. Part of that plan is to enable capture of acceptance data for items bought with a purchase card by modifying WAWF to enable receiving reports for card transactions. This will take place in two parts. Version 4.1 of WAWF, deployed August 8, 2009, includes the ability to create and accept receiving reports for contracts where the card is used as a payment device. Version 4.2 will add the capability to generate stand alone receiving reports for micropurchases in early 2010. As WAWF currently has the capability to feed property systems with records of acquired property, this will enable cardholders and their customers to both capture independent evidence of receipt electronically and to ensure proper records of property are kept. This is of particular importance when the card is used to acquire pilferable property.

A system may request to receive a Property Shipment Notice (PSN) from WAWF. Systems will sign up for PSNs based on the desired Ship To location codes. To sign up for the PSN extract, an individual should contact the WAWF Program Management Office at wawf-pmo@bta.mil. Organizations should review their use of the property

system extracts from WAWF in order to ensure they are making maximum use of the data provided by these capabilities.

In order to ensure proper routing of contract transactions paid with the purchase card, WAWF will use the code "CRCARD" to identify the paying office; all contracts using the purchase card as a method of payment shall use "CRCARD" to identify the paying office (e.g. block 12 of the Standard Form 26). Likewise, in order to ensure data quality, it is vital that these contract transactions be posted to the Electronic Document Access (EDA) system in accordance with Defense Federal Acquisition Regulation Supplement Procedures, Guidance and Information 204.201. This will prevent misdirection of transactions to the Defense Financial and Accounting Service. The code "CRCARD" was chosen based on a review of data in EDA, which showed that 81% of the identifiable contracts with payment via purchase card already used that code.

As of WAWF version 4.2, items bought under micropurchase procedures may be recorded via WAWF. This will enable the cardholder to ensure a record of receipt is captured, a property record created, and the item unique identifier registered when the items acquired are either serially managed, mission essential, or controlled inventory. To ensure adequate internal controls, the accepting official should not be the cardholder. The cardholder may, of course, also require a customer to use WAWF to record shipment and receipt of those items.

Questions and comments about this matter may be directed to Bruce Propert, bruce.propert@osd.mil, 703-602-8032.

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