



UNITED STATES MARINE CORPS

MARINE CORPS SYSTEMS COMMAND

2200 LESTER ST

QUANTICO, VIRGINIA 22134-6050

IN REPLY REFER TO:

7100

DFM

30 Jun 04

MEMORANDUM

From: Commanding General

To: Distribution A

Subj: IMPLEMENTATION OF WIDE-AREA WORKFLOW (WAWF)

Ref: (a) CMC White Ltr No. 05-04
(b) MARADMIN 510/03
(c) DFARS 232.70 - Electronic Submission and Processing of Payment Requests
(d) DoD FMR Vol 10, Chapter 7 - Prompt Payment Act
(e) MARCORSYSCOM Paperless Acquisition Website - <http://www.marcorsyscom.usmc.mil/sites/pa>

1. In accordance with the Commandant's direction in reference (a), immediate implementation of WAWF is hereby directed.
2. Immediately, all vendors/contractors who conduct business with MARCORSYSCOM shall be directed to submit all payment requests in electronic form via WAWF. This applies to past, present, and future contracts that require invoicing actions that will need to be paid by DFAS. After 23 July, DFAS will be instructed to return/reject all non-WAWF invoices submitted to Vendor Pay.
3. Contracting Officers shall ensure all required information and documents are distributed to all vendors for immediate implementation and execution of WAWF. Contracting Officers shall also ensure all contract related documents are accurately and rapidly posted to the Navy-Airforce Interface (NAFI)/ Electronic Document Access (EDA). NAFI/EDA is vital to the success of WAWF.
4. Immediately, all Accountable Officials (AOs - i.e., PMs and ProjOs) who are responsible for confirming and certifying receipt and acceptance of contracted gear, equipment and/or services shall do so electronically via WAWF. AOs shall no longer fax, federal express, or mail receiving reports or

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certified invoices to DFAS. In accordance with reference (d), AOs shall certify invoices and/or receiving reports within seven working days.

5. Further information on WAWF is available at reference (e).


WILLIAM D. CATTO