



Defense Property Accountability System (DPAS) / Wide Area Workflow (WAWF) Deployment Instruction

The objective of these instructions is to assist the DPAS user with establishing their connection with Wide Area Work Flow (WAWF).

Preface

The purpose of the WAWF interface is to receive automated Property System Notices (PSNs) generated by WAWF for receipts and equipment transfers with UIIs. The PSNs update the Property System (in this case, DPAS) with required data elements pertaining to an acquisitions or transfers. Initially, only PSNs containing unique item identifiers (UIIs) will be routed to the DPAS property book. The PSNs are routed to DPAS UICs based on Department of Defense Activity Address Codes (DoDAACs) associated with the WAWF transaction.

For new acquisitions, a vendor initiates the process by accessing WAWF and entering appropriate information for a receiving and acceptance report. This report will be routed to a Government acceptor / receiver who is assigned that role in WAWF. The appropriate data elements are extracted from the PSNs and used in DPAS to create "Due-Ins" for the property manager. Once the DPAS property manager has physically received the asset, the "Due In" established for that shipment can be used to perform the receipt to the property book.

For equipment transfers, the acceptance in WAWF will trigger a Due In for the gaining site and a Receipt Acknowledgement for the transferring site. Equipment transfers embody Loans and Transfers within DoD, and between the DoD and Contractors who hold Government property.

While use of this interface is optional, it is highly recommended that DPAS users employ it. The benefit includes improved accuracy and efficient posting of information to the property book. The Item Unique Identifier (IUID) Registry will also be automatically updated via the receipt acceptance within WAWF, thus eliminating multiple input. In order to use this capability, some preliminary steps must be taken by individual user activities – often by the Accountable Property Officer (APO) – to register with WAWF and ensure that only data that belongs to the activity is received.



If your activity does not currently use WAWF, you must first establish a WAWF account, as described below. These steps are taken from the Wide Area Work Flow web site (<https://wawf.eb.mil>).

Instructions for Agencies and Services New to WAWF

The WAWF Program Management Office manages WAWF operations. Help Desk services are provided by DISA WESTHEM DECC Ogden Electronic Business Operational Support Team (OST). This checklist will be updated as needed.

This checklist is for DoD agencies and services that are going to begin using Wide Area Workflow (WAWF). It is a guide identifying the minimum steps necessary. Assistance can be obtained from the DECC Ogden OST at...

CONUS ONLY: 1-866-618-5988
COMMERCIAL: 801-605-7095
DSN: 388-7095
FAX COMMERCIAL: 801-605-7453
FAX DSN: 388-7453
CSCASSIG@CSD.DISA.MIL

To implement WAWF at your Agency:

1. Identify the functional lead. This will be the primary person representing the service or agency to assist you in the deployment at your site.
2. Ensure that contracts currently active are assigned valid DoDAACs (aka Location Code). DoDAACs can be validated at <https://www.daas.dla.mil/daasingq>.
3. Coordinate implementation with installation-level local area network administrators. Detailed instructions on preparing your PC to use WAWF is available at <https://wawf.eb.mil/> >> Machine Setup. A general outline of the steps is:
 1. Verify Hardware adequacy
 2. Verify Software adequacy
 3. Plug-ins (if needed)
 4. PKI Certificate Installation/Configuration & Browser Setup
 5. Establish Client Security
 6. Ensure current computer environment is functioning properly
 7. Download/Install/Configure PureEdge viewer for 2.0D access (if required).



4. Ensure a Location Code for all offices exists within a WAWF group structure (both government and vendor). Each location code must be set up in a group structure prior to user registration. Verify all group names and location codes with the WAWF POC or the WAWF OST.
5. Establish a Group Administrator for the service/agency/entity. Help can be obtained from the DECC Ogden OST. An overview of GAM responsibilities follows.
 1. Manage Group Structure
 2. Administer Location Codes
 3. Look up group names and GAM information
 4. View and edit User Profile Information
 5. Activate (add) and deactivate users
 6. Use Activation Reports
 7. Reset user passwords
 8. Reset certificates

Detailed information about these responsibilities is available at http://www.wawftraining.com/courses/_content_package/content_files/menuTree.html.

6. Notify appropriate DFAS payment office. Ensure that the office is registered and trained.
7. Set up an organizational email account. All WAWF document status messages related to the Location code will be sent there.
8. Inform vendor participants that your entity will be using Wide Area Workflow and provide them with instructions on how to transition. The following reference is provided from Defense Federal Acquisition Regulations Supplement (DFARS) which is available at <http://www.acq.osd.mil/dpap/dars/dfars/index.htm>



Subpart 232.70 - Electronic Submission and Processing Payments Requests

232.7003 - Procedures (a) the accepted electronic forms for transmission are--

(1) Wide Area Workflow-Receipt and Acceptance (see website--<https://wawf.eb.mil>)

(2) Web Invoicing Systems

(3) American National Standards Institute (ANSI X.12 electronic data interchange (EDI) formats...

232.7004 - Contract clause. Except as provided in 232.7002(a), use the clause at 252.232-7003, Electronic Submission of Payment Requests, in solicitations and contracts.

This is the clause that is put into contracts. Note that it does not necessarily require the use of WAWF.

1. Request vendor to establish an e-Business Point of Contact in Central Contractor Registration (CCR) (authorizing agent on behalf of the vendor's organization / company).

www.ccr.gov.

2. Determine the roles and responsibilities for the operational WAWF team after implementation.

a. Roles consist of inspectors, acceptors, local process officers, pay officials.

b. Identify individuals to monitor the workflow (view-only users).

c. Establish a procedure for submitting/processing receiving reports, and the processing of invoices.

• All government persons requiring access to WAWF must complete and submit DD Form 2875. The 2875 can be obtained by using the following link:

<http://www.dtic.mil/whs/directives/infomgt/forms/ddforms2500-2999.htm>.

• Individuals in your organization appointed as certifiers are also required to complete and submit a DD Form 577 Appointment/Termination Record - Authorized Signature.



- The DD577 can be found on the web using the following link:
<http://www.dtic.mil/whs/directives/infomgt/forms/ddforms500-999.htm>. Once there, locate and click on the form DD577 "APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE".
- Per Volume 5, Chapter 33, paragraph 330501: The DD Form 577 must specifically identify the types of payments, such as vendor pay, purchase card, centrally billed accounts, travel, transportation, and civilian pay to be certified. For individuals certifying miscellaneous vendor payments, the DD Form 577 must identify the specific type of miscellaneous payment, such as medical reimbursement, damage claims, or tuition assistance, to be certified.
- Block 14 of the DD Form 577 card should contain the following statement:

To certify true electronic documents *<list all specific types of miscellaneous payments>* in WAWF with a Local Processing Official (LPO) Role for *<List the Agency/Activity at which each of you are located>*.

- The original DD Form 577 is required to be mailed to the following address:

Defense Finance & Accounting Service Center-Indianapolis
Disbursing Operations, System Division (Col 135B)
8899 E 56th Street
Indianapolis, IN 46249

- All government persons requiring access to WAWF must complete and submit Standard Mandatory Notice and Consent Provision For all DoD Information System User Agreements (Standard Agreement Training) form. The Standard Agreement Training form can be obtained by using the following link: <https://wawf.eb.mil/StandardAgreementTraining.pdf>
- Group Administrator (GAM) must fax their completed DD Form 2875 and Standard Agreement Training to the Ogden OST at 801-605-7453.
- All other roles must submit your completed DD Form 2875 and Standard Agreement Training to your respective GAM

11. Ensure government personnel have valid DoD PKI certificates for accessing WAWF. Access can be achieved with user id/password until PKI cert is obtained.



12. Request user account activation (**GAM's ONLY**) from the Ogden OST at the phone numbers or email at the top of this checklist. All other roles must contact their GAM for activation.

NOTE: Users must contact their GAM to DEACTIVATE their account when leaving the organization, changing roles, etc.

13. Provide training to government and vendor personnel. Web training is available at <http://www.wawftraining.com> and at <https://wawftraining.eb.mil>.

When the DPAS activity using WAWF desires to receive PSNs, they will update contact WAWF to identify the property system that is aligned with one or more of the following:

1. The update is accomplished by contacting the WAWF Administrator at least 14 days prior to, who will input the Receiving Activity Code (RAC) that represents "DPAS" (This setup is "key" to having PSNs generated and correctly routed to the DPAS).
2. Identify to the WAWF Administrator your Activity's DPAS primary DoDAAC(s), and any other DoDAACs you use in DPAS.
3. Ensure that the DoDAACs currently assigned in DPAS are valid DoDAACs. DoDAACs can be validated at <https://www.daas.dla.mil/daasing/>. DoDAACs not contained in the DAAS Master File cannot be processed. If you wish to add a DoDAAC that is not in the Master File, please contact the Department of Defense Activity Address Directory (DoDAAD) Focal Point for your Agency / Department.
4. If you add an entirely new DoDAAC, delete an invalid DoDAAC, or make a change to an existing DoDAAC, please remember to make the appropriate update in DPAS.