

Team Excellence Award

Deputy Assistant Secretary of the Navy— Acquisition and Procurement (DASN AP)



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eBusiness **Defense Procurement and Acquisition Policy**

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Deputy Assistant Secretary of the Navy—Acquisition and Procurement (DASN AP)

In September of 2009, the Deputy Assistant Secretary of the Navy - Acquisition and Procurement (DASN (AP))'s Policy team identified common component clauses used by the Navy in commercial item contracts that needed to be consolidated into one clause for DoN use. In October 2009, DASN (AP) eBusiness and DASN (AP) Policy started to review all current local Wide Area WorkFlow (WAWF) clauses to identify similarities and site-specific instructions. The goal was to provide the contractor with the information necessary to invoice in WAWF that would apply Navy-wide. DASN (AP) started to work with Head of Contracting Activity (HCA) subject matter experts in June of 2010 to draft Navy WAWF Instructions. Most discussion was in regards to dropping site-specific instructions in an effort to provide information that was applicable at the All-Navy level. In the process of reviewing local WAWF clauses, it became apparent that contracting officers needed additional guidance to populate the WAWF clause correctly. DASN (AP) created a spreadsheet for contracting officers to help determine documents types available for the applicable entitlement system and required DoDAACs. In December of 2010, DASN (AP) shared the draft of the Navy instructions and the training document with the Navy working group as well as DFAS and DPAP. DPAP expressed interest in using the Navy WAWF clause at the DoD-level, since it applies to the DoD WAWF community. In March 2011, DASN (AP) worked with DPAP to adjust the Navy clause to become a DFARS clause. The main concern was not to mandate a WAWF document type that the contractor's business process could support. DASN (AP) updated the WAWF clause accordingly and created detailed Procedures, Guidance and Information (PGI) supplemental information.

DASN (AP)'s contributions to the WAWF clause, PGI instructions, and contracting officer's training documentation was instrumental and will benefit the DoD WAWF user community. The standardized WAWF clause along with instructions to improve data quality will lead to a higher success rate of processing transactions in WAWF.

According to DFAS' "As Is" report, the Navy processed 270,403 invoices through WAWF using OnePay and 352,163 through MOCAS. DoD processed a total of 1,835,826 invoices through WAWF using various entitlement systems. All WAWF transactions are impacted by the data quality of WAWF instructions provided in the contract.

Ms. Katrin Dilli is the Navy's WAWF subject matter expert and member of the DASN (AP) eBusiness team. Ms. Evelyn Ortiz and Mr. Clarence Belton are members of the DASN(AP) Policy team. Mr. Belton is also the Navy's representative on the DAR Council.

