



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS COMMAND
814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-0301

IN REPLY REFER TO:
4200
Code 89

APR 26 2004

To Whom It May Concern:

To fully engage the implementation of Wide Area Workflow-Receipt & Acceptance (WAWF-RA) the following information is again supplied to all participating contractors conducting business with Marine Corps Logistics Command (MCLC), Albany, Georgia.

Section 1008 of the National Defense authorization Act, FY 2001 (Public Law 106-398) implemented electronic submission and processing of claims for payments under DoD contracts.

Under Secretary of Defense (DDP) letter dated April 1, 2002 identified WAWF-RA as the key system in implementing this statutory requirement.

WAWF-RA is a DoD wide application designed to eliminate paper from the receipt and acceptance process in the DoD contracting lifecycle. WAWF-RA enables authorized DoD contractors to create invoices and receiving reports electronically via the web. The application also enables the Government to electronically view and process this data and perform the Government receipt and acceptance process normally captured by the DD Form 250, Material Inspection Receiving Report. WAWF-RA is one of the key components of the Marine Corps End-to-End Procurement/Financial Process, being implemented under the Paperless Acquisition Initiative, with the goal of reducing problem disbursements and interest penalties. Additionally, this tool enables electronic invoices processing, including electronic receipt and acceptance, and eliminates the requirement to mail or fax a hard copy Invoices, and Report of Property Received to DFAS.

To facilitate this process, we request that you verify and/or complete the steps listed below:

a. Ensure your Central Contractor Registration is current and correct to include designation by name and phone number for your Electronic Business Point of Contact ((EB POC), who will serve as the Group Administrator (GAM) for WAWF-RA within your organization).

b. Ensure your EB POC is familiar with WAWF-RA. Training can be accomplished on the Internet via two websites. <http://www.wawftraining.com/> provides a self-paced training course with training modules specific to the needs of vendors. This training course should be reviewed before proceeding to the second training website.

<http://www.wawftraining.eb.mil> provides a practice database that can be used to create and process invoices, 2-in-1 invoices, and combo invoices for practice.

c. Ensure your EB POC registers your company at <https://wawf.eb.mil>. Finally, for all local contractors within the Albany area the MCLC Albany, Georgia will be conducting on-site vendor presentations of WAWF-RA, hands-on training, and strategies to ensure a smooth transition of implementation. If you are not in the local area, you are still invited to attend this training. The training itself will be provided at no cost, but each contractor must bear the costs of transportation to and from training. Training schedules will be as follows:

When: May 05, 2004, 1:30-2:30 (1st Session)
May 05, 2004, 3:00-4:00 (2nd Session)
May 06, 2004, 1:30-2:30 (1st Session)
May 06, 2004, 3:00-4:00 (2nd Session), [SELECT ONE, ONLY]

Where: Base Education Center (Building 7 104), classroom 10 1.

Directions: From the MCLC Main Gate on Fleming Road, take Walker Blvd (to the right of HQ LOGCOM (Building 3500) to Radford Blvd and turn right onto Radford Blvd. Continue past Covella Pond to the first stop sign. After the stop sign look for the Base Education Center (Building 7 104) on the left. Classroom 101 is the first classroom on the first floor.

To comply with DoD directive, completion of registration and on-line training with WAWF-RA must be performed no later than May 15, 2004. It is imperative that you obtain the capability to utilize WAWF-RA fully. Effective immediately unless otherwise exempted, all invoices for DoD contracts shall be submitted utilizing the WAWF-RA electronic submission through the Internet. This training is essential to enable your company to ensure compliance with existing policies and regulatory mandates that govern our contracting process. It is highly recommended that as a DoD contractor, therefore, for you or a representative of your company or firm attend this training.

Should you have questions or require assistance contact MGySgt Lloyd Hampton at (229)639-6770 or Mr. Steve Butt at (229)639-7210. Please RSVP with point of contacts no later than April 30, 2004.

Sincerely,


W. F. GATES III

Director, Contracts Department
By direction
of the Commander