



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

MAR 16 2007

MEMORANDUM FOR DISTRIBUTION

Subj: NAVY-WIDE MANDATE FOR ELECTRONIC INVOICING THROUGH  
IMPLEMENTATION OF WIDE AREA WORKFLOW

Ref: (a) ASN(RD&A) memorandum of 25 Jan 2006

Encl: (1) Wide Area Workflow Point of Contact Form

Electronic invoicing saves the Navy money. Wide Area Workflow (WAWF) is the tool chosen by the Department of Defense for electronic invoicing; it is a key modernization initiative for the Navy and part of DON's Financial Improvement Program. The Navy has met its FY2006 goal of 37% for WAWF usage that was established by reference (a). Navy-wide efforts in implementing WAWF resulted in savings of over \$16 million dollars in FY2006 from reduced Defense Finance and Accounting Service charges and reduced interest payments.

Our efforts to fully implement WAWF throughout the Navy will continue this year. In addition to providing WAWF implementation training and support to Navy activities, the Navy has also funded several engineering change proposals (ECPs) to eliminate remaining system road blocks to full implementation. These ECPs will be included in WAWF release 3.0.12 currently scheduled for deployment in August 2007.

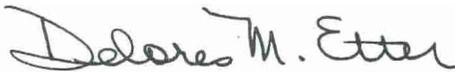
Each Budget Submitting Office (BSO) must now take the necessary steps to ensure you are positioned to fully deploy WAWF by the end of FY2008. To meet that goal, each BSO is required to assign WAWF Deployment Leads representing both the financial and acquisition side for your organization and develop an implementation plan that will provide a roadmap for how your organization will meet the goal for full WAWF deployment. Your plan should include major milestones and training requirements, and identify obstacles that could impact implementation. Your

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Deployment Leads should be identified within 15 days of this memorandum, and your implementation plan should be submitted within 60 days to the point of contact identified below. For your convenience, a point of contact form is attached.

Please direct all WAWF implementation plans to CAPT Mark Stiles of DASN (ACQ) (703) 693-4071 or [Mark.Stiles@navy.mil](mailto:Mark.Stiles@navy.mil). Additional points of contact are Eric Ferraro of PEO-EIS (703) 602-6716 or [eric.ferraro@navy.mil](mailto:eric.ferraro@navy.mil), the Navy WAWF Project Manager and Phillip Graham, WAWF lead for ASN(FM&C), (202) 685-6729 or [phillip.p.graham@navy.mil](mailto:phillip.p.graham@navy.mil).

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Wide Area Workflow Point of Contact

Organization: \_\_\_\_\_

Financial Deployment Lead:

Name: \_\_\_\_\_

Phone Nr: \_\_\_\_\_

Fax Nr: \_\_\_\_\_

Email: \_\_\_\_\_

Acquisition Deployment Lead:

Name: \_\_\_\_\_

Phone Nr: \_\_\_\_\_

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Email: \_\_\_\_\_

**RETURN FORM TO:**

CAPT Mark Stiles

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Enclosure (1)