DEFENSE INFORMATION SYSTEMS AGENCY
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IN REPLY REFER TO: Procurement and Logistics/ Defense Information Technology Contracting Organization (PLD/DITCO)

15 June 2004

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Wide Area Work Flow-Receipts and Acceptance, Identification of Government Acceptors

1. The Directorate for Procurement and Logistics (PLD) is actively implementing the Department of Defense (DoD) Wide Area Work Flow-Receipts and Acceptance (WAWF-RA) paperless contracting initiative for contracts and orders awarded by the Defense Information Technology Contracting Organization (DITCO). The WAWF-RA application is designed to eliminate paper from the receipts and acceptance process of the contracting lifecycle. The benefits of WAWF-RA to DISA personnel include global accessibility of documents, reduced need for re-keying, improved data accuracy, real-time processing, secure transactions with audit capability and faster invoice processing resulting in fewer interest penalties.

2. A key role in the WAWF-RA process is that of the Government acceptor. The primary function of the Government acceptor is to document Government acceptance of goods and/or services delivered to the government in accordance with a contract or order.

3. To effectively implement WAWF-RA, it is critical that DISA requirements offices identify the Government acceptor early on in the acquisition process. The Government acceptor can be a properly designated Contracting Officer's Representative (COR) or Task Monitor (TM), or any other Government person identified in a contract as the Government acceptor.

4. Effective immediately, all purchase request packages forwarded to any DITCO office for contract action must identify the Government acceptor information (including name, series/grade or rank, office code, email address, telephone number and DoD Activity Address Code (DODAAC)) in the Remarks block of the DISA Form 1, "DISA Purchase Request (PR)/Coordination Cover Sheet for MIPRs/ROs." Further, one of

the following statements must also be included in the Remarks block of the DISA Form 1:

a. The requirements office requests that the individual identified as the Government acceptor be designated in writing by the Contracting Officer as the (insert either "COR" or "TM") for this action. A nomination package is included with this package.

b. The requirements office does not intend to request that a COR or TM be designated for this action.

5. Given the criticality of the Government acceptor information to the successful implementation of the WAWF-RA initiative, as well as the need for timely appointment requests for CORs and TMs, requirements packages that do not include the aforementioned information in the Remarks block of the DISA Form 1 will be returned to the requirements office by PLD/DITCO, and no contracting action will commence until the information is provided.

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