

**From:** [Lloyd, Joy Mrs CIV USA](#)  
**To:** [DL-CCE-HQ-EVERYONE-IN-THE-COMMAND](#)  
**Subject:** FLASH NOTICE: Wide Area WorkFlow (UNCLASSIFIED)  
**Date:** Wednesday, June 01, 2011 9:58:06 AM  
**Attachments:** [USA002770-11-DPAP.PDF](#)

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Classification: UNCLASSIFIED  
Caveats: NONE

In accordance with the attached DPAP Memorandum, effectively immediately, contacting officers will not use the exception to Wide Area WorkFlow (WAWF) at DFARS 232.7002(a)(2). That exception stated that awards made to foreign vendors for work performed outside the United States were exempt from submitting payment requests and receiving reports in electronic form (WAWF). Contracting Officers shall ensure that your solicitations include the following verbiage: "Only contractors who are registered and have an active account in the Central Contractor Registration (CCR) may be awarded a contract as a result of this solicitation, and all invoices and payments will be made using the WAWF system." In addition, contracting officers shall verify a contractor's CCR registration prior to initiating evaluation of proposals. If a contractor is not already registered, contracting officers shall instruct the contractor to register immediately and to furnish confirmation of its registration. You should continue to evaluate the proposal but shall not award unless registration is completed.

Understand that the clear intent of this memorandum is that WAWF will be used and that exceptions should be rare. We are assessing what additional policy or guidance is needed to support that intent. In the meantime, the remaining exceptions at DFARS 232.7002(a) still apply; however, caution must be used when applying the exception at DFARS 232.7002(a)(7). That exception states that the contracting officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the contractor. Contracting Officers shall fully support the "unduly burdensome" determination by describing the burden to the contractor, addressing any costs to the contractor associated with this burden, and explaining how these are unduly burdensome to the contractor.

Please direct all questions to the PARC Policy and Compliance Team at DL-409CSB-HQ-CMD-PARCPolicy@eur.army.mil.

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