



TRICARE  
MANAGEMENT  
ACTIVITY

**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
HEALTH AFFAIRS**

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SEP 28 2009

MEMORANDUM FOR ACTING CHIEF MEDICAL OFFICER  
ACTING CHIEF FORCE HEALTH PROTECTION AND  
READINESS PROGRAMS  
ACTING CHIEF FINANCIAL OFFICER  
CHIEF INFORMATION OFFICER  
CHIEF HEALTH PLAN OPERATIONS  
CHIEF PHARMACEUTICAL OPERATIONS  
OFFICE OF THE GENERAL COUNSEL  
JOINT MEDICAL INFORMATION OFFICE  
CHIEF OF STAFF, TMA  
DIRECTORS OF TRICARE REGIONAL OFFICES  
DIRECTOR, TRICARE AREA OFFICE – EUROPE  
DIRECTOR, TRICARE LATIN AMERICA CANADA  
DIRECTOR, TRICARE AREA OFFICE – PACIFIC  
DIRECTOR, DEFENSE CENTER OF EXCELLENCE FOR  
PSYCHOLOGICAL HEALTH AND TRAUMATIC BRAIN  
INJURY

**SUBJECT: Approving Payments under Cost-Reimbursement, Time-and-Materials, and  
Labor-Hour Contracts**

Wide Area Workflow (WAWF) is the Department of Defense (DoD) standard system for capturing and coordinating the three basic components of the contract payment process: the contract, invoice and receiving report. In accordance with the Defense Federal Acquisition Regulation Supplement (DFARS) subpart 232.70—Electronic Submission and Processing of Payment Requests, WAWF is the accepted electronic form for submission of payment requests and receiving reports.

Recently, the Director, Defense Procurement and Acquisition Policy (DPAP) reiterated DoD's policy on approving payments in the attached memorandum, subject as above. According to DoD policy, payments under these types of contracts shall not be approved by the Contracting Officer Representative (COR). Instead, the Defense Contracting Audit Agency (DCAA) has sole authority to verify and approve interim vouchers and the Administrative Contracting Officer has sole authority to approve final vouchers.

In accordance with this guidance, WAWF uses the Cost Voucher format to route cost-reimbursement, Time and Materials and Labor Hour payment requests through the appropriate Government officials via a standard routing process and associated location codes. To comply with DoD policy, TMA officials will ensure that cost-reimbursement, Time and Materials and Labor Hour contract payment requests are processed using the WAWF Cost Voucher format. For processing invoices and receiving reports under fixed-price contracts for services, the Invoice 2-in-1 format remains TMA's preferred WAWF format. For processing invoices and receiving reports under fixed-price contracts for tangible items such as supplies, software or equipment, the linked invoice/receiving report documents (referred to as the COMBO format in WAWF) remains TMA's preferred format.

Guidance on the type of WAWF format and location codes to be used for requesting payment is now included as part of each standard task order template. Prospective WAWF users within TMA requiring activities will use the standardized approach to obtain WAWF accounts, found within the WAWF-RA On-Ramp Guide at <http://www.tricare.mil/tps/On-RampGuide.doc>.

It is important to note that a WAWF Cost Voucher is not routed through the Acceptor (COR); however, it is available for review by the Acceptor for information purposes only. Other circumstances, such as Direct Billing provisions authorized in DFARS subpart 242.803(b)(i)(C), also allow certain contractors who have been pre-approved by the Defense Contract Audit Agency, to submit interim vouchers directly to the appropriate paying office. Therefore the TMA requirement for two TMA Government officials to approve all invoices and receiving reports prior to forwarding them for payment is rescinded. This change should have the dual benefit of streamlining the review/approval process, while also reducing interest charges assessed to TMA under the Prompt Payment Act.

Program Managers and other supervisors of CORs are still required to closely monitor the performance of their CORs. One means within WAWF of doing this is through the Acceptor View Only role. Please feel free to direct any questions to the project officer on this effort, Mr. Jack Perry, (703) 681-1115.



Michael P. Fischetti  
Director, Acquisition Management and Support

Attachment:  
As stated