



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
1759 LEWIS ROAD, SUITE 210
MONTEREY, CA 93944-3223

IMWE-POM-ZA

MAR 30 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy on Mandatory Use of Wide Area Workflow (WAWF) for Miscellaneous Payments

1. References:

a. Memorandum, IMWE-POM-ZA, dated 20 Oct 2008, "Implementation of Wide Area Workflow (WAWF)"

b. Wide Area Workflow, Garrison Business Rules, dated 18 Jul 2008

2. Purpose: To establish USAG Presidio of Monterey policy and procedures for mandatory use of WAWF for Miscellaneous Payment Voucher processing.

3. Applicability: Effective immediately, all U.S. Army miscellaneous payment vouchers will be processed in WAWF.

a. Miscellaneous Pay Types that can be administered in WAWF are listed in Enclosure 4.

4. Responsibilities:

a. It is the responsibility of the submitting activity to ensure the following are completed:

(1) Understanding that use of the WAWF Miscellaneous Payment module will result in lowering the Army's cost for commercial pay service that is currently provided by Defense Finance and Accounting Service (DFAS) Accounts Payable Offices. Each Miscellaneous Payment line of accounting processed via WAWF saves the Army approximately \$19.00 (by not using paper payment requests, i.e. SF1034s, SF182s, SF1164s, etc).

(2) Understanding that the majority of the process is transparent to DFAS Accounts Payable Office (CAPS Windows), when done properly. Corrections must be performed by the submitting activity or the Resource Management Office (RMO).

(3) Those involved with processing Miscellaneous Payments are familiar with the Department of Defense Guidebook for Miscellaneous Payments (Version 2.0, dated 30 June

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2008). This Guidebook can be found at the following web address:

<http://www.acq.osd.mil/dpap/pdi/eb/miscellaneouspay.html>

b. Through coordination with the Garrison RMO, ensure that WAWF users are trained on the responsibilities of their assigned role/s. Training courses are available via the WAWF Web-based Training site at the web address:

http://www.wawftraining.com/courses/_content_package/content_files/menuTree.html From the Main Menu, select Acceptor and then Create Miscellaneous Payment Voucher. Follow the instructions contained in this module.

c. Assist all user roles during transition from manual to WAWF miscellaneous payment vouchers by providing contact information for training, technical, and systems support.

d. All current WAWF users will need to request an additional role as an Acceptor under the Miscellaneous Payments DoDAAC / Extension listed in paragraph 5. Instructions for this process are given in Enclosure 5.

5. Required WAWF Information:

a. WAWF DoDAAC for Miscellaneous Payments: W912A8 Extension: MISPAY

b. Paying DoDAAC for Miscellaneous Payments: HQ0105

c. Account Install Number: 012172 (Fiscal Station Number)

6. This policy memorandum will remain in effect until changed or formally rescinded. The point of contact for training, technical and systems support is Travis Reid at 831.242.7833 or Susan Bliznik at 831.242.6774.

5 Encls

1. Email, Castleman, Thomas, 29 Sept 2008
2. WAWF Misc Pay Instructions
3. WAWF Misc Pay Tutorial
4. WAWF Misc Pay Types
5. Requesting an Additional Role in WAWF



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