Washington Headquarters Services

OPERATING INSTRUCTION

WHS OI 50-7
June 30, 2009

A&PO

SUBJECT: Contract Invoicing

REFERENCES:
(a) Defense Federal Acquisition Regulation Supplement (DFARS) 232.70[1]
(b) Department of Defense Activity Address Directory (DODAAD) (Activity Address Code Sequence) – DoD 4000.25-6-M[2]
(c) AT&L/DPAP memo, dated March 20, 2008, Subject: Office of Secretary Defense (OSD) Wide Area Workflow (WAWF) Department of Defense Activity Address Code (DoDAAC) Registration Requirements.[3]
(d) DFARS 232.9[4]
(e) DFARS 242.803[5]
(f) FAR 32.905(b)(3)[6]

1. PURPOSE

This Operating Instruction implements the electronic invoicing procedures for Washington Headquarters Services (WHS) contracts in accordance with reference (a).

2. APPLICABILITY

This Operating Instruction applies to all acquisitions conducted by the WHS, Acquisition & Procurement Office (A&PO).

3. DEFINITIONS

3.1. Acceptor. An authorized representative of the Government by which the Government, for itself or as agent of another, assumes ownership of existing identified supplies tendered or approves specific services rendered as partial or complete performance of the contract.

3.2. Department of Defense Activity Address Code (DoDAAC). A distinct six-position alphanumeric code assigned to identify specific units, activities, or organizations (reference (b)).

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[1] The DFARS is available at: http://farsite.hill.af.mil/VFDFARA.HTM
[2] The DoDAAC is available at: http://www.dtic.mil/whs/directives/corres/pdf/40002506m.pdf
[3] The DPAP memo is available at: http://www.acq.osd.mil/dpap/ops/policy_vault.html?directorate=pacc
[4] The DFARS is available at: http://farsite.hill.af.mil/VFDFARA.HTM
[5] The DFARS is available at: http://farsite.hill.af.mil/VFDFARA.HTM
[6] The FAR is available at: **http://farsite.hill.af.mil/VFFARA.HTM**

3.3. DoDAAC extension. A separate code assigned to a DoDAAC to identify a specific entity, division or branch within an organizational DoDAAC.

3.4. Group Administrator (GAM). Designated individual(s) responsible for maintaining agency structure within WAWF and approving users' requests for roles and capabilities.

3.5. Inspector. Individual who examines and/or tests supplies or services (including, when appropriate, raw materials, components, and intermediate assemblies) to determine whether they conform to contract requirements.

3.6. Invoice. A contractor's bill or written request for payment under the contract for supplies delivered or services performed.

3.7. Receiving Report. Written evidence that indicates government acceptance of supplies delivered or services performed.

3.8. Wide Area Work Flow (WAWF). A secure web-based transaction system for electronic invoicing, receipt and acceptance.

4. POLICY

4.1 WHS will process all contract payments using WAWF, the DoD-mandatory electronic invoicing solution (reference (c)). Currently, WAWF is not used for processing purchase card payments.

4.2 Contracting Officers will assign inspection and acceptance responsibilities to maximize efficiency, transparency, and accountability in the contract payment process.

4.3 Only Government personnel may accept goods and services on behalf of the Government. Support contractors may perform the inspection, but not the acceptance function.

4.4 Invoices must be inspected, and accepted or rejected within 7 calendar days after the date an invoice is received in WAWF (reference (d)).

5. RESPONSIBILITIES

5.1 The Contracting Officer shall assign inspection and acceptance roles for each contract or order.

5.2 Designated inspectors and acceptors shall promptly register in WAWF, and promptly review and act on all contractor invoices and/or receiving reports to avoid incurring interest or penalties for late payments.

5.3 The GAM shall authorize/activate user roles in WAWF and maintain the organizational DoDAAC hierarchy in WAWF.

6. PROCEDURES

6.1 When establishing invoicing instructions in the contract, Contracting Officers shall:

6.1.1 Include DFARS clause 252.232-7003 and A&PO local clause "Invoicing Instructions (WHS A&PO Mar 2009)," in every solicitation and contract. For task or delivery orders, separate invoicing instructions may be used if the inspector and/or acceptor are different for each order.

6.1.2 Assign individuals responsible for inspection and acceptance on a contract-by-contract basis. Roles and responsibilities will be established in WAWF as follows:

6.1.2.1. The project manager/contracting officer's representative (COR) or other customer representative will perform both inspection and acceptance functions on behalf of the Government for actions for supplies or non-complex services. (See item 4.3 above.)

6.1.2.2 The project manager/COR or other customer representative will perform only the inspection function for complex services, construction, or multiple customers. The A&PO Contracting Officer will perform the acceptance function on behalf of the Government.

6.1.2.3. For cost reimbursement contracts (including time and material, and labor-hour contracts), Defense Contract Audit Agency (DCAA) is the sole inspection/acceptance authority for interim cost vouchers. Interim vouchers will not be routed to designated inspectors/acceptors for action in WAWF. However, the inspector is required to monitor the interim billings in WAWF (view only capacity) and report any concerns during each billing cycle to the Contracting Officer for resolution with the contractor and DCAA. For final cost-type payment requests, the Contracting Officer is the sole acceptance authority (reference (e)).

6.1.3 Identify inspectors and acceptors by citing the applicable DoDAAC or DoDAAC and extension for the organization of the responsible project manager/contracting officer's representative (COR)/other customer representative in the WAWF invoicing clause.

6.2 All individuals requiring access to WAWF must be registered. Users shall:

6.2.1 Complete the on-line WAWF training course. [7]

6.2.2 Register for applicable roles and DoDAAC or DoDAAC and extension. [8] WHS organizational DoDAACs and extensions can be found at the WHS A&PO internet page.[9]

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[7] The online training is available at: http://www.wawftraining.com
[8] Register at: https://wawf.eb.mil
[9] The WHS organizational DoDAACs can be found at: http://www.whs.mil/APO/WideAreaWorkflowWAWF.cfm

6.2.3 Submit a completed System Authorization Access Request, DD Form 2875, to the GAM. [10] Users will receive a WAWF system notification when their account is activated.

6.2.4 Refer to the WAWF User Guide for further information, located on the WHS A&PO WAWF internet page (see footnote 4).

6.3 Invoice processing and follow-up for each invoice:

6.3.1 Inspectors/acceptors are responsible for ensuring invoices are properly reviewed for compliance with contract terms and conditions, and are accepted or rejected within the required timeframe (see paragraph 4.4, Enclosure 1 for Invoice Review Checklist and reference (f)).

6.3.2 Inspectors/Acceptors shall promptly investigate questions about contract conformance issues, and notify the Contracting Officer if problems cannot be resolved within three (3) calendar days.

7. INFORMATION REQUIREMENTS

None.

8. EFFECTIVE DATE

This Operating Instruction is effective immediately.

Albert C. Ellett
Acting Director

Enclosure:
E.1 Invoice Review Checklist

[10] The GAM for WHS is Charlotte Gooch, **charlotte.gooch@whs.mil**

E.1. ENCLOSURE 1

INVOICE REVIEW CHECKLIST

This checklist includes items Inspectors and Acceptors generally should consider when reviewing contract invoices, in addition to the unique terms and conditions of each contract.

- Are all identifying data on the invoice accurate and in accordance with the contract, including the name and address of contractor; the contract number; Contract Line Item Number (CLIN) or SubCLIN; description, quantity, unit of issue, unit price, and extended price; and shipping and payment terms?
- Were technical oversight and assessment results of the contractor's performance reviewed against the invoice?
- Have the required items been delivered and/or the required services been performed satisfactorily?
- Are delivery and/or performance in accordance with the contractual terms and conditions?
- Was consideration given to any unique contractual terms and conditions (discounts, inspection periods, etc.)?
- Are any billed items and/or services included in previously paid invoices (i.e., has there been any double billing)?
- Are all submitted costs consistent with requirements of the contract, including contract ceilings, key personnel, subcontract costs, travel, equipment, and are ODCs properly substantiated?
- Are all costs allowable and allocable to the contract?
- Is the invoiced period within the period of performance of the contract?
- Will deductions be made to the invoiced amount? If so, is the rationale adequately documented and was the contractor appropriately notified?