**DEPARTMENT OF THE ARMY**
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO
ATTENTION OF:

NOV 15 2011

IMSE-GOR-GRMO

MEMORANDUM FOR ALL MILITARY AND CIVILIAN PERSONNEL

SUBJECT: Garrison Commanders Policy Memorandum No. 41 - Wide Area Workflow (WAWF)

1. It is my policy for Garrison directorates and contractors, who receive products and services supported with Garrison resources, to process all receiving reports and Public Vouchers for Miscellaneous Payments (1034s) electronically using WAWF; otherwise, they will not be processed. All contracts will be written to make this policy clear to contractors. There are no exceptions to this policy and the policy is effective as of the date of this policy letter.

2. WAWF is IMCOM's web-based software application that allows vendors to electronically create, submit and track their invoices, receiving reports, and acceptance documents. It allows government officials to view and electronically transmit inspection and acceptance of goods and services and allows payment offices to receive invoices and acceptance transactions.

3. WAWF eliminates paper based support functions and saves dollars. Interest penalties are decreased and vendor offered discounts are maximized. Users have global accessibility and documents are not lost or misplaced. Additionally, accuracy is improved due to up-front edits.

4. The proponent for this policy is the WAWF Manager, Garrison Resource Management Office, 791-7739.

Robert A Barker
ROBERT A. BARKER
COL, SC
Commanding

This memorandum supersedes Garrison Commander's Policy Memorandum No. 30 – Wide Area Workflow (WAWF), dated 24 February 2010