NROTC Unit Supply Binder – Tab 3-13

Date: August 2025

SUBJECT: WAWF Miscellaneous Pay Voucher Creation for Non-Federal Entities with Social Security Numbers

1. PURPOSE

This document provides NROTC Units with detailed technical guidance for creating miscellaneous pay vouchers in Wide Area Work Flow (WAWF) to compensate non-federal entities (NFE) possessing a Social Security Number. This procedure is critical for ensuring accurate and compliant payment of services provided to the NROTC Unit.

2. OVERVIEW

NROTC Units may need to generate miscellaneous vouchers within WAWF for various payments, including tutoring services or NROTC student reimbursements. This document outlines the specific steps and requirements for processing these vouchers successfully, focusing on the specific needs of NFEs requiring payment via their Social Security Number. Strict adherence to these procedures is mandatory to avoid payment delays and potential compliance issues.

3. TECHNICAL REQUIREMENTS AND PRE-REQUISITES

- **PIEE Access:** Users must possess a valid account and access privileges within the Procurement Integrated Enterprise Environment (PIEE) to access WAWF. PIEE access can be obtained through the PIEE website: https://piee.eb.mil/ . Contact your local IT support for assistance with account creation or access issues.

- **CEFT Account Verification:** Before initiating voucher creation, **mandatory verification** of the NFE's Certified Electronic Funds Transfer (CEFT) account is required. Payments to NFEs are processed electronically through the CEFT system. Absence of a CEFT account will result in voucher suspension and require manual intervention by DFAS, causing significant delays. The NFE should confirm their CEFT account status with their financial institution.

- **Federal Entity Identification:** Correctly identifying payees that qualify as Federal Entities. Midshipmen (MIDN) and individuals receiving regular DFAS payments already possess CEFT accounts through their existing federal payment setup. For these entities, ensure the "Federal Entity" option is selected on the "ACCEPTOR-Misc Pay" page within WAWF. Incorrectly identifying a Federal Entity will cause processing errors.

- **Supporting Documentation:** Ensure all necessary supporting documentation is readily available and accurately reflects the service provided or reimbursement required. This documentation may include invoices, receipts, or other relevant records.

- **Accompanying Presentation:** This document is a technical guide and is best utilized in conjunction with the accompanying presentation, which provides step-by-step visual guidance for voucher creation.

4. DETAILED PROCEDURE FOR WAWF MISCELLANEOUS PAY VOUCHER CREATION

(Refer to the accompanying presentation for detailed screenshots and visual aids. The following outlines the key steps.)

4.1 Accessing WAWF through PIEE:

1. Log into PIEE using your CAC or other authorized authentication method.

2. Navigate to the WAWF application from the PIEE portal.

Figure 4.1 Click WAWF

4.2 Creating a New Miscellaneous Pay Voucher:

1. Select the "Create New Document" option within WAWF.
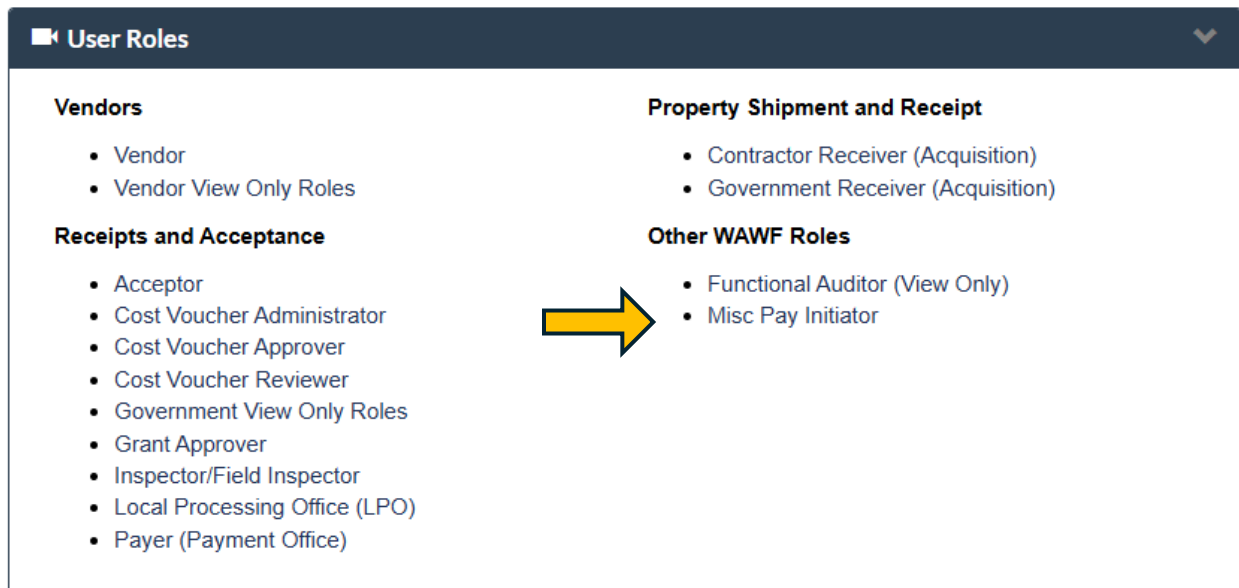
2. Choose the "Miscellaneous Pay" document type.

Roles

◼◀ User Roles	⌄

Vendors
- Vendor
- Vendor View Only Roles

Receipts and Acceptance
- Acceptor
- Cost Voucher Administrator
- Cost Voucher Approver
- Cost Voucher Reviewer
- Government View Only Roles
- Grant Approver
- Inspector/Field Inspector
- Local Processing Office (LPO)
- Payer (Payment Office)

Property Shipment and Receipt
- Contractor Receiver (Acquisition)
- Government Receiver (Acquisition)

Other WAWF Roles
- Functional Auditor (View Only)
- Misc Pay Initiator

Figure 4.2 Click Miscellaneous Pay Initiator Role

4.3 Populating the Voucher Header Information:

1. Enter the appropriate Contract Number or Purchase Order Number (if applicable). **Ensure the CLIN (Contract Line-Item Number) is accurately entered.**

2. Select the correct "Pay Office DoDAAC" for your NROTC Unit. (Consult with your Unit's financial officer if unsure.)

3. Input the "Invoice Number" following your unit's internal naming convention.

4. Specify the "Invoice Date."

4.4 ACCEPTOR (Payee) Information:

1. **Crucially, determine if the payee is a Non-Federal Entity or a Federal Entity.**

2. **For NFEs:**

   - Enter the NFE's legal name and address exactly as it appears on their CEFT account information.

- **Input the NFE's Social Security Number (SSN) in the designated field.** Verify the accuracy of the SSN to prevent processing errors.

- Confirm the "CEFT Indicator" is set to "Yes." If the payee reports they do NOT have a CEFT account, DO NOT proceed with the WAWF voucher. Instruct the payee to establish a CEFT account with their financial institution.

3. **For Federal Entities (Midshipmen or individuals receiving regular DFAS payments):**

   - Select the "Federal Entity" option. This option bypasses the requirement for a separate CEFT account verification as their banking information is already on file with DFAS.

   - Enter the Federal Entity's DoDAAC.

4.5 Line-Item Details:

1. Add a new line item for each distinct service provided or reimbursement required.

2. Enter a detailed description of the service or expense.

3. Specify the quantity (e.g., hours of tutoring, units of supplies).

4. Enter the unit price.

5. Calculate and enter the total amount for each line item.

4.6 Tax Information (If Applicable):

1. Consult with your Unit's financial officer to determine if any tax withholdings are required.

2. If applicable, enter the appropriate tax information.

4.7 Attachments:

1. Attach all supporting documentation, such as invoices, receipts, or other relevant records, to the voucher.

2. Ensure the attachments are clear, legible, and properly labeled.

4.8 Voucher Submission:

1. Review all information entered for accuracy and completeness.

2. Submit the voucher through WAWF.

5. TROUBLESHOOTING

- **Voucher Suspension:** If the voucher is placed in a "Suspended" status, it likely indicates an issue with the payee's CEFT account or an error in the payee's information. Contact DFAS directly to resolve the issue.

- **Rejection:** If the voucher is rejected, carefully review the rejection reason provided by WAWF. Correct any errors and resubmit the voucher.

- **PIEE/WAWF Access Issues:** Contact your local IT support for assistance with PIEE or WAWF access issues.

6. SECURITY CONSIDERATIONS

- **SSN Handling:** The Social Security Number (SSN) is Personally Identifiable Information (PII). Handle this information with utmost care and in accordance with all applicable privacy regulations and DoD security policies.

- **Data Encryption:** Ensure all data transmitted through WAWF is encrypted.

- **Limited Access:** Restrict access to WAWF and related documentation to authorized personnel only.

7. QUESTIONS

Please include the N4 Contracting Office personnel in all correspondence:

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In conclusion, creating accurate and timely miscellaneous pay vouchers in WAWF for non-federal entities within the NROTC Unit requires diligent adherence to the guidelines and procedures outlined in this document. Emphasizing CEFT account verification, precise Federal Entity identification, and meticulous procedural compliance ensures successful payment processing and minimizes delays.

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