



**DEPARTMENT OF THE NAVY**  
PORT HUENEME DIVISION  
NAVAL SURFACE WARFARE CENTER  
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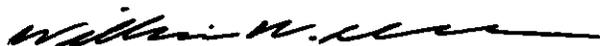
**JUN 30 2011**

From: Commander, Port Hueneme Division, Naval Surface Warfare Center  
To: Naval Sea Systems Command, Warfare Centers Industry Partners

Subj IMPLEMENTATION OF NAVY ENTERPRISE RESOURCE PLANNING

Encl: (1) Actions to be Completed

1. In October 2011, the Naval Sea Systems Command, Warfare Centers (WFCs) will be implementing a new information system called Navy Enterprise Resource Planning System (Navy ERP). Navy ERP is an integrated business management system that replaces several legacy systems, modernizes and standardizes Navy business operations, provides unprecedented management visibility across the enterprise and increases effectiveness and efficiency.
2. During the transition period from 1 October 2011 to 16 December 2011, numerous business management activities will be recorded manually. As a result, only emergent and mission critical contract requirements will be handled during the transition period. In order to prepare for the transition period, the WFCs will be increasing our contract-related activities in advance of our transition to Navy ERP. This will help the WFCs to execute timely contract transactions and ensure continuity of support throughout the transition period. Enclosure (1) provides specific dates and milestones from now through September 2011.
3. You are critical to our ability to continue to deliver products and services to the War fighter. We appreciate your cooperation and patience as the WFCs transition to Navy ERP. Additional information will be released as it becomes available.
4. For questions related to a specific contract or delivery/task order, please contact your appropriate Contracting Officer or Contract Specialist.

  
WILLIAM W. DEBOW

## Actions to be Completed

To facilitate our preparations, we request you perform the following actions:

1. Review the completion date of your current task orders and contracts with a performance end date between now and 16 December 2011. For any that may warrant a performance extension, with or without additional cost, please discuss available options with the Contracting Officer's Representative (COR) and the Contracting Officer of the contract or task order to initiate the appropriate action.

2. Review your current task orders and contracts that are incrementally funded where additional funds may be required between now and 16 December 2011. Please notify the COR of that contract or task order to initiate appropriate action.

3. For those of you performing orders for material/supplies, with a prior authorization of the Contracting Officer, we encourage you to ship as much as practicable to be received by the applicable Warfare Center (WFC) not later than 28 August 2011 in order to facilitate acceptance, invoicing and payment prior to our transition to Navy ERP.

4. For those of you providing services under contracts/orders, we encourage you to submit timely invoices for those services performed. Payments for invoices received after 1 October 2011 may be delayed, due to phasing out our legacy systems and phasing in Navy ERP.

5. By taking the above actions, funding can be obligated and you should expect to be paid for materials and services in a timely manner. Through these planning efforts, we hope to minimize the number of transactions that will have to be processed during the transition period of implementation. If you are currently submitting your invoices to the Wide Area Work Flow (WAWF), continue to do so. As a note, two in one invoices for Firm Fixed Price services will no longer be utilized once the WFCs are fully operational in Navy ERP, currently estimated to be 16 December 2011. Combo invoices will be utilized instead and all contracts containing two in one invoice within WAWF will be modified to reflect the new invoicing procedures.

Enclosure (1)