DEPARTMENT OF THE NAVY
NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION
22347 CEDAR POINT ROAD, UNIT 6
PATUXENT RIVER, MARYLAND 20670-1161

7000
J16000A
JAN 17 2002

MEMORANDUM

From: Comptroller, Naval Air Warfare Center Aircraft Division

Subj: NEW BUDGET LINE ITEM (BLI) FOR TELECOMMUTING

Ref: (a) Budget Line Item (BLI)/Expense Element (EE) List dated 16 Jan 02

1. A new Budget Line Item (BLI) has been established for telecommuting. The BLI is "TEL". This BLI can be used with all labor expense elements (110, 111, 112, 190, 191) per reference (a). Employees that telecommute are required to use this new BLI when reporting their time in SLDCADA (Time and Attendance System) or if hard copy timecards are used.

2. Telework (also known as flexiplace, telecommuting, work-at-home) is using telecommunications and information technology to work wherever you need (normally from home office or at a telecenter) to satisfy the customer and accomplish the goals of the organization.

3. DOD offers two types of telework arrangements, "Regular and Recurring" and "Ad Hoc". "Regular and Recurring" telework means an approved work schedule where eligible employees regularly work at least one day per biweekly pay period at an alternative worksite. "Ad Hoc" telework means approved telework performed on an occasional, one-time, or irregular basis. (Telework of less than one day per pay period is considered "Ad Hoc".)

4. Questions regarding this correspondence may be directed to Esther Smith, NAWCAD J16000A, DSN 342-9652 or (301) 342-9652.

Patricia M. Robrecht
PATRICIA M. ROBRECHT

Distribution:
Level 1 Competency Managers
All AD-10.0 and AD-7.8 Personnel

REGULAR BUDGET LINE ITEMS

As of 1/16/02		GENERAL OPERATING COSTS	ADP SUPPORT	AUDIOVISUAL SUPPORT	COMMUNICATIONS	CONSTRUCTION <100K (R1)	CONTRACT STUDIES/ANALYSIS/EVALUATION	ENGINEERING & TECHNICAL SERVICES CONTRACTS	ENVIRONMENTAL COMPLIANCE	EQUIPMENT PURCHASES	EQUIPMENT MAINTENANCE	FUEL	GSA LEASES	MAINTENANCE & REPAIR <100K (M1)	MANAGEMENT & PROFESSIONAL SERVICES CONTRACT	NAEI PER DIEM	OPSEC	OTHER ENGINEERING SUPPORT	PCS	POSTAGE	PRINTING & DUPLICATION	RENTAL (EQUIPMENT)	RENTAL (OTHER)	TRAINING	TRANSPORTATION	TRANSFERS IN (REG)	TRANSFERS IN (CDA/RSA)	TRANSFERS OUT (REG)	TRANSFERS OUT (CDA/RSA)	AWARDS	DEPRECIATION - BLDGS/STRUCT	DEPRECIATION - OTHER	FECA	HEADQUARTERS COSTS	MRTFB G&A SHARE	NAEI ASSESSMENT	MISCELLANEOUS ACCOUNTING ADJUSTMENTS	FLIGHT REVENUE	OTHER DIRECT COSTS	DIRECT UTILITIES	SEPARATION INCENTIVES	EQUIPMENT INSTALLATION NON-CPP
		001	002	003	004	005	006	007	008	009	010	011	012	013	014	015	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031	032	033	034	035	036	037	038	039	040	041
ELEMENTS OF EXPENSE																																										
LEAVE																																										
CIVILIAN LEAVE	001																																									
MILITARY LEAVE	002																																									
LABOR																																										
CIVILIAN REGULAR LABOR	110	X	X	X	X	X			X	X	X			X			X		X					X						X									X	X	X	X
CIVILIAN OVERTIME	111	X	X	X	X	X			X	X	X			X			X							X															X	X		X
CIVILIAN TRAUMATIC INJURY	112	X																																					X			
MILITARY REGULAR LABOR	190	X	X	X	X	X			X	X	X			X			X							X						X									X			X
MILITARY LABOR - OVERTIME	191	X	X	X	X	X			X	X	X			X			X							X															X			X
MATERIAL																																										
SUPPLIES	210	X	X	X	X	X			X	X	X			X			X							X													X		X	X		X
PARTS (AIRCRAFT)	220	X																																			X		X			
NON-AVIATION PROGRAM 7R MATERIAL	230																																						X			
MINOR EQUIPMENT	240		X		X	X			X	X	X			X			X							X													X					X
HARDWARE < 100K (PRG SPEC END ITEM)	241									X																													X			
SOFTWARE < 100K (PRG SPEC END ITEM)	242									X																													X			
HAND TOOLS	250	X								X	X			X																							X		X			X
PLANT PROPERTY	260																																						X			
HARDWARE > 100K (PRG SPEC END ITEM)	261																																						X			
SOFTWARE > 100K (PRG SPEC END ITEM)	262																																						X			
JP-4	270											X																														
JP-5	271											X																														
JP-8	272											X																														
AVGAS	273											X																														
LOW SULFUR DIESEL FUEL	274											X																														
MOGAS UNLEADED	275											X																														
#6 HEATING OIL/DISTILLATE	276											X																														
RESIDUAL #2	277											X																														
GASAHOL	278											X																														
OTHER																																										
TRAVEL/TRANS OF PERSONS	310	X	X	X	X				X	X	X			X		X	X		X					X															X			
TRANSPORTATION OF THINGS	330																		X						X																	
PCS/HOUSEHOLD GOODS	331																		X																							

As of 1/16/02		GENERAL OPERATING COSTS	ADP SUPPORT	AUDIOVISUAL SUPPORT	COMMUNICATIONS	CONSTRUCTION <100K (R1)	CONTRACT STUDIES/ANALYSIS/EVALUATION	ENGINEERING & TECHNICAL SERVICES CONTRACTS	ENVIRONMENTAL COMPLIANCE	EQUIPMENT PURCHASES	EQUIPMENT MAINTENANCE	FUEL	GSA LEASES	MAINTENANCE & REPAIR <100K (M1)	MANAGEMENT & PROFESSIONAL SERVICES CONTRACT	NAEI PER DIEM	OPSEC	OTHER ENGINEERING SUPPORT	PCS	POSTAGE	PRINTING & DUPLICATION	RENTAL (EQUIPMENT)	RENTAL (OTHER)	TRAINING	TRANSPORTATION	TRANSFERS IN (REG)	TRANSFERS IN (CDA/RSA)	TRANSFERS OUT (REG)	TRANSFERS OUT (CDA/RSA)	AWARDS	DEPRECIATION - BLDGS/STRUCT	DEPRECIATION - OTHER	FECA	HEADQUARTERS COSTS	MRTFB G&A SHARE	NAEI ASSESSMENT	MISCELLANEOUS ACCOUNTING ADJUSTMENTS	FLIGHT REVENUE	OTHER DIRECT COSTS	DIRECT UTILITIES	SEPARATION INCENTIVES	EQUIPMENT INSTALLATION NON-CPP
		001	002	003	004	005	006	007	008	009	010	011	012	013	014	015	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031	032	033	034	035	036	037	038	039	040	041
ELEMENTS OF EXPENSE																																										
PCS/CIVILIAN RELOCATION	332																		X																							
PCS/MILITARY RELOCATION	333																		X																							
CONTRACTUAL SERVICES																																										
TRAINING	410								X		X					X								X																		
CONSULTING SERVICES	420						X	X							X																											
RENTAL/LEASE EQUIPMENT	450		X	X	X	X			X													X																				
RENTAL/OTHER	460												X										X																			
OTHER CONTRACTS	490	X	X	X	X	X			X	X	X					X	X	X		X	X												X		X	X		X	X			X
OTHER FIELD ACTIVITIES	491	X	X	X	X	X			X	X	X					X	X	X			X	X														X		X	X			
CONTRACTUAL SERVICES - MATERIAL	499	X								X		X																										X				
DEPRECIATION																																										
BUILDING STRUCTURES/UTIL SYS	510																														X											
PLANT EQUIPMENT	520																															X										
SOFTWARE	530																															X										
OTHER DEPRECIATION	590																															X										
MAINT & RPR/INSTALLATION																																										
PROD BLDG, GDS, STR	610					X			X					X			X																									
OTHER BLDG, GDS, STR	620					X			X					X			X																									
INSTALL COST - PROD EQUIP & TOOL	630								X		X						X																									
INSTALL COST - OTHER EQUIP & TOOL	640								X		X						X																									
UTILITY DIST SYSTEM	650					X			X		X			X																												
UNDER $50,000	670										X																															
MOTOR VEHICLE	680	X									X			X																								X			
PLANT FACILITIES	690								X		X			X																												
ACCOUNTING ADJUSTMENTS																																										
LOSS OF EXCESS MATERIAL	810	X																																			X					
DISCOUNTS EARNED	820	X																																			X					
SALE OF SCRAP	830	X																																			X					
MISCELLANEOUS	840	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X								X		X	X	X	X	X	X		
EMPLOYEE INDEBTEDNESS	850	X																																					X			
TRANSFERS																																										
FLIGHT HOURS	960																																					X				
GEN ACTG/MISC	970	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X		
RSA/CDA - IN	980	X																									X													X		

SPECIAL BUDGET LINE ITEMS

As of 1/16/02		MRTFB ADVANCED TECHNOLOGY	BPR ACQ MGMT CORE TEAM	BPR ACQ MGMT EARLY CONTRACTOR INVOLVEMENT	BPR ACQ MGMT CRITICAL PROCESS	BPR ACQ MGMT SPONSOR/USER AGREEMENT	BPR ACQ MGMT PARTNERING PROCESS	BPR ACQ MGMT EXPERT TEAMS	BPR ACQ MGMT RISK BASED STAFFING	BPR ACQ MGMT ECP STREAMLINE	BPR NETWORK CENTRIC WARFARE	BPR T&E INFRASTRUCTURE	BPR T&E PROCESSES	BPR ENGINEERING INVESTIGATIONS	BPR IN SERVICE SUPPORT ENGINEERING	BPR SOFTWARE DEVELOPMENT	BPR B/FM COMPETENCY	BPR SEAT MGMT	BPR ASSET AND PROPERTY MGMT	OCCUPANCY CHARGE	SHADOW STAFFS	RESTRUCTURE BOS CONTRACTS	BEST PRACTICE MANAGEMENT	LEASE VEHICLES	COST SAVERS	DEMOLITION	STEAM DECENTRALIZATION	BULK ELECTRICITY	CMM - CAPABILITY MATURING MODEL	CPP - MINOR CONSTRUCTION	CPP - EQUIPMENT PURCHASES	CPP - MGMT IMPROVEMENTS	CPP - SOFTWARE DEVELOPMENT	SUSTAINMENT	ENTERPRISE RESOURCE PLANNING SYSTEM	MRTFB I & M	LEAVE FOR LABOR	NWCF MAJOR REPAIR	MOST EFFICIENT ORGANIZATION	MRTFB MINOR CONSTRUCTION	MRTFB MAJOR REPAIR	MINOR MAINT/REPAIR PROJECTS	TRANSITION COSTS - NAWCAD TO NMCI	PUBLIC WORKS SERVICES	REMOTE OPERATIONS	TELECOMMUTING	UTILITIES (NWCF & MRTFB)
		ADT	B11	B12	B13	B14	B15	B16	B17	B18	B21	B22	B23	B41	B42	B51	B61	B62	B63	BA1	BA2	BA3	BA4	BA5	BA6	BA7	BA8	BA9	CMM	CPC	CPE	CPM	CPS	ENG	ERP	IMP	LVE	MAJ	MEO	MIN	MJR	MMR	NM1	PWS	REM	TEL	UTL
ELEMENTS OF EXPENSE																																														
LEAVE																																														
CIVILIAN LEAVE	001																																				X									
MILITARY LEAVE	002																																				X									
LABOR																																														
CIVILIAN REGULAR LABOR	110	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X		X	X	X	X	X	X	X
CIVILIAN OVERTIME	111	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X		X	X	X	X	X	X	X
CIVILIAN TRAUMATIC INJURY	112																																												X	
MILITARY REGULAR LABOR	190	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X		X		X	X	X	X	X
MILITARY LABOR - OVERTIME	191	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X		X		X	X	X	X	X
MATERIAL																																														
SUPPLIES	210	X	X								X		X	X		X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X		X	X	X	X	X	X	X			X
PARTS (AIRCRAFT)	220																			X	X	X	X	X	X	X	X	X	X										X								
NON-AVIATION PROGRAM 7R MATERIAL	230		X								X		X	X		X			X	X	X	X	X	X	X	X	X	X							X												
MINOR EQUIPMENT	240	X									X		X	X		X			X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X		X	X		X	X		X				
HARDWARE < 100K (PRG SPEC END ITEM)	241																												X										X					X				
SOFTWARE < 100K (PRG SPEC END ITEM)	242																												X										X					X				
HAND TOOLS	250																			X	X	X	X	X	X	X	X	X	X										X									
PLANT PROPERTY	260	X									X		X	X		X			X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X		X	X		X	X		X				
HARDWARE > 100K (PRG SPEC END ITEM)	261																												X										X					X				
SOFTWARE > 100K (PRG SPEC END ITEM)	262																												X										X					X				
JP-4	270																																														
JP-5	271																																														
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RESIDUAL #2	277																																														
GASAHOL	278																																														
OTHER																																															
TRAVEL/TRANS OF PERSONS	310	X	X								X		X	X		X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X		X	X	X	X	X	X	X			
TRANSPORTATION OF THINGS	330	X	X								X									X	X	X	X	X	X	X	X	X	X	X	X	X	X			X		X	X	X	X	X		X			
PCS/HOUSEHOLD GOODS	331																																														

As of 1/16/02		MRTFB ADVANCED TECHNOLOGY	BPR ACQ MGMT CORE TEAM	BPR ACQ MGMT EARLY CONTRACTOR INVOLVEMENT	BPR ACQ MGMT CRITICAL PROCESS	BPR ACQ MGMT SPONSOR/USER AGREEMENT	BPR ACQ MGMT PARTNERING PROCESS	BPR ACQ MGMT EXPERT TEAMS	BPR ACQ MGMT RISK BASED STAFFING	BPR ACQ MGMT ECP STREAMLINE	BPR NETWORK CENTRIC WARFARE	BPR T&E INFRASTRUCTURE	BPR T&E PROCESSES	BPR ENGINEERING INVESTIGATIONS	BPR IN SERVICE SUPPORT ENGINEERING	BPR SOFTWARE DEVELOPMENT	BPR B/FM COMPETENCY	BPR SEAT MGMT	BPR ASSET AND PROPERTY MGMT	OCCUPANCY CHARGE	SHADOW STAFFS	RESTRUCTURE BOS CONTRACTS	BEST PRACTICE MANAGEMENT	LEASE VEHICLES	COST SAVERS	DEMOLITION	STEAM DECENTRALIZATION	BULK ELECTRICITY	CMM - CAPABILITY MATURING MODEL	CPP - MINOR CONSTRUCTION	CPP - EQUIPMENT PURCHASES	CPP - MGMT IMPROVEMENTS	CPP - SOFTWARE DEVELOPMENT	SUSTAINMENT	ENTERPRISE RESOURCE PLANNING SYSTEM	MRTFB I & M	LEAVE FOR LABOR	NWCF MAJOR REPAIR	MOST EFFICIENT ORGANIZATION	MRTFB MINOR CONSTRUCTION	MRTFB MAJOR REPAIR	MINOR MAINT/REPAIR PROJECTS	TRANSITION COSTS - NAWCAD TO NMCI	PUBLIC WORKS SERVICES	REMOTE OPERATIONS	TELECOMMUTING	UTILITIES (NWCF & MRTFB)
		ADT	B11	B12	B13	B14	B15	B16	B17	B18	B21	B22	B23	B41	B42	B51	B61	B62	B63	BA1	BA2	BA3	BA4	BA5	BA6	BA7	BA8	BA9	CMM	CPC	CPE	CPM	CPS	ENG	ERP	IMP	LVE	MAJ	MEO	MIN	MJR	MMR	NM1	PWS	REM	TEL	UTL
ELEMENTS OF EXPENSE																																														
PCS/CIVILIAN RELOCATION	332																																													
PCS/MILITARY RELOCATION	333																																													
CONTRACTUAL SERVICES																																														
TRAINING	410		X								X		X	X		X			X	X	X	X	X	X	X	X	X	X	X		X				X	X			X				X				
CONSULTING SERVICES	420		X								X		X	X		X			X	X	X	X	X	X	X	X	X	X	X						X	X			X								
RENTAL/LEASE EQUIPMENT	450		X								X									X	X	X	X	X	X	X	X	X	X										X								
RENTAL/OTHER	460										X									X	X	X	X	X	X	X	X	X	X										X								
OTHER CONTRACTS	490	X									X		X	X		X			X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X		X	X	X	X	X	X	X			X
OTHER FIELD ACTIVITIES	491	X																		X	X	X	X	X	X	X	X	X	X	X	X	X			X		X	X	X	X			X			X
CONTRACTUAL SERVICES - MATERIAL	499																														X															
DEPRECIATION																																														
BUILDING STRUCTURES/UTIL SYS	510																																													
PLANT EQUIPMENT	520																																													
SOFTWARE	530																																													
OTHER DEPRECIATION	590																																													
MAINT & RPR/INSTALLATION																																														
PROD BLDG, GDS, STR	610										X		X	X		X			X	X	X	X	X	X	X	X	X	X		X					X	X		X		X	X	X					
OTHER BLDG, GDS, STR	620																			X	X	X	X	X	X	X	X	X								X		X		X	X	X					
INSTALL COST - PROD EQUIP & TOOL	630										X		X	X		X			X	X	X	X	X	X	X	X	X	X							X	X					X						
INSTALL COST - OTHER EQUIP & TOOL	640										X		X	X		X			X	X	X	X	X	X	X	X	X	X							X	X		X			X	X					
UTILITY DIST SYSTEM	650																			X	X	X	X	X	X	X	X	X		X						X		X		X	X	X					
UNDER $50,000	670																			X	X	X	X	X	X	X	X	X																			
MOTOR VEHICLE	680																			X	X	X	X	X	X	X	X	X																			
PLANT FACILITIES	690										X		X	X		X			X	X	X	X	X	X	X	X	X	X							X	X		X			X	X					
ACCOUNTING ADJUSTMENTS																																														
LOSS OF EXCESS MATERIAL	810																																													
DISCOUNTS EARNED	820																																													
SALE OF SCRAP	830																																													
MISCELLANEOUS	840	X																											X	X	X	X	X			X		X	X	X	X	X		X			X
EMPLOYEE INDEBTEDNESS	850																																													
TRANSFERS																																														
FLIGHT HOURS	960																																													
GEN ACTG/MISC	970																												X										X					X			X
RSA/CDA - IN	980																																													X
RSA/CDA - OUT	990																																											X		X