

# **6 FAH-5 H-400 COST DISTRIBUTION SYSTEM AT POST**

*(TL:ICASS-2; 04-01-1998)*

## **6 FAH-5 H-401 GENERAL**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

b. Not all costs come under ICASS. Any costs that can be attributed to a specific agency are directly charged to that agency. Costs that cannot be easily attributed to an agency are distributed via ICASS as either post-obligated costs or non-post obligated costs. **The next step is how to best calculate and distribute costs by service.**

b. One of the basic principles of ICASS is to distribute costs in a transparent, fair and equitable manner. This section addresses how this is done.

## **6 FAH-5 H-402 SERVICES**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. A total of 11 broad service areas are included under the ICASS menu of services:

- (1) Basic Package;
- (2) Community Liaison Office Services;
- (3) Health Services;
- (4) Computer Services;
- (5) Local Guard Program Services;
- (6) Security Services;
- (7) General Services;
- (8) Information Management Services;
- (9) Financial Management Services;

(10) Personnel Services; and

(11) Building Operations;

b. Descriptions of these service areas can be found as part of 6 FAH-5 H-404.2 .

## **6 FAH-5 H-403 SOFTWARE SYSTEM**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

The Budget and Costs System Operators Package (distributed with the software), and 6 FAH-5 H-800 and 6 FAH-5 H-900 provide more details.

### **6 FAH-5 H-403.1 What**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

The ICASS Budget and Cost System software is based on Access, a Microsoft Windows™-compatible data management system.

### **6 FAH-5 H-403.2 When**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

All posts have received the basic software package and upgrades will be sent out as warranted.

### **6 FAH-5 H-403.3 Purpose**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

ICASS software facilitates budget formulation and execution of shared administrative service costs by cost center (function code) and agency share. Included are selected non-post funded costs as well as post costs. ICASS Councils can use this information to manage their resources, including preparing their budget submissions, making decisions on service providers, reshaping the workforce, developing benchmarking data, and establishing long-range Mission objectives that take into account the promotion of U.S. national interests and the availability of resources.

## **6 FAH-5 H-403.4 Tracking Costs**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

The ICASS software facilitates tracking costs through the cost centers and distributing them to the appropriate agencies using either workload statistics or a form of capitation. Post obligated costs will be allotted to the posts, while non-post obligated costs will be paid directly in Washington, D.C. as appropriate. All costs will be spread to the post cost centers in the software.

## **6 FAH-5 H-404 SOFTWARE OPTIONS**

### **6 FAH-5 H-404.1 ICASS Standard and ICASS Lite**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. Two software packages have been developed to accommodate size and staffing differences between posts, a "Standard" and a "Lite". The primary difference between the packages is that the ICASS Standard package tracks the costs in much greater detail:

(1) **ICASS Standard** has 31 different cost centers to track costs. The distribution factors have been predetermined for each cost center.

(2) **ICASS Lite** has 14 cost centers.

A description of the services and distribution factors which apply to both ICASS Standard and Lite is found at 6 FAH-5 H-405.2 .

b. Councils will determine the more appropriate package, based on the following criteria:

(1) All Special Embassy Program (SEP) Posts will, as a general rule, use the LITE version of the software recognizing that the SEP designation is made to lessen the administrative burden on the post. Any SEP post, where the service provider and the ICASS Council concur, may request the use of the ICASS Standard Version. Requests should be addressed to the ICASS Service Center (FMP/ICASS), which will convene State/Bureau and other Agency ICASS Working Group personnel to consider the request.

(2) All other posts are empowered to choose either version of the software based on local conditions and capabilities. In the event that the Council and the service provider are unable to reach agreement, the issue will be brought to the Chief of Mission for resolution.

c. No post shall request any additional resources (funding and personnel) from Washington, D.C. Headquarters for the purpose of performing the additional work necessary to support the ICASS Standard version. Posts must reprogram within existing resources.

## **6 FAH-5 H-404.2 Guidance**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. Based on the experience gained during the “Virtual” Year, the largest posts would continue to use ICASS Standard and the SEP posts would, almost without exception, continue to use ICASS Lite. This guidance is directed primarily towards the medium-sized posts that may want to revisit the choice of using ICASS Standard or Lite.

b. The decision to use one version of the software or the other is a significant one. It should not be viewed as an annual decision. Once made at post to the satisfaction of the service provider and the Council, the choice should stand, barring major changes at post such as a substantial increase or decrease in the number of direct hire Americans.

c. Enhancements to the ICASS Lite version of the software offers advantages of the ICASS Standard version thereby possibly avoiding the shift to ICASS Standard. These enhancements are included in the software (version 4.1).

## **6 FAH-5 H-404.3 Considerations**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

Posts should weigh the following considerations in making a decision on which version of the software is best-suited for their needs and available resources:

(1) **Did the post operate previously under the FAAS system?** ICASS Standard requires more detailed statistics and hence more comprehensive data collection methods, similar to those required under FAAS. There is also more strip coding required and additional workload associated with entering actual costs. Former MOA and other non-FAAS posts should examine closely the data collection requirements of ICASS Standard before changing from ICASS Lite to Standard.

(2) **What is the size of the ICASS budget?** To put it in perspective, the total ICASS budget is approximately \$600 million annually and can vary post-to-post from \$83,000 to \$40 million. Carving up a \$2 million budget slightly differently at one post has very little impact in total. Most agency

budgets would not be greatly affected by changing from one version of the software to the other, particularly on a global basis. Be sure that the increase in detail and the increase in work are justified by the increased refinement of the costs.

**(3) How many agencies are at post and what is their relative size?**

There are a number of ICASS posts with only two agencies present, including State. (If State is the only presence, it is not an ICASS post.) There are several posts with close to 40 agencies represented. Generally, the more agencies at post, the more appropriate the use of ICASS Standard. Further, consider other agencies' relative size at post compared to State. Normally, State presence equates to 55-60 percent of the ICASS bill, but if State is considerably larger than the norm, remaining ICASS Lite might be advisable. On the other hand, if other agencies have a relatively large presence in terms of the ICASS bill, ICASS Standard might be more appropriate even with a relatively small number of agencies.

**(4) Do all agencies take the same services?** The assumption that conversion to ICASS Standard will necessarily bring lower bills to agencies other than State does not appear to be true. Based on limited information, if all agencies take all services offered, there is little difference in the total bill whether ICASS Standard or Lite is used. However, if certain agencies provide a significant number of services for themselves, ICASS Lite may not be sufficiently flexible to take this difference into account. The new flexibility built into the next version of the software, i.e., sub-cost centers, should reduce such differences even further. It should also be remembered that if one agency's bill goes down, then the other agencies' bills will, more than likely, go up. It is a zero-sum game.

**(5) Is there a need for workload or cost data to evaluate service provider options?** If outsourcing or other U.S. Government service provider options exist, the ICASS Standard version provides data for a more detailed cost benefit analysis between the options. Many of the ICASS Lite cost center distribution factors are capitation-based which makes it difficult to prepare a quality request for proposal (RFP). The greater number of cost centers under ICASS Standard also makes it easier for potential service providers to bid on services that are more differentiated.

**(6) Does the service provider have sufficient resources to handle the technical and workload requirements that a more complex system demands?** ICASS Standard is more work. It requires more and better data collection systems. The service provider must be able to handle the increased complexity in budgeting, cost distribution and accounting. The Council's decision to move to ICASS Standard must be supported by adequate resources as requested by the service provider. Any decision must include consideration of whether there is an American budget officer

assigned to post. If the American budget officer has regional responsibilities, the Council should include that factor into the decision-making process. If an agency other than State expresses the willingness and commitment to provide the resources necessary to support the shift from ICASS Lite to Standard, the Council should explore this possibility.

(7) The FY-98 ICASS software release (version 4.1) allows a sub-cost center to be created within cost centers. It will have many applications. At ICASS Lite posts, it will offer some of the workload and cost distinctions offered by ICASS Standard, but without entailing the full administrative burden of ICASS Standard. For example, if another agency wants to provide or receive only one service in a cost center, e.g., travel within general services, travel can be treated as a sub-cost center, and workload statistics and costs can be developed only for that service. The Council can use that information in evaluating options. When there are pressures to move to ICASS Standard because ICASS Lite isn't sufficiently flexible to reflect the true cost of partial use of services, e.g., taking only shipping and customs within general services, a sub-cost center can be created. The non-targeted services can continue to be treated the same way with no increase in workload burden or complexity.

## **6 FAH-5 H-405 COST DISTRIBUTION METHODS**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. There are four cost distribution methods (see 6 FAH-5 H-405 Exhibit H-405 ):

- (1) **Straight capitation:** An agency is charged for services provided based on head count (e.g., the number of U.S. citizen employees at post). This is the simplest, most straightforward method.
- (2) **Modified capitation:** In this version of capitation, an agency population can be "weighted" using the following standard distribution levels.

1 = full service

.6 = mid level

.3 = low level

- (3) **Workload:** Costs are distributed based on workload factors—square feet, miles driven, vouchers processed, etc. All the workload factors

are accumulated in the course of daily work for accountability as well as for cost distribution.

- (4) **Modified workload:** This is the workload method described above but with the flexibility to reduce actual workload statistics to reflect partial usage—much like is done with modified capitation in adjusting headcounts to compensate for clear inequities.

1 = full service

.6 = mid level

.3 = low level

b. In cases where a modification is permitted, as described in the cost distribution tables, the level of service for each agency when less than full must be agreed upon by post's Council, because a decrease in one agency's cost increases other agencies' costs

c. Based on experience, changes will be considered in the percentage factors to permit greater flexibility in modifying capitation/workload factors.

## **6 FAH-5 H-405.1 Cost Centers Description**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

With the exception of the Basic Package Services, services listed in each category below are illustrative. The listed services will be helpful in preparing the Memoranda of Understanding for the various service centers. At some posts, certain services may not exist. For example, services related to an International or American school may not be provided if there is no school at post. Additionally, some items listed under Personnel Services below may be done at some posts in the GSO or B&F Service Centers. Post's MOU would be prepared accordingly.

### **6 FAH-5 H-405.1-1 Basic Package Services**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. Whether or not agencies sign on for an ICASS provided service, they benefit from the support structure of the primary service provider, the Department of State's Administrative Section at post, in at least two ways and thus should pay a basic amount on a per capita basis. First, the official, diplomatic status of the Mission and its administrative support structure are there to handle the problems of any agency employee for which no official

agreement exists. Much like fire or police departments the Mission is there to assist on an as-needed basis and is the *de facto* service provider. Secondly, there are a number of specific services the Mission provides from which U.S. Government employees benefit whether or not they sign on for any of the standard services. **The items in the Basic Package, listed below, are standard, and not to be changed. If a service listed therein is not provided at post, that should be taken into consideration in determining the time service providers at post spend on Basic Package services.**

b. **Description.** Included in these services, depending on the post, are:

- Diplomatic accreditation to the host government
- Licenses and special permits
- Maintenance of the Emergency Evacuation Plan
- Reciprocity issues with host government:
  - Car import, spousal employment, VAT reimbursement
- Check-in/check-out procedures and follow up:
  - Including ID cards, accounts receivable, payable
- Newcomer and TDYer materials:
  - Phone books, welcome kits
- Maintenance of post reports
- Determination of exchange rates
- Local bank account establishment, coordination and maintenance
- International school accreditation surveys
- International school grant management
- International school Suspense Deposit Abroad accounting and voucher processing
- Cost of living surveys:
  - For COLA, per diem rates
- Negotiated hotel rates
- Support of employee recreation association and commissary boards
- Support structure for VIP visits.

c. **Costs.** Charges for the Basic Package should be a minimal part (e.g., 3% to 6%) of the total ICASS budget at post and thus do not require separate service standards. The costs are calculated on the percentage of time spent by the service provider in furnishing the above services. These costs include salary, benefits, and related support costs.

d. **How to Count.** Number of direct hire U.S. citizen and others as described in 6 FAH-5 H-405.2 *Treatment of Distinctive Costs*. Mandatory but modifiable. The Council can make a determination that modified capitation be used for a particular agency to capture more equitably the limited usage of services under the Basic Package. Generally, there should not be a need to modify the Basic Package distribution factor. However,

there may be unique circumstances at post that warrant modified capitation. For example, the significant presence of a military group, under the authority of the COM, that requires little, if any, administrative support from ICASS.

## **6 FAH-5 H-405.1-2 Community Liaison Office (CLO)**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. **Description.** Provides an integrating function at post and may include: providing welcome and orientation materials, including pre-arrival information, assigning sponsors and organizing a formal orientation program. May include organizing cultural activities, trips, seminars and sports events. Community liaison is maintained with host country organizations and business and mission communities. Family member employment opportunities are identified both inside and outside of the mission and employment information is provided to families. Education liaison is maintained with schools at post and information is provided on school options at other posts and on return to the USA. Information management includes maintaining a resource center accessible to the community and contributing to the post newsletter. Counseling and referral support provided during crises, by identifying community resources and referring clients appropriately. Security liaison includes working with the RSO in areas of contingency planning and serving on the Emergency Action Committee.

b. **Costs.** Generally includes salary, benefits, furniture, equipment, and any operating expenses of CLO.

c. **How to Count.** The number of serviced U.S. citizen employees (including dependents), Third Country Nationals (TCNs), and U.S. Contractors. This is mandatory but modifiable.

## **6 FAH-5 H-405.1-3 Computer Services**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. **Description.** Installation of hardware/software, training or assistance in obtaining training in hardware/software usage, installation and maintenance of e-mail, system backup, system security (logons and virus protection) management, maintenance of uninterruptable power supplies, customer assistance, and recommendations for system or equipment requirements/replacements/upgrades.

b. **Costs.** Generally includes locally engaged staff (LES), U.S. citizen direct hire unclassified system managers, and regional support personnel servicing computers/ADP equipment (if they are not program funded); a portion of salary and benefit costs of U.S. citizen employees who may be supervising the operation and any travel, training and furniture/equipment related to computer/systems support. [**Note:** the costs of regional personnel are budgeted at their "home" post.] Only system support hardware is included in these costs. Other ICASS hardware and software should be charged to the appropriate Cost Center, e.g., Financial Management computers to Financial Management Cost Center.

c. **How to Count.** The number of devices. Includes CPUs (one counted CPU includes its monitor, keyboard, mouse, CD-ROM drive, and internal/external devices specific to the CPU), servers, printers, scanners, and all like devices.

## **6 FAH-5 H-405.1-4 Health Services**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. **Description,** Services depend on the post and what outside services are available. Some posts will work in coordination with a local or military hospital, some will have a regional medical staff, some will have a staffed health unit, and some will rely on regional support and/or local facilities. Services could include staffing and operation of the health room, first aid, immunizations, dispensary, evacuation determination and assistance, medical reports and analysis, and coordination with local health facilities/personnel to identify, evaluate, recommend, and make arrangements with local medical resources. The medical personnel also identify and advise mission personnel on local health hazards and infectious diseases. An ICASS Council may seek to change the nature of services available.

b. **Costs.** Generally includes salary and benefits or contract costs for all health personnel including Regional Medical Officers (RMO), nurse practitioners, nurses, medical technologists, medical assistants and secretaries, all vaccines, post-procured medical supplies, equipment and furniture for the health unit, and some travel and training for medical personnel. (The costs of the RMO are currently budgeted only at their "home" post.) In addition, a central Washington, D.C. medical support cost factor (Central Washington Cost Factor) for each user at post is provided each year for inclusion in post's budget. This cost is not considered under this cost center and is separately identified under the central medical factor. See Central Washington Cost Factors in section 6 FAH-5 H-405.3 .

c. **How to Count.** Authorized users include all direct hire U.S. citizen employees and family members included on sponsors' assignment orders, whether physically residing full time at post or not. Also included are third-country nationals (TCNs) if they receive full services comparable to other direct hire U.S. citizen employees, contract personnel and any other personnel approved by the Ambassador to receive services. This does not include emergency/first aid service normally provided to locally engaged staff (LES) during working hours. The Central Washington Cost Factor applies only to direct hire U.S. citizen employees and their families.

## **6 FAH-5 H-405.1-5 Non-Residential Local Guard Program**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. **Description.** Generally pertains only to buildings or compounds which State shares with other agencies or ICASS offices. However, solely occupied offices may be included at the option of the agency. Under the operational control of the Regional or Post Security Office, services include either contract management of a local guard contract or the employment, management, training and equipping of stationary guards at non-residential facilities, including warehouses. Guard services may include verification of personnel entering the Chancery, annex and any other non-residential guarded buildings, prescreening of visitors' baggage and physical checks. Also checks of incoming mail via metal detectors, exterior patrols of the chancery and annex buildings or compound, warehouses and other designated buildings.

b. **Costs.** Generally includes LES security staff salary, benefits, training, security supplies, equipment and equipment maintenance costs associated with non-residential buildings **which are shared by State and other agency or ICASS personnel**. The Regional Security Officer (RSO) and equipment funded by the Diplomatic Security Appropriation are not budgeted here. The Marine Guard contingent is a part of the State program organization receiving services and therefore is not an ICASS service provider. Refer to "Accounting for Marine Security Guard Costs Under ICASS" for additional guidance. Costs associated with the residential guard program are not part of ICASS.

c. **How to Count.** Net square feet occupied. This means that costs will be distributed based on the square feet of offices, conference rooms, theaters, workshops, warehouses, etc. occupied by an agency. Unassigned office/program space in the chancery or other A/FBO-managed (GO/LTL) space will be charged to State program. This methodology will distribute common space proportionally to agencies sharing non-residential properties with State program offices.

## 6 FAH-5 H-405.1-6 LES Security Services

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. **Description.** LES employees working in the security office perform a number of tasks that benefit all agencies at post. They include:

- Foreign Service National background investigations;
- Accident and security incident assistance;
- Special investigations (e.g., employee theft investigations);
- Security assistance (e.g., liaison with host country security and police officials);
- Review and recommend security enhancements for offices and residences;
- Issuance of embassy access cards;
- Official requests for photographs;
- Official requests for fingerprints;
- Maintenance of residential security files;
- Informal translations;

b. **Costs.** Generally includes salary, benefits, training, security supplies, equipment and equipment maintenance costs associated with LES employees. For ICASS LITE posts, especially those with no U.S. citizen Security Officer, duties may be performed by an LES in the Personnel function and costs budgeted accordingly. Additionally, other U.S. citizen ICASS officers who spend a portion of their time performing security services could allocate a percentage of their time to that function. The cost of direct hire RSO personnel are not included under ICASS.

c. **How to Count.** The number of authorized LES and direct hire U.S. citizen employees.

## 6 FAH-5 H-405.1-7 General Services

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. **ICASS Lite.** In the ICASS Lite version of the software, the nine cost centers described below for the ICASS Standard version are grouped together into one cost center.

b. **How to Count for ICASS Lite.** The number of other U.S. citizen employees plus .2 times the number of LES receiving services. If a modification factor is agreed to, it is applied against the total obtained from

the above calculation. As an example, for an agency with 20 other U.S. citizen employees and 50 LES receiving services, the calculation would be: 20 other U.S. citizen employees + 10 LES (.2 x 50) = 30. If the factor is to be modified by .6(or .3) then  $30 \times .6 = 18$  or  $30 \times .3 = 9$ . Where there are no other U.S. citizen employees but an agency has LES at post who receive services, they are counted as .2. Where an agency has its own GSO and LES who receive no or only incidental services from the General Services provider, LES may be omitted from the count. However, serviced agencies should recognize that a .2 level of service generally represents a minimal relative cost to pay to obtain the support available from the GSO platform. Consideration should be given to use of the "subcost" option described in 6 FAH-5 H-900, for agencies that utilize only one function within general services. See 6 FAH-5 H-900 for further counting details.

c. **ICASS Standard.** In the standard software, there are 9 cost centers under General Services described below:

#### (A) Vehicle Maintenance

a. **Description.** Maintenance and repair of official vehicles and maintaining related vehicle records and reports. Includes the scheduling and performance of routine maintenance. Does not include major overhauls, accident repairs or any specialized maintenance that may be unique to a particular make or model of car and that requires specialized training, tools or equipment. These are the responsibility of the individual agency or are direct charged.

b. **Costs.** Generally includes the salary and benefits or contract costs for mechanics and garage personnel, garage rent and utilities if STL property, tools and equipment for making repairs and incidental parts and supplies, e.g. oil and lubricants. However, parts or supplies specific to a particular repair or maintenance job should be directly charged to the agency owning the vehicle. The only exception should be parts and supplies for repairing and maintaining ICASS vehicles; they should be budgeted and charged against ICASS (for redistribution to other agencies).

c. **How to Count.** The total number of official U.S. Government vehicles maintained.

#### (B) Administrative Supply

a. **Description.** The requisitioning, inventory control, issuance, record keeping, and warehousing of administrative supplies and accountable forms.

b. **Costs.** Generally includes the salary and benefits of personnel involved in requisitioning, stocking, inventorying and issuing administrative

supplies and their furniture, equipment, and related transportation. Costs of supplies should be included, however, items not generally required by all agencies at post must be paid for directly by the requesting agency, including related transportation costs. Costs also include that portion of total ICASS Warehouse costs related to administrative supplies. See also Optional Warehouse Cost Pool (in 6 FAH-5 H-900 ) for additional cost distribution information.

- c. **How to Count.** The dollar value of all supplies issued to an agency.

#### **(C) Procurement**

- a. **Description.** Procurement by contract, Personal Service Contract, purchase order, requisition, petty cash or other standard means of the goods and services necessary for agencies at post to conduct their mission. This includes identifying vendors, writing specifications, negotiations, and documentation consistent with U.S. Government and agency regulations.

- b. **Costs.** Generally includes the salary and benefits and related costs of personnel performing or supervising the procurement function including their furniture, equipment, and related transportation.

- c. **How to Count.** The number of executed procurement documents. Executed procurement documents include: purchase orders, contracts, petty cash purchases, personal service contracts, requisitions and all other standard means of procuring goods and/or services. Can be modified.

#### **(D) Reproduction**

- a. **Description.** Providing printing and reproduction services through a central facility to ICASS member agencies.

- b. **Costs.** Generally includes salary, benefits and related costs, furniture and equipment replacement as required, if easily identifiable as being for use by the reproduction unit. Equipment maintenance, paper, toner, etc. is budgeted to this cost center.

- c. **How to Count.** The total number of copies printed or reproduced. These totals can be obtained from data reflected on the request for reproduction services received from the requesting agency during the reporting period.

#### **(E) Shipping and Customs**

- a. **Description.** Arranging for the packing and crating, forwarding, customs clearance (including negotiations with host government officials) for incoming and outgoing shipments. Services may be provided by in-house personnel and/or by commercial provider, as appropriate.

b. **Costs.** Generally includes salary, benefits, replacement furniture, equipment and related transportation and contract costs to have a commercial provider in place.

c. **How to Count.** The total number of shipments sent and received. Post should devise appropriate tracking procedures to ensure accurate counts are obtained.

#### **(F) Direct Vehicle Operations**

a. **Description.** Operation of a central motor pool for the purpose of transporting personnel for official business, to include dispatching and garaging of ICASS vehicles and maintaining the required reports and records.

b. **Costs.** Generally includes salary, benefits or contract costs for drivers and dispatchers, vehicle operating expenses (gas and oil), maintenance, parts and related transportation, and the costs for garage space and any related furniture, equipment, and transportation.

c. **How to Count.** The total amount of miles driven. These statistics should be obtained from daily trip logs maintained on each vehicle.

#### **(G) Non-expendable Property Management**

a. **Description.** Generally includes requisitioning, inventory control, warehousing, and delivery of non-expendable furniture and equipment, and property disposal. This includes office/residential furniture, equipment and appliances or other non-expendable items.

b. **Costs.** Generally includes the salary, furniture, equipment and related delivery costs, and benefits of personnel ordering, stocking, inventorying, and issuing non-expendable property. The cost of the non-expendable item(s) and shipping is charged to the ordering agency. See also optional Warehouse Cost Pool, (in 6 FAH-5 H-900 ) for additional cost distribution information.

c. **How to Count.** The number of items inventoried.

#### **(H) Leasing**

a. **Description.** All phases of the leasing process for residential, office, warehouse or other space as required by requesting agency. Includes locating properties, assessing their structural integrity and the condition of systems such as electrical, plumbing, etc., evaluating to ensure that their size meets requirements and/or is within the regulations, negotiating lease conditions and rates with the landlord and initiating a lease or lease renewal according to U.S. Government regulations and host country law. May

require seeking legal assistance in cases of dispute. Also includes assistance with utility and telephone companies for connections and termination of services.

b. **Costs.** Generally includes salary, benefits and related costs of personnel involved, to include their replacement furniture, equipment and related transportation.

b. **How to Count.** The number of leases maintained. Can be modified.

#### **(I) Travel Services**

a. **Description.** May include preparation of travel orders, issuance of GTRs, assistance in arrival and departure, reservation requests, ticket purchases, hotel accommodations, itinerary, and assistance in obtaining visas.

b. **Costs.** Generally includes salary, benefits and related costs of personnel involved, to include their replacement furniture, equipment and related transportation.

c. **How to Count.** The number of travelers assisted. Can be modified.

### **6 FAH-5 H-405.1-8 Information Management**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. **ICASS Lite.** In the ICASS Lite version, the three cost centers described below for the ICASS Standard version are grouped together into one cost center. Reproduction may also be included.

b. **How to Count in ICASS Lite.** Number of direct hire U.S. citizen employees. Can be modified.

#### **(A) Pouching**

a. **Description.** Receipt and distribution of incoming pouch materials and preparation and forwarding of outgoing pouches, both classified and unclassified, and maintenance of related records. Includes distribution of incoming/outgoing material where applicable.

b. **Costs.** Generally includes any LES working on mail and pouch handling and a portion of any U.S. citizen employees' costs working in this area (if they are not program funded.) Typically, direct hire U.S. citizen employees are program funded. Any travel, training, furniture, equipment and transportation costs associated with mail and pouch. Transportation costs for special pouches which include material for a single agency are

direct charged to that agency and, therefore, are not included in the ICASS budget. However, the weight of the pouches is included in the count if the pouches are prepared by ICASS personnel.

c. **How to Count.** The total weight of pouches sent (count 1 week per month). Can be modified.

#### **(B) Mail and Messenger**

a. **Description.** Mail sorting, routing and pickup/delivery from local and APO sources. This includes receipt of registered and express delivery shipments. Also includes arranging transportation of mail to and from the airport in coordination with local customs and airline personnel.

b. **Costs.** Generally includes any LES working on mail handling and a portion of any U.S. citizen employees' costs working in this area (if they are not program funded.) APO/FPO is currently a DoD-provided service outside the ICASS system and thus is not an ICASS cost. However, mission-provided support costs such as space, office equipment, and local hire mailroom personnel necessary to the APO service may be charged to Mail and Messenger service, as appropriate or Information Management for ICASS Lite posts.

c. **How to Count.** The number of direct hire U.S. citizen employees. If an agency is only represented by LES staff at post, the Council can determine an appropriate count to reflect services received. Can be modified.

#### **(C) Reception and Switchboard**

a. **Description.** Switchboard services include answering/directing telephone calls within the Chancery, servicing instruments connected to the switchboard and relocating/installing of instruments, circuits and systems. Reception services include greeting/announcing visitors, and, where appropriate, issuing visitor passes.

b. **Costs.** Generally includes salary, benefits and related costs of personnel involved. Special phone features or faxes and special equipment or upgrades are directly charged to the requesting agency.

c. **How to Count.** The number of telephones connected to the central switchboard and direct line connections.

## **6 FAH-5 H-405.1-9 Financial Management Services**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. **ICASS Lite.** In the ICASS Lite version, the five cost centers described below for the ICASS Standard version are grouped together into one cost center.

b. **How to Count in ICASS Lite.** Number of vouchers processed including cashier vouchers, journal vouchers, accommodation exchanges and collection documents. Vouchers citing multiple strip codes from the same agency count as one item for that agency. Vouchers citing multiple strip codes from various agencies are counted as one item for each agency whose funds are cited. If payroll services are provided, the number of personnel per pay period payrolled is to be included. May be modified. Refer to 6 FAH-5 H-900 for more detailed information.

c. **ICASS Standard.** In the ICASS Standard software there are five cost centers.

### **(A) Budgets and Financial Plans**

a. **Description.** Preparation of budgets or budget preparation assistance and any related financial analyses, such as impact of wage or price increases or the effect of currency exchange rate changes. Also may include the reporting on special budget items such as representation funding or overtime. Preparation of the ICASS budget should be budgeted and charged against ICASS (for redistribution to other agencies.) Also includes related recurring reports and reporting on wage and price trends.

b. **Costs.** Generally includes costs of staff working in this function, and any travel, training, furniture, equipment and related transportation costs associated with these services.

**Note:** The costs of regional personnel are generally budgeted at their "home" post.

c. **How to Count.** The sum of time spent preparing financial plans.

### **(B) Accounts and Records**

a. **Description.** Maintenance of automated and/or manual accounts and records to ensure that data is consistent with appropriation law and the agency's accounting structure; that obligations do not exceed authorizations and are substantiated with the appropriate supporting documentation; that amounts therein are legal obligations of the agency; and that the data will

facilitate good management and budget preparation. Also includes providing accounting reports to serviced agencies.

b. **Costs.** Generally includes costs of staff working in this function, and any travel, training, furniture, equipment and related transportation costs associated with these services.

**Note:** The costs of regional personnel are generally budgeted at their "home" post.

c. **How to Count.** The number of obligations established by the accounts and records. Can be modified.

### **(C) Payrolling**

a. **Description.** Time and Attendance reporting and maintenance of pay, benefit, leave, allowance, and tax records for U.S. citizen employees, Foreign Service nationals (FSNs), Personal Service Agreement/Contract (PSA/PSCs), and other locally engaged staff (LES). Includes coordination with and making scheduled periodic payments for LES retirement/insurance plans to the host government. Also includes following up on lost payroll checks and reconciling payroll problems with the payment center.

b. **Costs.** Generally includes costs of staff working in this function, and any travel, training, furniture, equipment and related transportation costs associated with these services.

**Note:** The costs of regional personnel are generally budgeted at their "home" post.

c. **How to Count.** The number of direct hire U.S. citizen employees and LES payrolled. Can be modified.

### **(D) Vouchering**

a. **Description.** Voucher preparation; audit for completeness, accuracy, adequacy of documentation, and legality, and certification; and submission for payment (via DATEL or other method). Also includes insuring controls exist to preclude duplicate payments and working with the disbursing center and vendors to achieve timely payments and tracking of lost or missing payments; maintaining control over certified original documents/vouchers for the specified period; retiring records in accordance with records management requirements; and providing assistance in preparing travel vouchers.

b. **Costs.** Generally includes costs of staff working in this function, and any travel, training, furniture, equipment and related transportation costs associated with these services.

**NOTE:** The costs of regional personnel are generally budgeted at their "home" post.

c. **How to Count.** The number of vouchers processed. Vouchers citing multiple strip codes from the same agency count as one item for that agency. Vouchers citing multiple strip codes from various agencies are counted as one item for each agency whose funds are cited. Can be modified.

#### **(E) Cashiering**

a. **Description.** Petty cash advances and reimbursements, accommodation exchange, reverse accommodation exchange, collections and cash payment vouchers. Processing receipts from the sale of official government property.

b. **Costs.** Generally includes costs of staff working in this function, and any travel, training, furniture, equipment and related transportation costs associated with these services.

**Note:** The costs of regional personnel are generally budgeted at their "home" post.

c. **How to Count.** The number of petty cash payments, accommodation exchange transactions, and collections by cashiering.

### **6 FAH-5 H-405.1-10 Personnel Services**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. **ICASS Lite.** In the ICASS Lite version, U.S. citizen employee personnel services and Locally Engaged Staff (LES) Services are grouped together into one cost center. For ICASS Lite posts, particularly those without an Regional Security Officer (RSO), the security function may also be performed in this cost center.

b. **How to Count in ICASS Lite.** Number of LES and U.S. citizen employees serviced. May be modified.

c. **ICASS Standard.** There are two cost centers.

#### **(A) U.S. Citizen Employee Personnel Services**

a. **Description.** Processing documentation for changes to health and life insurance selection, thrift savings plan and other allotments, home of record, and retirement processing (whether through the relevant open season, updating of family status or other). Also includes employee

counseling, handling grievances, development of staffing patterns and position schedules, and related reports and files. May also include administering the post language program, and mission awards program.

b. **Costs.** Generally includes costs of staff working in Personnel, and any travel, training, furniture, equipment, and related transportation costs associated with these services.

**Note:** The costs of regional personnel are budgeted at their "home" post.

c. **How to Count.** Number of direct hire U.S. citizen employees. Can be modified.

#### **(B) Locally Engaged Staff Personnel Services**

a. **Description.** Maintaining a current local compensation plan at post through wage and benefit surveys or other analyses and ensuring that the plan is up-to-date with local labor law. Also includes providing advice on classifying positions. The function includes some or all aspects of recruitment i.e. job announcements, evaluation of applicants, interviewing, selection, and salary determination. Also includes management of the performance evaluation process, the awards program, and the PIT program. At some posts may include career guidance, counseling, workers compensation programs, employee orientation, and guidance on local labor laws. Liaison with host country labor officials. Assistance with payroll problems may be included here or under Financial Management Services. Identification (ID) cards may be included here or under LES security.

b. **Costs.** Generally includes costs of staff working in Personnel, and any travel, training, furniture, equipment, and related transportation costs associated with these services.

**Note:** The costs of regional personnel are budgeted at their "home" post.

c. **How to Count.** Number of LES receiving service. Can be modified.

### **6 FAH-5 H-405.1-11 Building Operating Expenses**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

Under ICASS, the occupying agency's responsibility for the costs associated with the occupancy of U.S. Government-owned/long term leased (GO/LTL) property has changed significantly bringing the agency's responsibilities more in line with those now assigned for STL properties.

## (A) Costs

a. Occupying agencies are responsible for their share of building operating expenses (BOE) costs for GO/LTL office/functional and residential properties to include: wages, benefits, travel and training of the building operating force (e.g., carpenters, gardeners, electricians, and painters but excluding American Facilities Maintenance personnel funded by A/FBO); the costs of related tools and transportation; custodial services (e.g., janitors, char force, window washers, building engineers, and furnace persons); service contracts for building equipment such as heating plants, elevators, and air conditioning systems; operating fuel; utilities; janitorial supplies and trash collection; municipal assessments and taxes (when exemptions cannot be obtained); and fire or comprehensive insurance on buildings and grounds (when required by local law).

c. Where costs can be attributed specifically to an agency, direct charging is still the preferred method of billing. Otherwise, BOE costs for GO/LTL and STL office/functional and residential properties will be charged through ICASS using the appropriate cost center and distribution factor. ICASS does not change the Department of State's role as the single real property manager (SRPM) for non-military U.S. Government-held property abroad nor does it alter existing authorities and responsibilities of other agencies for real property management, e.g., USAID. The regulations and procedures for designated housing (Ambassador, Deputy Chief of Mission, Consul General when Principal Officer, U.S. Representative to a U.N. Agency abroad when Principal Officer, and Marine Security Guards) remain in force.

## (B) BOE Versus M&R for GO/LTL Properties

a. It is important to distinguish between the Budget Operating Expense (BOE), which is an ICASS/occupant cost, and maintenance and repair (M&R) costs which are the responsibility of the Department of State for GO/LTL property and equate to a landlord expense for STL property. **(Note: USAID is responsible for M&R costs associated with USAID-owned property.)** The BOE services provided and the service standards for STL residential properties should approximate those provided GO/LTL residences, excluding designated housing. M&R expenses are solely funded by the Department of State's Office of Foreign Buildings (A/FBO) appropriation and divided into two categories: Routine and Special.

b. Routine M&R provides for the preservation of GO/LTL property in such condition that it can be effectively used for its intended purpose. Basically, these would be actions that a good landlord would take to keep the property in an acceptable condition as part of his responsibilities to the tenant and to preserve his overall investment in the property. These would include services and/or materials for items of a recurring nature, such as

painting (generally exterior), weather stripping, termite repairs, etc. (This does not extend to housekeeping chores such as cleaning, changing light bulbs, cleaning or repairing drapes, carpeting and furniture, maintenance contracts for custodial services, etc. that would be charged more appropriately to BOE funds.) M&R funds would also be used for services and/or materials used for items of a minor nature such as repairs of broken water pipes, replacement (as opposed to repair) of broken/inoperable bathroom/kitchen fixtures such as a toilet or sink, or repairs to a building system such as heating, central air conditioning, and mechanical systems. Bulk M&R supplies such as paint, lumber, plumbing supplies, electrical wire, etc. destined for these uses in GO/LTL properties should be charged to M&R.

c. Special M&R projects are designed to restore a GO/LTL building to a fully functioning condition. These projects can include the repair and/or replacement of building systems and structures such as roof replacement; electrical rewiring; replacement of plumbing/sewer systems; the modernization of bathrooms and kitchens; replacing (but not upgrading) major parts of a building such as elevators, central heating, or air conditioning plant; or the re-paving of a driveway.

d. The costs of periodic and seasonal care of lawns, swimming pools, gardens, walks, driveways, and grounds for office buildings and common-use areas of residential apartment buildings, whether GO/LTL or STL, are the responsibility of the occupying agencies and should be charged to BOE through ICASS. Major landscaping costs normally funded by a landlord, e.g., planting or removing trees, renewing lawns, repairing sprinkler systems, etc., for GO/LTL properties should be charged to M&R. The employee still remains personally responsible for certain costs as defined in 6 FAM 700 .

### **(C) Description of BOE Cost Centers**

a. **GO/LTL Residential Building Operations.** Includes routine BOE maintenance (e.g. leaky faucets, air conditioner repair, appliance repair), preventive maintenance services, between occupant fix-up, preparation for new arrivals, moving furniture/furnishings or appliances to and from the residences as appropriate, and ensuring adequate utilities, including garbage removal, heating and air-conditioning, are available. BOE costs for multi-unit residences can be distributed to the occupants through ICASS using square feet occupied while certain BOE costs for single residential units can be direct charged. **Personnel assigned specifically to a residence, e.g., the Ambassador's gardener, or exclusively performing M&R work should be considered as a Program cost or direct charge.** Landlord-type responsibilities will be funded by M&R as authorized and approved by A/FBO.

b. **GO/LTL Non-residential Building Operations.** Includes space planning and utilization, custodial and grounds services, and elevator and routine air conditioner maintenance services. This includes ensuring adequate utilities, such as garbage removal, heating and air-conditioning, are available to the extent possible. Also involves working with Foreign Buildings Operations (A/FBO) to ensure special maintenance and repair projects are funded and occur as required. Includes normal between occupant fix-up, preparation for new arrivals, and moving furniture/furnishings or equipment as appropriate. Agencies requesting services in excess of commonly provided levels, for example, special between occupant fix-up, more frequent cleaning, or minor structural changes, will be charged directly for the additional cost. For instance, making a minor office change (removing a non-load-bearing wall after approval by A/FBO) will be charged to the requesting agency for the initial change and for restoration to the original condition upon vacating the space.

c. **STL Residential Building Operations.** Involves working with the landlord to ensure reasonable and necessary repairs are made properly and on time and/or performing minor repairs with contractors or in-house staff as appropriate. Includes routine between occupant fix-up, preparation for new arrivals, moving furniture/furnishings or appliances to and from the residences as appropriate, and ensuring adequate utilities, including garbage removal, heating and air conditioning, are available to the extent possible. Landlord responsibilities vary from post to post (both in practice and according to local law) and it may be necessary to adjust the kinds of services provided by the mission based on local experience.

d. **STL Non-residential Building Operations.** Working with the landlord to provide basic services to the tenant(s) including adequate utilities, garbage removal, heating, and air conditioning. Includes ensuring that the building infrastructure and grounds are properly maintained, custodial services are provided, and necessary repairs are made either through contractors or in-house staff. Includes normal between occupant fix-up, preparation for new arrivals, moving furniture/furnishings or equipment as appropriate. Agencies requesting services in excess of commonly provided levels, for example, special between occupant fix-up, more frequent cleaning, or minor structural changes, will be charged directly for the additional cost. For instance, making a minor office change (removing a non-load-bearing wall) will be charged to the requesting agency for the initial change and for restoration to the original condition upon vacating the space.

e. **How to Count.** The distribution of costs for all BOE cost centers is based on square feet occupied. For stand-alone residences, square feet is utilized as the distribution factor. For residence compounds and non-residential shared property, the concept of net square feet occupied is

utilized. This means the costs of an entire building or compound will be spread to each occupying agency in proportion to the net square feet of office, functional, and workshop space that they occupy. Consequently, all agencies will share in the cost of grounds maintenance and the support costs of common and functional space such as hallways, lobbies, furnace room and other such common areas. Conference rooms, theaters, and workshops that are under the exclusive control of an agency will be included in their net square feet occupied to determine their share of BOE. Warehouse BOE costs are based on square feet occupied. Unassigned office and functional space is charged to State program, since the State Department is the SRPM.

## **6 FAH-5 H-405.1-12 Overhead (Miscellaneous Costs)**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. **Description.** The goal of this Cost Center is to reflect only those costs that are not easily spread to other specific Cost Centers and/or are of minimal value compared to the effort and expense to spread the cost(s) precisely. The total overhead costs generally should not exceed 5% of the total ICASS budget. This Cost Center includes such things as indirect motor pool operations, ICASS gratuities, bulk order supplies, ICASS postage, P. O. Box rental and ICASS telephone tolls, contractual services NOC (not otherwise classified), ICASS office machine maintenance and miscellaneous transportation NOC.

**NOTE:** All transportation expenses associated with procurement actions must be charged to the Cost Center cited in the procurement action obligation.

b. **Costs.** Indirect Motor Pool operations are defined as the costs of operating the ICASS vehicles for various administrative tasks such as pouch pick-up and delivery, water trucks, and general housekeeping chores. Indirect Motor Pool costs are appropriately charged to the Overhead Cost Center, where these Motor Pool resources are clearly used to support other Cost Centers, e.g., Customs and Shipping and BOE costs associated with maintenance of property. Posts may utilize the new Motor Pool Cost Pool capability in the ICASS software 4.0 release to distribute Indirect Motor Pool costs directly to other Cost Centers as appropriate.

c. **Distribution Factors.** The cost is spread by the system based on each agency's percentage of net cost of all services.

d. **How to Count.** There is no count.

## **6 FAH-5 H-405.1-13 Non-ICASS Dual Positions**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. **Description.** This is intended for use by ICASS service providers (State Post Administrative, Budget and Finance, Personnel, and General Services Officer) whose positions are **officially designated** as dual function positions and one of the functions is "program" in nature. For example, an administrative officer at a small post might be officially expected to perform consular functions 50% of the time. In this instance, an assignment of 50% of his time would be made to the non-ICASS Dual Positions cost center.

b. **Costs.** There is no distribution.

c. **How to Count.** Charged proportionally to State Department's program and to ICASS.

## **6 FAH-5 H-405.2 Treatment of Distinctive Costs**

### **6 FAH-5 H-405.2-1 TDY Costs**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

Post costs may include Temporary Duty Personnel (TDY) support charges. For short-term TDYers from agencies represented at post, workload statistics will be included in the sponsoring agency counts kept by each cost center. Accommodation exchange transactions, provided by the cashing cost center, and travel services (includes preparation of travel orders, assistance in arrival and departures, ticket purchases and hotel accommodations) by the travel services cost center, are common services required by short-term TDYers. For TDYers from other agencies not at post, the ICASS Council determines whether and how the count is recorded. For TDYers at post for longer periods, the Council may charge for the entire range of services provided by all cost centers and determine the method for assessing charges using standard workload factors.

### **6 FAH-5 H-405.2-2 Regional Costs**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

The costs of individual regional support personnel (RMOs, Regional B&F/PER officers, etc.) should be budgeted for and charged entirely to their "home" post.

### **6 FAH-5 H-405.2-3 Overseas Schools Costs**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

Commencing in Fiscal Year 1998, the costs of school grants and technical assistance in support of our diplomatic missions abroad are included under ICASS. These costs will be assessed in Washington, D.C. headquarters based on each agency's percentage of the global U.S. Government student population at the supported schools. An annual telegram from the State Department's Office of Overseas Schools (A/OS) will request that posts provide the requisite student data for compilation at Washington, D.C. headquarters. The Chair of the ICASS Working Group, ICASS Service Center (FMP/ICASS) Director, and five representatives from the supported agencies will serve on the Overseas School Policy Committee (OSPC). The Committee meets annually to review and approve the budget for the grant and assistance program and to provide policy guidance and direction to the overseas schools program. The State Department's Assistant Secretary for Administration (A) serves as the chairperson for the Committee.

### **6 FAH-5 H-405.2-4 Constituent Post Costs**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

ICASS is a comprehensive program that encompasses the costs and services throughout the host country. Agencies located at a constituent post but not at the Embassy are still entitled to representation on the ICASS Council. At some of the largest constituent posts with a substantial administrative infrastructure, Councils may find it useful to tailor ICASS to meet the unique needs and conditions at the post, e.g., developing service standards specific to the constituent post, providing for at post oversight/feedback to complement the Council's role, and soliciting the constituent post's views on countrywide policies that affect their operations. The ICASS cost distribution software now has, as an option, the capability to capture major costs by constituent posts using the sub cost center features. Given the workload involved, this option was developed for use at only the largest missions abroad.

### **6 FAH-5 H-405.2-5 APO/FPO Costs**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

At the present time, APO/FPO is outside the ICASS system as far as being a Department of Defense- (DoD) provided service. However, mission-provided support costs, usually specified in a memorandum of agreement

or interagency support agreement with military postal authorities, should be distributed to the serviced agencies through ICASS. These costs could include space, office equipment, and local hire mailroom personnel. In order to spread these costs to all agencies at post, the overhead cost center might be used, contingent upon the approval of the Post ICASS Council.

## **6 FAH-5 H-405.2-6 Congressional Delegation (Codel) and VIP Visits**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. Costs associated with visiting VIPs should be funded, to the extent possible, by the visiting delegation. Posts should obtain fiscal data from a visiting delegation prior to a visit. This fiscal data may be used to rent or procure agreed upon items or services in support of the visit. Unbudgeted ICASS support costs for such things as supplies drawn from the warehouse, fuel for vehicle support costs, and overtime incurred by ICASS service providers, should be charged from the ICASS allotment to the agency fiscal data provided. ICASS salary and allowance costs, which are budgeted and funded by serviced agencies, including State, for service during normal working hours cannot be billed to a visiting delegation.

b. For Presidential, Vice Presidential, or Secretary of State (SECSTATE) visits, funding must be requested/provided in the State Department's program allotment. Reimbursable costs incurred by ICASS in support of these visits, for such things as overtime and ICASS supplies issued, are then charged to the program allotment. Other costs are direct charged to the program allotment. The normal after-visit, actual-expense reporting should be completed and, based on the report, funding provided in the program allotment may be adjusted.

## **6 FAH-5 H-405.2-7 Fulbrighters**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. The extent of ICASS administrative services received by Fulbrighters will vary from post to post. These individuals do not fall under the authority of the COM. Most missions provide no services, other than support during an evacuation. Even though missions are not required to provide services, some missions do authorize the use of pouch/APO, medical facility, or cashier, etc., based on local conditions.

b. ICASS services provided to Fulbrighters at the option of the mission should be charged to the applicable USIS workcount. A Basic Package charge is generally not applicable, although Councils may consider a modified charge for extensive service demands.

## **6 FAH-5 H-405.2-8 Olmsted Scholars**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

Department of Defense personnel participating in the Olmsted Scholar Program come under the authority of the Chief of Mission. They may receive limited support services from the Mission that can be charged to the program. Based on discussions with DoD, the Interagency Working Group has approved a specific policy on charging personnel participating in this program. Namely, Olmsted scholars will be counted as modified capitation and workload at the .3 level for any cost centers where they receive services (regardless of whether the cost centers are modifiable or not.) As mandatory cost centers, Basic Package and CLO will be charged. Charges should be assessed against the agency code for the military students by branch of service contained in the cost distribution software.

## **6 FAH-5 H-405.2-9 Interns**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

Occasionally, agencies may sponsor personnel at posts abroad who are classified as interns. In many cases, such personnel have security clearances and perform official duties, but they are unpaid and often must pay their way to post and find their own accommodations. Usually, interns are assigned at post for several months only. The sponsoring agency will be responsible for the costs of any ICASS support services for interns; however, post councils should weigh the costs involved against the program benefit with the objective of encouraging such programs. Generally interns should **not** be charged Basic Package and CLO costs.

## **6 FAH-5 H-405.2-10 FBO Project Directors**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

For the purpose of ICASS, A/FBO Project Directors and other related project personnel are treated as a separate agency. The A/FBO project supervisor will receive a separate ICASS invoice, be required to sign the Charter and MOU and be entitled to a seat on the ICASS Council. Conversely, A/FBO facilities maintenance personnel will be treated as State program personnel and none of their associated costs will be included under ICASS.

## **6 FAH-5 H-405.2-11 Marine Security Guard (MSG)**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. The Marine Security Guard (MSG) program is an ICASS customer but not a service provider. For informational purposes only, the MSG Program will be recorded as a separate agency for services they receive under ICASS. MSG detachment personnel will not be counted as part of the State program complement. **Because the State Department Regional Bureaus will continue to fund the MSG ICASS costs, the MSG Detachment will not be entitled to a seat on the post ICASS Council.**

b. To accommodate the recording of ICASS costs incurred to support MSG personnel, a separate agency code of 1931.0 "Marine Security Guards" has been established and is included in the cost distribution software. As applicable, posts should activate the MSG recording code and input the appropriate workload statistics in the ICASS software. All known and projected MSG support requirements must be included in the annual ICASS budget forecast. Posts should establish procedures for capturing the work load count for the various Cost Centers as they would for any other agency. A comprehensive review of services actually provided should be made to ensure that all costs are accounted for under ICASS.

c. The costs that can be directly identified to the MSG Detachment such as residential utilities and F&F will continue to be included and funded in the Diplomatic Security budget.

## **6 FAH-5 H-405.2-12 DTS-PO**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

DTS-PO is a separate interagency initiative totally unconnected to ICASS (see 1 FAM 220 ). The DTS-PO network as it gradually expands around the world will provide reduced cost voice and message telecommunications service between posts and the U.S. Access to the network is provided through a service called International Voice Gateway that is virtually identical to any other telephone company providing international service. Typically, the DTS-PO network ends at the gateway in the Embassy. For agencies outside the Embassy compound, connections are made via a local leased line through the Embassy PBX and onto the DTS-PO network without going through the Embassy switchboard. Initial installation charge plus costs for any necessary repairs or upgrades related to the local line itself are appropriate but separate from ICASS. The payment method for A/DTS-PO services is also separate from ICASS.

## **6 FAH-5 H-405.2-13 Locally Engaged Staff (LES) Severance**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. In FY 98 and FY 99, the Department of State will continue to be responsible for all prior year liability for the costs associated with the severance of former program and CORE personnel. The other agencies would share in the costs of former DAS personnel, as was the case under FAAS.

b. In Fiscal Year 2000 participating agencies will assume full responsibility for severance costs which will be distributed in accordance with ICASS methodology. More detailed information on severance costs is provided in the ICASS Financial Procedures ( 6 FAH-5 H-800 ).

## **6 FAH-5 H-405.2-14 Tandem Couple**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. Assignment orders and inter-agency housing board policy are the guidelines in determining the distribution of ICASS service provider housing costs in the case of a tandem couple. For example, following 6 FAM 726.3 , when members of a tandem couple are employed by different agencies (and one of the partners is an ICASS service provider), all costs, including rent, BOE, preparation for occupancy, etc. are to be shared evenly between the two agencies concerned. In this case, half of these costs would be distributed under CASS. The same would prevail in the case of a tandem couple where one partner is an ICASS service provider and the other, a State program officer.

b. All other allowances paid at post, e.g., education allowance, education travel, post allowance, etc., will "follow the orders." That is, if the allowances are charged on orders to the ICASS service provider, then those expenses will be spread under ICASS.

## **6 FAH-5 H-405.2-15 Peace Corps Volunteers**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. For the purposes of ICASS, Peace Corps Volunteers are not considered U.S. Government employees. They are not official members of the mission and are not members of the official community. Volunteers should essentially be treated in the same manner as all other private U.S. citizens resident in the area. Therefore, Peace Corps Volunteers should never be counted in any ICASS service distributed by capitation (e.g. Basic Package and CLO.)

b. Peace Corps staff are responsible for providing support to Volunteers. ICASS services subscribed to by Peace Corps as an agency do benefit Volunteers and the appropriate charges are automatically included in Peace Corps' invoice. Any further support to Volunteers, which is provided at the discretion of the Chief of Mission (COM), should be provided at no charge.

## **6 FAH-5 H-405.2-16 Contractors**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. Generally, contractors do not have benefit packages at the level of direct hire personnel. USAID's off-shore hire PSCs are an exception. The distinction that an agency chooses to make between its direct hire and contract personnel should be maintained for ICASS purposes at the direction of the agency.

b. Agencies must provide the Council with clear guidance on the services and levels of service that their contractors can be provided through ICASS. In many cases, the PSC contracts themselves will detail the benefits/services to which the PSCs are entitled. The Council, agency and service provider should ensure that the services and levels of service being charged through the ICASS budget process are equal to the services and levels received by that agency's contractors.

## **6 FAH-5 H-405.2-17 USAID Contractors and Grantees**

*(TL:ICASS-2; 04-01-1998)*

*(USAID Only)*

a. USAID employs a variety of mechanisms to implement development programs, including use of institutional contractors which are private entities, grantees such as private voluntary organizations (PVOs) and universities, and personal services contractors (PSCs). Administrative services provided will vary by post, considering local conditions and laws, and by type of mechanism. Institutional contractors and grantees are not subject to NSDD-38 requirements and no contractor has a seat at the ICASS Council.

b. **Personal Services Contractors (PSCs).** PSCs are either off-shore hire or locally engaged and can be either project or Operating Expense (OE) funded. Off-shore hire US and TCN PSCs, based on USAID contract provisions, will almost always be treated the same as direct hire U.S. citizens except for personnel services and for pouch which is limited. Off-shore hire PSCs should be included in the Basic Package. Locally hired PSCs receive very few services and will generally be treated similar to DOS

PIT positions (no housing, transportation or related services etc. are provided). As with PITs, ICASS charges for spouses employed as local-hire PSCs should be charged to the agency sending the family unit to post; the only ICASS charges accruing to USAID would be from activities related to the function for which employed. Separate ID codes are used for project funded PSCs (code 7244). OE funded PSCs are included in the USAID count (code 7200).

c. **Institutional Contractors and Grantees.** It is USAID policy that, except for limited pouch, contractors and grantees arrange for their own support. Pouch service is limited to first class mail and should be charged at the appropriate modified level. At more difficult posts, institutional contractors (but not grantees) may, with the concurrence of the USAID Principal Officer and the Council/COM, sign up for additional services. The most common services that may be selected are medical (health room), cashiering, and CLO. Contract provisions provide that contractors may receive "health room services" described as immunizations/preventive measures, diagnostic examination/advice, emergency treatment, and home visits, as required. Washington, D.C medical costs are not charged. In rare cases, some GSO and BOE services may be subscribed to.

d. Because institutional contractors are private organizations receiving only very limited services, they are not normally included in the Basic Package and in no case would they be assessed the full basic package charge. Only when the services institutional contractors receive from the platform begin to approach those provided to a direct hire U.S. citizen versus a typical U.S. private citizen in the country, should charges be assessed in the Basic Package, modified to reflect the extent services are actually received.

e. By grant provision, USAID grantee employees maintain private status and may not rely on local U.S. Government offices or facilities for support while under this grant. Therefore, they are not included in Basic Package. They will, however, receive pouch services as part of USAID program support.

## **6 FAH-5 H-405.3 Central Washington (D.C. Headquarters) Cost Factors**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. Washington, D.C. headquarters (Washington) cost factors relating to ICASS services will be determined annually by the State Department (FMP), reviewed and approved by the Washington ICASS Working Group (IWG), and then telegraphed to posts worldwide as part of the annual ICASS budget submission instructions. Factors include Washington-paid

wages and benefits for direct hire U.S. citizen staff (such as AmSal), post assignment travel (PAT) costs for U.S. citizen direct hire staff, and central medical (MED) costs. The ICASS Financial Procedures ( 6 FAH-5 H-1321.5 ) contains detailed descriptions of these factors.

b. Other non-post incurred ICASS costs will be added to agencies' invoices in Washington, D.C. using an IWG-approved cost distribution methodology. These include the expenses associated with the operation of the ICASS Service Center (FMP/ICASS) and the Financial Management Centers in Bangkok, Paris, and Charleston; the conduct of the Overseas Schools Grant and Technical Assistance Program; and the centrally managed portion of local guard program (LGP) support funds.

## **6 FAH-5 H-406 ICASS COST REDISTRIBUTION**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. The ICASS service provider not only provides administrative services to participating agencies at post, but is also a user of these same services. Because the ICASS office has personnel, who use space, supplies, equipment, and services, a separate cost is derived for ICASS based on distribution factors and services used. Thus initially, the ICASS office is treated like any other agency or entity at post. But the ICASS office is not billed; its costs are ultimately shared by other agencies proportionally to their projected total cost of services against the total of all agency costs of services. These costs are initially separated so that the Council can be aware of the total ICASS office costs before they are distributed to the agencies.

b. As an example, if the bill for services requested by these agencies (and ICASS) is as follows, then the cost of the ICASS office would be spread in the following manner:

	<b>ICASS Service Provider</b>	<b>STATE</b>	<b>USAID</b>	<b>USIS</b>	<b>Total ICASS Total</b>	<b>Total Agency Costs</b>
<b>Step 1</b>	\$10,000	\$20,000	\$10,000	\$10,000	\$50,000	
<b>Step 2</b>		\$20,000	\$10,000	\$10,000		\$40,000
<b>Step 3</b>		50%	25%	25%		100%

The cost of the ICASS office would be spread as follows:

State would pay 50% of the projected ICASS cost of \$10,000, derived by dividing State's cost for services (\$20,000) by the total cost of services for all agencies (\$40,000). This 50% share of projected ICASS office costs is added to State's bill for services of \$20,000 resulting in a final bill totaling \$25,000. Using the same scenario, USAID and USIS would each have \$2,500 added to their costs to pay their share of the ICASS costs.

The final billing would look like this:

<b>Billed Agency</b>	<b>Direct ICASS Charges</b>	<b>Step 4</b>		<b>Redistributed Agency Costs</b>	<b>Step 5</b>
		<b>ICASS Redistribution %</b>			<b>Total Bill</b>
STATE	\$20,000	50%		\$5,000	\$25,000
USAID	\$10,000	25%		\$2,500	\$12,500
USIS	<u>\$10,000</u>	<u>25%</u>		<u>\$2,500</u>	<u>\$12,500</u>
TOTAL	\$40,000	100%		\$10,000	\$50,000

There is no ICASS office bill.

There is no double charging of ICASS costs as a result of this methodology. Each serviced agency is merely paying for a share of the ICASS office costs based on its respective bill for services it will receive in the current year.

## **6 FAH-5 H-407 FINANCIAL REPORTS**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

The ICASS software system can generate a wide variety of both standard and special reports on **projected costs** and **obligations** for use by decision makers in serviced agencies. The ICASS software system includes a list of available reports. The reports icon appears along with the regular ICASS icon, under Program Manager. Reports can be customized to provide special reports in a shortened format. (While reports can be reduced in scope, they cannot be increased or changed.) Users interested in any special or *ad hoc* reports should talk to the administrative or financial officer for the desired information.

### **6 FAH-5 H-407.1 Financial Reports Required for Council Review**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

- a. Reports required for the Council for initial budget approval are:
  - (1) Budget Summary (Locked). Printed from Budget Summary Worksheet.
  - (2) Budget by Cost Center and Agency by Post;
  - (3) Invoice Details by Agency;
  - (4) Invoice Detail by Cost Center and Agency;
  - (5) Budget Summary by Cost Center; and
  - (6) Summary of Cost Center Data Entry by Percentage Assigned. Printed from Cost Center Worksheet.
- b. The report required for Council quarterly budget review is:  
Budget Compared to Quarterly Actuals (Q\_Actuals) by Cost Center and Agency.
- c. Other reports as requested by the Council or individual agencies.

## 6 FAH-5 H-407.2 Reports Descriptions

### 6 FAH-5 H-407.2-1 Reference Table Reports

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. **Agency List.** This report lists all agencies loaded into the software. It provides the official billing address and agency code used by State when invoicing the individual agencies. It also identifies those agencies that are activated for use by your specific post for data entry. The agency report is extremely long since there are over 500 agencies and addresses listed.

b. **Cost Center List.** The cost center list reports all of the cost centers and cost pools currently being used by the system. Along with the codes and descriptions, the report also shows what distribution factor (workload count) is to be used for each.

c. **SubObject List.** This report lists all of the sub objects available in the system.

d. **Cost Center and Sub Cost Center Report for Obligations.** This report lists the information needed to strip code for each cost center, sub cost center, and cost pool being used by the current plan.

### 6 FAH-5 H-407.2-2 Budget Reports

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. Budget reports allow the user to see details of post's original and target budgets. For each of the following budget reports the user must choose whether to view budget data from either the original or target budgets.

b. **Budget Detail.** This reports the entire budget entered in detail. It shows how each budget record is distributed to the different cost centers and objects. It is primarily intended to assist in locating errors in data entry. Available funds adjustments are included in the target budget version of this report.

c. **Budget Summary by Cost Center & Cost Pool.** This report summarizes the budget by function code and cost pool. All budget records entered without cost pool codes are apportioned to the cost centers as described below. Dollar amounts for budget records with cost pool codes assigned are summed under the assigned cost pool. Available funds adjustments are included in the target budget version of this report.

d. **Budget Summary by Cost Center.** Budget summary by cost center is used to show the distribution of the budget to all cost centers. Available funds adjustments are included in the target budget version of this report.

e. **Budget Summary by Object.** This report summarizes the budget by sub object only. Available funds adjustments are included in the target budget version of this report.

f. **Budget Summary by Cost Center and Object.** This report summarizes by cost center and sub object. Available funds adjustments are included in the target budget version of this report.

g. **Summary of Sub-Object Worksheet Data Entry.** This report lists each position in rows and each activated sub object at post in columns, with the budgeted dollar amounts in the cells. **This report can only be printed from the sub object Worksheet.**

h. **Summary of Cost Center Worksheet Data Entry by Percentages Assigned.** This report provides the percentage of provider employees time by cost center. It lists each position in rows and each activated cost center at post in columns, with the budgeted percentages in the cells. **This report can only be printed from the cost center worksheet.**

i. **Summary of Cost Center Worksheet Data Entry in Dollars.** This report lists each position in rows and each activated cost center at post in columns, with the budgeted dollar amounts in the cells. **This report can only be printed from the cost center worksheet.**

j. **Summary of Field Budget Data Entry.** This report prints a copy of all of the information entered into the field budget worksheet. This report can only be printed from the field budget worksheet.

## **6 FAH-5 H-407.2-3 Actuals Reports**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. Actuals reports allow the user to review data downloaded from the FSC 60 and data entered in the actuals program.

b. **Actuals Summary by Cost Center.** Summarizes actuals by cost center for all quarters.

c. **Actuals Summary by Cost Center and Object.** Summarizes actuals by both cost center and object for all quarters.

d. **Actuals Summary by Object.** Summarizes actuals by object only, for all quarters.

e. **Import Errors Summary.** Once you run Load FSC 60 actuals, if any records aren't copied because of an error, then they will be listed here with a summary.

f. **Summary of Actuals Data Entry by Quarter.** Gives a total of actuals without distributing cost pools to cost centers. **This report can only be printed from the distribution factors program.**

## **6 FAH-5 H-407.2-4 Budget Compared to Actuals Reports**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. **Budget vs Actuals by Cost Center.** Used to monitor the percentage of budget that is being spent each quarter. This report compares, side by side, the budget for each cost center along with the YTD actuals for the same cost center. It also calculates a percentage of usage.

b. **Budget Compared to Actuals by Cost Center and Object.** Allows you to compare budget costs and actual costs in the same way as the above report, as well as by object.

c. **Budget Compared to Actuals by Object.** Compares budget and actuals by object only.

## **6 FAH-5 H-407.2-4 Reports Distributed to Agencies**

*(TL:ICASS-2; 04-01-1998)*

*(Applies to participating ICASS agencies)*

a. **Budget vs Actuals by Cost Center and Agency.** Reports budget and YTD actuals figures side by side. It calculates each agency's share of the services provided and calculates a unit cost for each cost center. Unit costs for the budget can be compared to the unit cost calculated for the Actuals.

b. **Budget Summary by Cost Center and Agency.** Calculates each agency's share of the budgeted services provided, and calculates a unit cost for each one. Excluded items will be separated from their budgeted cost centers in a separate column.

c. **Invoice by Agency.** Invoicing is done from Budgets only. Actuals are not involved with any part of invoicing. Invoice reports are primarily grids, with rows representing cost centers and columns representing groups of objects. Print the sub objects report to see which objects are summed into which columns on the Invoice. Before invoices are generated, the budget being used is apportioned to the cost centers. Then it is distributed

to the agencies by cost center and object. Sub cost centers in the invoices are rolled up by cost center. Available funds adjustments are not shown separately. An invoice is generated for each agency.

d. **Invoice by Agency with Signature Sheets.** The invoice by agency with a signature sheet for each agency to confirm its invoice amount.

e. **ICASS Invoice.** Shows the ICASS percentage of the Invoice total.

f. **Agency Invoice Summary.** Lists only the invoice totals from the Invoice by agency.

g. **Invoice Total for Post.** Same as the invoice by agency report except the invoice is summarized for post.

h. **Invoice Detail by Cost Center and Agency.** This report shows the total invoice for each agency by cost center. For each cost center, further detail amounts are listed for the service cost, overhead cost, ICASS cost, and excluded costs.

i. **Invoice Detail by Agency.** Same as the invoice detail by cost center and agency, only this report is not broken down for cost centers.

j. **Summary of Distribution Data Entry.** Summarizes what has been entered in the distribution screen.

## **6 FAH-5 H-408 THROUGH H-499 UNASSIGNED**

# 6 FAH-5 H-405 Exhibit H-405 ICASS COST DISTRIBUTION METHODS

(TL:ICASS-2; 04-01-1998)

**NOTE:** X identifies applicability, and explanatory text is provided where appropriate.

GO = Government Owned

LTL = Long Term Lease

<b>ICASS STANDARD</b>				
<b>Service/Cost Centers</b>	<b>Distribution Method</b>			
6 FAH-5 H-900 provides more detail on cost centers	<b>As of 1 Oct. Capitation</b>	<b>Modified Capitation</b>	<b>Workload</b>	<b>Modified Workload</b>
<b>Basic Package (Mandatory)</b>	X Number of direct hire U.S. citizens	X		
<b>Community Liaison (Mandatory)</b>	X Number of serviced direct hire U.S. citizen, third country national, & contractor	X		
<b>Computer Services</b>	X Number of devices			
<b>Health Services</b>	X Number of authorized users	X		
<b>Non-residential Local Guard Program</b>			X Number of non-residential net square feet occupied	
<b>Security Services</b>			X Number of direct hire U.S. citizen employees & locally engaged staff	
<b>General Services</b>				
Vehicle Maintenance			X Number of vehicles maintained	
Administrative Supply Services			X \$ value of supplies issued	
Procurement Services			X Number of executed procurement documents	X

## Continuation—6 FAH-5 H-405 Exhibit H-405

ICASS Standard—Continued				
Service/Cost Centers	Distribution Method			
	As of 1 October Capitation	Modified Capitation	Workload	Modified Workload
Reproduction Services			X Number of copies printed or reproduced	
Shipment & Customs Services			X Number of shipments sent & received	
Direct vehicle operations			X Amount of miles driven	
Non-expendable Property Management			X Number of items inventoried	
Leasing Services			X Number of leases maintained	X
Travel Services			X Number of travelers serviced	X
<b>Information Management</b>				
Pouching Services			X Weight of pouches sent (count one week per month)	X
Mail and Messenger Services	X Number of direct hire U.S. citizens (& locally engaged staff if no direct hire)	X		
Reception & Switchboard Services			X Number of instruments connected to central switchboard & direct	
<b>Financial Management Services</b>				
Prepare Financial Plans & Budgets			X Time spent	
Accounts & Records			X Number of obligations established	

## Continuation—6 FAH-5 H-405 Exhibit H-405

<b>ICASS Standard—Continued</b>				
Service/Cost Centers	Distribution Method			
	As of 1 October Capitation	Modified Capitation	Workload	Modified Workload
Payrolling	X Number of direct hire U.S. citizens and locally engaged staff payrolled	X		
Vouchering			X Number of vouchers processed	X
Cashiering			X Number of vouchers paid, accommodation exchange transactions & collections	
<b>Personnel Services</b>				
U.S. Citizen Personnel Services	X Number of direct hire U.S. citizens	X		
LES	X Number of locally engaged staff serviced	X		
<b>BOE Expenses</b>				
GO & LTL Residential Building Operations			X Residential square feet occupied	
GO & LTL Non-Residential Building Operations			X Net non-residential square feet occupied	
STL Residential Building Operations			X Residential square feet occupied	
STL Non-Residential Building Operations			X Net non-residential square feet occupied	

## Continuation—6 FAH-5 H-405 Exhibit H-405

<b>ICASS Standard—Continued</b>				
Service/Cost Centers	Distribution Method			
	As of 1 October Capitation	Modified Capitation	Workload	Modified Workload
Overhead (Mandatory)			X Spread by system based on each agency's net cost of above services	Includes misc. costs and indirect motor pool
Non-ICASS/Dual Position Duties			X No distribution. Charged 100% to State	
<b>ICASS Support Cost</b>	Redistributed based on each agency's net cost of the above services. For detailed information on ICASS office cost redistribution, see 6 FAH-5 H-406.			

Continuation—6 FAH-5 H-405 Exhibit H-405

<b>ICASS LITE</b>				
<b>Service/Cost Centers</b>	<b>Distribution Method</b>			
6 FAH-5 H-900 provides more detail on cost centers	<b>As of 1 Oct. Capitation</b>	<b>Modified Capitation</b>	<b>Workload</b>	<b>Modified Workload</b>
<b>Basic Package (Mandatory)</b>	X Number of direct hire U.S. citizens			
<b>CLO (Mandatory)</b>	Number of serviced direct hire U.S. citizens, third country nationals, & contractors	X		
<b>Computer Services</b>	X Number of devices			
<b>Health Services</b>	X Number of authorized users	X		
<b>LGP Non-Residential</b>			X Non-residential Square feet occupied	
<b>General Services</b>	X Number of U.S. citizens +.2 for locally engaged staff serviced	X Applied to total at left		
<b>Information Management</b>	X Number of direct hire U.S. citizens			
<b>Financial Management Services</b>			X Number of vouchers	
<b>Personnel Services</b>	X Number of direct hire U.S. citizens and locally engaged staff serviced			

## Continuation—6 FAH-5 H-405 Exhibit H-405

<b>ICASS Lite—Continued</b>				
Service/Cost Centers	Distribution Method			
	As of 1 October Capitation	Modified Capitation	Workload	Modified Workload
<b>GO/LTL Residential Building Operations</b>			X Residential square feet occupied	
<b>GO/LTL Non Residential Building Operations</b>			X Non-residential net square feet occupied	
<b>STL Non Residential Building Operations</b>			X Non-residential net Square feet occupied	
<b>STL Residential Building Operations</b>			X Residential Square feet occupied	
<b>Overhead (Mandatory)</b>			X Spread by system based on each agency's net cost of above services	Includes misc. costs and indirect motor pool
<b>Non-ICASS Dual Positions</b>			X No distribution. Charged 100% to State	
<b>ICASS Support Cost</b>	Redistributed based on each agency's net cost of the above services. For detailed information on ICASS office cost redistribution, see 6 FAH-5 H-406.			