

6 FAM 900 GENERAL

6 FAM 910

INTERNATIONAL COOPERATIVE ADMINISTRATIVE SUPPORT SERVICES (ICASS)

6 FAM 911 SCOPE AND AUTHORITY

6 FAM 911.1 Policy

(TL:GS-48; 12-2-96)

(Uniform State/USAID/USIA/Commerce/CIA/DEA/DIA/DSAA/Peace Corps/SSA)

It is the policy of the Department of State to provide shared administrative services for U.S. Government agencies at posts abroad using a voluntary interagency mechanism for managing and funding those services, using a full cost recovery system which is transparent, fair, and equitable.

6 FAM 911.2 Scope and Applicability

(TL:GS-48; 12-2-96)

(Uniform State/USAID/USIA/Commerce/CIA/DEA/DIA/DSAA/Peace Corps/SSA)

ICASS applies to the management and funding of all shared administrative services abroad and related costs at participating agencies' headquarters. It involves all participating foreign affairs agencies at all posts.

6 FAM 911.3 Responsibilities

(TL:GS-48; 12-2-96)

(Uniform State/USAID/USIA/Commerce/CIA/DEA/DIA/DSAA/Peace Corps/SSA)

a. The ICASS Executive Board is the highest-level ICASS policy-making body and is chaired by the Assistant Secretary of State for Administration. Members are generally assistant secretary-level officers from participating agencies. The Board is supported by the ICASS Working Group, an inter-agency body, open to all agencies represented on post ICASS Councils. The responsibilities of the other entities involved in ICASS are found in the the *ICASS Handbook*, the *Foreign Affairs Handbook* designated as 6 FAH-5.

b. The ICASS Service Center (FMP/ICASS) manages the Department's administrative responsibilities for this program.

6 FAM 911.4 Definitions

(TL:GS-48; 12-2-96)

(Uniform State/USAID/USIA/Commerce/CIA/DEA/DIA/DSAA/Peace Corps/SSA)

International Cooperative Administrative Support Services (ICASS) is a customer-driven, voluntary interagency mechanism for managing and funding administrative support services abroad. It gives posts the authority to determine how services are delivered, at what cost and by whom; has customer service standards established by the post, with the service provider formally accountable to the customer; and incorporates a full cost recovery system through a no-year working capital fund. The goals of ICASS are to provide quality administrative services and increase customer satisfaction; reduce and contain costs; promote local empowerment; and establish a simple, transparent and equitable cost distribution system.

6 FAM 911.5 Authorities

(TL:GS-48; 12-2-96)

(Uniform State/USAID/USIA/Commerce/CIA/DEA/DIA/DSAA/Peace Corps/SSA)

a. ICASS organization. Department of State Appropriations Bill (Pub.L. 104-208). Also, the President's Management Council and of the Vice President's National Performance Review provided the impetus for its creation.

b. Working Capital Fund. Pub.L.88-205, December 16, 1963.

6 FAM 912 PROCEDURES

(TL:GS-48; 12-2-96)

(Uniform State/USAID/USIA/Commerce/CIA/DEA/DIA/DSAA/Peace Corps/SSA)

ICASS procedures are found in the *ICASS Handbook*, the *Foreign Affairs Handbook* designated as 6 FAH-5.

6 FAM 913 THROUGH 919 UNASSIGNED