

12 FAH-7 H-300 PROGRAM FUNDING AND BUDGET PROCESS

12 FAH-7 H-310 OFFICE RESPONSIBILITIES AND PROCEDURES RELATED TO THE LGP BUDGET PROCESS

(TL:LGP-01; 08-10-2001)

12 FAH-7 H-311 GENERAL

(TL:LGP-01; 08-10-2001)

a. The funds used by the Local Guard Program (LGP) originate in an annual appropriation from Congress. This appropriation is based upon a budget request submitted by the Department. The Department request is based upon a compilation of existing and projected needs submitted annually by all posts and missions. The individual posts develop their financial inputs from integration of the post threat level as published in the security environment threat list (SETL) and local elements such as post housing profile, numbers of employees and dependents, and number and location of official facilities.

b. When the Department has received the Congressional appropriation for the LGP the amount received is compared to the total requested. Posts' requests are then considered based on a priority that considers threat level, existing programs, contractual obligations, planned changes, etc. DS then determines what percentage of the original post request can be funded. Advice of allotments are prepared and the funds are allocated to the posts periodically during the fiscal year.

c. The RSO manages the expenditure of funds allotted to the LGP including key elements such as cost estimates, rates of expenditure and approval of invoices. The mission's primary budget document is the annual International Cooperative Administrative Support Services (ICASS) budget submission. This budget submission includes the local guard, surveillance detection and residential security program costs which are cited under non-ICASS and regular ICASS budget codes. This budget submission is prepared by the financial management officer (FMO) using information provided by the RSO and/or PSO. DS uses LGP information from this budget submission to develop its portion of the Department's annual budget request to Congress.

d. The LGP portion of the annual ICASS budget submission is reviewed by DS/CIS/PSP/FPD for approval. It also provides the rationale to support the request for approval of the proposed program. The ICASS budget submission (ICASS and non-ICASS portions) includes personnel, equipment, supplies, and other operating expenses for the LGP, including guard services for all foreign affairs agencies at post.

12 FAH-7 H-312 FINANCIAL MANAGEMENT OFFICER (FMO)

(TL:LGP-01; 08-10-2001)

The post FMO is responsible for preparation of the annual ICASS budget submission for the planning year. The FMO relies on the RSO to provide data for preparation of this document. The FMO provides guidance as to the information required. The FMO is responsible for approving the billing form and procedure for payment of the guard force contractor. The FMO provides information regarding the current status of obligations and expenditures of funds for the LGP.

12 FAH-7 H-313 REGIONAL SECURITY OFFICER (RSO)

(TL:LGP-01; 08-10-2001)

a. The RSO prepares detailed LGP information along with his or her LGP budget requests. The program and fiscal information is required by DS/CIS/PSP/FPD in order to meet its responsibility for worldwide LGP management. Annually an ICASS budget submission is provided by the post and includes local guards, surveillance, explosives detection and residential security program costs. The RSO must review the applicable sections of the post's budget submission prior to informing the Department. Upon information receipt by the Department the data is entered into the ICASS Service Center's global database for department office use. The data serves to justify the post's overall budget plan.

b. The RSO in his or her management role should:

- (1) Base requests on need;
- (2) Monitor actual expenditures;
- (3) Initiate change requests;
- (4) Certify service provided; and
- (5) Approve payment of invoices.

c. The RSO is an ICASS service provider representative and attends ICASS council meetings as an executive office member. The RSO is responsible for presenting ICASS security budgets.

12 FAH-7 H-314 DS/CIS/PSP/FPD

(TL:LGP-01; 08-10-2001)

a. DS/CIS/PSP/FPD plays a major role in the budget process as a central point for accumulating data, validating LGP programs, and balancing requests and resources. To do this, DS/CIS/PSP/FPD performs the following functions:

(1) Reviews post's ICASS budget submissions to ensure that they are in accordance with DS standards and Department policy. This includes paying particular attention to changes in size or direction of a program, training initiatives, threat level changes, changes of contractors or types of program, and currency devaluation and changes in rates of exchange;

(2) Approves LGPs and forwards the budget submission to other offices for the issuance of advice of allotments;

(3) Initiates disbursement actions; and

(4) Coordinates and adjudicates requests for changes throughout the budget year.

b. The final approved total for any posts LGP is determined by DS/CIS/PSP/FPD based on a variety of factors, including amounts appropriated by Congress and priority of post's needs relative to all other post's security situations.

12 FAH-7 H-315 THROUGH H-319 UNASSIGNED