United States Department of State
Foreign Affairs Handbook

6 FAH-5
ICASS HANDBOOK

A SUPPLEMENTAL SERIES TO THE FOREIGN AFFAIRS MANUAL

6 FAH-5 H-000
INTRODUCTION
THE FOREIGN AFFAIRS HANDBOOK

DESCRIPTION

The *Foreign Affairs Handbook (FAH)* is an extension of the *Foreign Affairs Manual (FAM).* It supplements the FAM by providing implementing guidelines and procedures for policies and regulations contained in the FAH's respective volume (e.g., a handbook with a prefix number of "6" supplements Volume 6, *General Services*). In some instances, a handbook may contain guidelines for other Federal agencies (e.g., USAID, USIA, USDA, Commerce). Each FAH begins with a prefix number and ends with a suffix number, indicating the number of the handbook within a specific series (e.g., 6 FAH-2, *Contracting Officer's Representative Handbook*). Material within a handbook has the same regulatory force, validity, and application as material within a FAM volume.

HANDBOOK SUBJECT

a.   The contents and scope of this handbook are:

6 FAH-5   *ICASS Handbook* (TL:ICASS-000): ICASS (International Cooperative Administrative Support Services) system, the management and delivery of shared administrative support services for each mission.

b.   The *ICASS Handbook* provides first-time and experienced program managers with guidance on administering and apportioning costs for services at posts abroad.

FORMAT

a.   The *FAH* is divided into volumes reflecting major functions. This volume slightly varies from the standard configuration in that it is divided into chapters and sections (or subsections, always commonly referred to as sections). At the beginning of each chapter, the chapter title and number are centered, in all capitals, and placed above the first section of each chapter. Chapter numbers are H-000, H-100, H-200, etc. Each chapter can have ninety-nine major subdivisions (sections), for example H-111, H-112, H-113, etc., through H-199.

b.   Subsections begin at the .1 level, the next subdivision at .1-1. In each case, a number larger than nine is permissible, for example:

H-111.35, or H-111.1-13. Although two further subdivisions of sections are possible (respectively, parenthetical capital letters in alphabetical order; parenthetical small roman numerals in numerical order), divisions below the hyphenated digit level are strongly discouraged. All heading numbers and titles are done in bold. The numbering format is:

H-100 CHAPTER

H-101 SECTION

H-121.1 Section

H-151.1-1 Section

(A) Section

(iii) Section

c.   When a section contains more than one paragraph, each paragraph is identified by a letter identification. The descending order of paragraphs and subparagraphs is: a.; (1); and (a). If a section contains only one paragraph followed by two or more subordinate paragraphs (identified as subparagraphs), the single (main) paragraph is not lettered but subparagraphs are identified by parenthetical numbers or letters, depending on their degree of subordination.

d.   The effective date of any given material is the issuance date of the transmittal letter, indicated by the TL line immediately below the subchapter or section, in italics. For example:

(TL:ICASS-1;   8-21-1997)

e.   If the issuance date is different than the effective date, the effective date is shown on the line immediately following the issuance date. For example:

(TL:ICASS-11;   8-21-1997)
(Effective Date: 11-5-1997)

f.   Sections that are applicable to other agencies are indicated as part of the TL line. For example:

(TL:ICASS-1;   8-21-1996)
(Uniform State/USAID/USIA)

g.   Substantive offices can also show that the material, although unchanged for a period of time, was reviewed and is still valid. For example:

MAINTENANCE

a.   *FAH* volumes are a necessary part of the Department's supplies and, as such, are to be retained by the office or post. As the articulation and record of the Department's regulations, policies, and procedures, the *FAH* must be kept current. It is strongly recommended that offices and posts include *FAH* maintenance as part of the job descriptions of designated employees. Responsibilities for *FAH* maintenance include:

(1) Keeping only necessary handbooks on hand and making them readily available;

(2) Distributing new material promptly;

(3) Ensuring that each handbook holder (including officers) is accountable for maintaining the *FAH* in current status; and

(4) Ensuring that *FAH* materials are retained by the office or post when handbook holders/users depart for home leave, reassignment, transfer, or TDY for use by their substitutes or successors.

b.   Changes are issued by transmittal letters (TLs), and replacements are made by subchapter.

c.   Although lists of TLs are issued occasionally, direct questions concerning the update and/or revision status of *FAH* materials to A/RPS/DIR, Room B-264, NS. Direct questions concerning *FAH* content, format, style, etc., also to A/RPS/DIR. For substantive interpretations of content, contact the responsible office, which is listed at the end of the transmittal letter.

CD-ROM

a.   The *Foreign Affairs Manual* and its supplemental *Foreign Affairs Handbook* series are available on the InfoRegs compact disk—read only memory (CD-ROM), which are issued quarterly.

b.   For internal use only, the Department provides a collection of guides and booklet-type material on the InfoGuides CD, and a collection of forms used by the Department (and some other agency and post-originated forms) on the InfoForms CD-ROM.

c.   For information on this program, contact the InfoExpress Coordinator, A/RPS/MMS/CB, directly. They are located in Room 1659 NS, (202) 736-4940, FAX (202) 736-4924.

REQUESTS

a.　Direct requests for copies to A/RPS/MMS/PB. Distribution changes should be sent to A/RPS/MMS/DIR, Room B-264, NS. Direct public requests for *FAH* materials to A/RPS/MMS/PB, Room 1853, NS, FAX (202) 647-4535. All requests must be in writing.

b.　Clear all requests through the post administrative officer or bureau executive director, and provide your funding information when submitting requests. Use KFAM and AINF on all official communications.

c.　Each Transmittal Letter includes the cost printed at the bottom of the first page. Requesters may obtain the cost of TLs issued under this system by contacting A/RPS/MMS/PB at (202) 736-7470.