6 FAH-5 H-600
GENERAL

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

6 FAH-5 H-601 WORKING CAPITAL FUND

(TL:ICASS-2; 04-01-1998)
(Applies to participating ICASS agencies)

a. **Working Capital Fund (WCF).** The Working Capital Fund (WCF) is a no-year fund that permits unobligated monies to be carried over from one fiscal year to the next, an advantage providing fiscal flexibility. There is therefore less pressure for "year-end" spending and more of an opportunity to establish multi-year planning cycles. ICASS managers can make long-term decisions without the short-term constraints of the annual fiscal year cycle and have greater local autonomy in determining how resources will be allocated, including cost savings. As determined by the ICASS Council, funds not obligated at the end of the fiscal year may be:

(1) Returned to all the participating agencies;

(2) Reprogrammed to fund infrastructure needs or other ICASS needs; or

(3) Retained to reduce bills in the next fiscal year.

NOTE: the disposition of unobligated funds must be determined collectively, not by each agency.

b. **Covering Costs.** WCF operation assumes that rates will be set to cover costs. The WCF must cover all its costs, including direct and indirect costs such as overhead, future capital asset acquisitions and accrued termination pay. The WCF is allowed to charge for and accumulate all necessary funds to ensure that all costs are recovered.

c. **Profit and Loss.** Should revenues exceed costs, or costs exceed revenues (due to currency fluctuations, inaccurate estimates, etc.), WCF operation permits the cost basis of a service to be adjusted to reflect the true cost. This adjusting to the true cost of a service may take place in future years. In some cases where there was an inaccurate estimate of costs, funds may be returned to the participating agencies (where there was an overcharge) or additional funds may be requested from the participating agencies (if the service was under-billed). Such instances will be evaluated on a case-by-case basis.

d. **Savings.** Savings realized through Council initiatives may be carried over, see 6 FAH 5 H-604 .

6 FAH-5 H-602 BUDGET

(TL:ICASS-2; 04-01-1998)
(Applies to participating ICASS agencies)

Following is a summary of local ICASS budget authorities and the budget cycle. Refer to 6 FAH-5 H-800 for a detailed explanation of ICASS budget development.

6 FAH-5 H-602.1 The ICASS Council

(TL:ICASS-2; 04-01-1998)
(Applies to participating ICASS agencies)

a. The annual ICASS Budget Call is issued by the ICASS Service Center (FMP/ICASS), in coordination with FMP. It contains all guidance necessary for post ICASS Councils to develop a budget for the new fiscal year. On receipt of the Budget Call telegram, the Council will convene to review current services and determine:

(1) Services to be provided through ICASS;

(2) Desired level for each service;

(3) Relative priorities on the quantity and quality of service;

(4) Selection of an agency or vendor to provide each service.

b. Upon receipt of proposed budgets from designated service providers, **the Council will evaluate cost and staffing alternatives and approve the ICASS budget for the Mission based on customer priorities and funds available**. It is expected that major resource agencies will receive a preliminary mark from their headquarters' budget offices, prior to development and approval of the post ICASS budget level. Signed approval of the invoice by the agency head or designee at post signifies Washington, D.C. headquarters approval of the budget level for that agency. If, after consultation, an agency will not sign the invoice, the unsigned invoice should be forwarded to the ICASS Service Center (FMP/ICASS) with other invoices. An explanation from the service provider and agency must accompany the unsigned invoice. The ICASS Service Center (FMP/ICASS) will then address these issues.

c. **Council review and approval of the budget must be in close consultation with the service provider(s). The budget development process is critical to the Council's responsibility to act as a change agent at post: to reshape the workforce, streamline systems, improve service, and reduce costs.** Close collaboration with the service provider in this process will ensure full and accurate communication, confidence in the resources required to meet customer priorities and thus the best possible resource decisions for the Mission community.

d. **Budget adjustments:** In development of the budget and in cost reviews during the year, the post Council, in discussions with the service provider, **may utilize all funds within WCF, to meet changes in budget requirements.**

NOTE: Budgets formulated by Post Councils at the beginning of the year may inevitably require change due to inflationary impact, exchange rate fluctuations, and differences between budgeted and actual cost. **An ICASS mid-year budget review will be conducted to make necessary adjustments**. An annual telegram from FMP/ICASS will provide guidance.

6 FAH-5 H-602.2 The Service Provider's Role

(TL:ICASS-2; 04-01-1998)
(Applies to participating ICASS agencies)

Providers selected by the Council are to develop budget and staffing plans to meet the performance standards mutually established by the provider and the Council. **Full collaboration and communication between the provider and the Council is essential in the review and approval of the initial ICASS budget, as well as subsequent quarterly reviews and the mid-year adjustment.** The provider should be able to respond fully to Council cost concerns and the consideration of alternatives based on customer priorities. **An overview and brief analysis of the ICASS post budget and fund status, along with comparative prior year data, will be provided to the Council by the Financial Services provider as part of the quarterly software management reports.**

6 FAH-5 H-602.3 Notional Annual Budget Cycle

(TL:ICASS-2; 04-01-1998)
(Applies to participating ICASS agencies)

March	By **April 1**, customers notify service provider and Council of any changes (withdrawals, additions) to services to be effective Oct. 1. Consideration of other possible service providers should begin.
September	ICASS Budget Call for upcoming fiscal year issued by the ICASS Service Center (FMP/ICASS) to posts. **Due November.** Major resource agencies should receive tentative "mark" from their central budget offices. Councils review and approve budgets.
November	Councils submit post ICASS budgets to ICASS Service Center (FMP/ICASS) for review and resolution as required.

	ICASS Service Center (FMP/ICASS) submits consolidated invoice to FMP for billing and collection.
Quarterly	Councils review budget and spending status. Adjust as necessary.
March/April	ICASS Service Center (FMP/ICASS) issues mid-year review guidance to posts.

6 FAH-5 H-603 VALUE ADDED TAX

(TL:ICASS-2; 04-01-1998)
(Applies to participating ICASS agencies)

Procedures have been developed to account for value added taxes incurred under ICASS for the purchase of goods and services in the host country. The budgeting, obligation, and refund of VAT within the Working Capital Fund (WCF) are described in detail in 6 FAH-5 H-809.1-3 . Of particular note is the ability to carryover and use uncollected VAT from one fiscal year to the next using the WCF.

6 FAH-5 H-604 UNOBLIGATED FUNDS CARRYOVER

(TL:ICASS-2; 04-01-1998)
(Applies to participating ICASS agencies)

a. One of the principal advantages of using a Working Capital Fund (WCF) for ICASS is the ability to carry over unobligated balances from one fiscal year to another. The WCF provides the flexibility to plan on a long term basis and avoid wasteful year-end spending. Posts can use the carryover funding for any authorized/approved budget purpose including the reduction of ICASS bills for the next fiscal year, meeting capital infrastructure needs, or if time permits, returning the funds to the respective agency headquarters for use elsewhere. Agencies must act in concert in determining whatever use is made of these funds.

b. The detailed procedures that will be used to carry the unobligated balances forward are provided in 6 FAH-5 H-809.1-7(I) . The unobligated ICASS funds remaining in the post operating allowance at the end of the fiscal year are brought forward to the next fiscal year where they continue to be available to the posts. After reconciliation of the year-end obligated balances, FMP/BP must include the carryover amount in the request to OMB for apportionment for the next fiscal year. After apportionment, FMP/BP will issue ICASS funding including the carryover amounts to the posts through the regional bureaus. Unobligated balances are returned intact to the originating posts and separately identified in the allowance allocations.

6 FAH -5 H-605 EXCHANGE RATES—GAINS AND LOSSES

(TL:ICASS-2; 04-01-1998)
(Applies to participating ICASS agencies)

In the formulation and execution of the ICASS budget, the goal of the exchange rate gains and losses policy is to maintain for the post the same buying power as budgeted originally. The intent is that posts should neither profit nor lose from significant exchange rate fluctuations over which they have no control. The Department of State (FMP/BP), using an agreed upon methodology, will determine the amounts of gains and losses on a post by post basis and then, in consultation with the regional bureaus and the ICASS Service Center (FMP/ICASS), make the necessary adjustments in posts' ICASS operating allowances. 6 FAH-5 H-803.4-1 provides more detailed information on the methodology and administration of this policy.

6 FAH-5 H-606 MOTOR VEHICLES

(TL:ICASS-2; 04-01-1998)
(Applies to participating ICASS agencies)

a. FY-98 is the year of transition from centralized management and funding of the vehicle replacement program by the Department of State for vehicles used to support ICASS functions to an ICASS and post responsibility. In FY-99 all participating agencies will be responsible for sharing the replacement costs of ICASS vehicles (using standard ICASS methodology) which will be included in the post budget. The goal is to give posts and their ICASS Councils maximum flexibility to manage their vehicle resources, purchase vehicles appropriate to the local environment, consistent with existing laws and regulations; sell them as necessary for the best possible price, and remit proceeds of sale to posts' working capital fund for replacement vehicles.

b. Specifically, the policy and required actions are as follows:

(1) In FY-98, for inventory purposes, all vehicles used to support ICASS functions will be converted to ICASS property and reflected on the State Department's automated motor vehicle inventory system (AVIS).

(2) Beginning in FY-98 proceeds of sale generated from the sale of ICASS vehicles will be retained by the post using the same procedures that apply to the sale of personal property. The proceeds will be deposited to a Washington , D.C. headquarters ICASS proceeds of sale fund cite and then allotted to the post's current year ICASS working capital fund (WCF). Under ICASS, proceeds of sale do not have to be used for like items.

(3) In FY-98 the State Department (A/OPR/MV) will still fund ICASS replacement vehicles centrally within existing resource constraints and provide country fleet managers with their individual replacement plan instructions. This will be the last year of centralized procurement, i.e., procurements initiated by the State Department for ICASS vehicles.

(4) Although the State Department and other agencies will not be providing post funding for ICASS vehicles in FY-98, posts will be able to use FY-97 ICASS carryover funds, savings, and proceeds of sale to purchase ICASS vehicles under specific guidelines provided by the State Department.

(5) Beginning in FY-98 ICASS vehicle assets will be capitalized/depreciated using the annual budget submission. However, the costs will not be included in the budget as a funded item until FY-99. The Department of State and other agencies need this information annually to gauge vehicle infrastructure requirements and to develop a strategy to deal with an anticipated significant deficit resulting from years of inadequate funding that failed to maintain a normal replacement cycle.

(6) Posts will be responsible for the management of their ICASS vehicle resources to include the establishment of replacement and depreciation schedules, the determination of the size and composition of the fleet, and the selection of the procurement source (using guidelines provided by Washington, D.C. headquarters). GSA through A/OPR/MV will continue to be a mandatory procurement source for all vehicles purchased in the United States.

6 FAH-5 H-606.1 Vehicle Procurement Guidelines

(TL:ICASS-2; 04-01-1998)
(Applies to participating ICASS agencies)

The specific guidelines on the procurement of ICASS vehicles, the applicability of the Buy America Act, waiver procedures, and reporting requirements are as follows:

(1) **Definition.** ICASS motor vehicles have a minimum of four wheels, are gas or diesel powered, and are designed for highway use. They may be either passenger or truck-type (including 4x4s, carryalls, vans, and special purpose units such as water, fuel, and stake trucks) used at missions broad for inter-agency support (i.e., for State and at least one other agency).

(2) **Procurement of ICASS vehicles.** The Department of State encourages purchase of U.S.-made vehicles whenever feasible and GSA remains the mandatory procurement source for all vehicles purchased in the United States. Purchases from GSA will be handled through A/OPR/MV which will coordinate post requests. Post will provide fiscal data for the purchase price and freight costs for each vehicle directly to A/OPR/MV.

(3) **Vehicle manufacturer.** In accordance with the principles of the Balance of Payments program and the display of U.S. vehicles at our posts, U.S.-manufactured vehicles are preferred to meet official vehicle requirements. If requirements cannot be met by a U.S.-manufactured vehicle, priority is given to vehicles manufactured by U.S. subsidiaries, such as Ford and GM operating in Australia, the United Kingdom, and Germany, over foreign manufacturers whenever possible.

(4) **Waiver procedures.** Posts should submit waiver requests for the purchase of non-U.S. manufactured vehicles to the ICASS Service Center (FMP/ICASS) which will make a determination after consulting with A/OPR/MV. Waivers may be justified in the following circumstances:

(a) Special requirements such as right-hand drive vehicles; or

(b) Total cost of acquisition and life cycle expenses of non-U.S. made vehicles is at least one third less than that of U.S. made vehicles due to the availability of parts and service, suitability to local conditions and more efficient fleet operations. A cost-benefit analysis must be submitted to the service center for review and consultation with A/OPR/MV to determine whether acquisition of a non-U.S. made vehicle is justified. Congressionally mandated, statutory price ceilings apply to sedans and station wagons, but not to trucks (including 4 x 4s), vans, and carryalls. Excluding optional systems/equipment and freight costs, the base unit price for FY 1997 was $8,100 for sedans and $9,100 for station wagons. These amounts may be exceeded by up to $4,000 for heavy-duty vehicles, i.e., those equipped with heavy duty suspensions, cooling systems, etc.

(5) **Inventory requirements.** A/OPR/ST/S/MV will continue to be responsible for the overall inventory of the ICASS vehicle fleet, including the annual inventory reconciliation and motor vehicle report to GSA. Posts will continue to submit vehicle operating costs (in connection with the annual vehicle reporting data questionnaire) to A/OPR/MV. Posts will be responsible for reporting all acquisitions and sales of ICASS vehicles to A/OPR/MV.

6 FAH-5 H-606.2 Guidelines for Security Enhanced Vehicles

(TL:ICASS-2; 04-01-1998)
(Applies to participating ICASS agencies)

The specific guidelines on how to handle Bureau of Diplomatic Security (DS, see also 12 FAM) controlled/purchased vehicles and ICASS vehicles requiring armoring are as follows:

(1) **Definition.** DS-controlled/purchased vehicles are dedicated and include fully armored vehicles (FAV, controlled by DS/PEL/DEV), Marine Security Guard vehicles (controlled by DS/OP/MSG), diplomatic courier-

transit security (controlled by DS/CIS/DC), and local guard program vehicles (controlled by DS/PSP/LGP). A/OPR/ST/S/MV will maintain these vehicles on its inventory system. These vehicles are not part of the post managed vehicle fleet and all arrangements for replacement, retention, armoring, and sale should be made with the appropriate division of DS.

(2) **Light Armored Vehicles (LAV).** Regardless of the funding sources, the acquisition of this category of vehicles requires coordination with DS andA/OPRST/S/MV.

(a) If these are program vehicles, they will be funded and inventoried by A/OPR/MV, but armoring arrangements will be made by DS. There is a limited choice of vehicles which can be lightly armored. DS maintains a list of approved vehicles which meet armor standards (i.e., capable of supporting armor with heavier and stronger suspension systems). A/OPR/MV procures the vehicle through GSA and the vehicle is armored to DS specifications prior to shipment to post. If vehicles requiring armor are purchased locally, they would need to be shipped to the nearest U.S. Contractor for installation of armor with the shipment from and to post at post expense while the armor would be a DS expense.

(b) Authorization to sell any of these vehicles must be arranged and coordinated with the appropriate section of DS and in the case of an LAV, with A/OPR/MV as well.

(c) If the LAV is acquired using post ICASS funds, the same procurement and inventory policies and procedures apply. The post would provide A/OPR/MV with a fund cite to cover the purchase of the vehicle and its shipment to post. Arrangements would be made with DS for armor installation at DS expense. Proceeds of sale generated from the sale of ICASS LAV vehicles will be retained by the post using the same procedures for other non-armored ICASS vehicle assets.

(3) **Sale of armored vehicles.** Prior to selling any program or ICASS FAV or LAV, DS should be contacted to obtain a waiver of liability which can be presented to potential and actual purchasers of these vehicles.

(4) **Centrally-funded ICASS LGP vehicles.** Posts will submit vehicle procurement requests to DS/PSP/LGP for approval and funding. The procurement guidelines and inventory requirements apply to LGP vehicles as well. Waiver requests should be submitted through DS/PSP/LGP. Proceeds of sales from LGP vehicles will be returned to Washington, D.C. headquarters for use by DS to fund replacement ICASS LGP vehicles and equipment through centrally-held ICASS funds. LGP vehicles furnished by LGP contractors are excluded from these guidelines and procedures.

b. The centralized management and control of Department of State program vehicles by A/OPR/MV remain unchanged.

6 FAH-5 H-607 RESIDENTIAL FURNITURE POOLS

(TL:ICASS-2; 04-01-1998)
(Applies to participating ICASS agencies)

a. If posts wish to establish a residential furniture pool, ICASS provides an excellent mechanism to budget for and distribute the costs of replacement Furniture, Furnishings, Appliances, and Equipment (FFA&E). One possible scenario for the establishment of a residential furniture pool under ICASS is as follows:

(1) Since participation in a furniture pool is strictly voluntary, agencies would subscribe to the services using a sub cost center that would be set up under either the GO/LTL or STL Residential BOE cost center, depending on where most of the housing units in the pool are located. Use only one cost center/sub cost center, but include the combined square feet of all housing units participating in the furniture pool regardless of whether the units are GO/LTL or STL.

(2) Convert all of the existing FFA&E to be pooled to ICASS property. In essence, the participating agencies would be providing an in-kind contribution to start the pool. Spare FFA&E in the warehouse could also be converted to ICASS assets using some equitably agreed-upon method at post.

(3) Develop an annual FFA&E replacement schedule for the pool and cost it out. The annual replacement costs (based on the replacement schedule or a lesser amount) are entered into the budget using the sub cost center which distributes the costs only to the participating agencies. The costs are distributed using square feet occupied as the distribution factor. Since ICASS will not create any additional funding and replacement of FFA&E is considered a discretionary item for budgetary purposes, the participating agencies must decide collectively each year how much they can afford to invest for replacement furniture and equipment. Specific guidance on how to treat furniture pools in the budget and cost distribution software is included in 6 FAH-5 H-800 . Replacement FFA&E for the pool is ICASS property. Proceeds from the sale of pool assets will be retained by the post in the ICASS Working Capital Fund (WCF) and can be used for any purpose within ICASS, as determined by the post council.

b. The advantages associated with having a residential FFA&E pool under ICASS are:

(1) Ensures that employees are treated similarly regardless of agency affiliation—no haves and have-nots;

(2) Permits standardization on furniture and equipment thereby making it easier and cheaper to maintain and manage;

(3) Reduces inventory and warehousing requirements since the property belongs to ICASS and not individual agencies;

(4) Provides economy of scale benefits;

(5) Permits the retention at post of all proceeds of sale (some agencies are unable to realize this benefit);

(6) Uses the flexibility of the no-year working capital fund; provides greater consolidation of agency support costs; and

(7) Increases the transparency of these costs using the ICASS budget and cost distribution software.

c. Establishment of a residential FFA&E pool is optional and participation is voluntary.

6 FAH-5 H-607.1 Non-ICASS Furniture Pools—An Alternative

(TL:ICASS-2; 04-01-1998)
(Applies to participating ICASS agencies)

Post furniture pools predate ICASS and there is no requirement to include them in the ICASS system. One alternative outside of ICASS is to have each agency participating in the pool retain ownership of its furniture and appliances on paper, but in practice, the property loses its identity as far as who uses it. For example, an occupant from one agency vacates an apartment and is replaced by an occupant from another agency. The FFA&E in the apartment are not moved and remain on the property records of the vacating agency. The property retains its agency ownership no matter where it is located up through the proceeds of sale process. A quasi-furniture pool would be established by having agencies contribute replacement FFA&E on an annual basis using an agreed upon formula that takes into account the useful life of the property. The agencies would provide individual fund cites on an annual basis and GSO would order replacement FFA&E based on the overall needs of the pool. In this kind of pooled FFA&E arrangement, ICASS would be treated as a separate agency responsible for making contributions to the pool. ICASS property would retain its identity up through disposal.

6 FAH-5 H-608 NSDD-38 AUTHORITY POSITION CHANGES

(TL:ICASS-2; 04-01-1998)
(Applies to participating ICASS agencies)

a. National Security Decision Directive (NSDD) 38 is fundamentally intended to be a policy screen for determining the appropriate size, composition, and mandate of U.S. Government Executive Branch Agency staff abroad. Under NSDD-38, agencies must seek Chief of Mission (COM) approval before changing full-time, permanent, direct-hire positions (U.S. citizen and FSN positions).

b. The ICASS cost implications of position changes are one of the considerations for COMs in determining the appropriate position levels at their posts. Resolving support issues early in the decision-making process allows COMs to base their decisions primarily on substantive policy considerations rather than resource considerations. With the advent of ICASS, COMs are able to identify more precisely the many support costs involved in NSDD-38 position change proposals. ICASS also enables the Department of State and other agencies to make more informed decisions about the real costs of establishing and maintaining a presence abroad.

c. An agency proposing to close down its operations completely or reduce the number of positions at post should obtain NSDD-38 approval to change the size of its staffing. The commensurate reduction in ICASS charges (through reduced workload) should be coordinated at post and reflected in the ICASS budget process.

d. Newly established positions abroad will create additional support requirements for the post's administrative staff and may result in higher post ICASS costs than were anticipated when initial ICASS budget levels were established. A policy needs to be in place to ensure that additional costs to the post are funded and that agencies are charged appropriately for the increased ICASS costs of their new positions.

e. Such a policy must be transparent, facilitate the collection of funds, ensure that the costs are not collected twice, and maintain simplicity and local empowerment. The local ICASS Councils need to have the flexibility to initiate, substantiate, and even tailor the charges to the individual circumstances. The ICASS methodology and cost recovery system allows shared support costs related to position increases to be determined in an equitable and uniform manner. The following procedures lay out the framework in which posts can charge for ICASS costs for positions established under NSDD-38.

6 FAH-5 H-608.1 Charging for ICASS Costs for New Positions

(TL:ICASS-2; 04-01-1998)
(Applies to participating ICASS agencies)

It is important to make every effort to reflect the ICASS charges for new positions in either the initial ICASS budget submission or the mid-year ICASS submission. NSDD-38 encourages agencies to coordinate informally with posts prior to submitting formal proposals to change U.S. Government positions abroad. Such coordination can include COMs, Post ICASS Councils, agency representatives at post, and concerned Washington D.C. headquarters offices which can also encourage informal coordination of planned position changes abroad. Coordination of anticipated staffing changes enables posts to adjust their initial or mid-year ICASS budget submissions, as appropriate, to include the costs and workload data of planned new positions.

6 FAH-5 H-608.1-1 Directly-Attributable Costs

(TL:ICASS-2; 04-01-1998)
(Applies to participating ICASS agencies)

As with all positions, any directly-attributable costs associated with the establishment or filling of new positions (such as equipment, supplies, utilities, furniture and furnishings, make-ready costs for residences, reconfiguration of office space, or other services that are for the sole benefit of a new position or the sponsoring agency) can be charged directly to that agency. Direct charging is the most transparent and equitable method of sharing costs for discrete items, as there is no charge for overhead.

6 FAH-5 H-608.1-2 Indirect ICASS Costs for New Positions

(TL:ICASS-2; 04-01-1998)
(Applies to participating ICASS agencies)

Indirect ICASS costs for new positions should be charged using the projected ICASS workload of the new positions. The workload of new positions should be projected and entered into the ICASS software. This will result in an appropriate charge for the gaining agency and a reduced charge for the other agencies at post.

(A) Workload and Capitation Projections

a. The workload and capitation may be projected based on the following:

(1) The cost centers that the agency has or will subscribe to;

(2) Existing workload and per capita cost data if the agency already has staff at post;

(3) Workload data and per capita costs of an agency at post that draws similar services;

(4) Estimating workload and capitation for the budget year and then modifying the data by the percentage of the year that the positions have been established; and

(5) Other methodologies agreed to at post.

b. For appropriate ICASS cost centers, capitation and workload can be modified to reflect the levels of service to be provided:

1. (full service)
.6 (mid-level), or
.3 (low-level).

(B) New Position Start Dates

For the purpose of determining or projecting the workload and capitation data, new position start dates must be standardized. Formal NSDD-38 proposals to establish new positions overseas should include a specific proposed start date. If the COM grants approval prior to the proposed start date, post should start workload projections for the new positions from the requesting agency's proposed formal start date. If the requesting agency neglects to specify a start date and the position increase is nevertheless approved by the COM, post should consider the COM approval date as the date upon which workload and capitation data should be projected. For Special Embassy Program posts, the COM approval date is replaced by the approval date of the Under Secretary for Management. (The Department of State, Office of Management Policy and Planning (M/MP) is available to assist posts and agencies in matters regarding the preparation and processing of NSDD-38 proposals.) If the new positions mark the initial representation of an agency at post, the head of the agency should sign the ICASS Charter and MOU soon after his or her arrival and be accorded a seat on the post ICASS Council.

(C) Additional ICASS Funds to Post

a. Using the ICASS software to charge for a new position effectively redistributes the existing ICASS costs. The ICASS cost for existing agencies usually decreases, and the cost for the new or expanding agency increases. However, posts may need additional ICASS funds to support the new positions. For example, new staff will require additional administrative supplies, will consume additional electricity, and may result in the need to hire additional administrative positions if the established ICASS service standards are to be maintained. If the post will incur additional costs above the current ICASS budget levels to support the new positions, the post may request an increase in the post ICASS allowance. Posts may request an increase commensurate with the cost for the new position(s), as reflected in the ICASS initial or mid-year budget submission based on the projected workload data.

b. Posts may wish to limit the requested increase in funding levels to an amount below that being charged for the new position, as certain administrative costs for the new position(s) are fixed (such as rent for the chancery). An increased budget amount for a new position will most likely become part of the post's ICASS funding base for the following fiscal year. All agencies would then share in the increased costs in the next fiscal year based on the workload for that year. For example, the ICASS post costs for a new position established by the FBI are $60,000. One-sixth of the costs is for the rent in the chancery. Since there is space available in the chancery for the new position, no additional costs will be incurred by the post for rent. Post may wish to ask for an increase of $50,000 in order not to inflate their ICASS budget the following fiscal year.

c. Funding requests should be directed to the appropriate regional bureau, which will evaluate and forward them to the ICASS Service Center (FMP/ICASS) with a recommendation, as appropriate.

d. For the fiscal year following the establishment of positions, the full-year workload statistics for the new positions should be projected and included in the ICASS software, as full-year actual workload statistics will not be available.

6 FAH-5 H-608.2 Positions Established at End of Fiscal Year, Unknown at the Mid-Year Budget Submission

(TL:ICASS-2; 04-01-1998)
(Applies to participating ICASS agencies)

a. For new positions that were not known at the time of the formulation of the mid-year ICASS submission, the fiscal year window of opportunity for centrally billing the new costs and distributing the costs among the agencies at post has been missed. The alternatives are:

(1) Not to charge for the last few months of the fiscal year; or

(2) To effect a local collection, using the collection policy for unbudgeted items given in 6 FAH-5 H-8101-2 .

b. Due to the significant fiscal processing and monitoring required for relatively small dollar amounts, local collections are not encouraged and should be utilized only in rare instances. Costs must be significant enough to justify local collection. Posts should use the ICASS software to calculate the local collection charges for new positions.

6 FAH-5 H-608 THROUGH H-699 UNASSIGNED