6 FAH-5 H-500
THE ICASS FRAMEWORK AT HEADQUARTERS

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

6 FAH-5 H-501 ICASS EXECUTIVE BOARD

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

a.   **WHAT:** The Board is the highest-level ICASS policy-making body.

b.   **WHO:** Chaired by the Assistant Secretary of State for Administration (A). Members are generally assistant secretary-level officers from participating agencies.

c.   **WHEN:** The Board meets at least quarterly.

d.   **ROLE:**

(1) Exercises proactive leadership in addressing worldwide administrative service improvements and cost reductions.

(2) Reviews and makes policy for ICASS.

(3) Resolves issues raised by Post ICASS Councils, Chiefs of Mission, the ICASS Working Group, or the ICASS Service Center (FMP/ICASS).

6 FAH-5 H-502 ICASS WORKING GROUP

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

a.   **WHAT:** The inter-agency ICASS Working Group (IWG), open to all agencies represented on post ICASS Councils, is headed by a Chairperson elected annually by consensus. The Chairperson sets the Working Group agenda, convenes the meetings, follows up on issues as necessary. The Working Group meets regularly in close consultation with the ICASS Service Center (FMP/ICASS) to address policy issues and problems of common concern. *Ad Hoc* committees of the Working Group are formed to study various issues. A staff arm of the ICASS Executive Board, the Working Group keeps the Board informed on ICASS issues, resolves issues as raised by posts or agencies, makes policy as delegated by the Executive Board, as well as presents policy issues for Board decision/ratification. The ICASS Service Center (FMP/ICASS) serves as secretariat for the Working Group.

b.   **WHO:** Open to all agencies represented on post ICASS Councils and headed by a member elected by consensus.

c.   **WHEN:** Regularly, in consultation with the ICASS Service Center (FMP/ICASS).

d.   **ROLE:** Delegated by the ICASS Executive Board to resolve policy issues of common concern and to communicate policy to ICASS member agencies and the field. Keeps Executive Board informed of activity, referring some issues to Board for decision. Reviews and approves non-post costs and factors.

6 FAH-5 H-503 ICASS SERVICE CENTER

(TL:ICASS2; 04-01-1998)
(Applies to participating ICASS agencies)

a.   **WHAT:** An office reporting to the ICASS Executive Board and IWG. Organizationally located in Bureau of Finance and Management Policy (in FMP/ICASS) in the Department of State. Provides staff for worldwide ICASS implementation and operation.

b.   The ICASS Service Center (FMP/ICASS) incorporates safeguards to assure transparency, multi-agency participation, intact allotment of funds to Post Councils and integrity of fund control. These principles are fundamental to ICASS. Intent is to assure that local empowerment is not compromised.

c.   **WHO:** Permanent inter-agency staff appropriate to carry out the responsibilities of the office to Executive Board and IWG.

d.   **ROLE:** Has no policy-making responsibilities, which remain with the ICASS Executive Board and IWG. Provides macro-level budget/financial analyses. Prepares and maintains guidance on ICASS implementation. Initiates and coordinates training. Maintains project schedules. Manages preparation and maintenance of Cost Distribution System software. Hosts and facilitates periodic meetings of the IWG. Coordinates with Assistant Secretary for Administration on periodic meetings of ICASS Executive Board. Establishes performance measures. Responds to Congressional inquiries through the appropriate channels. Provides financial services and customer assistance for post ICASS operations.

e.   Communicates to ICASS members and to the field authoritative policy on ICASS matters as established by IWG and IEB.

f.   **Financial services include:**

(1) Receiving and reviewing council budgets and contacting posts to resolve issues that arise.

(2) Consolidating post shared support requirements and budgets.

(3) Providing post budgets by agency to Department for budgeting purposes and managing anticipated reimbursements through established channels.

(4) Monitoring, billing, and collection function and approving allotments notices to posts.

(5) Analyzing ICASS-generated reports against ICASS financial goals.

(6) Monitoring accounts and budgets for problems, working with the State Department, the IWG, and other agencies to resolve identified problems.

(7) Developing and maintaining post ICASS software to distribute budgeted and actual cost center costs by agency and to generate post-specific ICASS management reports.

h. **Customer assistance services include:**

(1) Monitoring, maintaining and developing Cost Distribution System software used throughout the ICASS system.

(2) Serving as Help Desk and troubleshooter for posts on the Cost Distribution System.

(3) Preparing a periodic newsletter on ICASS.

(4) Maintaining an ICASS Internet Website.

(5) Coordinating ICASS training.

(6) Fulfilling role as ICASS ombudsman.

(7) Recommending improvements and savings on a regional or worldwide basis, involving regionalization, technology, and other streamlining measures.

6 FAH-5 H-504 THROUGH H-599 UNASSIGNED