

ICASS COST CENTERS AND BUDGET DISTRIBUTION FACTORS

STANDARD (08/29/01)

COST CENTER	FUNCTION CODE	WORKLOAD FACTOR	WORKLOAD TYPE & COUNT PERIOD	OFFICE RESPON SIBLE	MODIFIABLE
BASIC PACKAGE	6150	Number of DH U.S. citizen employees	Static as of 5/1	FMC	YES
COMMUNITY LIAISON	6443	Number of Serviced U.S. citizen employees (including dependents), TCNs, and U.S. Contractors (1)	Static as of 5/1	CLO	YES
INFORMATION MANAGEMENT TECHNICAL SUPPORT	5458	Number of Devices Serviced (2)	Static as of 5/1	ISC	NO
HEALTH SERVICES	5624	Number of Authorized Users (3)	Static as of 5/1	MED	YES
NON-RESIDENTIAL LOCAL GUARD PROGRAM	5826	Net Square Meters Occupied	Static as of 5/1	RSO	NO
NON-RESIDENTIAL LOCAL GUARD SERVICE – Supplemental (State)	5827	Net Square Meters Occupied (4)	Static as of 5/1	RSO	NO
SECURITY SERVICES	5880	Number of DH U.S. citizen employees and LES	Static as of 5/1	RSO	YES
GENERAL SERVICES					
Vehicle Maintenance	6132	Number of Vehicles Maintained	Static as of 5/1	GSO	NO
Administrative Supplies Services	6133	Dollar Value of Supplies Issued	Cumulative, 5/1—4/30	GSO	NO
Procurement Services	6134	Number of Executed Procurement Documents (Can be <i>'modified'</i> ONLY by taking into account the size of the acquisition). (5)	Cumulative, 5/1—4/30	GSO	NO
Reproduction Services	6135	Number of Copies Printed/Reproduced	Cumulative, 5/1—4/30	GSO	NO
Shipment & Customs Services	6136	Number of Shipments Sent/Received	Cumulative, 5/1—4/30	GSO	NO
Direct Vehicle Operations	6139	Number of Miles Driven	Cumulative, 5/1—4/30	GSO	NO
Non-Expendable Property Mgt.	6143	Number of Items Inventoried	Static as of 5/1	GSO	NO
Leasing Services	6148	Number of Leases Maintained	Static as of 5/1	GSO	YES
Travel Services	6462	Number of Travelers Serviced	Cumulative, 5/1—4/30	GSO	YES
INFORMATION MANAGEMENT					
Pouching Services	6192	Weight of Pouches Sent	Cumulative, 5/1—4/30	IPC	YES
Mail and Messenger Services	6194	Number of DH U.S. citizen employees (and LES if no DH)	Static, as of 5/1	IPC	YES
Reception & Switchboard Services	6195	Number of Instruments Serviced (Switchboard and Direct Lines)	Static as of 5/1	IPC	NO
Diplomatic Telecommunications Service – Program Office – (DTSP0)	5449	Number of Instruments Serviced by IVG lines (Office and Residences)	Static as of 5/1	IPC	YES

Continuation—

FINANCIAL MANAGEMENT SERVICES					
Prepare FinPlans & Budgets	6211	Per Cent of Time Spent Budgeting	Cumulative, 5/1— 4/30	FMC	NO
Accounts and Records	6221	Number of Obligations (12-month FY Count)	Cumulative, 5/1— 4/30	FMC	YES
Payrolling	6222	Number of DH U.S. citizen employees and LES Payrolled	Static as of 5/1	FMC	YES
Vouchering	6223	Number of Strip Codes Processed (12-month FY Count)	Cumulative, 5/1— 4/30	FMC	YES
Cashiering	6224	Number of Vouchers Paid, Accommodation Exchange Transactions and Collections	Cumulative, 5/1— 4/30	FMC	NO
PERSONNEL SERVICES					
U.S. citizen employee Personnel Services	6441	Number of DH U.S. citizen employees	Static as of 5/1	HR	YES
Locally Employed Staff Services	6451	Number of LES Serviced	Static as of 5/1	HR	YES
BUILDING OPERATIONS					
GO/LTL Residential Bldg. Operations	7810	Net Square Meters Occupied	Static as of 5/1	GSO	NO
GO/LTL Non-Residential Bldg. Ops.	7820	Net Square Meters Occupied	Static as of 5/1	GSO	NO
STL Residential Building Operations	7850	Net Square Meters Occupied	Static as of 5/1	GSO	NO
STL Non-Residential Bldg. Ops.	7860	Net Square Meters Occupied	Static as of 5/1	GSO	NO
OVERHEAD	8790	Indirect Motor & Items Difficult to Distribute to Specific Cost Centers			
NON-ICASS DUAL POSITION DUTIES	--	No Distribution. Charged 100% to State	--	--	

Notes:

- (1) The distribution factors used for CLO services (U.S. citizen employees, Third Country Nationals (TCNs) and Contractors) can be modified using the ICASS software. U.S. citizen employees serviced include dependents.
- (2) Devices include CPUs (this includes monitors, keyboards, mouse and other internal/external devices specific to the CPU), servers, printers, scanners, etc.
- (3) "Authorized users" is defined as: All Direct Hire (DH) U.S. citizen employees and family members included on the sponsor's assignment orders, whether physically residing full time at post or not. Also included are TCNs, Contract personnel and any other personnel approved by the Ambassador to receive services. Does not include one-time emergency and/or first-aid services provided to Foreign Service Nationals (FSNs) and other Locally Employed Staff (LES).
- (4) The distribution factor for the NR-LGP Security Supplemental is square meters and the factors will be distributed to agencies, but the software program allocates all costs in the 5827 subcost centers to State through FY 2003.
- (5) Executed procurement documents include Purchase Orders, Contracts, Petty Cash Purchases, Personal Service Contracts, requisitions and other standard means of procuring goods and/or services. Posts may utilize the following categories and 'modifications': Acquisitions over \$100,000 = 1.0; Acquisitions between \$2,500 and \$100,000 = 0.6; and Acquisitions less than \$2,500 = 0.3.

ICASS COST CENTERS AND BUDGET DISTRIBUTION FACTORS

LITE(08/29/01)

Cost Center	Function Code	Workload Factor	Workload Type & Count Period	Office Responsible	Modifiable
BASIC PACKAGE	6150	No. of DH U.S. citizen employees	Static as of 5/1	FMC	YES
INFORMATION MANAGEMENT TECHNICAL SUPPORT	5458	No. Devices Serviced (1)	Static as of 5/1	ISC	NO
HEALTH SERVICES	5624	No. Authorized Users (2)	Static as of 5/1	MED	YES
LOCAL GUARD PROGRAM	5826	Net Square Meters Occupied	Static as of 5/1	RSO	NO
NON-RESIDENTIAL LOCAL GUARD SERVICE – Supplemental (State)	5827	Net Square Meters Occupied (3)	Static as of 5/1	RSO	NO
GENERAL SERVICES	6145	No. U.S. citizen employees Serviced Plus LES Serviced times .2 (4)	Static as of 5/1	GSO	YES
INFORMATION MANAGEMENT	6196	No. of DH U.S. citizen employees (and LES if no DH)	Static as of 5/1	IPC	YES
DIPLOMATIC TELECOMMUNICATIONS SERVICE – PROGRAM OFFICE (DTS-PO)	5449	Number of Instruments Serviced by IVG lines (Office and Residences)	Static as of 5/1	IPC	YES
FINANCIAL MANAGEMENT SERVICES	6225	Number of strip codes processed (12-month FY count)	Cumulative, 5/1—4/30	FMC	YES
COMMUNITY LIAISON	6443	No. Serviced U.S. citizen employees, TCNs & Contractors (5)	Static as of 5/1	CLO	YES
PERSONNEL SERVICES	6445	No. of DH U.S. citizen employees and LES Serviced	Static as of 5/1	HR	YES
GO/LTL Residential Bldg. Operations	7810	Net Square Meters Occupied	Static as of 5/1	GSO	NO
GO/LTL Non-Residential Bldg. Operations.	7820	Net Square Meters Occupied	Static as of 5/1	GSO	NO
STL Residential Building Operations	7850	Net Square Meters Occupied	Static as of 5/1	GSO	NO
STL Non-Residential Bldg. Operations.	7860	Net Square Meters Occupied	Static as of 5/1	GSO	NO
OVERHEAD	8790	No workload factor.	Static as of 5/1	GSO	NO
NON-ICASS DUAL POSITION DUTIES	--	No Distribution. Charged 100% to State	--	--	--

Note:

- (1) Devices include CPUs (monitors, keyboards, mouse and other internal/external devices specific to the CPU), servers, printers, scanners, etc.

- (2) "Authorized user" is defined as: All Direct Hire U.S. citizen employees and family members included on the sponsor's assignment orders, whether physically residing full time at post or not. Also included are Third Country Nationals (TCNs), Contract personnel and any other personnel approved by the Ambassador to receive services. Does not include emergency/first-aid services provided to Foreign Service National (FSN) and other Locally Employed Staff (LES).
- (3) The distribution factor for the NR-LGP Security Supplemental is square meters and the factors will be distributed to agencies, but the software program allocates all costs in the 5827 subcost centers to State through 2003.
- (4) FSNs are included if services are received. Modification factor is applied against the sum of the number of U.S. citizen employees plus .2 times FSN count. Modification factor x (No. U.S. citizen employees plus (+) .2 FSNs). Distribution factor can be modified. Example of an agency receiving a modification of .6 for both U.S. citizen employees serviced and LES serviced would be calculated as follows: Assume 6 U.S. citizen employees and 13 LES serviced. $(6) + \{(13 \times 0.2) \times (0.6)\} = 5.16$.
- (5) U.S. citizen employees, TCNs, and Contractors can be separately modified by category using the ICASS modification factors. U.S. citizen employees serviced could include dependents. LES include all locally hired staff including U.S. citizen employees.

