

**MEMORANDUM OF AGREEMENT  
PROVISION OF SUPPORT TO TDYERS  
US MISSION WINDHOEK**

**1. BACKGROUND**

Since it is in Mission Windhoek's best interest to accurately and transparently capture and account for the cost of services provided to temporary duty (TDY) personnel, the Mission's ICASS Council along with the ICASS Service Provider agree on the following procedure. The procedure includes costs of TDYers of sponsoring agencies present and not present at post, as well as direct and ICASS charges.

**2. BASIC PRINCIPLES**

The Mission has adopted the following basic principles towards compensation for the costs of supporting TDYers: (1) there must be an expense, (2) there must be a written policy, (3) there will be advance communication of costs and services, (4) the cost involved must be material and (5) post cannot charge twice for the same expense.

**3. DEFINITIONS**

SHORT TERM TDYer: A TDYer with a stay of 30 days or less.

LONG TERM TDYer: A TDYer with a stay of 31 days or more.

**4. APPLICABLE PERSONNEL**

U.S. Government agencies send Temporary Duty (TDY) personnel overseas to further their mission. Generally, TDYers for the purpose of this section are U.S. Government employees sent overseas for temporary duty; however, they can also be USG contractor/grantee, provided their contract/grant covers ICASS services and the sponsoring agency agrees in advance to pay for ICASS services. TDY visitors to post must request country clearance from the chief of mission. Once the Chief of Mission grants country clearance, ICASS may be one of the mechanisms used to provide the approved visitor with official support.

For ICASS purposes, there are two categories of TDYers: sponsoring agency is present at post and sponsoring agency is not at post. This policy will be applied to all TDYers who come to post to ensure equity and transparency of transactions.

## 5. NON-APPLICABLE PERSONNEL

The following categories of visitors are not subject to the procedure set forth in this MOA.

Post will use existing separate guidelines and policies to cover expenses associated with the visits of the President, First Lady, Vice President and spouse, members of Congress, Supreme Court Justices and Cabinet members.

- A. Costs associated with visiting VIPs will be funded, to the extent possible, by the visiting delegation. Post will obtain fiscal data from a visiting delegation prior to a visit. This fiscal data may be used to rent or procure agreed upon items or services in support of the visit. Unbudgeted ICASS support costs for such things as supplies drawn from the warehouse, fuel for vehicle support costs, and overtime incurred by ICASS service providers will be charged from the ICASS allotment to the agency fiscal data provided. ICASS salary and allowance costs that are budgeted and funded by serviced agencies, including State, for service during normal working hours cannot be billed to a visiting delegation.
- B. For Presidential, First Lady, Vice Presidential (and spouse) visits, funding for support of accompanying White House personnel must be requested/provided in the State Department's program allotment. Funding for accompanying U.S. Secret Service (USSS), Department of Defense (e.g. White House Military Office units), or any other agency's personnel must be direct charged. For Secretary of State (SecState) visits, funding must be requested/provided in the State Department's program allotment. Reimbursable costs incurred by ICASS in support of these visits, for such things as overtime and ICASS supplies issued, are charged to the Department of State program allotment if for direct White House or SecState use. Such costs incurred by any other agency must be direct charged to those agencies. The normal after-visit, actual-expense reporting for direct White House and SecState expenses should be completed and, based on the report of justified and approved expenditures, funding provided in the program allotment may be adjusted. The appropriate Department of State regional bureau should provide more detailed guidance.
- C. ICASS, vacant positions, post-to-post support for ICASS services are not charged to TDYers who are (a) temporarily filling vacant positions or staffing gaps, (b) providing support for ICASS services, or (c) providing post-to-post

assistance (TDYers sent from one overseas post to another to provide temporary support/assistance).

#### 4. CHARGES FOR SERVICES PROVIDED TO TDYERS

There are two categories of charges incurred for services provided to TDY visitors: **direct** and **ICASS TDY** charges. The **direct charge** category applies to all types of TDYers as defined in paragraph "3" above for applicable personnel. The definition of a direct charge and the method for using it are described below. The **ICASS TDY** category of charging depends on the length of stay, the type of service provided and whether there is a sponsoring agency at post.

##### A. Direct charging for Administrative support (Sponsoring Agency at Post or Not at Post)

The following administrative support services that will be direct charged to fiscal data provided by the TDYer include but are not limited to:

- 1) Airport transportation and expediting;
- 2) Travel Management Center Commission for airline tickets;
- 3) Accommodations;
- 4) Driving services;
- 5) Cell phone rentals and costs of actual calls;
- 6) Vehicle rental;
- 7) Official in-country travel expenses;
- 8) Office supplies;
- 9) Cost of goods procured;
- 10) Overtime incurred.

Post will make every effort to maximize the use of direct charging whenever possible for all TDYers at post, regardless of length of stay and whether or not the sponsoring agency is at post. Official support expenses will be documented and agency authorization secured to direct charge fiscal data. Post will ensure that direct charging is applied equally to all TDYers.

##### B. Charging for ICASS Support (Sponsoring Agency at Post)

There are two types of costs connected with TDYers in this category - **per capita** and **transaction-based**. Each is managed differently. Per capita costs can be recovered in the current fiscal year and are a non-recurring addition to the post ICASS funds. Transaction-based costs are recovered through the workload counts in the following fiscal year as part of the ICASS invoicing process.

## 1) Per Capita Based Services

These are costs that can be recovered in the current fiscal year by using the TDY module. The length of stay is the criteria for determining per capita charges for TDY. Based on this, there are two categories of TDYers.

### Short-term TDYers (0-30 days)

The post's built in TDY base is expected to support TDYers during this period. Post will absorb the first 30 days of ICASS support for any TDY. ICASS considers support for short-term TDYs as part of the basic overseas administrative platform, which is funded within the traditional bureau ICASS target levels. In addition, the cost of processing invoices for numerous short-term TDYs will generally exceed the amount of the invoice, making this cost-prohibitive for the ICASS system as a whole.

### Long-term TDYers (31 days-until end of fiscal year)

Post will prepare a TDY invoice to reflect the per capita workload for these types of TDYers. Post will charge the sponsoring agency's ICASS billing code for ICASS support services where the ICASS services provided to that agency cannot be direct charged and the cumulative amount (from day 1 of the TDY) billed to the agency billing code exceeds \$2,500.

The per capita services that can be charged to TDYers are: Basic Package, CLO, and Health Services. No Agency modifications are allowed for the TDY module as it already excludes costs for American salaries, local guard program, and leases.

It is recognized that the per capita services listed do not exactly or only partially match those services that a TDYer might or might not use. It is believed, however, that this ambiguity is an acceptable tradeoff for a more complicated tracking system.

## 2) Transaction-Based Services

Costs for post's single transaction-based cost center (Financial Management Services) are recovered for all TDYers, regardless of length of stay. The service performed has an associated count for the TDYer and is counted towards the sponsoring agency's cumulative workload count. Using the workload counts, the costs of the service

are recovered on a cost distribution basis in the following fiscal year as part of the ICASS invoice process.

C. Charging TDYers for ICASS Support (Sponsoring Agency Not at Post)

When there is no sponsoring agency at post, communication is key when it comes to charging for ICASS services. It is in the best interests of the Service Provider and Customer Agencies at post to ensure that the TDYer from an agency not at post pays for ICASS services to allow for equity and transparency of billing for ICASS costs. Post will direct charge as much as possible. However, direct charging does not recover the underlying infrastructure costs of providing ICASS services.

Post will communicate to the sponsoring agency at the headquarters level that all agencies requesting ICASS support must agree to pay or sign up for ICASS services (i.e., sign a MOU). The communication will be included in the country clearance cable. The country clearance cable language is contained in Exhibit A of this procedure.

In order to facilitate the TDY invoicing process described below, post will obtain the appropriate ICASS billing code for the TDY group or parent agency early in the process.

Post will prepare TDY invoices to bill agencies not sponsored at post in the same manner as prescribed in the previous section. This includes the 30-day threshold. Only after that has been met can post begin charging for ICASS support. A new additional step for this category is that the invoice is prepared for both per capita (the three previously identified) and transaction-based services (any service utilized). The cumulative TDY invoice for the sponsoring agency code (as identified by the billing code) has to exceed \$2,500 worth of services in order to be submitted to Washington.

D. Charging TDYers in Need of Extraordinary Support Requirements

Post may experience extraordinary and unanticipated circumstances that can result in a rapid influx of TDY personnel. Extraordinary events are normally considered "catastrophic in nature". Examples would be civil war, major humanitarian crises, terrorist incidents, and natural disasters.

If Post is in extraordinary circumstances and cannot invoice sponsoring TDY agencies, it will contact the relevant Department of State Regional Bureau. A process for invoicing agencies at

these posts will be facilitated at the Washington level using the post ICASS software.

#### **5. PROCESSING A TDY INVOICE**

Once an agency's TDYer has met the minimum time (30 days plus 1) and the cumulative dollar total for all TDYers from that agency (\$2,500), the service provider will begin submitting TDY invoices to the ISC for processing. The invoice must reflect TDY costs that are incurred during the current fiscal year and may not represent any prior year activity. After verifying that the invoice has been signed and authorized for payment, the ISC will recommend an increase to the post ICASS allowance in the next set of allotment recommendations. Funds issued in support of TDY invoices have no impact on the approved post targets and are separate and distinct from all authorized funding levels. The ISC will bill all agency headquarters for TDY support costs prior to the close of the fiscal year. Post Service Providers are required to remind all TDY invoice authorizers that it is their responsibility to inform their headquarters of the financial obligation pertaining to the signed invoice. Additionally, the signed TDY invoice reflects the commitment for the agency to pay and represents a valid document for billing purposes.

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Department of State

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Management Officer, Windhoek  
ICASS Service Provider

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Peace Corps

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RSO, Windhoek  
ICASS Service Provider

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Defense Intelligence Agency

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U.S. AID

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CDC

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Date

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**EXHIBIT A**

The version one text will be included in all country clearance cables for TDYs of 30 days and less and the version two text for TDYs of more than 30 days.

**Version One (30 days and less)**

Action Request: Each visitor, regardless of length of stay, should bring or forward fiscal data to pay the direct cost for any services requested. Each agency, organization, or visiting delegation will be charged for direct costs, which include but are not limited to: American and LES staff overtime (e.g. expediter, accommodation exchange, representational event support), field travel by Embassy employees, vehicle rentals, long distance telephone calls, equipment rentals, office supplies and all other costs that are directly attributable to the visit.

**Version Two (more than 30 days)**

Action Request: Each visitor, regardless of length of stay, should bring or forward fiscal data to pay the direct cost for any services requested. Each agency, organization, or visiting delegation will be charged for direct costs, which include but are not limited to: American and LES staff overtime (e.g. expediter, accommodation exchange, representational event support), field travel by Embassy employees, vehicle rentals, long distance telephone calls, equipment rentals, office supplies and all other costs that are directly attributable to the visit. Also, for TDYs over thirty days, there is a charge for ICASS support services. If your sponsoring agency is not signed up for ICASS services at post, please be prepared to sign a MOU for ICASS support services upon arrival. The agency is requested to provide post with a written communication, generated by the traveler's headquarters, that states who can authorize the availability of ICASS funds, confirms the agency will pay ICASS charges for the TDYer, provides the agency ICASS billing code the TDY support charges should be applied to, and authorizes the traveler to sign the ICASS invoice. Where travel is urgent, the TDYers should bring this documentation with them to ensure there are no interruptions in the provision of service. Post will not provide any service to a TDYer staying in excess of thirty days without provision of this documentation before day 31 of the TDY.