

ICASS LITE Cost Center Distribution Factors

May 2008

Significant changes are indicated in *italics*.

Cost Center	Function Code	Distribution Factor	Distribution Method Count Period	Office Responsible	Modifiable
Information Management Technical Support	5458	Number of Devices Serviced <i>and number of OpenNet user accounts (1)</i>	Static as of 5/1	IMO	NO
Health Services	5624	No. of USDH, authorized TCNs and U.S. Contractors and others plus dependents (2)	Static as of 5/1	MED	YES
Non-Residential Local Guard Program Services	5826	<i>Gross Square Meters Occupied</i>	Static as of 5/1	GSO -->RSO (b)	NO
<i>Security Services</i>	<i>5880</i>	<i>Basic Package count plus LE Staff (a)</i>	<i>Static as of 5/1</i>	<i>HRO -->RSO (c)</i>	<i>YES</i>
Household Furniture, Furnishings and Appliance Pools	6144	Number of housing units furnished by the pool	Static as of 5/1	GSO	YES
General Services	6145	No. of USDH Serviced plus LE Staff (a) Serviced times 0.2 (3)	Static as of 5/1	GSO	YES
Basic Package Services MANDATORY	6150	No. of USDH, authorized TCNs and US Contractors and others as described in 6 FAH-5 H-350	Static as of 5/1	HRO	YES
Information Management Services	6196	Number of USDH and certain authorized TCNs, US Contractors and others as described in 6 FAH-5 H-350 <i>(If no USDH, then the count is "one" for that agency)</i>	Static as of 5/1	IMO	YES
Financial Management Services	6225	No. of Strip Codes Processed (cash payments, collections, and vouchering plus accommodation exchange transactions) as reported in the accounting system(s) of record	Cumulative, 5/1 - 4/30	FMO	YES
Community Liaison Services MANDATORY	6443	No. of USDH, authorized TCNs, US Contractors plus dependents (4)	Static as of 5/1	CLO	YES
Human Resources Services	6445	Number of USDH and LE Staff (a) Serviced (5)	Static as of 5/1	HRO	YES
Building Operations					
▪ GO/LTL Residential Bldg. Operations	7810	Gross Square Meters occupied	Static as of 5/1	GSO	NO
▪ GO/LTL Non-Residential Bldg. Operations	7820	Gross Square Meters occupied (6)	Static as of 5/1	GSO	NO
▪ STL Residential Building Operations	7850	Gross Square Meters occupied	Static as of 5/1	GSO	NO
▪ STL Non-Residential Bldg. Operations	7860	Gross Square Meters occupied (7)	Static as of 5/1	GSO	NO
Miscellaneous Costs	8790	No distribution factor. Costs are distributed based on each agency's % of service costs			
Non-ICASS Dual Positions	0000	No distribution factor. Charges are assigned to a service provider's program account	--	--	--

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(a) LE Staff includes all personnel hired and funded at post such as FSNs, temporary and part-time U.S. citizens, TCNs and PSA employees. Locally hired U.S. citizens are not counted as USDH.
(b) GSO provides measurements; RSO confirms the space that falls under the ICASS Local Guard Program.
(c) HRO provides head counts; RSO validates accuracy of headcounts.
Notes:
1. <i>The total number of post-serviced devices (e.g., workstations, servers, network printers, digital senders, fobs, blackberries and other related devices) and the total number of post-issued individual OpenNet user accounts. For all serviced agencies maintaining a separate IT network, their total number of user accounts is weighted by a factor of 0.3. See 6 FAH-5 H-342.4d</i>
2. Number of USDH and others as described in 6 FAH-5 H-350, Categories of Personnel and family members included on the employee's travel orders, whether they reside at post or not. Contract personnel in accordance with the provisions of their contract and any other personnel approved by the Ambassador may receive services. Agencies previously not subscribing to this cost center must now subscribe at least at the 0.3 level under certain circumstances. See 6 FAH-5 H-342.3. LE Staff (a) are not included in this count.
3. All counts for LE Staff (a) are weighted at 0.2. As an example, an agency with 6 USDH and 13 LE Staff (a) requests and receives a modification of 0.6. The calculation would be as follows: $\{6 + (13 \times 0.2)\} \times 0.6 = 5.16$. See 6 FAH-5 H-342.7.
4. Number of USDH and others as described in 6 FAH-5 H-350, Categories of Personnel, plus dependents/family members (include EFMs as dependents here) listed on employee's travel orders, whether they reside at post or not. Members of Household (MOH) and LE Staff (a) are not included. See 6 FAH-5 H-342.2.
5. Some agencies with LE Staff (a) may provide some HR services for themselves; however, they must subscribe to this cost center at a minimum 0.3 level because ICASS manages the LCP. See 6 FAH-5 H-342.11d
6. Unassigned office and functional space is charged to State program since the State Department is the Single Real Property Manager. See 6 FAH-5 H-342.12-2d.
7. Unassigned office and functional space is shared by tenant agencies. See 6 FAH-5 H-342.12-4d and 15 FAM 162.2.
NB: Please refer to 6 FAH-5 H-340 for further clarification as needed.