

SPECIAL EDITION

THE WEB.ICASS FEED

from

THE ICASS POLICY TEAM

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THIS EDITION FEATURES CHAPTER 340 HIGHLIGHTS

Change is never easy... but sometimes necessary. Check out our policy efforts to improve data integrity.

HEALTH SERVICES – MORE THAN A SHOT IN THE ARM

Did you also know that Health Units are the OSHA-designated medical unit for first aid in the event of an on-the-job emergency? Agencies located within close proximity to the mission Health Unit must subscribe to Health Services (5624) at least at the 0.3 level. [State 029836](#) (dated 3/21/08) will give you the details.



Though not mandatory in the traditional sense like Basic Package and CLO, Health Services is a virtual “must subscribe” and it is modifiable. Modifications can be given on the basis of geographic limitations or if the agency provides its own full medical program.

OUT WITH PERCENTAGES – IN WITH HOURS

That's right... to make things just a little simpler, the distribution factor for Budget and Financial Plans (6211) is now ‘the number of hours spent on this function for each agency’ saving you a step in calculating this cost center’s workload. [State 029837](#), (dated 3/21/08) can provide you with more guidance.



DEVICES + IDs = 5458

That’s the new Information Management Technical Support (5458) “equation” which adds OpenNet User IDs to the count of ICASS-serviced devices but don’t overlook the special .03 OpenNet User ID weighting factor for agencies that operate their own networks.



When counting devices, ask yourself -“Is this item serviced by ICASS personnel?” or “Does the device receive any support from ICASS?” If the answer is Yes – Then count!

Want to know more? [State 029794](#) (dated 3/21/08).



CONTACT THE ICASS SERVICE CENTER FOR POLICY RELATED QUESTIONS: ICASSServiceCenter@state.gov



WHERE OH WHERE DO MY WAREHOUSING COSTS GO?

Poor Warehousing didn't have a defined 'home' cost center. Now it does!

Oh Where, Oh
Where do I go?



The new 'home' for Warehousing costs is either Non-Expendable Property Management (6143) for the warehousing of equipment, supplies, and other non-pooled items, or Household Furniture, Furnishings and Appliance Pool (6144) for pooled residential items.

Got other activities operating out of your Warehouse building?

Warehouse buildings often include space for a variety of cost centers, so the distribution of those costs must be handled differently from costs for office space. Use the 'warehouse cost pool (9664)' to allocate space according to the functions they serve, e.g. Administrative Supply Ops. (6133), Vehicle Maintenance (6132), and Maintenance Shops (7810/20/50/60). A draft of

the new guidance for warehousing is on the website (click on the "more" button for Chapter 340 changes, then click on [Chapter 310](#)). [State 030010](#) (dated 3/21/08) will provide you with more information.



WHAT'S NEW WITH NXP?!

Non-Expendable Property Management (6143) has been revamped with five distinct services: receiving, pickup/delivery, disposal, inventory control, and warehousing.

If an agency gets only the first three services: modify at the 0.3 level

New distribution factor! "The total number of USDH and other staff as counted in Basic Package (6150) (less any counts for institutional contractors) plus the number of LE Staff multiplied by a factor of 0.2. Check out all the details in the [new 340](#) and [State 030010](#) (dated 3/21/08).



GOODBYE OVERHEAD --- HELLO MISCELLANEOUS COSTS!

It's not just a change to the name of cost center 8790, but changes have been made to standardize the items to be included.

New Miscellaneous Items:

- ✓ ALL awards for ICASS Personnel,
- ✓ Training, workshops, conferences and related travel for ICASS personnel, and
- ✓ ICASS summer hires, roving secretaries & other part-time or temporary workers

Cost Items Removed → and New Cost Center:

- ✗ indirect motor pool operations → placed directly into the cost centers they support
- ✗ ICASS telephone tolls → Reception, Switchboard and Telephone (6195)

