

# ICASS Standard 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
Security Services	5880	Basic Package count plus LE Staff (a)	Static as of 5/1	HRO -->RSO (c)	YES
<b>General Services:</b>					
▪ Vehicle Maintenance	6132	Number of USG vehicles maintained	Static as of 5/1	GSO	NO
▪ Administrative Supply	6133	Dollar value of all supplies issued to an agency	Cumulative, 5/1—4/30	GSO	NO
▪ Procurement Services	6134	Number of executed procurement documents (3)	Cumulative, 5/1—4/30	GSO	NO
▪ Reproduction Services	6135	No. of Copies Printed/Reproduced at agency request	Cumulative, 5/1—4/30	GSO	NO
▪ Shipping and Customs	6136	Number of shipments sent/received	Cumulative, 5/1—4/30	GSO	NO
▪ Motor Pool Services	6139	Number of <i>kilometers</i> driven	Cumulative, 5/1—4/30	GSO	NO
▪ Non-expendable Property Management	6143	<i>No. of USDH and other staff as counted in Basic Package plus No. of LE Staff (a) multiplied by factor of 0.2</i>	Static as of 5/1	GSO	YES
▪ Leasing Services	6148	Number of leases maintained	Static as of 5/1	GSO	YES
▪ Travel Services	6462	No. of times official travelers access services	Cumulative, 5/1—4/30	GSO	YES
Household Furniture, Furnishings and Appliance Pools	6144	Number of housing units furnished by the pool	Static as of 5/1	GSO	YES
Basic Package Services <b>MANDATORY</b>	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
<b>Information Management Services:</b>					
▪ Pouching	6192	Total weight of pouches sent	Cumulative, 5/1—4/30	IMO	YES
▪ Mail and Messenger	6194	No. of USDH, 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
▪ Reception, Switchboard and Telephone Services	6195	Number of devices connected to the central switchboard	Static as of 5/1	IMO	NO
<b>Financial Management Services:</b>					
▪ Budgets and Financial Plans	6211	<i>Number of hours</i> spent on budgets and financial plans for each agency	Cumulative, 5/1—4/30	FMO	NO
▪ Accounts and Records	6221	No. of obligations in accounting system of record	Cumulative, 5/1—4/30	FMO	YES
▪ Payrolling	6222	No. of employees receiving payroll services	Static as of 5/1	FMO	YES
▪ Vouchering	6223	No. of strip codes processed as reported in the accounting system of record	Cumulative, 5/1—4/30	FMO	YES
▪ Cashiering	6224	No. of strip codes processed as reported in the accounting system(s) of record including cashier collections and disbursements and accommodation exchange transactions	Cumulative, 5/1—4/30	FMO	NO

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<b>Human Resources:</b>					
▪ Human Resources - U.S. Citizen Services	6441	Number of USDH and certain authorized TCNs, US Contractors and others as defined in 6 FAH-5 H-350	Static as of 5/1	HRO	YES
▪ Human Resources - LE Staff (a)	6451	Number of LE Staff (a) serviced (4)	Static as of 5/1	HRO	YES
<b>Community Liaison Services MANDATORY</b>	6443	No. of USDH, authorized TCNs, US Contractors plus dependents (5)	Static as of 5/1	CLO	YES
<b>Building Operations:</b>					
▪ GO/LTL Residential Bldg. Ops.	7810	Gross Square Meters occupied	Static as of 5/1	GSO	NO
▪ GO/LTL Non-Residential Bldg. Ops.	7820	Gross Square Meters occupied (6)	Static as of 5/1	GSO	NO
▪ STL Residential Building Ops.	7850	Gross Square Meters occupied	Static as of 5/1	GSO	NO
▪ STL Non-Residential Building Ops.	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	--	--	

(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. 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-341.4d

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-341.3. LE Staff (a) are not included in this count.

3. Executed procurement documents include purchase orders, contracts, requisitions, delivery tickets against BPAs, purchase card purchases, petty cash actions etc., processed by the Procurement Section. Posts must utilize the following weighted categories: Acquisitions greater than \$100,000 = 3; Acquisitions greater than \$3,000 up to and including \$100,000 = 2; and Acquisitions of \$3,000 or less = 1. See 6 FAH-5 H-341.7-3.

4. 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-341.11-2d

5. 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-341.2.

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-341.12-2d.

7. Unassigned office and functional space is shared by tenant agencies. See 6 FAH-5 H-341.12-4d and 15 FAM 162.2.

**NB: Please refer to 6 FAH-5 H-340 for further clarification as needed.**