

# ICASS LITE Cost Center Distribution Factors

October 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 <i>family members (2)</i>  | Static as of 5/1                 | HRO -->MED (c)           | YES        |
| Non-Residential Local Guard Program Services                 | 5826                  | <i>Gross Square Meters Assigned</i>  | Static as of 5/1                 | GSO -->RSO (b)           | NO         |
| Security Services  | 5880                  | Basic Package count plus LE Staff (a)  | <i>Static as of 5/1</i>          | <i>HRO --&gt;RSO (c)</i> | YES        |
| 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                  | <i>No. of USDH and other staff as counted in Basic Package plus No. of LE Staff (a) multiplied by factor of 0.2 (3)</i>  | Static as of 5/1                 | HRO -->GSO (c)           | YES        |
| <b>Basic Package Services</b> <b>MANDATORY</b>               | 6150                  | No. of USDH, authorized TCNs and US Contractors and others as described in 6 FAH-5 H-352   | Static as of 5/1                 | HRO                      | YES        |
| Information Management Services (d)                          | 6196                  | Number of USDH and authorized TCNs, US Contractors and others as described in 6 FAH-5 H-352 <i>(If no USDH or</i>  | Static as of 5/1                 | HRO -->IMO (c)           | YES        |
|  | <i>Mandatory</i> 0099 | <i>authorized personnel, then the count is "one" for that agency)</i>  |                                  |                          |            |
| Financial Management Services                                | 6225                  | No. of Strip Codes Processed for cashier and non-cashier transactions plus accommodation exchange transactions as reported in the accounting system(s) of record | Cumulative, 5/1 - 4/30           | FMO                      | YES        |
| <b>Community Liaison Office Services</b><br><b>MANDATORY</b> | 6443                  | No. of USDH, authorized TCNs, US Contractors plus dependents (4)   | Static as of 5/1                 | HRO -->CLO (c)           | YES        |
| Human Resources Services                                     | 6445                  | Number of USDH, authorized TCNs, US Contractors and others per 6 FAH-5 H-352 and LE Staff serviced (a) (5)   | Static as of 5/1                 | HRO                      | YES        |
| <b>Building Operations</b>                                   |                       |  |                                  |                          |            |
| ▪ 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 <i>assigned (6)</i>  | 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 <i>assigned (7)</i>  | 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. Costs allocated are charged to a service provider's program account  | --                               | --                       | --         |

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- (a) LE Staff includes nationals of the host country, U.S. citizens hired locally (including EFMs) and other legal residents of the host country. LE Staff are hired and funded at post and may be full-time, part-time or temporary employees.
- (b) GSO provides measurements; RSO confirms the space that falls under the ICASS Local Guard Program.
- (c) HRO provides head counts; Action office validates subscribers.
- (d) A mandatory sub-cost center for ICASS telephone charges 6196-0099 is required. See 6 FAH-5 H-342.9-2 Note 3.

**Notes:**

1. The total number of post-serviced devices (e.g., workstations, servers, 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-342.4-4.
2. Number of USDH and others as described in 6 FAH-5 H-352, Categories of Personnel and family members who are included on the employee's travel orders and meet MED's eligibility requirements, 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-342.3-4. 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.
4. Number of USDH and others as described in 6 FAH-5 H-352, 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-342.2-4.
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 in recognition of ICASS maintenance of the Local Compensatoin Plan. See 6 FAH-5 H-342.11-4.
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-342.12-2(D).
7. Unassigned office and functional space is shared by tenant agencies. See 6 FAH-5 H-342.12-4(D) and 15 FAM 162.2.

**NB: Please refer to 6 FAH-5 H-342 for further clarification as needed.**