



**USAID**  
FROM THE AMERICAN PEOPLE

ADS Chapter 520  
International Cooperative  
Administrative Support Services (ICASS)

Revision Date: 03/27/2008  
Responsible Office: M/OMS  
File Name: 520\_032708

**Functional Series 500 – Management Services  
ADS 520 – International Cooperative Administrative Support Services (ICASS)**

*This chapter has been revised in its entirety.*

**Table of Contents**

<a href="#"><u>520.1</u></a>	<a href="#"><u>OVERVIEW</u></a> .....	<a href="#"><u>3</u></a>
<a href="#"><u>520.2</u></a>	<a href="#"><u>PRIMARY RESPONSIBILITIES</u></a> .....	<a href="#"><u>3</u></a>
<a href="#"><u>520.3</u></a>	<a href="#"><u>POLICY DIRECTIVES AND REQUIRED PROCEDURES</u></a> .....	<a href="#"><u>4</u></a>
<a href="#"><u>520.3.1</u></a>	<a href="#"><u>USAID Serving as an Alternative Service Provider</u></a> .....	<a href="#"><u>4</u></a>
<a href="#"><u>520.3.2</u></a>	<a href="#"><u>Using ICASS Services at Missions</u></a> .....	<a href="#"><u>4</u></a>
<a href="#"><u>520.3.3</u></a>	<a href="#"><u>ICASS Agency Billing Codes</u></a> .....	<a href="#"><u>5</u></a>
<a href="#"><u>520.3.4</u></a>	<a href="#"><u>Obligations</u></a> .....	<a href="#"><u>6</u></a>
<a href="#"><u>520.4</u></a>	<a href="#"><u>MANDATORY REFERENCES</u></a> .....	<a href="#"><u>6</u></a>
<a href="#"><u>520.4.1</u></a>	<a href="#"><u>External Mandatory References</u></a> .....	<a href="#"><u>6</u></a>
<a href="#"><u>520.4.2</u></a>	<a href="#"><u>Internal Mandatory References</u></a> .....	<a href="#"><u>6</u></a>
<a href="#"><u>520.5</u></a>	<a href="#"><u>ADDITIONAL HELP</u></a> .....	<a href="#"><u>6</u></a>
<a href="#"><u>520.6</u></a>	<a href="#"><u>DEFINITIONS</u></a> .....	<a href="#"><u>7</u></a>

## ADS 520 – International Cooperative Administrative Support Services (ICASS)

### 520.1 OVERVIEW

Effective Date: 03/27/2008

The International Cooperative Administrative Support Services (ICASS) program is a program through which the U.S. Government provides and shares the cost of common administrative support at posts overseas. USAID is a participant agency in ICASS. This chapter provides policy and procedures for USAID's participation in ICASS at posts abroad.

### 520.2 PRIMARY RESPONSIBILITIES

Effective Date: 03/27/2008

- a. The **Bureau for Management, Overseas Management Staff (M/OMS)** is responsible for overseeing the entire ICASS program for USAID operations worldwide.
- b. The **Bureau for Management, Budget Division, Office of Management Policy, Budget and Performance (M/MPBP/BUD)** is responsible for reviewing USAID's ICASS invoices and ensuring prompt payment to the Department of State.
- c. **USAID Missions** are responsible for determining which ICASS administrative services are necessary for operations at post.
- d. The **USAID Mission Executive Officer (EXO)** is responsible for ensuring that ICASS documents, workload counts, and time allocation counts are accurate and that USAID receives its subscribed services.
- e. The **USAID Controller** ensures that funds are available to pay post ICASS bills.
- f. The **Assistant Administrator, Bureau for Management (AA/M), or designee**, represents USAID as a board member on the Interagency ICASS Executive Board (IEB).
- g. At posts where USAID is the service provider, the **USAID Mission Director** is responsible for ensuring that the best service is provided at the lowest possible cost for all agencies subscribing to the service.
- h. The **Chief of Mission** is responsible for oversight of ICASS and has ultimate responsibility for ensuring that all ICASS operations work at the Mission.
- i. The **Interagency ICASS Executive Board (IEB)** reviews and formulates ICASS policy, resolves issues raised by post ICASS Councils, and serves as the final appellate body for ICASS disputes. The Interagency ICASS Working Group serves as the staff arm of the IEB to resolve policy issues of common concern.

### 520.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 03/27/2008

All agencies operating overseas are required to participate in ICASS. The level of participation will vary from post to post, depending on need. The policy guidance on ICASS that USAID Missions designated as service providers must adhere to is located in [6 FAH-5, ICASS Handbook](#), available at <http://www.state.gov/m/a/dir/regs/fah/c23257.htm>.

In accordance with a Joint Management Council initiative (please see <http://www.jmc.gov>), participation in many services offered through ICASS may be required for Missions that are collocated within an embassy compound. Regardless of location, all Missions are required to subscribe to the Basic Package and Community Liaison Office Cost Centers, which are mandatory.

ICASS attempts to provide the best service for the lowest cost to customers. ICASS provides the tools and incentives to achieve significant reductions in support costs under the concept of a U.S. Government that "works better and costs less." Please see [6 FAH-5 H-203, ICASS Precepts](#), for more information on the specific policies and procedures to be followed by USAID ICASS service providers.

#### 520.3.1 USAID Serving as an Alternative Service Provider

Effective Date: 03/27/2008

In locations where USAID is not collocated within an embassy compound, and where it is cost-effective to do so, USAID may offer itself as an alternative service provider (ASPs). Before a Mission can become an alternative service provider, the post's ICASS Council must approve USAID as a service provider, and each agency receiving the service must sign a memorandum of understanding with USAID. The memorandum of understanding and signed invoices from local customer agencies will assist M/MPBP in collecting the funds from the agencies that are subscribing to ICASS services offered by USAID. (See [6 FAH-5 Exhibit H-212, Memorandum of Understanding \(MOU\)](#), and [6 FAH-5 Exhibit H-212.1, Subscription of Services](#)). Further guidance on the procedures required of ASPs is articulated in [ADS 635](#).

#### 520.3.2 Using ICASS Services at Missions

Effective Date: 03/27/2008

The Mission Director, in conjunction with the EXO and Controller, must review which ICASS services are required for the Mission to operate effectively. Where an agency billing code indicates use of an appropriation other than OE, the funded entity must clear the invoice or other documents before the Mission Director or EXO signs. (See [Detailed Guidance on How to Open a USAID Mission](#)) Once the services have been identified, the Mission Director must sign a memorandum of understanding with the service provider indicating the services to which USAID is subscribing.

### 520.3.3 ICASS Agency Billing Codes

Effective Date: 03/27/2008

ICASS Agency Codes have been established to assist missions track costs for ICASS services against the accounts that benefit from the services. See ADS 601 for more details. The codes available for USAID missions to reference when they subscribe to services are as follows and should be utilized to the maximum extent possible.

7200.6 AID-PEPFAR-ADM Staff Support  
 7200.7 AID-PEPFAR-Program Staff Support  
 7203.1 AID Operating Expenses, Missions  
 7203.2 Operating Expense Regional Programs  
 7203.3 AID ICASS Support (*comment - to be used by alternate service provider missions only*)  
 7210.0 AID Inspector General Operating Expenses  
 7222.0 AID Development Assistance  
 7222.1 AID Development Assistance regional support  
 7223.0 AID Child Survival & Disease Fund  
 7223.1 AID CSD regional support  
 7224.0 AID - USAID Project Implementation support for Millennium Challenge Account  
 7226.0 AID Support for Eastern European Democracy  
 7226.1 AID SEED regional support  
 7227.0 AID Freedom Support Act  
 7227.1 AID Freedom Support Act regional support  
 7228.0 AID Economic Support Fund  
 7228.1 AID Economic Support Fund - regional support  
 7229.0 AID-International Disaster Assistance  
 7230.0 AID-Office of Transition Initiatives  
 7232.0 AID-Andean Counter Narcotics Initiative - admin  
 7232.1 AID-Andean Counter Narcotics Initiative - program  
 7250.0 AID-PL 480 Programs

Note that these codes change periodically. The ICASS codes originate from the ICASS software. The ICASS Service Center notifies agencies of updates made to the codes via cables.

USAID's representative on the Washington ICASS Working Group (IWG) is the sole entity responsible for requesting the ICASS Service Center (ISC) to make changes to the coding scheme. All mission suggestions for changes should be directed to the OMS IWG representative. The ISC does not honor requests to create new agency codes for the sole purpose of assisting an agency track ICASS costs in accordance with internal data elements of its accounting system.

These codes are the only valid USAID billing codes to be used. No other USAID codes are acceptable. **(See [ADS 601, Funding Source Policy](#), for information on support costs)**

**520.3.4 Obligations**  
Effective Date: 03/27/2008

USAID Missions are responsible for reviewing all ICASS invoices for ICASS services received and verifying that funds are available to cover these invoices. The Agency will generally be billed 70 percent of the prior year ICASS bill from the Department of State during the first quarter of the fiscal year. This bill is used to recapitalize the Department of State Working Capital Fund. ICASS will generate final invoices for the current year during the third quarter of that year. The difference between the current year final bill and 70 percent of the prior year amount will be invoiced during the last quarter of the fiscal year. If USAID is an ICASS service provider, these same time frames apply to invoicing the other agencies that are receiving USAID ICASS services. (See [ADS 621.3.3.k, Obligations](#))

**520.4 MANDATORY REFERENCES**  
Effective Date: 03/27/2008

**520.4.1 External Mandatory References**  
Effective Date: 03/27/2008

- a. [6 FAH-5, ICASS Handbook](#)
- b. [6 FAH-5 H-018, ICASS Precepts](#)
- c. [6 FAH-5 H-212, Memorandum of Understanding \(MOU\)](#)
- d. [6 FAH-5 H-212.1, Subscription of Services](#)
- e. The ICASS Web site: <http://www.icass.gov>

**520.4.2 Internal Mandatory References**  
Effective Date: 03/27/2008

- a. The USAID intranet Web site (under EXO Toolbox and ICASS): <http://inside.usaid.gov/> [Note: This is only available to users of the USAID intranet.]
- b. [ADS 601, Funding Source Policy](#)
- c. [ADS 621, Obligations](#)
- d. [ADS 635, Working Capital Fund](#)

**520.5 ADDITIONAL HELP**  
Effective Date: 03/27/2008

- a. [Acronyms Commonly Related to ICASS](#)

b. [Detailed Guidance on How to Open a USAID Mission](#)

**520.6 DEFINITIONS**

Effective Date: 03/27/2008

The terms and definitions listed below have been incorporated into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

**International Cooperative Administrative Support Service (ICASS)**

ICASS is a customer-driven, voluntary interagency system for managing and funding administrative support services abroad. It gives posts the authority to determine how services are delivered, at what cost, and by whom; has customer service standards established by the post, with the service provider formally accountable to the customer; and incorporates a full cost recovery system through a no-year working capital fund. (Chapter 520)

520\_032708\_w042908