



**USAID**  
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ADS Chapter 520  
International Cooperative  
Administrative Support Services (ICASS)

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

### 520.1 OVERVIEW

Effective Date: 03/27/2008

This chapter provides the mandatory policies and required procedures for USAID's participation in the International Cooperative Administrative Support Services (ICASS) program at posts abroad. Through the ICASS program, the U.S. Government provides and shares the cost of common administrative support at posts overseas.

### 520.2 PRIMARY RESPONSIBILITIES

Effective Date: 01/29/2020

- a. The **Bureau for Management, Office of Management Services, Overseas Management Division (M/MS/OMD)** oversees the entire ICASS program for USAID operations worldwide and provides the USAID representative to the Washington ICASS Working Group (IWG) facilitated by the Department of State. At posts where USAID is the Alternate Service Provider, M/MS/OMD is responsible for invoicing and initiating the collection of funds from agencies that subscribe to ICASS services offered by USAID.
- b. The **Bureau for Management, Office of Management Policy, Budget and Performance, Budget Division (M/MPBP/BUD)** reviews USAID's ICASS invoices and ensures prompt payment to the Department of State.
- c. **USAID Missions** determine which ICASS administrative services are necessary for operations at post.
- d. The **USAID Mission Executive Officer (EXO)** ensures that ICASS documents, invoices, workload counts, and time allocation counts are accurate. The EXO also ensures that ICASS lives up to its operating principles, is responsive to USAID's requests and provides the agreed upon subscribed services. The EXO serves on the ICASS Budget Committee and/or ICASS Council as needed.
- e. The **USAID Controller** ensures that funds are available to pay post ICASS bills and, along with the EXO, reviews ICASS invoices for accuracy. The Controller serves on the ICASS Budget Committee and ICASS Council as needed. The Controller also works with the EXO to conduct periodic analyses of ICASS services to identify potential areas for ICASS cost savings.
- 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 **ICASS Alternate** Service Provider (ASP), the **USAID Mission Director** ensures that the best service is provided at the lowest possible cost for all agencies subscribing to the service.

**h.** The **Chief of Mission** oversees 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 **and develop the annual ICASS worldwide budget target.**

**j.** The **Bureau for Management, Office of the Chief Financial Officer (M/CFO)** is responsible for the billing and collection of funds from agencies that subscribe to ICASS services offered by USAID.

### **520.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES**

Effective Date: 01/29/2020

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](#).

Participation in many services offered through ICASS may be required for Missions unless specific waivers have been made. It is mandatory for all Missions to subscribe to the Basic Package, **Health Services**, Community Liaison Office **Services**, and Security Services Cost Centers.

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." See [6 FAH-5 H-018, 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 Alternate Service Provider**

Effective Date: 01/29/2020

In locations where it is cost-effective to do so, USAID may offer itself as an Alternate Service Provider (ASP). Missions interested in this approach must consult with M/MS/OMD prior to taking any steps at post. There are limited circumstances under which USAID may offer itself as an Alternate Service Provider. In such circumstances, 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/MS/OMD** in initiating the collection of funds from the agencies that are subscribing to ICASS services offered by USAID. (See [6 FAH-5 Exhibit H-211, Memorandum of Understanding \(MOU\)](#), and [6 FAH-5 Exhibit H-211.1, Subscription of Services](#)). **The USAID ASP staff at post will generate the MOU and the Subscription of Services agreement in the ICASS software. Access to the software is a mandatory requirement when becoming an ASP. To request an access to the ASP node of the**

ICASS software or post a question on how to become an ASP, send an email to [m.ms.omd.icass.support@usaid.gov](mailto:m.ms.omd.icass.support@usaid.gov).

Further guidance on the procedures required of ASPs is articulated in [ADS 635, Working Capital Fund](#).

### **520.3.2 Using ICASS Services at Missions**

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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 operating expense (OE), it is recommended that the funded entity clear the invoice or other documents before the Mission Director or EXO signs (see [ADS 527maa, 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: 01/29/2020

ICASS Agency Codes have been established to distinguish and appropriately allocate costs between USAID appropriations benefiting from ICASS services (see [ADS 601, Funding Source Policy](#) 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 (ASP) 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

*Text highlighted in yellow indicates that the adjacent material is new or substantively revised.*

- 7229.0 AID-International Disaster Assistance
- 7230.0 AID-Office of Transition Initiatives
- 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. **Contact M/MS/OMD ([m.ms.omd.icass.support@usaid.gov](mailto:m.ms.omd.icass.support@usaid.gov)) for information on ICASS codes.**

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 M/MS/OMD IWG representative. **The head of M/MPBP/BUD will make the final determination on whether a new code should be created.** The ISC does not honor requests to create new agency codes for the sole purpose of assisting an agency to track ICASS costs in accordance with internal data elements of its accounting system. **Each code is intended to represent distinct USAID appropriations.**

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: 01/29/2020

USAID Missions review all ICASS invoices for ICASS services received and verify 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 **Alternate** Service Provider, **ASP specific** timeframes apply to invoicing the other agencies that are receiving USAID ICASS services (**see procedures articulated in [ADS 635, Working Capital Fund](#) and [ADS 621, Obligations](#)**).

### **520.4 MANDATORY REFERENCES**

#### **520.4.1 External Mandatory References**

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- a. [6 FAH-5, ICASS Handbook](#)
- b. [6 FAH-5 H-016, ICASS Precepts](#)
- c. [6 FAH-5 H-211, Memorandum of Understanding \(MOU\)](#)

- d. [6 FAH-5 H-211.1, Subscription of Services](#)
- e. [ICASS](#)

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

- a. [ADS 527maa, Guidance on How to Open a USAID Mission](#)
- 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](#)

**520.6 DEFINITIONS**  
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See the [ADS Glossary](#) for all ADS terms and definitions.

**Alternate Service Provider (ASP)**

Where it is cost effective and the post ICASS Council have approved, it is possible for other agencies such as USAID to operate as an ICASS Alternate Service Provider (ASP). ASPs follow the same rules/regulations/timelines as ICASS and operate in the same manner. An ASP may provide one or more services for other agencies, including the Department of State. (Chapter 520)

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

The International Cooperative Administrative Support Services (ICASS) system is the principal means by which the U.S. Government provides and shares the cost of common administrative support at its more than 250 diplomatic and consular posts overseas. The Department of State is the primary service provider and it offers these administrative support services to other agencies under its non-Economy Act authorities contained in 22 USC 2695 and 2684. ICASS is, for the most part, a voluntary system. Agencies select from a list of cost centers (which are “bundles” of services) which services they would like to receive via the ICASS system. Agencies may obtain services from non-ICASS sources or self-provide services as long as there is no duplication of the ICASS platform. (Chapter 520)

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