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ADS Chapter 520
International Cooperative
Administrative Support Services (ICASS)

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Functional Series 500 – Management Services
ADS 520 – International Cooperative Administrative Support Services (ICASS)
POC for ADS 520: See [ADS 501maa, ADS Chapters and Point of Contact List](#)

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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: 04/13/2023

- a. The **Bureau for Management, Office of Management Services, Overseas Management Division (M/MS/OMD)** oversees the 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 (ASP), 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 post's 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 USAID Controller serves on the post's ICASS Budget Committee and ICASS Council as needed. The USAID Controller also works with the EXO to conduct periodic analyses of ICASS services to identify potential areas for ICASS cost savings.
- f. At posts where USAID is the ICASS ASP, the **USAID Mission Director** ensures that the best service is provided at the lowest possible cost for all agencies subscribing to the service.
- g. The **Chief of Mission** oversees the ICASS **program at post** and has ultimate responsibility for ensuring that all ICASS operations work at the Mission.

h. 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 and develop the annual ICASS worldwide budget target.

i. The **Assistant Administrator, Bureau for Management (AA/M), or designee**, represents USAID as a board member on the Interagency ICASS IEB.

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 **as well as working with M/MPBP/BUD on ICASS invoices.**

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 varies 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 approved. Missions must 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 (USG) that "works better and costs less." See [6 FAH-5 H-010, ICASS Functions](#) for more information on the specific policies and procedures for USAID ICASS service providers.

520.3.1 USAID Serving as an Alternate Service Provider

Effective Date: 04/13/2023

In locations where it is cost-effective to do so, USAID may offer itself as an 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 ASP. 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 (MOU) with USAID. The MOU and signed invoices from local customer agencies assists 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 generates 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 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.ond.icass.support@usaid.gov.

Annually, M/MS/OMD prepares reimbursable agreements and billing statements (or invoices) to collect funds for ICASS services that customer agencies consume at the ASP post(s). USAID's ICASS Advisor, or designee, signs these agreements. M/MS/OMD coordinates with the Bureau for Management, Office of the Chief Financial Officer, Cash Management and Payments Division (M/CFO/CMP) to collect these funds from the ASP's customer agencies via Intra-Governmental Payment and Collection (IPAC). With the mandate to implement the [G-Invoicing](#) system, which is the long-term solution for federal agencies to manage their intragovernmental Buy/Sell transactions, M/MS/OMD will migrate the agreements and collections of ASP invoices to the new process by October 2023.

Further guidance on required procedures for ASPs can be found in [ADS 635, Working Capital Fund](#).

520.3.2 Using ICASS Services at Missions

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The Mission Director, or Country Representative in locations without a 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 Country Representative, or designee such as the EXO, signs the documents (see [ADS 527maa, Administrative Guidance on How to Open an Overseas Operating Unit](#)). Once the services have been identified, the Mission Director or Country Representative, or designee, must sign a MOU with the service provider indicating the services to which USAID is subscribing. In non-presence countries without a Country Representative or Acting Country Representative and in locations where a Mission Director or Acting Mission Director has not been named, the EXO responsible for servicing the location is the authorized representative to sign.

520.3.3 ICASS Agency Billing Codes

Effective Date: 04/13/2023

ICASS Agency Codes were 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:

- a. 7200.6 AID-PEPFAR-ADM Staff Support
- b. 7200.7 AID-PEPFAR-Program Staff Support

- c. 7203.1 AID Operating Expenses, Missions
- d. 7203.2 Operating Expense Regional Programs
- e. 7203.3 AID ICASS Support (comment - to be used by ASP Missions only)
- f. 7210.0 AID Inspector General Operating Expenses
- g. 7222.0 AID Development Assistance
- h. 7222.1 AID Development Assistance regional support
- i. 7223.0 AID Child Survival & Disease Fund
- j. 7223.1 AID CSD regional support
- k. 7226.0 AID Assistance for Europe, Eurasia and Central Asia
- l. 7227.0 AID Freedom Support Act
- m. 7228.0 AID Economic Support Fund
- n. 7228.1 AID Economic Support Fund - regional support
- o. 7229.0 AID-International Disaster Assistance
- p. 7230.0 AID-Office of Transition Initiatives
- q. 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.omb.icass.support@usaid.gov) for information on ICASS codes.

USAID's representative on the Washington 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 makes 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. No other USAID codes are acceptable (see [ADS 601, Funding Source Policy](#) for information on support costs).

520.3.4 Obligations
Effective Date: 04/13/2023

USAID Missions review all ICASS invoices for ICASS services received and verify that funds are available to cover these invoices (see [ADS 634.3.3, Administrative Control of Funds](#) for additional information on availability of funds). 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
Effective Date: 03/27/2008

- 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, Administrative Guidance on How to Open an Overseas Operating Unit](#)
- 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

Effective Date: 01/29/2020

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

Alternate Service Provider (ASP)

Where it is cost effective and the post International Cooperative Administrative Support Services (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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