**WHAT IS ICASS**

* ICASS is an acronym for International Cooperative Administrative Support Services.
* ICASS is the State Department’s platform for delivering shared administrative services to USG subscriber agencies at U.S. embassies worldwide operating under COM authority.
* ICASS services are provided solely under State’s basic operating authorities, specifically 22 USC §2695. The Economy Act is not applicable.
* ICASS operates on a 100% reimbursable cost basis.
* ICASS is not mandatory, except for certain circumstances related to working under COM authority.

**ICASS IN THE EMBASSIES**

* ICASS services are requested/delivered on an embassy-by-embassy basis.
* Customers play a significant role in how business is done in the delivery of shared administrative services.
* Every embassy operates its own ICASS program in coordination with post ICASS Councils and post ICASS Budget Committees, both made up of subscriber agencies representatives.
* These groups meet 3-4 times a year regarding ICASS workload counts, ICASS MOUs/Service Subscriptions, and Initial/Final ICASS budgets and invoices.

**ICASS IN WASHINGTON**

* ICASS Executive Board (IEB) is the highest-level ICASS policy-making body. Its role is to set the strategic vision for ICASS. Meets quarterly.
* ICASS Working Group (IWG) keeps the ICASS Executive Board (IEB) informed on ICASS issues, resolves issues raised by posts or agencies, and presents policy issues for IEB decision/ratification. Meets monthly. An ICASS Budget Committee meets monthly.
* The ICASS Service Center (ISC) acts a secretariat to the IEB and IWG.
* Keep the ISC looped in on POC changes so ICASS communications are sent to the correct POCs and invoices don’t go unpaid.

**ICASS BILLING**

* All ICASS billing is done at the HQ level.
* ICASS invoice payment is not open-ended. 90-days to complete payment.
* If no payment is made within 90 days, then an additional 180-days (270-days total) followed by mandatory worldwide service suspension/termination.
* Top ICASS invoice problems:
	+ ICASS Invoice (DS-1605) not signed
	+ No fund source identified from which to collect payment
	+ Full line of accounting (LOA) not provided. This is a DFAS & Treasury requirement

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