**ICASS Training Overview for Customer Agencies at Post**

This document is a curated list of the different training resources available to help you understand ICASS and your role as a customer at post. If you are new to ICASS, we recommend you start with the first offerings on the list. If you have additional time or already know the basics, proceed to subsequent sections. Key documents are listed below. All training offerings, unless otherwise noted, are available to both USDH and LE staff.

***Start with:***

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| **Course Name** | **Delivery Method** | **Time Commitment** | **Notes** |
| [ICASS Basics](https://www.icasstraining.com/training-basics) | Video – Scroll down to | 15 minutes | Basic overview. |
| [ICASS Post Governance](https://www.icasstraining.com/training-basics) | 10 minutes | Basic overview. |
| [How to Ensure your ICASS Bill is Fair and Accurate](https://www.icasstraining.com/training-basics) | 10 minutes | Builds off basics. |
| ICASS Executive Summary – Quarterly: click on links:  [All USG](https://teams.microsoft.com/l/meetup-join/19%3A8a19ffe84cbe4712b6f2fedb2236371a%40thread.skype/1634151696871?context=%7B%22Tid%22%3A%2266cf5074-5afe-48d1-a691-a12b2121f44b%22%2C%22Oid%22%3A%22c4e9a657-4075-4393-982c-5e5c6904158a%22%2C%22MessageId%22%3A%221634151696871%22%7D) **Or call in (audio only)** +1 509-824-1908  - Phone Conference ID: 804 092 781#  *or* [CDC](https://teams.microsoft.com/l/meetup-join/19%3ae4b92c3ba5c0439687f352145f42de79%40thread.skype/1634150543046?context=%7b%22Tid%22%3a%2266cf5074-5afe-48d1-a691-a12b2121f44b%22%2c%22Oid%22%3a%22c4e9a657-4075-4393-982c-5e5c6904158a%22%7d) **Or call in (audio only)** +1 509-824-1908 - Phone Conference ID: 782 862 165# | Live Webinar via MS Teams - Ad with direct link to attend will be sent out to ICASS bill payers 2 weeks before the event. | 60 minutes | Conducted once per quarter.  -CDC session is only for CDC |
| ICASS Basics for Overseas Posts (GFS33) | FSI Distance Learning – contact your agency Training Coordinator or FSI Registrar\* | 1-2 hours | Broad in depth overview. |

***Next, move on to:***

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| **Course Name** | **Delivery Method** | **Time Commitment** | **Notes** |
| [ICASS Invoice Billing- Post Component](https://www.icasstraining.com/training-invoicing) - Guides you thru how post invoice is created and the post invoice timeline. | Video - scroll down on page to click and view | 10 minutes | Highly recommended. |
| [ICASS TDY Post Policy and Invoices -](https://youtu.be/cjNk1birhvQ)  Overview of TDY post policy, review different categories of TDY charges and answer some of the FAQS from the field. | Video - click and view | 16 minutes | Highly recommended. |
| [Time Allocation in ICASS](http://deliver.courseavenue.com/login/ICASS) | Distance Learning – Sign in with username & password. Then select course from ICASS Library. | 10 minutes | Builds off basics. |
| [Workload Counts](http://deliver.courseavenue.com/login/ICASS) | 10 minutes | Builds off basics. |
| [MOU & Subscription of Service](https://www.youtube.com/watch?v=RSRZYiT_AX8&feature=youtu.be) | Video - click & view | 5 minutes | Builds off basics. |
| [Workload Count Modification](https://www.youtube.com/watch?v=JXI9wcroN0s&feature=youtu.be) | Video - click & view | 10 minutes | Builds off basics. |

***If you have additional time:***

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| **Course Name** | **Delivery Method** | **Time Commitment** | **Notes** |
| [ICASS Meeting Schedule](https://www.icasstraining.com/training-mps) - Videos based on meetings that are structured around the ICASS budget cycle. Each video discusses the upcoming ICASS meeting at post. | Video Series - scroll down the page and select to view. In addition, links to each video will be sent directly to your inbox. | Varies: 10-20 minutes each | Please make sure the ISC has your email address. |
| ICASS Cost Distribution Fundamentals and Invoices (GFS34) | FSI DL – contact your agency Training Coordinator to register or contact FSI Registrar\* | 4-5 hours | Recommended if you work on ICASS budgeting/invoices. |

***To learn even more:***

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| **Course Name** | **Delivery Method** | **Time Commitment** | **Notes** |
| ICASS Basics (PA345)    **OR**  Working with ICASS (PA214) | FSI- In person. Contact your agency Training Coordinator to register or contact FSI Registrar\* | 2 days  4 days | Appropriate for beginner or intermediate level.  **OR**  Recommended if you work closely with ICASS. |

***\*FSI courses – the FSI Registrar’s Office at*** [***http://fsitraining.state.gov***](http://fsitraining.state.gov/) ***will provide additional instructions on how to register for FSI classes for both DOS and non-DOS students.***

***Key Documents:***

* **Cost Center Sheets**
  + [Standard Cost Center Sheet](https://elearningassets.com/customers/ICASS/files/current/Standard_Cost_Center_Sheet.pdf)
  + [Lite Cost Center Sheet](https://elearningassets.com/customers/ICASS/files/current/Lite_Cost_Center_Sheet.pdf)
  + [Standardize Sub-Cost Center sheet](https://elearningassets.com/customers/ICASS/files/current/Standardized_Sub-Cost_Center_Sheet.pdf)
* [Meeting Planning Schedule for ICASS Council and Budget Committee](https://elearningassets.com/customers/ICASS/files/current/Meeting_Planning_Schedule.pdf)
* [What is ICASS? (An Informative Overview](https://community.max.gov/pages/viewpage.action?pageId=1421707502)) - Due to SBU information, this document can is located on [www.Max.gov](http://www.Max.gov). You will need to log in with your Max.gov username and password and then it will redirect you to the document. If you do not have a Max.gov username then please register for one on Max.gov website.

Also, don’t forget to schedule a **consultation** with the ISC before arriving at a new post!

If you have any questions, please reach out to us at [ICASSServiceCenter@state.gov](mailto:ICASSServiceCenter@state.gov)