



# STANDARD - FY 2025

## COST CENTER SHEET

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*NOTE: All changes for FY 2025 in bold Italics.*

Function Code	Cost Center Name	Distribution Factor (DF) Description	Distribution Type	Modifiable	Office Responsible
<b>MANDATORY</b>					
5624	<b>Health Services</b>	Number of authorized USDH, Uniformed, TCNs, US Contractors and others as described in 6 FAH-5 H-352 plus eligible family members. <b>(4)</b>	Static	YES	HRO-->MED <b>(2)</b>
5880	<b>Security Services</b>	Number of authorized USDH, Uniformed, TCNs, US Contractors and others as described in 6 FAH-5 H-352 plus LE Staff. <b>(3)</b>	Static	YES	HRO-->RSO <b>(2)</b>
6150	<b>Basic Package Services</b>	Number of authorized USDH, Uniformed, TCNs, US Contractors and others as described in 6 FAH-5 H-352.	Static	YES	HRO
6443	<b>CLO Services</b>	Same Distribution Factor as Basic Package plus eligible family members. <b>(1)</b>	Static	YES	HRO-->CLO <b>(2)</b>
<b>INFORMATION MANAGEMENT</b>					
5458	<b>IM Technical Support Services</b>	Number of post serviced devices and number of post issued OpenNet user accounts. <b>(5)</b>	Static	NO	IMO
6192	<b>Pouching Services</b>	Total weight (in kgs) of outgoing pouches as reported in the official system of record.	Cumulative	NO	IMO
6194	<b>Mail &amp; Messenger Services</b>	Same Distribution Factor as Basic Package. If no USDH or other authorized personnel, the count is "one" under "Other".	Static	YES	HRO-->IMO <b>(2)</b>
6195	<b>Telecommunications and Radio Services</b>	Number of supported devices. <b>(6)</b>	Static	NO	IMO
<b>GENERAL SERVICES</b>					
6132	<b>Vehicle Maintenance Services</b>	Number of vehicles maintained.	Static	NO	GSO
6133	<b>Administrative Supply Services</b>	Dollar value of supplies issued to each agency.	Cumulative	NO	GSO
6134	<b>Procurement Services</b>	Number of executed procurement documents from the official system of record. <b>(7)</b>	Cumulative	NO	GSO
6135	<b>Reproduction Services</b>	Number of copies printed/reproduced at agency request, or for more advanced services, a fair and equitable methodology approved by the post Budget Committee.	Cumulative	NO	GSO
6136	<b>Shipping and Customs Services</b>	Number of inbound and outbound shipments processed.	Cumulative	NO	GSO
6139	<b>Motor Pool Services</b>	Number of kilometers driven from the official system of record. <b>(17)</b>	Cumulative	NO	GSO
6143	<b>Warehouse and Property Management Services</b>	Same Distribution Factor as Basic Package plus LE Staff <b>(3)</b> weighted by 0.2. <b>(8)</b>	Static	YES	HRO-->GSO
6148	<b>Leasing Services</b>	Number of leases maintained plus LQA/OHA leases serviced (as appropriate).	Static	YES	GSO
6462	<b>Travel Services</b>	Number of times travelers access services.	Cumulative	YES	GSO
6144	<b>FAP Management Services (9)</b>	Number of residential units Furnished by Pool.	Static	YES	GSO
6146	<b>FAP Annual Assessment (9)</b>	Number of subscribers.	Static	YES	GSO
<b>FINANCIAL MANAGEMENT</b>					
6211	<b>Budgets and Financial Services</b>	Number of hours spent preparing budgets and providing financial advice and assistance to customer agencies.	Cumulative	NO	FMO
6221	<b>Accounts and Records Services</b>	Number of obligations/changes to obligations as reported in <i>financial management</i> system of record.	Cumulative	YES <b>(11)</b>	FMO
6222	<b>Payrolling Services</b>	The number of employees in all categories receiving payroll services. <b>(10)</b>	Static	YES	FMO
6223	<b>Vouchering Services</b>	Number of strip codes processed for non-cashier transactions as reported in <i>financial management</i> system(s) of record.	Cumulative	YES <b>(11)</b>	FMO
6224	<b>Cashiering Services</b>	Number of strip codes processed for cashier collections and disbursements and number of accommodation exchange transactions as reported in <i>financial management</i> system of record.	Cumulative	NO	FMO
<b>HUMAN RESOURCES</b>					
6441	<b>HR Services - USDH</b>	Same Distribution Factor as Basic Package. <b>(10)</b>	Static	YES	HRO
6451	<b>HR Services - LE Staff</b>	Number of LE Staff. <b>(3) (12)</b>	Static	YES	HRO

Function Code	Cost Center Name	Distribution Factor (DF) Description	Distribution Type	Modifiable	Office Responsible
<b>LOCAL GUARD PROGRAMS</b>					
5821	Residential Local Guard Program Services	Number of annual guard hours at a residential unit.	Static	NO	RSO
5822	Non-Residential LGP/Single Agency Occupied Building Services	Number of annual guard hours at a non-residential single agency occupied building.	Static	NO	RSO
5823	Mobile Patrol Local Guard Program Services	Number of residential units (either single family house or apartment) covered by the mobile patrol. (13)	Static	NO	GSO>RSO
5826	Non-Residential Local Guard Program Services	Total number of net square meters assigned to each agency. (13)(14)(16)	Static	NO	GSO/FM->RSO
5827	Residential Security Systems	Number of Residential Units Covered. (13)	Static	NO	GSO/FM->RSO
<b>BUILDING OPERATIONS</b>					
7810	BO: GO/CL Residential Services	Total number of net square meters assigned per 15 FAM Exhibit 238(2). (14)	Static	NO	GSO/FM (15)
7820	BO: GO/CL Non-Residential Services	Total number of net square meters assigned. (14)	Static	NO	GSO/FM (15)
7850	BO: OL Residential Services	Total number of net square meters assigned per 15 FAM Exhibit 238(2). (16)	Static	NO	GSO/FM (15)
7860	BO: OL Non-Residential Services	Total number of net square meters assigned. (16)	Static	NO	GSO/FM (15)
<b>OTHER COST CENTERS</b>					
8790	Miscellaneous Costs	No distribution factor. Costs are distributed based on each agency's % of total service costs.	N/A	NO	N/A
0000	Non-ICASS Dual Positions	No distribution factor. Costs allocated are charged to a service provider's program account.	N/A	NO	N/A
0009	Non-ASP Dual Positions	No distribution factor. Costs allocated are charged to a service provider's program account.	N/A	NO	N/A
<b>Cost Center Distribution Notes:</b>					
<b>Note 1.</b> For 6443-CLO Services, the distribution factor is the number of USDH and others as described in 6 FAH-5 H-352, Categories of Personnel, plus eligible family members (including same sex domestic partners in accordance with 3 FAM 1612) listed on sponsor's assignment orders, whether they reside at post or not. Members of Household (MOH) and LE Staff (3) are not included. EFM's are counted as dependents. See 6 FAH-5 H-341.2-4.					
<b>Note 2.</b> For cost centers with a capitation distribution factor, HRO provides head counts; action office validates subscribers.					
<b>Note 3.</b> For 5880-Security Services, LE Staff includes nationals of the host country, U.S. citizens hired locally (including EFM's) and other legal residents of the host country. LE Staff are hired and funded at post and may be full-time, part-time or temporary employees.					
<b>Note 4.</b> For 5624-Health Services, the distribution factor is the number of USDH and others as described in 6 FAH-5 H-352, Categories of Personnel and eligible family members (including same sex domestic partners in accordance with 3 FAM 1612) who are included on the sponsor's assignment orders and meet MED's eligibility requirements, whether they reside at post or not. Contract personnel in accordance with the provisions of their contract and any other personnel approved by the Ambassador to receive services. LE Staff (3) are not included in this count. This cost center is modifiable in limited circumstances. See 6 FAH-5 H-341.3-4.					
<b>Note 5.</b> For 5458-IM Tech Support Services, the distribution factor is the total number of post-serviced devices (e.g., workstations, printers, scanners/digital senders, mobile communication devices [e.g., smart phones, tablets, laptops, RSA tokens, fobs, etc.]) and any serviced device connected to an ICASS-managed DIN; and the total number of post-issued OpenNet user accounts. The total number of individual OpenNet user accounts is weighted by a factor of 0.3 for all serviced agencies that maintain a separate IT network. See 6 FAH-5 H-341.4-4.					
<b>Note 6.</b> For 6195-Telecommunications and Radio Services, the distribution factor is the number of supported devices (e.g., virtual or hardline telephone extensions, fax machines, cellphones). Devices not connected to Open-Net. See 6 FAH-5 H-341.9-3.					
<b>Note 7.</b> For 6134-Procurement Services, executed procurement documents include purchase orders, contracts, requisitions, calls and task orders against BPAs, purchase card purchases, petty cash actions etc., processed by the Procurement Office. Posts must utilize the following weighted categories in the software: Formal Contracts greater than \$250,000 = 3; Simplified Acquisitions greater than \$10,000 up to and including \$250,000 = 2; and Micro Purchases of \$10,000 or less = 1. See 6 FAH-5 H-341.7-3(D).					
<b>Note 8.</b> For 6143-Warehouse and Property Management, ICASS LGP guard positions, OBO construction guard positions, and DS Surveillance Detection guards and Bodyguards are not counted in 6143-Warehouse Operations Services. All non-guard positions (i.e., Residential Security Coordinators and Equipment Technicians, Local Guard Coordinators/Clerks, SD Coordinators, etc.) are counted.					
<b>Note 9.</b> For 6144-FAP Services and 6146-FAP Annual Assessment, the workload will generally be the same. There is workload in 6144-FAP in the year that new subscribers buy into the pool, but for FAP AA or AP AA SSCC there is no workload in the year of the buy-in. Short-term positions are generally NOT counted in the SSCC. If an agency has pro-rated workload counts in the main 6144 cost center because they are abolishing a position or withdrawing from post, there is no workload count in this 6146 or 6146-X246. Each member of a tandem couple is included as a full count of "1".					
<b>Note 10.</b> For 6441-HR Services-USDH and 6222-Payrolling Services, Non-State USDHs and MSGs generally do not use or subscribe to HR and Payroll Services due to self provision of services.					
<b>Note 11.</b> For 6221-Accounts and Records Services and 6223-Vouchering Services are modifiable in limited circumstances with post budget committee approval. For example, if a "serviced agency" maintains its own accounts and records and utilizes only minimal services in this cost center. For vouchering services, an agency that certifies its own vouchers and uses this service to only process the payment may be granted a modification.					
<b>Note 12.</b> For 6451-HR Services LE Staff, some agencies with LE Staff (a) may provide some HR Services for themselves; however, they must subscribe to this cost center at a minimum 0.3 level because ICASS maintains the Local Compensation Plan. See 6 FAH-5 H-341.11-2 (D).					
<b>Note 13.</b> For 5823-Mobile Patrol and 5826-Non/Res LGP Services, and 5827-Residential Security Services the General Services Office (GSO) provides the number of residential units. Note: At some posts, mobile patrol may also cover non-residential facilities, but only the number of residential units are used as the distribution factor.					
<b>Note 14.</b> For 5826, 7810 and 7820 GO/CL workload count for unassigned GO/CL space is charged to State-Program as the Single Real Property Manager. For residential space see 6 FAH-5 H-341.12-1(D), for non-residential, see 6 FAH-5 H-341.12-2(D).					
<b>Note 15.</b> For 78XX cost centers, If post has no FM then GSO is responsible for the Building Operations workload counts.					
<b>Note 16.</b> For 7850-BO/OL Res and 7860-BO/OL Non-Res workload count and costs for unassigned residential space see 6 FAH-5 H-341.12-3(D) and 15 FAM 164; for unassigned non-residential space see 6 FAH-5 H-341.12-4(D) and 15 FAM 162.2.					
<b>Note 17.</b> For 6139-Motorpool Services, when motor pool vehicles are loaned to temporarily cover non-motor pool requirements for a period exceeding 30 days, the kilometers driven are not counted as workload. See 6 FAH-5 H-341.7-6 (D) Note 4 for details.					