



STANDARDIZED SUB-COST CENTERS (SSCC) FY 2025 DISTRIBUTION FACTORS (As of March 25 2024)

For certain services that are commonly provided at posts, ICASS uses Standardized Sub-Cost Center (**SSCC**) names and numbers as shown below. These names and numbers are programmed into the ICASS software for ease of use. If post does not offer these services, there is no need to include them in your budget. Section **6 FAH-5 H-341.15** provides detail for each SSCC. The “X” used in the first digit of the **SSCC** number represents the location: “0” is the embassy; “1” though “9” represent various locations in the mission. **All changes for FY 2025 are in bold Italics.**

Sub-Cost Center Code	Sub-Cost Center Name	Distribution Factor (DF) Description	Distribution Type	Modifiable	Office Responsible
ALL POSTS					
5821-X999	Local Guard Costs for Special Events	Total Additional Guard Hours for Special Events	Cumulative	NO	RSO
6146-X246	Appliance Pool (AP) Annual Assessment (Note 1)	No. of Subscribers to AP	Static	NO	GSO
7820-X099	Dedicated Storage	Total Net Square Meters Assigned	Static	NO	GSO/FM
7820-X821	BO GO CL Parking Lot No. 1 (Note 2)	No. Parking Spaces Assigned	Static	NO	GSO/FM
7820-X822	BO GO CL Parking Lot No. 2 (Note 2)	No. Parking Spaces Assigned	Static	NO	GSO/FM
7850-X799	Residential Make-Ready (Note 3)	Total Net Sq. Meters Residential Space Made Ready	Cumulative	NO	GSO/FM
7850-X899	Commissioning/Decommissioning (Note 4)	No. of Residences Commissioned/Decommissioned	Cumulative	NO	GSO/FM
7860-X099	Dedicated Storage	Total Net Square Meters Assigned	Static	NO	GSO/FM
7860-X861	BO OL Parking Lot No. 1 (Note 2)	No. Parking Spaces Assigned	Static	NO	GSO/FM
7860-X862	BO OL Parking Lot No. 2 (Note 2)	No. Parking Spaces Assigned	Static	NO	GSO/FM
LITE POSTS ONLY (See Note 6)					
6145-X132	Drive Cameras	No. of Vehicles with Drive Cams	Static	NO	GSO
6145-X133	Admin Supplies Issued (Note 6)	Dollar Value of Supplies Issued to Each Agency. See Note 6 about policy change in FY23.	Cumulative	NO	GSO/FMO
6445-X001	PLP Host Language Classes (Note 7)	No. of Personnel Registered	Cumulative	NO	HRO
6445-X002	PLP English Classes (Note 8)	No. of Personnel Registered	Cumulative	NO	HRO
STANDARD POSTS ONLY					
6132-X001	LGP Vehicle Maintenance (Note 9)	No. of DS LGP Vehicles Maintained	Static	NO	GSO
6132-X132	Drive Cameras	No. of Vehicles with Drive Cams	Static	NO	GSO
6133-X133	Admin Supplies Issued (Note 6)	Dollar Value of Supplies Issued to Each Agency. See Note 6 about policy change in FY23.	Cumulative	NO	GSO/FMO
6441-X001	PLP Host Language Classes (Note 7)	No. of Personnel Registered	Cumulative	NO	HRO
6451-X002	PLP English Classes (Note 8)	No. of Personnel Registered	Cumulative	NO	HRO

Standardized Sub-Cost Centers (SSCC) Distribution Factors Notes:

Note 1: SSCC 6146-X246 captures the annual assessment costs for the AP. AP AA is used only at posts that maintain just an appliance pool or at furnished posts that operate a separate AP for certain customers. Posts with an appliance pool must create a separate SSCC (X246) to capture the annual assessment for that pool. There is no workload in the FAP AA or AP SSCC in the year that new subscribers buy into the pool. Short-term positions are generally NOT counted. 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 6146. Each member of a tandem couple is included as a full count of "1".

Note 2: The distribution factor is the number of parking spaces. This is an exception to the rule requiring the use of the same distribution factor of the "parent" cost center. For 7820-X821/X822 BO GO CL Parking Lots or 7860-X861/X862 BO OL Parking Lots, for additional parking lots, assign the next number in the numerical sequence (i.e. X823, X824 or X863, X864, etc.). Unassigned parking spaces should be charged to 1901.0-ICASS. See detailed SSCC in 6 FAH-5 H-341.15-10.

Note 3: For 7850-X799 Residential Make-Ready, if painting, cleaning, or garden clean-up services are provided by in-house staff and/or augmented with contract labor, posts budget the staff time and additional contract staff as needed in this SSCC. BOE supplies for cleaning and gardening may be budgeted here, as well. The distribution factor is the cumulative number of square meters made ready for each agency (all property types: GO/CL/OL) during the period May 1 to April 30. Bulk painting supplies used for Make-Ready are funded by OBO/MCS. See detailed SSCC in 6 FAH-5 H-341.15-11. See also 6 FAH-5 H-524.

Note 4: For 7850-X899 Commissioning/Decommissioning, if costs are budgeted in ICASS as outlined in 6 FAH-5 H-522, the distribution factor is the cumulative total number of properties commissioned/decommissioned. This is an exception to the rule of using the distribution factor of the "parent" cost center. If post meets the "75% rule", the workload count will be charged only to 1901.0-ICASS. Posts that do not meet the 75% rule and that are not able to contract out this work, the workload count is the cumulative total number of properties commissioned for each agency. When commissioning/decommissioning activities are provided by in-house staff and/or augmented with contract labor, posts will budget the staff time and additional contract staff as needed to this SSCC. See detailed SSCC in 6 FAH-5 H-341.15-1 and 6 FAH-5 H-522.

Note 5: Lite posts that activated Standard GSO cost centers should use the SSCC number related to any of the activated GSO cost centers.

Note 6: For 6133-X133 and 6145-X133, effective FY23 the use of these two SSCC are no longer required. The FAH sections related to Administrative Supplies that appear in 6 FAH-5 H-341.7-2 (Standard) and 342.7-1 b (Lite) have been updated to describe two recommended methods to manage this cost center. See Data Call checklist for details. For posts that decide to use an alternate approach, the SSCC may be necessary.

Note 7: For 6445-X001 and 6441-X001 PLP Host Language, if post offers this program, then it is budgeted under this SSCC. The distribution factor is the total number of individuals (employees and family members) registered for each stand-alone course offered at post throughout the year. See detailed SSCC in 6 FAH-5 H-341.15-8.

Note 8: For 6445-X002 and 6451-X002 PLP English, if post offers this program, then it is budgeted under this SSCC. The distribution factor is the total number of individuals (employees and family members) registered for each stand-alone course offered at post throughout the year. See detailed SSCC in 6 FAH-5 H-341.15-8.

Note 9: For 6132-X001 LGP Vehicle Maintenance, this SSCC is used to capture the time ICASS employees spend maintaining DS ICASS LGP vehicles. For posts with DS ICASS LGP vehicles must create this SSCC. Lite posts that activate this 6132-Vehicle Maintenance Services cost center and provide services to DS ICASS LGP vehicles must active this SSCC to track DS ICASS LGP vehicle maintenance costs. The only budgeted costs are related to the time allocation of ICASS employees servicing DS LGP vehicles. No other costs are budgeted in this SSCC. The workload is the total number of DS ICASS LGP vehicles serviced and that workload is charged to 1901.0 ICASS. See detailed SSCC in 6 FAH-5 H-341.15-3. See also 6 FAH-5 H-341.5 (h).