



Department of Defense INSTRUCTION

NUMBER 7060.06

March 3, 2006

USD(C)

SUBJECT: International Cooperative Administrative Support Services (ICASS)

References: (a) DoD Directive 7060.6, same subject as above, June 23, 2000 (hereby canceled)
(b) Deputy Secretary of Defense memorandum, "DoD Directives Review-Phase II," July 13, 2005
(c) Section 2695 of title 22, United States Code
(d) Section 1535 of title 31, United States Code
(e) National Security Decision Directive 38, "Staffing at Diplomatic Missions," June 2, 1982
(f) U.S. Department of State, "International Cooperative Administrative Support Services (ICASS) Handbook," Chapter 900 in the Foreign Affairs Handbook (6 FAH-5), July 21, 1998¹

1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues Reference (a) as a DoD Instruction according to the guidance in Reference (b).

1.2. This Instruction establishes DoD policies and assign responsibilities and functions under References (c), (d) and (e) for participating in the International Cooperative Administrative Support Services (ICASS) system of the Department of State (DoS) for shared funding of administrative support services provided by the DoS for the U.S. Government Agencies at diplomatic posts overseas.

2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the "DoD Components").

¹ Available via internet at www.icass.gov

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3. DEFINITIONS

Terms used in this Instruction are defined in Enclosure 1.

4. POLICY

It is DoD policy that:

4.1. The Department of Defense shall participate in the ICASS program when such participation is determined to be the most economical means of obtaining support.

4.2. Because of the cost of ICASS support, the minimum number of DoD personnel possible, given cost-effective mission performance, shall be stationed where they require ICASS support. When possible, DoD personnel shall be stationed in the United States or when assigned overseas, on DoD installations. For DoD personnel who must be stationed at U.S. diplomatic posts, their support, especially medical, shall be from DoD installations if such support is reasonably available when considering commuting distance and other factors. ICASS support shall be utilized only if mission performance requires, or ICASS support is the lowest cost support available.

4.3. The approval of the DoS host Chief of Mission shall be obtained, as required by Reference (e), before changing the number of full-time, permanent, direct-hire positions (U.S. military, U.S. civilian, or foreign service national); the composition; or the mandate of a DoD staff at a U.S. diplomatic or consular post or otherwise in a foreign country. The only exception is for individuals or units under the command of a U.S. area military commander.

4.4. Each DoD Component shall collect totals for its ICASS annual support costs and number of personnel supported by the ICASS to permit management analysis of the program and serve as a basis for obtaining answers to Congressional and other queries.

5. RESPONSIBILITIES

5.1. The Under Secretary of Defense (Comptroller)/DoD Chief Financial Officer shall:

5.1.1. Exercise oversight of DoD participation in the ICASS system.

5.1.2. Identify DoD policies and provide policy guidance on DoD participation in the ICASS system.

5.1.3. Designate a DoD representative to the ICASS Executive Board and the ICASS Interagency Working Group.

5.1.4. Exercise overall supervision of the financial management aspects of DoD participation in the ICASS system.

5.1.5. Develop DoD financial management policies and provide financial management policy guidance on DoD participation in the ICASS system.

5.1.6. Conduct periodic evaluations of DoD participation in the ICASS cost-sharing system, as follows:

5.1.6.1. Examine the ICASS billing system to ensure that it is fair according to standard accounting procedures and functions effectively.

5.1.6.2. Lead the DoD effort to ensure that corrective actions are taken if billing problems are found.

5.2. The Heads of the DoD Components who have personnel receiving ICASS support shall:

5.2.1. Establish and maintain centralized billing procedures requiring their employee(s) who use ICASS support at U.S. diplomatic posts notify the paying office of their DoD Component about changes at the posts in the number of their DoD Component positions and the cost of ICASS services.

5.2.2. Provide updated ICASS billing address listings for their DoD Component to the ICASS Service Center (ISC) at the DoS.

5.2.3. Provide a representative to the ICASS Interagency Working Group for their DoD Component, as necessary.

6. EFFECTIVE DATE

This Instruction is effective immediately.



Tina W. Jonas
Under Secretary of Defense (Comptroller)/DoD
Chief Financial Officer

Enclosures – 1
E1. Definitions

E1. ENCLOSURE 1

DEFINITIONS

E1.1. DEFINED TERMS

E1.1.1. International Cooperative Administrative Support Services (ICASS). ICASS is a DoS system of shared funding for administrative support services that are provided by the DoS for the U.S. Government Agencies at diplomatic posts overseas. The ICASS became fully operational at the beginning of fiscal year 1998. Details are in the U.S. DoS "ICASS Handbook," Reference (f).

E1.1.2. ICASS Executive Board. The senior-level, interagency group, chaired by the Assistant Secretary of Administration, DoS, that meets at least twice per year to address policy issues. Minutes of the meetings are published on the ICASS web site at www.icass.gov.

E1.1.3. ICASS Interagency Working Group. The working-level, interagency group, which reports to the ICASS Executive Board meets biweekly in close consultation with the ISC to address policy issues and problems of common concern. Minutes of the meetings are published on the ICASS web site at www.icass.gov.

E1.1.4. ICASS Service Center (ISC). The ISC is located in the DoS under the authority of the DoS Chief Financial Officer. The ISC has a permanent interagency staff to provide central support for the worldwide ICASS system. The ISC is the recipient of a Memoranda of Understanding signed at local diplomatic posts, which contract for administrative support for the non-DoD U.S. Government employees. The ISC calculates and forwards the resulting programs, budgets, and bills to, U.S. Government Agencies, to include the DoD organizations whose employees receive ICASS support.