

## 6 FAH-5 H-360 TEMPORARY DUTY PERSONNEL (TDYERS) AND ICASS

*(CT:ICASS-5; 07-21-2006)*  
*(Office of Origin: RM/ICASS)*

## 6 FAH-5 H-361 TEMPORARY DUTY (TDY) COSTS: FINANCIAL SUPPORT FOR APPROVED TEMPORARY DUTY PERSONNEL (TDYERS)

### 6 FAH-5 H-361.1 Applicable Personnel

*(CT:ICASS-5; 07-21-2006)*  
*(Applies to participating ICASS agencies)*

- a. U.S. Government agencies send temporary duty (TDY) personnel abroad to further their mission. Generally, TDYers are U.S. Government employees and contractors or grantees sent abroad for temporary duty provided their contract/grant covers ICASS services and the sponsoring agency agrees in advance to pay for ICASS services. Official TDY visitors to post must request country clearance. Once the chief of mission grants country clearance, ICASS may be one of the mechanisms used to provide the approved visitor with official support.
- b. For ICASS purposes, there are two categories of TDYers: (1) sponsoring agency **present** at post and (2) sponsoring agency **not present** at post. The following policy is optional for posts to implement to recover TDYer costs. If implemented, it must be applied to all TDYers who come to post to ensure equity and transparency of transactions.

### 6 FAH-5 H-361.2 Non-Applicable Personnel

*(CT:ICASS-5; 07-21-2006)*  
*(Applies to participating ICASS agencies)*

- a. The **President, First Lady, Vice President and spouse, members of Congress, Supreme Court Justices, and Cabinet members** are categories of visitors who are not subject to ICASS TDY module charges. Separate guidelines and policies exist to cover expenses associated with the visits of these VIPs. Posts handling these visitors should refer to guidelines for the specific visitor:

- (1) Costs associated with visiting VIPs should be funded, to the extent possible, by the visiting delegation. Posts should obtain fiscal data from a visiting delegation prior to a visit. This fiscal data may be used to rent or procure agreed-upon items or services in support of the visit. Unbudgeted ICASS support costs for such things as supplies drawn from the warehouse, fuel for vehicle support costs, and overtime incurred by ICASS service providers should be charged from the ICASS allotment to the agency fiscal data provided. ICASS salary and allowance costs that are budgeted and funded by serviced agencies, including State, for service during normal working hours cannot be billed to a visiting delegation;
  - (2) For Presidential, First Lady, Vice Presidential (and spouse) visits, funding for support of accompanying White House personnel must be requested/provided in the Department's program allotment. Funding for accompanying U.S. Secret Service (USSS), Department of Defense (e.g. White House Military Office units), or any other agency's personnel must be direct-charged. For Secretary of State (SecState) visits, funding must be requested/provided in the Department's program allotment. Reimbursable costs incurred in support of these visits for such things as overtime and ICASS supplies issued are charged to the Department's program allotment if for direct White House or SecState use. Such costs incurred by any other agency must be direct-charged to those agencies;
  - (3) The normal after-visit, actual-expense reporting for direct White House and SecState expenses should be completed. Based on the report of justified and approved expenditures, funding provided in the program allotment may be adjusted. Contact the appropriate Department regional bureau for more detailed guidance.
- b. **ICASS, vacant positions, post to post:** Support for ICASS services are not charged to TDYers who are:
- (1) Temporarily filling vacant positions or staffing gaps;
  - (2) Providing support for ICASS services; or
  - (3) Providing post-to-post assistance (TDYers sent from one post abroad to another to provide temporary support/assistance).

## 6 FAH-5 H-361.3 General Guidelines

*(CT:ICASS-5; 07-21-2006)*  
*(Applies to participating ICASS agencies)*

In approaching compensation for the costs of supporting TDYers, posts should recognize:

- (1) **There must be an expense.** Posts cannot charge TDYers because

- they want to come in-country. Posts must do something for the TDYer that creates an actual expense. For example, a large U.S. military group is working up-country to provide humanitarian relief. The group arrived at a rural airfield via military aircraft. Military personnel took care of all aircraft expenses, lodging for the group, all in-country transport, local procurement of official supplies, and relations with local authorities. Other than providing country clearance and an in-country briefing for the U.S. military commander and senior aides, the embassy did not provide the group with any administrative support services. There is, therefore, no basis to charge the group. This analysis applies equally to travelers in similar circumstances, on-duty in the capital city: an expense must be incurred;
- (2) **There must be a policy.** Each ICASS council must have a written policy, agreed to by the agencies at post, that establishes that TDYers will be charged the services offered that might result in a charge, and how the charges will be computed and billed. The policy should be established in advance and apply to all;
  - (3) **Advance communication of cost and service.** The country clearance is the channel through which post should communicate likely administrative support expenses and request agency agreement to compensate post for the cost. For example, some TDYers may request services that are not normally approved by that agency or provided at that post. The TDYer may request a dedicated car and driver for the duration of the TDYer's stay, when local transportation is readily available and safe. Issues of cost and service are resolved in advance of the TDYer's arrival at post based on the communication between post sponsoring agency and TDYer;
  - (4) **The costs involved must be material.** Posts should not attempt to collect compensation when the sum involved is less than the probable costs of collection—at post, at a regional finance center, and in Washington. Posts are funded within their existing budgets to support TDYers of less than 30 days (short-term TDYers); and
  - (5) **Posts cannot charge twice for the same expense.** If post direct charges the agency for a TDYer for support, post cannot include ICASS workload counts for that service in the agency's regular ICASS invoice.

## **6 FAH-5 H-361.4 Country Clearance— Communicating Costs and Services Available**

*(CT:ICASS-5; 07-21-2006)*

*(Applies to participating ICASS agencies)*

- a. Posts can facilitate charging for TDYers by ensuring the country clearance cable is clear on exactly what ICASS support services the post can provide and how much it will cost. This would include ensuring that the agency provides fiscal data for direct charges and/or authorization for ICASS support services sign-up before TDYer arrival at post. The balancing of requested TDY support with available ICASS TDY support should be confirmed through the country clearance cable process. For example, posts can use the following text in their country clearance cables:

“Action Request: Each visitor, regardless of length of stay, must bring/forward fiscal data to pay for direct costs of the visit. Each agency, organization, or visiting delegation will be charged for the actual costs attributed to their visit. Direct-charge costs include, but are not limited to U.S. citizen and locally employed staff (LES) staff overtime (e.g., expediter, accommodation exchange, representational event support); field travel-lodging and MIE by embassy employees; vehicle rentals; long-distance telephone calls; equipment rentals; office supplies; and all other costs that are directly attributable to the visit. Also, for TDYers over thirty (30) days, there is a charge for ICASS support services. If your sponsoring agency is not signed up for ICASS services at post, please be prepared to sign a memorandum of understanding (MOU) for ICASS support services upon arrival. The agency should provide post with a written communication, generated by the traveler’s headquarters that confirms the agency will pay ICASS charges for the TDYer; provides the agency ICASS billing code the TDY support charges should be applied to; and authorizes the traveler to sign the ICASS invoice generated by the TDY module. Where travel is urgent, the TDYers should bring this documentation with them to ensure that there are no interruptions in the provision of service. Post will not provide any service to a TDYer staying in excess of thirty days without provision of this documentation before day 31 of the TDY.”

- b. Country clearance approval is not automatically linked to ICASS TDY support services payment agreement; however, if a sponsoring agency does not agree to pay for these requested services, the clearance can be denied as determined by the chief of mission (COM). Contractors/grantees are not normally involved in the country clearance process. Payment methods for services provided to them should be arranged with the sponsoring agency before TDYer arrival at post.

## 6 FAH-5 H-361.5 Charging for Service(s) Provided to TDYer

*(CT:ICASS-5; 07-21-2006)*

*(Applies to participating ICASS agencies)*

- a. Direct charge and ICASS TDY charge are the two categories of charges incurred for services provided to TDY visitors:
  - (1) The first, direct charge, applies to all types of TDYers as defined in this paragraph. The definition of a direct charge and the method for using it are described below; and
  - (2) The second, ICASS TDY charge, is also defined below. The ICASS TDY method of charging depends upon the length of stay, the type of service provided, and whether there is a sponsoring agency at post. It employs a new software module called the "TDY" module (see 6 FAH-5 H-361.7).
- b. Direct charging for administrative support—**sponsoring agency at post or not at post**:
  - (1) The following administrative support services that can be direct-charged to fiscal data provided by the TDYer include but are not limited to:
    - (a) Overtime incurred in support of an agency, individual TDYer, or TDY group;
    - (b) Driving services and mileage;
    - (c) Vehicle rental;
    - (d) Cell phone rentals and costs of actual calls;
    - (e) Official in-country travel expenses;
    - (f) Airline fees;
    - (g) Office supplies;
    - (h) Fuel coupons;
    - (i) Airport transportation;
    - (j) Cost of goods procured;
    - (k) After-hours or contract-expediter services;
  - (2) Posts should make maximum use of direct charging whenever possible for all TDYers at post, regardless of length of stay and whether or not the sponsoring agency is at post. Official support expenses must be documented and agency authorization secured to direct-charge fiscal data. Posts should ensure that direct-charging is applied equally to all TDYers;

- (3) Points on direct-charging:
- (a) Establish a direct-charge policy that is approved by the customer agencies at post;
  - (b) Include a paragraph in the country clearance cable that describes the policy and requests fiscal data for support of the TDYer;
  - (c) Make sure the cable lists the specific services for direct-charge so the agency knows what it is approving;
  - (d) Prepare purchase orders using agency fiscal data;
  - (e) For large groups and/or conferences schedule after-hours accommodation exchange and charge the overtime for the cashier to the agency fiscal data;
  - (f) Minimize the amount of work a post has to perform supporting the visitor by establishing and publicizing Do-It-Yourself guides. If feasible in the specific country, these guides can include lists of recommended hotels to aid travelers in making their own hotel reservations or can provide contact numbers for the local airline offices to help the traveler with adjusting their travel ticket, etc.;
  - (g) Direct-charging does not result in the augmentation of the working capital fund. Posts should use the fiscal data provided by the agency, not ICASS fiscal data, to charge direct-support costs. Direct-charging an agency for expenses incurred specifically on behalf of that agency and using the customer agency's fiscal data to pay for them does not involve ICASS. In doing this, no funds come into ICASS either augmenting the ICASS working capital fund or needing to go back to Treasury. For example, an agency requires cell phones and/or rental cars. The post should contract with the cell phone company and/or car rental agency to provide this service and prepare the purchase order using the customer agency fiscal data (e.g., the charge would never appear in ICASS). Overtime can also be charged to an agency or TDYer's fiscal data by journal vouchering the overtime hours worked by the U.S. citizen or locally employed staff (LES) staff to the agency fiscal data (e.g., the cost is then removed from ICASS).

## **6 FAH-5 H-361.6 Charging for ICASS Support Through TDY Module (Sponsoring Agency at Post)**

*(CT:ICASS-5; 07-21-2006)*

*(Applies to participating ICASS agencies)*

Per-capita costs and transaction-based costs are two types of costs connected with TDYers in this category. Each is managed differently. Per-capita costs can be recovered in the current fiscal year using the TDY module and are a nonrecurring addition to the post ICASS funds.

Transaction-based costs are recovered through the workload counts in the following fiscal year as part of the ICASS invoicing process.

### **6 FAH-5 H-361.6-1 Per Capita-Based Services**

*(CT:ICASS-5; 07-21-2006)*

*(Applies to participating ICASS agencies)*

Per capita-based services are costs that can be recovered in the current fiscal year by using the TDY module. The length of stay is the criteria for determining per-capita charges for TDY. Based on this, there are two categories of TDYers:

- (1) Short-term TDYers (1-30 days/1 month): The post's built-in TDY base is expected to support TDYers during this period. The first 30 days of support for any TDY will be absorbed by the post. ICASS considers support for short-term TDYs as part of the basic administrative platform abroad, which is funded within the traditional bureau ICASS target levels. In addition, the cost of processing invoices for numerous short-term TDYs will generally exceed the amount of the invoice, making this cost prohibitive for the ICASS system as a whole;
- (2) Other TDYers (31 days to end of fiscal year): Prepare a TDY invoice to reflect the per-capita workload for these types of TDYers. Charge the sponsoring agency's ICASS billing code for ICASS support services where the ICASS services provided to that agency cannot be direct-charged and the cumulative amount billed to the agency billing code exceeds \$2,500;
- (3) The per-capita services that can be charged to TDYers are: Basic Package Services, CLO Services, and Health Services. No agency modifications are allowed for the TDY module as it already excludes costs for American salaries, local guard program, and leases;
- (4) While the per-capita services listed do not exactly match those services that a TDYer might use, the cost of creating a more exact tracking system would be greater than the benefits derived from

such a system.

## **6 FAH-5 H-361.6-2 Transaction-Based Services**

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*(Applies to participating ICASS agencies)*

Costs for transaction-based cost centers are accounted for all TDYers with a sponsoring agency at post, regardless of length of stay. The service performed has an associated count for the TDYer and is counted towards the sponsoring agency's cumulative workload count. Using the workload counts, the costs of the service are recovered on a cost-distribution basis in the following fiscal year as part of the ICASS invoicing process. Vouchering, cashiering, and direct motor pool are examples of cost centers where workload counts are based on actual transactions.

## **6 FAH-5 H-361.7 Charging TDYers for ICASS Support Through the TDY Module (Sponsoring Agency not at Post)**

*(CT:ICASS-5; 07-21-2006)*

*(Applies to participating ICASS agencies)*

- a. When there is no sponsoring agency at post, communication is key when it comes to charging for ICASS services. It is in the best interests of the service provider and customer agencies at post to ensure that the TDYer from an agency not at post pays for ICASS services to allow for equity and transparency of billing for ICASS costs. Posts should direct-charge as much as possible. However, direct-charging does not recover the underlying infrastructure costs of providing ICASS services.
- b. Posts should communicate to the sponsoring agencies at the headquarters level that all agencies requesting ICASS support must agree to pay or sign up for ICASS services (e.g., sign a memorandum of understanding (MOU)). The communication can start with the country clearance cable. Once the ICASS council determines how to manage TDY issues, they must implement the policy equitably.
- c. In order to facilitate the TDY invoicing process described below, posts must also obtain the appropriate agency ICASS billing code for the TDY group or parent agency early in the process. If post has repeated difficulty in identifying the appropriate agency code, post should contact the ISC for assistance.
- d. Posts should use the TDY module to prepare TDY invoices to bill agencies not sponsored at post in the same manner as prescribed in the previous section except that the invoice is prepared for both per-capita (the three



previously identified) and transaction-based services (any service utilized). The 30-day threshold must still be met and the cumulative TDY invoice for the sponsoring agency code (as identified by the billing code) has to exceed \$2,500 worth of services in order to be submitted to Washington.

## **6 FAH-5 H-361.8 Charging TDYers for Posts in Need of Extraordinary Support Requirements**

*(CT:ICASS-5; 07-21-2006)*

*(Applies to participating ICASS agencies)*

- a. Posts may experience extraordinary and unanticipated circumstances that can result in a rapid influx of TDY personnel. Extraordinary events are normally considered “catastrophic in nature.” Examples would be civil war, major humanitarian crises, terrorist incidents, and natural disasters.
- b. If a post is in “extraordinary circumstances” and cannot invoice sponsoring TDYer agencies, it should contact the relevant State regional bureau. A process for invoicing agencies at these posts will be facilitated at the Washington level using the post ICASS software.

## **6 FAH-5 H-361.9 How to Use the TDY Module**

*(CT:ICASS-5; 07-21-2006)*

*(Applies to participating ICASS agencies)*

- a. The circumstances in which post is to use the module are described above. The steps to using the module are similar to those in the partial year invoice module including projecting costs through the end of the fiscal year for the last invoice submitted August 15. The major difference is that the title will indicate it is a TDY invoice.
- b. For a TDYer(s) with sponsoring agency at post the user:
  - (1) Activates the agency;
  - (2) Enters the number of months the TDYer/TDYers is/are at post for the agency; and
  - (3) Enters the number of TDY persons (e.g., per capita workload) in the 3 cost centers allowed.
- c. For the TDYer with no sponsoring agency at post, the user also:
  - (1) Must activate the agency code; and
  - (2) Enter the estimated annual transaction-based workload counts in the appropriate cost center (e.g., number of transactions for TDYers).

- d. The software application will calculate the monthly workload count based on the number of months entered. This prorated count is multiplied with a modified unit cost in order to derive the TDY cost. That modified unit cost is the same unit cost employed in the partial year invoice.

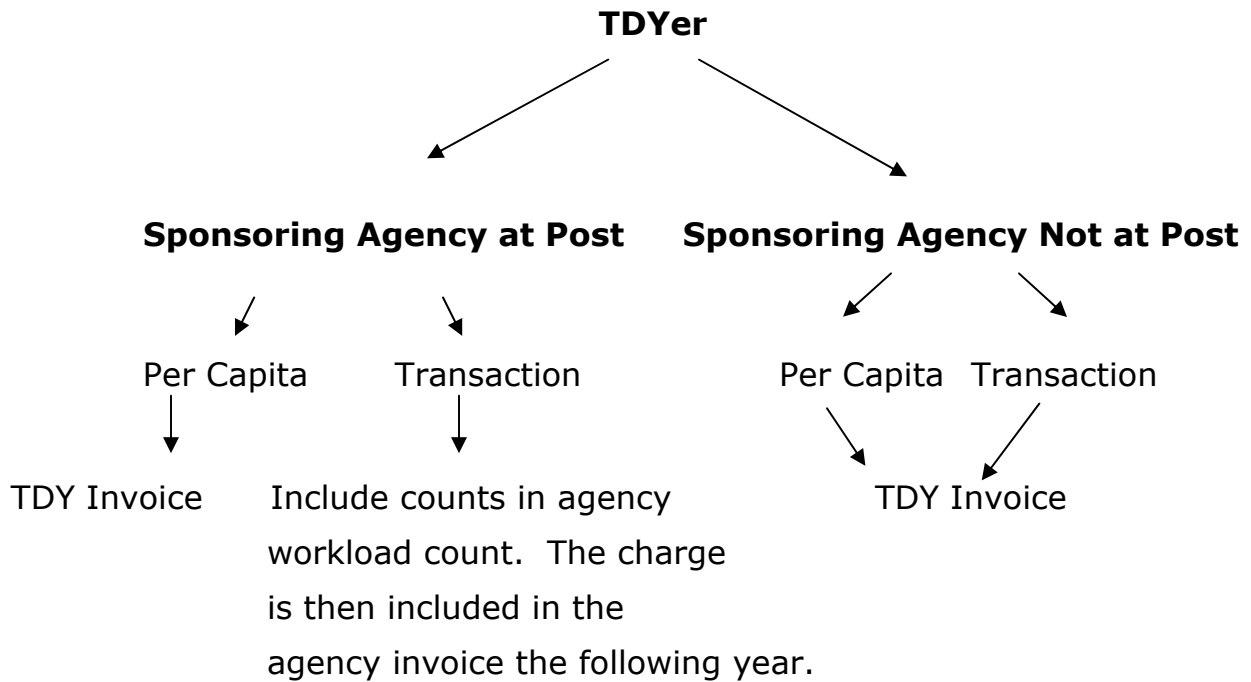
## **6 FAH-5 H-361.10 Processing a TDY Invoice (Post and Washington Process)**

*(CT:ICASS-5; 07-21-2006)*

*(Applies to participating ICASS agencies)*

- a. Once an agency's TDYer has met the minimum time (30 days plus 1) and the cumulative dollar total for all TDYers from that agency (\$2,500), the service provider may begin submitting TDY invoices to the ICASS Service Center (ISC) for processing. This is in contrast to the partial year invoice submission process that occurs only after submission of the final post budget to the ISC.
- b. Posts may fax signed TDY invoice(s) to the ISC Reimbursements Team at any time during the fiscal year but no later than August 15. The invoice must reflect TDY costs that are incurred during the current fiscal year and may not represent any prior year activity. After verifying that the invoice has been signed and authorized for payment, the ISC will recommend an increase to the post ICASS allowance in the next set of allotment recommendations. Funds issued in support of TDY invoices have no impact on the approved post targets and are separate and distinct from all authorized funding levels.
- c. The ISC will bill all agency headquarters for TDY support costs prior to the close of the fiscal year. Post service providers should remind all TDY invoice authorizers that it is their responsibility to inform their headquarters of the financial obligation pertaining to the signed invoice. Additionally, the signed TDY invoice reflects the commitment of the agency to pay and represents a valid obligation document for billing purposes.

## TDY MODULE PROCESS CHART



### Threshold

#### Agency at Post

31 days per person

Min \$2,500 cum per agency

Invoice per capita and transaction charges

#### Agency not at Post

31 days per person

Min \$2,500 cum per agency

**6 FAH-5 H-362 THROUGH H-369  
UNASSIGNED**