



**Functional Series [500](#)  
Management Services**

**INTERIM UPDATE 08-03**

**SUBJECT:** Revision of Automated Directives System (ADS) 520, International Cooperative Administrative Support Services (ICASS)

**NEW MATERIAL:** This Interim Update announces that ADS Chapter 520, International Cooperative Administrative Support Services (ICASS), has been updated in its entirety. This chapter provides policy and procedures for USAID's participation in ICASS at posts abroad.

**EFFECTIVE DATE:** 03/31/2008

**ATTACHMENTS:** 1. [ADS 520](#)

**POLICY**

**USAID/General Notice  
M/OMS  
04/04/2008**

**Subject:** Revision of ADS 520, International Cooperative Administrative Support Services (ICASS)

ADS Chapter 520, International Cooperative Administrative Support Services (ICASS), has been updated in its entirety. This chapter provides policy and procedures for USAID's participation in ICASS at posts abroad.

The ADS 520 update includes the revisions as noted below:

- The 'Primary Responsibilities' section incorporates the responsibilities of the Interagency ICASS Executive Board.
  - It incorporates a new section to address USAID Alternate Service Provider arrangements where a USAID Mission is not co-located within an embassy compound.

- It provides updated ICASS billing codes for USAID missions to reference when subscribing to services.
- It clarifies the procedure for the Mission Director to sign ICASS invoices or other related documents when an agency billing code indicates use of an appropriation other than OE.
- The 6-FAH-5 references cited throughout the chapter have been updated.
- The hyperlinks to the ICASS Handbook (6 FAH 5) and the JMC.gov web sites are updated and can be accessed from ADS 520.

Refer to ADS 520 for detailed policy and procedure regarding ICASS. The revised chapter is attached.

Point of Contact: Any questions concerning this Notice may be directed to Michael Sampson, OMS, (202) 712-0129.

Notice 0415

<b>File Name</b>	<b>Notice Date</b>	<b>Effective Date</b>	<b>Editorial Revision Date</b>	<b>ADS CD No.</b>	<b>Remarks</b>
IU5_0803_040608	04/04/2008	03/31/2008		N/A	This IU will remain active on the ADS Web site for three months.

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