

6 FAH-5 H-360

OFFICIAL VISITS AND TEMPORARY DUTY (TDY)

(CT:ICASS-23; 10-31-2011)
(Office of Origin: RM/BP/ICASS)

6 FAH-5 H-361 GENERAL

(CT:ICASS-23; 10-31-2011)
(Applies to participating ICASS agencies)

- a. Official visits and *Temporary Duty (TDY)* travel to posts *abroad* are an essential tool for all agencies in furthering their missions. The scope and frequency of such visits vary, depending on the agency, *and* the level of support required *may depend on the purpose of the visit*. This chapter explains how support costs for various types of visitors are handled in ICASS. It provides detailed guidance on establishing post TDY policies which must address both non-ICASS costs (i.e., direct costs) as well as indirect ICASS costs (i.e., costs for services) which are billed through the ICASS TDY Module. *Posts must keep current their TDY policies on* the Department's eCountry Clearance (eCC) Web site and *maintain* a more detailed policy and explanation of services on *their* post Web sites (*See 6 FAH-5 H-632 paragraph e*).
- b. *For the purposes of this chapter, the following definitions apply:*
- (1) **Control Officer:** *A control officer is the point of contact for coordinating a successful TDY visit. A control officer facilitates communication between the visitor and post, is typically responsible for setting up meetings and coordinating administrative support requirements.*
 - (2) **Sponsoring Agency:** *A sponsoring agency may be the agency responsible for initiating the travel of a TDY employee or may be the agency of the control officer. The sponsoring agency may or may not be the funding agency (see below) of the TDY employee.*
 - (3) **Funding Agency:** *A funding agency is the agency that is paying for the travel and related costs of the TDY employee. This is the entity that has responsibility for paying any direct costs related to the TDY travel, as well as any indirect costs related to ICASS administrative*

support services that are invoiced using the ICASS TDY Module (see 6 FAH-5 H-363.1-3).

6 FAH-5 H-362 POST POLICY AND THE COUNTRY CLEARANCE PROCESS

(CT:ICASS-23; 10-31-2011)

(Applies to participating ICASS agencies)

- a. All official executive branch TDY visitors to post must obtain country clearance via the Department of State's automated country clearance system prior to arrival at post. If the Chief of Mission (*COM*) *grants country clearance*, ICASS may be one of the mechanisms used to provide logistical support to the official traveler.

NOTE: Appropriate ICASS services may also be granted to U.S. Government contractors or grantees if their contract/grant provides for ICASS services and the sponsoring/*funding* agency specifically requests and agrees in advance to pay for such services or makes arrangements for funding any direct costs.

- b. All posts must have a written policy, approved by the post Budget Committee, regarding support services available for official visitors and *TDY employees* (see 2 FAM 116). Post policy regarding visitor support services should consider the volume of visitors and their projected impact on post resources. The services provided will vary depending on conditions at post, the post's ability to provide the services, and the rank of the visitor (see 6 FAH-5 H-364).
- c. At some posts, there are so few visitors that post policy might only entail direct charging visitors for specific direct costs related to their visit (see 6 FAH-5 H-363.1-1). At other posts, the volume of visitors might be so significant that they put an undue burden on post ICASS resources and impact the level and quality of services provided to resident customer agencies. Such posts may wish to consider including in their policy, in addition to charging for direct costs, the use of the ICASS TDY module as a mechanism to recover some of the indirect support costs (see 6 FAH-5 H-363.1-3).
- d. *The post control officer for the TDY employee is responsible for coordinating with the service provider on the ICASS services that will be required. The control officer must work with the TDY traveler to identify the appropriate ICASS agency billing code and funding agency headquarters contact before support services will be provided. All requests for ICASS services for the TDY traveler must include the ICASS agency billing code.*

e. *To properly inform travelers of post policy on visitor support, key elements of the post's TDY policy must be maintained on the Department of State's electronic country clearance system (eCC) and should be readily accessible on the post's Web site. The policy must include:*

- (1) Information on charges for typical direct costs as well as appropriate information on charges for indirect ICASS service costs if post uses the optional ICASS TDY module;
- (2) Guidance on any unique circumstances at post to ensure there is a balance between the expectations of the traveler and the capabilities of the post to provide services;
- (3) The need for the *TDY employee* to provide fiscal data to cover direct *costs related to the* visit;
- (4) A list of *direct chargeable* items *typically* requested by *TDY employees* at your post and their estimated costs (see suggested policy language in 6 FAH-5 H-363.1-2); and
- (5) If post policy also includes the use of the optional ICASS TDY module, the estimated costs for each cost center typically used by *TDY employees* (see suggested policy language in 6 FAH-5 H-363.1-4).

NOTE: In order to bill a visitor using the TDY Module, *key elements of post's* TDY policy, following the guidelines outlined in this *subchapter*, must be posted on eCC at the time of country clearance approval. The ISC will reject invoices submitted by posts that have no published policy.

6 FAH-5 H-363 GUIDELINES FOR COST RECOVERY

(CT:ICASS-23; 10-31-2011)

(Applies to participating ICASS agencies)

- a. There is no specific budget item designated for TDY support, although a certain amount of such support is presumed to be "included in the base," as follows:
 - (1) Support (at varying levels) for all *TDY employees*, exclusive of any charges for direct costs, *upon arrival* at post;
 - (2) Support for all *TDY employees* included in the "exempt" categories (see 6 FAH-5 H 363.2), all of whom require some level of support (includes tracking the presence of *TDY employees* in-country in the event of an emergency and providing emergency medical assistance, if necessary), exclusive of any charges for direct costs; and

- (3) Support for VIP visitors and their support personnel (advance, pre-advance, etc.), exclusive of any charges for direct costs and directly negotiated reimbursements (see 6 FAH-5 H-364).
- b. Posts should coordinate with their respective regional bureau to identify any ICASS base increases needed to support ongoing significant levels of TDY requirements.
- c. Posts can minimize the amount of visitor support work they have to perform by maintaining and publicizing *a visitor guide with suggested "Do-It-Yourself" instructions*. Depending on the country, these guides could include lists of recommended hotels to aid travelers in making their own hotel reservations or could provide contact numbers and/or e-mail addresses for local airline offices for confirming/changing travel reservations, etc. Some posts use outside contractors for airport expediting and transportation services, significantly reducing the burden on post resources.

6 FAH-5 H-363.1 Categories of Charges

(CT:ICASS-23; 10-31-2011)

(Applies to participating ICASS agencies)

There are two *distinct* categories of charges related to support provided to official visitors:

- (1) *Direct costs* related to the visit; and,
- (2) *Indirect costs invoiced* through the ICASS TDY Module for *ICASS administrative support* services provided.

6 FAH-5 H-363.1-1 Direct Costs

(CT:ICASS-23; 10-31-2011)

(Applies to participating ICASS agencies)

- a. This category applies to all types of visitors and includes those non-ICASS costs that are easily identifiable and specific to an individual or agency. The definition of costs that may be direct charged is explained in 6 FAH-5 H-313. These types of direct costs are always billed to the *TDY employee*, regardless of the length of stay and whether or not there is a *funding* agency at post. Posts may not direct charge an agency for items that are not requested by the agency or which would ordinarily be charged to the ICASS allotment. Examples of non-ICASS items that can be direct charged include, but are not limited to:
 - (1) Overtime incurred in support of an agency, individual *TDY employee*, or TDY group (see Note 1);

- (2) Fuel costs/coupons (see Note 2), tolls, parking fees, etc., when not otherwise included in an ICASS per kilometer charge;
- (3) Commercial vehicle rentals;
- (4) Cell phone rentals and related costs;
- (5) Official in-country travel expenses;
- (6) Airline fees;
- (7) Airport transportation (see Note 3);
- (8) Cost of goods procured (i.e., translation services, supplies, etc.); and
- (9) Contract expediter services.

NOTE 1: In some circumstances, a visiting delegation may ask a post to provide certain services during normal duty hours (e.g., staff the control room, provide accommodation exchange, perform translation services, etc.). Such requirements should be outsourced and direct charged to the maximum extent possible to ensure that post operations are not negatively affected. However, if a delegation/*funding agency* requires post to dedicate ICASS staff to provide such services (or where, due to the nature of the services requested, post ICASS staff is the only viable option), then the visiting delegation must be advised that any overtime required resulting from “lending” post ICASS staff to the visiting delegation, and thus requiring post work to be done after hours, will be charged to the delegation. The visiting *delegation/funding agency* must agree in advance to reimburse post for such overtime. This overtime would not likely equate to a “one for one” hourly requirement because some work could be shifted to other staff members or postponed.

NOTE 2: Fuel costs may be charged to a *TDY employee* if the cost is easily separable and identifiable and not otherwise included in post’s ICASS budget. In no case may post include routine vehicle maintenance or depreciation costs in any direct charges billed to *TDY employees*.

NOTE 3: Airport transportation costs should be charged directly to a *TDY employee* or paid directly by the *TDY employee* if they are provided by a commercial firm. If provided by ICASS staff on an overtime basis, overtime costs should be charged to the *TDY employee’s* fiscal data. The cost of this commercially-provided service would be listed in the “direct costs” section of post’s policy on eCC. Costs related to ICASS personnel providing transportation or any other service during regular duty hours may not be billed to a *TDY employee* (See 6 FAH-5 H-363.1-5 *paragraphs* b(2) and c(4) for how to count related workload).

- b. With the exception of overtime (see paragraph (2) below), posts must use an agency’s fiscal data, not ICASS fiscal data, to charge direct costs. Charging these non-ICASS direct costs to the agency’s fiscal data will

ensure no augmentation of the ICASS working capital fund and, therefore, no collection *of funds* that would need to be sent to Treasury.

- (1) For example, if 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 (not ICASS) fiscal data.
 - (2) ICASS staff overtime should be charged to a *funding* agency or *TDY employee's* fiscal data through a journal voucher (i.e., the cost is then removed from ICASS).
- c. *TDY travelers should be advised to bring or provide in advance their fiscal data to be used for all direct costs associated with their visit.* Official expenses for a *TDY employee* must be clearly documented and agency authorization secured in order to direct charge an agency's fiscal data.
- d. Posts must ensure that its procedures for charging direct costs are applied equally to all applicable *TDY employees*.

6 FAH-5 H-363.1-2 Policy Language for Charging Direct Costs

(CT:ICASS-23; 10-31-2011)

(Applies to participating ICASS agencies)

For all posts, sample policy language on charging direct costs *is shown in 6 FAH-5 Exhibit H-363.1-2* and should be used for posting on eCC. The *sample* shown *is* illustrative and should be tailored to post's circumstances. Where noted, post-specific cost data must be included. Because charging for direct costs applies to all TDY visitors, this language is the minimum required for inclusion in a post TDY policy and *must be maintained* on eCC.

NOTE: *If post policy does not include use of the ICASS TDY module, this should be noted on eCC immediately following the information on post's direct charges.*

6 FAH-5 H-363.1-3 Indirect *ICASS Service* Costs and the ICASS TDY Module

(CT:ICASS-23; 10-31-2011)

(Applies to participating ICASS agencies)

- a. **What is the TDY Module?** While charging agencies for direct costs ensures ICASS does not fund the costs of TDY visitors, it does not recover the underlying indirect costs of providing ICASS services. The ICASS TDY Module was developed to assist those posts where the number of TDY

visitors significantly impacts the ICASS support platform and allows posts to invoice agencies for the delivery of services—a cost that cannot be direct charged. The TDY module software excludes costs for ICASS direct-hire American positions, non-residential local guard program, and leases (residential and non-residential), establishing a “discounted” rate for these services. Using an established methodology and data input at post, the software establishes a daily rate for each cost center selected, facilitating the preparation of TDY invoices.

- b. **Use of the TDY module is optional:** *As part of post’s overall TDY visitor support policy, post must decide if it wants to use the ICASS TDY Module;* its use is determined by the service provider with the concurrence of the Budget Committee. If a post decides to charge *TDY employees* for the indirect cost of delivering ICASS services, the ICASS TDY Module is the only authorized methodology for this purpose. If use of the TDY module is part of post policy, it must be applied *consistently* to all applicable *TDY employees* to ensure equity and transparency.

NOTE: Posts may not establish a different fee schedule or alternative *invoicing* mechanism outside the ICASS TDY module to charge for the indirect costs of providing ICASS services.

- c. **Dollar Threshold:** The ICASS Working Group (IWG) has approved the use of the TDY Module when *a specific dollar threshold has* been met. *The threshold has* been set at \$500. *When ICASS services are provided to TDY employees,* the TDY Module *will be* used to calculate the costs. These costs accrue *from the first day of* the TDY visit and *are billed* in the TDY invoice *when they* equal or exceed the \$500 threshold. *The TDY invoice does not include any costs related to direct charges.* TDY invoices should be submitted at least quarterly to the ICASS Service Center (ISC) (see 6 FAH-5 H-363.2-6 for details).

NOTE: At some posts, it is possible that the monetary threshold would not typically be reached until the *TDY employee* has been at post for several weeks or more. Post should use that estimate in determining which *TDY employees* would most likely reach the threshold and be invoiced.

- d. **Groups and the TDY Module:** In principle, each TDY traveler is considered on an individual basis. However, when an agency sends a group of travelers (defined as two or more) to a post for a single event, post may *include* all members of the group *from the same funding agency on the same TDY invoice* in order to reach the established threshold (assuming the TDY group has requested ICASS services). This exception recognizes the fact that groups typically require more services than a single *TDY employee*. Post may not *combine on the same invoice* a series of unrelated TDYs for one agency, for either the same individual or different individuals, in an effort to reach the *dollar* threshold.

NOTE: For example, *an agency* (as identified by ICASS agency code) sends a group of four *TDY employees* to a post for ten days to attend a conference. If they have requested ICASS services and if post uses the ICASS TDY Module as part of their post visit policy, *post may prepare one invoice for the four people for the ten days, but the invoice must meet the \$500 threshold.* See 6 FAH-5 H-363.1-6 for details on processing the TDY invoice.

- e. *Subscribing to ICASS Services: TDY travelers with no funding agency at post must be prepared to sign a Memorandum of Understanding (MOU) and subscription of services agreement if ICASS support is required for the visit. The TDY traveler must be authorized to sign the MOU and resulting invoice and ensure that the appropriate ICASS billing code is identified. Questions about ICASS billing codes may be sent to ICASSSERVICECENTER@State.gov.*
- f. **Spending TDY Collections:** The service provider and Budget Committee should establish guidelines for how the funds collected through the TDY Module will be used.

6 FAH-5 H-363.1-4 Policy Language for ICASS TDY Module

(CT:ICASS-23; 10-31-2011)

(Applies to participating ICASS agencies)

- a. For those posts that decide to use the ICASS TDY module in addition to charging for direct costs, the post policy reflected on eCC must also include estimated costs as suggested in the *samples shown at 6 FAH-5 Exhibit 363.1-4* (each post must use the TDY Module to calculate and then enter the daily rate for each cost center typically used by *TDY employees*). The *samples* shown, including the suggested “baskets” of services for a Lite post, are for illustrative purposes only and should be tailored to post circumstances.

NOTE: *The ICASS TDY module is always used in conjunction with charging for direct costs. Posts must ensure their policy posted on eCC contains information on both direct costs (see 6 FAH-5 Exhibit 363.1-2) as well as TDY Module costs (see 6 FAH-5 Exhibit 363.1-4).*

- b. *TDY travelers should be advised to bring or provide in advance their fiscal data to be used for all direct costs associated with their visit. An agency’s refusal to provide fiscal data or agreement to fund applicable support services may result in the denial of country clearance.*
- c. *Contractors/grantees are not normally involved in the country clearance process but may require similar ICASS support services. Payment methods (including use of the TDY Module) for services provided to contractors/grantees must be arranged with the sponsoring/funding*

agency before the TDY employee arrives at post.

6 FAH-5 H-363.1-5 Using the ICASS TDY Module

(CT:ICASS-23; 10-31-2011)

(Applies to participating ICASS agencies)

a. Any agency's *TDY employee* who has requested and received ICASS services and meets the established threshold will be invoiced upon the conclusion of the visit. The procedures are different for *TDY employees* with and without a *funding* agency at post (see *6 FAH-5 Exhibit H-363.1-5*). In addition, charges for services in cost centers that use per capita or capitation counts (see *6 FAH-5 H-331.1 paragraph 1*) are handled differently than charges for services in cost centers that use cumulative or transaction-based counts.

(1) **Short-term *TDY employees*:** The post's existing staffing base and budget are expected to support *most short-term TDY employees* (excluding direct costs as outlined in *6 FAH-5 H-363.1-1*) *and their support costs* will be absorbed by the post *up to the established \$500 threshold*. This is considered to be part of the basic administrative platform abroad which is funded within the *regional* bureau ICASS target levels. *Each post should calculate its "tipping point" where such TDY employees will incur sufficient costs to reach the threshold. Calculate the number of days to reach the \$500 threshold by dividing \$500 by the daily rate of typical services provided as calculated in the TDY Module.*

NOTE: All transaction-based/cumulative workload counts for *TDY employees* are charged to the *funding* agency at post beginning on the first day of the TDY (*see 6 FAH-5 H-363.1-5 paragraph b*). Workload counts for *TDY employees* with no *funding* agency at post are estimated and included in the TDY Module invoice (*see 6 FAH-5 H-363.1-5 paragraph c*); they are not included in any workload counts reported on May 1.

(2) **Long-term *TDY employees*:** *TDY employees* in this category who require ICASS support services would receive an invoice, charged to the *TDY employee's* ICASS agency billing code, when the cumulative amount to be billed exceeds \$500.

NOTE: For all long-term *TDY employees*, the service provider, working with the *funding* agency, must determine if the duties and responsibilities of the *TDY employee(s)* would be more appropriately described as a permanent position and therefore handled differently (*see 6 FAH-5 H-351.2 paragraphs c and d*). Post management must ensure that agencies sponsoring/*funding* long-term *TDY employees*

are appropriately billed for the ICASS services they receive.

b. **Funding Agency at Post:** The TDY module uses per capita and transaction-based costs to calculate charges and each charge is handled differently. The following section applies to *TDY employees* with a *funding* agency at post (for *TDY employees* with no *funding* agency at post, see 6 FAH-5 H-363.1-5 *paragraph c*).

(1) **Per Capita-Based Services and Costs:** Costs for per capita-based services are recovered in the current fiscal year and provide a non-recurring addition to post ICASS funds. Per capita charges for *TDY employees* are assessed beginning on the *first* day of the visit and are accumulated until they exceed \$500, at which point they are eligible for inclusion in a TDY invoice.

- **Cost Centers and Modifications:** *TDY employees* may subscribe to all per capita-based services. If allowable in the cost center, modifications at the .3 and .6 level may be granted, as established by post policy.

NOTE 1: When *TDY employees* subscribe to ICASS services, Basic Package and CLO are mandatory. It is strongly recommended that eligible *TDY employees* also subscribe to Health Services if their agency participates in the Department of State's medical program through ICASS. *TDY employees* who do not subscribe to Health Services are not given access to the post Health Unit. Long-term *TDY employees* (defined by MED as those who are in travel status more than 60 cumulative days per year) must have a medical clearance in order to subscribe to and use post Health Services.

NOTE 2: At Lite posts, services provided in the per capita-based General Services cost center may also be included in the TDY Module invoice, using an appropriate modification. In such cases, Lite posts must establish appropriate "baskets" of services linked to the various levels of modification. The goal is to ensure a fair and equitable charge for the services received.

NOTE 3: While the services listed in these cost centers may not exactly match the services that a *TDY employee* might use, the cost of creating a more exact tracking system would be greater than the benefits derived from such a system.

(2) **Transaction-Based Services:** At both Standard and Lite posts, *track* costs for transaction-based services for all *TDY employees*, regardless of length of stay, through workload counts. As these workload counts are cumulative and tallied on May 1, they are included in the following year's workload counts for the funding agency (beginning from the first day of the TDY). Procurement, vouchering, and cashiering services are examples of Standard cost

centers where workload counts are based on the number of transactions. At Lite posts, only Financial Management Services is based on the number of transactions.

- c. **No Funding Agency at Post:** When there is no funding agency at post, communication is key in explaining charges for ICASS services. To maintain equity and transparency in the billing process, it is in the best interests of the service provider and resident customer agencies to ensure that *TDY employees* in this category pay for the ICASS services they receive.
- (1) The country clearance process (eCC) is the primary mechanism for communicating to agencies at the headquarters level the potential costs related to a TDY *to* an overseas post. The information maintained on eCC provides agencies' headquarters with basic information regarding post policies for TDY visitors.
 - (2) All *TDY employees* must provide a valid fund cite to cover all appropriate direct costs related to their visit. In addition, to recover the underlying infrastructure costs of providing ICASS services, non-resident agencies requesting services must agree to sign an ICASS memorandum of understanding (MOU) covering the services they will require.
 - (3) To facilitate the invoicing process, the eCC request must provide the appropriate ICASS agency billing code for the TDY group or parent agency. If post has difficulty identifying the appropriate agency code, contact the ICASS Service Center for assistance (ICASSServiceCenter.gov).
 - (4) For *TDY employees* with no *funding* agency at post, *prepare* the TDY *invoice* in the same manner as outlined in 6 FAH-5 H-363.1-5 *paragraph* b, except that the invoice *includes costs* for both per capita and transaction-based services (i.e., all services provided), modified as appropriate. The \$500 threshold must still be met.

NOTE: At Lite posts, *TDY employees* may subscribe to and be charged for services in all relevant cost centers. Appropriate modifications, as allowed in the respective cost centers, may be granted at the 0.3, 0.6, or 1 levels. The goal is to ensure a fair and equitable charge for the services received. In the capitation-based General Services cost center, Lite posts must establish appropriate "baskets" of services linked to the various levels of modification. In transaction-based cost centers (i.e., Financial Services), post must project the estimated annual usage of the service *by the TDY employee* and the software will calculate the daily rate.

6 FAH-5 H-363.1-6 Processing a TDY Invoice

(CT:ICASS-23; 10-31-2011)

(Applies to participating ICASS agencies)

- a. Once the established threshold *has* been met, exclusive of any charges for direct costs, *promptly process* TDY invoices at the conclusion of a visit. *Electronically forward* TDY invoices to the ISC Reimbursements Team on at least a quarterly basis. All TDY invoices must be received in the ISC by August *1* in order to bill customer agencies before the end of the fiscal year. Invoices for TDY visits that extend beyond August *1* (up until the end of the fiscal year) *should* include projected workload for the period from August *1* until the end of the fiscal year or the end of the visit.

NOTE 1: The monetary threshold of \$500 establishes the minimum level of costs before a TDY invoice may apply. *If the total costs incurred total less than \$500, no invoice is prepared.*

NOTE 2: For visits that cross fiscal years, *prepare separate* TDY invoices *for each fiscal year*. For such visits, there is no *threshold* for the second portion of the TDY that crosses into the next fiscal year; costs continue to accrue and begin on the first day of the fiscal year. The cost basis for *each* invoice will be based on the designated *ICASS* budget for TDY invoices in *the respective* fiscal years.

NOTE 3: *To facilitate the processing of TDY invoices beginning October 1 and maintain fixed rates throughout the year, post must* use the final *submitted* budget of the prior fiscal year to calculate *the daily rates to be used for TDY invoicing.*

- b. The TDY invoice *may only include* costs *for services provided* during the current fiscal year (through September 30) and may not include any prior or future year activity. Upon receipt and review of the signed invoice, the ISC will increase post's ICASS operating allowance and bill customer agency headquarters before the end of the fiscal year. TDY invoices are billed separately to agencies' headquarters and not included in other standard ICASS invoices.

NOTE 1: For informational purposes, the ISC will periodically forward email copies of TDY invoices received from posts to the respective IWG members.

NOTE 2: The TDY invoice must include the name of the traveler, the dates of the visit, and the relevant eCC number *or an alternative identification such as a travel order number*. This information will ensure agencies' headquarters can properly identify and track the invoice. Invoices that do not include this information will be returned to post.

- c. The ISC will bill all agency headquarters for TDY invoices prior to the close of the fiscal year. It is the responsibility of the *TDY employee* to

inform his/her headquarters of all financial obligations which they have authorized in a signed invoice. The signed TDY invoice represents the commitment of the funding agency to pay and constitutes a valid obligation document for ICASS billing purposes.

- d. Funds issued in support of TDY invoices have no impact on the approved post targets and are separate and distinct from the ICASS operating budget.

6 FAH-5 H-363.2 Exceptions to ICASS TDY Module Charges

(CT:ICASS-23; 10-31-2011)

(Applies to participating ICASS agencies)

- a. All TDY visitors are subject to charging for any direct costs incurred on their behalf. *TDY employees* may also be subject to charges using the ICASS TDY module, except as outlined below:
 - (1) *TDY employees* who are temporarily filling vacant positions or covering staffing gaps for any agency (as long as those positions have been included in the agency's ICASS workload counts);
 - (2) *TDY employees* providing support for ICASS services (e.g., regional support officers or other foreign or domestic-based officers providing ICASS support services);
 - (3) *TDY employees* providing post-to-post assistance (e.g., *TDY employees* whose agency pays for ICASS support costs at the employee's post of assignment. The exception does not apply to *TDY employees* sent from headquarters offices.);
 - (4) *TDY employees* who utilize no ICASS services (beyond the basic country clearance) and have virtually no impact on the post ICASS platform; and
 - (5) VIP visitors and their related pre-advance and advance teams (except for cabinet-level visits where there is no agency presence at post).
- b. Any ICASS workload counts associated with the above visitors, including cabinet-level visitors, are charged to the funding agency. Workload counts associated with all other VIP visitors (POTUS, FLOTUS, VPOTUS, Supreme Court Justices, CODELS *and State Governors*) are charged to ICASS and the costs spread through ICASS redistribution (*see 6 FAH-5 H-364*).

NOTE: Department of State Office of the Inspector General (OIG) employees are not exempt from charges under the TDY module. When

OIG employees are at a post on a temporary basis to conduct oversight activities (i.e., audit, inspection, investigation), any direct costs related to their travel are charged to the fund cite provided by the OIG. Any service costs, as calculated by the ICASS TDY module, are billed to State-Program, and any transaction-based workload is charged at post to 1900-State. Posts should obtain guidance from customer agencies regarding costs related to their respective Inspectors General.

- c. **Extraordinary Circumstances:** 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. Posts experiencing “extraordinary circumstances” would not be required to use the ICASS TDY module to recover ICASS support costs and would instead work directly with their regional bureau to obtain additional resources to meet surge requirements. The regional bureau and the ISC, in cooperation with the serviced agencies, would facilitate a process for invoicing the relevant agencies at the Washington level using the post ICASS software.

6 FAH-5 H-364 VIP VISITS

(CT:ICASS-23; 10-31-2011)

(Applies to participating ICASS agencies)

- a. Visitors in this category include the President (POTUS), First Lady (FLOTUS), Vice President and/or spouse (VPOTUS), members of Congress (CODEL), Supreme Court Justices, Cabinet-level members (SecState, SecDef, etc.), *and State Governors* (see 2 FAM 116.3-2).

NOTE: Visitors in this category are **not** subject to charges generated through the ICASS TDY module. The one exception is for Cabinet-level visitors who travel to a post where they do not have a presence; in such cases they may be invoiced through the ICASS TDY module if that is in accordance with post’s policy.

- b. Separate guidelines and policies regarding the handling of expenses related to these VIP visitors are provided in advance of their travel. Costs associated with visiting VIPs are funded, to the extent possible, by the visiting delegation. Fiscal data should be obtained prior to arrival at post; this fiscal data is used to rent or procure agreed-upon items or services in support of the visit. All items which can be direct charged to the delegation should be charged to the fiscal data provided. Reimbursable costs incurred by ICASS in support of these visits (e.g., ICASS staff overtime, issuance of ICASS office supplies, fuel for vehicles, etc.) are journal-vouchered to the visiting delegation’s fiscal data.

NOTE 1: ICASS staff salary and allowance costs are budgeted and funded by resident customer agencies, including State; consequently, labor costs for services provided during normal duty hours cannot be billed to a visiting delegation.

NOTE 2: For POTUS, FLOTUS, and VPOTUS visits, posts must coordinate with the Presidential Travel Support office, A/EX/PTS (for more information, see PTS.STATE.SGOV.GOV on *ClassNet*).

- c. For POTUS, FLOTUS, VPOTUS (and spouse) visits, funding for support of accompanying White House personnel is requested from the regional bureau and provided through the Department's Program allotment. Funding for accompanying National Security Council (NSC), 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 to the *funding* agency.
- d. For Secretary of State (SecState) visits, funding must be requested from the regional bureau and is provided through the Department's Program allotment.
- e. For POTUS, FLOTUS, VPOTUS, and SecState visits, the normal after-visit, actual expense report must be completed and forwarded to the post's regional bureau. Based on the report of justified and approved expenditures, funding in the Program allotment may be adjusted. Contact the appropriate Department regional bureau for more detailed guidance.
- f. For all other Cabinet-level visitors, post must ensure it receives detailed guidance on how to handle visit expenses from the *funding* agency at post and/or their headquarters office. As with other VIP visitors, direct charging will be used to the maximum extent possible. For all other costs, post should coordinate with the *funding* and headquarters agency on providing an after-visit expense report for reimbursement from the agency.
- g. Workload counts generated by POTUS, FLOTUS, VPOTUS (and spouse), Supreme Court Justices, CODELs, *and State Governors* are charged to 1901.0-ICASS and spread through ICASS Redistribution. Workload counts generated by Cabinet-level VIP visits are charged to the *funding* agency. Workload counts generated by Cabinet-level VIP visits where there is no *funding* agency at post are billed using the ICASS TDY module.

6 FAH-5 H-365 THROUGH H-369 UNASSIGNED

(CT:ICASS-23; 10-31-2011)

6 FAH-5 EXHIBIT H-363.1-2

SAMPLE POLICY LANGUAGE FOR DIRECT CHARGING

(CT:ICASS-23; 10-31-2011)

This language should be included in post's TDY policy on eCC.

"Each visitor, regardless of length of stay, must bring or provide in advance to post fiscal data to pay all direct costs for items requested by the agency for the visit. Each agency, organization or visiting delegation will be charged for the actual costs for items requested by and attributed to its visit. Direct costs include, but are not limited to:

- U.S. citizen and locally employed staff (LE Staff) overtime (e.g., airport expediter, cashier for accommodation exchange, Motor Pool drivers, etc.) (estimated cost will be provided if these services are required);*
- Per diem and miscellaneous travel costs for embassy employees in support of visitor's field travel (estimated cost will be provided if these services are required and will depend on location and duration of the travel);*
- Commercially-leased vehicle (range from \$XX to \$XX/day for vehicle w/o driver and from \$XX to \$XX/day w/driver);*
- Commercially obtained cell phone rental and/or related charges at an estimated daily cost of \$XX;*
- Commercially obtained airport expediter services at a cost of \$XX/person; and*
- Any other commercial costs which are requested by and directly attributable to the visit."*

NOTE: *If post decides not to charge for ICASS services using the TDY Module, then the following statement should be posted on the eCC along with direct cost information listed above.*

"As per Post policy, post does not bill TDY employees for ICASS administrative services under the ICASS TDY Module."

6 FAH-5 EXHIBIT H-363.1-4

SAMPLE POLICY LANGUAGE FOR POSTS USING THE ICASS TDY MODULE

(CT:ICASS-23; 10-31-2011)

*The ICASS TDY Module is always used in conjunction with charging for direct costs. Therefore, for posts using both methods, the information posted on eCC must include language on direct charging (See Exhibit 6 FAH-5 Exhibit H-363.1-) **AND** the following suggested language:*

"TDY employees who require ICASS support services will be charged for the provision of those services in addition to any direct charges outlined above. A TDY invoice will be prepared based on the ICASS services to which a TDY employee subscribes (typical costs are listed below) once the total cost for those services exceeds \$500.

TDY employees with no funding agency at post must be prepared to sign a memorandum of understanding (MOU) and subscription of services agreement for ICASS support services upon arrival and sign a TDY invoice prior to departure. With the granting of country clearance, it is expected that the TDY employee's agency will pay ICASS charges for services provided, will provide the appropriate agency ICASS billing code, and will authorize the TDY employee to sign the ICASS invoice generated by the TDY module. If you do not have or do not know your ICASS billing code, send a request to ICASSSERVICECENTER@State.gov.

In cases where travel is urgent, TDY employees must bring the required financial documentation (e.g., travel orders and fund cite for direct charges) with them to ensure provision of services. Post will not provide any services to a TDY employee without provision of this documentation.

TYPICAL TDY MODULE CHARGES (per traveler): (example for a Standard post)

| | |
|-------------------------------|-----------------|
| <i>Basic Package Services</i> | <i>\$XX/day</i> |
| <i>CLO Services</i> | <i>\$XX/day</i> |
| <i>Health Services</i> | <i>\$XX/day</i> |

Plus the following for TDY employees with no funding agency at post:

| | |
|-----------------------------|---------------------------------------|
| <i>Procurement Services</i> | <i>\$XX/day (based on workload)</i> |
| <i>Motor Pool Services</i> | <i>\$XX/day (based on workload)</i> |
| <i>Vouchering Services</i> | <i>\$XX/day (based on workload)."</i> |

TYPICAL TDY MODULE CHARGES (per traveler):

(example for a Lite post)

Basic Package Services \$XX/day
CLO Services \$XX/day
Health Services \$XX/day

Plus the following for TDY employees with no funding agency at post:

General Services Basket 1 (see note) \$XX/day (0.3 modification)
or
General Services Basket 2 (see note) \$XX/day (0.6 modification)
or,
General Services (see note) \$XX/day (no modification)

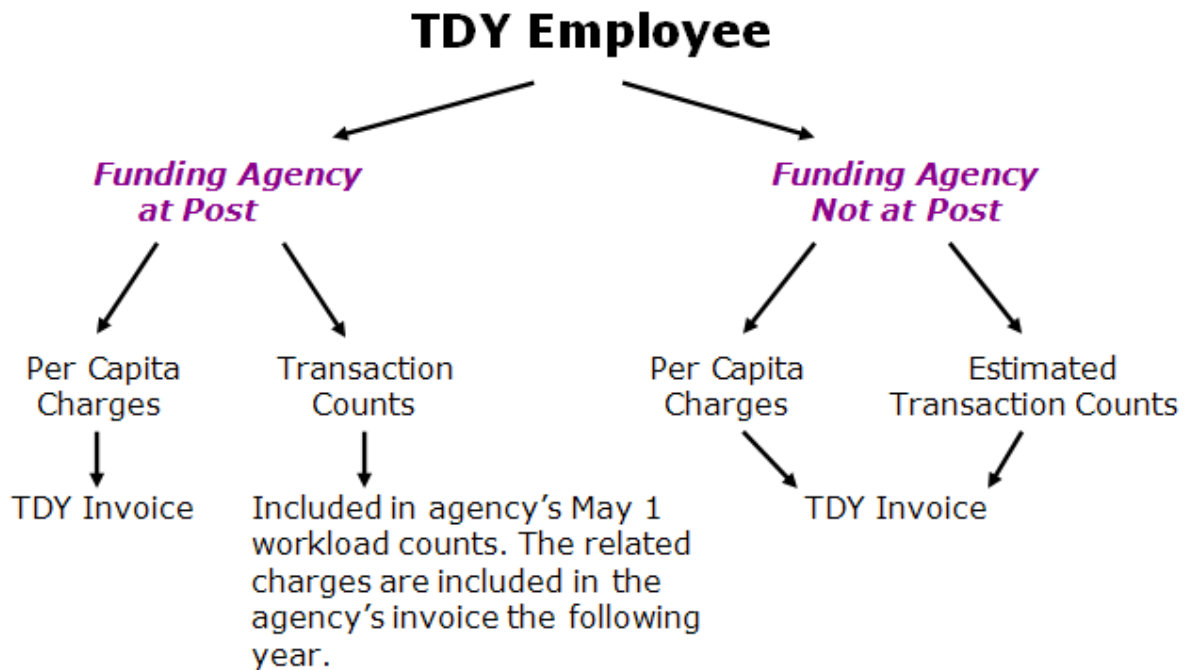
NOTE: Each basket is post-determined based on services provided.

Financial Mgmt Services \$XX/day (based on workload)

For a more detailed explanation of services provided, please visit the post Web site at XXXXX.state.gov."

6 FAH-5 EXHIBIT H-363.1-5 TDY MODULE PROCESS CHART

(CT:ICASS-23; 10-31-2011)
(Applies to participating ICASS agencies)



THRESHOLD FOR TDY MODULE

(Applies to all *TDY employees*)

All *TDY employees* are responsible for any direct costs related to their visits. *Transaction*-based workload counts for *TDY employees* with a *funding* agency at post are charged to the *funding* agency from the first day of the visit. Workload counts for *TDY employees* with no *funding* agency at post are estimated and, once the established *is* met, included in the TDY invoice; these workload counts are not included in post's May 1 workload counts.

\$500: Cumulative charges calculated by the ICASS TDY Module *must reach the \$500 threshold to be included in* the TDY invoice prepared at the end of the visit.