



Department of Defense INSTRUCTION

NUMBER 7060.06
May 15, 2012

USD(I)

SUBJECT: International Cooperative Administrative Support Services (ICASS)

References: See Enclosure 1

1. PURPOSE. This Instruction:

a. Reissues DoD Instruction 7060.06 (Reference (a)) in accordance with the authority in DoD Directive 5143.01 (Reference (b)) to transfer program management responsibility from the Office of the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense (USD(C)/CFO) to the Defense Intelligence Agency (DIA).

b. Establishes DoD policy and assigns responsibilities pursuant to section 2695 of title 22, United States Code (U.S.C.) and section 1535 of title 32, U.S.C. (References (c) and (d)) for DoD participation in the Department of State (DOS) ICASS system for shared funding of administrative support services for U.S. Government agencies at U.S. diplomatic or consular posts overseas.

2. APPLICABILITY. This Instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint 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 within the DoD (hereinafter referred to collectively as the "DoD Components").

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that:

a. The Department of Defense shall participate in the ICASS system when such participation is determined to be the most economical means of obtaining support and when mission performance necessitates ICASS support.

b. The minimum number of DoD personnel possible shall be stationed at locations that require ICASS support. When possible, DoD personnel shall be stationed in the United States or on DoD installations when assigned overseas. DoD personnel who must be stationed at U.S. diplomatic posts shall receive their support from DoD installations if such support is reasonably available when considering commuting distance and other factors.

c. In accordance with National Security Decision Directive (NSDD) -38 (Reference (e)), approval of the chief of mission (COM) shall be obtained before changing the number or composition of full-time, permanent, direct-hire positions (U.S. military, U.S. civilian, or Foreign Service National-Direct Hire) or the mandate of a DoD staff under COM authority at U.S. diplomatic or consular posts or otherwise in a foreign country. COMs can mandate that the NSDD-38 process be used for all position changes within their mission. The exception is those individuals or units under the command of a U.S. area military commander.

5. RESPONSIBILITIES. See Enclosure 2.

6. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE

a. This Instruction is effective May 15, 2012.

b. This Instruction must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DoD Instruction 5025.01 (Reference (f)). If not, this Instruction will expire effective May 15, 2022 and be removed from the DoD Issuances Website.



Michael G. Vickers
Under Secretary of Defense for Intelligence

Enclosures

1. References
2. Responsibilities

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Instruction 7060.06, "International Cooperative Administrative Support Services (ICASS)," March 3, 2006 (hereby cancelled)
- (b) DoD Directive 5143.01, Under Secretary of Defense for Intelligence (USD(I)), November 23, 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) DoD Instruction 5025.01, "DoD Directives Program," October 28, 2007
- (g) U.S. Department of State, "Foreign Affairs Handbook Volume 6 Handbook 5—International Cooperative Administrative Support Services," July 21, 2006

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE (USD(I)). The USD(I) shall develop policy and guidance for and exercise oversight of DoD participation in ICASS.

2. DIRECTOR, DIA. The Director, DIA, under the authority, direction, and control of the USD(I), shall:
 - a. Serve as the DoD Program Manager and conduct oversight activities related to DoD participation in the ICASS system as directed by USD(I).

 - b. Designate a DoD representative for the ICASS Executive Board and the ICASS Working Group (IWG).

 - c. Conduct periodic reviews of DoD participation in the ICASS cost-sharing system to assess the billing process and address any accounting issues.

 - d. Conduct DoD user forums, establish working groups, and visit user sites abroad.

3. USD(C)/CFO. The USD(C)/CFO shall:
 - a. Exercise overall management of the financial aspects of DoD participation in the ICASS system.

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

4. HEADS OF THE DoD COMPONENTS. The Heads of the DoD Components who have personnel receiving ICASS support shall:
 - a. Establish and maintain procedures for tracking and paying ICASS charges for personnel at U.S. diplomatic or consular posts receiving ICASS support.

 - b. Provide updated ICASS billing address listings to the ICASS Service Center (ISC) at DOS.

 - c. Have DoD Component representatives at U.S. diplomatic or consular posts provide a signed copy of the memorandum of understanding (MOU), to include all ICASS supporting documents, to the paying office of their DoD Component, as required.

- d. Coordinate personnel increases and decreases in accordance with Reference (e).
- e. Coordinate with the DoD ICASS Program Management Office on any issues to be raised at the IWG level. All DoD Components retain the right to participate at the IWG.
- f. Attend DoD ICASS conferences and provide information and assistance to the DoD Program Manager in the execution of ICASS responsibilities.
- g. Ensure DoD Component representatives at U.S. diplomatic or consular posts actively participate in the budget committee and when appropriate represent DoD on the post ICASS Council.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

COM	chief of mission
DIA	Defense Intelligence Agency
DOS	Department of State
ICASS	International Cooperative Administrative Support Services
ISC	ICASS Service Center
IWG	ICASS Working Group
MOU	memorandum of understanding
NSDD	National Security Decision Directive
U.S.C.	United States Code
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer
USD(I)	Under Secretary of Defense for Intelligence

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this Instruction.

DoD Component representative. The individual at U.S. diplomatic or consular posts authorized to approve and sign all documents pertaining to ICASS.

ICASS. The principal means by which the U.S. Government provides and shares the cost of common administrative support at its more than 250 U.S. diplomatic or consular posts overseas. Details are in the U.S. DOS - “Foreign Affairs Handbook Volume 6 Handbook 5 — International Cooperative Administrative Support Services” (Reference (g)).

ICASS Executive Board. The senior-level interagency group chaired by the Director, Office of Management Policy, Rightsizing and Innovation, DOS, to address policy issues. This Board meets quarterly. Minutes of the meetings are published on the ICASS website at www.icass.gov.

ISC. Provides central support for the worldwide ICASS system in the form of programming, budgeting, and billing. It is located at DOS and operates under the authority of the DOS Chief Financial Officer.

IWG. A working-level interagency group that meets monthly in close consultation with the ISC to address policy and problems of common concern. This group reports to the ICASS Executive Board. Minutes of the meetings are published on the ICASS website at www.icass.gov.

MOU. A document signed by the service provider and customer representative that establishes the terms and conditions of an agreement for the provision of services in accordance with the standards approved by the ICASS Council. The MOU should include all supporting documentation, description of cost center services, standards for each service, performance measures, and budget committee-approved customer agency modifications.