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**Pre-Deployment Training Playbook**

**For ICASS Council Chairs**

This ICASS training playbook prepares ICASS customer agency representatives deployed at posts overseas to understand their roles and responsibilities as paying ICASS customers, as well as their duties when serving as ICASS Council chairs at post. All training offerings, unless otherwise noted, are available to both U.S. Direct Hire and Locally Employed staff. The last page includes a list of key ICASS documents.

Aside from following this training playbook, customer agency representatives deploying overseas should schedule a consultation with the ICASS Service Center before departing for post. Consultations can be scheduled at [this link](https://usdos.sharepoint.com/sites/CGFS-ICASS). \*Requires OpenNet, if unavailable a consult can be requested from [ICASSserviceCenter@state.com](mailto:ICASSserviceCenter@state.com)

Please reach out to [ICASSServiceCenter@state.gov](mailto:ICASSServiceCenter@state.gov) if you have any questions.

***Start with:***

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| --- | --- | --- | --- |
| **Course Name** | **Delivery Method** | **Time Commitment** | **Notes** |
| [ICASS Basics](https://www.icasstraining.com/training-basics) | Videos – click and view | 15 minutes | Basic overview. |
| [ICASS Post Governance](https://www.icasstraining.com/training-basics) | 10 minutes | Basic overview. |
| [Time Allocation in ICASS](https://www.icasstraining.com/training-basics) | 10 minutes | Builds off basics. |
| [Workload Counts](https://www.icasstraining.com/training-basics) | 10 minutes | Builds off basics. |
| [How to Ensure your ICASS Bill is Fair and Accurate](https://www.icasstraining.com/training-basics) | 10 minutes | Builds off basics. |
| [ICASS Council: Managing ICASS for Council Chairs](https://www.icasstraining.com/training-basics) | 10 minutes | Overview of Council Chair role. Highly recommended. |
| [ICASS Invoice Billing- Post Component](https://www.icasstraining.com/training-invoicing) - Guides you thru how post invoice is created and the post invoice timeline. | 10 minutes | Highly recommended. |
| [ICASS Invoice- Washington level -](https://www.icasstraining.com/training-invoicing)Guides you thru different types of ICASS Invoices, billing processes and timelines for Washington bill payer. | 15 minutes | Highly recommended. |
| [ICASS TDY Post Policy and Invoices -](https://www.icasstraining.com/training-invoicing)  Overview of TDY post policy, review different categories of TDY charges and answer some of the FAQS from the field. | 16 minutes | Highly recommended. |
| [MOU & Subscription of Service](https://www.icasstraining.com/training-mps) | Videos – click and view | 5 minutes | Builds off basics. |
| [Workload Count Modification](https://www.icasstraining.com/training-mps) | 10 minutes | Builds off basics. |
| ICASS Executive Summary – Quarterly | Live Webinar via MS Teams – email ICASSServiceCenter@state.gov to find out when the next event is scheduled | 60 minutes | Conducted once per quarter. |
| [ICASS Meeting](http://icasstraining.com/) Schedule - Videos based on meetings that are structured around the ICASS budget cycle. Each video discusses the upcoming ICASS meeting at post. | Video Series – click to view | Varies: 10-20 minutes each | Please make sure the ISC has your email address. |
| ICASS Basics for Overseas Posts (GFS33) | FSI Distance Learning – contact your agency Training Coordinator or FSI Registrar\* | 1-2 hours | Broad overview. |

***Advanced Trainings:***

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| **Course Name** | **Delivery Method** | **Time Commitment** | **Notes** |
| ICASS Basics (PA345) | FSI- In person. Contact your agency Training Coordinator to register or contact FSI Registrar\* | 2 days | Appropriate for any level. |

***\*FSI courses – the FSI Registrar’s Office at*** [***http://fsitraining.state.gov***](http://fsitraining.state.gov/) ***will provide additional instructions on how to register for FSI classes for both DOS and non-DOS students.***

***Key Documents:***

* **Cost Center Sheets**
  + [Standard Cost Center Sheet](https://elearningassets.com/customers/ICASS/files/current/Standard_Cost_Center_Sheet.pdf)
  + [Lite Cost Center Sheet](https://elearningassets.com/customers/ICASS/files/current/Lite_Cost_Center_Sheet.pdf)
  + [Standardized Sub-Cost Center sheet](https://elearningassets.com/customers/ICASS/files/current/Standardized_Sub-Cost_Center_Sheet.pdf)
* [Meeting Planning Schedule for ICASS Council and Budget Committee](https://elearningassets.com/customers/ICASS/files/current/Meeting_Planning_Schedule.pdf)
* [What is ICASS? (An Informative Overview](https://usdos.sharepoint.com/:w:/r/sites/CGFS-ICASS/_layouts/15/Doc.aspx?sourcedoc=%7B44C6D6ED-D757-45D1-99C4-E01DBD345B87%7D&file=What%20is%20ICASS%20(An%20Informative%20Overview).docx&action=default&mobileredirect=true&wdLOR=c91EB0995-CBDE-43BD-931E-6DAB1D9B224D&cid=d69c6d95-0752-4e41-87aa-03daefec8c7b)) \*Requires OpenNet, can be requested from [ICASSserviceCenter@state.com](mailto:ICASSserviceCenter@state.com)