

SOFTWARE GUIDANCE FOR INITIAL NON-ICASS OBO BUDGET PREPARATION

- OBO Program Initial Requirements - FY 2009

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1. Introduction

This document provides important information on preparing your FY 2009 Non-ICASS OBO Initial Requirements (IR) for Properties and Leases, including routine maintenance and repair (M&R), and Facility Manager (FM). It also provides instructions on how to submit the OBO IR to the ICASS Service Center (ISC) within the Non-ICASS plan submission (see [Section 6](#)). Hyperlinks are included in this document for your convenience. By clicking on the hyperlinks you can access reference documents, such as cables, and related sections within the same document.

Reminder: Since FY 2008 the DS module within Non-ICASS is no longer used for preparing and submitting the Non-ICASS DS LGP budget to the ICASS Service Center. Therefore, do not enter DS LGP data in the Non-ICASS budget software. Your Non-ICASS plan will only contain OBO budget data.

2. Creating the OBO Next Year's Plan (FY 2009)

- A. Log on to Web.PASS and Open Web.ICASS.
- B. Click on "Plan Maintenance" under the "Budget Plans" folder and highlight the FY 2008 Non-ICASS Final Budget plan.
- C. Click the Next Year's Plan button located at the top of the Web.ICASS screen.
- D. A dialog box appears. Enter a new name for the Non-ICASS plan. Next, select "Use projected workload" and click "OK" to complete the process of creating Next Year's Plan.
Note: The use of workload data is only related to the Non-ICASS DS LGP budget however, it is still a required step to creating a new Non-ICASS plan.

3. Entering Data: Post Profile / Miscellaneous Module

A. Activate Agencies

- i. This is not applicable to OBO Program budgets.

B. Edit Locations

- i. You may create locations for your OBO Program budgets even if you don't budget by location for ICASS. E.g. Leases by location and Facility Manager (FM) by location.
- ii. There is no need to enter any data in the "Location Differential" box since it does not have any impact on the OBO requirements.

C. Post Profile Module (General)

- i. Update the exchange rate as of 10/01/08. The software will use this exchange rate to convert any local currency (LC) in the FM budget to US dollars (USD). However, for OBO Program Leases and M&R costs paid in LC the software does not contain a field for LC data entry, only USD. When you manually convert the LC to USD, OBO requires you to use the 10/01/08 exchange rate.
- ii. Type 100% in quarter one in the "Fund Allocation" section. This data relates only to the Non-ICASS DS budget and have no impact on your OBO requirements, but the software prevents you from exiting Post Profile if this area does not equal 100%.

The quarterly fund allotments for OBO Program are derived directly from the costs entered in the Leases Worksheet in the quarterly fund allocation fields.

- iii. Although the "Post Differential" option appears in this worksheet, you do not have to enter the data since it has no impact on your OBO requirements.

D. Compensation Plans

- Create or update existing compensation plans for use in the FM Positions Worksheet.

4. **OBO Program Initial Requirements**

A. Although OBO contains four worksheets only complete three of the four worksheets:

- Leases
- Facility Manager (FM) Positions
- FM Budget Summary

Requirements for Routine Maintenance and Repair (M&R) for government owned, long-term leases, and short-term non-residential leases are now collected on the Leases Worksheet.

- B. The funding requirements should reflect the **full-year** anticipated costs in FY 2009. Include comments to justify increase lease costs from the prior year. The information provided in the OBO IR will be used by OBO to formulate your FY 2009 Final Targets.
- C. OBO sets annual targets based on the requests submitted in the ICASS Global Database (GDB) and allots funding on a quarterly basis. If post's immediate requirements exceed the allotted amount issued by OBO (but are still within the annual target), follow the procedures outlined in the telegrams from Area Management which provides the Initial and Final program Leases Targets for requesting additional funds.

4.1 **Leases Worksheet**

4.1.1 OBO Program Properties and Leases

A. Update the OBO Program Leases Worksheet to include all new and anticipated FY 2009 properties and leases. Update the lease funding requests, occupants, prior year lease actuals, prior year M & R actuals, and other lease-specific data. If leases are paid in local currency, see [3C-i](#). Include comments to clarify your request and ensure that each lease cost is allocated 100% across funding quarters.

IMPORTANT: OBO does not automatically re-allot carryovers or recoveries; so all requirements should include the total anticipated full-year costs.

B. Comments entered for each lease are very important to OBO in understanding your lease requirements. The following are examples of information to include in the Comments column of the Leases Worksheet:

- Lease waiver approved (date) and reference cable numbers
- Lease terminated (date)
- Lease terminated (date) due to move to New Embassy Compound (NEC)
- Transferred from program to ICASS or ICASS to program
- Tandem couple
- Explain increase from FY 2008 Actuals to FY 2009 requirement
- If the non-residential lease occupant is "other," provide the occupant description in the comments

- Any other useful information you can provide about the lease
- C. Although Government-owned (GO) properties do not have lease costs, you still **MUST** enter the Property ID, Occupant, address and other property-specific data in the OBO Program Leases Worksheet.
- D. Web.ICASS allows the user to list leases by location. If you want to move a lease from the embassy worksheet to another location worksheet, deactivate it on the Leases Worksheet, change the location by selecting it from the Location drop-down box at the top of the Leases Worksheet, press the activate button, check the box next to the lease you wish to activate, and click reactivate.

4.1.2 Routine Maintenance and Repair (M&R) Costs for Short-Term Lease (STATE-only) Non-Residential (NR) Properties

- A. M&R costs for all OBO program leases and government-owned properties, except for Short-Term Residential leases, **MUST** be reported on a property-specific basis and entered in the M&R Funding Request column on the Leases Worksheet. If these M&R costs are paid in local currency, see instructions in [3C-i](#).
- B. The routine M&R costs for STL (STATE-only) NR properties are funded by OBO under function code 7901 (see telegram titled "FY 2009 OBO Financial Guidance" to be issued in late September 2008).
- C. The landlord is the primary person responsible for M&R on all OBO STL (STATE-only) NR facilities. OBO funds M&R only if the landlord refuses or is unable to pay the needed repairs/improvements. Post must state the reason why M&R is not paid for by the landlord in the Comment column or OBO will not include additional routine M R funds for OBO STL (STATE-only) NR properties in post's 7901 allotment.

4.2.0 OBO Maintenance Worksheet for Government Owned/Long-Term Leased (GO/LTL) Residential and Non-Residential Properties

Reminder: Do not complete the OBO Maintenance Worksheet. Your M&R requirements are now collected on the Leases Worksheet (see [4.1.2](#)).

4.3.0 Facility Manager (FM) Positions Worksheet

- A. Update the FM Positions Worksheet to show all FM positions, including new positions, salaries, benefits and allowance. FM positions can be entered by location.
- B. If the compensation plan module was used for salaries and benefits, confirm that the default "hours authorized" for FM positions linked to the compensation plan is 40 for compensation plans that exceed 40 hours. Otherwise the salary and benefits will be miscalculated. The number of hours entered in this column is part of the salary computation.
- C. If you have included bonus payments (sub-object code 1169) in the compensation plan for FM positions, ensure that the number of "Months Authorized" in the FM Positions

Worksheet is not adjusted upwards to reflect the bonus payments. Otherwise, the bonus payments will be miscalculated. The number of months entered in this column is part of the salary computation.

4.3.1 Allocating FM Position Costs to Cost Centers

Ensure that the FM positions are 100% allocated to cost center/s otherwise the data will not appear on the FM Budget Summary Worksheet.

4.4.0 FM Budget Summary Worksheet (BSW)

The budget data entered in the FM Positions Worksheet appears in the FM BSW and is displayed by sub-object code. Update the FM BSW with prior year actuals and provide explanations in the Comments section for changes from FY 2008 Actuals to FY 2009 Initial Requirements, as appropriate.

5. Final Verification

After you have completed your OBO requirements, you **MUST** run "Verify" from the Plan Maintenance screen to ensure that data entered is correct and reference tables are properly updated.

6. Submitting the Non-ICASS Plan to DC – *BASELINE FIRST*

A. Although the DS budget is no longer a required part of the Non-ICASS budget submission process, there are remaining software-related dependencies that are required to submit the budget. Once all your OBO requirements are entered, you **MUST** baseline the Non-ICASS budget plan to the Initial Budget stage before submitting your Non-ICASS plan to DC.

B. Important Step: How to baseline

The "Submit to DC" button only becomes active if your Non-ICASS plan is at the Initial Budget stage. Open the DS LGP BSW and click on the "Baseline Initial Requirements" button at the bottom of the worksheet. After you baseline the "Initial Requirements", you are at the Initial Budget (IB) stage and are ready to submit your Non-ICASS (OBO) Initial Budget plan to DC.

C. The final step is to submit the budget plan to Washington, DC for approval. This feature is available in the Plan Maintenance file. For further details about this process, see "Budget Stages and Submission" on [page 65 through 69 of the Web.ICASS Software User's Manual](#). Also, see [Volume 5, Issue 4 of The Web.ICASS Feed](#) for helpful tips & tricks on avoiding common submission errors.

7. Contact Information for Assistance

OBO Program leases:

Lyle Dittmer (DittmerLA2@state.gov; Tel: 703-875-6083) of OBO/OPS/AM

Facility Manager requirements and Routine M&R for Program STL and GO/LTL properties:

Sally Lovett (LovettSE@state.gov; Tel: 703-452-8708) of OBO/CCM/FAC

Software guidance for Non-ICASS budgets:

Bob Braganza (BraganzaRG@state.gov Tel: 202-663-1419)

Jim Nunno (NunnoJM@state.gov ; Tel: 202-663-1237)

Michelle Frederick (FrederickMA@state.gov; Tel: 202-663-3271)

Software or problems with submitting your budget plan:

ICASS Technical Support (ICASSTechsupport@state.gov; Tel: 202-663-1973).