

12 FAH-8 H-300 PROGRAM FUNDING AND BUDGET PROCESS

12 FAH-8 H-310 FUNDING OFFICE RESPONSIBILITIES AND PROCEDURES

(TL:RSP-01; 11-01-2001)

12 FAH-8 H-311 GENERAL

(TL:RSP-01; 11-01-2001)

a. The funds used by the RSP originate in an annual appropriation from Congress. This appropriation is based upon a budget request submitted by the Department. The Department request is based upon a compilation of existing and projected needs submitted annually by all posts and missions. The individual posts develop their financial inputs from integration of the post threat rating as published in the security environment threat list (SETL) with local elements such as post housing profile, numbers of employees and eligible family members, number and location of official facilities.

b. When the Department has received the Congressional appropriation for the RSP the amount received is compared to the total requested. Posts' requests are then considered based on a priority schedule that considers threat rating, existing programs, contractual obligations, planned changes, etc. The Bureau of Diplomatic Security (DS) then determines what percentage of each original post request can be funded. Advice of Allotments are prepared and the funds are allocated to the posts periodically during the fiscal year.

c. The RSO and/or PSO manages the expenditure of funds allotted to the RSP including key elements such as cost estimates, rates of expenditure and approval of invoices.

d. The mission's primary tool for forecasting non-program budgets is the International Cooperative Administrative Support Services (ICASS) budget and cost system software. The budget submission is prepared by the Financial Management Officer (FMO) using the information and justifications provided by the RSO and/or PSO. The Facilities Protection Division (DS/CIS/PSP/FPD) requires a detailed narrative justification (including cost estimates) prior to funding approval of the RSP. All Residential Security Program expenditures are currently considered non-ICASS.

e. The proposed RSP costs for a post are calculated using the ICASS Budget and Cost System software. These costs are reviewed by DS/CIS/PSP/FPD before approval, to ensure program justifications and funding corresponds with the post's threat rating. It should be noted that the post's budget submission is to include personnel, equipment, supplies, and other operating expenses for the RSP, including residential guard services, where applicable, for all foreign affairs agencies at post.

12 FAH-8 H-312 THE FINANCIAL MANAGEMENT OFFICER (FMO)

(TL:RSP-01; 11-01-2001)

The post FMO is responsible for:

(1) Preparation of the annual budget submission for the planning year. The FMO relies on the RSO to provide data for preparation of this budget document;

(2) Providing guidance to the RSO and/or PSO as to the information in the annual budget submission;

(3) Developing and/or approving the billing form and procedure for payment of the guard force contractor; and

(4) Providing information regarding the current status of obligations and expenditures of funds for the Residential Security Program.

12 FAH-8 H-313 THE REGIONAL SECURITY OFFICER (RSO)

(TL:RSP-01; 11-01-2001)

The RSO must prepare detailed information to support the RSP budget requests. The program and fiscal information is required by DS/CIS/PSP/FPD in order to meet its responsibility for worldwide residential security program management. Each year a budget submission is prepared by the post. It includes the local guard, surveillance detection, explosives detection and residential security program costs. This data is later entered into the ICASS service center's global database for use by various Department offices. The data serves to account for the post's overall budget plan. In addition to working with the FMO to prepare the budget submission, the RSO and/or PSO must:

(1) Base requests on actual needs;

- (2) Monitor actual expenditures by direct observation and through the use of the Overseas Financial Management System (OFMS) Status of Obligations Inquiry Reports;
- (3) Initiate change requests;
- (4) Certify services provided; and
- (5) Approve payment of invoices.

12 FAH-8 H-314 INTERAGENCY HOUSING BOARD (IAHB)

(TL:RSP-01; 11-01-2001)

a. The post's IAHB makes the final decision on the acceptability of a residence for occupancy by an employee and his or her eligible family members. IAHB members should understand the role of the RSO in certifying that a residence meets the security standards required by the post's threat ratings before approving the addition of any residence to the post's housing pool. The IAHB should also be alerted to the potential cost of security enhancements prior to any IAHB housing decision since IAHB decisions have significant financial impact on the overall costs for the RSP.

b. The IAHB should understand that dwellings approved by the board over the objection of the RSO and/or PSO will not receive funding for any residential security enhancements from DS/CIS/PSP/FPD.

12 FAH-8 H-315 EMERGENCY ACTION COMMITTEE (EAC)

(TL:RSP-01; 11-01-2001)

Generally, a post's EAC assists in residential security protection funding and budget issues as follows:

(1) As a part of its normal periodic meetings, the post's EAC keeps informed of the relationship between the post's threat ratings and the requirements of the RSP;

(2) Members of the committee should understand the relationship between the budget and the residential security measures currently in place;

(3) The EAC should be urged to keep abreast of events and trends in the local environment regarding the affect of both political violence and criminal activity on the RSP; and

(4) The EAC should be prepared to respond in a timely and responsible manner to the requests and/or concerns of the RSO and/or PSO with regard to residential security protection and improvement.

12 FAH-8 H-316 FACILITIES PROTECTION DIVISION (DS/CIS/PSP/FPD)

(TL:RSP-01; 11-01-2001)

a. DS/CIS/PSP/FPD plays a major role in the oversight and management of the RSP funding, and, in doing so, performs the following functions:

- (1) Reviews, analyzes and approves residential security programs;
- (2) Initiates the advice of allotments;
- (3) Reviews posts' ICASS budget submissions to ensure that they are in accordance with DS standards and Department policy; and
- (4) Prioritizes and adjusts funding allocations due to changes in the threat rating affecting the size or direction of a program, the cost of proposed training initiatives, and potential contractual obligations;

b. The final budget approved for any post's RSP is determined by DS/CIS/PSP/FPD. There are a number of factors that go into determining how DS/CIS/PSP/FPD makes decisions on RSP allotments. The amount of money appropriated by Congress from year-to-year affects DS/CIS/PSP/FPD's ability to fund post requests. It is, therefore, in the post's interest to provide DS/CIS/PSP/FPD with a detailed justification including the most accurate estimate for all elements of a post's RSP.

12 FAH-8 H-317 THROUGH H-319 UNASSIGNED