

**DS-2020I,
INSTRUCTIONS FOR COMPLETING THE
DS-2020-RETAIL PRICE SCHEDULE, PARTS 1-3**

Part 1 - Cover Sheet

- a. Please follow all instructions carefully. When in doubt, contact the U.S. Department of State.
- b. Thoroughly review the completed survey. The Office of Allowances' Regional Analysis must validate any inaccuracies, inconsistencies, or missing data from the Retail Price Schedule.
- c. Ensure the report is properly coordinated through all agencies.
- d. Ensure the final report is certified.
- e. Attach original DS-1996s if a new survey was conducted.
- f. Ensure you have the correct mailing address for the method you choose to send the report under (*pouch vs. courier such as DHL, FedEx*).

U.S. Department of State, Office of Allowances
2401 E St. NW, Room L314, SA1
Washington, DC 20522-0103

ITEM	SPECIFICATIONS
Post	Location of survey
US Agency	Agency submitting survey
Date of Survey	The month in which most prices were collected
Before Beginning the Report	Read items a.-h. carefully
Sales Taxes	The amount listed here is the percentage added to EACH particular type of goods or services. The Price Collector must validate if merchants have included taxes in the product price, or if taxes are applied at the time of checkout. Use the comment line in the survey for further explanation. Check if the applicable taxes are refundable. Explain if not.
Survey Exchange Rate	This is the rate commonly available to and used by U.S. citizen employees for their personal expenses.
LPQ Summary	Number of employees eligible to complete the DS-1996; the number of received and summarized, and percentage of participation (<i>must be 67% or greater</i>).
Concurrence	Each agency at the survey location must review and concur. Show concurrence by Agency and Officer name. Document non-concurrence and explain in a cover memo.
Price Collector(s)	Identify the name of the Price Collector(s) and the agency assigned to or hired by.
Certifying Official	The officer at post with the overall responsibility for this survey must certify the survey and submit it to the Office of Allowances. Annotate the date the survey was initiated and completed.

Part 1 - Outlet Report

- a. The Outlet Report is based on the tabulated results using the latest DS-1966 "Living Pattern Questionnaires".
- b. Price Collectors will use these outlets for collecting subcategory retail prices.
- c. Transfer the outlet names to the appropriate subcategories in Part 3.

ITEM	SPECIFICATIONS
Consumer Goods and Services	As listed. Some categories are combined such as meats. If separate outlets are used during price collecting, identify them in the Description/Comments column of the survey.
Primary Local Outlet	Tally all Primary outlets from the LPQs. Identify the top outlet for each subcategory. The column will be a mix of primary outlets shopped.
Secondary Local Outlet	Tally all Secondary outlets from the LPQs. The secondary outlet is not the number 2 outlet under the primary outlet summary.
Currency	List the currency used for each subcategory. Do not convert local currency to U.S. dollars. If U.S. dollars are used for any purchases however, annotate for the appropriate goods or services.

Part 2 - Relative Importance of Various Sources of Supply

- The information on this page is based on the tabulated results of the submitting locations using the latest DS-1996 "Living Pattern Questionnaire".
- Round all percentages on this page to the nearest whole number.
- Percentages across must add up to 100%.
- Note: For each percentage entered, there must be a price collected for that item in that facility.

ITEM	SPECIFICATIONS
Local Market Column	Items or services purchased locally regardless of country of origin.
Special Facilities	Embassy Commissary: Ensure a DS-2021 accompanies the Retail Price Schedule if percentage is reported in this column. Military Commissary or Exchange: List name in Relative Use of Commodities and Services, Special Facilities.
Supply Brought to Current Location	Report the proportion of goods purchased in anticipation of assignment, or conveyed to the foreign location at US Government expense in your House Hold Effects, Unaccompanied Air Baggage, accompanied (<i>checked</i>) baggage, or pouch.
Subsequent Purchases	U.S. - Items purchased from a source in the U.S. (internet, fax, mail order), or purchased during home leave/TDY/other visit in the US. Other - Purchases from other posts or foreign locations. Provide the city or country where most of the purchases are made.

Part 2 - Relative Use of Commodities and Services

Any items indicated as consumed must have corresponding prices elsewhere in the report or on enclosed price lists.

ITEM	SPECIFICATIONS
1 to 3	Tally the relative use percentages from all LPQs for each category on this page. Must total 100%.
4. Post Employees	The Human Resources Officer (HRO) should provide the total of USG employees assigned to post. Tally the remaining items from the LPQs.
5. Special Facilities	Identify any commissary or exchange if used by post employees. Be sure to specify any shipping costs or markups that have not been included in the commissary survey. If the commissary and exchanges used are not located near the post, specify the actual location and distance from the post.
6. Other Foreign Locations.	If more than one foreign location was identified on the LPQs, report the most used location.
Note:	Please submit a separate summary for Uniformed Service members if their LPQs differ substantially from civilian LPQs.

Part 3 - Retail Price Collecting

- The prices collected in this report must reflect the consumption habits of the average U.S. family (3-4 persons - average income of \$44,500) living in Washington, DC. This family has budget constraints in D.C. as well as abroad.
- Tax Rate.** For all subcategory items, list the Tax Rate and check if it is already included in the price.
- Most Frequently Used and Second Most Frequently Used Outlets. Enter outlets identified in Part 1, Outlet Report.
- Substitute items are items bought if the typical item is not available for purchase. Report both prices.
- Unless otherwise noted, report items by weight or volume.
- Where indicated throughout the report, price both Typical and Substitute items.

CATEGORY: MEATS AND DAIRY PRODUCTS

ITEM	SPECIFICATIONS
<p>Report meats by weight - not pieces or packages</p> <p>The specified meat cuts are those common to most parts of the world. These cuts may be either fresh or uncooked frozen. If local meat cuts are not listed in this report, every effort should be made to use cuts corresponding to those found in the United States. List the local name for the cut of meat (<i>translated into English if possible</i>) in the description column and add comments if applicable for clarification.</p> <p>It is important that the same types of meat cuts be priced in subsequent reports.</p> <p>Exclude smoked, cured, cooked, or canned products.</p>	

ITEM	SPECIFICATIONS
SUBCATEGORY: BEEF	Steak, roast, and hamburger.
SUBCATEGORY: PORK	Chops and Loin roast.
SUBCATEGORY: LAMB	Chops and Leg.
SUBCATEGORY: POULTRY Chicken	Chicken: whole, breast, leg. Note: for this item, if no fresh chicken is available, report canned chicken if prices are available.
SUBCATEGORY: SEAFOOD Fish, fresh	Identify and report prices for the types of fresh filet most readily available in the area and typically purchased by U.S. nationals. If fresh fish filet is not available, price fresh whole or frozen fish filet; describe type, and report brand, if applicable. Exclude lobster, shrimp, prawns, clams, and other shellfish.
Fish, canned	Identify and report prices of types and sizes commonly used by U.S. nationals, such as tuna and salmon. Exclude sardines, shrimp, prawns, clams, and other shellfish.
CATEGORY: DAIRY PRODUCTS	
ITEM	SPECIFICATIONS
SUBCATEGORY: DAIRY PRODUCTS Eggs	Specify size (i.e., jumbo, large, medium, small) and price eggs per dozen (<i>about 24 oz</i>).
Ice Cream	Price bulk ice cream most frequently purchased by volume. Price by liter or quart
Cheese	Report only natural, firm-to-hard cheese (i.e., Cheddar, Edam, Gouda, Mozzarella, Provolone, Romano, Swiss) Identify and price brands and package sizes most frequently purchased by U.S. nationals.
CATEGORY: GROCERIES	
ITEM	SPECIFICATIONS
SUBCATEGORY: DAIRY PRODUCTS Milk, fresh	Identify and price types and sizes most frequently purchased by U.S. nationals by volume. When fresh milk is unavailable or is unsafe, report price of UHT or long-life milk. Explain need for this product in the comments section. Carefully identify any necessary substitutes in comments.
SUBCATEGORY: BREAD, FLOUR Bread, white or wheat	Report prices and weights of sliced white or wheat loaf bread commonly used by U.S. nationals. Exclude hot dog, hamburger, and dinner rolls.
Flour	Identify and report package sizes of bread or general purpose flour most frequently purchased by U.S. nationals. Exclude small packages and special types.
SUBCATEGORY: CEREAL	Report types and sizes of dry, ready-to-eat breakfast cereals most frequently purchased.

ITEM	SPECIFICATIONS
SUBCATEGORY: RICE/PASTA Rice, Regular	Report and describe types of regular rice most frequently purchased by U.S. nationals. Exclude pre-cooked types (i.e., instant or minute).
Pasta, Uncooked	Identify and price types of processed but uncooked pasta commonly purchased (i.e., spaghetti, macaroni, linguini, etc.). Exclude macaroni/cheese and Hamburger Helper, etc..
SUBCATEGORY: TEA Tea Bags	Report by bag. Identify brands, package sizes, and common types (regular or decaffeinated) most frequently purchase by U.S. nationals. Exclude loose tea, special blends, herbal teas, and instant tea mixes.
SUBCATEGORY: COFFEE Instant and Ground	Report and identify brands, package or can sizes, and common types (<i>regular or decaffeinated</i>) of coffee most frequently purchased by U.S. nationals. Exclude specialty, flavored, or spiced coffees.
SUBCATEGORY: SOFT DRINKS/ BOTTLED WATER	Report sizes and types of soft drink and non-carbonated bottled water containers (i.e., liter, milliliter, quart, fluid ounces, etc.) most often used at home. The quantity reported should correspond to the price listed. Report any bottle deposit separately.
SUBCATEGORY: CANDY/SUGAR Candy, Chocolate Bar (plain)	Report only plain chocolate candy bar without nuts or other fillers. If not available report regular baker's chocolate used for cooking
Sugar, Granulated	Report and identify package sizes of granulated sugar only. Exclude brown, powdered, cube, lump, and single-packet types
SUBCATEGORY: BABY FOOD	Report only strained vegetables or fruits in the sizes commonly purchased. Exclude pure meats, dry cereals, and specialty items.
SUBCATEGORY: FATS, Other Cooking Oil	Price and identify brands and sizes of cooking oil most frequently purchased by U.S. nationals.
Peanut Butter	Report smooth peanut butter most frequently purchased by U.S. nationals. Exclude brands with nuts (crunchy-style).
CATEGORY: FRUITS AND VEGETABLES Report duty-free arrangements other than commissaries in the comments sections when available.	
ITEM	SPECIFICATIONS
SUBCATEGORY: FRUITS, FRESH	Include specified fruits when available at time of survey. Do not estimate "off-season" prices. If imported fruits are notably higher priced than local fruits, identify them in the "brand and description" column and report percent of use of imported versus local. All items should be identified by weight. If weight is not given, estimate the weight. The quantity reported should correspond to the price listed.
SUBCATEGORY: VEGETABLES, FRESH	Include vegetables available at time of survey. Do not estimate "off-season" prices. All items should be identified by weight. When vegetables are sold by "each, bunch" etc., weigh the item or carefully estimate the weight. In addition, describe the approximate size of the item or bunch.

ITEM	SPECIFICATIONS
SUBCATEGORY: FRUITS, CANNED	Use 822-879g. (29-31 oz.) size or the nearest equivalent. Prices reported must correspond to the reported weights. Substitute and identify local varieties only when types specified are not available.
SUBCATEGORY: FRUIT JUICES, CANNED	If the specified types of juice are not available or in stock, list and identify local substitutes. Report prices for smaller size cans only when the 1304g (46oz.) cans are not available. If canned juice is not available, report cost of boxed juice in one liter or larger containers.
SUBCATEGORY: VEGETABLES, CANNED	Use 425-482g. (15-17 oz.) size or the nearest equivalent. Prices reported must correspond to the reported weights. Substitute and identify local varieties only when types specified are not available.
SUBCATEGORY: VEGETABLES, FROZEN	Use 284g. (10 oz.) package or the nearest equivalent. Prices reported must correspond to the reported weights. Substitute and identify local varieties only when types specified are not available.
CATEGORY: ALCOHOL AND TOBACCO	
ITEM	SPECIFICATIONS
SUBCATEGORY: WINE, Table	Report and identify brands and bottle sizes (<i>i.e., liter, milliliter, quart, fluid ounces, etc.</i>) of locally produced, non-vintage table wine only. If local wines are not available, report the costs of reasonably priced imported table wines.
SUBCATEGORY: WHISKEY	Report and identify non-premium brands and bottle sizes (<i>i.e., liter, milliliter, quart, fluid ounces, etc.</i>) of bourbon, scotch, rye, and blends as purchased by the average U.S. family. Exclude all premium whiskeys (<i>i.e., 12 year-old types</i>) and products whose price is affected by a special or unusual container.
SUBCATEGORY: BEER	Report brand and size of container for each price level. If the item is sold by case, then indicate the size of the containers in the description column (e.g., 12-oz cans). The quantity reported should correspond to the price listed. Include local brands, when available, if used by U.S. nationals. Report any bottle deposit separately.
SUBCATEGORY: CIGARETTES	Report and identify, by brand, cartons of cigarettes (10 packs/20 cigarettes). Specify if size is other than 200 cigarettes and if the brand is a local manufacture or import.
CATEGORY: CLOTHING	
ITEM	SPECIFICATIONS
SUBCATEGORY: MEN'S CLOTHING	
(1) Slacks, Man's Dress	Include only ready-made types, brands, and fabrics typically worn to the office.
(2) Shirt, Man's Dress	Exclude suits, evening wear, and items made with unusually expensive fabrics (<i>e.g., silk and cashmere</i>).
(3) Shoes, Man's Dress	Include the leather or simulated types commonly used for office wear. Price by pair.

ITEM	SPECIFICATIONS
SUBCATEGORY: WOMEN'S CLOTHING (1) Blouse, Woman's (2) Skirt, Woman's (3) Slacks, Woman's Dress	Include only ready-made types, styles, and fabrics typically most commonly used for office wear. Exclude evening wear, suits, dresses, and items made with extravagant ornamentation (e.g., leather or fur trim). Report only those types most frequently used. Include only ready-made types, brands, and fabrics typically worn to the office.
CHILDREN'S CLOTHING (1) Jeans, Child's (2) Shoes, Child's Athletic	Report jeans commonly worn by children ages 10-12. Include prices for girls' or boys's jeans. Report leather or other simulated types commonly used for school wear by children aged 10-12.
CATEGORY: PERSONAL CARE Use of hotel shops for items in the Laundry and Dry Cleaning or Hair Services must be warranted by local conditions and fully explained in the description or comments sections of this form.	
ITEM	SPECIFICATIONS
SUBCATEGORY: TOILETRIES Toothpaste	Report types most often purchased for normal tooth care. Use 198g (7oz.) size or the nearest equivalent size. If the weight is not listed on the tube, estimate and report the length and diameter of a tube. Exclude special sensitive types and denture cleaners.
Razor Blades	Include twin blades, disposable razors, and/or cartridges. Identify the type and number of blades in each package size reported. Use package of 5-10 stainless steel twin blades or the nearest equivalent.
Sanitary Napkins	Price and identify the brands and types most commonly purchased. Use box of 24 or the nearest equivalent.
Shampoo	Price and identify types and brands most frequently used by Americans. Use 450 ml/16 fl oz. size or the nearest equivalent.
SUBCATEGORY: LAUNDRY AND DRY CLEANING Launder Man's Shirt	Report only "regular service" prices for laundering a man's single cotton/polyester shirt commonly worn in the office. Exclude charges for special handling and laundering evening-type dress shirts or unusual fabrics.
Dry Clean Man's Slacks	Report only prices for dry cleaning a pair of man's slacks commonly worn to the office. Exclude charges for special handling, unusual fabrics, and formal attire.
Special Arrangements for Government Employees	Report costs at facilities available only to mission personnel, such as Embassy Co-Op or local retailer's "diplomatic discount".
SUBCATEGORY: HAIR SERVICES Haircut, Man's Regular	Report prices for a man's regular shampoo/haircut; as well as the average tip (%) in spaces provided. If any prices include other items or services, note this in the description or comments section.
Shampoo, Haircut, and Blow Dry, Woman's	Report prices for a woman's regular shampoo/haircut; as well as the average tip (%) in spaces provided. If any prices include other items or services, note this in the description or comments section.

ITEM	SPECIFICATIONS
Permanent, Woman's	Report prices for a woman's permanent; as well as the average tip (%) in spaces provided. If any prices include other items or services, note this in the description of comments section.
Haircut, Child's	Report prices for child's haircut. If the price varies by type of cut or age of child, specify separately. Report average tip (%) in spaces provided.
Special Arrangements for Government Employees	Report costs at facilities available only to mission personnel, such as Embassy Co-Op or local retailer's "diplomatic discount".
CATEGORY: HOUSEHOLD FURNISHINGS	
ITEM	SPECIFICATIONS
SUBCATEGORY: APPLIANCES	Specify any discounts for cash purchases. Only basic mid-sized electric portable models.
Microwave, Portable	Ovens should be between 800-1000 watts and approximately one cubic foot or 25-30 liters in capacity. Specify wattage and capacity.
Toaster, Two Slice	Only report pop-up types of bread toasters. Exclude toaster ovens.
Coffee Maker	Report prices for basic 10-12 cup coffee maker. Exclude specialty types used to make espresso or cappuccino.
SUBCATEGORY: WASHING MACHINE	Report prices for electric automatic types commonly used by U.S. nationals, and specify the capacity. Exclude washer-dryer combinations. Specify any extra costs for delivery and installation.
SUBCATEGORY: COMPUTER ACCESSORIES	Report prices for computer supplies normally used by U.S. nationals.
Cartridge, Black Ink (<i>single</i>)	Price a single black ink cartridge of a make/model normally bought and used by U.S. nationals.
Paper, package	Price a single package (<i>500 sheets</i>) of plain bond paper used for computer printers.
Blank data CD's, R/W	Price a package (<i>5 each</i>) of compact diskettes, read/write, capacity of 650-700 MB.
SUBCATEGORY: HOUSEHOLD CONSUMABLES	Use package of 48 or price and specify the package count of the nearest equivalent.
Diapers, Disposable	Exclude diapers for children over age 2.
Laundry Detergent, Liquid	Report brands and identify weights and sizes of liquid laundry detergent purchased for household laundry only. Exclude fabric softeners, liquid hand wash cleaners, and special purpose products. Specifications: Report brands and identify weights (appro 48oz) and sizes of liquid laundry detergent purchased for laundry only.
SUBCATEGORY: TELEPHONE SERVICE	Price a 3 minute long distance call to the continental U.S., either in a lump sum or per minute with any connection fees.
Long Distance Call to the US	List the company under Provider.

ITEM	SPECIFICATIONS
Internet Service, Monthly	Report monthly costs of unlimited online service. If not available, explain alternatives and include the number of online hours available at reported price. List the company name under Provider. Price both Dial up and DSL.
CATEGORY: MEDICAL	
ITEM	SPECIFICATIONS
SUBCATEGORY: MEDICINE Pain Reliever Compound	Report name or house brands of analgesic compound available in 100 tablet (325 mg.) or nearest equivalent size. Compounds may include any pain reliever available (i.e., aspirin, acetaminophen, ibuprofen) combined with other ingredients such as caffeine, buffering agents, and/or coatings. Specify the type of compound priced. If specified common pain reliever compounds are not available, price and carefully identify local substitute pain relievers. Exclude child-strength or extra strength products.
Adults Multi Vitamins 100 Tablets	Price a bottle of adult multi-vitamins of 100 tablets. Place difference of quality under description or comments.
Children's Vitamins 100 Tablets	See Adult multi-vitamins.
SUBCATEGORY: DOCTOR General Practitioner, General Visit	Report only the typical fees for an office visit when simple medical advice or treatment is needed. If the charge is for given time period, specify the length of time covered. If the reported fees cover more than simple advice or treatment, fully explain what fees include. Exclude any charges for medical history, regular physical examination, injections, medication, or lab tests.
Pediatrician, General Visit	Report only the typical fees for an office visit when simple medical advice or treatment is needed. If the charge is for given time period, specify the length of time covered. If the reported fees cover more than simple advice or treatment, fully explain what fees include. Exclude any charges for medical history, regular physical examination, injections, medication, or lab tests.
SPECIAL ARRANGEMENTS FOR GOVERNMENT EMPLOYEES General Practitioner & Pediatrician, General Visit	Report cost of contract physician or any other special arrangement. Embassies/Consulates: Report number of Regional Medical Officer (RMO) visits in the past 12 months. Report whether a U.S. Department of State Nurse Practitioner is resident at post.
SUBCATEGORY: DENTIST Filling, Simple	The filling charge should be for a simple cavity, amalgam filling, requiring work on only one tooth surface. If reported charges cover more than the simple services described above, fully explain what charges do include.
Extraction, Simple	The extraction charge should be for a simple type of tooth extraction without x-ray. If reported charges cover more than the simple services described above, fully explain what charges do include.
Prophylaxis	Prophylaxis should be cleaning of teeth without special treatment of gums or teeth. If reported charges cover more than the simple services described above, fully explain what charges do include.
Bitewing	X-ray should be bitewing only.

ITEM	SPECIFICATIONS
SPECIAL ARRANGEMENT FOR GOVERNMENT EMPLOYEES	Report the cost of contract dentist or other special arrangement for the same items above.
SUBCATEGORY: HOSPITAL FACILITIES Private Room and Semi-Private Room	Report daily charges for private and semi-private accommodations at the most frequently used or suitable hospital. Indicate the number of each type of room available in each hospital in the "description". Include food and routine care. Exclude cost of operating room, surgery, medicine, and lab fees. If this is not possible, provide appropriate comments. Explain if local hospitals are inadequate and very rarely used by post personnel. Report the "medevac" location in the description section.
CATEGORY: RECREATION	
ITEM	SPECIFICATIONS
SUBCATEGORY: AUDIO AND VISUAL SUPPLIES Music CD	Report the cost of a single music CD (<i>no sets</i>) typically purchased by USG personnel.
DVD Movie	Report the cost of a single (<i>no sets</i>) movie on DVD (non high-definition) typically purchased by USG personnel.
DVD Player	Report the cost of a DVD player only. Do not report a combo player or high definition player.
SUBCATEGORY: PHOTOGRAPHIC SUPPLIES Film Processing	Price processing for 24 exposure, 35 mm color prints. If film "mailers" require postage, report this extra cost separately. Specify if rolls are other than 24 exposures.
Camera film	Price film for 24 exposures, 35mm color prints. Specify if rolls are other than 24 exposures.
SUBCATEGORY: READING MATERIAL Book, Paperback	Report prices for paperback books of approximately 4x7 inches, 300-500 pages. List representative titles and approximate number of pages of books priced. Exclude special editions and those not really pocket size. If possible, report cost of English language paperbacks.
Newspaper, Daily	Report "newsstand" prices for single copies of the most popular weekday papers available locally. Specify newspaper titles and languages. Exclude weekend editions.
News Magazine, Weekly	Report "newsstand" prices for single copies of the most frequently purchased weekly news magazines. Report titles and languages of magazines. Exclude magazines which are not general news types.
SUBCATEGORY: RECREATIONAL EQUIPMENT Bicycle	Include touring or all terrain (<i>10-15 speed</i>) bicycles typically purchased for teenagers. Indicate if only single or 3-speed bicycles are available, and provide prices and specify types. Specify any discounts allowed for cash purchases. Report assembly charge separately and indicate whether included in or excluded from the reported price. Exclude motor bicycles and bicycles designed for racing.
RECREATIONAL ACTIVITIES Movie Theater	Report prices for adult evening and matinee admission to first-run, regular length films. If rates differ between weekdays and weekends, show both levels. Specify whether movies are in English or a foreign language. Exclude performances with live entertainment.

ITEM	SPECIFICATIONS
Performing Arts	<p>Report prices for adults attending typical professional performances. If rates differ between weekdays and weekends, show both levels.</p> <p>Ticket costs should be for the type of performance in progress at the time of the survey (<i>i.e., symphony, drama, opera, ballet, etc.</i>). Describe type of performance period.</p> <p>Report price of tourist shows or amateur productions only if professional programs are not available locally. Describe event in the description section.</p>
Sports Events	<p>Report prices for adults attending typical professional sports events. If rates differ between weekdays and weekends, show both levels.</p> <p>Ticket costs should be for the type of sports (<i>i.e., soccer, football, baseball, etc.</i>). Describe the type of sports event priced.</p>
Gym Membership	Report the cost of a one-year membership to a local gym or fitness center used by typical U.S. nationals.
SPECIAL ARRANGEMENT FOR GOVERNMENT EMPLOYEES	List the cost of movies at the Marine House and any other special arrangements for government employees.
SUBCATEGORY: PET FOOD	Price a 10-lb bag of dry dog or cat food.
CATEGORY: PUBLIC TRANSPORTATION	
ITEM	SPECIFICATIONS
SUBCATEGORY: TAXI	<p>Report price of individual hire of a taxi for a distance of approximately 1 1/4 miles (or 2 km) in the "downtown" area. If prices are based on time units, so indicate and report one-passenger fare for 15 minutes. Report customary tip in the appropriate column, preferably as a percentage. If the reported tip is a flat rate, so indicate.</p> <p>Report any special rates for rush hour service, telephone hire, luggage, or other services separately. Report minimum fare, if available, and specify corresponding distance (<i>in miles or kilometers</i>) or time.</p>
SUBCATEGORY: MUNICIPAL BUS	Report the standard fare and describe the length of a typical trip without transfer.
SUBCATEGORY: SUBWAY	Report fare and length of a typical trip.
SUBCATEGORY: AIRFARE	Report cost of a round-trip full-fare coach class airplane ticket without restrictions to a major city at least 1,000 miles (<i>one-way</i>) from the post. Specify the approximate distance. The destination should be a location generally used by employees for R&R, vacation travel, or medical evacuation. Report destination city.
CATEGORY: PERSONALLY OWNED VEHICLE	
<p>a. Price for a SIX-CYLINDER, MEDIUM-SIZED CAR ABOUT TWO YEARS OLD.</p> <p>b. If this type of car is not commonly used at post, specify the type of car priced and report applicable prices.</p>	
ITEM	SPECIFICATIONS
SUBCATEGORY: AUTO FUEL	<p>Be sure to indicate whether gas prices are in gallons or liters.</p> <p>Report local retail price levels available for automobile use.</p>
Gasoline	Exclude price of diesel or ethanol fuel.

ITEM	SPECIFICATIONS
DUTY FREE/SPECIAL ARRANGEMENTS	<p>Report cost of reduced price gasoline obtained at the post or duty station, with coupons at a local station, or through a formal VAT-back program or any other type of special arrangement. Be sure to indicate whether gas prices are in gallons or liters.</p> <p>Report percentage of permanently assigned direct-hire personnel at post eligible to purchase duty-free gasoline.</p> <p>Report in the comments section if duty-free gasoline is rationed and include amount of any ration.</p>
SUBCATEGORY: AUTO MAINTENANCE Oil Change	<p>Include labor charge, the cost of 5 quarts (or 5 liters) of oil, and a standard oil filter.</p> <p>Exclude chassis lube and other lubrication services.</p>
Motor Tune-Up	<p>Include cost of new air filter, installation of six spark plugs, setting timing, and necessary labor.</p> <p>Exclude cost for all other replacement parts not specified above.</p>
Labor Charge Per Hour	Report average hourly labor charge of a skilled mechanic as used in determining labor costs to customer.
SPECIAL ARRANGEMENT FOR GOVERNMENT EMPLOYEES	Report costs of special arrangements for automobile maintenance available to government employees, such as after-hours work by the GSO mechanic, for the services described above.
SUBCATEGORY: AUTO PARTS Tire, Radial	<p>Report price and size of a single radial tire commonly used for a medium-sized car.</p> <p>Specify any allowance for an old tire, any discount allowed for cash purchase, and any recycling fee.</p> <p>Exclude any separate fees for mounting and balancing tires.</p>
SPECIAL ARRANGEMENTS FOR GOVERNMENT EMPLOYEES	Report price and size of a single radial tire available to government employees through an Embassy Co-Op, duty-free purchase, or any other means.
SUBCATEGORY: AUTO INSURANCE	<p>SPECIFICATIONS</p> <ol style="list-style-type: none"> Price insurance for a TWO-YEAR-OLD, SIX-CYLINDER, POV. Driven to and from work less than 10 miles one way. Driver: 25 year old married male driver. <p>Describe insurance coverage and report any special discounts in the comments section.</p> <p>Indicate, in the description or comments section, whether locally purchased liability insurance is required by host country law.</p> <p>If employees typically purchase additional insurance from a U.S. company, report costs for the car described above and described coverage in the description or comments section.</p>
All Inclusive Coverage	If employees typically carry all-risk insurance, report the customary premium cost for all-risk insurance carried by the average family on the specified car. All risk insurance is typically the combined cost of liability, collision, and comprehensive insurance. Report any discount for a safe driving record. Include percentage of discount and number of years of safe driving needed to qualify.
Liability	<p>When not included in "All-inclusive Coverage," report cost and describe customary third party liability coverage as typically carried by the average family. Report any discount for a safe driving record. Include percentage of discount and number of years of safe driving needed to qualify.</p> <p>In addition, report any mandatory, legal minimum third party liability insurance coverage. Describe additional mandatory costs for items such as coverage for uninsured motorists. Describe coverage for each type of required insurance.</p>

ITEM	SPECIFICATIONS
Comprehensive	When not included in "All-inclusive Coverage," report cost of typical comprehensive insurance covering fire, theft, and glass breakage. Report any discount for a safe driving record. Include percentage of discount and number of years of safe driving needed to qualify.
Collision	<p>When not included in "All-inclusive Coverage," report cost of typical policy providing \$200 deductible collision coverage for the specified automobile. Report any discount for a safe driving record. Include percentage of discount and number of years of safe driving needed to qualify.</p> <p>If employees do not normally carry collision insurance because of its very high cost, some comment should be made.</p> <p>If there is a legal minimum requirement, the charge and extent of the minimum coverage should be reported.</p>

CATEGORY: HOUSEHOLD HELP

ITEM	SPECIFICATIONS
SUBCATEGORY: CHILDCARE Childcare, Outside the Home	<p>Report hourly rate for a 5-day week in a commercial day care facility and/or in home of provider, with and without lunch or snack, for a child of 3-4 years. If possible, exclude any facility providing preschool education instruction.</p> <p>Specify length of day.</p>
Childcare, in the Home of the Parent	<p>Report the hourly rate of day care in the home of the child's parents for a child of 3-4 years.</p> <p>Specify length of day.</p>
SUBCATEGORY: HOUSEHOLD HELP Maid, Cook, Day Worker	<p>Report hourly rate for only the types of domestic help typically employed by an average employee (FS 2-5, GS 9-14, or Uniformed Services equivalent).</p> <p>Check appropriate boxes, as determined by the most recent LPQs.</p> <p>Information explaining why domestic help is necessary at the foreign location is extremely important. The data provided must be supported by information describing actual use of domestic help at post. When domestic help is used primarily because it is readily available or inexpensive, state this clearly.</p> <p>If the use of particular types of domestic help is essential to normal life at the post, the specific reasons why each type of help is necessary must be carefully explained, in the comments section. Include justification based on security concerns, environmental factors - such as the additional cleaning required by the local climate, language difficulties encountered while marketing, and food preparation problems. Exclude child-care needs, representational responsibilities as well as any difficulties encountered only by single employees and dual career couples.</p> <p>Use additional pages as necessary.</p>

CATEGORY: FOOD AWAY

ITEM	SPECIFICATIONS
Restaurants and Fast Food Facilities	<p>The restaurants in this section represent the most frequently used facilities for meals away from the home as indicated by the LPQ summary.</p> <p>Justify in the description or comments section any hotel restaurants for meals as opposed to local restaurants.</p> <p>List the average price levels for all main courses and additional meal items requested.</p> <p>Soup and salads are intended to be small servings, as often provided with a full meal. Note if the prices listed represent full or large portions.</p>