

U.S. Department of State  
Office of Allowances  
**CONSUMABLES SURVEY**

**INSTRUCTIONS**

The information provided in this form will be used in conjunction with other criteria to determine whether a post qualifies for a Consumables Shipment.

**COMPLETING THE REPORT**

- (a) **Respondents should read each question carefully before answering.** Sometimes answering "Yes" to a question may not always be a positive response and answering "No" to a question may not always be a negative response. All questions should be answered with "Yes" or "No." "N/A" is not an acceptable answer.
- (b) **Respondents should answer each question objectively, giving detailed explanations in the designated sections on quality of consumables, usability of consumables, etc. where necessary.** We are interested not just in what is available, but also your comments on the quality of those foods and other items available. Products do not have to be American brands. If there is a local or imported product of reasonable quality, answer "Yes" for availability and if necessary comment in the appropriate section. If the quality of a product is extremely poor and equivalent to the product is unavailable, mark "No" for availability and provide details in the comments section.
- (c) **Respondents should describe situations and conditions that affect the majority of eligible USG civilian employees.** Responding officers may want to create a committee representing a cross-section of all personnel at post before completing the questionnaire because many questions refer to situations and conditions that may not have the same effect on all employees at a post. This committee should be composed of employees and family members, men and women, those married or single, with or without
- (d) **Respondents should note that consumables cover the basics.** In addition, consumables shipments are not intended to cover the high cost of products. Post Allowance is the appropriate venue to cover exorbitant costs of goods available on the local market and post should contact the Office of Allowances to address the issue.

**SUBMITTING THE REPORT**

**U.S. Department of State posts** should submit the signed original of this form and send materials directly to the U.S. Department of State, Office of Allowances:

**U.S. Department of State  
Office of Allowances (A/OPR/ALS)  
2401 E Street, NW. Room L-314  
SA-1  
Washington, D.C. 20522-0103**

**Copies of this report should be sent in advance via fax or e-mail to:  
FAX 202-261-8707  
E-Mail AllowancesO@state.gov**



### POST CONSUMABLES SURVEY

#### Post Information

Post \_\_\_\_\_

City/Province \_\_\_\_\_

Country \_\_\_\_\_

Name or Type of Establishment (e.g. Consulate) \_\_\_\_\_

Reporting Agency or Bureau \_\_\_\_\_

Date of Data Collection (mm-dd-yyyy) \_\_\_\_\_

Date of Submission (mm-dd-yyyy) \_\_\_\_\_

Time Involved Preparing this Report \_\_\_\_\_

Number of USG Employees at Post under Chief of Mission \_\_\_\_\_

#### Consumables Definition

Consumables are referred to as expendable personal property because they are used up, as opposed to wearing out. There are three categories of consumables.

**Foodstuff** - Edible foodstuffs, e.g. canned tuna or foodstuffs that are edible as part of prepared items, such as flour, sugar, salt and shortening which are used to make cake. Edible consumables directly satisfy the need for food and nourishment.

**Personal Maintenance** - Non-edible consumables include items that are used for personal maintenance such as toiletries, deodorant, toothpaste and personal hygiene products.

**Household Maintenance** - Non-edible consumables used for the maintenance of the household such as paper products and liquid household cleaners that cannot be shipped in HHE due to normal shipping restrictions.

Consumables do not include items to maintain an automobile or other machinery. Items such as car batteries and tires are not consumables and are prohibited in Consumable Shipments.

Consumable shipments may not include Household Effects (HHE), but HHE may contain consumables as long as the traveler has the weight allowance available. HHE are sometimes referred to as Household Goods (HHG) depending on the government agency.

Food and Supplies				
	Yes	No	Basic Baking Supplies Availability	Comments
a.	<input type="checkbox"/>	<input type="checkbox"/>	Flour	
b.	<input type="checkbox"/>	<input type="checkbox"/>	Sugar	
c.	<input type="checkbox"/>	<input type="checkbox"/>	Iodized Salt	
d.	<input type="checkbox"/>	<input type="checkbox"/>	Baking Power	
e.	<input type="checkbox"/>	<input type="checkbox"/>	Baking Soda	
f.	<input type="checkbox"/>	<input type="checkbox"/>	Vanilla	
g.	<input type="checkbox"/>	<input type="checkbox"/>	Shortening/Oil	
h.	<input type="checkbox"/>	<input type="checkbox"/>	Cake mix	
i.	<input type="checkbox"/>	<input type="checkbox"/>	Cinnamon	
j.	<input type="checkbox"/>	<input type="checkbox"/>	Brownie Mix	
k.	<input type="checkbox"/>	<input type="checkbox"/>	Nutmeg	
	Yes	No	Essential Toiletries Availability	Comments
a.	<input type="checkbox"/>	<input type="checkbox"/>	Shampoo	
b.	<input type="checkbox"/>	<input type="checkbox"/>	Conditioner	
c.	<input type="checkbox"/>	<input type="checkbox"/>	Bar soap	
d.	<input type="checkbox"/>	<input type="checkbox"/>	Toothpaste	
e.	<input type="checkbox"/>	<input type="checkbox"/>	Antiperspirant/Deodorant	
f.	<input type="checkbox"/>	<input type="checkbox"/>	Feminine Hygiene Products	
g.	<input type="checkbox"/>	<input type="checkbox"/>	Contact Lens Solution	
h.	<input type="checkbox"/>	<input type="checkbox"/>	Moisturizer	
i.	<input type="checkbox"/>	<input type="checkbox"/>	Sunscreen	
j.	<input type="checkbox"/>	<input type="checkbox"/>	Dental floss	
k.	<input type="checkbox"/>	<input type="checkbox"/>	Decongestants	
l.	<input type="checkbox"/>	<input type="checkbox"/>	Bandages (Gauze or Band-aids)	
m.	<input type="checkbox"/>	<input type="checkbox"/>	Topical Antibiotics (e.g. Neosporin)	
n.	<input type="checkbox"/>	<input type="checkbox"/>	Pain Killers	
o.	<input type="checkbox"/>	<input type="checkbox"/>	Other OTC (over the counter) medications (Explain)	
p.	<input type="checkbox"/>	<input type="checkbox"/>	Insect Repellent	

	Yes	No	Basic Herbs and Spices Availability	Comments
a.	<input type="checkbox"/>	<input type="checkbox"/>	Onion Powder	
b.	<input type="checkbox"/>	<input type="checkbox"/>	Parsley	
c.	<input type="checkbox"/>	<input type="checkbox"/>	Garlic Powder	
d.	<input type="checkbox"/>	<input type="checkbox"/>	Dill	
e.	<input type="checkbox"/>	<input type="checkbox"/>	Thyme	
	Yes	No	Essential Household Supplies Availability	Comments
a.	<input type="checkbox"/>	<input type="checkbox"/>	Toilet Paper	
b.	<input type="checkbox"/>	<input type="checkbox"/>	Paper Towels	
c.	<input type="checkbox"/>	<input type="checkbox"/>	Paper Napkins	
d.	<input type="checkbox"/>	<input type="checkbox"/>	Candles	
e.	<input type="checkbox"/>	<input type="checkbox"/>	Batteries (AAA,AA,C,D)	
f.	<input type="checkbox"/>	<input type="checkbox"/>	Laundry Detergent (liquid or powder)	
g.	<input type="checkbox"/>	<input type="checkbox"/>	Bleach	
h.	<input type="checkbox"/>	<input type="checkbox"/>	Dryer Sheets	
i.	<input type="checkbox"/>	<input type="checkbox"/>	Fabric Softener	
j.	<input type="checkbox"/>	<input type="checkbox"/>	Glass Cleaner	
k.	<input type="checkbox"/>	<input type="checkbox"/>	Floor Cleaner	
l.	<input type="checkbox"/>	<input type="checkbox"/>	Furniture Polish	
m.	<input type="checkbox"/>	<input type="checkbox"/>	Bug Spray	
n.	<input type="checkbox"/>	<input type="checkbox"/>	Bug Traps	
o.	<input type="checkbox"/>	<input type="checkbox"/>	Rodent Traps	
p.	<input type="checkbox"/>	<input type="checkbox"/>	Garbage Bags	
q.	<input type="checkbox"/>	<input type="checkbox"/>	Freezer Bags	
r.	<input type="checkbox"/>	<input type="checkbox"/>	Plastic Wrap	
s.	<input type="checkbox"/>	<input type="checkbox"/>	Aluminum Foil	
t.	<input type="checkbox"/>	<input type="checkbox"/>	Sandwich Bags	
u.	<input type="checkbox"/>	<input type="checkbox"/>	Storage Bags	
v.	<input type="checkbox"/>	<input type="checkbox"/>	Dish Washing Detergent (liquid or powder)	



	Yes	No	Other Basics Availability	Comments
a.	<input type="checkbox"/>	<input type="checkbox"/>	Peanut Butter	
b.	<input type="checkbox"/>	<input type="checkbox"/>	Cereal	
c.	<input type="checkbox"/>	<input type="checkbox"/>	Juice	
d.	<input type="checkbox"/>	<input type="checkbox"/>	Coffee/Tea	
e.	<input type="checkbox"/>	<input type="checkbox"/>	Children's Party Supplies (e.g. Paper Plates, Party Hats, etc.)	
f.	<input type="checkbox"/>	<input type="checkbox"/>	Macaroni and Cheese	
g.	<input type="checkbox"/>	<input type="checkbox"/>	Jam (Jelly)	
h.	<input type="checkbox"/>	<input type="checkbox"/>	Infant Formula	
i.	<input type="checkbox"/>	<input type="checkbox"/>	Baby Food	
j.	<input type="checkbox"/>	<input type="checkbox"/>	Baby Wipes	
k.	<input type="checkbox"/>	<input type="checkbox"/>	Diapers/Pull-ups	
	Yes	No	Consumables Questions	Comments
a.	<input type="checkbox"/>	<input type="checkbox"/>	Have conditions at post significantly improved in host country such that consumables shipments are no longer necessary? Explain.	
b.	<input type="checkbox"/>	<input type="checkbox"/>	Are there any factors that contribute to lack of a reliable source for consumables? Explain.	
c.	<input type="checkbox"/>	<input type="checkbox"/>	Is there access to a commissary at post?	
d.	<input type="checkbox"/>	<input type="checkbox"/>	Do shortages require employees to wait in very long lines for food or other consumables? If yes, explain.	
e.	<input type="checkbox"/>	<input type="checkbox"/>	Do employees need to visit more than three outlets before finding the items they are looking for?	
f.	<input type="checkbox"/>	<input type="checkbox"/>	Are basic salty snack foods available? (Popcorn, crackers, chips, etc.)	
g.	<input type="checkbox"/>	<input type="checkbox"/>	Are basic sweet snack food available? (Candy, cookies, etc.)	
h.	<input type="checkbox"/>	<input type="checkbox"/>	Are basic pasta products available? (Spaghetti, etc.)	
i.	<input type="checkbox"/>	<input type="checkbox"/>	Does the security situation prevent employees from frequenting local markets? If yes, explain.	

Yes	No	Consumables Questions	Comments
j.	<input type="checkbox"/>	<input type="checkbox"/>	Do employees have to go shopping in an armored vehicle with bodyguards? If yes, explain.
k.	<input type="checkbox"/>	<input type="checkbox"/>	Are the contents (ingredients) of products clearly labeled? If no, explain.
l.	<input type="checkbox"/>	<input type="checkbox"/>	Are the contents of products clearly labeled in an easily understood language? If no, explain.
m.	<input type="checkbox"/>	<input type="checkbox"/>	Is there a mix of ethnic products on the local market? (e.g. Mexican, Indian, Japanese, etc.)

**Additional Comments** *(Add additional sheets if necessary)*

**CONCURRENCE**

**All Posts Must Complete This Sheet**

I certify that this report is accurate, complete and current. I am the person primarily responsible for coordination and preparation of the report.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (mm-dd-yyyy)

\_\_\_\_\_  
Title/Agency

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-Mail Address