

Retail Price Schedule

Part 1 - Outlet Report

Part 2 - Living Pattern Questionnaire Summary

Post: _____

U.S. Agency: _____

Date of Survey: _____

(Date most data are collected (mm-dd-yyyy))

BEFORE BEGINNING THIS REPORT

- a. Review the Retail Price Schedule Instructions (DS 2020I).
- b. Reports prepared for Uniformed Service members must follow procedures outlined in Appendix M, Joint Federal Travel Regulations.
- c. Use the previous Retail Price Schedule as a guide in preparing this report (if applicable).
- d. Report prices in currency used for actual purchases by Americans. Explain any use of non-local currencies in local retail outlets.
- e. Explain any "cash" or other special discounts in comments.
- f. Use substitute retail outlets for items not available in the regular survey outlet.
- g. Report any retail sales taxes not included in the prices listed. (Specify the tax rate on each type of goods or services.)
- h. Provide explanation of changes in outlets in the cover memorandum.

SALES TAXES: List prevailing sales tax percentages available to Federal Government personnel (civilian and military) and indicate if tax is refundable:

EXCHANGE RATE: List prevailing currency exchange rate available to Federal Government personnel (civilian and military):

Living Pattern Questionnaire (LPQ) Summary

Sales Tax Rate _____ Refundable? YES NO

Date of Exchange Rate Information _____ (effective the date of the survey):

Number of Employees _____

VAT Tax Rate _____ Refundable? YES NO

Survey Exchange Rate: _____

Number of LPQs _____

Other Tax Rate _____ Refundable? YES NO

Source of Exchange Rate: _____ (e.g., bank, USG facility, etc.):

Percentage of Participation: _____

CONCURRENCE: All U.S. Government Agencies at post affected by this report (including military component):

Agency _____ Names of Representatives _____

List the individuals responsible for price collection:

Agency _____ Names of Price Collectors _____

OFFICER WITH OVERALL RESPONSIBILITY FOR THIS SURVEY

I hereby certify that the retail outlets selected for this survey are based on current employee living pattern survey information and that this report was prepared in accordance with the guidelines in the U.S. Department of State Standardized Regulations. (DSSR).

I also certify that the last Living Pattern Questionnaires were completed in full compliance with the DSSR 074.43.

Signature of Certifying Official

Name (Printed or Typed)

Title

Date Survey Began (mm-dd-yyyy) _____

Date Survey Completed (mm-dd-yyyy) _____

RETAIL PRICE SCHEDULE

**This is form DS-2020
PART 1 - *Outlet Report***

These forms **MUST be submitted together:
DS-2020, Parts 1-3
DS-2021 (if applicable)**

Retail Price Schedule, Part 1

Use individual Living Pattern Questionnaires to summarize the two outlets for price collecting for the following subcategories. It must be completed **before** any data is entered into the other tabs in this survey.

OUTLET REPORT

CONSUMER GOODS AND SERVICES	PRIMARY LOCAL OUTLET	SECONDARY LOCAL OUTLET	CURRENCY
MEAT AND DAIRY PRODUCTS			
MEATS (<i>beef, pork, lamb, poultry</i>)			
FISH, FRESH			
FISH, CANNED			
DAIRY PRODUCTS (<i>eggs, ice cream, cheese, yogurt</i>)			
GROCERIES			
GROCERIES (<i>milk, bread, cereal, rice, pasta, soda, baby food, other</i>)			
FRUIT AND VEGETABLES			
FRESH FRUIT & VEGETABLES			
CANNED FRUIT & VEGETABLES			
FROZEN VEGETABLES			
ALCOHOL AND TOBACCO			
WINE			
WHISKEY (<i>if different from wine</i>)			
BEER (<i>if different from wine or whiskey</i>)			
CIGARETTES			
CLOTHING			
MEN'S			
WOMEN'S			
CHILDREN'S			
PERSONAL CARE			
TOILETRIES (<i>e.g., toothpaste, shampoo, mouthwash</i>)			
LAUNDRY AND DRY CLEANING			
HAIR SERVICES, MEN'S			
HAIR SERVICES, WOMEN'S			
HAIR SERVICES, CHILD'S			

CONSUMER GOODS AND SERVICES	PRIMARY LOCAL	SECONDARY LOCAL	CURRENCY
HOUSEHOLD FURNISHINGS			
APPLIANCES (<i>e.g., microwave, toaster, blender</i>)			
COMPUTER ACCESSORIES			
HOUSEHOLD CONSUMABLES (<i>e.g., detergent and paper products</i>)			
TELEPHONE SERVICE (<i>e.g., Internet Service</i>)			
MEDICAL			
MEDICINE (<i>e.g., non-prescription</i>)			
DOCTOR (<i>e.g., General Practitioner and Pediatrician</i>)			
DENTIST			
HOSPITAL FACILITIES			
RECREATION			
AUDIO/VISUAL (<i>DVD movies, DVD player</i>)			
CABLE/SATELLITE TV			
PHOTOGRAPHY SUPPLIES (<i>digital photo print, SD card</i>)			
READING MATERIAL (<i>books, newspapers</i>)			
RECREATIONAL EQUIPMENT (<i>e.g., Bicycle</i>)			
MOVIE THEATER			
PERFORMING ARTS			
SPORTS EVENTS			
GYM MEMBERSHIP			
PET FOOD			
VETERINARY SERVICES			
PUBLIC TRANSPORTATION			
TAXI			
PERSONALLY OWNED VEHICLES			
FUEL			
AUTO MAINTENANCE (<i>oil change; tune-up</i>)			
AUTO PARTS (<i>e.g., tires</i>)			
HOUSEHOLD HELP			
DAY CARE (<i>outside the home</i>)			
FOOD AWAY			
BREAKFAST			
LUNCH			
LUNCH (<i>fast food</i>)			
DINNER			

RETAIL PRICE SCHEDULE

This is form DS-2020

PART 2 -

Living Pattern Questionnaire Summary

These forms MUST be submitted together:

DS-2020, Parts 1-3

DS-2021 (if applicable)

Retail Price Schedule, Part 2
Living Pattern Questionnaire (LPQ) Summary
Relative Importance of Various Sources of Supply

SUBCATEGORY	LOCAL MARKET (%)	SPECIAL FACILITIES		SUPPLY BROUGHT TO CURRENT LOCATION (%)	SUBSEQUENT PURCHASES		TOTAL (%)
		EMBASSY COMMISSARY (%)	MILITARY COMMISSARY EXCHANGE (%)		U.S. (incl. internet/mail order) (%)	OTHER FOREIGN LOCATION (%)	
Meat (beef, pork, lamb, poultry)							100%
Seafood, fresh fish							100%
Seafood, canned fish							100%
Dairy Products (eggs, cheese, ice cream, yogurt)							100%
Groceries (milk, cereal, other)							100%
Fresh Fruits and Vegetables							100%
Canned Fruits and Vegetables							100%
Frozen Vegetables							100%
Alcoholic Beverages							100%
Tobacco							100%
Toiletries							100%
Laundry and Dry Cleaning							100%
Hair Services							100%
Small Kitchen Appliances							100%
Computer Accessories							100%
Household Consumables							100%
Medicine (non-prescription)							100%
Doctor							100%
Dentist							100%
Audio and Visual Supplies							100%
Cable/Satellite TV							100%
Photographic Supplies (digital photo print)							100%
Photographic Supplies (SD card)							100%
Reading Material							100%
Recreational Equipment							100%

Retail Price Schedule, Part 2
Living Pattern Questionnaire (LPQ) Summary
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		EMBASSY COMMISSARY (%)	MILITARY COMMISSARY EXCHANGE (%)		U.S. (incl. internet/mail order) (%)	OTHER FOREIGN LOCATION (%)	
Movies							100%
Performing Arts							100%
Sports Events							100%
Gym Membership							100%
Pet Food							100%
Veterinary Services							100%
Gasoline							100%
Auto Maintenance							100%
Auto Parts (e.g., tires)							100%

LPQ Summary

Relative Use of Commodities and Services

1. As determined by the most recent LPQ's, approximate the proportion of each specified type of food used by Americans at the post, based on volume only, for meals eaten at home.

FRUITS		MEATS/SEAFOOD		VEGETABLES	
		Beef	%	Fresh	%
Fruit	%	Pork	%	Canned	%
Canned	%	Lamb	%	Frozen	%
		Poultry	%		
		Seafood	%		
TOTAL	100%	TOTAL	100%	TOTAL	100%

2. **Transportation:** Average usage of the methods of transportation as determined by the most recent LPQs:

3. **Dining:** As determined by the most recent LPQs, to what extent are the following meal facilities used based on family use:

Privately Owned Vehicle (POV)	%		Breakfast	Lunch	Dinner
Government Owned Vehicle (GOV)	%	Local Restaurants	%	%	%
Taxi	%	Post Restaurant	%	%	%
Municipal Bus	%	Military Restaurant	%	%	%
Subway/Commuter Train	%	Home	%	%	%
TOTAL	100%	TOTAL	100%	100%	100%

4. **Post Employees:**

	Civilians	Uniformed Military
Number of USG employees at post		
Number of USG employees provided major household furniture by landlord or USG		
Number of USG employees provided major appliances by landlord or USG		

5. **Special Facilities:** If any commissary and exchange facilities are listed under "Special Facilities", describe the type of facility, its distance from the post, and the typical expenses incurred in using that facility (*i.e., the means of obtaining goods and services, road mileage, road and bridge tolls, etc.*)

Name of Commissary/Exchange	
One way distance from post of assignment	
One way road tolls (<i>note currency used</i>)	

Name of Other Foreign Location:

Comments:

LPQ SUMMARY NOTES:

If living patterns for civilians and Uniformed Service members differ substantially, prepare separate **summaries** for each group and submit both pages with the Retail Price Survey.

For eAllowances locations: enter only the civilian living pattern summary into eAllowances.

