



**Defense Travel Management Office**

**Retail Price Schedule (RPS)  
Commissary and Exchange/On-Base**

Duty Station

Command

Report Date (Date most data collected)

**Instructions**

**Completing the Report**

1. **BEFORE** beginning this report review the instructions in Joint Travel Regulations, Appendix M and the RPS Handbook.
2. If there was a previous report, it should be used as a guide in preparing this report.
3. Report commissary and exchange prices in U.S. dollars.
4. Price collectors should collect price data as if shopping for the typical uniformed member. The typical member is an E6 or O3 with ten years of service and three dependents.
5. Describe the brand, quality, origin, or other pertinent details about each item in the spaces provided.
6. **DO NOT** add surcharge to commissary prices.
7. Identify Commissary or Exchange facilities not located in the immediate area frequented by Service members.

**Submitting the Report**

Forward the signed original first page of this report, along with the completed report to:

**Defense Travel Management Office  
Strategic Planning and Policy Division, Allowances Branch  
4800 Mark Center Drive, Suite 04J25-01  
Alexandria, VA 22350-9000 OR**

**Email: [dodhra.mc-alex.dtmo.mbx.allowances-branch@mail.mil](mailto:dodhra.mc-alex.dtmo.mbx.allowances-branch@mail.mil)**



**Report Responsibility**

**Officer with Overall Responsibility**

Indicate below the signed concurrence of representatives of all U.S. Government Military Commands affected by this report:

I hereby certify that the retail outlets selected for this report are based on the current Living Pattern Survey (LPS) and that the report was prepared in accordance with instructions in the Retail Price Handbook. I also certify that the last LPS was completed in full compliance with the instructions in Joint Travel Regulations, Appendix M.

Command(s)	Names of Representatives

**Name of Certifying Official (Printed or Typed)**

**Signature of Certifying Official**

**Title**

List the individuals responsible for price collection:

Command(s)	Names of Price Collectors

**POC Commercial Phone Number (incl Country Code)**

**POC Email Address**

**Date Price Collection Began (YYYY/MM/DD):**

**Date Completed (YYYY/MM/DD):**

RPS Version A

## Category: Meat and Dairy

**Meat and Dairy Instructions:** Price 1 lb. (0.5 kg) or nearest equivalent of each type of meat. DO NOT price family-pack, super-saver pack, or equivalent. The meat cuts may be either fresh or uncooked frozen. Every effort should be made to use cuts that correspond to those found in the U.S. The local name for the cut of meat (translated into English if possible) should be listed in the description column.

Subcategory: Beef	Quantity	Unit	Price	Description
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**Commissary:**

Beef	Steak				
	Roast				
	Hamburger				

**Other On-base Store:**

Beef	Hamburger				
	Roast				
	Steak				

**Subcategory Comments:**

**Pork Instructions:** Price 1 lb. (0.5 kg) or nearest equivalent of pork. DO NOT report smoked, cured, cooked, or canned products such as ham.

Subcategory: Pork	Quantity	Unit	Price	Description
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**Commissary:**

Pork	Pork Chops				
	Pork Loin Roast				

**Other On-base Store:**

Pork	Pork Chops				
	Pork Loin Roast				

**Subcategory Comments:**

## Category: Meat and Dairy

**Lamb Instructions:** Price 1 lb. (0.5 kg) or nearest weight of lamb. Identify and report prices for fresh or uncooked frozen cuts of lamb.

Subcategory: Lamb	Quantity	Unit	Price	Description
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**Commissary:**

Lamb	Typical			
	Substitute			

**Other On-base Store:**

Lamb	Typical			
	Substitute			

**Subcategory Comments:**

**Seafood Instructions:** Price 1 lb. (0.5 kg) or nearest equivalent of salmon steak and 5 oz. cans of tuna. If fresh fish filet is not available, price fresh whole or frozen fish filet; report type and brand, if applicable. DO NOT report lobster, shrimp, clams, or other shellfish.

Subcategory: Seafood	Quantity	Unit	Price	Description
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**Commissary:**

Fresh Fish (uncooked filet; specify type)	Typical			
	Substitute			
Canned Tuna	Typical			
	Substitute			

**Other On-base Store:**

Fresh Fish (uncooked filet; specify type)	Typical			
	Substitute			
Canned Tuna	Typical			
	Substitute			

**Subcategory Comments:**

## Category: Meat and Dairy

**Poultry Instructions:** Price 1 lb./kg for uncooked, whole "ready to cook" chicken. If unavailable, price uncooked fresh or frozen

Subcategory: Poultry		Quantity	Unit	Price	Description
<b>Commissary:</b>					
Poultry	Typical				
	Substitute				

**Other On-base Store:**

Poultry	Typical				
	Substitute				

**Subcategory Comments:**

Subcategory: Dairy Products		Quantity	Unit	Price	Brand and Description
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**Commissary:**

**Eggs Instructions:** Price a dozen eggs; specify size and number of eggs (if a dozen is unavailable).

Eggs	Typical				
	Substitute				

**Ice Cream Instructions:** Price 1/2 gallon (1896 ml) or nearest equivalent of vanilla ice cream. DO NOT report premium brands.

Ice Cream (liter / quart)	Typical				
	Substitute				

**Cheese Instructions:** Price 8 oz. (227 grams) or nearest equivalent of natural, firm to hard cheese (e.g. Cheddar, Gouda, Provolone)

Cheese (natural, firm to hard)	Typical				
	Substitute				

**Yogurt Instructions:** Price 6 oz. (170 grams) or nearest equivalent of single-serve original yogurt (e.g. YoPlait, Dannon). DO NOT report special flavors or yogurts containing berries, nuts, etc.

Yogurt, Plain	Typical				
	Substitute				

**Milk Instructions:** Price 1/2 gallon (2L) or nearest available size of 2% milk. If fresh milk is unavailable or is unsafe to use report price of UHT (long-life) milk. Explain the need for this product in the subcategory comments section.

Fresh Milk	Typical				
	Substitute				

**Non-Dairy Milk Instructions:** Price 64 oz. (2 liter) or nearest equivalent of non-dairy milk such as Almond or Soy.

Non-Dairy Milk (Soy, Almond)	Typical				
	Substitute				

## Category: Meat and Dairy

### Other On-base Store:

Eggs	Typical				
	Substitute				
Ice Cream (liter / quart)	Typical				
	Substitute				
Cheese (natural, firm to hard)	Typical				
	Substitute				
Yogurt, Plain	Typical				
	Substitute				
Fresh Milk	Typical				
	Substitute				
Non-Dairy Milk (Soy, Almond)	Typical				
	Substitute				

### Subcategory Comments:

## Category: Groceries

Subcategory: Bread and Flour	Quantity	Unit	Price	Brand and Description
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**Commissary:**

**Bread Instructions:** Price 16 oz. (454 grams) or nearest equivalent loaf of white bread. DO NOT report hot dog, hamburger or dinner rolls. All items must be identified by weight, not as "slice" or "loaf."

White Bread (sliced)	Typical			
	Substitute			

**Flour Instructions:** Price 5 lb. (2-3 kg) or nearest equivalent general-purpose flour. DO NOT report special types such as cake flour.

General Purpose Flour	Typical			
	Substitute			

**Other On-base Store:**

White Bread (sliced)	Typical			
	Substitute			
General Purpose Flour	Typical			
	Substitute			

**Subcategory Comments:**

**Cereal Instructions:** Price 18 oz. (510.3 grams) or nearest equivalent types of dry, ready-to-eat breakfast cereals. DO NOT report packages of individual serving size or bulk cereal boxes.

Subcategory: Cereal	Quantity	Unit	Price	Brand and Description
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**Commissary:**

Breakfast Cereal (ready-to-eat)	Typical			
	Substitute			

**Other On-base Store:**

Breakfast Cereal (ready-to-eat)	Typical			
	Substitute			

**Subcategory Comments:**

## Category: Groceries

Subcategory: Rice and Pasta	Quantity	Unit	Price	Brand and Description
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**Commissary:**

**Rice Instructions:** Price 1 lb (0.5 kg) or nearest equivalent of white rice. DO NOT report pre-cooked (instant or minute rice) or

Regular Rice	Typical				
	Substitute				

**Pasta Instructions:** Price 1 lb (0.5 kg) or nearest equivalent of types of uncooked, dry pasta (e.g. spaghetti, macaroni, linguini, etc.). DO NOT report fresh or stuffed pasta, such as tortellini, ravioli, etc.

Pasta (Uncooked)	Typical				
	Substitute				

**Other On-base Store:**

Regular Rice	Typical				
	Substitute				
Pasta (Uncooked)	Typical				
	Substitute				

**Subcategory Comments:**

Subcategory: Tea and Coffee	Quantity	Unit	Price	Brand and Description
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**Commissary:**

**Tea Instructions:** Price 100 tea bags or nearest equivalent. DO NOT report loose tea, special blends, herbal teas, or instant mixes.

Tea	Typical				
	Substitute				

**Coffee Instructions:** Price 39.9 oz. (1.1 kg) or nearest equivalent can of ground coffee. DO NOT report instant or special roast.

Ground Coffee	Typical				
	Substitute				

**Single Serve Coffee Instructions:** Price 18-count box or nearest equivalent for use in single serve brewing systems such as Keurig coffee makers (e.g. K-Cups). LIST number of individual cups in a box; DO NOT record quantity in grams.

Single Serve Coffee Cups	Typical				
	Substitute				

**Other On-base Store:**

Tea	Typical				
	Substitute				
Ground Coffee	Typical				
	Substitute				
Single Serve Coffee Cups	Typical				
	Substitute				

**Subcategory Comments:**

## Category: Groceries

**Soft Drinks and Bottled Water Instructions:** Price 1 liter bottled water, and 144 fl. oz./4-5 liters for soft drinks (12 pack) or nearest equivalent. Report sizes and types of soft drinks and non-carbonated bottled water containers (e.g. liter, milliliter, quart, fluid ounces). If the item is sold by the case, specify the number of containers in the case and size of each item (e.g. 24, 12 oz. cans), and the total cost for the case. The quantity should correspond to the price listed.

Subcategory: Soft Drinks and Bottled Water		Quantity	Unit	Price	Brand and Description
<b>Commissary:</b>					
Carbonated Soft Drink	Typical				
	Substitute				
Bottled Drinking Water	Typical				
	Substitute				
<b>Other On-base Store:</b>					
Carbonated Soft Drink	Typical				
	Substitute				
Bottled Drinking Water	Typical				
	Substitute				
<b>Subcategory Comments:</b>					

Subcategory: Candy and Sugar		Quantity	Unit	Price	Brand and Description
<b>Commissary:</b>					
<b>Candy Bar Instructions:</b> Price 1.55 oz. (40-50 grams) or nearest equivalent plain chocolate bar without nuts or other fillers.					
Candy Bar - Plain	Typical				
	Substitute				
<b>Sugar Instructions:</b> Price 4 lb. bag (2 kg) or nearest equivalent of granulated sugar. DO NOT report superfine, brown, powdered, cube, lump, or single packet types.					
Granulated Sugar	Typical				
	Substitute				
<b>Other On-base Store:</b>					
Candy Bar - Plain	Typical				
	Substitute				
Granulated Sugar	Typical				
	Substitute				
<b>Subcategory Comments:</b>					

Subcategory: Baby Food		Quantity	Unit	Price	Brand and Description
<b>Commissary:</b>					
Baby Food (excluding meat & cereal)	Typical				
	Substitute				
<b>Other On-base Store:</b>					
Baby Food (excluding meat & cereal)	Typical				
	Substitute				
<b>Subcategory Comments:</b>					

**Category: Groceries**

Subcategory: Fats		Quantity	Unit	Price	Brand and Description
<b>Commissary:</b>					
<b>Cooking Oil Instructions: Price 48 fl. Oz. (1-2 L) or nearest equivalent. DO NOT report olive oil or specialty oils.</b>					
Cooking Oil	Typical				
	Substitute				
<b>Peanut Butter Instructions: Price 16 OZ jar (440-460 g) or nearest available size of creamy style peanut butter.</b>					
Peanut Butter	Typical				
	Substitute				
<b>Other On-base Store:</b>					
Cooking Oil	Typical				
	Substitute				
Peanut Butter	Typical				
	Substitute				
<b>Subcategory Comments:</b>					

## Category: Fruits and Vegetables

**Fresh Fruit Instructions:** Price fruit at time of price collection. DO NOT estimate "off season" prices. If imported fruit is notably higher priced than local produce, identify them in the "brand and description column" and report percent of use of imported versus local. All items, with the exception of bananas (must use price per pound/kg), may be identified by either weight or as "each."

Subcategory: Fresh Fruit	Quantity	Unit	Price	Brand and Description
<b>Commissary:</b>				
Oranges				
Lemons				
Apples				
Bananas				
Strawberries				

<b>Other On-base Store:</b>				
Oranges				
Lemons				
Apples				
Bananas				
Strawberries				

**Subcategory Comments:**

**Fresh Vegetables Instructions:** Price vegetables at time of price collection. DO NOT estimate "off season" prices. If imported vegetables are notably higher priced than local produce, identify them in the "brand and description column" and report percent of use of imported versus local. All items should be identified by price per pound/kg, not as "each," "bunch," or "package."

Subcategory: Fresh Vegetables	Quantity	Unit	Price	Brand and Description
<b>Commissary:</b>				
Potatoes				
Carrots				
Onions				
Tomatoes				
Broccoli				
Spinach, fresh				

<b>Other On-base Store:</b>				
Potatoes				
Carrots				
Onions				
Tomatoes				
Broccoli				
Spinach, fresh				

**Subcategory Comments:**

## Category: Fruits and Vegetables

**Canned Fruit Instructions:** Price 822-879 grams (29-31 oz.) size or nearest equivalent. Substitute and identify local varieties only when types specified are not available.

Subcategory: Canned Fruit	Quantity	Unit	Price	Brand and Description
<b>Commissary:</b>				
Peaches				
Pineapples				
Pears				
<b>Other On-base Store:</b>				
Peaches				
Pineapples				
Pears				
<b>Subcategory Comments:</b>				

**Canned Juice Instructions:** Price 46 fl. oz. (1.36 liter) or nearest equivalent canned juice. If the specified types of juice are unavailable, report and identify local substitutions. If canned juice is unavailable, report price of boxed juice in one liter or larger containers. DO NOT price frozen concentrates.

Subcategory: Canned Juice	Quantity	Unit	Price	Brand and Description
<b>Commissary:</b>				
Apple Juice				
Orange Juice				
Tomato Juice				
<b>Other On-base Store:</b>				
Apple Juice				
Orange Juice				
Tomato Juice				
<b>Subcategory Comments:</b>				

**Canned Vegetables Instructions:** Price 425-482 grams (15-17 oz.) or the nearest equivalent. Substitute and identify local varieties only when types specified are not available.

Subcategory: Canned Vegetables	Quantity	Unit	Price	Brand and Description
<b>Commissary:</b>				
Green Peas				
Corn				
Tomatoes				
<b>Other On-base Store:</b>				
Green Peas				
Corn				
Tomatoes				
<b>Subcategory Comments:</b>				

## Category: Fruits and Vegetables

**Frozen Foods Instructions:** Price 1 lb. or nearest equivalent. Substitute and identify local varieties only when types specified are not available.

Subcategory: Frozen Foods	Quantity	Unit	Price	Brand and Description
<b>Commissary:</b>				
String Beans				
French Fries				
Mixed Vegetables				
Frozen Fruit (Blueberries or Raspberries)				
<b>Other On-base Store:</b>				
String Beans				
French Fries				
Mixed Vegetables				
Frozen Fruit (Blueberries or Raspberries)				
<b>Subcategory Comments:</b>				

## Category: Alcohol and Tobacco

Subcategory: Wine	Quantity	Unit	Price	Brand and Description
<b>Exchange:</b>				
<b>Wine Instructions:</b> Price 0.75 liter bottles or nearest equivalent. Report and identify brands and bottle sizes (e.g. liter, milliliter, quart, fluid ounces, etc) of domestically produced, non-vintage, table wine only. If domestic wines are unavailable, report reasonable prices imported table wines.				
Table Wine (no premium brands)	Typical			
	Substitute			
<b>Other On-BaseStores:</b>				
Table Wine (no premium brands)	Typical			
	Substitute			
<b>Subcategory Comments:</b>				
<b>Whiskey Instructions:</b> Price 0.75 liter bottles or nearest equivalent. Report and identify brands and bottle sizes of scotch, rye, bourbon and blends. DO NOT report premium whiskeys (e.g. 12 year old types) and products whose price is affected by a special or				
Subcategory: Whiskey	Quantity	Unit	Price	Brand and Description
<b>Exchange:</b>				
Whiskey (no premium brands)	Typical			
	Substitute			
<b>Other On-BaseStores:</b>				
Whiskey (no premium brands)	Typical			
	Substitute			
<b>Subcategory Comments:</b>				
<b>Beer Instructions:</b> Price six pack of 12 fl. oz. (355 ml) cans of common brands (e.g. Budweiser, Miller Lite) or nearest equivalent. Report brand and size of container for each price level. If the item is sold by the case, specify the number of containers in the case and the size of each item (e.g. 24, 12 oz. cans), and the total cost for the total case. The quantity reported should correspond to the listed price.				
Subcategory: Beer	Quantity	Unit	Price	Brand and Description
<b>Exchange:</b>				
Beer (no premium brands)	Typical			
	Substitute			
<b>Other On-BaseStores:</b>				
Beer (no premium brands)	Typical			
	Substitute			
<b>Subcategory Comments:</b>				
<b>Cigarettes Instructions:</b> Price carton (200) of cigarettes and identify brand names. If size is other than 200 cigarettes, report quantity. Specify if the brand is locally manufactured or imported. DO NOT included sales tax.				
Subcategory: Cigarettes	Quantity	Unit	Price	Brand and Description
<b>Commissary:</b>				
Cigarettes (carton of 200)	Typical			
	Substitute			
<b>Exchange/Other On-base Store:</b>				
Cigarettes (carton of 200)	Typical			
	Substitute			
<b>Subcategory Comments:</b>				

## Category: Clothing

Subcategory: Men's Clothing	Price	Brand and Description
<b>Exchange/On-Base Store:</b>		
<b>Dress Slacks Instructions: Price only ready-made types, brands, and fabrics suitable for office wear.</b>		
Men's Dress Slacks	Typical	
	Substitute	
<b>Dress Shirt Instructions: DO NOT report suits or evening wear, or items made with unusual fabrics such as silk or cashmere.</b>		
Men's Dress Shirt	Typical	
	Substitute	
<b>Dress Shoes: Price leather, or simulated types suitable for office wear.</b>		
Men's Dress Shoes	Typical	
	Substitute	
<b>Other On-Base Store:</b>		
Men's Dress Slacks	Typical	
	Substitute	
Men's Dress Shirt	Typical	
	Substitute	
Men's Dress Shoes	Typical	
	Substitute	
<b>Subcategory Comments:</b>		
Subcategory: Women's Clothing	Price	Brand and Description
<b>Exchange/On-Base Store:</b>		
<b>Dress Shirt Instructions: Price only ready-made clothing suitable for office wear.</b>		
Women's Dress Shirt	Typical	
	Substitute	
<b>Dress Skirt Instructions: DO NOT report evening wear, suits, dresses, or items with extravagant ornamentation trim (e.g. leather/fur trim).</b>		
Women's Dress Skirt	Typical	
	Substitute	
<b>Dress Slacks Instructions: Price only ready-made clothing suitable for office wear.</b>		
Women's Dress Slacks	Typical	
	Substitute	
<b>Dress Instructions: Price only ready-made clothing suitable for office wear.</b>		
Women's Dress	Typical	
	Substitute	
<b>Other On-Base Store:</b>		
Women's Dress Shirt	Typical	
	Substitute	
Women's Dress Skirt	Typical	
	Substitute	
Women's Dress Slacks	Typical	
	Substitute	
Women's Dress	Typical	
	Substitute	
<b>Subcategory Comments:</b>		

## Category: Clothing

Subcategory: Children's Clothing	Price	Brand and Description	
<b>Exchange/On-Base Store:</b>			
<b>Jeans Instructions: Price jeans commonly worn by children aged 10-12. Include prices for girls' or boys' jeans.</b>			
Children's Jeans	Typical		
	Substitute		
<b>Athletic Shoes Instructions: Price athletic shoes, leather or other simulated types, used for school wear by children ages 10-12.</b>			
Children's Athletic Shoes	Typical		
	Substitute		
<b>Other On-Base Store:</b>			
Children's Jeans	Typical		
	Substitute		
Children's Athletic Shoes	Typical		
	Substitute		
<b>Subcategory Comments:</b>			

## Category: Personal Care

Subcategory: Toiletries	Quantity	Unit	Price	Brand and Description
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**Commissary:**

**Toothpaste Instructions:** Price 198 grams (7 oz.) or nearest equivalent toothpaste for normal tooth care. DO NOT report specialty brands for sensitive teeth or denture cleaners.

Toothpaste	Typical				
	Substitute				

**Razor Blades Instructions:** Price packages of 10 stainless steel twin blades, or the nearest equivalent. Identify the type and number of blades in each package reported. DO NOT report disposable razors.

Razor Blades (pkg of 10 twin blades)	Typical				
	Substitute				

**Sanitary Napkins Instructions:** Price 24-pack of regular (medium) maxi pads, or nearest equivalent. Identify the brands and types.

Sanitary Napkins	Typical				
	Substitute				

**Shampoo Instructions:** Price 12.6 fl. oz. (373 ml) bottle of shampoo or nearest equivalent. Identify types and brands.

Shampoo	Typical				
	Substitute				

**Deodorant Instructions:** Price 2.6 oz. (74 grams), or nearest equivalent. Identify types and brands.

Deodorant	Typical				
	Substitute				

**Exchange/Other On-base Stores:**

Toothpaste	Typical				
	Substitute				
Razor Blades (pkg of 10 twin blades)	Typical				
	Substitute				
Sanitary Napkins	Typical				
	Substitute				
Shampoo	Typical				
	Substitute				
Deodorant	Typical				
	Substitute				

**Subcategory Comments:**

## Category: Personal Care

Subcategory: Laundry and Dry Cleaner	Price	Description
<b>On-Base Cleaners:</b>		
<b>Laundered Shirt Instructions:</b> Price regular service for washing and ironing a man's single cotton or polyester shirt commonly worn to the office. DO NOT report charges for special handling or laundering evening wear, dress shirts or unusual fabric.		
Launder Men's Shirt		
<b>Laundered Slacks Instructions:</b> Price dry cleaning a pair of man's slacks commonly worn to the office. DO NOT report charges for special handling, unusual fabrics, or formal attire.		
Dry Clean Men's Slacks		
<b>Other On-base Cleaners:</b>		
Launder Men's Shirt		
Dry Clean Men's Slacks		
<b>Subcategory Comments:</b>		
<b>Hair Services Instructions:</b> If any prices include items or services other than those specified, note this in the comments section.		
Subcategory: Hair Services	Price	Description
<b>On-Base Barbershop:</b>		
<b>Men's Haircut Instructions:</b> Price a man's regular haircut, without wash or special styling or blow dry.		
Men's Regular Haircut		
<b>Women's Haircut Instructions:</b> Price a shampoo, haircut, and blow dry at a salon.		
Women's Shampoo, Haircut & Blow Dry		
<b>Women's Hair Color Instructions:</b> Price a standard hair color service. DO NOT include package deals (e.g. cut and dry).		
Women's Hair Color (Hair Services)		
<b>Child's Haircut Instructions:</b> Price a child's haircut. If the price varies by type of cut, or age of child, specify specifically.		
Child's Haircut		
<b>Other On-Base Barbershop:</b>		
Men's Regular Haircut		
Women's Shampoo, Haircut & Blow Dry		
Women's Hair Color (Hair Services)		
Child's Haircut		
<b>Subcategory Comments:</b>		

## Category: Household Furnishings and Supplies

Subcategory: Household Appliances	Price	Brand and Description	
<b>Exchange/On-base Store:</b>			
<b>Microwave Instructions:</b> Price basic mid-sized electric portable models. Specify wattage and capacity. Ovens should be between 800-1000 watts and approximately one cubic foot, or 25-30 liter capacity.			
Microwave	Typical		
	Substitute		
<b>Toaster Instructions:</b> Price basic two-slice, pop-up, types of bread toasters. Exclude toaster ovens.			
Two-slice Toaster	Typical		
	Substitute		
<b>Standard Coffee Maker Instructions:</b> Price for a black or silver single serve multi-cup size coffee maker. DO NOT price espresso, combo or dual cup units. Preferred Brands Keurig or Mr. Coffee. DO NOT price sale or close out items.			
Standard Coffee Maker	Typical		
	Substitute		
<b>Single Cup Coffee Maker Instructions:</b> Price coffee brewing systems such as Keurig machines that make single cups of coffee. DO NOT report standard, coffee pot makers.			
Single Cup Coffee Maker	Typical		
	Substitute		
<b>Blender Instructions:</b> Price a standard blender. DO NOT report prices for food processors, smoothie machines, etc.			
Blender	Typical		
	Substitute		
<b>Other On-base Store:</b>			
Microwave	Typical		
	Substitute		
Two-slice Toaster	Typical		
	Substitute		
Standard Coffee Maker	Typical		
	Substitute		
Single Cup Coffee Maker	Typical		
	Substitute		
Blender	Typical		
	Substitute		
<b>Subcategory Comments:</b>			
<b>Subcategory Comments:</b>			
<b>Washing Machine Instructions:</b> Price fully automatic, front loading washing machines 3.5 to 4.5 cu ft. capacity. Specify the capacity.			
Subcategory: Washing Machine	Price	Brand and Description	
<b>Exchange/On-base Store:</b>			
Washing Machine	Typical		
	Substitute		
<b>Other On-base Store:</b>			
Washing Machine	Typical		
	Substitute		
<b>Subcategory Comments:</b>			
<b>Subcategory Comments:</b>			

**Category: Household Furnishings and Supplies**

Subcategory: PC Supplies		Quantity	Unit	Price	Brand Description
<b>Exchange/On-base Store:</b>					
<b>Ink Cartridge Instructions: Price standard home/personal ink cartridge designed for personal computer printers</b>					
Black Ink Cartridge	Typical				
	Substitute				
<b>Printer Paper Instructions: Price package of paper, approximately 500 sheets, for a personal computer printer</b>					
Printer Paper (500 sheets)	Typical				
	Substitute				
<b>Other On-base Store:</b>					
Black Ink Cartridge	Typical				
	Substitute				
Printer Paper (500 sheets)	Typical				
	Substitute				
<b>Subcategory Comments:</b>					

Subcategory: Consumables		Quantity	Unit	Price	Brand and Description
<b>Commissary:</b>					
<b>Laundry Detergent Instructions: Price 100 fl. Oz. (64 loads) High Efficiency liquid laundry detergent purchased for household laundry use. DO NOT report fabric softeners, liquid hand wash cleaners, detergent pods or special purpose products.</b>					
Laundry Detergent	Typical				
	Substitute				
<b>Disposable Diapers Instructions: Price package of 48 or nearest equivalent. DO NOT report diapers for children over age 2 or for adults.</b>					
Disposable Diapers	Typical				
	Substitute				
<b>Exchange/Other On-base Store:</b>					
Laundry Detergent	Typical				
	Substitute				
Disposable Diapers	Typical				
	Substitute				
<b>Subcategory Comments:</b>					

## Category: Household Furnishings and Supplies

Subcategory: Medicine	Quantity	Unit	Price	Brand and Description
<b>Commissary:</b>				
<b>Pain Reliever Instructions:</b> Price 100 tablet (325 mg) analgesic compounds or nearest equivalent size. Report quantity in # of capsults/tablets. DO NOT report quantity of "bottle." Compounds may include any pain reliever available (e.g. aspirin, acetaminophen, ibuprofen) combined with other ingredients such as caffeine, buffering agents, or coatings. Specify the type of compound priced. DO NOT				
Pain Reliever (325 mg strength)	Typical			
	Substitute			
<b>Vitamins Instructions:</b> Price 50-count over- the-counter, multi-vitamin tablets or nearest equivalent. Include generic or local house brand.				
Adult Multi-Vitamins	Typical			
	Substitute			
<b>Allergy Medication Instructions:</b> Price 45-count over-the-counter bottle of Loratadine tablets (e.g. Claritin) or nearest available size. DO NOT report other allergy medication such as nasal sprays or syrups. Report name, and identify generic or local house brand.				
Allergy Medication	Typical			
	Substitute			
<b>Exchange/Other On-base Store:</b>				
Pain Reliever (325 mg strength)	Typical			
	Substitute			
Adult Multi-Vitamins	Typical			
	Substitute			
Allergy Medication	Typical			
	Substitute			
<b>Subcategory Comments:</b>				

## Category: Recreation

<b>Subcategory: Audio Visual Supplies</b>	<b>Price</b>	<b>Brand and Description</b>
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**Exchange/On-base Store:**

**Blu-Ray Player Instructions:** Price single Blu-Ray players equipped with Wi-Fi or internet for streamlining services. DO NOT price recorders, players with 3D capabilities, portable or multi-disc players, or video-game consoles that play Blu-Ray discs.

Blu-Ray Player	Typical		
	Substitute		

**48" Flat Screen HD TV Instructions:** Price 48" 1080p 60 Hz Flat screen HD TVs (e.g. Samsung/Vizio). DO NOT report 4K or other non-standard feature television sets.

48" Flat Screen HD TV	Typical		
	Substitute		

**Blu-Ray Disc Instructions:** Price current top-selling Blu-Ray movies. DO NOT price box sets, special gift collections or complete first series packs.

Blu-Ray Disc	Typical		
	Substitute		

**Other On-base Store:**

Blu-Ray Player	Typical		
	Substitute		
48" Flat Screen HD TV	Typical		
	Substitute		
Blu-Ray Disc	Typical		
	Substitute		

**Subcategory Comments:**

<b>Subcategory: Photographic Supplies</b>	<b>Price</b>	<b>Brand and Description</b>
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**Exchange/On-base Store:**

**Film Processing Instructions:** Price per single print for digitally processing standard 4 x 6 prints at a digital processing kiosk. Price should be for single prints only.

Digital Film Processing (single print 4 x 6)	Typical		
	Substitute		

**Micro SD Card Instructions:** Price one 16 gigabyte micro SDHC memory cards. DO NOT price standard SD cards, Mini SD cards.

Micro SD Card (16 GB)	Typical		
	Substitute		

**Other On-base Store:**

Digital Film Processing (single print 4 x 6)	Typical		
	Substitute		
Micro SD Card (16 GB)	Typical		
	Substitute		

**Subcategory Comments:**

## Category: Recreation

Subcategory: Reading Material		Price	Brand and Description
Exchange/On-base Store:			
<b>Paperback Book Instructions:</b> Price paperback books of approximately 300-500 pages for a current best- selling novel. List title and number of pages. Report price of English language paperbacks. DO NOT report box sets.			
Paperback Book	Typical		
	Substitute		
<b>Daily Newspaper Instructions:</b> Price single copy newspaper of frequently purchased English Language daily newspapers.			
Daily Newspaper	Typical		
	Substitute		
<b>Weekly News Magazine Instructions:</b> Price single copies of the most frequently purchased weekly news magazines. Report titles and languages of magazines.			
Weekly News Magazine	Typical		
	Substitute		
Other On-base Store:			
Paperback Book	Typical		
	Substitute		
Daily Newspaper	Typical		
	Substitute		
Weekly News Magazine	Typical		
	Substitute		
Subcategory Comments:			

Subcategory: Recreational Equipment		Price	Brand and Description
Exchange/On-base Store:			
<b>Bicycle Instructions:</b> Price touring, or all terrain (10-15 speed), bicycles typically purchased for teenagers. DO NOT report bicycles designed for racing or motorized bicycles.			
Bicycle	Typical		
	Substitute		
<b>Soccer Ball Instructions:</b> Price a standard size black and white soccer ball.			
Soccer Ball	Typical		
	Substitute		
Other On-base Store:			
Bicycle	Typical		
	Substitute		
Soccer Ball	Typical		
	Substitute		
Subcategory Comments:			

## Category: Recreation

<b>Subcategory: Recreational Activities</b>		<b>Price</b>	<b>Outlet and Location</b>
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**Base Movie Theatre:**

**Movie Theatre Instructions:** Price adult evening admission to first-run, regular length films. If rates differ between weekdays and weekends, show both prices. Specify whether movies are in English or a foreign language.

Movie Theater	Weekday	Typical		
		Substitute		
	Weekend	Typical		
		Substitute		

**Subcategory Comments:**

<b>Subcategory: Pet Food</b>	<b>Quantity</b>	<b>Unit</b>	<b>Price</b>	<b>Brand and Description</b>
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**Commissary:**

**Cat Food Instructions:** Price a 7 lb. (3-4 kg) or nearest available size bag of dry cat food. DO NOT price cans.

Cat Food (bag)	Typical			
	Substitute			

**Dog Food Instructions:** Price an 8 lb. (3-4 kg) or nearest available size bag of dry dog food. DO NOT price cans.

Dog Food (bag)	Typical			
	Substitute			

**Exchange/Other On-base Stores:**

Cat Food (bag)	Typical			
	Substitute			
Dog Food (bag)	Typical			
	Substitute			

**Subcategory Comments:**

**Category: Personally Owned Vehicle**

**Personally Owned Vehicle Instructions:** The following automobile items should be for a six-cylinder, medium-sized car about two years old. If this type of car is not commonly used at the overseas location, identify, and report prices for, the most-commonly used type of vehicle and, under "Subcategory comments," report why a different type of car is needed.

Subcategory: Auto Maintenance	Price	Description
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**Base Maintenance Facility:**

**Oil Change Instructions:** Price labor charge, the cost of five quarts (or five liters) of oil, and a standard oil filter.

Oil Change (Labor, 5 Qts Oil, & Filter)		
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**Maintenance Instructions:** Price for a typical scheduled car maintenance check at 30,000 miles including multi-point inspection, rotating and inspecting tires, inspection of brake pads/shoes/rotors/drums, brake lines and hoses, inspect cooling system and hoses, replace air filter, inspect complete exhaust system, inspect and lubricate ball joints, suspension joints, drive shaft, and u-joints for a 2014 Toyota Camry or similar vehicle. DO NOT report prices for any other replacement parts not specified above.

30,000-Mile Car Maintenance		
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**Labor Instructions:** Price the average hourly labor charge of a skilled mechanic as used in determining labor costs to a customer.

Labor Charge per Hour		
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**Alternate Base Facility:**

Oil Change (Labor, 5 Qts Oil, & Filter)		
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30,000-Mile Car Maintenance		
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Labor Charge per Hour		
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**Subcategory Comments:**

**Gasoline Instructions:** Price low and high grade octane levels; as well as diesel fuel. DO NOT report methanol fuel. Be sure to indicate whether gas prices are in gallons or liters.

Subcategory: Auto Fuel	Quantity	Unit	Price	Description
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**Base/Facility Gasoline:**

Gasoline	Regular Octane			
	High Octane			
	Diesel			

**Service Station Name: Other On-base Gas Station**

Gasoline	Regular Octane			
	High Octane			
	Diesel			

**Subcategory Comments:**

**Auto Tire Instructions:** Price single radial tires commonly used for a medium-sized car. Specify any allowance for an old tire, any discount allowed for cash purchase, and any recycling fee. DO NOT report any separate fees for mounting and balancing tires.

Subcategory: Auto Tire	Quantity	Unit	Price	Description
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**Exchange/On-base Store:**

Radial Tires	Typical			
	Substitute			

**Other On-base Store:**

Radial Tires	Typical			
	Substitute			

**Subcategory Comments:**

## Category: Childcare and Household Help

Subcategory: On-base Childcare	Hourly Wages	Five Day Weekly Rate	Description
<b>On-base Childcare Instructions:</b> Price weekly rate (5 days, 8 hours per day) for day care for a 3-4 year old child at an on-base facility. If price is paid on an hourly or monthly basis, clearly identify the period covered. List rates without lunches or snacks. DO NOT report preschool education programs, such as Montessori schools.			
On-base Childcare			

**Subcategory Comments:**

**General Comments (Use additional pages if necessary):**