

Retail Price Schedule Handbook

OVERSEAS COST-OF-LIVING RETAIL PRICE SCHEDULE HANDBOOK

General Information

This Handbook contains instructions for completing the 2016 Excel version of the overseas **Retail Price Schedule**, or COLA report. The item specifications apply to completion of Local, Embassy Commissary, and Military Commissary and Exchange reports.

Submission of Reports

The Defense Travel Management Office (DTMO) Allowances Branch uses information from the Living Pattern Survey, and the Retail Price Schedule, to develop Department of Defense Cost-of-living Allowances for members of the Uniformed Services assigned outside the Contiguous United States.

The preparation and submission of surveys and reports for military members is explained in Appendix M of the Joint Travel Regulations (JTR).

The Retail Price Schedule is available from the Defense Travel Management Office Web Site at: <http://www.defensetravel.dod.mil/site/surveyInst.cfm>.

If you have COLA survey preparation questions please contact:

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Part 1. Retail Price Schedule Preparation Guidelines

a. Living Pattern Survey

A Living Pattern Survey (LPS) must be completed before a Retail Price Schedule (RPS) can be initiated. In the LPS, military members report the names and addresses of the local retail outlets most commonly used to purchase goods and services at overseas locations. The price collector(s) uses these outlets to record prices for the RPS.

JTR Appendix M describes the preparation and submission of the LPS and RPS. A new LPS must be conducted every three years, or whenever there is a substantial change in living patterns at the duty station.

b. Annual Reporting Dates for the Retail Price Schedule

JTR Appendix M lists the overseas locations required to submit an annual RPS and the month that reports are due. If an overseas location is considering a voluntary submission of an unscheduled RPS, the officer responsible for the RPS should contact DTMO, Allowances Branch before price collection is started.

c. Responsible Officer

JTR Appendix M describes procedures for appointing Overseas Country Allowance Coordinators, also known as Points of Contact, who have overall responsibility for preparation of the RPS. Neither the responsibility for the report, nor the price collection, should be delegated to a local national. Because this report must accurately reflect foreign living costs for the average American military family, the officer responsible must be familiar with the retail outlets and types of goods and services generally used. For the RPS, the average family consists of an E-6 or O-3 with three dependents.

d. Coordination

The welfare of all Uniformed members at an overseas location depends on the accuracy of the RPS. For this reason, the officer responsible should contact the heads of all local military agencies and invite them to participate in the RPS reporting process. When the RPS is finished, the responsible officer should review it for completeness and accuracy, and must then obtain the signed concurrence of representatives of all U.S. Government Military Commands affected by the report. Signatures of the responsible officer and representatives of Commands affected by the report should be submitted to DTMO, Allowances Branch on page 1 of the RPS.

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e. Basic Techniques of Price Collection

The officer responsible for the report may either collect retail price information alone, or may identify one or more members to collect the data. Price collectors must personally visit the retail outlets, inspect items, and record prices. When possible, they should also meet with the store or department manager to explain the reasons for the report and its importance to the American community.

If price collectors are asked to pledge confidentiality, or to place other restrictions on the use of data they collect from a specific retail establishment, the responsible officer must note this in an attachment to the report. This specific proprietary information will then not be subject to disclosure under the Freedom of Information Act. The ability of the program to obtain objective and reliable price data depends on the goodwill and cooperation of the local retail merchants.

The specific types of goods and services that the RPS requires from each source are detailed in Part 2, *Item Specifications*. Price collectors should follow these specifications, pricing as close to American quality as local conditions permit.

f. Selection of Local Retail Outlets

The most recent LPS contains the names of two local retail establishments most frequently used for purchasing various categories of goods and services (e.g. meat, groceries, clothing, etc.). Price collectors must visit these retail establishments to collect information on the corresponding goods and services. If an establishment no longer carries a particular product, a substitute outlet, which is also popular among the members, should be chosen and the information collected. Use the comments section of the appropriate pages to explain why the substitution was necessary.

g. Commissary and Exchange Price Collection

If the reporting locality has a base exchange or commissary, a second report with a full set of prices, in U.S. dollars, must also be completed. Using the Commissary/Exchange RPS, record the prices of goods and services available at the commissary and the exchange. Follow the same item specifications in Part 2, listed for local retail outlets.

h. Selection of Items and Prices

The RPS lists specific consumer goods and services and contains spaces for the price collectors to record the quantity, unit, price, and a brief description. Price collectors should select items that an average American military family would typically buy. For purposes of this report, the average family consists of an E-6 or O-3 with 3 dependents. The typical item is that which the average family would purchase; the substitute item may be less expensive, but is still of a quality and price acceptable to the typical member.

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Items: If there has been a previous RPS, it must be used as a guide in preparing the new report. Report the prices of the same type, brand, or model of individual items from year to year when possible. Avoid item substitutions except when an item is not available locally. If a substitution is made, there must be an explanation in the comments section. The items selected should be as close as possible in quality to those found in the U.S.

Size: If the requested size is not available, the closest equivalent size should be selected, and the substitution should be explained in the comments section. The price collector must record the local weights and measures (e.g. kilograms, liters) for each item; size must not be converted into pounds and ounces. Bulk or very large sized items should not be selected unless the typical American family would buy them.

Price levels: Reporting both the typical and the substitute price levels is important. If an item is temporarily out of stock, the most recent price should be listed in the report. Anticipated price changes should be listed separately. Every effort should be made to provide both prices requested for both of the outlets. If the first or second most frequently used outlets do not carry the item requested, the price collector should visit another retail outlet (preferably the third most used outlet as determined by the LPS) to collect the price data.

Sale items: All prices in the report should be those actually paid by Americans. If a required item is on sale, the regular price, the special sale price, and the duration of the sale must be reported.

Discounts: If prices are significantly lower when purchased with U.S. dollars or other forms of currency, this should be reported. Special cash discounts and delivery charges should be reported in the “description” or “comments” sections. The local retail prices reported must be available to all American residents.

Taxes: The report requires the tax rate for each category of goods and services. If the reported prices do not include local retail sales taxes, the amount of tax added to each item by the merchant (at the time of purchase) should be clearly reported at the top of each page and *NOT* added to the price of the item. If taxes are included in the reported price, indicate that *yes, tax is included on the report*.

Currency: Report prices in the currency charged by the individual outlet. Explain all usage of non-local currency. The price collector should not convert local currency prices into U.S. dollars.

i. Review before Submission

Omissions: The responsible officer should carefully review the completed report to make certain that it contains all of the requested information. Although every item on the report might not be used by all of the members at the overseas location, each item represents a broad class of other goods and services purchased by the average

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American military consumer. The omission of any of the requested prices eliminates the type of expenditure it represents from the COLA analysis. This will make the comparison to average CONUS prices more difficult in computing a COLA index. If, in the future, there should be a sudden change in the availability of special facilities for military members, complete local price information will enable DTMO to make allowance adjustments.

Inconsistencies with previous report: The responsible officer must compare all of the current prices, weights, and volumes with those in the previous report. If the prices or weights are substantially different, the responsible officer should provide explanations or comments. If errors are discovered in the previous report, they should be reported so that a valid comparison between the reports can be made.

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Part 2. – Item Specifications

RETAIL PRICE SCHEDULE INTRODUCTION – GENERAL INFORMATION

<i>Item</i>	<i>Specifications</i>
DATE OF REPORT	<p>The report date should always be the month in which most prices are collected.</p> <p>The report should be submitted as soon as possible after completion so that allowances will be reasonably current.</p>
INSTRUCTIONS (1) through (8)	<p>These instructions are important and should be followed carefully in completing the report.</p>
EXCHANGE RATE	<p>The exchange rate reported should be the rate commonly available to, and used by, military members for their personal expenses.</p>
REPORT RESPONSIBILITY	<p>Show agency concurrence, by signature, and the name(s) of the price collector(s) as requested.</p> <p>The signature and title of the officer certifying the report must be provided on page 1. By signing, the officer is certifying that the report is accurate, complete, and in compliance with JTR Appendix M.</p>
CATEGORY TAX RATE	<p>Specify the tax rate and the item it applies to in each category. If some items in the category are affected by a different tax rate, explain in the “Comments” section.</p>
TAX INCLUDED	<p>Check “yes” or “no” to indicate whether the category tax rate reported is already included in the reported prices or whether it applies but has not been included. If the category tax rate does not apply to the products, check “N/A.” If taxes are included in the price, do not add tax to item prices.</p>

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RPS PART A - MEAT AND DAIRY PRODUCTS

<i>Item</i>	<i>Specifications</i>
Beef	<p>Price either fresh or uncooked frozen meat cuts. 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 or comments section.</p> <p>Prices per lb/kg for steak, roast, and ground beef, finding meat quantities closest to 1 lb/0.5 kg.</p>
Pork	<p>The comments on beef apply to pork. Price per lb/kg for pork chops and pork loin roast at quantities closest to 1 lb/0.5 kg. DO NOT report smoked, cured, cooked, or canned products such as ham.</p>
Lamb	<p>Price per lb/kg for fresh or uncooked frozen cuts of lamb at quantities closest to 1 lb/0.5 kg.</p>
Seafood	
Fresh Fish	<p>Price per lb/kg for the types of fresh fish filet most readily available in the area; price at quantities closest to 1 lb./0.5 kg.</p> <p>If fresh fish filet is not available, price fresh whole or frozen fish filet; describe type, and report brand, if applicable.</p> <p>DO NOT report lobster, shrimp, prawns, clams, and other shellfish.</p>
Canned Tuna	<p>Price 5 oz., or nearest equivalent, can. DO NOT report sardines, shrimp, prawns, clams, or other shellfish.</p>
Poultry	<p>Price per lb/kg for fresh or uncooked, frozen whole, “ready to cook” chicken.</p> <p>If uncooked fresh or uncooked whole chicken is not available, price uncooked fresh or frozen parts.</p>
Dairy Products	
Eggs	<p>Price 1 dozen eggs, or nearest equivalent.</p>
Ice Cream	<p>Price 1/2 gallon (1896 ml), or nearest equivalent, size of vanilla ice cream. DO NOT report premium brands.</p>

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<i>Item</i>	<i>Specifications</i>
Cheese	Price 8 oz. (227 grams), or nearest equivalent, of natural, firm to hard cheese (e.g. Cheddar, Gouda, Provolone, Edam, Romano, Swiss).
Yogurt	Price 6 oz. (170 grams), or nearest equivalent, single-serve original yogurt (e.g. YoPlait, Dannon). DO NOT report special flavors or yogurts containing berries, nuts, etc.
Fresh Milk	Price 1/2 gallon (2 liters), or nearest equivalent, 2% milk. If fresh milk is unavailable, or is unsafe to use, price UHT (long-life) milk. Explain the need for this product in the comments section.
Non-Dairy Milk	Price 64 oz. (2 liters), or nearest equivalent, non-dairy milk such as Almond or Soy.

RPS PART B - GROCERIES

Bread / Flour

White Bread	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".
Flour	Price 5 lb. (2-3 kg), or nearest equivalent, general-purpose flour. DO NOT report special types such as cake flour.

Cereal	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.
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Rice / Pasta

Regular Rice	Price 1 lb. (0.5 kg), or nearest equivalent, of white rice. DO NOT report pre-cooked (instant or minute rice) or flavored rice.
Pasta	Price 1 lb. (0.5 kg), or nearest equivalent, types of uncooked, dry pasta (e.g. spaghetti, macaroni, linguini, etc.). DO NOT report fresh or stuffed pasta, such as tortellini, ravioli, etc.

Tea / Coffee

Tea Bags	Price 100 tea bags or nearest equivalent. DO NOT report loose tea, special blends, herbal teas, or instant mixes.
Coffee	Price 39.9 oz. (1.1 kg), or nearest equivalent, of ground coffee. DO NOT report instant or special roast.

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<i>Item</i>	<i>Specifications</i>
Single-Serve	Price 18-count box, or nearest equivalent, for use in single serve brewing systems such as Keurig coffee makers (e.g. K-Cups).
Soft Drinks / Bottled Water	Price 1 liter for bottled water, and 144 fl. oz./4-5 liters for soft drinks (12 pack). 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.
Candy / Sugar	
Candy Bar	Price 1.55 oz. (40-50 grams), or nearest equivalent, plain chocolate bar without nuts or other fillers.
Sugar	Price 4 lb. bag (2 kg), or nearest equivalent, of granulated sugar. DO NOT report superfine, brown, powdered, cube, lump, or single packet types.
Baby Food	Price 7 oz. (200 grams) strained vegetables or fruit, or nearest equivalent. DO NOT report meat, cereals, or specialty items.
Other Fats	
Cooking Oil	Price 48 fl. oz. (1-2 liter), or nearest equivalent. DO NOT report olive oil or specialty oils.
Peanut Butter	Price 16 oz. (440-460 grams), or nearest equivalent, of creamy style peanut butter.

RPS PART C - FRUIT AND VEGETABLES

Fresh Fruit	Price specified items 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 weight) may be identified by either weight or as “each.”
Fresh Vegetables	Price specified items at time of price collection. DO NOT estimate “off-season” prices. If imported vegetables are notably higher priced than local vegetables, identify them in the “Brand and Description” column and report the percent of use of

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<i>Item</i>	<i>Specifications</i>
	imported versus local. All items must be identified by kg/lb, not as “each,” bunch,” or “package.”
Canned Fruit	Price 822-879 grams (29-31 oz.), or the nearest equivalent. Prices reported must correspond to the reported weights. Substitute and identify local varieties only when types specified are not available.
Canned Juice	Price 46 fl. oz. (1.36 liter) canned juice, or nearest equivalent. If canned juice is not available, price boxed juice in one liter or larger containers. DO NOT price frozen concentrates.
Canned Vegetables	Price 425-482 grams (15–17 oz.), or nearest equivalent. Prices reported must correspond to the reported weights. Substitute and identify local varieties only when types specified are not available.
Frozen Foods	Price 1 lb. or nearest equivalent, bag. Prices must correspond to the reported weights. Substitute and identify local varieties only when types specified are not available.
RPS PART D - ALCOHOL AND TOBACCO	
Wine	Price 0.75 liter bottles, or nearest equivalent of locally produced, non-vintage, table wine only. If local wines are not available, report reasonably priced imported, table wines.
Whiskey	Price 0.75 liter bottles, or nearest equivalent, 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 unusual container.
Beer	Price a six pack of 12 fl. oz. (355 ml), or nearest equivalent, cans of common brands (e.g. Budweiser, Miller Lite). 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.
Cigarettes	Price cartons (200-count), or nearest equivalent, of cigarettes and identify brand names. Specify if the brand is locally manufactured or imported. DO NOT include sales tax.

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Item *Specifications*

RPS PART E - CLOTHING

Men's Clothing

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| Dress Slacks | Price only ready-made types, brands, and fabrics suitable for office wear. |
| Dress Shirt | DO NOT price suits or evening wear, or items made with unusually expensive fabrics such as silk or cashmere. |
| Dress Shoes | Price leather or simulated types suitable for office wear. |

Women's Clothing

- | | |
|--------------|--|
| Dress Shirt | Price only ready-made clothing suitable for office wear. |
| Dress Skirt | DO NOT price evening wear, suits, dresses, or items with extravagant ornamentation trim (e.g. leather or fur trim). |
| Dress Slacks | Price only ready-made clothing suitable for office wear. |

Children's Clothing

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| Jeans | Price jeans commonly worn by children aged 10-12. Price girls' or boys' jeans. |
| Shoes | Price athletic shoes, leather or other simulated types, commonly used for school wear by children ages 10-12. |

RPS PART F - PERSONAL CARE

Toiletries

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| Toothpaste | Price 198 grams (7 oz.), or nearest equivalent, types most often purchased for normal tooth care. DO NOT report specialty brands for sensitive teeth or denture cleaners. |
| Razor Blades | 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. |
| Sanitary Napkins | Price 24-pack of regular (medium) maxi pads, or nearest equivalent. Identify types and brands. |

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<i>Item</i>	<i>Specifications</i>
Shampoo	Price 12.6 fl. oz. (373 ml) bottle of shampoo, or nearest equivalent. Identify types and brands.
Deodorant	Price 2.6 oz. (74 grams), or nearest equivalent. Identify types and brands.
Laundry and Dry Cleaning	
Laundering Man's Shirt	Price only 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.
Dry Cleaning Man's Slacks	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.

Special Arrangements for Government Employees:

Report prices at facilities, such as an Embassy Co-op, or local retailer who offers special rates available to military members.

Hair Services

If any prices include items or services other than those specified, note this in the comments section.

Man's Regular Haircut	Price a man's regular haircut, without wash or special styling or blow dry.
Woman's Shampoo Haircut, and Blow Dry	Price a shampoo, haircut, and blow dry at a salon to which an average military family would visit.
Women's Color	Price a standard hair color service. DO NOT include package deals (e.g. cut and dry).
Child's Haircut	Price a child's haircut. If the price varies by type of cut, or age of child, specify separately.

Special Arrangements for Government Employees:

Report prices at facilities, such as an Embassy co-op, or local retailer who offer special rates available to military members.

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Item *Specifications*

RPS PART G - FURNISHINGS/HOUSEHOLD APPLIANCES AND SUPPLIES

Household Appliances

Portable Microwave	Price 1.5–2.0 cu. ft. countertop microwaves or nearest equivalent. Microwaves should be approximately 1250 watts and 42-57 liter capacity. Specify wattage and capacity.
Two-slice Toaster	Price basic two-slice, pop-up, types of bread toasters. DO NOT report prices for toaster ovens or four-slice toasters.
Blender	Price variable speed countertop blenders. DO NOT report prices for food processors, smoothie machines, etc.
Coffee Maker	Price for a basic 10 cup drip coffee maker, preferably non-programmable. DO NOT price programmable, spacesavers or items that make espresso or cappuccino. Preferred Brands are: Hamilton Beach, Mr. Coffee or Black and Decker
Single Cup Coffee Maker	Price coffee brewing systems such as Keurig machines that make single cups of coffee. DO NOT report standard, coffee pot makers.
Washing Machine	Price fully automatic, front loading washing machines with 3.5 to 4.1 cu. ft. capacity, or nearest equivalent. Specify the capacity. DO NOT report washer-dryer combinations.

Personal Computer Supplies

Black Ink Cartridge	Price standard home/personal ink cartridge designed for personal computer printers.
Printer Paper	Price a ream of paper (500 sheets), or nearest equivalent, for a printer of a personal computer.

Household Consumables

Laundry Detergent	Price 100 fl. oz. (64 loads), or nearest equivalent, High Efficiency liquid laundry detergent purchased for household laundry use. DO NOT report fabric softeners, liquid hand wash cleaners, or special purpose products.
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<i>Item</i>	<i>Specifications</i>
Disposable Diapers	Price package of 32 count diapers, or the nearest equivalent. DO NOT report diapers for children over age 2, or for adults. Specify the package count.
Telephone and Internet Service	
Local Residential Phone	Price local phone service. Under “Fixed Cost,” enter the basic charge for private residential phone service. Specify the period covered (e.g., monthly, quarterly, etc.). Report the number of local calls included in the fixed cost. If there is an additional charge for local calls, identify the price and unit under “Cost for Each Additional Local call,” and “Length of Local Call” (e.g. \$0.25 for 1 minute). If necessary, convert unit or impulse costs to cost per minute.
Cell Phone Service	Price cell phone plan for 1 month of service including unlimited minutes, unlimited text, and picture messaging.
Internet Fees	Price 1 month service for both, unlimited <u>dial-up</u> , and unlimited <u>DSL</u> internet service. DO NOT report initial set up costs.

RPS PART H – Medicine

Medicine

Pain Reliever	Price 100 tablet (325 mg) analgesic compounds or nearest equivalent size. Report name or house brand. 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 report child-strength or extra-strength pain relievers.
Adult Multivitamins	Price 50-count over-the-counter, multi-vitamin tablets, or nearest equivalent. Include generic or local house brand.

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Item *Specifications*

Allergy Medication 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.

RPS PART I – RECREATION

Audio / Visual Supplies

Blu-Ray Player 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.

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

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

Photographic Supplies

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

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

Reading Material

Paperback Book 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.

Daily Newspaper Price single copy newspaper of frequently purchased English Language daily newspapers.

Weekly News Magazine Price single copies of the most frequently purchased weekly news magazines. Report titles and languages of magazines.

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<i>Item</i>	<i>Specifications</i>
Recreational Equipment	
Bicycle	Price touring, or all terrain (10-15 speed), bicycles typically purchased for teenagers. DO NOT report bicycles designed for racing or motorized bicycles.
Soccer Ball	Price a standard size black and white soccer ball.
Recreational Activities	
Movie Theater	Price adult evening admission to first-run, regular length films. If rates differ between weekdays and weekends, report both. Specify whether movies are in English or a foreign language.
Performing Arts	Price adult admission for typical professional, live, performances. If rates differ between weekdays and weekends, report both. Ticket prices should be for the type of performance in progress at the time of the price collection (e.g., symphony, drama, opera, ballet, etc.). Identify type of performance in the comments section.
Sports Events	Price adult admission for typical professional sports events. If rates differ between weekdays and weekends, report both. Ticket prices should be for the type of sports event in progress at the time of the price collection. Identify the type of sports event in the comments section.
<u><i>Special arrangements for Government Employees:</i></u>	
List ticket price of movies on base, discounts to local recreational activities, or any other special arrangements available to military members.	
Pet Food	
Cat Food	Price a 7 lb. (3-4 kg) or nearest available size bag of dry cat food. DO NOT price cans.
Dog Food	Price an 8 lb. (3-4 kg) or nearest available size bag of dry dog food. DO NOT price cans.

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Item *Specifications*

RPS PART J - PUBLIC TRANSPORTATION

Taxi	Price of individual hire of a taxi for a distance of approximately 1.25 miles (or 2 km) in the “downtown” area. Report special rates for rush hour service, telephone hire, luggage, or other services separately. Report minimum fare, and specify corresponding distance in miles or kilometers or time.
Municipal Bus	Price the standard one-way fare without transfer. DO NOT report long-distance or intercity, fares.
Subway	Price the fare and length of a typical trip.

RPS PART K - PERSONALLY OWNED VEHICLE

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 price the most-commonly used type of vehicle and, under “subcategory comments,” report why a different type of car is needed.

Auto Maintenance

Oil Change	Price labor charge, the cost of five quarts (or five liters) of oil, and a standard oil filter.
Vehicle Maintenance	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 costs for any other replacement parts not specified above.
Hourly Labor Charge	Price the average hourly labor charge of a skilled mechanic as used in determining labor costs to a customer.

Special Arrangements for Government Employees:

Report prices of special arrangements for car maintenance available to military members, such as after-hours work by an Embassy GSO mechanic, or discounted rates offered to military members by local service stations.

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<i>Item</i>	<i>Specifications</i>
Gasoline	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.

Special Arrangements for Government Employees:

Report price of reduced price gasoline obtained at the post or duty station, or with discounted price coupons at a local station, or available through a formal VAT-back program, or any other type of special arrangement that provides gas to members at local gas stations at less than the usual local price.

If the price of on-base gasoline differs from the cost using coupons or other discounts, report both prices.

Car Tires	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.
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All Inclusive Car Insurance	Price the annual cost of all-inclusive car insurance (which is typically the combined cost of liability, collision, and comprehensive insurance), with \$250 deductible collision coverage. Insurance should be for a two-year old, six-cylinder, privately-owned car customarily driven to and from work (less than ten miles each way), by a 25-year-old, married, male driver with a two-year safe driving record (five years for Alaska and Hawaii). If insurance is typically purchased from more than one source, identify the companies and whether they are U.S. or local, the amount of the premium paid to each, and what is covered under the payment. Report any legal minimum insurance requirement. If members do not normally carry collision insurance, explain why in the comments section.
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Retail Price Schedule Handbook

Item *Specifications*

RPS PART L – CHILD CARE AND HOUSEHOLD HELP

Childcare

In the Home Price weekly rate (5 days, 8 hours per day) for day care in the parents' home for a 3-4 year old child. If price is paid on an hourly or monthly basis, clearly identify the period covered.

Outside the Home Price weekly rate (5 days, 8 hours per day) for day care for a 3-4 year old child at a commercial daycare facility or in the home of a daycare provider.

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.

Household Help

Price hourly rate for the household help typically employed by the average member (E-6) at the location as reported in the most recent Living Pattern Survey.

It is extremely important to provide information explaining why domestic help is necessary at the foreign location. 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. **DO NOT** report childcare needs, representational responsibilities or difficulties encountered only by single members and dual career couples. The data provided must be supported by information describing actual use of household help.

When household help is used primarily because it is readily available and/or inexpensive, state this clearly.