

Living Pattern Questionnaire (LPQ)
For Civilian Post Allowance and Military COLA

Post/Duty Station: _____

The purpose of this questionnaire is to identify the consumer facilities and services that you and your family use at your post/duty station, as well as to gather some other information about your living pattern that relates to the cost of living at your foreign location. The information you provide on this questionnaire will be used to develop the Department of State's "Indexes of Living Costs Abroad." These indexes measure overall living cost differences between Washington, D.C. and locations where federal employees are assigned abroad. **The answers that you and others provide through this questionnaire will be used, with other information, to establish your post (cost-of-living) allowance level.** Please leave blank any question that does not apply to you and your family. Accurate information is vitally important, so please take the time to complete the survey to the best of your ability.

GENERAL INFORMATION

1. Your Agency:

- | | |
|---|---|
| <input type="checkbox"/> Department of State | <input type="checkbox"/> Department of Defense (military) |
| <input type="checkbox"/> Agency for International Development | <input type="checkbox"/> Other Agency (please specify): _____ |
| <input type="checkbox"/> Department of Defense (civilian) | |

(For the next two items, please select your pay schedule and pay grade - for example, FS-2, GS-7, E-4, WO-2, O-3.)

2. Your Pay Schedule:

- | | |
|---|--|
| <input type="checkbox"/> FS (Foreign Service) | <input type="checkbox"/> E (Military Enlisted) |
| <input type="checkbox"/> GS (Federal General Schedule) | <input type="checkbox"/> O (Military Officer) |
| <input type="checkbox"/> SES (Federal Senior Executive service) | <input type="checkbox"/> WO (Military Warrant Officer) |
| | <input type="checkbox"/> Other (please specify) _____ |

Your Pay Grade:

- 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15

4. Number of family members at Post:

- 0 1 2 3 4 5 More than 5 (please specify): _____

5. Length of time at current location: _____

6. *"I certify that the information I have provided on this Living Pattern Questionnaire is accurate to the best of my knowledge":*

Name (Print)

Signature

Date (mm-dd-yyyy)

7. Outlets. List the primary and secondary local outlets used by you and your family for each of the following consumer goods and services. **Do not include military facilities, the Embassy or Consulate commissary, or any other government owned or operated facilities as these are captured under Number 8b.** CURRENCY: Enter local, USD or other country currency spent at that outlet.

CONSUMER GOODS AND SERVICES	PRIMARY LOCAL OUTLET	SECONDARY LOCAL OUTLET	CURRENCY
MEAT AND DAIRY PRODUCTS:			
MEATS (Beef, Pork, Lamb, Poultry)			
FISH, FRESH			
FISH, CANNED			
DAIRY PRODUCTS (eggs, ice cream, cheese, yogurt)			
GROCERIES			
GROCERIES (e.g., milk, bread, cereal, rice, pasta, drinks, baby food, candy, sugar, honey, olive oil, cooking oil, butter)			
FRUITS AND VEGETABLES			
FRESH FRUITS & VEGETABLES			
CANNED FRUITS & FRUIT JUICES			
CANNED & FROZEN VEGETABLES			
ALCOHOL AND TOBACCO			
WINE			
WHISKEY (if different from wine)			
BEER (if different from wine or whiskey)			
CIGARETTES			
CLOTHING			
MEN'S			
WOMEN'S			
CHILDREN'S			
PERSONAL CARE			
TOILETRIES (e.g., toothpaste, shampoo, mouthwash)			
LAUNDRY AND DRY CLEANING			
HAIR SERVICES			
HOUSEHOLD FURNISHINGS			
APPLIANCES (e.g., microwave, toaster, blender, coffee maker)			
COMPUTER ACCESSORIES			
HOUSEHOLD CONSUMABLES (diapers & detergent)			
TELEPHONE SERVICE			
INTERNET SERVICE			
MOBILE PHONE SERVICE			
MEDICAL			
MEDICINE (non-prescription)			
DOCTOR (e.g., General Practitioner & Pediatrician)			
DENTIST			
HOSPITAL FACILITIES			
RECREATION			
AUDIO/VISUAL SUPPLIES (DVD Movies & DVD Player)			
CABLE/SATELLITE TV			
PHOTOGRAPHIC SUPPLIES (Digital Photo Print, SD Card)			
READING MATERIAL (books & newspapers)			
RECREATIONAL EQUIPMENT (bicycle)			
RECREATIONAL ACTIVITIES			
MOVIE THEATER			
PERFORMING ARTS			

CONSUMER GOODS AND SERVICES	PRIMARY LOCAL OUTLET	SECONDARY LOCAL OUTLET	CURRENCY
SPORTS EVENTS			
GYM MEMBERSHIP			
PET FOOD			
VETERINARY SERVICES			
PUBLIC TRANSPORTATION			
TAXI			
PERSONALLY OWNED VEHICLES			
AUTO FUEL			
AUTO MAINTENANCE (oil change; tune-up)			
AUTO PARTS (tires)			
AUTO INSURANCE			
HOUSEHOLD HELP			
DAY CARE (outside the home)			
FOOD AWAY			
BREAKFAST			
LUNCH			
LUNCH (Fast Food)			
DINNER			

8. Relative Importance of Various Sources of Supply (in %)

a. Please indicate in the table below, beside each subcategory of product, the average percentage of your household's shopping done at each type of facility. **The percentages summed across each row must add to 100%.**

The subcategory definitions are as follow:

- **“Local Market”** – items or services purchased locally regardless of the country of origin.
- **“Special Facilities”** – items or services purchased at the embassy commissary or a US Military commissary or exchange if available for use.
- **“Supply Brought to Current Location”** – items purchased in anticipation of your assignment or conveyed to the foreign location at U.S. government expense in your household effects, unaccompanied or accompanied baggage.
- **“Subsequent Purchases”**
 - **“U.S.”** - items purchased, after arrival, from a source in the US (by internet, fax, mail order) or purchased during home leave/TDY/other visit in the US.
 - **“Other”** - items or services purchased from other posts or foreign locations (list names under number 9).

Example:

SUBCATEGORY	LOCAL MARKET (%)	SPECIAL FACILITIES		SUPPLY BROUGHT TO CURRENT LOCATION (%)	SUBSEQUENT PURCHASES		TOTAL (%)
		EMBASSY COMMISSARY (%)	MILITARY COMMISSARY/ EXCHANGE (%)		U.S. (incl. catalogs/ mail-orders) (%)	OTHER FOREIGN LOCATION (%)	
Toiletries	20	5	50		15		100%
Household Consumables	30	60		10			100%

b. Complete the following:

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%
Fresh Fish							100%
Canned Fish							100%
Dairy Products (eggs, cheese & ice cream, yogurt)							100%
Groceries							100%
Canned Fruit/Vegetables/Juices							100%
Fresh Fruit/Vegetables							100%
Frozen Vegetables							100%
Alcoholic Beverages							100%
Cigarettes							100%
Toiletries							100%
Household Consumables							100%
Small Kitchen Appliances							100%
Computer Accessories							100%
Medicine (non-prescription)							100%
Audio/Visual Supplies							100%
Photographic Supplies							100%
Reading Material							100%
Recreational Equip.(bicycle)							100%
Pet Food							100%
Laundry/Dry Cleaning							100%
Hair Services							100%
Doctor							100%
Dentist							100%
Movies							100%
Performing Arts							100%
Sports Events							100%
Gym							100%
Auto Maintenance							100%
Auto Fuel							100%
Auto Tires							100%

9. If you indicated that you purchased from an "Other" foreign location, please identify the names of those retail sources below:

10. **Relative Use of Commodities and Services.** Approximate proportion of the following goods used in preparing meals at home (based on volume only):

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

11. Transportation: Estimate the percentage of travel for which you use each of the following forms of transportation:			12. Dining: Estimate the percentage of your family's meals that are eaten in each of the following facilities:			
	%		Breakfast	Lunch	Dinner	
Personally Owned Vehicle (POV)	%	Local Restaurant	%	%	%	
Government Vehicle (GOV)	%	Post Restaurant	%	%	%	
Taxi	%	Military Restaurant	%	%	%	
Municipal Bus	%	Home	%	%	%	
Subway	%	TOTAL	100%	100%	100%	100%
TOTAL	100%					

13. Special Arrangements:	Yes	No
Does the US Government or landlord provide major furniture, such as beds, sofas, and tables?		
Does the US Government or landlord supply major household appliances such as stove, refrigerator and washing machine/dryer?		

14. **Household Help.** If you employ household help, please complete the following:

Housekeeper necessary for:

- Extra cleaning/laundry due to climate Security
 Shopping/food preparation/cooking Language difficulties
 Other (please specify other usages in comments below)

Type of Household Help	Average number of hours worked per week
Housekeeper (may include cooking)	
Cook (only)	

If Housekeeper is used as a nanny, please indicate number of hours _____.

Comments for Other usages of Housekeeper.

15. Comments. Please provide a brief description of any significant cost-of-living expenses *for your family* not identified elsewhere on this questionnaire (e.g., specific medical or educational expenses).