

2 FAM 170 POST REPORTS

2 FAM 171 GENERAL

2 FAM 171.1 Policy

(GEN-289; 09-14-1995)

U.S. Embassies and missions issue post reports to function as official statements of local conditions and activities. Issuing posts ensure that their reports are complete and current reflections of the post's country or area. The procedure sections in this subchapter specify procedures for the review and revision, preparation, and distribution of post reports.

2 FAM 171.2 Purpose

(GEN-289; 09-14-1995)

The post report is a source of detailed information on an embassy or mission and the country where they are located. Foreign Service personnel use it to help determine their choice of assignments. It also helps orient newly assigned employees and families before arrival to post and serves as a general information booklet on foreign government affairs.

2 FAM 171.3 RESPONSIBILITIES

2 FAM 171.3-1 Chief of Diplomatic Mission

(GEN-289; 09-14-1995)

The chief of the diplomatic mission is responsible for:

- (1) Submitting a comprehensive post report that covers each location where employees are assigned, to the Office of Information Services, Publishing Services Division (A/IM/IS/OIS/PS);
- (2) Keeping the post report current by performing post report reviews;
- (3) Submitting updates and revisions to A/IM/IS/OIS/PS; and
- (4) Ensuring that post reports reflect agency policies such as equal employment opportunity and private-person status of spouses.

2 FAM 171.3-2 Washington Offices

(A) Department of State

(GEN-289; 09-14-1995)

a. Regional bureaus and the Bureau of International Organization Affairs (IO), at the request of the Publications Services Division (A/IM/IS/OIS/PS), remind posts to perform their reviews of the post reports.

b. A/IM/IS/OIS/PS does the following:

(1) Manages the post report program;

(2) Determines and prepares the format;

(3) Edits and typesets the manuscript;

(4) Prints the reports;

(5) Determines and performs distribution of the reports;

(6) Maintains a supply of reports for general sale to the public; and

(7) Makes post reports available for incorporation into CD-ROM format for posts abroad and domestic offices.

(B) Agency for International Development

(GEN-289; 09-14-1995)

(AID Only)

The Personnel Operations Division (M/HR/POD), distributes a limited supply of post reports to requesting offices.

(C) United States Information Agency

(GEN-289; 09-14-1995)

(USIA Only)

The Foreign Service Personnel Division (M/PF) maintains an inventory of post reports and other information about posts.

2 FAM 171.4 AUTHORITIES

(GEN-289; 09-14-1995)

22 U.S.C. 3926, 2656, and 2651a gives the Secretary of State general authority to issue regulations requiring post reports.

2 FAM 172 DESCRIPTION

(GEN-289; 09-14-1995)

A post report describes local conditions, post administration, and life at each post within a country where State employees are assigned. Information on various posts within the jurisdiction of the Embassy is incorporated into the Embassy report. See 2 FAM 174 Exhibit 174 for a standard outline for post reports.

2 FAM 173 POST REPORT REVIEWS AND REVISIONS

2 FAM 173.1 Post Report Reviews

(GEN-289; 09-14-1995)

a. Every post must perform a comprehensive review on their post report three years from the last revision date of the post report. The last revision date is located inside the front cover of each post report. The post decides if a minor revision, complete revision, or no revision is necessary. The post can also do an interim change if temporary information needs to be included in the post report. 2 FAM 173.2 gives the procedures for performing revisions.

b. If they wish, posts may review their post report more frequently than three years after the last revision date, but no more than once a year. The post must coordinate a more frequent review than every three years with A/IM/IS/OIS/PS. The results of more frequent reviews must also follow the procedures in 2 FAM 173.2.

2 FAM 173.2 Revisions

(GEN-289; 09-14-1995)

After posts perform their reviews, the procedures for handling a revision, or no revision, differ according to the type of revision or change. The procedures are as follows.

2 FAM 173.2-1 Complete Revisions

(GEN-289; 09-14-1995)

For a complete revision the post sends the review hardcopy material and diskette to A/IM/IS/OIS/PS with an accompanying memorandum. The Department of State's INFOEXPRESS CD-ROM allows users to copy up to a full section of a post report from the CD-ROM and save it as an ASCII file on the hard drive of a personal computer. Once the text is saved, it can be imported into most word processing programs and then sent to A/IM/IS/OIS/PS on diskette.

NOTE: When sending a diskette to A/IM/IS/OIS/PS ensure that it is in a diskette mailing folder, or other protective enclosure. Also print the following statement on the folder: **“DO NOT X-RAY OR EXPOSE TO ELECTROMAGNETIC RADIATION - CONTAINS MAGNETIC MEDIA.”** This prevents the degaussing of the diskette.

2 FAM 173.2-2 Minor Revisions

(GEN-289; 09-14-1995)

For a minor revision the post can choose to send either the review copy, marked pages, a telegram, or a memorandum to A/IM/IS/OIS/PS. Posts must cite the sections and pages that they are replacing.

2 FAM 173.2-3 Interim Changes

(GEN-289; 09-14-1995)

An interim change is a temporary change to the post report. Posts can submit these changes at any time by sending either supplements to specific sections, the edited pages, a telegram, or a memorandum. Interim pages can be sent as supplements to specific sections, or pages of the existing report.

2 FAM 173.2-4 When Revision Is Unnecessary

(GEN-289; 09-14-1995)

If, after a regularly scheduled review, it is determined that a revision is unnecessary, the post sends a telegram to A/IM/IS/OIS/PS stating that this is the case. If a revision is unnecessary, OIS/PS updates the post report with a new revision date.

2 FAM 174 PREPARATION

2 FAM 174.1 General Guidelines

(GEN-289; 09-14-1995)

a. The post report provides information to Foreign Service personnel to help them choose their new assignments. It assists new employees and their families with decisions regarding such matters as appropriate clothing, furniture, and other personal effects to bring to post. It also gives guidance and procedures to follow in traveling to post, in accordance with the Fly America Act, and upon first arrival at the post.

b. At posts having substantial AID missions with personnel recruited specifically for that post, the post report provides additional and extensive information about the post and the country in general.

c. 2 FAM 174 Exhibit 174 provides guidance for maximum coverage of each subject. The intent of the exhibit is to limit the content of the report to relevant facts that would be useful to potential and imminent post personnel.

2 FAM 174.2 Content

(GEN-289; 09-14-1995)

a. Post reports are an objective outlook of service at post, with emphasis on what is challenging and interesting. Drafters should not include subjective comments on local customs, the policies of the host government, or the way it deals with its own citizens. (However, include information on local customs which is pertinent to social behavior).

b. Post report authors should do the following when drafting the report:

(1) Present inadequacies and hardships that exist at post in an objective and factual manner.

(2) Write narrative in a straightforward factual style, with short sentences and paragraphs. Avoid qualified sentences.

(3) Note any policies or procedures that are unique to AID, USIA, or the Department. These differences may involve such issues as housing, use of official cars, or commissary privileges.

(4) Use special competencies of personnel at the post in the preparation of the report. For example, dependent social committees may be able to make valuable contributions to the report. Since post reports are also made available to other agencies and their personnel, their review of any draft portion concerning conditions that affect them is useful.

2 FAM 174.3 Format

(GEN-289; 09-14-1995)

a. The post report conforms to the "Standard Outline for Post Reports," as set forth in 2 FAM 174 Exhibit 174 . Typesetting and design must conform to the *Graphics Standards Handbook* (5 FAH-7).

b. For a complete revision, the post submits the post report text, both printed on plain bond paper and on a floppy diskette to A/IM/IS/OIS/PS, along with a memorandum. Minor revisions need only a memorandum and the changes in printed format. Cite the sections where the changes occur for minor revisions. See section 2 FAM 173.2 for more information on submitting revisions.

c. Each post should submit new photographs with each complete revision. OIS/PS will accept unexposed film or negatives. Color 8" by 10" photographs are preferable; however, black and white photographs are acceptable. Identify each photograph with an accurate description of what is depicted. Photographs should include:

(1) Exterior views, as appropriate, of the Embassy, AID Mission, other Missions, and USIA;

(2) Available housing;

(3) Educational, recreational, and other social-use facilities; and

(4) Scenes that are typical and representative of the country.

d. The post report should show the date of the post report on its cover. Posts should date any post report supplements and identify the supplement with the post report through specific section and page references.

e. On the inside front cover of each post report, the following official statement appears:

This is the official post report prepared by the post. The information contained herein is directed to official U.S. Government employees and their families. Any other information concerning the facts as set forth herein is to be regarded as unofficial information.

2 FAM 175 REPRODUCTION AND DISTRIBUTION

(GEN-289; 09-14-1995)

Minor or interim changes to post reports are printed and distributed by A/IM/IS/OIS/PS when they are received. The completely revised hard copy report is printed as scheduled by A/IM/IS/OIS/PS. The CD-ROM version is updated quarterly.

2 FAM 175.1 Reproduction

(GEN-289; 09-14-1995)

a. A/IM/IS/OIS/PS reproduces post reports at the Department of State for internal use and for posts abroad.

b. A/IM/IS/OIS/PS retains and files negatives and photographs to facilitate reproduction of additional copies.

2 FAM 175.2 Distribution

(GEN-289; 09-14-1995)

The Distribution Section of A/IM/IS/OIS/PS maintains both stocks of all post reports and a distribution list for issuance.

2 FAM 175.3 CD-ROM Format

(GEN-289; 09-14-1995)

Post Reports are available on CD-ROM for Department personnel. For copies of InfoGuides, interested parties should contact:

InfoExpress Coordinator
A/IM/IS/OIS
Room 1239 Main State
Department of State
Washington, D.C. 20520

2 FAM 176 THROUGH 179 UNASSIGNED

2 FAM 174 Exhibit 174 POST REPORT STANDARD OUTLINE

(GEN-289; 09-14-1995)

Notes to post report Authors:

Ensure that the information written in the report is post specific and not just general to the area or the country. For example, when writing on health concerns/services, state the specific post(s) that has/have the concern/service, in addition to placing the concern/service in geographical regions of the country. By writing this way, the information in the report is the most useful to potential post personnel. The outline is provided twice. First, only topics are listed so that the author can quickly see the total number of topics. Second, the topics accompany an explanation of how they are to be presented.

Also, be aware that information within each part of the post report is distinct and should not be repeated in other sections. Authors should reference other sections when discussing topics already covered in another part of the post report.

POST REPORT OUTLINE

INTRODUCTION

PART I - THE HOST COUNTRY

- A Area, Geography, and Climate
- B Population
- C Public Institutions
- D Arts, Science, and Education
- E Commerce and Industry
- F Transportation
- G Communication
- H Health and Medicine
- I Employment for Spouses and Dependents

PART II - U.S. EMBASSY

- A [Name of Post City]
- B The Post and Its Administration
- C Housing
- D Food
- E Clothing
- F Supplies and Services
- G Religious Activities
- H Education
- I Recreation and Social Life
- J Official Functions
- K Special Information

**PART III - OTHER POSTS OR OFFICES WITHIN THE HOST
COUNTRY**

- A Use Outline in Part II
- B Cross-reference Other Sections

PART IV - NOTES FOR TRAVELERS

- A Getting to the Post
- B Customs, Duties, and Passage
- C Firearms and Ammunition
- D Currency, Banking, and Weights and Measures
- E Taxes, Exchange, and Sale of Property
- F Recommended Reading And Viewing
- G Local Holidays

The following is a complete description of the contents of each part of the post report.

POST REPORT CONTENTS

INTRODUCTION

Give a short description (one or more paragraphs) of the most interesting and challenging aspects of life and service at the post and in the area.

Include a note to the reader:

Note to the Reader: This outline divides a post report into four distinct parts: Part I describes information to write on the host country; Part II gives the topics to discuss for the U.S. Embassy and the city where it is located; Part III describes how to use Part II's outline to describe other posts or missions in the host country; and Part IV gives topics to discuss for traveling personnel.

PART I - THE HOST COUNTRY

A AREA, GEOGRAPHY, AND CLIMATE

Describe the physical nature of the country overall and at major posts including altitudes, topography, terrain, vegetation, seasons, temperatures (mean and extremes), humidity, rainfall, winds, dust, pests, and natural hazards. Indicate the effect of the climate, for example, as causing mildew or fostering unusual diseases, etc.

B POPULATION

This includes totals, distribution, language(s) and dialects, religion(s), ethnic-tribal-national groupings and communities, identifiable social and economic groupings, customs, habits, mores, and other characteristics. Where appropriate, the relationships connecting these items may be briefly explored (predominant or state religion vs. minority ones, etc.). Give some background into traditions, customs, and practices which are significant in the country; explain the effects of these patterns concerning food, family, and other social relationships.

C PUBLIC INSTITUTIONS

Describe briefly the governmental and social organization of the country. Comment on the following: the principal legislative, executive, and judicial organs; legal system; political parties; political organizations of the country and semi- or quasi-public, social, philanthropic, financial, or commercial organizations, such as Red Cross, Red Crescent, youth organizations, etc.

D ARTS, SCIENCE, AND EDUCATION

Mention the mainstream intellectual, educational, technological, and artistic life of the host country.

E COMMERCE AND INDUSTRY

Describe national economic patterns, including aspects which might affect employees. Give brief account of the following business information: major industries, chief imports and exports, and principal trading partners, regional economic orientation, such as participation in trading blocs; market characteristics, such as extent of barter, etc.; special development programs underway, such as 5-year plans, dams, etc.; local attitudes toward property ownership and investment; labor organizations and labor-management relations; etc.

F TRANSPORTATION

1 Automobiles

Emphasize automotive matters encountered by U.S. Government employees such as the following: automobile usage; registration and licensing; shipping; personal car vs. officially available or commercially available transport; condition of roads most frequently used and traffic patterns; advantages of some makes vs. others, or of certain types of accessories (tropical radiator, export kit, etc.); grade, types, cost of available fuel, and whether embassy employees receive a discount price; maintenance; spare parts; restrictions on purchasing and resale; and insurance requirements with ideas concerning desirable types and extent of coverage and available carriers. Indicate whether rental vehicles are available in the post city.

Identify which car dealers have established markets and service, which models are readily serviced, and which models would have difficulty being repaired. List any car recommendations and if four wheel drive and high ground clearance is necessary and how high.

2 Local

Describe the local transportation including: taxi, commuter, intracity and intercity transport (i.e., pedicab, automobile, train, omnibus, railroad). Give comparative costs, adequacy, tipping customs, local practices regarding paint or color of official vehicles (fire and police departments, etc.). Discuss if taxis and buses are safe and reliable. Describe the road conditions outside the city and on highways.

3 Regional

Describe railroad and air transport between countries and within country, all-weather motor-vehicle roads, left-hand vs. right-hand driving pattern, road conditions, etc.

G COMMUNICATIONS

1 Telephone and Telegraph

Give characteristics including adequacy and availability of telephone, telegraph, cable, and wireless communications locally. Indicate approximate rates and costs for both internal and external usage.

2 Mail and Pouch

Provide rates, schedules, etc., on postal and pouch facilities and services. Indicate if Air Force or Army Post Office (APO) or Fleet Post Office (FPO) privileges are available, and approximate transit time for mail and parcel post of various classifications by surface and air. Give the most desirable form and method for international mail (for example, international mail, APO mail, or pouch), the proper form for addressing correspondence, and any other pertinent information. If APO or FPO privileges are not available discuss how reliable and expensive the local mail service is. Describe the availability of private carriers, e.g., United Parcel Service (UPS) and Federal Express.

3 Radio and TV

Describe, if appropriate, characteristics of radio and television broadcasting received locally. Indicate the following: whether programming is in black and white or in color; sources, quality, and variety of coverage; types of programming; number of hours available each week; and number of channels used regularly. Also cover local availability of sets and repair, and the costs. Mention if cable or satellite television is available and describe what is available.

4 Newspapers, Magazines, Books, and Technical Journals

Give availability of: local periodicals or international editions of U.S. or worldwide periodicals, and English-language books and bookstores. Comment on advisability of subscribing to U.S. periodicals and book clubs via regular mail. Give an idea of how expensive publications and subscriptions are.

H HEALTH AND MEDICINE

1 Medical Facilities

Explain the type and extent of medical facilities provided as a feature of post administration. Indicate degree of medical services available at each major and minor subpost. Identify and describe other medical facilities considered adequate by Western standards, including facilities of other U.S. Government agencies which are accessible to State, USIA, and AID personnel and dependents (outline the availability of facilities, for contract personnel, tourists, etc.). Indicate nature of facility (clinic, pharmacy, laboratory, institutional infirmary, hospital, facilities for handicapped dependents, etc.). Indicate the capacity of facilities, the extent of medical care available (first aid, general practice, surgery, etc.), and the range of medical specialization (dentists, ophthalmologists, obstetricians, etc.). Discuss the adequacy of these locally available facilities and services, and suggest alternative facilities in other countries, if pertinent. Mention if post has an in-house blood donor program.

2 Community Health

This includes any health and public sanitation programs of interest to U.S. Government personnel. For example, identify any active efforts to control health hazards and indicate degree of success. Discuss the following: the extent of sewage disposal and treatment facilities and activities (indicate costs if on private-commercial basis only); pest and vermin control effectiveness; facilities for water purification; food container sterilization; food and beverage adulteration; and standard control measures, etc. Describe programs either underway or completed that deal with any public health problem.

3 Preventive Measures

Discuss the nature of serious, prevalent, endemic diseases and hazards in host country generally and at various specific posts. These include: snakes; animal-borne diseases; insect-borne diseases; contagious diseases commonly experienced or likely to occur in epidemic form; and problems caused by climatic or topographic extremes such as heat, humidity, altitude, etc.

List the various activities U.S. Government personnel are involved in at work, at home, traveling, or in recreational institutions. Indicate preventative measures to guard against possible dangers, such as: the need to boil milk or water; whether water or milk is potable; special treatment or handling of meat and fresh vegetables; recommended immunizations; drugs and sundry items to bring or that can be obtained locally; and any special medical or therapeutic treatment which should be taken prior to arrival for specific physical conditions

or ailments (give consideration to the special needs of children, pregnant women, etc.).

I EMPLOYMENT FOR SPOUSES AND DEPENDENTS

Describe spouse or dependent employment opportunities in the U.S. Mission. If they are necessary, discuss qualification requirements, pre-employment tests, medical and security requirements, and any action to take regarding an appointment before departure for post. Describe, in general, other employment opportunities at the post including appropriate employment in the local economy. Mention if family members can obtain working visas, permits, and if there are age limitations.

PART II - U.S. EMBASSY

A NAME OF POST CITY

Include description of city, where located, and its main features (capital city, etc.).

B THE POST AND ITS ADMINISTRATION

Give here also an explanation of any significant U.S. mission (e.g., embassy, U.S. AID mission, etc.). Include a brief historical resume of the AID plus predecessor mission, and the tie-in with other U.S. missions (such as diplomatic, military, etc.). Also give location office(s), detailed addresses, how telephone number is listed, how post is reached upon arrival if traveler is not met, transportation from "dock," adequacy of local transport, etc. If employee enters country at an unusual arrival point, discuss what arrangements are made at port of entry or points en route and what transportation is available.

Give a brief, general introduction to the administration of the post. Include information on the organizational structure of various agencies and the titles of the principal officials. Describe administrative functions with which the employee should be initially familiar (see 2 FAM 048). Include information on the Community Liaison Office, if one is established at post. Do not include material already described in sections of the post report, but give some details of methods of payment for various categories of employees, housing placement, medical support, duty hours, the administrative workweek, arrangement for greeting new employees at airport or port of entry, and orientation at mission.

C HOUSING

1 Temporary Quarters

Give names of available hotels, boarding houses, pensions, transient quarters. Give costs of room and meals. Explain if a staff house is operated.

2 Permanent Housing

Describe nature, adequacy, and availability of permanent housing, whether provided by U.S. Government or local authorities or available through private leases. Mention the type of housing available, whether houses or apartments. Do not indicate home address for any housing. Do indicate method of assignments (i.e., assignment by housing coordinator) and composition of housing board. Discuss the availability and costs of extras such as guard, elevator, janitor service, the necessity of sharing quarters, and any other conditions of local housing market. Indicate, when possible, the average wait for permanent quarters.

3 Furnishings

List any furniture and furnishings provided. Explain if furniture, appliances, and other household equipment should be brought to post to supplement what is supplied. If furniture and furnishings are not provided, describe most suitable types that employees should bring with them (for example, "rattan most suitable; hardwood will do" and "soft, temperate- zone wood is prey to termites", etc.). Specify the following: undue influences of climate; special precautions to be taken; any items which must be brought in, in order to set up housekeeping; whether ready-made curtains/drapes or only curtain/drape material is best to import; size and type of standard window; and whether items common to other areas are unnecessary or unusable (for example, large rugs unsuitable because of high temperature, or because available houses have unusually small rooms).

4 Utilities and Equipment

Give availability of the following: running water (hot and cold); baths and toilets; lighting accessories; available fuels; heating accessories; cooking facilities; refrigeration; telephone; electric power (voltage, cycle, alternating or direct current, dependability, types of wall plugs, and whether power surge regulators are required); any transformer requirements; source (for example, if provided by posts); appliances available locally or which must be imported; any special equipment and appliance items that should be brought along; equipment and appliances normally usable in other areas of the world which cannot be used at this post (for example, automatic dishwashers, electric dryers, air conditioners, microwave ovens, if applicable).

D FOOD

Describe, by comparison with typical U.S. experiences, the availability, variety, seasonal limitations, etc., of basic and baby foods. Indicate the necessity, if any, to import foods, and the desirability of maintaining individual gardens. Mention if frozen microwave food is available and the cost. Identify the following: foods that should be brought along at times of initial entry, presence of commissaries and/or PXs, group-purchasing arrangements, rationing, and U.S. Government cafeterias (whether available to all personnel or only certain groups), etc. Indicate cost of joining cooperative commissary, if available.

E CLOTHING

Describe the local tastes, standards, and costs of clothing. Identify the following: customary and seasonal attire, including specific requirements, taboos, or especially unsuitable items; locally procurable items, including children's shoes and whether American-type last; necessity for formal wear including requirements by various categories of employees, particularly for a female ambassador or any female senior officer; and items which should be brought to post or that can be acquired locally.

F SUPPLIES AND SERVICES

1 Supplies

List the availability of the following: toiletries, cosmetics, feminine personal supplies, tobacco items, home medicines, drugs, common household needs, and any other conveniences commonly used for housekeeping, household repairs, or entertaining, etc., that are not obtainable locally (for example, cleaning equipment, water softeners, shower curtains, closet fittings, glue or other adhesives for repairs, clothespins, napkins, other entertainment accessories, etc.). Indicate if local prices of items are comparable to the U. S. prices. Mention if post has a detailed list of recommended consumer products that should be brought to post.

2 Basic Services

Explain the availability and adequacy of tailors, dressmakers, shoe repair, dry cleaners, laundries, beauty and barber shops, radio and automobile repair, and other service facilities and community services.

3 Domestic Help

Give availability of the following: cooks, drivers, maids, and other service personnel; special needs for, or customary use by, all categories and levels of U.S. Government personnel; advisability of hiring host country or third-country nationals; wages and maintenance expenses; local customs and laws that must be respected with respect to servants; and employer's liability, host government social security, and taxes.

4 Parking

Indicate availability of convenient parking at post for privately owned vehicles, the charge for parking if any, or any policy for home-to-work travel.

G RELIGIOUS ACTIVITIES

Indicate available places of worship for various faiths common in the United States. Describe the congregations and the language(s) of services (especially those in English).

H EDUCATION

1 Dependent Education

Describe educational facilities for school-age dependents at all levels whether at post or away from post. The information should survey the education situation at post and away from post.

a At Post

Identify existing and projected schools and indicate the following: accessibility; level(s); age groups accepted; language(s) of instruction; curriculums; availability of and any requirements for transportation; number of children attending; existence of boarding facilities; tuition and related costs; description of facilities (athletic, etc.); source of enrollment (for example, U.S. nationals only, internal community generally, host country students, etc.); explanation of extracurricular activities and school calendar (holidays, etc.); and grading system, accreditation, etc. Include some comment on the adequacy of the overall educational situation and individual facilities (laboratories, libraries, etc.).

b Away From Post

Identify accessible and desirable educational facilities away from post. Specify any other post reports which describe them. Give the following information: distance from post; available mode of travel (including necessary transfer points en route); whether boarding facilities are available for boys or girls or both; approximate costs involved, and whether an educational

allowance is provided; provisions for holiday periods; and any other applicable information.

2 Special Educational Opportunities

Indicate any available special educational facilities, and whether they are intended for school-age dependents or adults. Include such items as the following: colleges and accreditation for college-age dependents; private tutoring; instruction in the arts (music, dance, etc.); special training in crafts, hobbies, sports, other skills (horsemanship, gardening, power-equipment handling, etc.); and any opportunities especially related to the culture of the host country. Identify any adult-education institutions available to personnel and explain the degree programs offered, and other pertinent related information, such as admission delays and waiting list, if applicable. Identify any institutions that have programs and instruction for handicapped children and/or adults.

3 Post Orientation Program

Briefly describe the program for orienting newcomers to host country and program activities. Discuss the following: the program's relationship to U.S. Government objectives and to existing conditions in host country; the objective of the orientation program, its length, method of organization, instructors, and techniques; the extent to which children are included; perspective as to its history; any local colorful incidents illuminating its effectiveness; and so forth. Indicate host country language training programs if U.S. Government-sponsored and whether available for dependents.

I RECREATION AND SOCIAL LIFE

1 Sports

Indicate the availability of participation or instruction in various group and spectator sports. List national or major sports which are popular in host country and indicate the competitive tournaments, athletic associations, explorer societies, etc., especially those which are open to U.S. Government employees. Specify the availability of any necessary equipment and the comparative costs. Mention any restrictions on attire, and use of animals in hunting.

(See PART IV, paragraph C concerning guns and ammunition.)

2 Touring and Outdoor Activities

Give names, types of attractions, and such other data as population, distance from post(s), etc. Explain whether these attractions offer change of scene, relief from climate, or other features of special interest. Include travel time, means of travel, approximate cost of travel, and accommodations and costs, if available. Give the name of the rest and recuperation post, if one has been designated. Give the full range of readily accessible recreational

advantages. Comment on hunting, fishing, camping, boating, mountain climbing, ocean or lake swimming, sightseeing, snow and water skiing, visiting museums, botanical gardens, zoological and park preserves, playgrounds, and any other organized activities.

3 Entertainment

This includes the types of available entertainment facilities. Address the following: stage and film theaters (mention what movies are shown, in what languages, and if they are safe); concerts; opera; recitals; in-person audience opportunities at broadcasting stations; pageants; nightclubs (give a description); festivals; fairs; public, Department of State, and other ceremonies; and special guidelines concerning photography, etiquette requirements, etc., which U.S. personnel/visitors should observe in connection with these activities.

4 Social Activities

a Among U.S. Personnel

Describe post-sponsored and other social and non-official contact in the U.S. community. Include dependent social committees, U.S. sponsored social and fraternal organizations, and the facilities offered for their use. Describe local restaurants, including fast food places, and give costs. Indicate what is available in this area for all levels and groups of U.S. Government personnel, including both adults and children. Discuss organized dances, historical archeological societies, local branches or committees of literary or other study organizations, civic associations, and scouting groups.

b International Contacts

Discuss opportunities for meeting host country nationals and nationals of other friendly countries. Mention all avenues for contributing voluntary time, skills, and effort to charitable and other activities designed to aid the host country and advance U.S. relations with the nationals of that country.

J OFFICIAL FUNCTIONS

1 Nature of Functions

Describe briefly what is expected of personnel at the various official and semi-official functions at post, including those of the U.S. mission, other U.S. agencies, the host country government, and other governments. Describe dress, social conduct, correspondence, and protocol (involving appropriate-level officials) applicable at post. Clarify these factors for all levels of State, AID, and USIA personnel and dependents (adult and children).

2 Standards of Social Conduct

Describe briefly the extent to which State, AID, and USIA personnel and their dependents are expected to take part in various social affairs. Also discuss: whether procedures such as the use of calling cards and courtesy calls are followed at post; the local availability of cards; which local events are must affairs; types of functions (official and semi-official to be expected (frequency, occasions, etc.); and the type of dress acceptable.

K SPECIAL INFORMATION

Include in this section information that does not fit in the other sections of the post report but which should be highlighted. For example, include special information of interest to: non-Foreign Service personnel, Washington D.C. office personnel on local TDY, military personnel, contract personnel, other agency personnel, consultants and experts, and dependents traveling at own expense. Include other essential information such as restrictions on movements within host country, particularly hazards. In this section include any necessary security information; i.e., criminal threat, residential security considerations, and special precautions.

PART III - OTHER POSTS OR OFFICES WITHIN THE HOST COUNTRY

A USE PART II OUTLINE

For Part III, use Part II's outline and apply it to other posts or offices in the country. Limit descriptions to the post and the area where the post is located. Information about the host country and other centers should appear elsewhere in the report.

B CROSS-REFERENCE OTHER SECTIONS

Condense your information in Part III. If information about a particular subject, such as clothing, is the same as in Part II, cross-reference the information to the Embassy section of the report in Part II. If information about a particular subject, such as those found in Parts I or IV, differs, add the pertinent information to the Special Information section (see Part II, section K.)

PART IV - NOTES FOR TRAVELERS

A GETTING TO THE POST

Give information of special interest about travel and transportation while en route to post, especially pertaining to the Fly-America Act. Discuss the following: particular items of baggage which should or should not be brought along (for example, clothing, etc.) in accompanying baggage, unaccompanied airfreight, and surface freight; usual shipping times and necessary shipping addresses (surface and air); and information about conditions en route (weather, currency needs, stopovers, etc.).

B CUSTOMS, DUTIES, AND PASSAGE

1 Customs and Duties

Give information on local entry and exit regulations. Describe any requirements for categories of employees, such as staff employees, holders of diplomatic passports, etc. Where necessary, comment on transit through neighboring countries. Cite the following: regulations on unaccompanied baggage with reference to special charges, quotas, waivers, or exemption; and special restrictions on automobiles, such as age, engine size and type (e.g., diesel), color, model, value, origin, weight, etc. Indicate any restrictions on mail service, such as prohibited items of food, liquor, etc. Describe restrictions on import and export of currency, traveler's checks, or other instruments. Where necessary, indicate any differences between initial and subsequent entries in connection with travel of persons or transportation of baggage.

2 Passage

Identify any special requirements, rules, regulations, etc., which apply to the passage of persons and their personal accompanying baggage and/or vehicle on the various kinds of occasions when personnel must cross the frontier, including visas, passports, inoculations, health requirements, political tests, and authorized license plates on automobiles.

3 Pets

Give quarantine requirements for pets. Identify the following: the particular document(s) which pets must have to enter the country, method of transportation into the country, regulations concerning housing in hotels or apartments, host country regulations on pets (including horses and exotic pets if applicable), and the availability of kennels. Cite any restrictions due to the Conference on International Trade and Endangered Species (CITES).

C FIREARMS

The importation of firearms is dependent ultimately upon the host country's laws and restrictions. Describe the host country limitations and list firearms the chief of mission has determined may be shipped to the host country. Only nonautomatic and semiautomatic firearms may be brought to posts when authorized by the chief of missions (and allowed by host country). Include calibers of pistols and rifles and gauges of shotguns (with barrels 18 inches or longer). Since conditions related to importing firearms may often change following publication of a post report, include a proviso that the employee must consult with the regional bureau concerned, or with the post administrative office, and with the regional security officer, before making a final decision to ship any arms (see 6 FAM for employee responsibility).

D CURRENCY, BANKING, AND WEIGHTS AND MEASURES

Describe the following: currency in use, the rate of exchange, and whether it is a floating rate of exchange; other types of currency which are acceptable; and types of currency that should be brought along. Describe the system of weights and measures, particularly any special system which is used at post.

E TAXES, EXCHANGE, AND SALE OF PROPERTY

1 Restrictions

Describe the local requirements or exemptions which the newcomer may encounter, such as automobile or hunting licensing, compulsory insurance, automobile use (road) tax, registrations and taxes on the resale of automobiles or other property, etc. Summarize the post's regulations on the importation and sale of personal property, including automobiles.

2 Facilities

Describe the nature and adequacy of local banking and exchange facilities. Discuss the use of checking and draft procedures, purchase and acceptability of traveler's checks, and any other financing tips.

F RECOMMENDED READING AND VIEWING

List important reference works, films, etc., in which newcomers may find more information about the host country or places of interest within it. Include books, articles in periodicals and journals, monographs, host country government materials, U.S. Federal agency materials, film, etc. Care should be exercised that the items listed be authoritative and not be a source of embarrassment, politically or otherwise.

G LOCAL HOLIDAYS

List holidays on which local facilities are closed. Indicate whether it is best for personnel to arrange travel plans to avoid arriving during such local holiday.