

vacant, and the salary attaching to that post is available, an officer of Grade 7 who assumes the full duties of the post may be granted an Acting Allowance to bring his salary up to the minimum of the salary scale of Grade 6.

3. If a Head of Mission, being under the age of 60, is recalled from his post on the rupture of diplomatic relations, or in other special circumstances, and if he is not appointed to another post, he may, at the discretion of the Secretary of State, and provided that it is the intention to re-employ him in his existing grade or in a higher grade, continue to receive the full salary attaching to the post which he has just vacated, for a period not exceeding twelve months, after which the position will be reviewed. During this period of twelve months he will be required to perform such duties as may be assigned to him by the Secretary of State. If during this period he declines to proceed to any vacant post in which the Secretary of State is prepared to employ him, he will immediately be placed "*en disponibilité*" without salary or pension rights in respect of the period while still unemployed.

FOREIGN SERVICE REGULATION No 3.

OUTFIT ALLOWANCES.

Outfit allowances will be payable to members of Branch A of the Foreign Service on the following basis:—

1. The actual reasonable cost of a Foreign Service uniform when its purchase is authorised.

2. On first appointment abroad:—

£200 if the officer is married; £100 if he is unmarried.

Comment.

The allowance referred to in paragraph 2 is intended to assist the newly-appointed officer to meet the expenses of purchasing the clothes required for formal occasions and such other equipment as an officer serving abroad may require. Payment of allowances under 1 and 2 will be subject to the production of a certificate that the sums claimed have been expended for the purposes laid down.

3. On first appointment as Head of a Mission in Grade 5 or above and on first appointment as Head of a Mission in Grade 2 or Grade 1: £200.

Comment.

The above paragraph means that a Head of a Mission is entitled to the outfit allowance of £200 on not more than two occasions.

4. On transfer from one post abroad to another post abroad, or from the United Kingdom to a post abroad other than in the cases provided for in paragraphs 2 and 3 above:—

One-tenth of the mean of the salary scale of the grade of the officer concerned in the case of a transfer to a post where furniture is not provided, and one-twentieth if furniture is provided.

Comment.

(1) Where transfer is accompanied by promotion this amount will be calculated on the new salary. No outfit allowance will be granted in respect of promotion alone.

(2) Pending the provision for Heads of Missions of residences fully equipped with linen, blankets, china, glass and plate, outfit allowances will be payable to Heads of Missions on the basis of the regulations in force on the 1st January, 1946, less percentage deductions for such of the above items of equipment as may have been supplied at public expense, always provided that the residual outfit allowance payable to a Head of a Mission shall not be reduced below those prescribed in paragraphs 3 and 4 above.

(3) For payments in respect of a transfer from a post abroad to a post in the United Kingdom, see Regulation No. 5 (Home Service Allowance).

5. On appointment to a post at which special clothing is, in the opinion of the Secretary of State, necessary for climatic reasons, the above allowances will be increased by the actual cost of such clothing up to £50 in respect of an unmarried officer and up to £75 in respect of a married officer whose wife accompanies him. These increases will be subject to the production of a certificate that the sums claimed have been expended for the purposes laid down, and will be limited to three occasions during an officer's career.

6. On promotion with or without transfer: the actual cost of the alteration of the uniform rendered

necessary by the promotion provided the cost is reasonable and is supported by a certificate that the amount has been paid for the purpose stated.

Comment.

(1) Where an officer prefers to buy a new uniform instead of having his present one altered, he may receive the cost which would have been incurred if he had had the necessary alterations made to his existing uniform.

(2) An allowance for a new uniform will not be granted except where special circumstances are proved to the satisfaction of the Secretary of State.

FOREIGN SERVICE REGULATION No. 4.

FOREIGN ALLOWANCES.

1. A foreign allowance, or in the case of Heads of Diplomatic Missions *frais de représentation*, will be assigned to officers serving abroad.

Comment.

(1) Salary is intended to cover necessary expenditure in the United Kingdom and to take the first strain of the cost of living of the officer abroad, foreign allowances supplementing it to the extent to which the salary falls short of total necessary expenditure. In assessing foreign allowances, the following items *inter alia* are taken into account: (a) local cost of living; (b) expenditure which an officer serving abroad necessarily incurs, either at home or abroad, over and above that of an officer of corresponding grade serving in the Foreign Office; and (c) representational expenditure, *i.e.*, expenditure which, while optional for a private individual, is obligatory for a member of the Foreign Service resident abroad by virtue of his official position.

(2) In the case of officers who were formerly members of the Consular Service or of the Commercial Diplomatic Service, foreign allowance replaces representation allowance, local allowance and any other cost-of-living allowance.

(3) Foreign allowance is not subject to United Kingdom income tax.

2. The amount of the foreign allowance to be assigned to an officer will be determined by the Secretary of State in the light of the conditions at the particular post.

3. When an officer to whom a foreign allowance is assigned is absent from his post abroad, such allowance will be paid on the following basis:—

A.—Officer returning to his Post.

4. When the officer is married and takes his wife and family (if any) with him and is—

(i) *On Duty*.

(a) In the United Kingdom.

He will retain the allowance of his post and draw subsistence allowance for himself only at the rates in force for the United Kingdom. The position will be reviewed after two months' absence.

Comment.

The officer will be responsible for the travelling expenses of his wife and family.

(b) Elsewhere.

He will retain his allowance and draw subsistence allowance for himself and also for his wife if approval is given for her to accompany him officially.

(ii) *On Earned Leave*.

He will draw no subsistence allowance but will retain his allowance except in the case of posts where the allowance is abnormally high, *i.e.*, where it exceeds 100 per cent. of the mean of the salary scale of the officer's grade. In such cases the allowance will be subject to a reduction at the rate of 25 per cent. of the total allowance as from the date of departure on leave. This reduction shall not operate so as to bring the allowance below the mean of the salary scale. This reduction will not be applied in respect of brief absences within a total of 14 days in one calendar year.

(iii) *On Sick Leave Outside the Country where he is Posted*.

His earned leave allowance (see paragraph 4 (ii) above) will be reduced, as from the date of departure on sick leave, by 25 per cent. for such period as the Secretary of State considers reasonable in the circumstances.

Comment.

A married officer on sick leave outside the country where he is posted, who is due to return to his post, may thus incur a double cut in his foreign allowance.