

- Grade 5.—(Men) £210, rising by annual increments of £20, to £625.  
(Women) £210, rising by annual increments of £15, to £500.
- Grade 5A.—(Men) £500, rising by annual increments of £20, to £625.  
(Women) £400, rising by annual increments of £15, to £500.
- Grade 6.—(Men) £125, rising by annual increments of £ \* to £ \* and thence by annual increments of £ \* to £430.  
(Women) £125, rising by annual increments of £ \* to £ \* and thence by annual increments of £ \* to £350.

**Comment.**

1. \* The amounts left blank will be specified in a later regulation.

2. Grade 1 consists of the Heads of the Finance and Communications Departments of the Foreign Office.

Grade 1A consists of the Deputy Head of the Establishment and Organisation Department and the Chief Passport Officer.

Grade 2. Officers of this grade when serving in the United Kingdom act, *inter alia*, as Assistants to the Heads of certain Departments of the Foreign Office and, when serving abroad, take charge of certain Consular posts or act as Administration Officers at certain of the larger Diplomatic Missions.

Grade 3. Officers of this grade will, *inter alia*, when serving in the United Kingdom act as senior officers in certain departments of the Foreign Office and, when abroad, will take charge of certain Consulates or act as second-in-charge at certain Consulates-General.

Grade 4. Officers of this grade will, *inter alia*, while in the United Kingdom perform general departmental duties in certain departments of the Foreign Office and, when serving abroad, will act as Vice-Consuls or, when employed at Diplomatic Missions, will perform responsible duties in Chanceries.

Grade 5. Officers of this grade will, *inter alia*, when serving in the United Kingdom perform duties in certain departments of the Foreign Office and, when serving abroad, will act as Archivists, Accountants, &c., at Diplomatic Missions or as senior clerks in Consular offices.

Grade 5A. Officers of this grade will be few in number and will mainly be employed in the supervisions of blocks of Grade 6 officers.

Grade 6 consists of officers engaged in general clerical duties.

3. Any officer in Branch B serving abroad who, in the cases specified below, is called upon to assume the full duties of a post, which has been approved as a post to be occupied by an officer two grades above his own in Branch B or by an officer of the comparable grade in Branch A, may be granted, after a period of three months and while continuing to perform such higher duties, an acting allowance equal to one-quarter of the salary of the grade in which he is acting (or the mean of the salary of that grade if it is on a scale) always provided that the officer's own salary together with the Acting Allowance shall not exceed the minimum of the salary for the grade in which he is acting—

(a) a Branch B officer of Grade 6 acting for an officer of Grade 4 (or a Branch A officer of Grade 9);

(b) a Branch B officer of Grade 5 acting for an officer of Grade 3 (or a Branch A officer of Grade 8);

(c) a Branch B officer of Grade 4 acting for an officer of Grade 2 (or a Branch A officer of Grade 7);

(d) a Branch B officer of Grade 3 acting for a Branch A officer of Grade 6.

4. When there is a vacancy as Head of a post abroad, or as Head of a Department in the Foreign Office, which has been approved as a post to be occupied by an officer in Grade 6 of Branch A or in Grade 1 of Branch B, and the salary attaching to that post is available, an officer in Grade 2 or Grade 3 of Branch B who assumes the full duties of that post may be granted an acting allowance to bring his salary up to the minimum of the salary scale of Grade 6 of Branch A or of Grade 1 of Branch B.

**Comment.**

The meaning of the expression "the salary of the post is available" is that the salary in question is not being paid to any person.

## REGULATION No. 2.

## OUTFIT AND TRANSFER ALLOWANCE.

1. Outfit allowances will be payable on the following basis:—

(i) The actual reasonable cost of a Foreign Service uniform when its purchase is authorised.

(ii) (a) On first appointment abroad from the United Kingdom: £100 for a married man, £50 for an unmarried man or woman.

(b) On subsequent appointment abroad or on transfer from one post abroad to another post abroad: one-tenth of the mean of the salary scale in the case of a transfer to a post where furniture is not provided and one-twentieth if furniture is provided.

**Comment.**

(i) Where transfer is accompanied by promotion this proportion will be based on the new salary scale. No outfit allowance will be granted in respect of promotion alone.

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

(iii) Exceptionally, those officers who are established while serving at a post abroad may be given, on the occasion of their first transfer to another post abroad, the allowance specified in (ii) (a) above or the allowance specified in (ii) (b) above, whichever is the greater.

2. On appointment to a post at which special clothing is, in the opinion of the Secretary of State, necessary for climatic reasons, the allowances under paragraph 1 (ii) above will be increased by the actual cost of such clothing up to £30 in respect of an unmarried officer and £45 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.

3. On promotion, with or without transfer: the actual cost of the alteration of the uniform (provided its initial purchase has been approved) 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.**

(i) 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.

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

## REGULATION No. 3.

## FOREIGN ALLOWANCES.

1. A foreign allowance will be assigned to officers of Branch B 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, where appropriate, *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) 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, the foreign allowance will be paid on the basis specified in the paragraphs 4-9 of this regulation.

A.—When the officer is returning to his Post.

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