

CHAPTER V.

REGULATION No. 1.

Grades and Salaries.

The grades and salaries of members of Branch D of the Foreign Service are:—

Grade 1. £390 rising by annual increments of £15 to £490.

Grade 2. £360 rising by annual increments of £10 to £420.

Grade 3. £300 rising by annual increments of £10 to £340.

A responsibility allowance of £30 a year is payable in appropriate cases.

Comment:—

Members of Branch D in their several grades are responsible at Foreign Service posts abroad for the carrying out of security and messengerial duties and for the supervision of other staff, whether locally engaged or not, carrying out similar duties. Branch D consists of men only and there are no posts in the United Kingdom in which its members are employed.

2. Any officer who is called upon to assume the full duties of a post higher than his own, either at his own or at another station, may after a continuous period of 61 days, be granted an allowance for performing such duties. Where the higher post is vacant, that is, where the salary of the post is not being paid to any other person, the allowance may be paid immediately the officer assumes the higher duties.

The allowance will be calculated so as to bring the salary of the officer up to the amount which he would receive if he were promoted to the grade in which he is acting.

Comment:—

It does not follow that an officer assuming higher duties will always receive an allowance, the payment of which will depend on his ability to assume the full duties of the post.

CHAPTER V.

REGULATION No. 3.

Foreign Allowances.

1. A foreign allowance will be assigned to officers of Branch D serving abroad.

Comment:—

(1) Salary is intended to cover necessary expenditure in the United Kingdom and to take the full 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 and (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.

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

2. The amount of a 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 paragraphs 4-8 of this regulation.

4. When an officer who is to return to his station after his absence is—

(i) *Absent on Duty.*

(a) In the United Kingdom.

He will retain the foreign allowance of his post, less 12½ per cent., and draw subsistence allowance at the rate in force for the United Kingdom.

Comment:—

In the case of a married officer who takes his wife and family (if any) with him, he will draw subsistence allowance for himself only. The position will be reviewed after two months' absence. The officer will be responsible for the travelling expenses of his wife and family.

(b) Temporarily attached to another station.

He will draw the foreign allowance of the temporary post and subsistence allowance at the discretion of the Secretary of State. Where approval is given for his wife to accompany him officially, he may also draw subsistence allowance for his wife at the discretion of the Secretary of State.

(c) In circumstances other than (a) and (b).

He will retain the foreign allowance of his post, less 12½ per cent., and draw subsistence allowance. When an officer is married and approval is given for his wife to accompany him officially, he may draw subsistence allowance for his wife.

(ii) *Absent on Earned Leave*

He will draw no subsistence allowance but will retain the foreign allowance of his post, less 12½ per cent.

(iii) *Absent on Sick Leave outside the Country where he is posted*

If the officer is married and takes his wife and family (if any) with him or if he is unmarried he will retain the foreign allowance of his post less one-third, for such period as the Secretary of State considers reasonable in the circumstances. At the end of such period the Secretary of State will exercise full discretion with regard to the further payment of foreign allowance.

If the officer is married and leaves his wife and family (if any) at his station, his case will be dealt with on its merits.

5. The reductions under paragraphs 4 (i) (a) and 4 (i) (c) above will not be applied in respect of brief absences on duty within a total of 14 days in one calendar year. The reduction under paragraph 4 (ii) will not be applied in respect of brief absences on leave within a total of 14 days in one calendar year.

6. When an officer who is not returning to his post after his absence is—

(i) *On Temporary Duty*

(a) In the United Kingdom.

He will cease to receive his foreign allowance and will receive a taxable allowance of £50 a year if he is married. No allowance will be payable to an unmarried officer.

(b) At another station.

He will receive the foreign allowance of the post.

(ii) *On Earned Leave*

He will receive the allowance described in paragraph 6 (i) (a) above.

(iii) *On Sick Leave in the United Kingdom*

No allowance will be payable.

7. When a married officer, who is not returning to his station, is absent on temporary duty or on earned leave but leaves his wife and family (if any) at his station the case will be dealt with on its merits.

8. An officer, married or unmarried, who is on sick leave in the country where he is posted will retain his foreign allowance, less 12½ per cent., for two months. Thereafter he will receive two-thirds of the full allowance for such period as the Secretary of State considers reasonable in the circumstances.

9. An officer who is called upon to assume the full duties of a post in another Branch of the Foreign Service at his own station will receive an allowance equivalent to 12½ per cent. of the foreign allowance of an officer of his own marital status of the grade of that post, always provided that the officer's own foreign allowance together with the acting allowance shall not exceed the foreign allowance of the grade for which he is acting.

10. The additional foreign allowance referred to in paragraph 9 above will not be payable to any officer substituting for an officer absent on duty or leave and in receipt of his full foreign allowance under paragraph 5 above.

11. An officer called upon to assume the full duties of a post in another Branch of the Foreign Service at another station will receive the allowance of that post.

CHAPTER IV.

REGULATION No. 7.

Language Allowances.

1. A language allowance of 10s. 0d. a week for full-time use of the language, or 6s. 0d. a week for occasional use of the language, will be payable to any officer of Grade 1 of Branch C of the Foreign Service who is certified by the Civil Service Commission to have passed an examination in, and to possess a competent knowledge, colloquial or otherwise, of the language (other than English) of the country in which the officer is currently serving.

2. These allowances will be subject to Income Tax.