

*** ACTING HEAD OF MISSION ALLOWANCE ***

1. An application to receive "Acting Head of Mission Allowance" should be made to the Department of External Affairs and a copy of the application forwarded for information to the Department of Trade and Commerce. Reference is made to "Official Instructions 3-21-30."
2. The amount of the extra monthly allowance can be arrived at by taking one-twelfth of the adjusted aggregate post allowance, and multiplying it by .1050. For example, the Head of Mission of a \$20,000. post may, by the time DBS has adjusted his allowances, be receiving \$17,575. as his complete annual living and representation allowance. At such a post, if the Trade Commissioner were to become Acting Head of Mission, he would receive one-twelfth of \$17,575. multiplied by .1050. This works out to \$153.78 per month.
3. It is not possible to receive Acting Head of Mission and Acting Head of Post allowances simultaneously. There are circumstances under which the Acting Head of Post allowance authorized by the Department of Trade and Commerce can be more to a Trade Commissioner's benefit.

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