



## **ACTING APPOINTMENT**

In the past, there were cases when a Commissioner's appointment was cancelled and his position was taken up by somebody else before he was formally appointed to a new post. Thus there was a break in his service in Scouting. There were also cases when a person who was not holding a valid Commissioner Warrant was nominated for the first time for appointment to a Commissioner rank, and feel that it was inappropriate for him/her to perform duty before he/she was formally appointed. All of the above problems can be solved by Acting Appointment.

2. Furthermore, a Provisional Warrant has often been mistaken as a "temporary warrant" and therefore incorrectly issued for an acting appointment. A Provisional Warrant is not intended for such purpose. It is issued for an appointment of a Commissioner or Leader who has not yet completed the Intermediate Stage of Sectional or Non-Sectional Wood Badge Training Programme. Upon the successful completion of the Intermediate Stage of Wood Badge Training Programme, the Provisional Warrant will be replaced with a Warrant. In order to avoid future confusion, the following guidelines for acting appointment are given for your information.

### ***Acting for administrative convenience***

3. An acting appointment for administrative convenience can be given to a Commissioner in relief of another Commissioner who is on leave. An acting appointment for administrative convenience usually lasts for a short and definite period of time. No warrant will be given for an acting appointment. Normally, an acting appointment should be given to a Commissioner who currently holds a valid Warrant.

### ***Acting appointment with a view for promotion or formal appointment***

4. An acting appointment can also be given to someone to test his/her ability to perform the duties of a particular post before he/she is formally appointed or promoted. This type of acting appointment should be reviewed within six months' time.

5. A Commissioner who is given an acting appointment for a higher rank with a view for substantive promotion at a later stage should continue to hold his/her current Warrant until his/her promotion is confirmed and a new Warrant is given. This will avoid breakage of his/her service in Scouting.

6. When a person who is not holding a valid Commissioner Warrant is nominated for appointment to a Commissioner rank, his/her appointment may be announced as an acting appointment before he/she is formally appointed.

7. Acting appointment of all Commissioner rank should be approved before an announcement is made by respective units as listed below:

	Acting Appointment	Approving Authority	Announcement
1	For leave relief not longer than 2 months in a Branch, Region or District	Respective Assistant Chief Commissioner	By Branch / Region
2	For leave relief longer than 2 months in a Branch, Region or District	Respective Deputy Chief Commissioner	By Branch / Region
3	Acting appointment with a view for substantive promotion in a Branch, Region or District	Respective Deputy Chief Commissioner	By Headquarters* / Branch / Region
4	An acting appointment pending approval of the Chief Commissioner for his nomination	Respective Deputy Chief Commissioner	By Headquarters* / Branch / Region

(\* The Headquarters announces only the acting appointment of Assistant Chief Commissioner and the above ranks.)

8. A nomination for an acting appointment can be submitted to the approving Commissioner in the form of a memorandum. No appointment nomination form is necessary. The nominator should inform respective units to make announcement after the acting appointment is approved in writing.

Garson LEE  
for Chief Commissioner