

# CHAPTER 6

## SUPPLEMENTARY INCOME

### INTRODUCTION

**0601.** The supplements listed in this chapter are to be applied in all Services unless specifically stated otherwise.

**0602. Arduous Duty Supplement (ADS).** ADS may be claimed only for personnel who are on the Record Of Fed Strength and are regularly undertaking especially arduous work or training, who do not qualify for any of the supplements referred to elsewhere in this JSP. ADS may be claimed concurrently with High Attendance, Packed Meal and Packed Meal Drinks, Hot Drinks, Orange Squash, and Juniors/Milk Supplements, when authorised in accordance with 0605-0606, but with no other supplement. The rates are promulgated periodically by DCG. Special instructions apply to Northern Ireland which are shown at 0637.

**0603. ADS - Circumstances for Claims.** ADS may be claimed as a supplement to the catering account for each 24 hour period of Arduous Duty when personnel are engaged in continuous activities of an abnormally strenuous nature as detailed below:

- a. Juniors, Officer Cadets, Apprentices (under training) and all other trainees, including those personnel over the age of 18, whilst under training. (ADS is not to be claimed for New Entry Phase 1 or Phase 2 Trainees – see 0621)
- b. Personnel undergoing courses at Joint Services Adventure Training Centres.
- c. Personnel engaged in continually active and strenuous work, (e.g. construction of trenches, route marches or navigation exercises in excess of 5 miles), or exposed to severe or adverse weather conditions for more than 24 hours.
- d. Personnel undergoing courses at Service Physical Training Schools.
- e. Personnel engaged in the Doco Run (Nepal).
- f. Students at Welbeck College.

**0604.** ADS may not be claimed when Operational Ration Packs have been issued.

**0605. ADS - Short Term Claims.** When ADS is required for activities covered at 0603c for a period of 3 months or less, bids are to be forwarded to the appropriate Command (Bde level for Army) for approval.

**0606. ADS - Long Term Claims.** Bids for ADS for periods of longer than 3 months, including those submitted under 0603a and 0603b, are to be forwarded to DCG via the chain of command.

**0607. ADS - Applications.** All applications for ADS are to include the following information:

- a. Full details of the duty, including any medical recommendations.
- b. Number of personnel involved and number of days.
- c. Confirmation that no other supplements are being claimed (other than listed at 0602).

**0608. ADS - Issue of Additional Rations.** Care should be taken to ensure that only entitled personnel receive the benefit of the extra food, either by forming them into a separate mess, or by providing them with an additional snack separate from the main meal. An example of the certificate that may be used for the claim is shown at Annex A.

**0609. Arctic Supplement (AS).** A supplement of 25% of the DMR may be claimed in respect of those involved in officially authorised land-based winter exercises, or adventurous training expeditions where personnel are living above the snowline, or at 3000m and above, in arduous weather conditions (i.e. under canvas or in mountain huts). This supplement may not be claimed in addition to the Hot Drinks Supplement (see 0620) or ADS (see 0602), nor may it be claimed when subsistence allowance is in issue. It will not normally be authorised concurrently with High Attendance Supplement. An example of the certificate that may be used for the claim is shown at Annex A.

**0610. AS - Applications.** Arctic Supplement may be authorised only by DCG and will not be authorised when Patrol Ration ORP is in use. Applications are to be submitted through the chain of command in advance of the exercise and must contain the following information:

- a. Unit involved.
- b. Type and name of exercise and whether the activity is an officially sponsored exercise.
- c. Location and type of accommodation.
- d. Dates.
- e. Numbers involved (by location where appropriate).
- f. Method of food supply (e.g. CILOR, Local Contract).

**0611. Festive Day Supplement.** A supplement of 75% of the DMR may be claimed for personnel on the Record of Fed Strength on Christmas Day. Alternatively, the supplement may be claimed on New Year's Day, rather than Christmas Day, by Scottish Regiments and units in Scotland, or on Kalarati for Gurkha personnel. An example of the certificate that may be used for the claim is shown at Annex A. The Festive Day DMR and its supplements provide only for food and non-alcoholic beverages at meal times.

**0612. Festive Day Casual Meals.** For personnel taking Festive Day casual meals, whether duty or cash, the catering account is to be credited with the appropriate percentage of the DMR plus the proportional amount of this supplement. Other supplements or allowances are not affected and are to be claimed as normal, but are not to be enhanced by the Festive Day Supplement.

**0613. Civil Police, Fire and Ambulance Crews.** When members of the emergency services are fed, during an emergency or training exercise, a supplement of 12% of the DMR may be claimed in the messing account for each member of the emergency crews fed in every 24 hour period (see 0522d) for recovery of charges. An authorised nominal roll must be included with the claim.

**0614. Court Martials and Boards of Inquiry – Beverages.** A supplement of 10% of the DMR may be claimed for the provision of morning and afternoon beverages for personnel attending Courts Martial, Boards of Inquiry, and Standing Civilian Courts, whether as members of the court (including all witnesses, regardless of status) or on duty. The supplement may not be claimed for members of the press or the public gallery. Additionally, members of the court are entitled to be fed at public expense for the lunch meal only.

**0615. Divers' Supplement.** Divers may receive extra issues of provisions on days when they are engaged in diving, underwater swimming or diving training. These extra issues are to provide refreshments, mainly beverages, on completion of diving.

**0616. Divers' Entitlement.** Entitlement is based solely on the number of hours diving undertaken. The supplement, promulgated by DCG monthly, is to be claimed for each diver. Where diving exceeds 6 hours in a 24 hour period, four times the supplement may be claimed. Claims are to be supported by a certificate (see Annex A), authorised by the Diving Officer, showing number of divers, hours dived and entitlement claimed.

**0617. High Attendance Supplement (HAS).** Applications for HAS may be made for messes where the average monthly attendance at meals is over 80% of the fed strength, the menus demonstrate an appropriate standard of feeding and the catering account balance is in some difficulty because of the high attendance. A separate application is to be made for each Mess.

a. The supplement is awarded in 3 bands:

- (1) 4% of the DMR for meal attendance between 80-84%
- (2) 8% of the DMR for meal attendance between 85-94%
- (3) 12% of the DMR for meal attendance between 95-100%

b. HAS is authorised for specific messes, and not for individuals, and may only be claimed for all those on the Record of Fed Strength for that mess. The percentage of the DMR claimed for casual meals/supplements is not to be enhanced by the HAS rate, however, casual meals for duty personnel and duty day visitors not on the fed strength are included in the calculation for entitlement.

c. HAS does not affect entitlement to any other authorised supplements, but will not normally be authorised concurrently with Arctic Supplement.

d. HAS is not to be claimed during block leave periods.

e. HAS will not be authorised for messes which are compensated for high attendance by other means e.g. Roulement Battalion Supplement (RBS).

g. HAS may only be granted for a complete mess and not for groups of people within a mess i.e. when a specific group can be demonstrated to meet the criteria they may be granted HAS only if a messing account is run specifically for that group. If the group form part of a larger mess then the application will be judged upon the average monthly attendance levels for the entire mess.

**0618. HAS - Period of Entitlement.** HAS will be authorised for periods of 12 months and if a renewal application is not made the authority to claim automatically lapses. Applications should be made using the Proforma at Annex B and must include 3 month's attendance data, 3 month's mess accounts details and 1 month's menus. Attendance figures must be determined by a physical count of personnel at each meal. They are not to be estimated or taken from plate counts. When considering applications, DCG will examine the following criteria:

- a. The figures demonstrate the appropriate attendance levels, have been calculated for the whole mess and appear logical and accurate.
- b. The menus are not overly luxurious but represent an acceptable standard of feeding.
- c. Units are continuously operating with a debit balance (a mess with a large credit balance will not be granted HAS).

**0619. HAS - Renewal Applications.** For a renewal application only one month's worth of attendance and accounts detail are required. All applications, whether initial or renewal, are to be submitted via the chain of command to DCG.

**0620. Hot Drinks Supplement.** During exceptionally severe weather, the CO may authorise the issue of hot drinks, to a maximum of 8 drinks per person in any 24 hour period. The CO may delegate this authority to the Executive or other Senior Officer. The supplement may also be authorised by COs for issue to MOD Fire Brigades when fighting fires for a prolonged period. Any form of hot drink may be issued. The proforma at Annex C must be completed for each claim. The Hot Drink Supplement, published by DCG, is to be claimed only for drinks actually issued, not used to improve the overall status of the catering account. Claims are to be abated by any night duty drinks issued i.a.w. 0628.

**0621. High Activity Training Supplement (HATS).** Applications for HATS may be made for those Training Units which demonstrate a requirement to provide a dietary supplement additional to the normal 3 meals per day. HATS is also authorised at the higher rate for Special Forces (SF) personnel, including staff, attending SF aptitude selection courses or who are under initial training. The supplement is to be used to purchase high carbohydrate/calcium rich food commodities over and above the normal 3 meals per day or, where appropriate, provide funding for a 4<sup>th</sup> meal.

- a. The supplement will be authorised as a monetary allowance to the catering account as either:
  - (1) HATS Rate 1 – Used to purchase an energy cereal bar or similar including a home-made flapjack with a milk based drink or calcium enriched fruit juice. This should be issued as a “take away” by the individual or Mess for consumption outside normal meal times, usually the period between dinner and breakfast which is the longest.
  - (2) HATS Rate 2 – Used to purchase similar products as HATS Rate 1 and are to be used as between meal snacks or to provide a more substantial snack for consumption in the evening.
  - (3) HATS Rate 3 – Used to purchase snacks as HATS Rates 1 and 2 and/or for the provision of an additional meal.

- b. HATS Rates will be set annually at the beginning of the financial year by DCG and will be a set rate that will last for 12 months
- c. HATS is to be specifically used to purchase additional foods for consumption by New Entry Phase 1 Trainees and those New Entry Phase 2 Trainees whose regime does not differ from Phase 1 training. Personnel undergoing professional or trade training will not be entitled to HATS.
- d. HATS does not affect entitlement to any other authorised supplements but Juniors Supplement, Milk Supplement and ADS may not be claimed with HATS.
- e. HATS is not to be claimed when on exercise in the field for which the E(F)DMR will be applicable.
- f. HATS is not to be claimed during periods of block leave.
- g. HATS will be authorised for a period of 12 months from the beginning of the financial year and if a renewal application is not made, the authority to claim automatically lapses.
- h. HATS authorisation for SF is continuous and there is no requirement for a renewal application.

**0622. HATS – Renewal Applications.** Renewal applications are to be submitted via the chain of command to DCG at the start of the financial year. Applications are to include records of expenditure on HATS food items for the previous financial year. Those Units with a substantial financial credit at the end of the financial year will not be authorised HATS.

**0623. Mountain Rescue Teams (MRT).** When on official training exercises, or Search and Rescue (SAR) operations, Mountain Rescue Teams (MRTs) are to be rationed from the entitlements and supplements at 0623. These are to be accounted for in a simplified messing account (Annex D) and are not to be paid, either in whole or part, as cash allowances to individual members of the MRT. The entitlements and supplements for MRTs are:

- a. Twice the DMR, per man, per day.
- b. Twice the Catering Differentials, per group, per day (see 0624).
- c. Twice the Packed Meal Supplement, where applicable (see 0633).
- d. Single Night Duty Meal Supplement, where applicable (see 0628).
- e. Twice the CILOR rate after the third day (see 0626).

The DMR entitlements and supplements are to be claimed in 24-hour periods, commencing from the time of departure from the station supporting the MRT.

**0624. MRT - Scale of Catering Differentials.** Additional person/days may be claimed in the messing account in accordance with the scale of MRT strengths in Table 6.1. When fed centrally, differentials are to be based on the total numbers fed.

**Table 6.1**

<b>MRT strength</b>	<b>Number of additional person/days to be claimed</b>
1-7	+4
8-14	+6
15-20	+6
21-30	+8
31-40	+6
41-50	+4
51-59	+2

**0625. MRT - Civilian SAR Teams.** Members of civilian SAR teams may be provided with meals from Service sources when operating with the Services. Civilians are to be charged the appropriate Casual Meal charges. The OC SAR/MRT is to recover these costs from individuals.

**0626. MRT - Use of CILOR.** CILOR (see Chapter 7) may be claimed from the third day during extended periods of operations or training *when food is not available from Service sources.*

**0627. MRT - Rations for SAR Operations.** ORP rations and/or self-heating cans should be used on SAR operations when this will avoid any delay in getting the MRT into the field. Only the bread or potato supplement (see 1205) may be claimed with 10 Man ORP. Self-heating cans should be accounted for as a single meal, with bread and potato supplements as appropriate. ORP (10 man) for the whole team for 2 days are to be available for immediate loading on to the MRT vehicles.

**0628. Personnel on Duty Outside Normal Working Hours.** All personnel required to be on duty at night, including those living out, and therefore not on the Record of Fed feeding Strength, may qualify for a supplement within the rules shown in Table 6.2:

**Night Duty Meal (NDM) Supplement.**

**Table 6.2**

<b>Type of Duty</b>	<b>Meal to be Provided</b>	<b>Supplement to be claimed</b>	<b>Remarks</b>
<b>a.</b> Personnel working a normal day who then perform an ACTIVE all night duty of a minimum of 10 hours duration, between 1700 and 0700	A light meal, equivalent to a third meal	35% DMR	Both living in and living out personnel are entitled
<b>b.</b> Personnel working a normal day who then perform an ACTIVE duty of 3-10 hours between 2000hrs and 0600hrs. NB Includes ships in part or whole-ship defence watches.	A snack	17% DMR	Both living in and living out personnel entitled
<b>c.</b> Night shift workers working more than 6 hours between 2200 and 0600	A drink	2% DMR	Both living in and living out personnel entitled
	A light meal, equivalent to a third meal	<u>Living In Personnel</u> No claim as the meal is in lieu of lunch <u>Living -Out Personnel</u> who wish to eat must purchase a casual meal. 35% of the DMR is to be claimed in messing account	

**Definitions of Active Duty and Working Day**

ACTIVE DUTY- A non sleeping, working duty.  
WORKING DAY - As defined in local Unit Orders.

An example of the certificate that may be used for the claim is shown at Annex A. The RAF are to continue to use F7030.

**0629. Officer and Aircrew Selection Boards.** For candidates at Officer and Aircrew Selection Boards, a supplement of 75% of the DMR may be claimed for each full day, or the appropriate percentage of the DMR for meals if less than one day. The value of these claims is to be credited to RA Code RLB 013, Local Project Code ZZP1GZ2133 and recovered from DNR, DGATR, or D of R,S & IOT(RAF) as appropriate. An example of the certificate that may be used for the claim is at Annex A.

**0630. Orange Squash Supplement (OSS).** OSS is provided to encourage the consumption of liquid by personnel serving in exceptionally hot conditions. It is calculated on the basis of 1100ml of diluted squash per issue. The value of the allowance is published monthly by signal by DCG. OSS may be used only for the purchase of undiluted squash for messing account claims submitted purely under collective messing arrangements, and not as an individual issue. Claims may be made only for those drinks actually provided. OSS is not to be used to enhance the status of the messing account. Units abroad which do not have access to PFM supplies are to claim the actual cost of

providing sufficient strength of undiluted squash to produce 1100 ml of diluted liquid for each issue.

**0631. OSS - Authorisation for Issue.** The issue may be authorised by COs, taking medical advice as appropriate. When authorised, units are to claim under the following circumstances:

- a. **Temperate Climate.** In the UK and NW Europe, for personnel employed in the field during exceptionally hot weather. The total daily issue is not to exceed 100mls of undiluted squash per person. Application for additions to this allowance is to be made via the chain of command to DCG.
- b. **Mediterranean Climate.** During the period 1 Jun - 31 Aug, OSS may be claimed for all personnel on the Record of Fed Strength. The total daily issue is not to exceed 200mls of undiluted squash per person. Under exceptional circumstances where very hot weather occurs continuously, COs may authorise an extension of the issue period by a maximum of one month. Authority for further extensions must be sought via the chain of command from DCG.
- c. **Tropical & Arid Climates.** OSS may be claimed throughout the year for all personnel on the Record of Fed Strength. The total daily issue is not to exceed 200mls of undiluted squash per person. The CO may approve a further issue of up to 200mls per person per day for personnel engaged in heavy physical activities.
- d. **Ships & Submarines.** Ships and Submarines are not to claim OSS, which is subsumed by CONSUP. RFAs may claim OSS for personnel i.a.w. 0631a-c (inclusive).
- e. **Expeditions and Adventurous Training.** OSS is not to be claimed for personnel on expeditions or adventurous training, including those drawing CILOR.
- f. **10 Man Operational Ration Packs.** OSS may be claimed for personnel i.a.w. 0631a-c (inclusive).

**0632. Police and Criminal Evidence Act (PACE).** Provision 7.5 of PACE, states that where practical, 2 light meals, and one main meal (in any 24-hour period) are to be offered to interviewees under questioning. Land Based Units are to claim the DMR for interviewees in these circumstances, apportioning the rate at the appropriate casual meal percentage for the meals taken as outlined in 0505 Table 5.1. Provision 7.8 of PACE, states that breaks from interviewing shall be made at recognised meal times, where practicable, and short breaks for refreshments shall also be provided at intervals of approximately 2 hours. Land Based Units should claim the PACE Supplement rate published in the monthly DMR signal for refreshments actually provided. The certificate at Annex E is to be used to support the claim. It should be noted that only case numbers should be recorded and not names and service numbers.

**0633. Packed Meal Supplement (PMS) - (Not RFA'S).** PMS is claimed for personnel who for duty reasons, are unable to take meals under normal feeding arrangements, and are provided with a packed meal. A supplement of 20% of the DMR may be claimed for each packed meal provided but not for more than 3 meals in any one day (i.e. breakfast, third meal and main meal). For living out personnel the appropriate percentage of the DMR may also be claimed (e.g. Packed meal issued for third meal – claim 1 x 35% DMR + 20% packed meal supplement). The supplement may also be claimed for meals issued in the form of canned rations to detached parties on expedition or adventure training. When the supplement is claimed, a nominal roll giving details of personnel



requiring packed meals or canned rations in lieu of a meal, is to be raised by the officer in charge of the group requiring meals. A copy of this certificate is to be retained for audit. This supplement also includes sufficient funding for the caterer to supply a drink under collective arrangements (e.g. urns of tea). *For RFA's, the Packed Meal Rate published in the DMR Signal by COMRFA should be applied (see 0648).*

**0634. PMS - Non-Admissible Claims.** PMS is not admissible under the following circumstances:

- a. When 24 hr ORP have been issued.
- b. When cooked meals have been provided in bulk from the mess to the detached party.
- c. When fresh rations have been provided for cooking away from the mess.
- d. When CILOR has been granted (see 0703).
- e. When in receipt of any form of subsistence allowance.

**0635. Packed Meal Drink Supplement (PMDS).** PMDS may be claimed only when it is not possible to provide a drink under collective arrangements. An individual drink is to be provided on the basis of one drink for each packed meal. The PMDS is costed on the PFM List Price for a 330ml bottle of soft drink, the value of which is published monthly by DCG. Under no circumstances are an individual and a collective drink to be supplied for the same packed meal. Individuals receiving packed meals who choose to purchase their own drinks may not claim financial remuneration. (Due to storage space, ships may not be able to hold specialised food items for packed meals, and in these circumstances are to purchase them locally from NAAFI. These items may be purchased at retail price less 10% discount, and debited to RA Code PAA 002, Local Project Code ZZP1G21121. Where the invoiced prices exceed the PFM Core-List Price, the drinks purchased are to be revalued at the current PFM Price List in use at the time of purchase). PMDS is not admissible under the same circumstances shown at 0634. *For RFA's, this element is included in the Packed Meal Supplement issued by COMRFA (see 0648).*

**0636. Juniors and Juniors Milk Supplements.** A supplement of 10 % of the prevailing DMR may be claimed daily, for each person under the age of 18 shown on the Record of Fed Strength. In addition to this supplement, persons under the age of eighteen may receive a free issue of 250ml of fresh milk per day, which is to be accounted for as an extra issue. (Juniors and Milk Supplements are not to be claimed for New Entry Phase 1 or Phase 2 Trainees – see 0621)

**0637. Northern Ireland Arduous Duty Supplement (NIADS).** NIADS is a supplement of 10% of the prevailing DMR which can only be claimed in NI as follows:

- a. Units operating from campaign bases are to claim NIADS for 100% of the Fed Strength.
- b. At all other locations Units are to claim NIADS as a percentage of the Fed Strength as detailed in table 6.3.

Table 6.3

<b>Serial (a)</b>	<b>Location (b)</b>	<b>Percentage (c)</b>
<b>1</b>	Thiepval Barracks – Lisburn	<b>30</b>
<b>2</b>	Musgrave Park Hospital	<b>30</b>
<b>3</b>	Kinnegar Camp – Hollywood	<b>75</b>
<b>4</b>	Alexander Barracks – Aldergrove	<b>75</b>
<b>5</b>	Massereene Barracks – Antrim	<b>75</b>
<b>6</b>	Abercorn Barracks – Ballykinler	<b>75</b>
<b>7</b>	Shackleton Barracks – Ballykelly	<b>75</b>
<b>8</b>	NIRW – Hollywood	<b>75</b>
<b>9</b>	Palace Barracks – Hollywood	<b>75</b>
<b>10</b>	Clooney Park – Londonderry	<b>75</b>
<b>11</b>	Ebrington Barracks – Londonderry	<b>75</b>
<b>12</b>	Lisanelly Barracks – Omagh	<b>75</b>

Arduous Duty Supplement cannot be claimed at the same time as NIADS.

**0638. Northern Ireland Operational Messing Supplement (NIOMS).** NIOMS may be claimed for those personnel who are engaged on operations, subsisting on composite rations for periods in excess of 48 hours. NIOMS is intended for the purchase of fresh supplements to composite rations and is taken at 33% of the prevailing DMR for the period in which it was claimed. NIOMS may also be claimed where rations are made up from Unit resources, i.e. personnel on operation, for more than 48 hours, who are given packed or hot meals which have been transported to them.

**0639. Roulement Battalion Supplement (RBS).** RBS may be claimed only by the main Roulement Battalions (RBs) in Northern Ireland and not by smaller roulement units. It is valued at 50% of the UK DMR and may be claimed for each person on the fed strength of the RB. Catering Differentials, NIADs, NIOMs, ADS, HAS, Hot Drinks and other supplements are all subsumed by RBS and may not be claimed concurrently by Roulement battalion messes. The only supplement which may be claimed concurrently with RBS is Packed Meal Drink Supplement, so long as individual drinks have been physically issued. RBS has no effect on claims for casual and day duty meals for which the normal rules apply.

**0640. Service Personnel Under Sentence.** DMR is to be claimed for Service Personnel under Sentence. In addition, a supplement of 22% of the DMR is to be claimed for each person undergoing detention for a period of 7 days or more. No other supplement may be claimed concurrently with this supplement. This supplement is not to be claimed by JSCTC Colchester for whom a separate DMR is issued.

**0641. Spare.**

**0642. Afloat Supplements – Submarines.** Submarines may only claim the following supplements:

**a. Submarine Consolidated Supplement (SM CONSUP).** 12% of the DMR may be claimed for all personnel on the Record of Fed Strength whenever the ship is continuously away from its base port for 24 hours or more. It is to be claimed from the day of sailing and ceases on the day of arrival in base port.

**b. Patrol Supplement.** Submarines may claim this supplement for all personnel on the Record of Fed Strength when at sea for periods of 24 hrs or more. It is to be claimed for the day of leaving harbour, but not the day of return. Rates are published monthly by DCG.

No other supplements may be claimed by submarines, with the exception of the Packed Meal Drinks Supplement, which may be claimed for each packed meal drink obtained from retail sources, in accordance with the rules at 0635.

**0643. Afloat Supplements - Surface Ships.** The following arrangements apply to all surface Ships, except RFA's:

**a. Consolidated Supplement (CONSUP).** A two tier CONSUP may be claimed by all seagoing surface ships as follows:

**(1) Basic Supplement.** 6% of the DMR may be claimed for all personnel on the Record of Fed Strength whenever the ship is continuously away from its base port for 24 hours or more. It is to be claimed from the day of sailing and ceases on the day of arrival at base port.

**(2) Sea Supplement.** An additional 2.4% of the DMR may be claimed once the vessel has been continuously at sea for 10 days. This supplement is to be claimed retrospectively once the 10<sup>th</sup> day of the qualifying period has been achieved. Sea Supplement ceases on arrival in harbour and the vessel must re-qualify on each occasion of leaving harbour.

**b. Other Supplements.** No other supplements may be claimed by ships, with the exception of the Defence Watch Messing Supplement, Ocean Survey Ship Supplement and Packed Meal Drinks Supplement which may be claimed for each packed meal drink obtained from retail sources, i.a.w. the rules at 0635.

**0644. CONSUP Codes.** The following instructions are applicable to all units claiming CONSUP. Administrative staff compiling Records of Fed Strengths, are to annotate the Records on a daily basis, with a code letter as detailed below:

**Ships:**

- B      Alongside in Base Port. (No claims at all may be made)**
- S      At Sea. (Initial 6% of the DMR increasing by 2.4% to a total of 8.4% once the 10 day qualifying period has been achieved.)**
- H      Harbour. (other then Base Port) (6% of the DMR for periods alongside.)**

**Submarines:** **H      Harbour. (No claims at all may be made)**

**S      Sea. (12% of DMR)**

**0645. Survey Ships - Detached Parties.** Personnel detached from Survey Ships are to be regarded as a separate mess, and the appropriate DMRs and Afloat Additions applied. No food is to be issued if any subsistence allowance or other cash messing allowances are issued.

**0646. Ocean Survey Ship Supplement (OSSS).** Survey Ships may claim OSSS at 5% of the DMR, when surveying at sea for 10 days or more continuously. This supplement may be claimed

retrospectively from the day of commencing surveying. Once the qualifying period has been achieved OSSS may be claimed in addition to CONSUP.

**0647. Defence Watch Messing (DWM) Supplement.** This supplement should be claimed i.a.w. Table 6.2b. It may be claimed concurrently by Units claiming CONSUP.

### **RFA CLAIMS ONLY**

**0648. RFA - Special Meals Supplement.** This supplement is promulgated on the RFA DMR signal by CINCFLEET and is designed to provide snacks for Helo Ops and RAS suppers when working between the hours of 2200 and 0600. It may not be claimed concurrently with Night Duty Meals Supplement shown at 0628b.

**0649. RFA - RLC Working Parties Supplement.** This supplement is promulgated on the RFA DMR signal by CINCFLEET, and is designed to provide RLC working parties carrying out loading duties, with light refreshments (when working onboard RFA's only).

**0650 - 0660. Reserved**

### **EXTRA AND OTHER ISSUES (Items shown as a contra entry to the Messing Account)**

**0661. Splice the Mainbrace.** The order "Splice the Mainbrace" authorises the issue of 62.5ml of commercial spirit to all entitled personnel over the age of 18. In the event that insufficient commercial spirit is available, two 350ml cans of beer may be issued in lieu. Personnel under 18 years of age, and those who do not desire the spirit ration, may receive a soft drink in lieu. Under no circumstances is any cash payment to be made. The order "Splice the Main Brace" may be given only by:

- a. Her Majesty the Queen, or members of the Royal Family.
- b. The Admiralty Board on special occasions of celebration or national rejoicing.

**0662. Splice the Mainbrace - Supplies.** Supplies of spirit and beer are to be obtained from NAAFI shops or local sources.

**0663. Splice the Mainbrace - Issues.** Issues are to be recorded on a certificate, signed by the CO, which should contain the following information:

- a. Occasion of issue.
- b. Authority.
- c. Number of entitled personnel.
- d. Quantities issued.

The certificate is to be used as an issue voucher for the stock, and a miscellaneous credit note for the catering account.

**0664. HM The Queen's Birthday Parade and Rehearsals.** HQ LONDIST may purchase barley sugar sweets for those Service personnel taking part in HM the Queen's Birthday Parade, including the rehearsals. An issue of 1 x 100g packet per person is authorised.

**0665. Muslims - Additional Foods During Ramadan.** During the fasting period of Ramadan the following items may be issued daily to each person of the Muslim faith. These items are issued for the traditional breaking of the fast at dusk, and are not intended for use at any other time.

- a. 14 ml Rose Hip Syrup or 71 gm Sugar
- b. 16 gm Dates
- c. Up to 227gm Ice

The certificate at Annex A may be used as an issue voucher for the stock, and a miscellaneous credit note for the messing account.

**0666. Survival Training Allowance.** During authorised survival training courses, where required, small live animals (e.g. chickens, rabbit, and fish) may be provided to demonstrate killing, plucking/skinning, and cooking. Commodities should be purchased from private traders. Costs are to be debited to RA Code PAA 002, Local Project Code ZZP1G21121.

**0667. Survival Training Provisions - Certification.** The number and cost of animals expended are to be certified monthly by the training officer, quoting the courses involved, and the scale of issue. An example of the certificate that may be used for the claim is shown at Annex A. A copy of this certificate is to be retained for audit.

**0668. Survival Training – Record of Fed Strength.** Personnel involved in courses which last a complete day or more, and who are expected to exist on live animals alone (with or without an ORP supplement), are to be removed from the Record of Fed Strength.

**0669. Issues to Medical Centres.** Fruit cordials, tea and coffee, as well as sugar and milk, may be provided to Medical Centres (MCs), for the comfort of patients. The Medical Officer, or another delegated Officer or Warrant Officer of the Medical Branch should make demands for these items. Items are to be issued using a certificate (example at Annex A), which is to list the items issued and detail the number of patients the issue is required for and is to be authorised by the Medical Officer.

**0670. Cookery Practical Examinations (RN Only).** Ingredients used for the practical cookery phase of provisional examinations are to be charged against the catering account. The items are to be recorded, costed, and presented to the examining officer who will retain the form and forward it to the RNLSS, who will then issue a certificate to re-credit the unit's catering account.

**0671. Machinery Space Fire Exercises (RN Only) - Colouring Green.** To prove foam has been made and to prevent its discharge into machinery spaces, colouring green may be added to foam canisters. One 250ml is sufficient for a 6 week BOST and is to be actioned as a crown issue.

**0672. Testing of Deep Fat Fryers (RN Ships and Submarines Only).** Oil used during the mandatory testing of deep fat fryers will be rendered unfit on completion of the trial, and should be disposed of and removed from the messing account by certificate as a 'crown' issue, which is to be

signed by an appropriate Senior Rating of the Engineering Branch. Only the minimum amount of oil required to complete the test is to be used.

**0673. Bottled Water and Ice.** Under no circumstance is bottled water or ice to be charged to the catering account, apart from when bottled water is purchased by the unit caterer to be used as individual drinks for packed meals and, as such, is treated as if it were a “soft drink”. The following regulations apply for the purchase, payment and accounting of bottled water and ice:

**a. Bottled Water and Ice for Operations and Exercises.** All costs are to be met by the Op/Ex. This includes operational units of the SURFLOT/SUBFLOT, both in the UK and whilst visiting foreign ports, when costs are to be met by CINCFLEET.

**b. Bottled Water and Ice for Land Based Units.** All costs are to be met by the respective TLB. This includes bottled water obtained when Galleys/Kitchens are temporarily deprived of a potable water supply.

**c. Bottled Water and Ice for Adventurous Training/Expeditions.** All costs are to be met by the respective unit’s CILOR Budget.

When more convenient to do so, units may purchase bottled water and ice from the PFM Contractor “3663”. However, all orders must be made on a separate purchase order and invoiced separately from other provisions. The invoice is to be endorsed accordingly and units are responsible for ensuring that costs are charged to the appropriate Op/Ex and recovered to the Food Vote (RA Code RLB 013, Local Project Code ZZP1GZ2133).

**0674. Cookery Training Allowance (CTA).** Single-Service bids for Cookery Training Allowance from the Heads of relevant training organisation are submitted annually to DCG for approval. All other bids for such funds should be submitted through the relevant chain of command, to single-service CTA budget holders.

**0675 – 0699. Reserved.**

## ANNEX A - GENERAL CLAIM CERTIFICATE

<b>Unit</b>		<b>UIN</b>		<b>Month</b>	
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<b>Date</b>		<b>JSP 456 Ref</b>		<b>Serial No</b>		
<b>Title Of Claim</b>						
<b>Explanation and Financial Breakdown.</b>						
<b>Total Claimed</b>				<b>£</b>	<b>:</b>	<b>p</b>

<b>This Claim is Certified Correct</b>		
<b>Signature of Certifying Officer</b>	<b>Name</b>	<b>Rank</b>
<b>Signature of Approving Officer</b>	<b>Name</b>	<b>Rank</b>

# ANNEX B - APPLICATION FOR HIGH ATTENDANCE SUPPLEMENT (HAS)

Unit ..... Mess ..... Month ..... Year .....

Fed Strength	Date	ORP	ACTUAL ATTENDEES AT EACH MEAL				Packed Meals	DUTY & DAY VISITOR CASUAL MEALS NOT ON FED STRENGTH		
			Break -fast	Lunch	Dinner	Break -fast		Lunch	Dinner	
	1									
	2									
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									
	11									
	12									
	13									
	14									
	15									
	16									
	17									
	18									
	19									
	20									
	21									
	22									
	23									
	24									
	25									
	26									
	27									
	28									
	29									
	30									
	31									
<b>Totals</b>										

Credit/Debit Balance at start of month £ .....

Total Income for month £ .....

Total Expenditure for month £ .....

Credit/Debit Balance at end of month £ .....

**Certificate of Authentication**

Value of stock at end of month £ .....(Not RN / RM units)

I certify that the figures provided are accurate in all respects. The attendance figures were collected by specifically recording attendance at each meal, and were not estimated from plate counts, portions produced or fed strength figures.

Name ..... Rank ..... Signature ..... Date .....



## ANNEX C - HOT DRINKS CERTIFICATE

<b>Unit</b>		<b>UIN</b>		<b>Month</b>	
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<b>Date</b>		<b>JSP 456 Ref</b>	<b>0620</b>	<b>Serial No</b>	
<b>No of Personnel</b>		<b>Location</b>			
<b>Activity</b>					
<b>Duration (In Hours)</b>		<b>From</b>		<b>To</b>	
<b>Total Hot Drinks Issued</b>		<b>Rate</b>		<b>Total Claimed</b>	
		£ : p		£ : p	

This Claim is Certified Correct		
Signature of Certifying Officer	Name	Rank
Signature of Medical Officer*	Name	Rank
Signature of Approving Officer	Name	Rank

\* Delete as Appropriate

## ANNEX D – MRT MESSING ACCOUNT FORM

SIMPLIFIED MESSING ACCOUNT															
Unit	<b>MOUNTAIN RESCUE TEAMS</b>														
Month	Party Strength.....Small Party Percentage Claimed.....														
Date	NO. of Personnel on DMR or CILOR	CAT DIFF	Daily Cash Entitlement	Expenditure (names of suppliers to be entered in relevant columns if RMR/CILOR authorised)								Progressive daily balance			
												Daily Expenditure		(overspending in red)	
				£	p	£	p	£	p	£	p	£	p	£	p
Balance B/F from previous period £ _____															

# ANNEX E - DAY DUTY REGISTER (PACE)

Notes

1. To be raised in duplicate
2. Original copy to accompany the messing account for audit, copy to be retained in the catering office.
3. Meal percentages claimed are to be in accordance with Chapter 5.

<b>Unit</b>		<b>Mess</b>		<b>Serial No</b>	
-------------	--	-------------	--	------------------	--

Date	Case Number	In/Out	Unit	Meals Issued			Drink
				Bfast	Lunch	Dinner	

<b>Number of Meals/Beverages</b>				
<b>Percentage of DMR Applicable</b>	%	%	%	
<b>Total Number of Whole Rations</b>				

Certified By Service Police				
<b>Day</b>		<b>Month</b>		<b>Year</b>
			<b>Rank</b>	
<b>Signature of Officer i/c Service Police</b>				