

CHAPTER 5 CROWN ACCOUNT SUPPLEMENTS

0501. **Introduction.** Unless specifically stated otherwise and where entitlement exists, certain supplements are applicable to all Service personnel and Contractors are to provide these supplements as required. These supplements are deemed Crown Account Feeding and therefore the cost will be met by the Defence Food Vote. Retrospective claims are to be made by the Contractor as a charge to the Crown Account at the end of each Trading Period.

0502. **Monitoring Of Crown Expenditure.** A requirement exists to monitor the expenditure on supplements provided to certain individuals and groups that will be paid for by the Crown Account. In order that the DFS Team have visibility of how Crown monies are being spent and to enable proper auditing to take place, a spreadsheet format has been developed to account for this expenditure (see Chapter 2 Annex A and B). This spreadsheet is to be submitted as per para 0202

0503. **Drinks Supplement.** During exceptionally adverse weather conditions and out-of-barracks military training days i.e. Ranges, in excess of 4 hours, the CO may authorise the issue of hot/cold drinks, to a maximum of 6 drinks per person in any 24 hour period ie 1 drink within a 4 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. The Drinks Supplement, published by the DFS Team, is to be claimed only for drinks actually issued and not used to improve the overall status of the catering account. A certificate (see JSP 456 Volume 2 Chapter 6 Annex B) is to be authorised by the CO or Delegated Officer, which is to be retained with the DFS Crown Account for audit to support the claim for each Trading Period. **Issues of hot/cold drinks are not to be authorised as a matter of course for duty personnel, night guards, security patrols etc.**

0504. **Divers' Drinks Supplement.** Divers may receive a Drinks Supplement for every 4 hours that they are engaged in diving, underwater swimming or diving training, up to a maximum of 6 drinks per 24 hour period. These extra issues are to provide refreshments, mainly beverages, on completion of diving.

0505. **Divers' Meal Supplement.** Divers may receive extra issues of provisions on days when they are engaged in diving, underwater swimming or diving training. Entitlement is based solely on the level of activity indicated in Table 5.1. The daily supplement is to be claimed for each diver. Claims are to be supported by a certificate (see JSP 456 Vol 2 Chap 6 Annex C), authorised by the Diving Officer, showing level of activity in accordance with Table 5.1. This certificate is to be retained with the DFS Crown Account for audit. Claims that are submitted retrospectively are to be limited to the previous months account only.

Examples of provisions to be issued may be found in JSP 456 Volume 2 Chapter 6 Annex D & E.

Table 5.1:

Divers Meal Supplement Rate.	Cat A 12.5% DFC Light Diving	Cat B 25% DFC Moderate Diving	Cat C 50% DFC Heavy Diving	Cat C 50% Diver Training
Estimated Energy Cost	500 kcal ⁻¹	1000 kcal ⁻¹	1500 kcal ⁻¹	1500 kcal.day ⁻¹
Description	Diving Only Minimal Land Based Activity	Moderate Diving & Land Based Activity	Heavy Diving & Land Based Activity	Extended Hours & Arduous Diver Training Activity

Course Title	TMCC		Selection Tests; D1;LD;PO(D);MCDO;RNR;RQF and all Army Diving Courses at Horsea Island.	
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Note 1 – In addition to the kcal provided by the Core Meal.

0506. **New Entry Recruits Training Supplement (NERTS).** NERTS is to be specifically used to purchase additional foods for consumption by Regular 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 NERTS.

0507. The supplement is to be used to provide a snack and drink which between them provide 300-400 Kcal and are high in fibre and carbohydrate, low in saturated fats, low in sodium/salt, and ideally enhanced with vitamins - in particular B vitamin, and provide 200-300 mg of calcium. NERTS shall be made available at the evening meal at the servery as a take-away service, to enable the recruit to top-up with additional energy as recommended. The period between dinner and breakfast is the optimum period as it is the longest period without food.

0508. NERTS is not applicable when trainees are absent on leave for periods in excess of 24 hours, including weekend leave or away from the unit on exercise or other activities.

0509. **Accounting for NERTS.** The Contractor may claim the actual value of the invoices for NERTS products up to the value set by the DFS Team. The total value is to represent the actual number of NERTS issued. Expenditure records are to include the type of NERTS food item, cost and number of personnel for whom NERTS was claimed. This cost is not permitted to exceed the number of entitled personnel multiplied by NERTS value. A record of NERTS food items purchased is to be retained with the DFS Crown Account for audit to support the claim for each Trading Period.

0510. The following training units are authorised by the DFS Team as entitled to NERTS.

- Britannia Royal Naval College
- HMS RALEIGH
- RMAS
- ITC (Catterick)
- ATC Bassingbourn
- ATC Pirbright
- ATC Winchester
- AFC Harrogate
- SEAE Arborfield
- RAF IOT Cranwell
- RTS RAF Halton
- RAF Regt Honington

0511. NERTS will be set annually at the beginning of the financial year by Des Log CC Food DMR Financial Advisor

0512. NERTS does not affect entitlement to any other authorised supplements with the exception of Juniors Milk Supplement which is not to be claimed concurrently with NERTS.

0513. NERTS is not to be claimed when on exercise in the field for which the E(F)DMR will be applicable.

0514. NERTS is not to be claimed for Reserve Forces

0515. **Special Forces Supplement (SFS)** The Contractor may claim this supplement for all personnel and staff attending the Special Forces (SF) aptitude selection courses and for personnel

attending initial training courses listed in sub para a, below. A nominal roll, authorised by the SF Training Officer or Delegated Officer is to be retained with the DFS Crown Account for audit to support the claim for each Trading Period. The supplement is to be used to purchase high carbohydrate rich food commodities over and above the normal 3 meals per day or, where appropriate, provide funding for a 4th meal. There is **no** requirement for a renewal application.

a. SFS authorisation:

- (1) CTC (RM) Lympstone, Cdo course and All Arms Cdo Course.
- (2) ITC Catterick – Para Regt Recruits and All Arms Pre Para Cse Personnel.
- (3) Pathfinder Platoon Selection Cadres

b. When exercising in the field refer to JSP 456 Vol 2 Chap 6.

0516. **SFS –Applications.** Applications are to be submitted via the chain of command to DFS Team for approval.

0517. **Mountain Rescue Teams (MRT).** Service personnel when on Search and Rescue (SAR) operations and official training exercises will be entitled to be fed at Crown expense in accordance with paragraphs 0517 and 0518 below.

0518. **MRT – SAR Operations.** 24 Hour ORPs are to be issued to MRT when on SAR operations, this will avoid any delay in getting the MRT into the field. A total of 2 days 24 Hour ORP for the whole team is to be available for immediate loading onto the MRT vehicles.

0519. **MRT – Official Training Exercises and Initial Selection.** The local rate of CILOR plus 35% is to be awarded to MRT when on official training exercises. The cost of which is to be charged to RA Code PAA 002 and attributed to UIN F1115A. The 35% addition is to be used to provide high carbohydrate rich food commodities over and above the normal 3 meals per day or, where appropriate, provide a 4th meal. CILOR may be claimed in 24-hour periods, commencing from the time of departure from the Unit supporting MRT.

0520. **Service Personnel On Duty Outside Normal Working Hours.** Service personnel required to be on duty at night/outside normal working hours, including those living out, are entitled to be fed at Crown Expense, within the criteria shown in Table 5:2. Entitlement is based on the number of hours worked outside the recognised normal working day and whether the duty is an active duty (e.g. a non- sleeping, working duty). A copy of the certificate is at JSP 456 Volume 2 Chapter 6 Annex H which is to be retained with the DFS Crown Account for audit to support the claim for each Trading Period.

Table 5:2

Night Duty Meal (NDM) Supplement

Type of Duty	Meal to be Provided	Crown Feeding Supplement to be Claimed	Remarks
Night Duty 2 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 core third/lunch type meal.	For actual meals taken or provided, the Contractor can claim the published Night Meal Rate 2.	Service personnel irrespective of whether they live-in or live-out.

Night Duty 1 Personnel working a normal day who then perform an active duty of 3-10 hours between 2000hrs and 0600hrs.	A snack type meal (e.g. sandwiches, soup & rolls).	For actual meals taken or provided, the Contractor can claim the published Night Meal Rate 1.	Service personnel irrespective of whether they live-in or live-out.
Night Beverage Rate. Night shift workers working more than 6 hours between 2000 and 0600 ¹	A beverage.	The Contractor can claim the published Drinks Rate per person per shift.	Service personnel irrespective of whether they live-in or live-out.

Definitions of Active Duty and Working Day:

- Active Duty – A non-sleeping, working duty.
- Working Day – As defined in local Unit Orders.

0521. **Officer and Aircrew Selection Boards.** For candidates at Officer and Aircrew Selection Boards, a supplement of 33% of the DFC may be claimed for each full day, or the appropriate percentage 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 is at JSP 456 Volume 2 Chapter 6 Annex A and is to be retained with the DFS Crown Account for audit to support the claim for each Trading Period.

0522. **Packed Meals** Personnel entitled to be fed at DFS Crown expense, in accordance with Chapter 2, and who are unable to take meals under normal feeding arrangements (i.e. in their own Unit's Mess or Dining Facility) are to request a packed meal from the Contractor. No more than 3 meals in any one day (i.e. breakfast, third meal and main meal) are to be provided at Crown Expense. For each packed meal provided the Contractor can claim the DFS Team Packed Meal Rate. The content of the packed meals may be found in Chapter 4. Claims are to be supported by nominal rolls (refer JSP 456 Volume 2 Chapter 6 Annex J) which are to be retained with the DFS Crown Account for audit to support the claim for each Trading Period. Personnel requesting a packed meal for personal convenience (e.g. lunch time sport) are to pay the prevailing retail cost at the time of purchase.

0523. **Packed Meal for Personnel paying the DFC.** The contractor may only claim the difference between the meal provided (i.e. breakfast, third meal and main meal) and the DFS Team Packed Meal Rate.

0524. **Juniors Milk Supplement.** Persons under the age of 18 may receive a free issue of 200ml of Flavoured Milk Drink per day at the Defence Food Vote expense. This supplement may not be claimed for New Entry Phase 1 Trainees and those New Entry Phase 2 Trainees receiving NERTS para.0506 refers.

0525. **Accounting for Juniors Milk Supplement.** The Contractor may claim the actual value of the invoices for Flavoured Milk Drinks 200ml issued, supported by a nominal list of entitled personnel (see JSP 456 Volume 2 Chapter 6 Annex K). A record of Flavoured Milk Drinks issued is to be retained with the DFS Crown Account for audit to support the claim for each Trading Period.

¹ No entitlement to be fed at Crown Expense for personnel on shift work.
JSP 456 DCM Volume 4

MISCELLANEOUS FOOD AND BEVERAGE ISSUES

0526. **Introduction.** Service personnel for a variety of activities may require Miscellaneous Food and Beverage issues;. entitlements are detailed in subsequent paragraphs. Retrospective claims are to be made by the Contractor as a charge to the DFS Crown Account at the end of each Trading Period. The following accounting action is required;

a. **Accounting.** The Contractor, in conjunction with the Unit Authority is to provide an audit trail to meet the Contractor's retrospective claims for Miscellaneous Food or Beverage Issues. Claims are to be submitted at the end of each Trading Period and the following accounting regulations apply:

(1) The Contractor is to keep an auditable record of all Miscellaneous Food or Beverage Issues. These records, along with nominal rolls if required, are to be retained with the Crown Account for audit to support the claim for each Trading Period.

(2) Miscellaneous Food or Beverage Issues are to be recorded on the DFS Crown Account Forms (refer Chapter 2 Annexes A and B) or electronic DFS Crown Account.

(3) The financial value of Miscellaneous Food or Beverage Issues is to be claimed by the Contractor on Form BX164 (Refer Chapter 2 Annex C) at the end of each Trading Period. All claims are to be certified correct by the Authority on the reconciliation statement of the electronic DFS Crown Account package or cross- referenced with Appendix 1 to Annexes A and B.

0527. **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, one 500ml can 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 circumstance 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.
- c. Governor Generals when acting as Viceroy to Her Majesty the Queen.

0528. **Accounting.** Supplies of spirit and beer are to be obtained from the Unit Contractor. Issues are to be recorded on a manuscript certificate signed by the CO, which should contain the following information:

- a. Occasion of issue.
- b. Authority.
- c. Number of entitled personnel as authorised by signal.
- d. Quantities issued.

This certificate (see JSP 456 Volume 2 Chapter 6 Annex A) is to be retained with the DFS Crown Account for audit to support the claim for each Trading Period.

0529. **Operational Ration Pack Supplement.** Refer to JSP 456 Volume 2 Chapter 12.

0530. **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 per day is authorised. A nominal role (refer JSP 456 Volume 2 Chapter 6 Annex A) is to be retained with the DFS Crown Account for audit to support the claim for each Trading Period.

0531. **Muslims – Additional Foods During Ramadan.** During the fasting period 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 227 gm Ice.

The Contractor is entitled to reclaim the actual cost of the items listed above and is to keep an auditable record. A nominal roll (refer JSP 456 Volume 2 Chapter 6 Annex A) is to be retained with the DFS Crown Account for audit to support the claim for each Trading Period.

0532. **Survival Training Allowance.** Applications to purchase live animals (e.g. chickens, rabbit and fish) to demonstrate the killing, plucking/skinning and cooking for survival training are to be made initially to the FLCs. Commodities should be purchased through the Contractor whenever possible. 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. A copy of the certificate is at JSP 456 Volume 2 Chapter 6 Annex A which is to be retained with the DFS Crown Account for audit to support the claim for each Trading Period.

0533. **Issues to Medical Centres/Special Diets.** Refer to Chapter 3.

0534. **Bottled Water and Ice.** Under no circumstance is bottled water or ice to be charged to the Crown Account, apart from when bottled water is purchased by the Contractor 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.
- 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 may be met through the CILOR budget and is up to the discretion of the CILOR Budget Manager to approve. CILOR rates do not include allowances for water and ice.

0535. **Cookery Training Allowance (CTA).** CTA is for the purchase of un-cooked foods used for Military food services training and development. All bids for such funds should be submitted through the relevant chain of command, to single-service CTA budget holders. For all Cookery Training Allowance matters refer to JSP 456 Volume 1 Chapter 11

0536 – 0599 Reserved.