

CHAPTER 14 - CADET FORCES

1401. **Entitlement.** Cadet units may be directed to claim either:

- a. **DMR** with relevant supplements or Exercise DMR depending on location when:
 - (1) The contingent is purchasing food from the PFM Contract.
 - (2) The contingent is fed at a Service Unit. In this case the host unit claims the appropriate messing rates.
- or
- b. **CILOR**, when it is impracticable or uneconomical to supply food from PFM Contractors to the contingent's camp. CILOR may be claimed only after prior authority has been obtained from the relevant authority.

1402. **Cadet Organisations.** All MoD sponsored cadets who are on a duty visit are required to pay 40% of the Daily Food Charge known as, "The Cadet Contribution to Messing" for each 24-hour period or part thereof, there is no charge for accommodation, for each 24-hour period or part thereof. The only exception is cadets whose families are in receipt of Family Income Supplement or family credit; meals for these cadets are provided by the DFS IPT Food Vote. If cadet instructors (including civilian instructors) are in receipt of pay, they are to be charged entitled rates for messing. If accommodated then they are to be brought onto the Record of Fed Strength but not charged for accommodation. When accommodated, the full day's entitled/non-entitled messing charge is to be applied. The daily messing charges may not be abated to take account of absences from individual meals. However, for periods of absence away from the unit of 24 hrs or more, provided 24 hrs notice is given and no meals are taken (and the individual is removed from the Record of Fed Strength), no messing charge is to be raised. These charges do not include extra messing. If instructors are not in receipt of pay, then there is to be no charge for messing or accommodation.

1403. For part-days, contingents may claim the appropriate Casual Meal percentages for the meals provided. Percentages are to relate to the relevant adult or cadet DMR. Where applicable, catering differentials may be claimed at the messing rate applicable for adults accompanying cadets.

1404. **Purchase of Food.** Before food can be purchased from Contract sources a properly constituted messing account is initiated and maintained in line with accounting regulations.

1405. **ORP.** Contingents may be allocated ORP for training. Neither DMR nor CILOR may be claimed for days when ORP is in use. ORP demands are to be submitted at least 3 weeks in advance and requirements for adults and cadets stated separately. Contingents are not to accumulate surplus stocks. Any packs that are unlikely to be consumed before the life expiry dates are to be notified to the parent HQ. The appropriate supplements in accordance with these regulations may also be claimed (Chapter 12 refers).

1406. **Homeward Journeys.** When packed meals are provided for homeward journeys, in excess of 5 hours, the Packed Meals Supplement may be claimed together with the Packed Meal Drink Supplement, when applicable.

1407. **Cadet Messing Contributions.** For each day/part day that DMR/CILOR is claimed or ORP is issued, cadets are to make a personal contribution towards the

cost of their messing. The rate, which in the UK includes VAT, is assessed by DFS IPT and is obtainable from Formation HQ. This regulation does not apply to adults accompanying cadets. Where cadet messing contributions are recovered, they are to be paid to RA Code RLB 013, Local Project Code ZZZ1GZ2133 through Unit Accounts. It is the responsibility of the Cadet Force to ensure that these contributions are collected and correctly accounted for.

1408. Waiver of Cadet Charges – Exchange Visits. Food charges, including cadet daily messing contributions, may only be waived for International cadets who are members of a cadet exchange visit made under MoD approved reciprocal arrangements. Such a waiver is to be granted on the understanding that it is to be equally applied between the countries involved.

1409. Exemptions to Cadet Charges. The Education Reform Act 1988 states that students in state maintained schools, who are members of families in receipt of Income Support or Family Credit, must be exempted from paying cadet charges when involved in school activities with a residential element. This exemption also applies to Cadet Forces within school when students attend Service annual camps, or Service sponsored courses, or consumes ORP on activities of a residential nature. The Cadet Charge may also be waived when Cadets are in support of Regular, or Reserve Forces (e.g. when acting as enemy during exercise). The procedure for administering for these students will be as above except that a certificate (Annex A) is to be given to the Catering Office with the nominal roll. Copies of the certificate and the nominal roll are to accompany the messing account for audit purposes.

1410. Testing Boards. When Cadets attend a Testing Board in a military establishment and are necessarily detained over the midday meal time, the provision of a duty meal is authorised and the appropriate claim made. In this case, no cadet contribution is to be collected. When Testing Boards are held at non-military establishments over the mid-day meal time and where a mid-day meal from any source is impracticable, a missed meal allowance may be claimed by the individual at the appropriate rate.

1411. Adult Personnel. Adult volunteers who provide unpaid whole or part-time assistance may be provided with meals at public expense. The appropriate messing rate for this purpose may be claimed. WRVS personnel may also be fed at public expense. Volunteers who are subsequently paid retrospectively are required to pay for meals taken for these duties. Other personnel paid by the MoD are to be charged for meals at the appropriate daily casual meal rate.

1412. Accounting for Food. When a cadet contingent is fed at a Service establishment, the host unit is responsible for all food expenditure and accounting. Collection of the cadet contribution, where applicable, remains the responsibility of the Cadet Force. When a cadet unit makes its own messing arrangements, claims, expenditure and food accounting is the responsibility of the following:

- a. CCF Units - the Officer in Charge.
- b. Other Units –Administration authority.

1413. Regular Forces or Reserve units responsible for administering cadet forces can, where necessary, seek guidance and advice from the relevant Cadet HQs'.

1414. CILOR. In addition to the requirements at Chapter 7 the following actions are to be taken:

- a. **CCF Units.** Claims are to be made in accordance with Annex B. The claim is to be supported by receipts and certified correct by two officers of the

contingent (normally the contingent commander and the Registered Authorising Officer (RAO)). An envelope showing the address of the claimant is to be attached to the claim (for return of receipt) and all relevant supporting documentation forwarded to the Formation HQ for subsequent payment.

b. **Other Units.** Claims are to be made in accordance with Annex B. The claim is to be supported by receipts and certified correct by two officers of Unit HQ. The claim is to be forwarded to the appropriate administration authority for verification, consolidate with other CF ration claims as necessary and forward all relevant supporting documentation, together with account details, envelope showing claimant's address (for return of the cheque) to the Formation HQ for payment.

1415. **Accounting for ORP.** The ORP accounting form at Annex C is to be used. When DMR and supplements have been claimed and Cadet Messing Contributions collected, there will be a balance due to be paid. The following procedures apply:

a. **CCF Units.** A cheque for the balance due is to be made out, attached to the completed proforma (see Annex C) and forwarded to the Formation HQ.

b. **CF Units.** A cheque for the balance due is to be made payable to the appropriate authority and attached to the completed proforma (see Annex C) and forwarded. The authority is to verify the figures and consolidate with other accounts as necessary and forward all documents and one consolidated cheque to Formation HQ.

Note: As the HMG Sub Account numbers differ between each HQ, staff advice should be sought on the correct number to use when completing the cheques for payment.

1416. **Other Messing Arrangements.** When CCF/CF units attend annual camp where food is provided either by short term contract or from Regular or Reserve units, Cadet Messing Contributions are to be paid into the appropriate HQ using the form at Annex D.

1417. Examples of Nominal Rolls are to be found at Annexes E (cadets) and F (adults).

1418 - 1499. Reserved.

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**ANNEX A – CERTIFICATE - EXEMPTION FROM PAYING CADET
CONTRIBUTION CHARGES**

To:

Catering Manager.....

From:

Unit:

Number of Cadets exempt from paying Cadet Contribution

Dates:

From: to Inclusive

Confirmed By:

Name: Rank:Appt:

Signature: Date:

(INTENTIONALLY BLANK)

ANNEX B– CADET CILOR ACCOUNTING - CLAIM FORM

Cadet Unit:UIN: Address:

.....

Telephone Contact No:

Reference A :(Dist
Auth)

1. Under authority of Reference A this Cadet Unit carried out training
at..... from:to:.....

2. Please credit this Unit with the sum of £, being the total sum claimed
in accordance with ACF/CCF Regulations.

3. The Cadet Unit bank account details are:

Account Name: Account No: Sort Code:

4. **CASH ENTITLEMENTS** (include only those entitled to CILOR)

	Number	x No of Days	x Daily Rate	Amount (£)
Adults				
Cadets				
Total				

5. **CASUAL MEALS AND SUPPLEMENTS**

CASUAL MEALS (ADULTS)	NOS	% RATE/ VALUE	AMOUNT	RATE	VALUE
Breakfast		15%			
Main Meal		50%			
Third Meal		35%			
Sub Total (Adults)					

CASUAL MEALS (CADETS)	NOS	% RATE/ VALUE	AMOUNT	RATE	VALUE
Breakfast		15%			
Main Meal		50%			
Third Meal		35%			
Sub Total (Cadets)					

Sub Total Of Adults + Sub Total Of Cadets: £

Total of Catering Differentials (if applicable) £

Total Cash Entitlement £

6. TOTAL CASH EXPENDITURE (Receipts Attached) £.....

7. CADET CONTRIBUTIONS:

Rate	No of Cadets	x No of Days	x Rate	= Sub Total	+ VAT	Total
Full Rate						

8. TOTAL CLAIM

a. Total at para 4 or para 5, whichever is less: £

b. Deduct total at para 6 £

c. **TOTAL CLAIM (7a - 7b)** £

Certified as correct (2 Signatories):

Name:Name:

Appointment:Appointment:

Signature:Dated: Signature: Dated:

Note: This form must be submitted with all appropriate supporting documentation, ie Nominal roles and receipts.

ANNEX C– CADET ACCOUNTING FORM – (ORP)

Cadet Unit: UIN:

Address:

.....
.....

Telephone Contact No:

Reference:

A.(Dist Auth)

B: ACF or CCF Regulations.

1. Under authority of Reference A this Cadet Unit carried out training
at.....From:To:

2. Please find enclosed a cheque for £ made payable as follows:

a. CCF Units - HMG SUB ACCOUNT 2808.

b. ACF Units - TAVRA (as appropriate)

3. CADET CONTRIBUTIONS

Rate	No of Cadets	x No of Days	x Rate	= Sub Total	+ VAT	Total
Full Rate						

4. DMR/CILOR RATE

	Number	x No of Days	x DMR	= Total
Adults				
Cadets				
Total				

5. ORP ISSUED

Nos x No of Days x Daily Messing Rate = £

6. CASH ENTITLED SUPPLEMENTS (using CILOR Rates)

a. ORP Bread Supplement = Total No x No of Days x Rate= £

b. Junior Milk Supplement = Total Nox No of Daysx Rate= £

c. Total Cash Entitlement (a + b) = £

7. TOTAL CASH RETAIL EXPENDITURE (receipts attached) = £

8. TOTAL CREDIT BALANCE

a. Total at para 3 = £

b. Total at para 7 **or** para 6c, whichever is less =

c. Credit Balance (8a - 8b) = £

Certified as correct by 2 Signatories:

Unit Audit

Signature:Signature:

Name:Name:

Appointment:Appointment:

Dated:Dated:

Notes:

(1) This form must be submitted with all appropriate supporting documentation, ie Nominal roles, ORP costed AF F1033s and receipts etc.

(2) Because the cash supplements are shown separate the ORP is charged at the Daily Messing Rate.

ANNEX D– PAYMENT OF CADET CONTRIBUTIONS

(To be used when fed by Regular/TA Units and Contract Catering)

To:.....From:.....

HQ.....Unit.....UIN:

Address:.....

.....Date:.....

-
1. Period of training at which feeding was provided by *Regular/TA/Contract
(*Delete as appropriate)

From: To:

.....

2. The current cadet contribution rate is:

Rate: £ _____ + VAT: £ _____ = £

-
3. Amount collected and amount due:

Rate	No of Cadets	x No of Days	x Rate	= Sub Total	+ VAT	Total
Full Rate						

Certified as correct by 2 Signatories: Unit Audit

Signature: Signature:

Name: Name:

.....

Appointment: Appointment:.....

Dated: Dated:

(INTENTIONALLY BLANK)

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