

## 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, and Juniors Milk Supplement, but with no other supplement. The rates are promulgated periodically by DFS IPT.

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. Personnel undergoing courses at Joint Services Adventure and Mountain Rescue Training Centres.
- b. 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.
- c. Personnel engaged in the Doco Run (Nepal).

0604. **ADS may not be claimed:**

- a. ADS is not to be claimed when Operational Ration Packs have been issued.
- b. ADS is not to be claimed concurrently with NERTS.
- c. ADS is not to be claimed in PAYD units for in-barrack feeding.

0605. **ADS - Short Term Claims.** When ADS is required for activities for a period of 3 months or less, bids are to be forwarded to the appropriate FLC for approval.

0606. **ADS - Long Term Claims.** All bids for ADS for periods of longer than 3 months, including those submitted under 0603, are to be forwarded to DFS IPT via the chain of command. In certain circumstances individual units will be authorised to draw this supplement in perpetuity negating the need to re-apply annually for the supplement. In these cases the Higher Formation/TLB will assure DFS IPT annually that the unit's justification for claiming the supplement remains legitimate.

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 and training at 3000m and above or 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 0611) 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 to be used for the claim is shown at Annex A.

**0610. AS - Applications.** Applications for AS for adventurous training with CILOR are to be authorised by Unit CILOR Budget Holders. Requests for AS for military exercises (not on CILOR) are to be submitted to DFS IPT through the chain of command in advance of the exercise. AS will not be authorised when 24-hour ration ORP is in use. Applications for AS are to 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. 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. 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/cold drink may be issued. The proforma at Annex B must be completed for each claim. The Drinks Supplement, published by DFS IPT, 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 in accordance with para 0636.

**0612. Festive Day Supplement.** A supplement of 75% of the DMR may be claimed for personnel on the Record of Fed Strength on Christmas Day, including HM Ships and Submarines. 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 DMR and the Festive Day supplement provides for only food and non-alcoholic beverages at meal times.

**0613. 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.

**0614. 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 Chapter 5) for recovery of charges. An authorised nominal roll must be included with the claim.

0615. **Courts Martial and Boards of Inquiry – Beverages.** A Hot Drinks supplement 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.

0616 **Courts Martial– Duty Meals.** Those Members of the Court who are required to remain within the Courts Martial centre over the lunch time recess can receive a suitable working lunch organised by the Court Officials. Crown expense funding will be limited to the lunchtime Core Meal element only.

0617. **Divers' Drinks Supplement.** Divers may receive Hot Drinks Supplement for every four hours that they are engaged in diving, underwater swimming or diving training, up to a maximum of six drinks per 24 hour period. These extra issues are to provide refreshments, mainly beverages, on completion of diving.

0618. **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 6.1. The daily supplement is to be claimed for each diver. Claims are to be supported by a certificate (see Annex C), authorised by the Diving Officer, showing level of activity in accordance with Table 6.1.

Examples of provisions to be issued may be found at Annex D and E.

Table 6.1:

<b>Divers Meal Supplement Rate.</b>	<b>Cat A 12.5% DMR Light Diving</b>	<b>Cat B 25% DMR Moderate Diving</b>	<b>Cat C 50% DMR Heavy Diving</b>	<b>Cat C 50% DMR Diver Training</b>
<b>Estimated Energy Cost</b>	500 kcal <sup>-1</sup>	1000 kcal <sup>-1</sup>	1500 kcal <sup>-1</sup>	1500 kcal.day <sup>-1</sup>
<b>Description</b>	Diving Only Minimal Land Based Activity	Moderate Diving & Land Based Activity	Heavy Diving & Land Based Activity	Extended* Hours & Arduous Diver Training Activity
<b>Course Title</b>	TMCC		Selection Tests; D1;LD;PO(D);MCDO;RNR;RQF and all Army Diving Courses at Horsea Island.	

Note 1 – In addition to the kcal provided by the Core Menu.

0619. **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 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.

0620. **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 F 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, DFS IPT 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 that are continuously operating with a debit balance (a mess with a large credit balance including stock will not be granted HAS.

0621. **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, using Annex F, via the chain of command to DFS IPT. In certain circumstances individual units will be authorised to draw this supplement in perpetuity negating the need to re-apply annually for the supplement. In these cases the Higher Formation/TLB will assure DFS IPT annually that the unit's justification for claiming the supplement remains legitimate.

0622. **New Entry Recruits Training Supplement (NERTS).** (Formally HATS A)  
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. The Fourth Meal 2002 study carried out by Quinteq stated there is a requirement to provide a dietary supplement additional to the normal 3 meals per day. Personnel undergoing professional or trade training will not be entitled to NERTS.

0623. 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.

0624. 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.

0625. **Accounting for NERTS.** The Unit Caterer may claim the actual value of the invoices for NERTS products up to the value set by DFS IPT Bud Man. 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. They are to be submitted with Reconciliation statement/Monthly FOODMIS report to DFS IPT. 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 Catering Account for audit.

0626. The following training units are authorised by DFS IPT as entitled to NERTS.

- Britannia Royal Naval College
- HMS RALEIGH
- RMAS
- ITC (Catterick);
- ATC Bassingbourn;
- ATC Litchfield;
- ATC Pirbright
- ATC Winchester;
- AFC Harrogate;
- ATFC(A);
- RAF IOT Cranwell,
- RTS RAF Halton;
- RAF Regt Honington.

0627. NERTS will be set annually at the beginning of the financial year by DFS IPT Bud Man.

0628. NERTS does not affect entitlement to any other authorised supplements with the exception of Juniors Milk Supplement and/or ADS which are not to be claimed concurrently with NERTS.

0629. NERTS is not to be claimed when on exercise in the field for which the E(F)DMR will be applicable.

0630. **Special Forces and Mountain Rescue Supplement (SF&MRS)** (formally HATS B). This supplement is awarded to personnel and staff attending the Special Forces (SF) aptitude selection courses, Mountain Rescue personnel and for personnel attending initial training courses listed in sub para a. below. 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 4<sup>th</sup> meal. There is **no** requirement for an annual renewal application.

a. SF&MRS authorisation

1. CTC (RM) Lympstone, Cdo course and All Arms Cdo Cse
2. ITC Catterick - Para Regt Recruits and All Arms Pre Para Cse personnel
3. Mountain Rescue Teams.
4. Pathfinder Platoon Selection Cadres.

b. A supplement of 75% of the (EF) DMR is to be claimed for all personnel, including staff, attending Special Forces aptitude Selection Courses (Brunei and Cyprus), or who are under initial training.

0631. **SF&MRS –Applications.** Applications are to be submitted via the chain of command to DFS IPT for approval. Those Units with a substantial financial credit at the end of the financial year will not be authorised to claim an additional supplement.

0632. **Mountain Rescue Teams (MRT).** When on official training exercises, or SAR operations, Service Personnel employed on MRT are awarded the Daily Food Charge (DFC) and SF&MRS, the cost of which will be met by the DFS IPT managed Food Vote. Catering differentials are not to be applied. A nominal roll, authorised by I/C MRT, is to be retained with the Catering Account for audit to support the claim for each month shown at Annex G. Members of civilian SAR are not entitled to be fed at crown expense.

0633. The DFC and SF&MRS may be claimed in 24-hour periods, commencing from the time of departure from the unit supporting the MRT.

0634. **MRT - Civilian SAR Teams.** Members of civilian SAR teams may be provided with meals from Service sources when operating with the Services. Civilian Instructors of MRT Centres are entitled to Packed Meals at Crown Expense when conducting training outside the Unit. Civilians are to be charged the appropriate Casual Meal charges. The OC SAR/MRT is to recover these costs from individuals.

0635. **MRT - Rations for SAR Operations.** ORP rations 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 para 1210.a(1)) may be claimed with 10 Man ORP. ORP (10 man) for the whole team for 2 days are to be available for immediate loading on to the MRT vehicles.

0636. **Personnel on Duty Outside Normal Working Hours.** All personnel required to be on duty at night/outside normal working hours, including those living out, and therefore not on the Record of Fed Strength, may qualify for a supplement within the rules shown in Table 6.2:

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

Table 6.2

Type of Duty	Meal to be Provided	Supplement to be claimed	Remarks
a. 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. Personnel working a normal day who then perform an ACTIVE duty of 3-10 hours between 2000 and 0600. NB Includes ships in part or whole-ship defence watches.	A snack.	17% DMR	Both living in and living out personnel entitled
c. Night shift workers working more than 6 hours between 2000 and 0600	A drink.	2% DMR	Both living in and living out personnel entitled
	A light meal, equivalent to a third meal	<b>Living In Personnel</b> No claim as the meal is in lieu of lunch <b>Living Out Personnel</b> (May 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 H. The RAF is to continue to use F7030.

**0637. Officer and Aircrew Selection Boards.** For candidates at Officer and Aircrew Selection Boards, a supplement of 75% 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.

**0638. 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 Chapter 5. 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 quarterly DMR signal for refreshments actually provided. The certificate at Annex I 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.

**0639. Packed Meal Supplement (PMS) - (Not RFAs).** 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 the certificate at Annex J 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, the Packed Meal Rate published in the DMR Signal by COMRFA should be applied.*

**0640. 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 Chapter 7).
- e. When in receipt of any form of subsistence allowance.

**0641. 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 drink is costed on the PFM List Price for a 300ml bottle of soft drink, the value of the supplement is published quarterly by DFS IPT. 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 ZP1G21121. 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 para 0640. *For RFA, this element is included in the Packed Meal Supplement issued by COMRFA.*

**0642. Juniors Milk Supplement.** Persons under the age of eighteen may receive a free issue of 200ml of Flavoured Milk Drink per day at DFS IPT 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 0622 refers.

**0643. Accounting for Juniors Milk Supplement.** The Unit Caterer may claim the actual value of the invoices for Flavoured Milk Drinks 200ml issued, supported by a nominal roll of entitled personnel using Annex K. The expenditure records are to be submitted with Reconciliation statement/Monthly FOODMIS report to the higher formation HQ/DFS IPT. A record of Flavoured Milk Drinks issued is to be retained with the Catering Account for audit.

**0644. Afloat Supplements – Submarines.** Submarines may 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 submarine 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 DFS IPT.
- c. **Festive Day.** Refer to paras 0612 and 0613
- d. **Packed Meal Drink Supplement.** Refer to para 0641

**0645. Afloat Supplements - Surface Ships.** Surface Ships may claim the following supplements, except RFAs:

- 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 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. **CONSUPP 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 than Base Port, 6% of the DMR).
Submarines:	H	Harbour. (Other than Base Port, 12% of the DMR).
	S	Sea. (12% of the DMR plus Patrol Supplement).

- c. **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.
- d. **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.
- e. **Defence Watch Messing (DWM) Supplement.** This supplement may be claimed in accordance with para 0636 table 6.2b.
- f. **Festive Day.** Refer to paras 0612 and 0613
- g. **Packed Meal Drink Supplement.** Refer to para 0641

#### **RFA CLAIMS ONLY**

0646. **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 para 0636.

0647. **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 RFAs only).

#### **MISCELLANEOUS.**

Certain provisions are deemed to be Crown Issues and where appropriate are to be shown on the Messing Account as a contra entry.

0648. **Splice the Main Brace.** The order "Splice the Main Brace" 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 500 cl 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 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.
- c. Governor Generals when acting as viceroy to Her Majesty the Queen.

0649. **Splice the Main Brace - Supplies.** Supplies of spirit and beer may to be obtained from Unit shops/messes or local sources.

0650. **Splice the Main Brace - 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 as authorised by signal.
- d. Quantities issued.

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

0651. **Operational Ration Pack Supplement.** Refer to Chapter 12.

0652. **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.

0653. **Survival Training Allowance.** Live animals (e.g. chickens, rabbit and fish) may be purchased from private traders when required for survival training courses, to demonstrate killing, plucking/skinning and cooking. The food costs are to be debited to DFS IPT Food Vote; RA Code PAA 002, Local Project Code ZYP1G21121.

0654. **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. The certificate shown at Annex A is to be used to support the claim and retained for audit.

0655. **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.

0656. **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 as a crown issue, 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.

0657. **Machinery Space Fire Exercises (RN Only) – Colouring - Green.** To prove foam has been made and to prevent its discharge into machinery spaces, green colouring may be added to foam canisters. One 250ml is sufficient for a 6 week BOST and is to be actioned as a crown issue.

0658. **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.

0659. **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 FLEET.
- 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. Costs to provide bottled water are not included within CILOR rates published by DFS IPT.

0660. When more convenient to do so, units may purchase bottled water and ice from the MoD PFM Contractor. 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).

0661. **Cookery Training Allowance (CTA).** CTA is for the purchase of un-cooked foods used in the training and development Single-Service bids for Cookery Training Allowance from the Heads of relevant training organisation are submitted annually to DFS IPT for approval. Each training organisation is to submit End of Financial Year statements to DFS IPT Bud Man, via the chain of command, supported by expenditure reports. All other bids for such funds should be submitted through the relevant chain of command, to single-service CTA budget holders.

0662 – 0699. Reserved.

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## 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>					
<p style="text-align: center;"><b>Explanation and Financial Breakdown.</b></p>					
<b>Total Claimed</b>				£ :      p	

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

(INTENTIONALLY BLANK)

## ANNEX B - DRINKS 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>No of Personnel</b>		<b>Location</b>			
<b>Activity</b>					
<b>Duration (In Hours)</b>		<b>From</b>		<b>To</b>	
<b>Total Drinks Issued</b>		<b>Rate</b>		<b>Total Claimed</b>	

**NB: Maximum 6 drinks may be issued in any 24 hour period**

<b>This Claim is Certified Correct</b>		
<b>Signature of Commanding or Delegated Officer</b>	<b>Name</b>	<b>Rank</b>
<b>Signature of Issuing Officer</b>	<b>Name</b>	<b>Rank</b>

(INTENTIONALLY BLANK)



## ANNEX C - DIVERS CERTIFICATE

Unit		UIN		Month	
Date		JSP 456 Ref	0617/0618	Serial No	
Total Number of Service Personnel claimed					
Rate of Diving Activity A, B or C					
Total Amount Claimed					

### Nominal List of Personnel

[illegible]

This Claim is Certified Correct		
Signature of Diving Officer	Name	Rank
Signature of Approving Officer	Name	Rank

(INTENTIONALLY BLANK)

## Annex D: Guidance for Light Evening Meal

### Items to be Purchased with the Divers' Supplement

Food Item	Serving (g)	Energy (kcal)	Carbohydrate (g)
<b>Main Component</b>			
Thick soups (tinned)	210	120	10
Sandwich (1round)	180	300-500	40-55
Baked beans on toast (2 sl)	210 (beans)	324	64
Quick cook noodles (e.g. egg noodles/Supanoodles)	230	143	30
Served with: pesto	30 (sauce)	240 (total)	32 (total)
tomato-based sauce	90 (sauce)	180 (total)	36 (total)
tinned tuna (in brine)	45 (tuna)	185 (total)	30 (total)
Breakfast Cereals (Examples):			
Porridge	160	133	18
Weetabix with milk (100ml)	40 (2 bix)	203	21
Shredded Wheat with milk (100ml)	45 (2 bix)	213	36
Sugar	20 (1 tbs)	79	20
Meal replacement drinks (Examples):			
Complan (mixed with water)	200	192	27
Complan (mixed with whole milk)	200	290	34
Build Up (mixed with water)	200	260	26
Build Up (mixed with milk)	200	262	33
Rice pudding	200	178	28
Puddings (Examples):			
Apple crumble	170	373	61
Custard	120	140	20
Steamed sponge (tinned) and custard	150	398	68
<b>Additional Items</b>			
Hot cross buns	60	164	28
Fresh fruit (e.g. orange)	160	59	14
Fresh fruit (e.g. apple)	100	45	13
Fresh fruit (e.g. Banana)	100	95	23
Cereal Bar (e.g. Fruesli)	30	122	19
Yoghurt (fruit)	125	133	21

## Annex E: Suggested Snack Items to be Purchased with the Divers' Supplement

Food Item	Serving (g)	Energy (kcal)	Carbohydrate (g)
<b>Shelf-life over 1 month</b>			
Malt loaf	70 (¼ loaf)	224	46
Muesli / cereal bars e.g. Nutri-Grain	37	131	25
Jaffa cakes (12/pkt)	12 (1 bix)	45	9
Garibaldi biscuits (pkt = 300 g, strip = 70 g)	10	40	7
Fig rolls (10/pkt)	19	70	12
Dried fruit (e.g. sultanas)	30 (1 tbs)	82	20
Breakfast cereals with milk (100 ml)	40	200	28
Flapjacks	50	247	31
Fruit pastels / jelly babies / boiled sweets	7 (each)	23	6
Tins / pots of rice pudding, custard, yoghurt (longlife)	150	140	24
Meal replacement drinks (e.g. Complan, + milk)	200	280	33
<b>Perishables</b>			
Teacakes / Hot cross buns	60	164	28
Bagels	85	226	44
Bananas	100	95	23
Bread and jam (2 sl)	100	246	54

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

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

## ACTUAL ATTENDEES AT EACH MEAL

## DUTY & DAY VISITOR CASUAL MEALS NOT ON FED STRENGTH

Fed Strength	Date	ORP	Break -fast	Lunch	Dinner	Packed Meals	Break -fast	Lunch	Dinner
	1								
	2								
	3								
	4								
	5								
	6								
	7								
	8								
	9								
	10								
	11								
	12								
	13								
	14								
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	18								
	19								
	20								
	21								
	22								
	23								
	24								
	25								
	26								
	27								
	28								
	29								
	30								
	31								

<b>Totals</b>									
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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 u)

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.....

(INTENTIONALLY BLANK)

## ANNEX G - MOUNTAIN RESCUE TEAM

### 1. Activity Detail

Unit	UIN:				
Address					
Title of Ex/ Activity					
Location					
Status Regular/Reserve/Cadet	Authority for Ex/Activity		Op/Mil Trg/Adv Trg/Other		
<b>ADVANCE PARTY</b>	<b>MAIN PARTY</b>		<b>REAR PARTY</b>		
Party Strength		Party Strength		Party Strength	
Date of Arrival		Date of Arrival		Date of Arrival	
Date of Departure		Date of Departure		Date of Departure	
Total Man Days		Total Man Days		Total Man Days	
No of Days NET DFC		No of Days NET DFC		No of Days NET DFC	
<b>Individual Meals</b>		<b>Individual Meals</b>		<b>Individual Meals</b>	
Breakfast		Breakfast		Breakfast	
Third Meal		Third Meal		Third Meal	
Main Meal		Main Meal		Main Meal	
Supper		Supper		Supper	

Signature of OIC Ex/Activity

Name		Rank		Signature		Date	
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Total no of Days NET DFC	DFC NET Rate  £      p	Total Authorised £      p	DFC Rate Local Currency	Total Local Currency Authorised
Name		Rank		Signature

Signature of Issuing Officer

Name		Rank		Signature		Date	
------	--	------	--	-----------	--	------	--

Total Costs of Provisions issued:

(INTENTIONALLY BLANK)



## ANNEX H – DEMAND FOR NIGHT DUTY MEALS

This demand is to be submitted in advance. Exceptionally, it can be submitted weekly or monthly in retrospect supported by a certified copy of the shift roster duly amended where shift changes or absences have occurred. A summary of the roster is to be entered below. The categories of night duty meals for which personnel can qualify are:

Cat A - Personnel working a normal day who then perform an active all night duty of a minimum duration of 10 hours between the period 1700 and 0700 hours. A packed meal in lieu of a meal in the mess may be authorised.

Cat B - Personnel working a normal day who then perform an active duty of 3 – 10 hours between 2000 and 0600 hours.

Cat C - Night shift workers working more than 6 hours between 2000 and 0600 hours.

### Part 1 – Night Duty Meal Requirements

(for completion by Flt or Section Commander)

From (Section)		Date(s) Meals Required		Contact Telephone Extension					
Rank	Name	Times		Insert NDM Cat	Rank	Name	Times		Insert NDM Cat
		From	To				From	To	

If Category A is claimed, are packed night duty meals required? (please tick) Yes ☐ No ☐

Certificate – The personnel listed above/on the attached roster are working the period(s) stated and that no other entitlement in cash or kind has been, or will be claimed in respect of this duty

Date \_\_\_\_\_ Signature \_\_\_\_\_ NAME \_\_\_\_\_ Rank \_\_\_\_\_  
(to be signed by OIC or WO)

### Part 2 – Accounting for Night Duty Meals

(For completion by Catering Office Staff)

Details of Claim		Action on Account	
No. of NDM Category A Claimed at 35%		Voucher No.	
No. of PM Supplements Claimed at 20%		Adjust No.	
No. of PM Drinks Supplements Claimed		Input by: (signature)	
No. of NDM Category C Claimed at 2%			
No. of NDM Category B Claimed at 17%		Date	

(INTENTIONALLY BLANK)

## ANNEX I - DAY DUTY REGISTER (PAGE)

## 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.

Unit		Mess		Serial No	
------	--	------	--	-----------	--

[illegible]

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

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

(INTENTIONALLY BLANK)

## ANNEX J - REQUEST FOR PACKED MEALS

Notes:

1. This demand is to be submitted in advance. It is for living-in personnel taking a packed meal in substitution for a normal meal(s) and/or when living-out personnel take a meal in lieu of subsistence allowance. This form is also to be used for mountain rescue teams and personnel on expedition training for each meal issued in the form of canned rations.
2. If this request is for personnel who are unable to get to their mess due to work commitments, the reason must be stated alongside the nature of the duty. This form is not to be completed by those living-in personnel who would by choice prefer a packed meal to eating in the mess.

## Part 1 – Packed Meal Requirements

[illegible]

No claim for day duty meals or subsistence allowance will be permitted concurrently with this demand.

Date \_\_\_\_\_ Signature \_\_\_\_\_ NAME \_\_\_\_\_ Rank \_\_\_\_\_  
(to be signed by SNCO or above)

## Part 2 – Accounting for Packed Meals

(For completion by Catering Office Staff)

Details of Claim		Action on Spreadsheet	
No. of PM Supplements Claimed at 20%		Voucher No.	
No. of PM LO Supplements at 35%		Adjust No.	
No. of PM LO Supplements at 50%		Input by (signature)	
No. of PM Drinks Supplements Claimed*		Date	

\*Cannot be claimed where a collective Service supplied drink is provided.

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## ANNEX K – JUNIORS MILK CERTIFICATE

Unit		UIN		Month	
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Date		JSP 456 Ref	0642/0643	Serial No	
Total Number of Service Personnel claimed under the age of eighteen.					
DFS IPT Rate					
Total Amount Claimed					

### Nominal List of Personnel

[illegible]

This Claim is Certified Correct		
<b>Signature of Authorising Officer</b>	<b>Name</b>	<b>Rank</b>
<b>Signature of Issuing Officer</b>	<b>Name</b>	<b>Rank</b>

(INTENTIONALLY BLANK)