

CHAPTER 5 – MESSING AND ACCOMMODATION

0501. **Applicability.** These regulations are applicable for non-CRL/PAYD units and apply to all regular, reserve and International personnel on exchange duties when serving with UK Armed Forces. For CRL/PAYD units refer to JSP 456 Volume 4.

0502. **Daily Food Charge (DFC)** The Armed Forces Pay Review Body (AFPRB) sets the Daily Food Charge annually. Service personnel living in a non-PAYD Service mess have charges for food and accommodation deducted at source, the policy for which is set by SP Pol with single Service personnel staff.

ENTITLED

0503. **Personnel Entitled Free Feeders (to be Fed at DFS IPT Food Vote Expense.)** Listed below are the categories of personnel eligible to be fed at Food Vote expense. This list is not exhaustive and when situations arise where there may be a claim against the food vote the justification is to be forwarded through the chain of command to DFS IPT.

a. **Service Personnel forming part of a Watch/Barrack Guard.**

1. Service personnel who are required to carry out a duty watch between 24 and 48 hours.
2. Service personnel who are required to carry out additional duties¹ where they are not allowed to leave the unit.
3. Service personnel on either guard duties or SAR/QRA duties who are provided with meals by other than normal messing arrangements.
4. For Service personnel and shift workers taking a night duty meal, refer to the Night Duty Supplement (see para 0636).
5. Royal Guard Ballatar.

b. **Service Personnel remaining at their Place of Duty.** Service personnel ordered without prior notice to remain at their place of duty for at least 3 hours in excess of the normal working day, as laid down for their specific role in the unit, are to be provided with the appropriate core meal during the period they are retained.

0504. **Groups of Personnel entitled as Free Feeders.** This is when the food costs are met by the DFS IPT managed Food Vote. The Caterer/Contractor is to keep an auditable record of all meals taken. Nominal rolls, authorised by the Unit's Administration Officer, of personnel provided with meals are to be retained with the monthly catering account for audit. The claim is to include the JSP 456 reference.

a. **Service Personnel Involved on a Unit Exercise.**

1. **Authorised Exercises** are predominantly conducted 'Out of Barracks' when leave is stopped, liberty is restricted and Service personnel are unable to return home to take a meal. Therefore, Service personnel deployed on exercise, who meet in full the above criteria, will be deemed free feeders for each 24hr period.
2. Free feeding is also admissible for Service personnel involved in Operational Sea Training (OST), Base Logistic Inspections on Ships (BLIs), Clearance Diver

¹ Additional duties constitutes a period of duty outside published working hours and includes weekday nights, weekends and public holidays.

Acquaint (CDA), Ranges Days (when personnel are unable to return to barracks over a meal period), Duty Personnel when on transit to Royal Guardrooms..

3. **In Barrack Free Feeding.** Exceptionally, there may be occasions when Service personnel are called/recalled into unit lines unannounced to take part in an exercise in their parent unit i.e. full Station/Establishment/Base Recall exercise. In these circumstances, Service personnel will be deemed Free Feeders for the meal/meals taken during the duration of the exercise.

- b. **Compulsory Drugs Testing (CDT).** Team officials and those unit personnel co-opted to assist the team may be fed at crown expense over the meal period when they are confined to barracks, but does not include personnel nominated to be tested when alternative feeding arrangements should be made.
- c. **Service Personnel Held Under PACE.** Service personnel are to be provided with all meals during the period they are detained, including away from their parent unit.
- d. **NAAFI Canteen Service (NCS).** NCS personnel when accommodated onboard HM Ships when the Ship is actually at sea for periods of 24 hours or more, alongside other than in Base port and whilst alongside during periods of Operational Sea Training. Whilst the ship is alongside in Base port then NCS staff are to pay the appropriate entitled casual/core meal charge for actual meals taken. VAT is to be applied whilst alongside in UK.
- e. **Duty passengers.** Personnel including families under the control of the Duty Air Movements Officer (DAMO) prior to embarkation. Gurkha personnel and their families on unit moves during embarkation/disembarkation.
- f. **Hospital Patients NOK.** Refer to Chapter 8.
- g. **International Air Cadet Exchange Association (IACE)** Cadets and escorts where a Memo of Understanding (MOU) exists.
- h. **Field Conditions (Food)** are very specific and tightly controlled by the Treasury and may only be officially declared by the Commanding Officer in accordance with JSP 752/754. This mainly covers those on designated operational deployments, on MACA or in the field.
 - (1) DFS IPT Food Vote will only fund Service personnel under Field Conditions, when the range of food listed in the ration scale cannot be provisioned, or the range of dishes that can be provided is limited as a result of limited storage or cooking facilities. FC(F) may also be declared where proper dining facilities are not provided, i.e. in the field and when the food has, for example, to be eaten out of mess tins/disposables.
 - (2). Any Unit believing it has a requirement to declare FC(F) and does not meet this criteria in JSP 754 Chapter 9, of which the costs are expected to be funded by DFS IPT Food Vote are to provide full justification to DFS IPT via the appropriate FLC for approval. This does not include transitional arrangements to CRL/PAYD as this cost would form part of the transition plan.
- i. **MOD Civil Servants and Expeditionary Forces Institute Royal Logistic Corps (Volunteer) EFIRLC(V).** These personnel when on duty with British Forces are fed under field conditions whilst on operations or exercises.

NON-ENTITLED

0505. **Personnel/events not entitled to be Fed free by DFS IPT Vote expense.** DFS IPT Food Vote will not fund the following categories of personnel:

- a. Transitional arrangements to CRL/PAYD.
- b. Unit and charity events such as Open days, Fayres etc.
- c. Military Aid to Civil Authorities. Service Personnel on named operations i.e. Op Fresco or feeding evacuees that are sponsored by Other Government Departments (OGD) messing charges are to be billed against the relevant Operation Budget UIN.
- d. When members of the civil emergency services are fed by Service units i.e. operational duty or training exercise. Charges are to be raised against the HQ authority/sponsor and not against individuals.
- e. Parents of personnel attending graduation ceremonies/passing out parades.
- f. School children, teachers and supervising staff attending Duke of York Royal Military School and Queen Victoria School; Chapter 13 refers.
- g. Reserve personnel attending training activities in excess of 2 hours, for which the volunteer is awarded either a flat rate of training expenses or Missed Meal allowance.
- h. Service sports supervising bodies and personnel competing in unit, command and Service sport.
- i. Members of Service or Volunteer Bands.

CASUAL MEALS

0506. **General.** Personnel not entitled to be fed free at Crown expense are required to pay either entitled or non-entitled casual meal rates, for which normal VAT rules apply. Entitled casual meal rates equate to that of the DFC at CRL units. All Cash receipts are paid into the following vote: RAC code: RLB 013 Local Project Code ZZP 1GZ 2133.

0507. **Casual Meals – Messes/Wardrooms.** In Officers' Messes/Wardroom and some WO/SNCOs' Messes there may be alternative feeding systems in place, these include Extra Messing Income/Charge (EMI/EMC) and bar meals. Where alternative systems are in place, care should be taken to ensure any additional payment above the DFC does not exceed 33% of the DFC. Units are not permitted to make any financial gain from the re-sale of PFM supplied core items. Personnel are required to settle any bill before departure from the host unit.

0508. **MOD Civil Servants and Service Personnel.** The daily messing charges may not be abated to take account of absences from individual meals. However, for periods of absence away from the site 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 EMI/EMC.

0509. Personnel entitled to Purchase Meals at Entitled Casual Meal Rate^{2 3}

- a. UK Service and Auxiliary Reserve Personnel.
- b. Military Provost Guard Service (MPGS).
- c. MoD Civil Servants, Retired Officers (RO), Military Support Function (MSF) and LOCUM Doctors appointments on Short Term Detached Duty.
- d. MSF personnel who carry out the duty of Staff Duty Officer (SDO)
- e. MoD recognised recruitment agencies.
- f. Cadet instructors of recognised cadet organisations including RAF Volunteer Reserve (Training) Officers and civilian instructors who are in receipt of pay.
- g. Recognised recruitment youth organisations; RN Recognised Sea Scouts; Air Scouts; Air Venture Corp; Air Cadets and Air Interested Rangers and Guides.
- h. Reserve personnel who are in receipt of full-time pay or over eight hours day rate; Reserve personnel attending training activities in excess of 2 hours, for which the volunteer is awarded either a flat rate of training expenses or missed meal allowance.
- i. Service personnel in receipt of Food Incidental Allowance (FIA).
- j. Wef 1 Apr 08, Service personnel, who permanently reside in the mess, when on leave who remain at their parent unit and the Food Charge is switched off, are permitted to pay the entitled cash casual meal rate for meals taken.
- k. Service Personnel who live out at their parent unit who elect to dine in their respective mess.
- l. RFA personnel on official duty (e.g. training or professional courses etc.) but not in receipt of RFA Subsistence.
- m. Families attending passing out parades or parents' days at training units.
- n. Contract Laundry Staff, regardless of accommodation state, whilst employed on board RN Ships for actual meals consumed.
- o. International personnel on exchange duties with British forces who are treated as Service personnel, or who are subject to reciprocal training agreements.
- p. Canadian Defence Force personnel not holding NATO appointments and training or participating in exercises in the UK.
- q. Service personnel and Civil Servants employed on Defence Estates Deer Management duties.
- r. There may be personnel in circumstances not already described and guidance should be sought from FLCs in the first instance.

² If visitors stay for more than 24 hrs, they are to be brought onto the Record of Fed Strength. The parent unit is to ensure that personnel visiting other units do not remain on the parent Record of Fed Strength for the period concerned.

³ Extra Messing where appropriate, is to be paid by individuals to the mess.

Recruitment Visits.

0510. MoD sponsored recruiting directorates agencies, (DNR, RG, ARDT, DofR&S etc), that provide advanced notification of a recruitment visit, i.e Potential Officer Candidates (POCs), Pre-entry Diver Acquaint; Potential Recruits (PRs), "Look at Life school visits," are to be charged the entitled casual meal rate, provided that the visit is to promote recruitment within the Armed Forces. Monies recovered by the Unit Caterer are to be paid into RLB 013 - Local Project Code 1GZ 2133, UIN D4817E, except when CILOR has been awarded where by monies recovered are paid into the respective CILOR budget. Unless advance notification of recruiting agency sponsorship is provided, the individual is to pay for their food at appropriate, current non-entitled rates. Receipt of payment is to be retained in support of the monthly catering account.

0511. **Meal requests.** Sponsoring organisations of visiting personnel are to confirm the number of meals required to the Unit caterer no later than 24 hours prior to arrival. Those organisations who fail to provide accurate numbers and the prepared food cannot be utilised will be liable for wastage/food costs for up to the first 24 hours. The total bill including VAT, is to be recovered by the Unit Caterer from the sponsoring department and is to be paid into RLB 013 - Local Project Code 1GZ 2133, UIN D4817E.

0512. **Reserve Forces Recruitment Visits.** Reserve Forces sponsoring department are to be charged the entitled casual meal rate provided that the visit is to promote recruitment within the Armed Forces. Monies recovered by the Unit Caterer are to be paid into RLB 013 – Local Project Code 1GZ 2133, UIN D4817E, except when CILOR has been approved where by the monies recovered are paid into the respective CILOR budget. Unless advance notification by reserve agency is provided, the individual is to pay for their food at the non-entitled tariff. Receipt of payment is to be retained in support of the monthly catering account.

0513. **Reserve Forces.** Refer to Chapter 15.

0514. **Cadet Organisations.** Refer to Chapter 14.

ACCOUNTING

0515. **Accounting Instructions for Casual Meals.** Host units are to credit their catering accounts with the appropriate percentage of DMR for casual meals actually provided as shown at table 5.1. Host units are to notify parent units of casual meals supplied, using transfer vouchers. If 24 hours or more notice has been given to the parent unit of the personnel taking casual meals, the parent unit is to debit its own catering account with the appropriate percentage of the DMR as shown at table 5.1. Meals that are supplied with less than 24 hours notice need not be debited against the parent unit's catering account. In these circumstances, relevant transfer vouchers are to be annotated Not Notified In Advance (NNIA). If the casual meals supplied are on a regular basis and the DFC has not been switched off, the transfer vouchers may be raised and forwarded on a weekly basis to avoid duplicate claims of DMR. All claims for casual meals are to be supported with appropriate documentation using Annex A to this chapter.

0516. **Messing Account Income.** Host Unit messing accounts are to be credited with the appropriate percentage of the DMR for each actual casual meal taken. Percentages to be claimed for each meal are shown at table 5.1.

Table 5.1

Meal	Percentage of DMR for Entitled Personnel
Breakfast	15
Main Meal	50
Third Meal	35

NON ENTITLED CASUAL MEAL CHARGE.

0517. Non-entitled personnel are to be charged the appropriate Non Entitled Casual Meal Charge for meals actually taken on a casual basis. A non-entitled individual who occupies single living accommodation for more than one night does not qualify as a casual visitor and therefore the daily non-entitled messing and accommodation charges apply regardless of the number of meals taken.

0518. Non-Entitled Personnel.

- a. MoD Civil Servants (except on detachment).
- b. Civil Servants from other Government Departments.
- c. Retired Officers (RO) and Military Support Function (MSF) appointments.
- d. MoD Police and MoD Guard Service.
- e. Contractors.
- f. Non-recruitment Youth organisations, such as Scouts, Girl Guides, Rangers, Boys Brigade etc.
- g. Emergency services personnel.
- h. International Military Personnel (subject to MOU arrangements), students and civilians.
- i. Non-Entitled Personnel on Board Ship.
- j. Service and RFA personnel when on leave and fed at another mess away from their normal mess for private purposes. i.e weddings, christenings etc.
- k. MoD Civil Servants (including Teachers) serving on COLA terms.
- l. Guests of Service Personnel.
- m. Non-entitled personnel fed under field conditions should be charged for any meals taken or the cost of ration packs recovered as appropriate.
- n. RFA personnel in receipt of RFA Subsistence.
- o. When directed by Other Government Departments to provide assistance to Displaced Persons.

0519. The non-entitled daily messing charge includes an extra messing charge/extra messing income (EMC/EMI) and therefore individuals are not to be charged EMC/EMI. The unit caterer may claim DMR for those personnel paying Non-Entitled Meal Charges.

Table 5.2

Meal	Percentage of DMR for Non-Entitled Personnel
Breakfast	35
Main Meal	50
Third Meal	50

To avoid duplicated claims on the messing account. When NET rates for messing and accommodation has been applied and the individual(s) visit another unit for duty reasons, the host unit is to credit the catering account with the relevant meal % of DMR plus EMC/EMI element. The parent unit is to be notified and is to abate the DMR relevant for meals provided and EMC/EMI element.

0520. Indulgence and non-entitled passengers on military flights are to be charged repayment rate for meals supplied prior and during the flight. The Defence Supply Chain Operations & Movement (DSCOM) are to reimburse the DFS IPT food vote.

0521. **Non - Entitled Rates and Recovery.** These rates are set annually by Fin Pol Repayment and published by DIN. Requests for all waivers of, or reductions in, non-entitled charges must be addressed to Finance Policy (Repayment) 3b, who will inform DFS IPT PCIS. Recovered Non - Entitled Cash Casual meal receipts are to be paid into RAC Code: RLB 013 Local Project Code ZP 1GZ 2133

MISCELLANEOUS

0522. Personnel belonging to the SSAFA, WRVS, and the Services Hospital Welfare Department whose charges are set in accordance with the agreements negotiated with these organisations by Service Personnel Policy (SP Pol).

0523. All personnel for which a memorandum of understanding (MOU) provides instruction to charge at different rates. It is the responsibility of the sponsor of the MOU to communicate what that rate is and who it applies to.

0524. NATO personnel in Service accommodation in Germany who pay at a special rate promulgated by HQ UKSC(G).

0525. Expeditionary Forces Institute Royal Logistic Corp (Volunteer), EFIRLC(V) personnel when living in barracks and not being fed under field conditions.

0526. Personnel belonging to constituent organisations of the Council of Voluntary Welfare Work; who pay at discretionary rates.

0527. Separate charges apply at JSCSC.

0528. **Distinguished Visitors.** Distinguished visitors are classed as Royalty, Heads of State, Ministers of High Office of the UK and Foreign Governments (e.g. Ministers of State for the Armed Forces). Members of the official party, and personnel required to dine at the same table where special catering arrangements have been made, are entitled to be fed in the same manner as the distinguished visitors. The following should also be noted:

a. Where a private visit has been arranged by a unit (e.g. because a member of the Royal Family has a direct link to the unit, such as being its Colonel-in-Chief), then the actual cost of the food provided should be met by the unit's own budget, usually the entertainments budget, and not the unit's catering account.

b. Where a unit has been instructed by a higher authority to host a visit by a distinguished visitor, the actual cost of the food provided should be met by that higher authority who are to advise which budget is to meet the costs.

0529. **Officers of 1-Star Rank and Above.** When Senior Officers (including Foreign Military Attachés/Commonwealth Military Advisors), visit Service units on duty and they are fed by other than normal messing arrangements (e.g. top table lunch), costs are to be met by the hosts, or those arranging/sponsoring the visit. Where applicable, duty casual meal elements for meals provided may be claimed.

ACCOMMODATION CHARGES (Refer to JSP 754 Tri-Service Regulations for Pay and Charges)

0530. The accommodation charges for entitled personnel are set annually by the AFPRB/Fin Pol Rep and are to be paid into RAC Code: RLB 013. Requests for all abatements to, waivers of, non-entitled charges for Service Families Accommodation and Messing, Single Living Accommodation or Casual Meal charges must be addressed for initial scrutiny to the Unit/Divisional Budget Manager of the originating request. If they are content with the proposal, it must be sent via the chain of command to the Top Level Budget Holder (TLB) Focal Point who will, subject to their delegated financial authority, grant approval directly or forward a TLB-endorsed application to Finance Policy (Repayment).

0531. MOD Civilians (including Teachers) serving on COLA terms, who reside in a Service Mess whilst overseas are exempt any accommodation charges

0532. Entitled Accommodation Charges:

- a. Entitled personnel are UK Service, auxiliary and reserve personnel,
- b. Military Provost Guard Service (MPGS),
- c. MoD recognised recruitment agencies
- d. Recognised recruitment cadet organisations instructors in receipt of pay
- e. International personnel on exchange duties with British Forces are treated as Service personnel, or who are subject to reciprocal training agreements.
- f. Canadian Defence Force personnel not holding NATO appointments and training or participating in exercises in the UK;
- g. MoD Civil Servants while waiting to occupy 'key staff' accommodation;
- h. MoD Civil Servants while on Short Term Detached Duty (STDD). This includes STDD personnel on MoD organised residential courses.
- i. MoD Civil Servants while seeking permanent accommodation following a Permanent and in the Public Interest (PPI) move or Long Term Detached Duty (LTDD), (unless in receipt of accommodation allowance).
- j. RFA personnel on official duty (e.g training or professional courses etc.) but not in receipt of RFA subsistence.

0533. **Youth Organisations.** Recognised youth organisations pay entitled rates for casual meals and if accommodated then they are to be brought onto the Record of Fed Strength but not charged for accommodation. These organisations include Sea Scouts, Air Scouts, Girls Venture Corp, Air Cadets and Air-Interested Ranger Guides. All other youth organisations, including Scouts, Guides, Rangers and Boys Brigade, are unrecognised and are to be charged non-entitled rates for food. If accommodated then they are to be brought onto the Record of Fed Strength and charged non-entitled rates for accommodation, however, if the accommodation is temporary then no charge for accommodation is to be made.

0534. **Intermediate Rate.** There is a third category which affects MoD Civil Servants in certain very specific occasions. This includes staff on Long Term Detached Duty, whilst in receipt of Accommodation Allowance. The rate is promulgated in DINs by CP PA.

- a. MoD Civil Servants posted on LTDD but in receipt of Accommodation Allowance should pay the intermediate rates, which are published annually by CM(PAS)5.

- b. RFA personnel on Long Term Detached Duty who are accommodated in a Service mess are to be charged the Intermediate Messing and Accommodation Rates, as promulgated in DINs by DGCP HR Ops.

0535. **Non-Entitled Accommodation.** The type of accommodation occupied determines the single accommodation charge payable, not the rank of the occupier. The only exceptions are midshipmen and officer cadets who will continue to pay at the level appropriate to their rank. Where single quarters are shared, the full accommodation charge applies to each occupant paying at the non-entitled rate.

0536. The non-entitled accommodation charge continues to apply for each night that a room is retained unoccupied and unavailable for anyone else to occupy. No messing charge applies during this period, provided that at least 24 hrs notice is given and no meals are taken.

0537. **Non-Entitled Personnel (Accommodated).** Non-Entitled personnel accommodated for more than one night are to be charged the full Non-Entitled rates for messing and accommodation. (Rates published by Fin Pol). Consequently, in accordance with current catering regulations, where EMC/EMI charges are levied the caterer may claim 100% DMR plus the EMC/EMI element. In all other cases extra messing should be recovered locally, including those instances where personnel who would normally pay at the non-entitled rate are charged entitled rates by virtue of some concession. Where applicable, MS and PE charges are to be recovered from the individual by the Mess.

0538. The following categories are to pay non-entitled Messing and Accommodation. These rates are set annually by Fin Pol Repayment and published by DIN.

- a. MoD civil servants, including ROs & MSF. (except on detachment).
- b. Civil servants from Other Government Departments (OGD).
- c. MoD Police and MoD Guard Service.
- d. Unrecognised cadet organisations.
- e. Emergency services personnel and civilians.
- f. UK Service personnel when on leave and fed/accommodated at another mess away from their normal mess for private purposes.
- g. UK Service personnel living out who for private reasons wish to occupy accommodation overnight in their normal Mess.
- h. Reserves when not on duty.
- i. Staff from other government departments and non-exchequer organisations such as local authorities or the emergency services, when on normal visits or attending meetings etc.
- j. Personnel employed by SSVC and NAAFI (except as detailed in the extant MOD/NAAFI Service Level Agreements).
- k. Contractors' personnel.
- l. Income Generation packages.
- m. Any non-MOD personnel visiting a Mess.

- n. International personnel (both military and civilian) who are visiting the UK, whether or not on duty, including those who are training at or attached to Service Land Units.
- o. UK Service and civilian personnel on loan to Trading Funds on detached duty.
- p. International students/personnel, the only exceptions are specified in 0537.
- q. RFA personnel in receipt of RFA Subsistence or occupying service accommodation for private reasons.

0539. **Non-Entitled Personnel on Board Ship.** No daily charge is to be made for accommodation on board ship when the ship is at sea or away from its base port. When the ship is berthed at its base port in the UK, normal Shoreside Service accommodation is to be used.

0540 – 0599 Reserved

ANNEX A – CASUAL MEAL RECOVERY FORM

Mess: _____

Date: _____

Meal	
1	Breakfast
2	Lunch
3	Dinner

[illegible]

Totals			
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Daily Casual Meal Prices	
Breakfast	
Lunch	
Dinner	

Casual meals will be provided only in exchange for FCAT 11 casual meal tickets sold by authorised nominees. The following accounting procedure is to be applied:

- a. The tickets are in 2 parts and the authority is to arrange for the larger part of the ticket to be collected at the servery when the meal is taken. The other part of the ticket will be retained by the individual taking the meal as evidence that he has made the payment. Personnel detailed to collect tickets are to scrutinise them to ensure that they are valid for the date and meal for which they are tendered and then place them in a lockable box which is to be passed to authority daily. A manuscript daily record of surrendered tickets is to be maintained in the catering office.
- b. The number of tickets sold will be recorded by Senior Caterer. At the end of each calendar month, the original will be passed to LO/OC Cat Sqn/Flt/CCSO who will complete the forms and retain them as support for the messing account.
- c. The claim to entitlement in the messing account in respect of casual meals is laid down in policy.
- d. The LO/OC Cat Sqn/Flt/CCSO is to retain all surrendered tickets for 2 months after the messing period to which they refer. After this time, the tickets are to be destroyed, unless an un-cleared audit observation is still outstanding.
- e. The authority is to regularly ensure that all diners have been charged the correct tariff. A check is to be made to confirm diners are either living-in, or entitled to be fed at Crown expense or have a valid casual meal ticket.

ANNEX B - Meals Served to Living-out Personnel On Duty Over 3 hrs Outside Their Normal Working Hours

Unit	Mess	Serial No.
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(Note – a midday meal cannot be claimed Monday to Friday)

[illegible]

Total Number of Claims				For Catering Office Use Only Only (Actioned on Account)	
Percentage of DMR	%	%	%		Voucher No.
DMR Claimed (Manual Accounting Only)					Adjust No
					Input by
					Date

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