

## CHAPTER 5 - CROWN ACCOUNT SUPPLEMENTS

0501. **Introduction.** Unless specifically stated otherwise and where entitlement exists, certain supplements are applicable to all Service Personnel and the Industry Partner (IP) is 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 (DFV). Retrospective claims are to be made by the IP 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 DE&S Commissioning and Managing Organisation (Finance) have visibility of how Crown monies are being spent and to enable proper auditing to take place, a spread sheet format has been developed to account for this expenditure (see Chapter 2 Annex A and B).

0503. **Drinks Supplement.** During exceptionally adverse weather conditions and out-of-barracks military training days i.e. ranges, in excess of 4 hours, the Head of Establishment (HoE) may authorise the issue of hot/cold drinks, to a maximum of 6 drinks per person in any 24 hour period i.e. 1 drink within a 4 hour period. The HoE may delegate this authority to the Executive or other Senior Officer.

Claims for drinks supplement are to be made using the form found in JSP 456 Pt.2 Vol 2 Ch 6 Annex D, supported by a nominal roll and retained with the Crown account to support the claim for each trading period.

The supplement may also be authorised by HoEs for issue to MOD Fire Brigades when fighting fires for a prolonged period.

**Note:** 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.

Claims for divers' drinks supplement are to be made using the form found in JSP 456 Pt.2 Vol 2 Ch 6 Annex D, supported by a nominal roll and retained with the Crown account to support the claim for each trading period.

0505. **Divers' Meal Supplement.** Divers may receive extra issues of provisions on days when they are engaged in diving, underwater swimming or diving training. The entitlement is based solely on the level of activity indicated in Table 5.1 and endorsed by the Diving Officer.

Claims for divers' meal supplement are to be made using the form found in JSP 456 Pt.2 Vol 2 Ch 6 Annex F and retained with the Crown account to support the claim for each trading period.

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	1,000 kcal	1,500 kcal	1,500 kcal day
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.	

0506. **New Entry Recruits Training Supplement (NERTS).** NERTS is to be used specifically to purchase additional foods for consumption by Phase 1 new entry recruits and those Phase 2 trainees whose regime does not differ from Phase 1 recruit 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 recruits 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 IP may claim the actual value of the invoices for NERTS products up to the value set by Defence Logistics. This cost is not permitted to exceed the number of entitled personnel multiplied by the NERTS value. A record of all NERTS food items purchased is to be retained with the claim.

Claims for NERTS are to be made using the form found in JSP 456 Pt.2 Vol 2 Ch 6 Annex L and retained with the Crown account to support the claim for each trading period.

0510. The following training units are authorised to claim NERTS:

- a. Britannia Royal Naval College
- b. HMS RALEIGH
- c. RMAS
- d. ITC (Catterick)
- e. ATC Pirbright
- f. ATC Winchester
- g. AFC Harrogate

- h. RAF IOT Cranwell
- i. RTS RAF Halton
- j. RAF Regt Honington

0511. NERTS will be set annually at the beginning of the financial year by Defence Logistics.

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<sup>1</sup>.

0515. **Special Forces Supplement (SFS).** SFS 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. The IP may claim 35% of the DFC for all personnel attending initial training courses listed in sub para a below and all claims are to be authorised by the SF training Officer or delegated Officer.

a. Authorised SF initial training courses:

- (1) CTC (RM) Lymstone, 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.
- (4) STA Catterick – STA Patrol Course (Aptitude weeks only).
- (5) RAF Regt Honington – Pre Para Cse Personnel.

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

Claims for SFS are to be made using the form found in JSP 456 Pt.2 Vol 2 Ch 6 Annex L, supported by a nominal roll and retained with the Crown account to support the claim for each trading period.

0516. **SFS – Applications.** All other applications for SFS are to be submitted via the chain of command to Defence Logistics 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 paras 0518 and 0519 below.

0518. **MRT – SAR Operations.** 24 Hour ORP is 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.

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<sup>1</sup> The composition of the supplement is based upon supporting protracted sustained recruit training i.e. 12 weeks for Regular forces, as opposed to the shorter two weeks courses undertaken by the Reserves.

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 additional 35% 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 4<sup>th</sup> 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. The entitlement is based on the number of hours worked outside the recognised normal working day<sup>2</sup> and whether the duty is an active duty<sup>3</sup> under the following criteria:

- a. Service Personnel who carry out a normal days work and then carry out an active duty of between 3 and 10 hours are to be provided with Night Duty 1 at Crown expense.
- b. Service Personnel who carry out a normal days work and then carry out an active duty of a minimum of 10 hours between 1700 and 0700 are to be provided with Night Duty 2 at Crown expense.
- c. Service Personnel who carry out a normal days work and then carry out a night Barrack Guard duty are entitled to receive the evening meal, Night Duty 1 and breakfast the following morning at Crown expense.
- d. Service Personnel who carry out a full 24 hour duty (i.e. from 0800 to 0800) are entitled to receive all meals plus Night Duty 1 at Crown expense.
- e. Service Personnel working shift patterns<sup>4</sup> for more than 6 hours between 2000 and 0600 are entitled to receive a beverage at Crown expense.

Claims for night duty meals are to be made using the form found in JSP 456 Pt.2 Vol 2 Ch 6 Annex E and retained with the Crown account to support the claim for each trading period.

**Table 5.2.**

Type of Duty	Meal to be Provided	Crown Feeding Supplement to be Claimed	Remarks
<b>Night Duty 1</b> Personnel working a normal day who then perform an <b>active</b> duty of 3-10 hours between 2000 and 0600.	A snack type meal (e.g. sandwiches, soup & rolls).	For actual meals taken or provided, the IP can claim the published Night Meal Rate 1.	Service Personnel irrespective of whether they live-in or live-out.
<b>Night Duty 2</b> Personnel working a normal day who then perform an <b>active</b> all night duty of a minimum of 10 hours	A light meal, equivalent to a core third/lunch type meal.	For actual meals taken or provided, the IP can claim the published Night Meal Rate 2.	Service Personnel irrespective of whether they live-in or live-out.

<sup>2</sup> As defined in unit orders.

<sup>3</sup> Defined as a non sleeping, working duty

<sup>4</sup> No entitlement to be fed at Crown expense for personnel on shift work.

duration, between 1700 and 0700.			
<b>Night Beverage Rate</b> Night shift workers working more than 6 hours between 2000 and 0600	A beverage.	The IP can claim the published Drinks Rate per person per shift.	Service Personnel irrespective of whether they live-in or live-out.

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 [S900574300](#) and recovered from DNR, DGATR, or D of R,S & IOT (RAF) as appropriate.

Claims are to be made using the form found in JSP 456 Pt.2 Vol 2 Ch 6 Annex L and retained with the Crown account to support the claim for each trading period.

0522. **Packed Meals/Container Meals.** Packed Meals (issued at Crown expense) are intended for “Troops in Transit” over a recognised meal time who are unable to take meals under normal feeding arrangements (i.e. in their own unit’s Mess or dining facility) or where no other feeding solution is deemed practical or possible. The content of a packed meal can be found in JSP 456 Pt.2 Vol 1 Ch 5 for which the IP is to claim the published packed meal rate which has been costed to include a drink.

Claims for packed or container meals are to be made using the form found at Annex A, supported by a nominal roll and retained with the Crown account to support the claim for each trading period.

**Note:** Packed meals are not designed to replace the calorific value of a main meal. In circumstances where high intensity training serials are being conducted consideration should first be given to the use of the Single Meal Ration (SMR) ORP or container meals as they are able to maintain the correct calorific value commensurate with training.

0523. 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.

0524. **Juniors Milk Supplement.** Persons under the age of 18 may receive an issue of 200 ml of Whole Milk per day at Crown expense. This supplement may not be claimed for Phase 1 recruits and those Phase 2 trainees receiving NERTS (para 0506 refers).

0525. **Accounting for Juniors Milk Supplement.** The IP may claim the actual value of each 200 ml of Whole Milk issued to entitled personnel.

Claims for juniors milk supplement are to be made using the form found in JSP 456 Pt.2 Vol 2 Ch 6 Annex K, supported by a record of milk issued and retained with the Crown account to support the claim for each trading period.

## MISCELLANEOUS FOOD AND BEVERAGE ISSUES

0526. **Introduction.** Service Personnel may require miscellaneous food and/or beverage issues for a variety of activities, detailed in subsequent paragraphs. The IP is to keep an auditable record of all miscellaneous food and/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.

Claims for miscellaneous food and/or beverages are to be made using the form found in JSP 456 Pt.2 Vol 2 Ch 6 Annex L and retained with the Crown account to support the claim for each trading period.

0527. **Splice the Mainbrace.** The order ‘Splice the Mainbrace’ authorises the issue of 62.5 ml of commercial spirit to all entitled Royal Navy, Royal Marine and Royal Fleet Auxiliary personnel over the age of 18, alternatively a 500 ml can of beer may be issued to those not wishing to take the spirit. Personnel under 18 years of age, and those who do not desire the spirit ration, may receive a 330 ml can of soft drink in lieu. Under no circumstance is any cash payment to be made.

The order ‘Splice the Mainbrace’ may only be given 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.

Claims for “Splice the Mainbrace” are to be made using the form found in JSP 456 Pt.2 Vol 2 Ch 6 Annex J, countersigned by the HoE and retained with the Crown account to support the claim for each trading period<sup>5</sup>.

0528. **Operational Ration Pack Supplement.** Refer to JSP 456 Pt.2 Vol 2 Ch 12.

0529. **HM The Queen’s Birthday Parade, State Funerals and Rehearsals.** HQ LONDIST may purchase barley sugar sweets for those Service Personnel taking part in HM the Queen’s Birthday Parade or State Funerals, including the rehearsals. An issue of 1 x 100g packet per person per day is authorised.

Claims are to be made using the form found in JSP 456 Pt.2 Vol 2 Ch 6 Annex L, supported by a nominal roll and retained with the Crown account to support the claim for each trading period.

0530. **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, paying the DFC. These items are issued for the traditional breaking of the fast at dusk, and are not intended for use at any other time.

- a. 200ml of Milk or 20ml Rose Hip Syrup or 80g Sugar.
- b. 25g Dates.
- c. Up to 200g Ice.

The IP is to claim the actual value of all items issued to entitled personnel. Claims are to be made using the form found in JSP 456 Pt.2 Vol 2 Ch 6 Annex L, supported by a nominal roll and retained with the Crown account to support the claim for each trading period.

0531. **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 for authorisation<sup>6</sup>. Commodities should be purchased through the IP

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<sup>5</sup> For units where no Crown account exists HR form 1108 (Miscellaneous Personal Payment Systems) is to be used for reimbursement, quoting RAC PAA 001 Local Project Code [S900574300 – UIN D4817C](#) quoted the signal reference as authority.

<sup>6</sup> Actual costs are to be attributed to the DFV to allow the instructor to conduct demonstration.

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.

Claims are to be made using the form found in JSP 456 Pt.2 Vol 2 Ch 6 Annex I and retained with the Crown account to support the claim for each trading period.

0532. **Issues to Medical Centres/Special Diets.** Refer to Chapter 3.

0533. **Bottled Water and Ice.** Under no circumstance is bottled water or ice to be charged to the Crown account, except for when ice is issued under sub para 0530c.

The following regulations apply to 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.
- c. **Bottled Water and Ice for Adventurous Training/Expeditions.** Costs 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.

0534. **Cookery Training Allowance (CTA).** Refer to JSP 456 Pt.2 Vol 1 Ch 11.

0535 – 0599. Reserved.

## CHAPTER 5 Annex A – PACKED/CONTAINER MEAL REQUEST FORM

Packed meals 24 hrs notice and container meals a minimum of 72 hours notice.

Packed Meals (issued at Crown expense) are intended for **Service personnel** who are unable to take meals under normal feeding arrangements (i.e. in their own unit's Mess or dining facility) or where no other feeding solution is deemed practical or possible. The request sponsor must be **SNCO or above** and endorsed by a Unit/Sub-unit stamp. A nominal roll must be completed detailing Service Number, Rank and Name of those entitled Service personnel requiring meals. The request must also be supported by an Instruction/Admin Order/Flight Plan detailing the requirement. Any requests received without these criteria will be refused until correct documentation is provided. **NB. All requests must be submitted to the appropriate Mess by hand.**

### PART 1 (To be completed in full)

Rank/Grade: \_\_\_\_\_ Name: \_\_\_\_\_ Unit: \_\_\_\_\_ Dept: \_\_\_\_\_

Date Meals Required: \_\_\_\_\_ Collection Time: \_\_\_\_\_ Hours.

Number of \* Packed Meals / \*Container Meals:

\* Delete as required

### PART 2 - Requirements

Packed meals will be issued with an individual drink unless otherwise requested. When practical to do so, drinks can be provided under collective arrangements, (i.e. Norwegian containers of Tea, Coffee and/or Squash).

Collective Drinks:  YES\* /  NO\* Norwegians Required: \*Tea  x ( ) \*Coffee  x ( ) \*Squash  x ( )

\* Delete as required

Refreshments on Repayment:  YES\* /  NO\* (Sponsor to submit a Refreshments Request Form separately)

\* Delete as required

Remarks: \_\_\_\_\_

Special Dietary Requirements: \_\_\_\_\_ Numbers Required:

Number	Rank	Name	Number	Rank	Name

### PART 3 - Declaration (To be completed by the person responsible - Sponsor)

This is to certify that all meals are claimed for entitled Service personnel who for duty reasons, are unable to take meals under normal feeding arrangements. Incorrect claims may result in a bill being raised to the Sponsor. **(The sponsor must be SNCO or above and endorsed by a Unit/Sub (unit stamp)).**

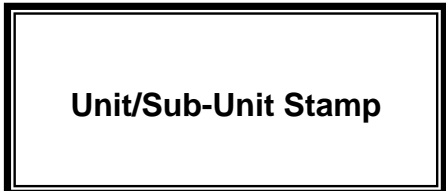
Date:

Tel No:

Name:

Appt:

Signed:



For Catering/Ration Accountant use only:			
Number of Packed Meals:	<input type="text"/>	Signature of Person receiving form:	Signature of Accountant:
Number of Container Meals:	<input type="text"/>	Print Name: Date:	
Date entered in Daily Diary:	<input type="text"/>		