

CHAPTER 6 - SUPPLEMENTARY INCOME

INTRODUCTION

0601. The supplements listed in this chapter apply to all Services unless specifically stated otherwise. With the introduction of the revised Ration Scales¹, some legacy supplements have now been subsumed into the overall energy value of the prevailing Daily Messing Rate (DMR). Those legacy supplements for use in CRL Units have remained and can be found in JSP 456 Pt.2 Vol 4 Ch 5 – Crown Account Supplements.

0602. **Catering Differentials and Afloat Additions.** Larger numbers can be catered for more economically, which could result in a disadvantage to a smaller unit using the same DMR. Catering Differentials and Afloat Additions are therefore applied to redress the balance in all units. The daily numbers on the record of fed strength are applied to the relevant table shown at Annexes A and B and the appropriate number of DMRs are added to, or subtracted from the number to be fed, to give the total number of DMRs to be claimed for each day.

0603. **Application of Catering Differentials and Afloat Additions.** Where a central galley or kitchen feeds more than one mess, Catering Differentials or Afloat Additions may be claimed for each mess provided that:

- a. Separate messing accounts and feeding strengths are kept for each mess.
- b. Ingredients of different messes' menus remain separate from each other.
- c. Where these criteria are not met, differentials may only be applied to the total numbers fed.

0604. **Exclusions to Catering Differentials and Afloat Additions.** The following groups of personnel are not permitted to claim Catering Differentials:

- a. Units on ODMR or E(F)DMR.
- b. Hospital patients who are included on the fed strength (see Chapter 8).

0605. **High Attendance Supplement (HAS).** Applications for HAS may be made for messes where the average monthly attendance at meals is over 85% 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. The supplement is awarded in 2 bands:
 - (1) 8% of the DMR for meal attendance between 85-94%.
 - (2) 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 not on the fed strength are included in the calculation for entitlement.
- c. HAS does not affect entitlement to any other authorised supplements.
- d. HAS is not to be claimed during block leave periods.

¹ INM report No 2013.012 dated April 2013

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.

f. HM Ships, Submarines and RFA Vessels qualify for HAS (replacing CONSUP) at the following rates only:

(B) Ships and Submarines in base port – No entitlement to HAS.

(H) Ships in harbour but away from base port – 8%

(H) Submarines in harbour but away from base port – 12%.

(S) Ships and Submarines at sea – 12%.

(S) RFA Vessels at all times -12%

Note: Ships, Submarines and RFA Vessels conducting Operational Sea Training (OST) are to be classed as being at sea for the duration of OST.

0606. **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 must include 3 months attendance data, 3 months mess account 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, Defence Logistics 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 will not be granted HAS.
- d. HM Ships, Submarines and RFA Vessels automatically qualify for HAS at the percentages articulated at 0605(f).

0607. **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 C, via the relevant FLC to Defence Logistics. 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 Defence Logistics annually that the unit's justification for claiming the supplement remains legitimate.

0608. **Drinks Supplement.** During exceptionally adverse weather conditions, and out-of-barracks military training days, 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.

Claims for Drinks Supplement are to be made using the certificate at Annex D and must be supported by a nominal roll. The Drinks Supplement published by Defence Logistics is to be claimed only for drinks actually issued and is not to be claimed to improve the overall status of the catering account.

0609. **Night Duty Meal (NDM) Supplement.** 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 6.1.

Claims for NDM Supplement are to be made using the certificate at Annex E and must be supported by a nominal roll.

- a. Night shift workers will only be entitled to a drink throughout the duration of their shift.
- b. For living-in personnel the caterer can claim the third meal % of the DMR.
- c. Living-out personnel may purchase a cash casual meal.

Table 6.1

Type of Duty	Entitlement	Claim	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.	1 x Meal	35% of UK 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. This includes Ships in part or whole-ship defence watches.	1 x Snack	17% of UK DMR	Both living in and living out personnel entitled.
c. Night shift workers working more than 6 hours between 2000 and 0600.	1 x Drink	Published by ACDS (LogOps)	Both living in and living out personnel entitled.

The definition of an Active Duty is a non-sleeping working duty.

0610. **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 6.2. The supplement is to be claimed for each diver.

Claims for Divers' Meal Supplement are to be made using the certificate at Annex F, must be supported by a nominal role and authorised by the Diving Officer, showing level of activity in accordance with Table 6.2.

Table 6.2

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

			Courses at Horsea Island.	
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0611. **Packed Meals.** Units are to provide packed meals utilising 35% of the value of the prevailing DMR in place plus the published Packed Meal Supplement rate.

When Packed Meals are authorised, the caterer is to use the certificate at Annex G, supported by a nominal roll, to support the Crown Account.

0612. **Police and Criminal Evidence Act (PACE) and Detainees Under Sentence (DUS).**

a. 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. 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. Units should claim the PACE Supplement rate published in the DMR letter for refreshments actually provided. The certificate at Annex H 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.

b. Provision for DUS states that DUS personnel are entitled up to 4 meals daily. Units are to claim basic DMR plus a Night Duty Supplement 1. The certificate at Annex H 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.

0613. **Survival Training Allowance (Provisions).** Applications to purchase live animals (eg. chicken, rabbit and fish) to demonstrate the killing, plucking/skinning and cooking for survival training are to be made initially to the FLC. The food costs are to be debited to the Defence Food Vote; RA Code PAA 002, Local Project Code [S900574300](#).

0614. **Survival Training Allowance - 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.

Claims for Survival Training Allowance (Provisions) are to be made using the certificate shown at Annex I.

0615. **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.

0616. **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 18². In the event that insufficient commercial spirit is available, one 500 ml 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 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. A Governor General when acting as viceroy to Her Majesty the Queen.

² Entitled personnel = RN, RM and RFA personnel only.

0617. **Splice the Main Brace - Supplies.** Supplies of spirit and beer may be obtained from Unit shops/Messes or local sources. Costs are to be debited against the Defence Food Vote using RA Code PAA 001, Local Project Code [S900574300](#) – UIN D4817C quoting the signal reference as authority. Units without a UPO can use their GPC card and are to keep all supporting documentation to maintain the audit trail.

0618. **Splice the Main Brace - Issues.** Issues are to be recorded on the certificate at Annex J and should contain the following information:

- a. Occasion of issue.
- b. Authority.
- c. Number of entitled personnel.
- d. Quantities issued.
- e. Commanding Officer's signature.
- f. Issuing Officer's signature.

0619. **Festive Day Supplement.** A supplement of 75% of the UK DMR may be claimed for personnel on the record of fed strength on Christmas Day. 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. The rate will be promulgated by Defence Logistics.

0620. **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.

0621. **Juniors Milk Supplement.** Persons under the age of 18 may receive a free issue of 200 ml of Whole Milk per day at DFV expense. The caterer may claim the actual value of milk issued, supported by a nominal roll of entitled personnel using the certificate at Annex K.

0622. **New Entry Recruit Training Supplement (NERTS).** See JSP 456 Pt.2 Vol 4 Ch 5.

0623. **Special Forces Supplement (SFS).** This supplement has now been subsumed into the new 5000 kcal Ration Scales (Chapter 3 refers). For training courses conducted at CRL Sites refer to JSP 456 Pt.2 Vol 4 Ch 5.

0624. **Mountain Rescue Teams (MRT).** Service Personnel when on Search and Rescue (SAR) operations and official training exercises will be entitled to be fed at Crown Expense in accordance with paragraphs 0625 and 0626 below.

0625. **MRT – SAR Operations.** 24 Hr 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 Hr ORP for the whole team is to be available for immediate loading into the MRT vehicles.

0626. **MRT – Official Training Exercises and Initial Selection.** The local rate of CILOR plus 35% is to be awarded to MRT when on official training exercises. The cost of which is to be charged to RA Code PAA 002 and attributed to UIN F1115A. The 35% addition is to be used to provide high carbohydrate rich food commodities over and above the normal 3 meals per day or, where appropriate, provide a 4th meal. CILOR may be claimed in 24-hour periods, commencing from the time of departure from the Units supporting MRT.

0627. **Officer and Aircrew Selection Boards.** See JSP 456 Pt.2 Vol 4 Ch 5.

0628. **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.

The general claim certificate at Annex L is to be used to support each claim.

0629. **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. 200 ml of milk or 20 ml Rose Hip Syrup or 80 gm Sugar.
- b. 25 gm Dates.
- c. Up to 200 gm Ice.

The general claim certificate at Annex L is to be used to support each claim.

0630. **Snack Provided During Area Advisory Visits (AAV).** During anti-piracy or other board and search operations, as part of the *hearts and minds* policy, the crews of the small vessels being boarded are offered a token gift of food; this usually consists of a small non-chocolate bar. All costs are to be met by the Op/Ex and are not to be charged to the DFV.

The general claim certificate at Annex L is to be used to support each claim.

0631. **Submarine Patrol Supplement.** HM Submarines will be entitled to claim an additional supplement set at 19% of the DMR for all members of the crew shown on the S71 when deployed on patrol.

The general claim certificate at Annex L is to be used to support each claim.

0632. **Operational Ration Pack Supplement.** Refer to Chapter 12.

0633. **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.
- b. Bottled Water and Ice for Land Based Units. All costs are to be met by the respective TLB. This includes bottled water obtained when Galleys/Kitchens are temporarily deprived of a potable water supply.
- c. Bottled Water and Ice for Adventurous Training/Expeditions may be authorised by the CILOR Budget Manager. CILOR rates do not include allowances for water and ice.

When more convenient to do so, units may purchase bottled water and ice from the 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 Defence Food Vote (RA Code RLB 013, Local Project Code [S900574300](#)).

0634. **Bottled Water and Ice – Ships.** Under normal circumstances there is no requirement for Ships to hold or carry bottled water. Bottled water should only be purchased under the following circumstances having received prior approval from the Waterfront Organisation:

- a. There is a clear and defined operational requirement to carry bottled water.
- b. There is no potable water supplies available at the port of call or the onboard systems cannot make sufficient water to replenish the Ships tanks.
- c. Ships systems are unable to make potable water.

0635. **Cookery Training Allowance (CTA).** CTA is used for the purchase of un-cooked foods used in the delivery of trade courses for Phase 2 and Phase 3 training at the food service training schools and Catering Support Regiment RLC. Single Service bids for CTA from the Heads of relevant training schools and Cat Sp Regt are to be submitted annually to DE& S CMO Food Category Manager for screening and approval for the next Financial Year.

0636. Bids for CTA funding to support the development of military chefs through authorised cookery competitions i.e. Hotelympia, Wessex Salon Culinare and training for Exercise Joint Caterer, are to be submitted via FLCs for approval as well as forming part of the food service training schools' bid.

0637 – 0699. Reserved.

CHAPTER 6 Annex A – CATERING DIFFERENTIALS

Record of Fed Strength (Authorised Personnel)	Catering Differential	Record of Fed Strength (Authorised Personnel)	Catering Differential
1 – 7	2	60 – 700	Nil
8 – 14	3	701 – 800	-7
15 – 20	3	801 – 900	-8
21 – 30	4	901 – 1000	-9
31 – 40	3	1001 – 1050	-20
41 – 50	2	1051 – 1100	-21
51 – 59	1	1101 – 1150+	-22

Note: In messes with feeding strengths of 700 or more, when numbers to be fed are such that subtracting the full difference would reduce the number claimed to below the actual fed strength, the Unit is to claim the minimum number only (see examples below).

Fed Strength	Catering Differential	Subtract	Numbers to be claimed
704	7	-3	701
807	8	-6	801
1015	20	-14	1001
1070	21	-19	1051
1122	22	-21	1101

CHAPTER 6 Annex B – AFLOAT ADDITIONS

Record of Fed Strength (Authorised Personnel)	Afloat Addition	Record of Fed Strength (Authorised Personnel)	Afloat Addition
1 – 7	2	61 – 70	14
8 – 20	4	71 – 80	14
21 – 30	6	81 – 90	16
31 – 40	8	91 – 100	16
41 – 50	12	101+	18
51 – 60	12	1001+	As directed³

Note: For units using TRICAT, the Afloat Addition is automatically added when the authorised daily numbers are inputted into the system.

³ The Catering Addition for large Operations will be agreed by Defence Logistics

CHAPTER 6 Annex C – HAS RENEWAL CERTIFICATE

UNIT: **MESS:** **MONTH:** **YEAR:**

			ACTUAL ATTENDEES AT EACH MEAL				CASUAL MEALS NOT ON FED STRENGTH		
Fed Strength	Date	ORP	B/fast	Lunch	Dinner	Pack Meals	B/fast	Lunch	Dinner
	1								
	2								
	3								
	4								
	5								
	6								
	7								
	8								
	9								
	10								
	11								
	12								
	13								
	14								
	15								
	16								
	17								
	18								
	19								
	20								
	21								
	22								
	23								
	24								
	25								
	26								
	27								
	28								
	29								
	30								
	31								
	Totals								

Balance at start of Month:	Total Income for Month:
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Total Expenditure for Month:	Balance at end of Month:
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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:

CHAPTER 6 Annex D – GENERAL CLAIMS CERTIFICATE (DRINKS)

Unit		UIN		Month	
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Date		JSP 456 Pt.2 Vol 2 Reference	0608	Serial No	
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Title Of Claim	Drinks Supplement				
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Explanation and Financial Breakdown					

	Total Claimed	£
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This Claim is Certified Correct		
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Signature of Certifying Officer	Name	Rank
Signature of Approving Officer	Name	Rank

Note: To be supported by a nominal roll.

CHAPTER 6 Annex E – GENERAL CLAIMS CERTIFICATE (NDM)

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 Section)

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

If Category A is claimed, are Packed 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

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

(For completion by Catering Office Staff)

CHAPTER 6 Annex G – GENERAL CLAIMS CERTIFICATE (PACKED MEALS)

Unit		UIN		Month	
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Date		JSP 456 Pt.2 Vol 2 Reference	0611	Serial No	
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Title Of Claim	Packed Meals				
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Explanation and Financial Breakdown					

Total Claimed	£
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This Claim is Certified Correct		
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Signature of Certifying Officer	Name	Rank
Signature of Approving Officer	Name	Rank

Note: To be supported by a nominal roll.

CHAPTER 6 Annex H – GENERAL CLAIMS CERTIFICATE (PACE/DUS)

Unit		UIN		Month	
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Date		JSP 456 Pt.2 Vol 2 Reference	0612	Serial No	
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Title Of Claim	Police and Criminal Evidence Act/Detainees Under Sentence Supplement				
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Explanation and Financial Breakdown					

	Total Claimed	£
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This Claim is Certified Correct		
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Signature of Certifying Officer	Name	Rank
Signature of Approving Officer	Name	Rank

CHAPTER 6 Annex I – GENERAL CLAIMS CERTIFICATE (SURVIVAL TRAINING ALLOWANCE (PROVISIONS))

Unit		UIN		Month	
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Date		JSP 456 Pt.2 Vol 2 Reference	0614	Serial No	
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Title Of Claim	Survival Training Allowance (Provisions)				
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Explanation and Financial Breakdown					

	Total Claimed	£
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This Claim is Certified Correct		
Signature of Certifying Officer	Name	Rank
Signature of Approving Officer	Name	Rank

CHAPTER 6 Annex J – GENERAL CLAIMS CERTIFICATE (SPlice THE MAIN BRACE)

Unit		UIN		Month	
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Date		JSP 456 Pt.2 Vol 2 Reference	0618	Serial No	
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Title Of Claim	Splice the Main Brace
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Occasion of Issue:

Authority: (Signal Reference)

Number of Entitled Personnel:

Quantities Issued:

..... x Commercial Spirit (62.5 ml tot)

..... x Beer (500 ml can)

..... x Soft Drink (330 ml can)

Total Claimed	£
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This Claim is Certified Correct		
Signature of Commanding Officer	Name	Rank
Signature of Issuing Officer	Name	Rank

Note: To be supported by a nominal roll.

CHAPTER 6 Annex K – GENERAL CLAIMS CERTIFICATE (JUNIORS MILK)

Unit		UIN		Month	
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Date		JSP 456 Pt.2 Vol 2 Reference	0621	Serial No	
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Title Of Claim	Juniors Milk Supplement
Explanation and Financial Breakdown	

Total Claimed	£
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This Claim is Certified Correct		
Signature of Certifying Officer	Name	Rank
Signature of Approving Officer	Name	Rank

Note: To be supported by a nominal roll.

CHAPTER 6 Annex L – GENERAL CLAIM CERTIFICATE

Unit		UIN		Month	
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Date		JSP 456 Pt.2 Vol 2 Reference		Serial No	
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Title Of Claim					
Explanation and Financial Breakdown					

	Total Claimed	£
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This Claim is Certified Correct		
Signature of Certifying Officer	Name	Rank
Signature of Approving Officer	Name	Rank

Note: Where applicable, the claim must be supported by a nominal roll.