

CHAPTER 14 - CADET FORCES¹

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

a. **DMR** with relevant supplements or Exercise (Field) DMR depending on location when:

- (1) The contingent is purchasing food from the MOD Food Supply Contractor.
- (2) The contingent is fed at a Service unit (in this case the host unit claims the appropriate messing rates).

or

b. **CILOR** when it is impracticable or uneconomical to supply food from MOD Food Supply Contractor to the contingent's camp. CILOR may be claimed only after prior authority has been obtained from the relevant authority.

1402. **Cadet Organisations.** All MOD sponsored cadets who are on a duty visit are required to pay 40% of the Daily Food Charge, known as "The Cadet Contribution to Messing", for each 24-hour period or part thereof. The only exception is for cadets [who are eligible for free school meals \(see para 1409 below\)](#) where [rationing](#) for these cadets are provided at DFV expense.

If cadet instructors (including civilian instructors) are in receipt of Volunteer Allowance, they are to be charged the entitled rates for messing. If accommodated then they are to be brought onto the Record of Fed Strength but not charged for accommodation. When accommodated, the full day's entitled/non-entitled messing charge is to be applied. The daily messing charges may not be abated to take account of absences from individual meals. However, for periods of absence away from the unit of 24 hrs or more, provided 24 hrs notice is given and no meals are taken (and the individual is removed from the Record of Fed Strength), no messing charge is to be raised. These charges do not include extra messing.

If instructors are not in receipt of Volunteer Allowance, then there is to be no charge for messing or accommodation.

1403. For part-days, contingents may claim the appropriate Casual Meal percentages for the meals provided. Percentages are to relate to the relevant adult or cadet DMR.

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

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

1406. **Homeward Journeys.** Packed meals may be provided for homeward journeys, in excess of 5 hours, costed within the appropriate percentage of the DMR/CILOR.

1407. **Cadet Messing Contributions².** For each day/part day that DMR/CILOR is claimed or ORP is issued, cadets are to make a personal contribution towards the cost of their messing. The rate is promulgated quarterly on the DMR Letter and can be obtained from FLCs. This regulation does not apply to adults accompanying cadets. Where cadet messing contributions are recovered,

¹ Cross Reference to JSP 814 Policy and Regulations for MOD Sponsored Cadet Forces

² Cadets undertaking training at a NTEP site are still required to pay the Cadet Messing Contribution.

they are to be paid to RA Code RLB 013, Local Project Code S900574300 through Unit Accounts. It is the responsibility of the Cadet Force to ensure that these contributions are collected and correctly accounted for. [Should the system utilised prevent entry of LPC S900574300, then use default code LPC 0000000000 \(or leave blank\). Subsequently, all accounting actions will be conducted by CMO Finance.](#)

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

1409. **Exemptions to Cadet Charges.** [Cadets who are eligible for free school meals are exempted from paying cadet charges when involved in school activities with a residential element.](#) This exemption also applies to Cadet Forces within schools when students attend Service annual camps, or Service sponsored courses, or consumes ORP on activities of a residential nature. The Cadet Charge may also be waived when Cadets are in support of Regular, or Reserve Forces (e.g. when acting as enemy during exercise). The procedure for administering for these students will be as above except that a certificate (Annex A) is to be given to the Catering Office with the nominal roll. Copies of the certificate and the nominal roll are to accompany the messing account for audit purposes.

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

1411. **Adult Instructors.** Adult volunteer instructors who provide unpaid whole or part-time assistance may be provided with meals at public expense whilst carrying out voluntary duties. Volunteers who are in receipt of Volunteer Allowance are required to pay for all meals taken for these duties unless on exercise, (this includes exercises conducted from NTEP sites). Volunteers who receive Volunteer Allowance retrospectively are required to pay for meals taken whilst on duty, unless on exercise. Other personnel paid by the MOD are to be charged for meals at the appropriate entitled daily casual meal rate.

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

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

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

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

- a. **CCF Units.** Claims are to be made in accordance with Annex B. The claim is to be supported by receipts and certified correct by two officers of the contingent (normally the contingent commander and the Registered Authorising Officer (RAO)). An envelope showing the address of the claimant is to be attached to the claim (for return of receipt) and all relevant supporting documentation forwarded to the Formation HQ for subsequent payment.
- b. **Other Units.** Claims are to be made in accordance with Annex B. The claim is to be supported by receipts and certified correct by two officers of unit HQ. The claim is to be

forwarded to the appropriate administration authority for verification, consolidate with other CF ration claims as necessary and forward all relevant supporting documentation, together with account details, envelope showing claimant's address (for return of the cheque) to the Formation HQ for payment.

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

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

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

1416. **Other Messing Arrangements.** When CCF/CF units attend annual camp on DTE sites or Week End Training Centres (WETC) where food is provided either by short term contract or from Regular or Reserve units, Cadet Messing Contributions are to be paid into the appropriate RA Code (para 1407 refers) through the formation HQ using the form at Annex D

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

1418 - 1499. Reserved.

CHAPTER 14 Annex A – CERTIFICATE - EXEMPTION FROM PAYING CADET CONTRIBUTION CHARGES

To:

Catering Manager.....

From:

Unit:

Number of Cadets exempt from paying Cadet Contribution

Dates:

From: to Inclusive

Confirmed By:

Name: Rank:Appt:

Signature: Date:

CHAPTER 14 Annex B – CADET CILOR ACCOUNTING - CLAIM FORM

Cadet Unit: UIN: Address:

Telephone Contact No:

Reference A :(Dist Auth)

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

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

3. The Cadet Unit bank account details are:

Account Name: Account No: Sort Code:

4. CILOR

PERSONNEL	NUMBERS	DAYS	RATE	VALUE
Adults				
Cadets				
Total				

5a. CASUAL MEALS (ADULTS)

CASUAL MEALS	NUMBERS	% RATE	AMOUNT	VALUE
Breakfast		15%		
Main Meal		50%		
Third Meal		35%		
Sub Total 5a.				

5b. CASUAL MEALS (CADETS)

CASUAL MEALS	NUMBERS	% RATE	AMOUNT	VALUE
Breakfast		15%		
Main Meal		50%		
Third Meal		35%		
Sub Total 5b.				

Sub Total Of Adults + Sub Total Of Cadets (5a + 5b): £

Total Cash Entitlement £

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

7. CADET CONTRIBUTIONS

RATE	NUMBERS	DAYS	RATE	VALUE
Full Rate				

8. TOTAL CLAIM

- a. Total at paras 4, 5a and 5b £ _____
- b. Deduct expenditure total at para 6 £ _____
- c. TOTAL CLAIM (refer to para 7) £ _____

Certified as correct (2 Signatories):

Name:Name:

Appointment:Appointment:

Signature:Dated: Signature: Dated:

Note:

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

CHAPTER 14 Annex C – CADET ACCOUNTING FORM – (ORP)

Cadet Unit: UIN: Address:

Telephone Contact No:

Reference:

- A.(Dist Auth)
- B. ACF or CCF Regulations.

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

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

- a. CCF Units - HMG SUB ACCOUNT 2808.
- b. ACF Units - TAVRA (as appropriate)

3. CADET CONTRIBUTIONS

RATE	NUMBERS	DAYS	RATE	VALUE
Full Rate				

4. DMR/CILOR RATE

PERSONNEL	NUMBERS	DAYS	RATE	VALUE
Adults				
Cadets				
Total				

5. ORP ISSUED

Nos x No of Days x Daily Messing Rate = £

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

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

7. TOTAL CREDIT BALANCE

- a. Total income at paras 3 and 4. = £
- b. Total expenditure at paras 5 and 6. = £.....
- c. Credit Balance (7a - 7b) = £

Certified as correct by 2 Signatories:

Sponsor – Defence Logistics and Reserve Forces and Cadets

Unit Audit

Signature:Signature:

Name:Name:

Appointment:Appointment:

Dated:Dated:

Notes:

1. This form must be submitted with all appropriate supporting documentation, ie Nominal roles, ORP costed AF F1033s and receipts etc.
2. Because the cash supplements are shown separate the ORP is charged at the Daily Messing Rate.

CHAPTER 14 Annex D – PAYMENT OF CADET CONTRIBUTIONS

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

To: _____ From: _____
 HQ: _____ Unit: _____ UIN: _____
 Address: _____
 Date: _____

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

From: To:

2. The current cadet contribution rate is:

Rate: £ _____

3. Amount collected and amount due:

Rate	No of Cadets	x No of Days	x Rate			Total
Full Rate						

Certified as correct by 2 Signatories: Unit Audit

Signature: _____	Signature: _____
Name: _____	Name: _____
Appointment: _____	Appointment: _____
Dated: _____	Dated: _____

