

CHAPTER 5 – MESSING ENTITLEMENT AND CHARGES

0501. **Applicability.** These regulations apply to all regular, reserve and International personnel on exchange duties when serving with UK Armed Forces.

Note: For CRL Units refer to JSP 456 Pt.2 Vol 4.

0502. **Daily Food Charge (DFC).** Service personnel living in a non-CRL Service mess have a DFC deducted at source in accordance with JSP 754, Chapter 9, Section 10 (Food Charging).

ENTITLED

0503. **Personnel Entitled to be Fed at Crown Expense.** Listed below are the categories of Service personnel who are deemed entitled to be fed at Crown Expense where the food costs are met by the Defence Food Vote (DFV). This list is not exhaustive and when situations arise where there may be a claim against the DFV justification is to be forwarded through the relevant Front Line Commands to Defence Logistics.

- a. Service personnel forming part of a Watch or Barrack Guard at their parent unit between 24 and 48 hours.
- b. Service personnel who are required to carry out additional duties¹ at their parent unit where they are not allowed to leave the unit.
- c. Service personnel on either guard duties or SAR/QRA duties that are otherwise provided with meals outside normal messing arrangements.
- d. For Service personnel and shift workers taking a night duty meal at their parent unit, refer to the Night Duty Supplement in Chapter 6.
- e. 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 their parent unit, are to be provided with the appropriate meal during the period that they are retained. The caterer is to use the form at Annex A to action the account.

0504. **Groups of Personnel Entitled to be Fed at Crown Expense.** Listed below are the groups of Service personnel who are deemed entitled to be fed at Crown Expense where the food costs are met by the DFV. This list is not exhaustive and when situations arise where there may be a claim against the DFV justification is to be forwarded through the relevant Front Line Commands to Defence Logistics.

- a. **Authorised Exercises.** When Service personnel are deployed on an authorised exercise they will be deemed entitled to be fed at Crown Expense for the duration of the exercise when conducted under the following conditions:
 - (1) When Service personnel are deployed on an exercise at a NTEP Site.
 - (2) When Service personnel are deployed on a unit exercise that is conducted 'out of barracks'.
- b. **Service Personnel Recalled back into Unit Lines.** When Service personnel are called/recalled without prior notice back into their parent unit lines to take part in an exercise they will be deemed entitled to be fed at Crown Expense for the meal/meals taken throughout the duration of the exercise.

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

- c. **Combined Arms Simulation Training (CAST) Directing Staff (DS).** When Service personnel employed as DS on CAST exercises are retained outside of their normal DS working hours they will be deemed entitled to be fed at Crown Expense for meal/meals taken during the additional period of duty.
- d. **Civilian Emergency Services.** Members of the civilian emergency services will be deemed entitled to be fed at Crown Expense when deployed on Exercise with the Armed Forces.
- e. **Field Conditions (Food) (FC(F)).** FC(F) are very specific and tightly controlled by the Treasury and may only be officially declared by the Commanding Officer in accordance with JSP 754 Chapter 6. Any Unit believing it has a requirement to declare FC(F) and does not meet the criteria in JSP 754 Chapter 6, of which the costs are expected to be funded by the DFV are to provide full justification to Defence Logistics via the appropriate Front Line Command (FLC) for approval.
- Note:** This does not include transitional arrangements to CRL, as this cost would form part of the transition plan.
- f. **MOD Civil Servants.** These personnel when on duty with British Forces are fed under field conditions whilst on operations or exercises.
- g. **Training Teams.** Operational Sea Training (OST) Teams and Flotilla Logistics Inspection (FLI) Teams will be deemed entitled to be fed at Crown Expense for the meal/meals taken during the course of their duty on board HM Ships, Submarines and RFA Vessels.
- h. **Clearance Diver Acquaint (CDA).** Service personnel attending the CDA course will be deemed entitled to be fed at Crown Expense for the duration of the course.
- i. **Range Days.** Service personnel attending range days when they are unable to return to barracks over a meal period will be deemed entitled to be fed at Crown Expense for the meal/meals taken.
- j. **Royal Guard Ballatar/Royal Guardrooms London.** Service personnel forming the guard force will be deemed entitled to be fed at Crown Expense.
- k. **Military Funeral Escorts.** Service personnel forming the Bearer Party at military funerals will be deemed entitled to be fed at Crown Expense for the meal/meals taken.
- l. **Compulsory Drugs Testing (CDT).** Team officials and those unit personnel co-opted to assist the team, will be deemed entitled to 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.
- m. **Service Personnel Held Under Police and Criminal Evidence Act (PACE).** Service personnel are to be provided with all meals and will be deemed entitled to be fed at Crown Expense during the period they are detained, including away from their parent unit.
- n. **Duty Passengers.** Personnel including families under the control of the Duty Air Movements Officer (DAMO) prior to embarkation and Gurkha personnel and their families on unit moves during embarkation/disembarkation will be deemed entitled to be fed at Crown Expense.
- o. **International Air Cadet Exchange Association (IACE).** Cadets and escorts where a Memorandum of Understanding (MOU) exists will be deemed entitled to be fed at Crown Expense.
- p. **Hospital In-Patients and NOK.** Refer to Chapter 8.

- q. **NAAFI Canteen Service (NCS).** NCS personnel when accommodated onboard HM Ships at sea for periods of 24 hours or more, alongside other than in Base Port or whilst alongside during periods of Operational Sea Training will be deemed entitled to be fed at Crown Expense. NCS staff are to pay the appropriate entitled casual meal charge for actual meals taken whilst the ship is alongside in Base Port. VAT is to be applied whilst alongside in UK.
- r. **HQ BF Gibraltar.** Due to the unique geographical constraints, the following groups of personnel are entitled to be fed at Crown Expense:
- (1) **Windy Hill.** Due to the remoteness and security of Windy Hill in Gibraltar, all Windy Hill watch keepers will be deemed entitled to be fed at Crown Expense for the duration of their duty.
 - (2) **Buffadero Training Camp (BTC).** For groups of entitled personnel carrying out authorised training serials at BTC Gibraltar, container/packed meals will be provided at Crown Expense.
- s. **Reciprocal International short attachments and Exchanges.** Visiting serving personnel hosted by UK Armed forces as part of an International Exchange Programme, will be entitled to be fed at Crown expense as defined by the MOU or attachment order approved by the respective single authority (Army – Army International Branch). Exchange programme LONG LOOK personnel will be entitled to be fed at Crown expense, where extra messing charges are applied these are to be paid by the individual.
- t. **HM Vessels coming out of Refit/Build.** Entitlement to being fed at Crown Expense is linked to the ship's company living and sleeping onboard; this will normally be the date of SSMOB. However, if personnel commence working onboard prior to living onboard, then it is the latter date which will trigger the entitlement to feeding at Crown Expense, unless exceptional approval has been given by Defence Logistics. Application is to be made via NCHQ.

NON-ENTITLED

0505. **Personnel/Events not Entitled to be Fed at Crown Expense.** The DFV will not fund the following categories of personnel or events:

- a. Units/Service personnel who are deployed on exercise or undergoing training whilst being accommodated within a CRL environment are to pay for all meals consumed in barracks².
- b. Service personnel when on Detached Duty/Temporary Assignments who do not normally incur a Daily Food Charge at their permanent Unit.
- c. Service personnel when on Duty Day Visits to other Service Units who do not normally incur a Daily Food Charge.
- d. Service personnel who are declared as 'living-out' when serving in HM Ships whilst alongside in Base Port unless forming part of the Duty Watch.
- e. Transitional arrangements to CRL

² Barracks means where Service Personnel are accommodated when deployed, it does not refer to their home base location. Exceptionally at a remote location within a CRL site where Service personnel have no access to normal messing facilities and are fed under collective arrangements, ie. range stews, pot mess and bag meals they will be entitled to be fed at Crown Expense for the actual meal/meals taken.

- f. Family members and guests of personnel attending graduation ceremonies/passing out parades.
- g. School children, teachers and supervising staff attending Queen Victoria School. Refer to Chapter 13.
- h. Reserve personnel attending training activities in excess of 2 hours, for which the volunteer is awarded a flat rate of training expenses or is entitled to Reclaim the Daily Food Charge/Core Meal. Refer to JSP 752 Chapter 3 Section 2 and JSP 456 Pt.2 Vol 2 Ch 15.
- i. Service sports supervising bodies and personnel competing in unit, command and Service sport.
- j. All Members of Service or Volunteer Bands.
- k. Unit, commercial and charity events such as Air /Navy/Unit Open Days, Concerts etc.
- l. Military Aid to Civil Authorities. Service Personnel on named operations that are sponsored by Other Government Departments (OGD) i.e. Op Fresco, all messing charges are to be billed against the relevant Operation UIN.

CASUAL MEALS

0506. **General.** Personnel not entitled to be fed at Crown Expense are required to pay the appropriate entitled or non-entitled cash casual meal rates, for which normal VAT rules apply (for all overseas locations the appropriate Local Government Tax should be applied). All cash receipts are to be paid into the following vote: RAC code: RLB 013 Local Project Code S900574300.

0507. **Casual Meals – Messes/Wardrooms.** In Officers' Messes/Wardrooms 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 bills before departure from the host unit.

0508. **Personnel Entitled to Purchase Meals at the Entitled Casual Meal Rate^{3 4}**

- a. UK Service and Auxiliary Reserve Personnel.
- b. Immediate family members of Service personnel ie. wives, husbands, civil partners and children. All other relatives and guests are to be charged the non-entitled casual meal charge.
- c. Military Provost Guard Service (MPGS).

³ MoD Statement of Civilian Personnel Policy – Civilian Detached Duty Expenses, Version 1.0 – 2013.

⁴ 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.

- d. Retired Officers (RO), Military Support Function (MSF) and LOCUM Doctors appointments whilst on Short Term Detached Duty (STDD)⁵.
- e. MOD Civil Servants whilst on STDD.
- f. MOD Civil Servants residing in a mess because they are on temporary transfer; living there temporarily whilst in the process of moving home at public expense, or staying over night on STDD.
- g. MSF personnel who carry out the duty of Staff Duty Officer (SDO).
- h. MOD recognised recruitment agencies.
- i. Cadet instructors of recognised cadet organisations including RAF Volunteer Reserve (Training) Officers and civilian instructors who are in receipt of pay.
- j. Recognised recruitment youth organisations. Refer to JSP 814 Ch 1
- k. Reserve personnel who are in receipt of full-time pay or over eight hours day rate and 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.
- l. Service personnel in receipt of Food and Incidentals Allowance (FIA)⁶.
- m. 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 to pay the entitled cash casual meal rate for meals taken.
- n. Service personnel who live out at their parent unit who elect to dine in their respective mess.
- o. RFA personnel on official duty (e.g. training or professional courses etc.) but not in receipt of RFA Subsistence.
- p. Families attending passing out parades or parents' days at training units.
- q. Contract Laundry Staff, regardless of accommodation state, whilst employed on board HM Ships for actual meals taken.
- r. NCS personnel whilst employed on board HM Ships for actual meals taken in base port only.
- s. International personnel on exchange duties with British forces who are treated as Service personnel, or who are subject to reciprocal training agreements.
- t. Canadian Defence Force personnel not holding NATO appointments and training or participating in exercises in the UK.
- u. Service personnel and Civil Servants employed on Defence Estates Deer Management duties.
- v. Service personnel involved on medal ceremonies and freedom/homecoming parades.

⁵ DBS HRD Policy defines a Short Term Detached Duty as MOD Civil Servants who are away from their permanent duty station for a relatively short duration.

⁶ Refer to JSP 752 Chapter 3 Section 4.
Amendment 015

Note: There may be personnel in circumstances not already described above and guidance should be sought from FLCs in the first instance.

RECRUITMENT VISITS.

0509. MOD sponsored recruiting directorates agencies, (DNR, RG, ARTD, DofR&S etc), that provide advanced notification of a recruitment visit, i.e Potential Officer Candidates (POCs), Potential Recruits (PRs) and “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. The total bill including VAT, is to be recovered by the Unit caterer from the sponsoring department and paid into RLB 013 - Local Project Code S900574300, UIN D4817C, except when CILOR has been awarded and monies are recovered into the respective CILOR budget. Unless advance notification of recruiting agency sponsorship is provided, the individual is to pay for their food at the appropriate non-entitled rate. Receipt of payment is to be retained to support the monthly catering account.

0510. **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 S900574300, UIN D4817C. Receipt of payment is to be retained to support the monthly catering account.

0511. **Reserve Forces Recruitment Visits.** Reserve Forces sponsoring agencies are to be charged the entitled casual meal rate provided that the visit is to promote recruitment within the Armed Forces. The total bill including VAT, is to be recovered by the Unit caterer from the sponsoring department and paid into RLB 013 – Local Project Code S900574300, UIN D4817C, except when CILOR has been approved and the monies recovered are paid into the respective CILOR budget. Unless advance notification by the reserve agency is provided, the individual is to pay for their food at the appropriate non-entitled rate. Receipt of payment is to be retained to support the monthly catering account.

ACCOUNTING

0512. **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. 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 B to this chapter.

0513. **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 CASH CASUAL MEAL CHARGE

0514. **Non-Entitled Personnel.** Non-entitled personnel are to be charged the appropriate non-entitled casual meal rate for meals actually taken on a casual basis.

- a. MOD Civil Servants (except on STDD).
- b. Civil Servants from other Government Departments.
- c. Retired Officers (RO) and Military Support Function (MSF) appointments (except on STDD).
- d. MOD Police.
- e. Contractors.
- f. Non-recruitment Youth organisations, such as Scouts, Girl Guides, Rangers, Boys Brigade etc.
- g. Emergency services personnel except when deployed on exercise with the Armed Forces (refer to 0504d).
- h. International Military Personnel (subject to MOU arrangements), students and civilians.
- i. 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.
- j. Teachers serving on COLA terms.
- k. When directed by Other Government Departments to provide assistance to Displaced Persons.

Note: Non-entitled personnel fed under field conditions should be charged for any meals taken or the cost of ration packs recovered as appropriate.

0515. **Non-Entitled Daily Messing Rate (DMR).** This excludes an extra messing charge (EMC), therefore individuals may be charged EMC if applicable. The Unit caterer may claim the non-entitled DMR for those personnel paying non-entitled meal charges and the percentages to be claimed for each meal are shown at Table 5.2.

Table 5.2

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

Note: To avoid duplicated claims on the messing account, when non-entitled rates for messing and accommodation have been applied at the parent Unit and the individual(s) visit another unit for duty reasons, the hosting unit is to credit the catering account with the relevant meal % of the DMR and the parent unit is to be notified to abate the relevant meal % of the DMR.

0516. Indulgence and non-entitled passengers on military flights are to be charged the repayment rate for meals supplied prior to and during the flight. The Defence Supply Chain Operations & Movement (DSCOM) is to reimburse the DFV.

0517. **Non-Entitled Rates and Recovery.** These rates are set annually by DE&S CMO Fin and published by DIN. Recovered non-entitled cash casual meal receipts are to be paid into RAC Code: RLB 013 Local Project Code S900574300. See also annual DIN by DBS Pay Services on

“Provision of Mess Rates, for Civilians on Detached Duty or following a transfer who use Service Messes for Accommodation”.

MISCELLANEOUS

0518. Personnel belonging to the SSAFA, RVS, and the Services Hospital Welfare Department have their charges set in accordance with the agreements negotiated with these organisations by CDP Remuneration.

0519. 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.

0520. NATO personnel in Service accommodation in Germany who pay at a special rate promulgated by HQ BFG.

0521. Expeditionary Forces Institute Royal Logistic Corp (Volunteer) personnel when living in barracks and not being fed under field conditions.

0522. Personnel belonging to constituent organisations of the Council of Voluntary Welfare Work who pay at discretionary rates.

0523. Separate charges apply at the Joint Services Command and Staff Course (JSCSC).

0524. **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, which is to advise what budget is to meet the costs.

0525. **Officers of 1-Star Rank and Above.** When Senior Officers (including Foreign Military Attachés and Commonwealth Military Advisors), visit Service units on duty and are fed by other than normal messing arrangements (e.g. top table lunch), the costs are to be met by the hosts, or those arranging/sponsoring the visit.

0526. **Accommodation.** Refer to JSP 464 Tri-Service Accommodation Regulations and JSP 754 Tri-Service Regulations for Pay and Charges. Also, annual DIN issued by DIO on Non-Entitled accommodation charges

0527. **Visitors Accommodated 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 alongside its Base Port in the UK, normal shore side Service accommodation is to be used.

0528 – 0599. Reserved.

CHAPTER 5 Annex A - 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)

Official Number	Rank/Rate	Name	Meals Issued			Signature	Duty or Section	Date
			Breakfast	Third Meal	Main Meal			

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

CHAPTER 5 Annex B – CASUAL MEAL RECOVERY FORM

Mess:

Date:

Meal	
1	Breakfast
2	Third Meal
3	Main Meal

Name	Rate	Vict In/Out	Meal			Signature	<i>Office use only</i> Daily Charge
			1	2	3		

Totals			
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Daily Casual Meal Prices	
Breakfast	
Lunch	
Dinner	

Guidance Notes for Casual Meal:

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.