

CHAPTER 81

MESSING AND ACCOMMODATION

(MOD Sponsors: NAVY NPS-EXEC FXO)

This chapter has been diversity and inclusion impact assessed by the sponsor in accordance with Departmental policy. No direct discrimination or adverse impact was identified. This chapter is due for review at the next routine amendment exercise.

CONTENTS

SECTION I - MESSING OF OFFICERS

Para

- 8101. Table of Flag Officer
- 8102. Table of Captain
- 8103. Wardroom Mess and Officers' Messes
- 8104. Conduct of Officers' Messes
- 8105. President of the Mess and Mess Committee
- 8106. Closing of Bars and Pantries
- 8107. Advances to Messes
- 8108. Extra Messing Charge
- 8109. Limit to Wine Bills
- 8110. Restrictions on Sale of Wines, etc.
- 8111. Payment of Mess Bills
- 8112. Wine Accounts
- 8113. Spare
- 8114. Casual Meals in Other Naval Messes

SECTION II - CABINS

- 8131. Allocation of Cabins

SECTION III - MESSING OF SHIP'S COMPANY

- 8141. Accommodation and Messing of Ship's Company, Commandos and Equivalent Units
- 8142. Victualling
- 8143. Meal Hours
- 8144. Watchkeepers
- 8145. Warrant Officers' and Senior Rates', and Senior Non Commissioned Officers Messes
- 8146. Messmen
- 8147. Entertaining by Senior Ratings' and Senior Non Commissioned Officers Messes
- 8148. Junior Rates and Other Ranks Messes
- 8149. Single Junior Rate / Other Rank Messes Afloat

SECTION IV - VISITORS AND PASSENGERS - ENTERTAINMENT AND HOSPITALITY

Para

8161. Visitors and Passengers - Entertainment and Hospitality

SECTION V - OFFICIAL RESIDENCES AND MARRIED QUARTERS

8181. General Regulations

8182. Financial Arrangements

8183. Employment of Aliens

SECTION VI - PRIVATE ACCOMMODATION

8191. Permission to Live in Private Accommodation

CHAPTER 81

MESSING AND ACCOMMODATION

SECTION I - MESSING OF OFFICERS

8101. Table of Flag Officer

1. The table of the Flag Officer or Commodore shall be considered as the regulated place for the daily entertainment of the Chief of Staff, Captain of the Fleet, Captain of the ship, Secretary, and such officers composing the staff of the Flag Officer or Commodore as he/she may think fit to receive, when he/she is actually resident on board.
2. When the table of the Flag Officer or Commodore is not kept on board those officers must make the necessary arrangements for messing on their own account.

8102. Table of Captain

1. With the exception of Flag Captains, Captains in command are to keep a separate table. Commanders in command are also to keep a separate table in ships where a separate mess is provided for the officer in command. Where a separate mess is provided a Lieutenant-Commander in command may keep a separate table if desired, but no additional domestic staff can be provided for this purpose.

8103. Wardroom Mess and Officers' Messes

1. All other officers, including members of the Royal Corps of Naval Constructors serving at sea and Midshipmen, other than those serving in certain training establishments and colleges at home and undertaking Initial Fleet Time, are to belong to, and to mess in, the wardroom or Officers' mess where such a mess is available.
2. Personnel of Royal Marines Commandos accommodated in HM ships or establishments should be borne for victualling in the same way as RN and other RM personnel, and officers should pay the normal messing charge in the mess.
3. Officers taking passage or temporarily embarked are to be messed in the wardroom mess of that unit making a proportionate contribution to messing fees as agreed with the mess president.
4. Every Officer is to be a member of an Officers' mess / Wardroom at their place of duty, where such a mess is available. It is not in the spirit of these regulations for an Officer to not belong to a mess for any period greater than 1 month.

8104. Conduct of Officers' Messes

1. The Commanding Officer is to take care that the officers' messes are conducted in an orderly manner, and so economically as to be within the means of every member. If he/she should discover that excess, extravagance, or irregularity has occurred, either in the case of any mess generally or in that of individual officers, he/she is to give such directions as he/she may think proper in order to prevent a repetition of it and, if necessary, report the matter to the Fleet Commander.

BRd 2

2. Wardroom and Officers' messes traditionally accept liability for any debts incurred by their private contractors, whether by the mess as a whole or by one of their number acting as their agent.

8105. President of the Mess and Mess Committee

1. **President.** The president of the wardroom mess shall be the officer appointed as Executive Officer, or Second in Command for Officers' Messes in the Royal Marines. Thereafter, the senior officer of Commander's rank or below borne for ship's duties (that is, not additional or for staff duties) shall be the vice-president and shall act for the president in his/her absence; or equivalent for Royal Marines.

2. **Mess Committee.** Each mess is to be regulated by a mess committee comprising the president of the mess as president and at least three elected members. The various treasurers, caterers and mess officials may be added either as members or in an advisory capacity as messes may decide. The vice-president need not be included. The Logistics Officer (if not already a member by virtue of election or mess office) is to be a member, so that he/she may adequately discharge his/her responsibilities to his/her messmates and his/her department under 1209. If the mess should fail to elect representatives to the committee, the heads of departments shall replace the elected element of the committee and shall be responsible for the proper management of the mess.

3. **Responsibilities.** The internal economy of each mess is to be conducted by the committee, but all irregularities are to be checked by the president or, in their absence, the senior officer present and if necessary are to be reported to the Commanding Officer.

4. The mess committee has discretion to decide how the officers shall be messed, *JSP 456, Defence Catering Manual Vol 1-5*; it is not obliged to use the services of a Catering Officer, where one is allowed in complement. If a mess does not intend to employ a Catering Officer on catering duties one will not be appointed or, if already appointed, will be withdrawn.

5. For responsibilities of the Catering Officer, when one is appointed, see BR 5, *Naval Catering Manual*.

8106. Closing of Bars and Pantries

1. The bars and pantries in officers' mess rooms are to be closed, at sea and in harbour, at 2300. No refreshments are to be served after this time without the express permission of the president of the mess (or, in their absence, the vice-president).

2. The wardroom bar is to be closed as directed by the Commanding Officer or Mess President, in accordance with the alcohol state in force.¹

8107. Advances to Messes

1. Upon the first formation of a wardroom mess of a seagoing ship the Logistics Officer, with the Captain's approval, is to make an advance from the public money to the mess not exceeding £10 for each member. For supernumeraries the advance is not to exceed the proportion due for the time they will probably remain in the ship.

1. BR 9600 Ships' General Orders Ch10

2. This advance is to be considered as a loan to assist the mess in laying in its first supplies and the Logistics Officer is to recover it within six months by equal monthly installments from the mess, but not from individual officers.

8108. Extra Messing Charge

1. An Extra Messing Charge (EMC) may be made in wardroom or officers' messes. It is to be decided by the wardroom or officers' mess committee but is not to exceed 75 per cent of the Daily Messing Rate. There is not to be any differential rate of EMC levied to visiting entitled personnel.

8109. Limit to Wine Bills

1. The Commanding Officer is to limit or stop any wine bills which he/she may consider excessive or extravagant, having regard to the description of liquor consumed and the amount of hospitality exercised.

8110. Restrictions on Sale of Wines, etc.

1. Except with the special sanction of the Commanding Officer, no wine, spirits or beer is to be sold to or exchanged with any person not belonging to the mess for which it was obtained, nor are they to be given away to any person except to a guest for consumption on board.

2. Spirits on which duty has not been paid are not to be issued in bottle to any officer or other person. Duty-paid spirits are not to be issued in bottle without the permission of the Commanding Officer.

8111. Payment of Mess Bills

1. **Commanding Officer's Responsibilities.** The Commanding Officer is to see that all mess and wine debts are settled monthly by each member. Payment should normally be made by the Logistics Officer after receiving mess bill payments from each officer in accordance with the procedure in BR18 Accounting Instructions For Non-Public Funds. Individual officers may elect to settle their bills in cash, or, at the discretion of the mess president, by cheque or direct debit.

2. **Private Cheques.** The mess committee may also arrange, at their discretion and subject to such limits as they may prescribe, for the cashing of officers' private cheques from mess funds for which they are responsible, on the understanding that the members of the mess as a whole assume all financial responsibility in connection with such transactions. See also BR 18, *Accounting Instructions for Non-Public Funds*.

3. **Debts.** The President of the Mess is to ensure that all debts are settled before individuals or Mess Members depart the Ship or Unit. Every effort is to be made to recover all outstanding debts including the intervention of the Commanding Officer where this is deemed necessary. Any debts considered beyond recovery are to be approved by the Mess Committee for 'write-off' as a bad debt, or individuals pursued through the Small Claims Court.

BRd 2

4. **Officers' Misconduct.** If an officer being sent home from abroad on account of misconduct and borne for victuals only is unable to pay his/her mess bill, the Logistics Officer may make payments to the mess on his/her behalf, such payments being charged against the officer on his/her pay account.

5. **Deserters.** The balance of pay of a deserter, other than money which should have been paid, but was not paid, on the last regular pay day prior to desertion, cannot be appropriated for payment of mess bills. If it should be considered desirable to recover a mess debt from the proceeds of the sale of the deserter's effects, prior Ministry of Defence sanction must be obtained. (See *also* Chapter 55, Section II on debts of deceased officers.).

8112. Wine Accounts

1. Stock, sales, cash and officers' wine accounts are to be kept as provided in BR 18, *Accounting Instructions for Non-Public Funds*. Accounts are now completed through the SAGE accounts system which should be available to be produced whenever called for by a competent authority.

2. The Commanding Officer is to inspect the officers' wine accounts when presented with the SAGE accounts on a monthly basis. The Commanding Officer is to initial it to show that he/she has examined the accounts therein. See [Para 8109](#) on power of Commanding Officer to limit or stop wine bills. Officers' wine accounts in Fleet establishments need not be inspected.

3. When a ship is inspected a statement of the condition of the wine fund is to be produced with the SAGE accounts, and Gangway Wine and Spirits Books, to enable the inspecting officer to ascertain that the regulations relating to the wine accounts have been complied with.

8113. Spare

8114. Casual Meals in Other Naval Messes

1. Instructions on casual meals in other naval messes will be found in JSP 456, Defence Catering Manual.

8115–8130. Unallocated

SECTION II - CABINS

8131. Allocation of Cabins

1. The allocation of officers' cabins in Her Majesty's ships is to be governed by the following clauses. The issue is one which is both emotive and potentially divisive – early engagement with personnel will help manage expectations and ensure fairness to all according to seniority and role.

2. **Flagships.**

a. Named cabins are to be appropriated for the Flag Officer.

b. Staff officers are to be allocated cabins in order of seniority, together with ship's and aviation officers as in [sub para 5](#) and [sub para 6](#), though the aspiration should be to provide single cabins to staff SO1s/OF5s, and then comparable accommodation for remaining staff officers.

c. When Flagships are employed as private ships, the cabins in [sub para a](#) and [sub para b](#) may be occupied by other officers by seniority at the Commanding Officer's discretion but must be vacated immediately they are required by a Flag Officer and his/her staff.

3. **All Ships.** Named cabins will be shown on the ship's drawings for the officers who are appointed to perform the following duties in Destroyers and Frigates and below:

Commanding Officer	Weapons Engineer Officer
Executive Officer	Logistics Officer
Operations Officer	Marine Engineer Officer
Principal Warfare Officer	Navigating Officer
Flight Commander	

4. **Capital Ships.** Named cabins will be shown on the ship's drawings for the officers appointed to perform the following duties in Capital Ships:

	LPDs	LPH	QEC
Commanding Officer (See Note)	*	*	*
Executive Officer / The Commander	*	*	*
Commander Weapon Engineer	*	*	*
Commander (Marine) Engineer	*	*	*
Commander Logistics	*	*	*
Commander Air Engineer Officer			*
Commander Air (see Note)		*	*
Senior Warfare Officer			*
Operations Officer	*	*	*
Medical Officer	*	*	*
Chaplain	*	*	*
Commander, Landing Force	*		

	LPDs	LPH	QEC
Commander Amphibious Task Force	*		
Amphibious Operations Officer	*	*	
Air Operations Officer		*	
OC ASRM		*	
Commanding Officer, Embarked Force	*	*	*
First Lieutenant	*	*	*
Navigating Officer (see Note)	*	*	*
Principal Warfare Officer	*	*	*
Senior Weapon Engineer Officer	*	*	*
Senior (Marine) Engineer (Officer)	*	*	*
Senior Air Engineer Officer		*	*
Senior Logistics Officer / Deputy Cdr L	*	*	*
Lieutenant Commander Flying (see Note)		*	*



Note. For most Capital Ships, those indicated will be entitled to a named cabin in both the main officers' accommodation complex and within the island superstructure.

5. **Submarines.** Named cabins will be shown on the ship's drawings for the officers who are appointed to perform the following duties in Submarines.

a. **Trafalgar Class:**

The Commanding Officer
(In twin cabin) The Executive Officer and Weapon Engineer Officer
(In twin cabin) Marine Engineer Officer and Deputy Marine Engineer Officer

b. **Astute Class:**

The Commanding Officer
(In twin cabin) The Executive Officer and Weapon Engineer Officer
(In twin cabin) Marine Engineer Officer and Deputy Marine Engineer Officer

c. **Vanguard Class and Successor Class:**

The Commanding Officer
The Executive Officer
Marine Engineer Officer
Weapon Engineer Officer

6. **Complement Officers.** Remaining complement Officers should be allocated cabins in accordance with their Rank and Seniority and the following consideration:

a. Officers regularly employed on watchkeeping duties both at sea and in harbour are to take precedence over other officers of the same rank in so far as this may be necessary to provide them with single cabins if these are available.

b. In Destroyers and Frigates where junior engineers and logisticians are often referred to as 'Deputy HoD', this nomenclature shall not infer special privilege with respect to cabin allocation and the Mess Manager should allocate cabins in normal precedence of seniority and watchkeeping requirements.

c. Local discretion is afforded to Mess Managers to allocate cabins as required to non-watchkeeping personnel or aircrew.

7. **Embarked Air Squadrons/Flights**

a. Guidance in this section has been approached from a point of aircraft and aircrew safety to ensure aircrew are suitably rested so that they can be available as required to the Command to undertake flying duties.

b. In ships that carry embarked Squadrons and Allocated Flights an appropriate number of cabins should be shown on the ship's drawings specifically for aircrew; These are in addition to cabins appropriated for Squadron Commanders and Flight Commanders. These additional cabins are to be allocated such that pilots and observers borne for full operational flying duties are to have precedence in so far as necessary to provide them with such single cabins as are available.

c. Therefore:

(1) In Type 45 Destroyers nominated Flight Aircrew are to be provided with single cabins.

(2) In Type 23 Frigates the Flight Commander (Lynx and Merlin Flights) is to be provided with a single cabin.

(3) In a Type 23 Frigate with a Lynx Flight, the other aircrew (pilot/observer) should be provided with a single cabin but if not possible then a 2 berth cabin is the minimum acceptable, provided the utmost consideration is given to avoiding sharing with any officer borne for regular Watchkeeping Duties.

(4) In a Type 23 Frigate with a Merlin Flight, the other 2 aircrew should be accommodated in a 2 berth cabin, preferably one in which the computer terminal has been EHUDs integrated.

d. When the Squadrons/Flights are disembarked their cabins may be temporarily occupied by other officers, with the Executive Officer's permission, but must be vacated immediately prior to them being required again.

e. In ships where P2/O2s are borne for consolidation training, careful consideration should be given, so far as practicable, as to their accommodation in order to avoid watchkeeping personnel disturbing their sleep patterns on a regular basis. The Flight Commander should monitor their sleep patterns to make sure they are suitably rested before being charged with flying duties.

8. General

- a. Executive Officers must ensure, wherever possible, that suitable accommodation, commensurate with rank, is provided for all officers.
- b. Multiple occupancy cabins must be allocated as single sex accommodation.
- c. An officer allowed by complement is normally to take precedence in cabin accommodation over visiting staff or an officer of whatever rank who is appointed additional (ie training billet). The Commanding Officer may, however, make an exception in cases where officers are appointed additionally to perform some special and/or important duty.
- d. An officer who elects to occupy a cabin to which they are not normally entitled is to do so on the clear understanding that if required to vacate it they must take such other cabin as may then be vacant in order to cause the minimum of disturbance to other officers.
- e. An officer borne in lieu of one of a higher or lower rank is to be considered for cabin accommodation in respect of their actual rank.
- f. In exceptional circumstances, Executive Officers may utilize unused Senior Rate accommodation for officers.
- g. In allocating cabins, the Executive Officer should take into account the desirability of some dispersal of officers to reduce the effect of war or other damage.
- h. The Executive Officer is at liberty to retain one cabin for the use of officers without cabins who may be sick.
- i. In allocating cabins for Royal Marine officers, due regard shall be had for the additional items of kit which may be carried.

8132–8140. Unallocated

I

SECTION III - MESSING OF SHIP'S COMPANY

8141. Accommodation and Messing of Ship's Company, Commandos and Equivalent Units

1. **Afloat.** The minimum current accommodation standards are summarized as follows:
 - a. Warrant Officers (RM 1st Class) - single cabins.
 - b. RM Warrant Officers 2nd Class – 2 or 4 berth cabins (may be allocated single cabin if available in excess of WO1 allocation).
 - c. Master-at-Arms or Coxswain – Single berths where their unit Commanding Officer deems it necessary to conduct their duties, otherwise 3 berth cabins.
 - d. Chief Petty Officers and Staff Sergeants - 4 berth cabins.
 - e. Petty Officers and Sergeants - 6 berth cabins.
 - f. Junior ratings, Corporals, Lance Corporals and Marines - separate bunk spaces.
2. Warrant Officers and Senior Ratings are provided with separate recreation and dining spaces, Junior ratings are provided with separate dining facilities and either separate recreation areas or recreation areas near their bunk spaces.
3. If possible, comparable accommodation should be made available for embarked staff senior and junior ratings and other ranks, including the provision of a mess square for the junior ratings/other ranks on the combined staff.
4. Personnel from the other Services are to be messed and accommodated with their relative ranks/ratings as laid down in J.0381 and J. Table3-1.
5. **Ashore.** Current accommodation scales are contained in JSP 315, *Services' Accommodation Code*.
6. In ships and shore establishments where the strict application of the above regulations is not found to be practicable, the rules contained in this article should be applied so far as the accommodation provided allows. Commanding Officers are to use their discretion in the allocation of messes so that the accommodation available in the ship or establishment is always used to the best advantage. So far as practicable, moves of accommodation should be managed so as to minimize disruption to individuals.
7. In ships with limited accommodation a strict order of seniority shall be applied when allocating accommodation except that an EWO or BWO shall have precedence over all other WO1 and a Service Policeman shall have precedence over other ratings of a similar rate.

8142. Victualling

1. Instructions on the different systems of victualling for the ship's company are given JSP 456, Defence catering Manual Vol 1-5.

8143. Meal Hours

1. Adequate time must be set aside for meals to be taken, the actual time allowed for each meal being arranged by the Commanding Officer according to circumstances.
2. In ships on general messing, the Commanding Officer is to arrange for an officer to visit all dining halls (or mess decks where meals are taken) during meal times to see whether there are any complaints; such officer should ordinarily be the Officer of the Day. The Executive Officer, Logistic officers and senior rate caterers should also routinely visit the servery area during meal times. The duty chef is to be readily available to deal with any complaints about food and a catering services complaints log should be readily available to members of the ship's company.
3. Royal Navy Police and Cox'ns should routinely patrol meal time queues onboard ships in order to ensure that personnel are not taking meals at incorrect times, especially those not entitled to attend 'watch keepers' meal times.

8144. Watchkeepers

1. Subject to the internal organisation of the ship, the middle watch in state 3 at sea and long first and/or middle watchkeepers in harbour may be permitted additional time to rest and refresh post their watch. Further guidance is available in BRd 9600, Ships' General Orders.

8145. Warrant Officers' and Senior Rates', and Senior Non Commissioned Officers Messes

1. Every Warrant Officer and Chief Petty Officer is to be a member of a Warrant Officers' and Chief Petty Officers' mess or combined Senior Rates' mess at their place of duty, where such a mess is available. Every Petty Officer is to be a member of a Petty Officers' mess or combined Senior Rates' mess at their place of duty, where such a mess is available. In exceptional circumstances Commanding Officers have discretion to exempt WO's CPO's and PO's from mess membership or to allow them to hold membership at an alternative mess, should use of the mess be proved to be impracticable for an individual. Similarly, when a WO, CPO or PO is accommodated in a ship or establishment different from his/her place of duty, and messes exist at both places, consideration should be given to waiving or reducing subscriptions depending on the circumstances, so that the total amount paid by the rating is not excessive.
2. All mess members are to pay monthly mess subscriptions as determined by the mess committee and as stated in the mess rules. When WOs, CPOs and POs are temporarily detached from their normal place of duty, they will become temporary or honorary members of their respective messes at that temporary place of duty. Temporary members are those who are detached from their parent unit for periods of more than 14 days and are to pay subscriptions at their temporary place of duty. For periods up to 14 days, honorary membership is to be granted, with mess subscriptions being paid at the normal place of duty
3. Honorary mess members may be subject to a temporary mess fee charge at their temporary messes and in such circumstance they should expect to pay the same pro rata daily subscription as a full mess member.

This should be recovered via their parent mess, submitting a receipt of expenses occurred as appropriate. JPA is not to be used to claim this expense. Mess members returning from visits should not expect to be reimbursed any more than they subscribe at their normal place of duty.

4. The Commanding Officer, through the Executive Officer, is to take care that Warrant Officers' and Chief Petty Officers' messes and Petty Officers' messes are conducted in an orderly manner and so economically as to be within the means of every member. If he/she should discover that excess, extravagance or irregularity has occurred, either in the mess generally or on the part of individual members, he/she is to give such directions as he/she may think proper in order to prevent a repetition.

5. Each mess is to have a set of rules governing the conduct and management of the mess. These rules are to be approved by the Commanding Officer who is to enforce them through the Executive Officer in the interests of good order and discipline.

6. The Commanding Officer is to nominate an officer, termed the Supervising Officer, to exercise supervision on their behalf, through the Executive Officer, of standards and practices within the mess. The Supervising Officer is to pay particular attention to the order, discipline, morale and administration of the mess, and is also to supervise the mess fund in accordance with 8071.

7. The Executive Warrant Officer (EWO) at sea and the Base Warrant Officer (BWO) ashore will, by virtue of their position and status, be the mess President subject to approval by the Commanding Officer. Where these posts do not exist and for Petty Officers' messes, the mess is to have a President who is elected by the mess and approved by the Commanding Officer. The President is to have disciplinary authority over all other members of the mess, regardless of their seniority, in all matters concerning the proper administration of the mess. He/she is accountable through the Supervising Officer and the Executive Officer to the Commanding Officer for the maintenance of good order, discipline and proper administration within his/her mess. He/she shall have the authority to debar any member of the mess from using the amenities and bar facilities provided, where the conduct of any member has made this measure necessary. He/she is not to hold in addition the office of secretary or treasurer of the mess.

8. The Commanding Officer may authorize the President to delegate day-to-day running of the mess and chairmanship of the mess committee to a nominated senior rate termed as the Chairman of the Mess Committee (CMC). The elected Vice President may also fulfill this role.

9. The Commanding Officer may authorize the President to delegate the day-to-day administration of the mess to a nominated senior rating, or person employed directly, who will be termed the Mess Manager.

10. The Secretary and Treasurer of the mess may be either appointed by election or, if in the best interests of the mess, employed directly subject to the Commanding Officer's approval. These offices are normally to be held by separate persons, but may be combined with the Commanding Officer's approval, and may in addition be held by the Manager. BR 18, *Management and Accounting Instructions for Service Funds*, gives detailed guidance on the Treasurer's functions.

BRd 2

11. Each mess is to be regulated by a mess committee comprising the President or CMC and at least three elected members. The Secretary, the Treasurer and the Manager shall be added, as members, or in an advisory capacity as the mess may decide.

12. The internal economy of each mess is to be conducted by the committee, but all decisions are to be ratified by and irregularities investigated by the President and if necessary are to be reported to the Executive Officer through the Supervising Officer.

13. The rules for bars in Warrant Officers' and Senior Ratings' messes are contained in Chapter 80 and BR9600 Ch 10, Ship's General Orders.

14. All new members joining the mess are to make themselves known to the President at the earliest opportunity. They are to be inducted into the mess by the Mess Manager, at which time they are to make themselves fully conversant with the mess rules. The Mess Manager is to ensure that the mess membership register is kept up to date ensuring a close liaison with the joining/leaving sections of the Ship's Office/UPO. Any Senior Rate that has the Commanding Officer's approval to pay mess fees elsewhere is to sign to that effect in the Mess Treasurer's records.

15. The standard of Warrant Officers' and Senior Rates dress is to be high at all times. The general standards of acceptable dress in messes are in the following paragraphs.

16. **Formal Dress.**

- a. All formal functions will be in Mess Dress or 1C, or RM/Army/RAF equivalent.
- b. Civilian male guests will wear black ties and Dinner Jackets.
- c. Ladies attending will require a dress to complement the occasion worn below the calf length.

17. **Informal Dress.**

- a. Lounge Suit or Jacket worn with slacks, shirt, tie and shoes with socks.
- b. Ladies attending will require a dress to complement the occasion worn below the knee. Dress trousers or trousers suit is acceptable.
- c. Slacks with shirt, tie and shoes with socks (planters – as directed by the President).

18. **Casual Dress.**

- a. Any smart type of trousers may be worn in the mess, with or without a belt. Denims may be worn but at the discretion of the Mess Committee. Shoes, with or without socks, are to be worn in the mess.
- b. Shirts/blouses with collar attached or polo shirts may be worn, this includes shirts with short sleeves. Designer shirts/blouses may be worn outside trousers. Sweaters may be worn over shirts/blouses. Suitable dresses and skirts may be worn by female personnel as required.

- c. On nominated days, when there are no official functions in the mess, members may 'dress down' in the bars. This includes jeans and T-Shirts. (Any type of sports rig is NOT acceptable).
 - d. During hot weather dress shorts and shirts/blouses may be worn with deck shoes or dress sandals. (Socks optional).
 - e. By 2000 hrs daily mess members are to wear presentable civilian clothes in the public areas of the mess.
19. All guests using the Mess must comply with these dress regulations.
20. Unacceptable Standards in the Mess
- a. Training shoes are not to worn in the Mess.
 - b. No sports rig is to be worn in the Mess (except for Physical Trainers PT A rig). The only exception is when briefly calling at the mess for refreshment.
 - c. Muddy clothing, footwear and overalls (except Flying Coveralls) are not permitted.
21. Casual dress in the mess may not be worn when an official function is taking place.
22. If upon dissolution of a Mess there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members. This shall be given or transferred to such other Institution or Institutions having objects similar to the objects of the Mess as may be determined by the members at or before the time of dissolution subject to current Service regulations.

8146. Messmen

1. In ships afloat a sufficient number of junior ratings may be attached as messmen to all Warrant Officers', Chief Petty Officers' and Petty Officers' messes. Such requirement should be agreed by respective messes, endorsed by the EWO and approved by Commanding Officer.

8147. Entertaining by Senior Ratings' and Senior Non Commissioned Officers Messes

1. Commanding Officers' may grant permission for Senior Ratings' messes to hold a reception on board in special circumstances (e.g. to return hospitality extended to the mess). Such receptions are normally to be held in the Senior Ratings' messes but, at the Commanding Officer's discretion, may be held elsewhere on board, including the Quarterdeck or Flight Deck, if there are special reasons for doing so.

8148. Junior Rates and Other Ranks Messes

1. The Commanding Officer is to nominate an Officer and a Senior Rate, termed the Junior Rates'/Other Ranks' Mess Supervising Officer and Senior Rate/SNCO respectively, to supervise all Junior Rates'/Other Ranks' Messes in HM Ships. The Supervising Officer, assisted by the Senior Rate, is to exercise supervision on the Commanding Officer's behalf, through the Executive Officer, of standards and practices within the mess. The Supervisors are to make frequent visits to the mess, paying particular attention to the order, discipline and morale of the mess.

2. With the exception of [Para 8149](#) below, the Commanding Officer is to nominate a Leading Hand/Corporal and Deputy Leading Hand/Corporal of each mess. This authority may be delegated to the Executive Officer and exercised via the Executive Warrant Officer or equivalent thereof. Under no circumstances is a Leading Hand/Corporal of a mess to be allocated without the approval of either the Commanding or Executive Officer. They are to exercise the day-to-day supervision of the mess on the Commanding Officer's behalf, through the Executive Officer, for all standards and practices within the mess.

3. In addition to [sub para 2](#) above, where practical and at the discretion of the Commanding Officer, a separate Leading Hands' or Corporals' mess may be formed. Every Leading Hand/Corporal is to be a member of a Leading Hands'/Corporals' mess or equivalent at their place of duty, where such a mess is available. In exceptional circumstances, Commanding Officers have discretion to exempt Leading Hands/Corporals from mess membership or allow them to hold membership at an alternative mess, should the use of the mess be proved impracticable for an individual. Similarly when a Leading Hand/Corporal is accommodated in a ship or establishment different from his/her place of duty, and messes exist at both places, consideration should be given to waiving or reducing subscriptions depending on the circumstances, so that the total amount paid by the rating is not excessive.

4. Where applicable, all Leading Hands/Corporals are to pay monthly mess subscriptions as determined by the Mess Committee and as stated in the mess rules. When Leading Hands are temporarily detached from their normal place of duty, they will become temporary or honorary members of their respective messes at that temporary place of duty. Temporary members are those who are detached from their parent unit for periods of more than 14 days and are to pay subscriptions at their temporary place of duty. For periods up to 14 days, honorary membership is to be granted, with mess subscriptions being paid at the normal place of duty.

5. The Supervising Officer is to supervise the mess fund in accordance with 8071.

6. Each Leading Hands'/Corporals' mess is to have a set of rules governing the conduct and management of the mess. These rules are to be approved by the Commanding Officer who is to enforce them through the Executive Officer/Second in Command in the interests of good order and discipline.

7. Each Leading Hands'/Corporals' mess is to be regulated by a Mess Committee comprising the President or Chairman of the Mess Committee and at least three elected members who are approved by the Commanding Officer. The Secretary and the Treasurer and the Manager shall be added, as members, or in an advisory capacity as the mess may decide.

8. The Commanding Officer, through the Executive Officer, is to take care that Leading Hands'/Corporals' messes are conducted in an orderly manner and so economically as to be within the means of every member. If he/she should discover that excess, extravagance or irregularity has occurred, either in the mess generally or on the part of individual members, he/she is to give such directions as he/she may think proper in order to prevent repetition.

8149. Single Junior Rate / Other Rank Messes Afloat

1. Where there is only provision for one Junior Rates' Mess in HM Ships the Commanding Officer may, at his/her discretion, authorize the running of that mess through a President and Committee.

2. Irrespective of a combined mess arrangement, and the establishment of a President and Mess Committee, all Leading Hands and Corporals continue to exercise a responsibility for the maintenance of good order and discipline and should support the Mess President in so doing.

3. In units such as Type 45 destroyers, where there is a single recreational mess but several, separate accommodation areas, Commands may direct there to be a Leading Hand/Corporal to be in charge of each accommodation area or complex and may further nominate additional Supervising Officers and Supervising Senior Rates/SNCOs.

8150-8160. Unallocated

SECTION IV - VISITORS AND PASSENGERS - ENTERTAINMENT AND HOSPITALITY

8161. Visitors and Passengers - Entertainment and Hospitality

1. Visitors and Passengers onboard Her Majesty's Ships should be afforded an appropriate level of hospitality for their general comfort and safety for the duration of their passage. Whereby the Commanding Officer should ensure that any guests are granted recreational access to the appropriate mess for their status it is accepted that on occasion austere accommodation may be required dependent upon local capacity. Each guest(s) should be individually assessed with regards to status and duration of embarkation with the displacement of permanent Ship's Company only being considered as a last resort. In any event, all guests should be treated such that they are adequately attended so as to maintain the good standing and reputation of the Royal Navy. JSP 462 Chapter 45 should be consulted for the financial arrangements and protocols relating to 'Visitors and passengers - entertainment and hospitality' .

2. All visitors and passengers are to receive a full safety brief on joining a unit and should be allocated a point of contact to act as their mentor or chaperone whilst onboard; a more encompassing induction process may be appropriate for longer stays onboard. Depending upon the nature of the visitor or passenger, every effort should be made to permit such visitors or passengers to witness as much of Naval life as is safe and practicable. The safety of such individuals should be paramount throughout their stay onboard.

3. Visitors and Passengers onboard should be notified to Fleet Executive Officer in accordance with BRd 9467 (Fleet Administrative and General Orders) Chapter 6.

8162- 8180. Unallocated

SECTION V - OFFICIAL RESIDENCES AND MARRIED QUARTERS

8181. General Regulations

1. All rules and regulations as they affect both Single Living and Service Family Accommodation are subsumed and detailed within Joint Service Publication 464 (Tri Service Accommodation Regulations) which is to be considered the definitive document and which is administered by the Defence Infrastructure Organization (DIO).
2. All the regulations which may be laid down in Joint Service Publication 464, or from time to time elsewhere, as to furniture, fuel, repairs, and other matters, are to be observed by the occupants of official residences and quarters.

8182. Financial Arrangements

1. Instructions on the charges associated with the occupancy of married quarters are given in Joint Service Publication 754, Tri-Service Regulations for Pay and Charges.

8183. Employment of Aliens

1. No alien of any nationality shall be employed in any capacity by any member of the Naval Service who is resident in a naval establishment in the United Kingdom, without the prior permission of the Ministry of Defence being obtained.
2. Application for such permission is to be made to the Ministry of Defence through the usual channels and is to state the residence of the applicant and give full particulars of the alien including name, nationality, any alien's registration number already allocated in the United Kingdom, date and place of birth, residence and approximate date of arrival in the United Kingdom.
3. A further application for retention of the alien must be submitted if the applicant is transferred to another appointment involving residence in a naval establishment.
4. Prior permission of the Ministry of Defence is not required if the person is not resident inside a naval establishment, but particulars of the alien, as given in Clause 2, are to be reported to the Ministry of Defence. In all circumstances details are to be forwarded to the Personnel Security Agency.
5. At British ports abroad, aliens may be employed subject to the approval of the Senior Officer present.

8184–8190. Unallocated

SECTION VI - PRIVATE ACCOMMODATION

8191. Permission to Live in Private Accommodation

1. **Authority.** Subject to the prior approval of their Commanding Officer, single and married unaccompanied personnel who are serving in shore establishments at home or overseas may be allowed to live out in private accommodation. In order to minimize administration, a Commanding Officer shall be deemed to have granted such permission by exception and by virtue of an individual's joining routine when he/she shall have declared their intent to live onboard or ashore. The exceptions where a Commanding Officer must be consulted and where the default situation is to live onboard are in cases of:

- a. All personnel under 18 years of age.
- b. Personnel under initial training (although this restriction may be waived at the Commanding Officer's discretion).

2. Commanding Officers may also withhold permission to live out in the following circumstances:

- a. When an individual's general conduct (during the preceding three months) has been unsatisfactory.
- b. When operational or special requirements dictate.

3. **Compassionate Cases.** Sympathetic consideration is to be given to compassionate cases where personnel who might otherwise be required to live onboard wish to live out locally with their next-of-kin or dependant.

4. **Withdrawal of Permission.** Commanding Officers have discretion to withdraw permission that has been given to live out when it is clear that, as a result of living out, an individual's conduct brought, or might bring, the Service into disrepute or lead to a deterioration in discipline or efficiency. See also [sub para 11](#).

5. **Living Out Option.** Personnel opting to live out in private accommodation when public accommodation is provided for them, are solely responsible for their own leases, payments of rent, etc, and for any penalties, financial or otherwise, which may arise if leases or other agreements have to be prematurely terminated for Service reasons, e.g. on drafting elsewhere, attendance on courses, training, or for operational reasons. For this reason, it is advisable to include in any tenancy agreement, a Service clause which will allow a break at short notice, including termination of any lease.

6. **Vacation of Public Accommodation.** Personnel wishing to exercise their option to vacate public accommodation must give a minimum of 21 days notice of this intention. Reasonable notice of voluntary re-occupation of public accommodation must also be given.

7. **Retention of Public Accommodation.** Those living out may not retain rooms or bunk-spaces in their establishment but are allowed the same facilities for storing kit and sleeping on board for duty purposes as may be offered to married accompanied personnel.

8. **HM Ships.** Single and married unaccompanied personnel accommodated and victualled in HM ships may live out when not otherwise required onboard by duty. Personnel who are serving in an HM ship but are victualled and accommodated ashore and are thus liable for food and accommodation charges may be allowed to live out at their Commanding Officer's discretion.

9. **Unified Commands.** The rules may be modified by the Unified Commander (or as agreed by Single Service Commanders in committee) as appropriate to local conditions eg in sensitive areas abroad.

10. **Expenses and Allowances.** Nothing in this article alters the existing regulations for entitlement to the appropriate allowances contained within Joint Service Publication 754 (Tri Service Regulations for Pay and Charges). Permission to live out granted under the terms of this article in no circumstances carries an entitlement to such allowances.

11. **Service Needs.** Commanding Officers may, at any time, revoke the privilege of living ashore contained within this Regulation, and require all, or some, of their personnel to live onboard. This may be particularly appropriate during time of crisis or National emergency.