

# **Appendix**

## **Module 1 Handouts**

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## 1-1 MILITARY ACRONYMS

### ACRONYMS

**APO** – Army or Air Force Post Office. This term is used in mailings to a member overseas who is serviced by an Army or Air Force post office. The city/state/zip code line would read something like APO AE 09067, which is the designation for someone receiving mail through an Army or Air Force post office serving the Armed Forces Europe region (AE).

**BAH** – Basic Allowance for Housing. A member with permanent duty within the 50 United States, who is not furnished government housing, is eligible for BAH, based on the member's dependency status at the permanent duty ZIP Code. A member stationed overseas, including U.S. protectorates, who is not furnished government housing, is eligible for Overseas Housing Allowance (OHA) based on the member's dependency status. BAH includes extra money if the member is supporting dependents; then it is called BAH-WITH.

**BAH-R/T** – Basic Allowance for Housing – Reserve Component/Transit is a non-locality housing allowance for members in particular circumstances, for example, reservists on active duty for 30 or fewer days. It does not vary by geographic location.

**BAS** – Basic Allowance for Subsistence. BAS is meant to offset costs for a member's meals. The allowance is not intended to offset the costs of meals for family members. Because BAS is intended to offset the costs of meals for the service member, its level is linked to the price of food. Therefore, each year it is adjusted based on the increase of the price of food as measured by the USDA food cost index.

**CO** – Commanding Officer.

**CONUS** – Continental United States.

**DEERS** – Defense Enrollment Eligibility Reporting System. Database containing information on the service member, their dependent(s) (including former spouses if previously registered), and address information. Address information can also be accessed through FPLS.

**DEROS** – Date of Expected Return from Overseas Assignment.

**DFAS** – Defense Finance Accounting Services. DoD agency that is responsible for paying service members and processing orders for child support. Note that DFAS does not process pay for the Coast Guard, which is part of the Department of Homeland Security and has its own payroll center.

**DMDC** – Defense Manpower Data Center. Collates personnel, manpower, training, financial, and other data for the Department of Defense. Data can be used to verify a person's military service. Also used for purposes of healthcare, retirement funding, and other administrative needs.

**DoD** – Department of Defense.

**ETS** – Expiration of Term of Service. The date a service member's obligation to the military ends.

**FPO** – Fleet Post Office. Used in mailings to a member overseas or on board a vessel serviced by a Navy post office. The city/state/zip code line would read something like FPO AP 96667, which is the designation for a ship receiving mail through the Fleet Post Office serving the Armed Forces Pacific region (AP).

**FRG** – Family Readiness Group. An official Army program established pursuant to AR 600-20, Army Command Policy. Unit commanders at all levels in the active, Guard, and Reserve Components of the Army are expected to establish and/or support FRG operations for their organization. The FRG serves as a grass-roots network of communication among the family members, chain of command, and community resources.

**JAG** – Judge Advocate General. The judicial arm of any of the United States armed forces.

**LES** – Leave and Earnings Statement. Equivalent to a civilian pay statement with extensive information on the service member such as the state of legal residency, leave balance, and whether person is receiving BAH at “with dependent” rate.

**OCONUS** – Outside Continental United States. Alaska and Hawaii are considered OCONUS assignments.

**POTUS** – President of the United States.

**PCS** – Permanent Change of Station. When the service member leaves one duty station to begin an assignment at a new duty station.

**SCRA** – Servicemembers Civil Relief Act. Permits service members to delay civil (judicial and administrative) proceedings if military duty materially affects their ability to appear/defend.

**TAD** – Temporary Additional Duty. Same as TDY but is used by the Navy and Marine Corps.

**TDY** – Temporary Duty. Indicates a service member is temporarily assigned duties at another location. This terminology is used by the Army and Air Force.

**TIG** – Time in Grade.

**TIS** – Time in Service.

*Original Source: Air Force Lt. Col. Patrick W. Lindemann, (ret.), former deputy director for Legal Policy in DoD’s Office of the Undersecretary of Defense for Personnel and Readiness. Updated 2021.*

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## 1-2 MILITARY RANK AND PAY GRADE CHART

<b>MILITARY RANK AND GRADE</b>					
<b>Officer Pay Grades</b>					
<p>US military officer ranks include commissioned officers and warrant officers. The commissioned ranks are the highest. These officers hold presidential commissions and are confirmed at their ranks by the Senate. Army, Air Force and Marine Corps officers are called company grade officers in the pay grades of O-1 to O-3, field grade officers in pay grades O-4 to O-6 and general officers in pay grades O-7 and higher. The equivalent officer groupings in the Navy are called junior grade, mid-grade, and flag. See <a href="https://www.defense.gov/Our-Story/Insignias/">https://www.defense.gov/Our-Story/Insignias/</a> (last visited Jan. 26, 2021)</p>					
<i>Note: O=Officer E=Enlisted W=Warrant Officers</i>					
<b>PAYGRADE</b>	<b>Navy</b>	<b>Army</b>	<b>Air Force</b>	<b>Marine Corps</b>	<b>Coast Guard</b>
O1	Ensign (ENS)	2nd Lieutenant (2LT)	2nd Lieutenant (2d Lt)	2nd Lieutenant (2ndLt)	Ensign (ENS)
O2	Lieutenant Junior Grade (LTJG)	1st Lieutenant (1LT)	1st Lieutenant (1st Lt)	1st Lieutenant (1stLt)	Lieutenant Junior Grade (LTJG)
O3	Lieutenant (LT)	Captain (CPT)	Captain (Capt)	Captain (Capt)	Lieutenant (LT)
O4	Lieutenant Commander (LCDR)	Major (MAJ)	Major (Maj)	Major (Maj)	Lieutenant Commander (LCDR)
O5	Commander (CDR)	Lieutenant Colonel (LTC)	Lieutenant Colonel (Lt Col)	Lieutenant Colonel (LtCol)	Commander (CDR)
O6	Captain (CAPT)	Colonel (COL)	Colonel (Col)	Colonel (Col)	Captain (CAPT)
O7	Rear Admiral Lower Half (RDML)	Brigadier General (BG)	Brigadier General (Brig Gen)	Brigadier General (BGen)	Rear Admiral Lower Half (RDML)
O8	Rear Admiral Upper Half (RADM)	Major General (MG)	Major General (Maj Gen)	Major General (MajGen)	Rear Admiral Upper Half (RADM)
O9	Vice Admiral (VADM)	Lieutenant General (LTG)	Lieutenant General (Lt Gen)	Lieutenant General (LtGen)	Vice Admiral (VADM)
O10	Admiral (ADM) Chief of Naval Operations	General (GEN) Army Chief of Staff	General (Gen) Air Force Chief of Staff	General (Gen) Commandant of the Marine Corps	Admiral (ADM) Commandant of the Coast Guard



## MILITARY RANK AND GRADE (CONTINUED)

### Warrant Officer Pay Grades

Warrant officers hold warrants from their service secretary and are specialists and experts in certain military technologies or capabilities. The lowest ranking warrant officers serve under a higher-ranking warrant officer, but they receive commissions from the president upon promotion to chief warrant officer 2. These commissioned warrant officers are direct representatives of the president of the United States. They derive their authority from the same source as commissioned officers but remain specialists, in contrast to commissioned officers, who are generalists. The Air Force does not have warrant officers.

PAYGRADE	Navy	Army	Air Force	Marine Corps	Coast Guard
W1	USN Warrant Officer 1 (WO1)	Warrant Officer 1 (WO1)	N/A	Warrant Officer 1 (WO1)	N/A
W2	USN Chief Warrant Officer 2 (CWO2)	Chief Warrant Officer 2 (CW2)	N/A	Chief Warrant Officer 2 (CWO2)	USCG Chief Warrant Officer 2 (CWO2)
W3	USN Chief Warrant Officer 3 (CWO3)	Chief Warrant Officer 3 (CW3)	N/A	Chief Warrant Officer 3 (CWO3)	USCG Chief Warrant Officer 3 (CWO3)
W4	USN Chief Warrant Officer 4 (CWO4)	Chief Warrant Officer 4 (CW4)	N/A	Chief Warrant Officer 4 (CWO4)	USCG Chief Warrant Officer 4 (CWO4)
W5	USN Chief Warrant Officer 5 (CWO5)	Chief Warrant Officer 5 (CW5)	N/A	Chief Warrant Officer 5 (CWO5)	N/A

## MILITARY RANK AND GRADE (CONTINUED)

### Enlisted Pay Grades

Leadership responsibility significantly increases in the mid-level enlisted ranks. This responsibility is given formal recognition by use of the terms noncommissioned officer and petty officer. An Army sergeant, an Air Force staff sergeant, and a Marine corporal are considered NCO ranks. The Navy NCO equivalent, petty officer, is achieved at the rank of petty officer third class.

PAYGRADE	Navy	Army	Air Force	Marine Corps	Coast Guard
E5	Petty Officer 2nd Class (PO2)	Sergeant (SGT)	Staff Sergeant (SSgt)	Sergeant (Sgt)	Petty Officer 2nd Class (PO2)
E6	Petty Officer 1st Class (PO1)	Staff Sergeant (SSG)	Technical Sergeant (TSgt)	Staff Sergeant (SSgt)	Petty Officer 1st Class (PO1)
E7	Chief Petty Officer (CPO)	Sergeant First Class (SFC)	Master Sergeant (MSgt) OR First Sergeant	Gunnery Sergeant (Gy Sgt)	Chief Petty Officer (CPO)

## MILITARY RANK AND GRADE (CONTINUED)

### Enlisted Pay Grades

At the E-8 level, the Army, Marines, and Air Force have two positions at the same pay grade. Whether one is, for example, a senior master sergeant or a first sergeant in the Air Force depends on the person's job. The same is true for the positions at the E-9 level. Marine Corps master gunnery sergeants and sergeants major receive the same pay but have different responsibilities. All told, E-8s and E-9s generally have 15 to 30 years on the job, and are commanders' senior advisers for enlisted matters.

A third E-9 element is the senior enlisted person of each service. The sergeant major of the Army, the sergeant major of the Marine Corps, the master chief petty officer of the Navy and the chief master sergeant of the Air Force are the spokespersons of the enlisted force at the highest levels of their services.

PAYGRA	Navy	Army	Air Force	Marine Corps	Coast Guard
E8	Senior Chief Petty Officer (SCPO)	Master Sergeant (MSG) OR First Sergeant (1SG)	Senior Master Sergeant (SMSgt) OR First Sergeant	Master Sergeant (M Sgt) OR First Sergeant	Senior Chief Petty Officer (SCPO)
E9	Master Chief Petty Officer (MCPO) OR Fleet/Command Master Chief Petty Officer	Sergeant Major (SGM) OR Command Sergeant Major (CSM)	Chief Master Sergeant (CMSgt) OR First Sergeant OR Command Chief Master Sergeant	Master Gunnery Sergeant (MGySgt) OR Sergeant Major (SgtMaj)	Master Chief Petty Officer (MCPO)
E9	Master Chief Petty Officer of the Navy (MCPON)	Sergeant Major of the Army (SMA)	Chief Master Sergeant of the Air Force (CMSAF)	Sergeant Major of the Marine Corps (SgtMajMC)	Master Chief Petty Officer of the Coast Guard (MCPOCG)

## 1-3 MILITARY TRAINING EVALUATION FORM

### MILITARY WEBSITES

All websites are current as of November 2020.

#### Department of Defense

<https://www.defense.gov/> – The official website of the United States Department of Defense.

<https://www.defense.gov/Resources/Military-Departments/> – The DoD website with links to the databases of all registered DoD sites.

<https://www.defense.gov/Newsroom/Publications/> – Provides links to DoD reports, fact sheets, memoranda, and other Defense Department communications.

<https://www.dfas.mil/> – Provides information about the Defense Finance Accounting Service.

<https://scra-w.dmdc.osd.mil/scra/#/home> – The link within the website for the Defense Manpower Data Center that provides verification of whether an individual is in the military service.

<https://militarypay.defense.gov/> – Provides information about military compensation.

<https://legalassistance.law.af.mil/> – Website for U.S. Armed Forces Legal Assistance. Helps locate active duty legal activities offering general legal services to each branch within the continental United States.

[https://www.jcs.mil/doctrine/dod\\_dictionary/](https://www.jcs.mil/doctrine/dod_dictionary/) – Click on hyperlink for DoD Dictionary of Military and Associated Terms.

<https://www.defense.gov/Our-Story/Insignias/> – Provides information about DoD military rank insignia.

**Army**

<https://www.army.mil/> – Official website of the United States Army. Contains links to Army websites, including Army installations and publications.

<https://www.army.mil/organization/> – Explains the organization and command structure of the Army.

<https://www.army.mil/soldierresources/> – Provides information about soldier and family resources.

<https://home.army.mil/imcom/index.php/garrisons> – Provides links to information about U.S. Army installations.

<https://www.usar.army.mil/> – Website for the Army Reserve.

<https://www.jagcnet.army.mil/legal> – Website for the Army JAG Corps Legal Information Portal. Includes links for locating a legal assistance office and for obtaining information papers on such topics as family law and the Servicemembers Civil Relief Act.

**Navy**

<https://www.navy.mil/> – Official website of the United States Navy. The Resources link includes a Navy directory.

<https://www.navyreserve.navy.mil/> – Website for the Navy Reserve.

<https://www.jag.navy.mil/> – Website for the Navy Judge Advocate General's Corps. The Legal Services hyperlink allows the user to locate counsel and to seek legal assistance on a number of topics, including family law issues.

**Air Force**

<https://www.af.mil/> – Official website of the United States Air Force. Contains quick links to various Air Force websites.

<https://www.af.mil/AF-Sites/> – Allows search for Air Force bases within the United States and around the world, with site links to those installations.

<https://www.afreserve.com/> – Website for the Air Force Reserve.

<https://www.afjag.af.mil/> – Website for the Air Force Judge Advocate General's Corps. Includes a link to the Air Force Legal Assistance website, which provides basic information on various legal topics, including family law, and helps member locate the nearest military legal office within the continental United States.

### **Marine Corps**

<https://www.marines.mil/> – Official website of the United States Marine Corps. The link for Families provides a list of official resources and information for Marines and their families.

<https://www.marines.mil/Units.aspx> – Provides a complete listing of all units found throughout the Marine Corps.

<https://www.marforres.marines.mil/> – Website for the Marine Corps Forces Reserve. It contains a link to family resources, which includes a link to the MFR Family Readiness page.

<https://www.hqmc.marines.mil/sja/> – Website for Judge Advocate Division of the U.S. Marine Corps.

### **Coast Guard**

<https://www.uscg.mil/> – Official website of the Coast Guard. Under the Resources tab is information about resources available to support families.

[https://www.uscg.mil/Resources/Legal/LMA/Legal\\_Assistance/](https://www.uscg.mil/Resources/Legal/LMA/Legal_Assistance/) – Website for the Coast Guard Judge Advocate General.

[https://www.uscg.mil/Resources/Legal/Legal\\_Assistance/](https://www.uscg.mil/Resources/Legal/Legal_Assistance/) – Provides information about the location of legal assistance attorneys and allows a member to download a personal readiness plan.

### **National Guard**

<https://www.nationalguard.mil/> – Official website of the National Guard. Includes links to resources and family programs such as the National Guard Family Program.

<https://www.ang.af.mil/> – Website for the Air National Guard.



<https://www.nationalguard.mil/About-the-Guard/Army-National-Guard/Resources/Family-Services/> – This page of the National Guard website includes information about the Army National Guard family resources and programs.

### **Department of Veterans Affairs**

<https://www.va.gov/> – Official website for the U.S. Department of Veterans Affairs. Includes information on general benefits, employment services, and special initiatives.

<https://www.va.gov/homeless/vjo.asp> – Provides information about the Veterans Justice Outreach (VJO) program. VJO Specialists are responsible for direct outreach, assessment, and case management for justice-involved veterans in local courts and jails. They also liaison with local justice system partners.

<https://www.ptsd.va.gov/> – Website for the National Center for PTSD (Post Traumatic Stress Disorder). The Center does not provide direct medical care, but provides a wealth of information on the prevention, understanding, and treatment of PTSD.

### **Other Useful Military Websites**

<https://www.militaryonesource.mil/> – Military OneSource is a DoD Program that provides resources and support to active-duty, National Guard, and Reserve service members and their families. Services include a call center, specialized consultations, and publications, including publications on child support. The website also includes a link to the location of military installations approved by the individual service branch.

<https://www.yellowribbon.mil/> – Website for the Department of Defense's Yellow Ribbon Program. The Yellow Ribbon Reintegration Program is a DoD-wide effort to promote the well-being of National Guard and Reserve members, their families and communities, by connecting them with resources throughout the deployment cycle.

<http://statesidelegal.org/finding-legal-help> – This website has been designed to help low-income service members, veterans, and their families. For that reason, it focuses on legal services that are available free of charge.

**Department of Health and Human Services, Administration for Children and Families, Office of Child Support Services**

<https://www.acf.hhs.gov/css/child-support-professionals/working/military-veterans> – This page on OCSS's website contains links to publications developed by OCSS for military families and child support agencies who work with service members and veterans on child support issues.

**Department of Labor**

<https://www.dol.gov/agencies/vets> – This page of the U.S. Department of Labor website focuses on Veterans' Employment and Training Services (VETS).

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**1-4 REVIEW EXERCISE****REVIEW EXERCISE**

Answer each question “True” or “False.” If the answer is “False,” identify what would be the correct information.

1. **Four military departments report to the Department of Defense.**
2. **There are two categories of rank: officer and enlisted.**
3. **A captain in the Navy is equivalent to a captain in the Army.**
4. **The best source for assistance to a caseworker is the highest ranking officer.**
5. **In order to qualify for care under military health programs, a child must be enrolled in DEERS.**

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## REVIEW EXERCISE

Answer each question “True” or “False.” If the answer is “False,” identify what would be the correct information.

1. **Four military departments report to the Department of Defense.** False.

There are three military departments that report to DoD: the Army, the Air Force, and the Navy. The Marine Corps falls under the Department of the Navy. The Coast Guard falls under the Department of Homeland Security.

2. **There are two categories of rank: officer and enlisted.** True.

3. **A captain in the Navy is equivalent to a captain in the Army.** False.

The military services have different names for different ranks. A Captain in the Navy is a higher pay grade than a Captain in the Army or Air Force.

4. **The best source for assistance to a caseworker is the highest ranking officer.** False.

A first-line commander is usually the best person to contact to resolve most issues related to child support.

5. **In order to qualify for care under military health programs, a child must be enrolled in DEERS.** True.

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