

# **Module 1**

## **Overview of the Military**

## **TRAINING NOTES**

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### ***What you need to say/do***

1. Display **PowerPoint Slide 1-1: Module 1** (title slide).
  2. Ask if any participants have personal military experience. Thank them for that service. Ask participants to describe any dealings they have had with the military on child support issues. Facilitate a brief discussion (5 – 10 minutes) on the positive and negative aspects of that experience. Use a flipchart to summarize comments. Identify areas of difficulty for which this course will either provide information to overcome the obstacle or explain the reason behind the military's action.
  3. Tell participants to ask questions as they arise and to participate in the discussion if they have any input, experiences, etc.
  4. Review the module's goals and objectives with participants.
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### ***What you need to know***

1. This module will take approximately one hour and 15 minutes to complete.
2. You may need to modify the length of this module based on the level of familiarity the participants have with the military and its organization.
3. Listed below are the equipment, handouts, and PowerPoint slides for the module.

### **Equipment/Supplies:**

- Personal computer with PowerPoint program
- LCD projector and screen
- Flipchart stand with two pads of paper or whiteboard
- Markers (permanent, dry-erase, and wet erase)
- Trainer Guide
- Participant Guides (including Appendix with Handouts)

### **PowerPoint Slides:**

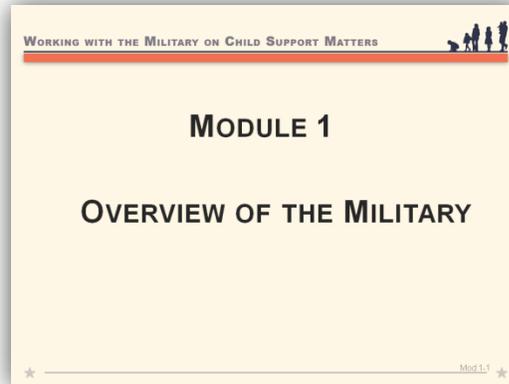
- 1-1: **Module 1** (title slide)
- 1-2: Military Parents
- 1-3: Military Divorce Rate
- 1-4: Yearlong Absence
- 1-5: Multiple Deployments
- 1-6: Staggering Numbers
- 1-7: PTSD/TBI
- 1-8: Organization of the Military
- 1-9: Where is Sergeant Smith?
- 1-10: Military Authority
- 1-11: When Member Fails to Respond
- 1-12: Practice Tips
- 1-13: Military Resources
- 1-14: Navigating the Web - An Example
- 1-15: Military Rules and Regulations
- 1-16: Summary

### **Handouts:**

- 1-1: Military Acronyms
- 1-2: Military Rank and Pay Grade Chart
- 1-3: Military Websites
- 1-4: Review Exercise

## MODULE 1: OVERVIEW OF THE MILITARY

Time: 1 hour, 15 minutes



### 1.1 OVERVIEW OF THE MILITARY

#### 1.1.1 Learning Goal

- Each participant will become familiar with some of the unique child support issues facing military parents.
- Each participant will understand the basic organization of the United States armed forces.
- Each participant will become familiar with the rules and regulations that govern the enforcement of child support obligations within the military.

#### 1.1.2 Learning Objectives

- Given an interactive lecture and a discussion of the organization of the military and its various component branches, participants will explain the basic structure of the military, describe how it fits within our system of government, and identify the different branches of the military.
- Given an interactive lecture, participants will identify who makes decisions over military personnel and places, and realize the limitations under which military decision-makers operate.
- Given a discussion, participants will identify the military resources available to assist in various aspects of child support enforcement.
- Given an interactive lecture, participants will explain the various rules and regulations that govern the military in all aspects of child support enforcement.

## TRAINING NOTES

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### *What you need to say/do*

1. Display **PowerPoint Slide 1-2: Military Parents** as you discuss some of the statistics supporting why child support agencies need to target outreach to the military.
2. The Pentagon reported in 2011 that approximately 44% of active duty members and 43% of Reserve and National Guard members are parents.
3. Display **PowerPoint Slide 1-3: Military Divorce Rate**. Since the start of Operation Enduring Freedom in 2001, the Army divorce rate has risen by almost 50%. In 2009, the divorce rate for the military was slightly higher than the divorce rate for the civilian population. Pentagon statistics show that the overall military divorce rate leveled off in 2010 after a consistent increase over the previous five years, and in 2012 it decreased to 3.5%. Between 2011 and 2012, the divorce rate went down slightly in every service among male and female service members of all ranks. Enlisted female soldiers and Marines, however, continued to experience high rates of divorce.

### *What you need to know*

1. The federal Office of Child Support Enforcement has issued several fact sheets related to the military and child support. See <http://www.acf.hhs.gov/programs/css/military-veterans>.
2. You can check the Department of Defense website to find updated statistics on the number of parents and the military divorce rate.

## 1.2 DEMOGRAPHICS OF MILITARY PARENTS

Child support agencies have increasingly recognized the importance of providing targeted services to special populations. The military is such a population. It has a unique culture. It is present in every state, and in many countries. And its members are frequently “on the move.” From a child support perspective, it is important to be aware of the following facts so you can understand the military population better:



- A large percentage of service members are parents. In 2011, the Pentagon reported that approximately 44% of active duty soldiers were parents. Approximately 43% of Reserve and National Guard members are parents.
- Military parents are separating or divorcing at an increasing rate.



- There are a large number of unwed parents in the military.

## TRAINING NOTES

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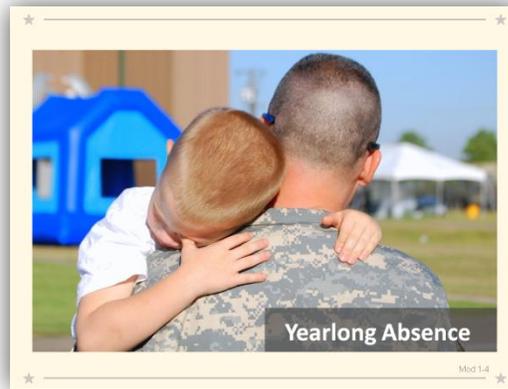
### *What you need to say/do*

Display **PowerPoint Slide 1-4: Yearlong Absence**, **PowerPoint Slide 1-5: Multiple Deployments**, and **PowerPoint Slide 1-6: Staggering Numbers** as you discuss three realities facing military parents.

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### *What you need to know*

Raising children is stressful for any parent. However, service members face unique problems that other fathers and mothers do not face with regard to providing emotional and financial support to their children. There are three big realities of military life:



1. Deployments that can last from six to 12 months



**Staggering Numbers\***

Since the attack of September 11

- 875,000 moms and dads have deployed
- 245,000 have deployed twice
- 91,000 three times
- 48,000 four+ times



\* Source: National Military Family Assoc. 2011

Mod 1.6

2. Multiple deployments

## TRAINING NOTES

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### *What you need to say/do*

1. Display **PowerPoint Slide 1-7: PTSD/TBI** as you discuss the third reality facing military parents.
  2. About 12% of soldiers returning from Iraq and 20% of soldiers returning from Afghanistan suffer post-traumatic stress disorder (PTSD). About 15% of combat veterans have been diagnosed with some level of traumatic brain injury (TBI).
  3. Identify some of the unique child support issues facing service members. Child support cases involving military members also require specialized knowledge by caseworkers since there are some laws that only apply to service members.
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### *What you need to know*



3. Post traumatic stress disorder (PTSD) or traumatic brain injury (TBI):  
PTSD and TBI affect members' relationships with their families and their ability to hold a job. It can also affect their interaction with the child support agency.

Service members also face unique child support issues. For example, how does one get medical coverage through TRICARE for a child born to unwed parents? If a member is in the National Guard or the Reserves and has been activated or notified of a future activation, how do you transfer a civilian income withholding order to the Defense Finance and Accounting Service (DFAS)? How does one ensure that the support order accurately reflects the member's current income? How do Family Care Plans, which are required for many service members, interact with court orders?

Child support agencies are in a unique position to provide outreach to military families and try to relieve the stress associated with child support issues. This means that caseworkers must at least understand the basics of military culture. This module provides overview information about the Department of Defense and its service branches. Because effective outreach also requires caseworkers to understand child support laws and procedures that are specific to military members, subsequent modules will highlight those areas.

## TRAINING NOTES

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### *What you need to say/do*

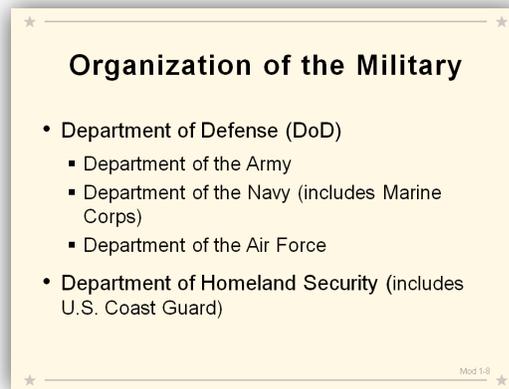
1. Refer participants to **Handout 1-1** in the Appendix for a glossary of common military acronyms.
  2. Display **PowerPoint Slide 1-8: Organization of the Military**.
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### *What you need to know*

1. The Department of Defense is a large and complex organization. Participants are not expected to understand all of the agencies, activities, and units that fall under DoD.
2. Each of the military departments is responsible for recruiting, training, and managing its members. While this responsibility, or "ownership," may change depending on the location and duties of the member, each department or service retains responsibility over its members.

### 1.3 MILITARY ORGANIZATIONS AND THE SERVICE BRANCHES

Child support professionals use acronyms like IV-D, TANF, and UIFSA that are confusing to people who are not involved with child support and paternity. The military also uses acronyms that are probably perfectly clear to the military member but often cause blank stares by civilians. To help you understand military acronyms that are used in this Trainer Guide, please refer to **Handout 1-1** in the Appendix.



The Department of Defense (DoD) is a cabinet level organization with a mission to provide military forces to deter war and to protect the security of our country. DoD is America's oldest, largest, and busiest company. Its workforce and budget exceed that of the country's largest corporations, including Wal-Mart, Exxon, Ford Motor, and General Motors.

There are three military departments under DoD: the Department of the Army, the Department of the Navy, and the Department of the Air Force. Three of the five military services – Army, Navy, and Air Force – report to their respective military departments. A fourth military service – the Marine Corps – also reports to the Department of the Navy. The United States Coast Guard is under the control of the Department of Homeland Security.

**TRAINING NOTES**

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***What you need to say/do***

After providing the information on page 1-13, ask participants to identify the location of any military facilities within their state or geographic location.

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***What you need to know***

The Department of Defense has over 1.4 million people on active duty within the various services, and approximately one million activated reserve and National Guard personnel. It is important to understand that National Guard members are state employees. They do not become part of DoD until they are federally mobilized under Title 10, U.S. Code. In 2013, DoD also employed approximately 800,000 civilian employees. These military and civilian employees work in over 6,000 locations that are spread across nearly 150 countries and numerous ships at sea. There are over two million military retirees.

Each of the services is responsible for recruiting, training, and equipping its own forces as well as ensuring the good order and discipline of its members. Accountability of service members may "shift" when they are on deployments, exercises, or operations, but these shifts are often temporary and usually have little effect on the child support caseworker. Military sites are traditionally called forts, bases, camps, and stations, which will be collectively referred to in this training as installations. Military installations are located in virtually every state and at locations all over the world. They range in size from small single buildings, to the Army's three million-acre White Sands Missile Range in New Mexico, and contain anywhere from a single person, to tens of thousands of employees. Additionally, members of the Navy, Marine Corps, Coast Guard, and—to a much lesser extent—the Army, often perform duty away from their "home" base on ships afloat at sea around the world, sometimes for months at a time.

## TRAINING NOTES

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### *What you need to say/do*

Provide an example of how the military is organized by explaining **PowerPoint Slide 1-9: Where is Sergeant Smith?** Beginning with the individual military member, Sergeant Smith, work up to Company/ Battalion/ Brigade/ Division/ Corps-sized units, to the Unified/Combatant Command, to the military head of the service, to the civilian Secretary of the military department, to the Secretary of DoD, and ultimately to the President.

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### *What you need to know*

1. The military is located throughout the United States and the world. Military members are found on bases, ships, forts, stations, camps, embassies, and other facilities.
2. You should know the name and address of any military facilities within the state in which you are conducting the training.



Each of the services is broken down into units and at each level there is a commander in charge. The Army's senior ranking military officer is the Chief of Staff of the Army. The Navy's senior admiral is the Chief of Naval Operations. The general in charge of the Air Force is the Chief of Staff of the Air Force. The Commandant of the Marine Corps heads the Marine Corps. The senior leader of the Coast Guard is called the Commandant. The senior leaders of the Army, Air Force, and Navy report to the civilian Secretary of their respective military departments; the Secretary is a presidential appointee. The Commandant of the Marine Corps also reports to the Secretary of the Navy, because the Marines fall under the Department of the Navy. The three civilian department secretaries report to another civilian, the Secretary of Defense, who in turn reports to the President of the United States. The Commandant of the Coast Guard reports to the Secretary of the Department of Homeland Security.

## **TRAINING NOTES**

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### ***What you need to say/do***

1. Display **PowerPoint Slide 1-10: Military Authority**.
2. When explaining pay grades and military rank structure, refer participants to **Handout 1-2: Military Rank and Pay Grade Chart**, located in the Appendix.
3. Provide an example of how the rank in one service is not always equivalent to the same rank in another service.

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### ***What you need to know***

1. Rank and authority are separate, but related, concepts. Ranks are designations given to personnel that represent, in part, their responsibility and authority within the military hierarchy. Rank structure among the services varies slightly, and can be a source of confusion.
2. The military pay structure, referred to as a pay grade, is consistent throughout the services.
3. A commander's authority is derived from laws, regulations, and customs, or can also be inherent as a function of command.

## 1.4 MILITARY AUTHORITY



The military's ranks and structures can be confusing to a caseworker, but an understanding of their importance can be critical for successfully dealing with military parents and their service branch. The term "grade" refers to a military pay level. With each pay level, there are corresponding ranks. Generally, rank is broken down into two categories: enlisted and officer. Enlisted personnel are pay grades E-1 through E-10, with the "E" standing for enlisted. They enter military service (or continue military service) through an enlistment contract. Officers are in pay grades O-1 through O-10, with the "O" standing for officer. They are commissioned through a variety of sources and are appointed by the President of the United States. The Navy, Marine Corps, and Army also have Warrant Officers who are officers by virtue of a warrant. They are higher ranking than enlisted members but subordinate to officers. Warrant Officers are in pay grades W-1 through W-5, with the "W" standing for warrant. On occasion, warrant officers command smaller military units. See **Handout 1-2** in the Appendix.

The military services have different names for different ranks, which can be a source of great confusion. For example, a Captain in the Navy is a very senior leader in the pay grade of O-6, while a Captain in the Army, Marine Corps, or the Air Force is in the pay grade of O-3 and is a mid-grade leader. The point here is not memorization, but the importance of knowing the system with which you are dealing. A general rule is that the higher the rank, the more authority that person has, especially those who are in command.

## TRAINING NOTES

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### *What you need to say/do*

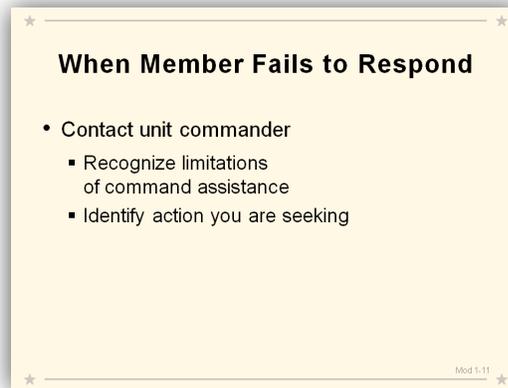
1. Continue to display **PowerPoint Slide 1-10: Military Authority**.
2. Compare the role of a garrison commander to that of a city manager, responsible for running the overall day-to-day operations of a military installation. The commander has responsibility to ensure that personnel support their dependents. However, it will more likely be the parent's direct unit commander who will assist with specific child support issues.
3. Tell the participants to try first to contact a service member directly.
4. Display **PowerPoint Slide 1-11: When Member Fails to Respond**.
5. If the member fails to respond to several communication attempts, instruct the participants to contact the "first line" military commander for assistance.
6. Explain that if no response is received to an inquiry or a request for assistance, they should move up the chain of command.

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### *What you need to know*

1. Members of the military are required to exhibit character traits and qualities that promote the prompt and efficient resolution of problems. The moral character required for entry and continued service in the military is high.
2. A military commander at the lowest level is usually the person to contact for assistance or information.

While every member of the military possesses the authority to accomplish some task or another, the military commander is most often associated with possessing the authority to "issue the orders that make things happen." Every post, camp, fort, or station has an installation commander. He or she is the "city manager" for the installation, with authority to control what happens on the installation. This is important to understand, especially as it relates to other training modules on jurisdiction and service of process. A commander's authority is derived from laws, regulations, and customs. It is the commander's responsibility to ensure that the personnel under his command comply with child support requirements established by statute, regulation, and policy.



When processing a child support case that involves a service member, it is always important to try first to contact the member directly. Let us assume, however, that you have made several attempts to contact a military noncustodial parent. If the member fails to respond to your inquiry, it may be appropriate to "go up the chain of command." First-line commanders are usually the best place to start. They can resolve most issues that will confront the child support caseworker. A first line commander who is non-responsive may mean you need to contact the next commander higher in the chain-of-command.

It is essential in dealing with military authority to understand that limitations exist. These limitations with regard to child support are discussed in later modules.

## TRAINING NOTES

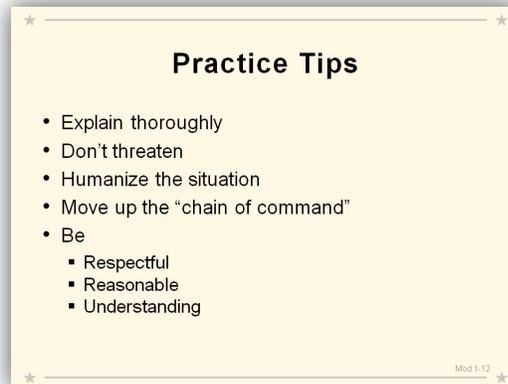
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### *What you need to say/do*

1. Ask participants to list some best practice tips they have learned based on their experiences with the military. Write them on the flipchart. Make sure you discuss the five bullets listed on pages 1-21 and 1-23.
2. Explain that a military commander's authority is rarely so great as to be able to accomplish everything requested of him or her. Explain that law, regulation, or policy may limit a commander. The level of cooperation may also vary depending upon the commander's understanding of the role of the child support program.
3. Display **PowerPoint Slide 1-12: Practice Tips**.

### *What you need to know*

1. Commanders do not always have the authority to accomplish everything that a caseworker may desire. Regulation, law, or policy may limit a commander's authority.
2. Always make your first attempt at resolution with the service member. Only after attempts at personal contact and resolution have failed should a caseworker seek the assistance of a service member's commander.



When it becomes necessary to involve a military commander in a child support matter, the following are some general practice tips.

- Explain exactly what you are seeking and the authority under which you are acting. Military commanders have an obligation to provide for the health, morale, and welfare of their personnel and to ensure those personnel are providing for their families as required by regulation or law. If the commander does not understand the "what, why, and how" of your request, he or she may be less likely to respond. Commanders will make their personnel do the right thing if it is within their authority. The better you explain, the greater the likelihood of a favorable response. Also, commanders have access to military lawyers who serve as their legal advisors. A commander who has all the pertinent facts can get an accurate answer from a legal advisor that will ensure maximum assistance.
- Don't threaten. A threat to the military will ring hollow and accomplish little. However, factual statements of actions that may occur, stated with tact and diplomacy, will serve to educate the military commander about potential consequences for one of his personnel. All military commanders are concerned about unit readiness, and a service member tied up in civil court proceedings can affect readiness.
- Humanize the situation. Members of the military are held to a higher standard than people generally are in the civilian community. "Doing the right thing" is as important as doing what is legally required. The military understands this. Emphasize it if possible.

## TRAINING NOTES

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### *What you need to say/do*

1. Continue to display **PowerPoint Slide 1-12: Practice Tips**.
  2. Continue discussion until all five bullets have been covered.
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### *What you need to know*

- Everyone in the military has a boss. Documented attempts at seeking information and/or assistance from a commander who is non-responsive will usually generate some movement from that commander's boss.
- Be respectful, reasonable, and understanding. The military is charged with the grave responsibility of defending our country against its enemies. Concerns about personnel security, operational security, and protecting the force are legitimate concerns of military members and commanders. Remember that a commander's hesitancy to release information or provide assistance may be due to overcaution or a regulatory prohibition such as the Privacy Act, but a well-explained rationale for the action that you request will often overcome this hurdle. There may also be situations, such as deployment or security concerns, when the commander will be unable to respond to your request.

## **TRAINING NOTES**

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### ***What you need to say/do***

1. Display **PowerPoint Slide 1-13: Military Resources**.
2. Mention the resources on the slide.
3. Explain the operation of a legal office on a military installation
4. Ask participants to describe any experience(s) with cooperative programs or presentations with their local installation legal office.

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### ***What you need to know***

1. There are a variety of military resources for the child support caseworker.
2. Military installations usually have a legal office that performs a variety of functions, depending on the mission of the installation and the military units stationed there.
3. Larger installations have family life centers or family advocacy programs that provide information and programs to improve the quality of life for military families.
4. Larger installations also have identification card facilities that provide identification cards and information on the Defense Enrollment Eligibility Reporting System (DEERS).
5. The most efficient way to use the Internet for military information is to narrow the search to the lowest applicable level.

## 1.5 MILITARY RESOURCES



In addition to the commander, there are other military resources that can assist a caseworker in his or her efforts. Many of the resources are service specific, and others are available across DoD. Possible resources include:

- Installation/command legal offices
- Family advocacy or family life centers
- Identification card facilities/Medical facilities
- The Internet

### 1.5.1 Legal Offices

Virtually all military installations have legal staff assigned to them, which may consist of military lawyers, civilian lawyers employed by the military, or both. Installation legal offices may be called an Office of the Staff Judge Advocate, a Legal Assistance Office, or commonly, the JAG Office (Judge Advocate General). The lawyers and legal support staff at an installation legal office primarily serve the commanders, their staff, and military members and their families. Therefore, the spouse of a service member can request assistance just as the member can.

## TRAINING NOTES

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### *What you need to say/do*

1. Continue to display **PowerPoint Slide 1-13: Military Resources**.
2. Discuss the family life centers and family advocacy programs that are available in some locations. Inform the participants that these organizations may be a resource for disseminating information on child support obligations for military noncustodial parents and a resource for custodial parents to understand the benefits to which a military dependent is entitled.
3. Explain that larger installations have identification card facilities, and that military dependents must be enrolled in DEERS in order to be eligible for military benefits, including medical coverage under TRICARE. Explain that enrollment in DEERS can be done through the mail, without any need to travel to a military installation. If the family member requires an ID card, that must be done in person. Inform participants that other training modules discuss medical support.

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### *What you need to know*

The legal assistance office is usually where a military member will go for questions about paternity and child support. Although military lawyers will not represent service members in support proceedings (since most military lawyers are not licensed to practice in the state in which their installation is located), they can provide members with general information about child support laws. If the child support agency has an established relationship with the installation legal assistance office – through get-togethers or speakers programs – it will result in improved communication and cooperation between both. Military legal assistance offices can also assist service members in the development of Family Care Plans, and provide information about resources related to mediation of parenting time issues.

### **1.5.2 Family Life Centers**

Larger installations will often have family life centers/family advocacy programs that are designed to improve the quality of life for military members and their families. These organizations can provide the child support agency with a valuable platform for informational programs and literature that can educate noncustodial parents of their legal and moral obligations concerning child support. Additionally, these programs may be able to provide assistance to custodial parents in understanding the wide variety of benefits to which a dependent child of a military member may be entitled.

### **1.5.3 Identification Card Facilities**

Identification card facilities are located at all large installations. These facilities can provide valuable information on the documents required to obtain an identification card, as well as supply information on the Defense Enrollment Eligibility Reporting System (DEERS). Enrollment in DEERS is required prior to the issuance of an identification card, and is also tied to eligibility for medical care under the military health program called TRICARE. Other training modules discuss medical support.

## TRAINING NOTES

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### *What you need to say/do*

1. Continue to display **PowerPoint Slide 1-13: Military Resources**.
  2. Ask participants to locate **Handout 1-3: Military Websites** in the Appendix. Explain the difference between official and unofficial websites.
  3. Using **PowerPoint Slide 1-14**, demonstrate how to navigate the DFAS website to locate information on where to send a child support income withholding order.
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### *What you need to know*

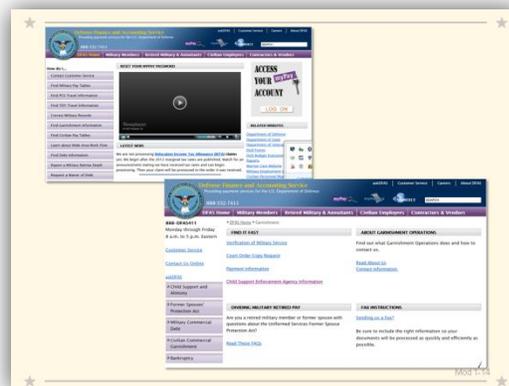
If the DFAS website has changed so that the explanation and captured images are no longer accurate, please provide participants with updated information.

### 1.5.4 Internet Sites

The military provides the greatest amount of information about itself on the Internet. Virtually every publicly releasable military address, phone number, acronym, regulation, and policy is available through the Internet. The greatest drawbacks, of course, are that information can become outdated quickly and there is so much information available it can become difficult to navigate and pinpoint the exact information you are seeking. There are sites for DoD and each of its component agencies, each of the military departments and service branches, the reserve components, and most every installation, base, camp, station, or fort in the world. See **Handout 1-3** in the Appendix.

A key to successfully navigating the Internet as you search for the answers to your questions is to narrow your search to the lowest applicable level. This means you must determine if your issue is local (does Fort Bragg have a legal assistance office?), service specific (what is the Air Force policy on paternity establishment?), or agency specific (to what DFAS address does one send a withholding order?). Most military Internet sites are user friendly, have search functions, and provide links to other sites.

Let's try to locate the DFAS address for sending an income withholding order. On the internet, do a search for "DFAS." The result will provide a link to [www.dfas.mil](http://www.dfas.mil). From the DFAS home page, click on the "Find Garnishment Information" link. That will take you to a page where you can click on a link titled "Child Support Enforcement Agency Information."



## TRAINING NOTES

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### *What you need to say/do*

1. Display **PowerPoint Slide 1-15: Military Rules and Regulations.**
2. Explain to participants that each of the services has its own regulatory schemes, which are usually an implementation of federal law and DoD guidance. The Coast Guard, however, is subject to regulations of the Department of Homeland Security.
3. Inform the participants that understanding the rules and regulations under which the military operates will enhance the effective processing of requests for assistance or information.
4. Tell participants that specific child support regulations will be referenced in subsequent modules

### *What you need to know*

1. The military is a structured, rule intensive organization. Federal statutes govern most of the military and its functions, which are implemented through a variety of regulations, directives, instructions, and policies.

DoD regulations are usually:

- Department of Defense Directives (DoDD)
- Department of Defense Instructions (DoDI)

2. Each of the services issues its own regulations, supplemented with very specific guidance governing operations and conduct. The regulations that govern support obligations, paternity, and other child and dependent support issues are:

ARMY: 32 C.F.R. § 584.2. See also Army Regulation 608-99, Family Support, Child Custody, and Paternity

AIR FORCE: SECAF INST. 36-2906, Personal Financial Responsibility

MARINE CORPS: 32 C.F.R. § 733.3(c). See also MC Order P5800.16A (LEGLADMIN), ch. 15 (Dependent Support and Paternity)

NAVY: 32 C.F.R. § 733.3(b). See also Navy Military Personnel Manual (MILPERSMAN) art. 1754-030 (Support of Family Members), art. 5800-10 (Paternity Complaints)

COAST GUARD: U.S. Coast Guard Commandant Instruction (COMDTINST) M1600.2, Chapter 2.E (Sept. 2011) Supporting Dependents

## 1.6 MILITARY RULES AND REGULATIONS

The military is a rule-driven organization. Most of the regulations in the military are based on federal statutory law. The military is not exempt from the requirements of federal law, except where specifically authorized. Generally, the laws of individual states also apply to military personnel located in those states, just as they apply to all citizens of the

state. It is important to note, however, that state laws may or may not apply on military installations, depending on whether the installation has exclusive federal jurisdiction or concurrent jurisdiction. The importance of these distinctions will be discussed in the Service of Process module.

In addition to federal laws of general applicability, the military services have their own rules, regulations, and policies that govern the conduct of their members. DoD, as the parent organization for the Army, Navy, Air Force, and Marine Corps, issues regulations that are applicable to these services, unless specifically exempted. Each of the military services -- Army, Navy, Air Force, Marine Corps, and Coast Guard -- also issues regulations. In addition to service regulations, military units will often issue their own regulations, as will installation or garrison commanders. These local regulations are usually found on installation or unit web sites and may supplement existing service regulations, or may cover areas not addressed in other regulations or directives. Finally, each of the services supplements its regulations with policy memoranda that address very specific areas of administration or conduct not covered in other regulations or directives.

The regulations and rules governing military personnel and procedures in the areas of paternity establishment and child support are covered in specific modules of this Guide.



## TRAINER NOTES

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### *What you need to say/do:*

1. Refer participants to **Handout 1-4: Review Exercise**, located in the Appendix. Tell them they have approximately three minutes to individually complete the exercise. Then facilitate a class discussion of the answers.
  2. To wrap up, display **PowerPoint Slide 1-16: Summary**. Review with participants the topics discussed in this module.
  3. Transition into the next module by outlining its major learning objectives.
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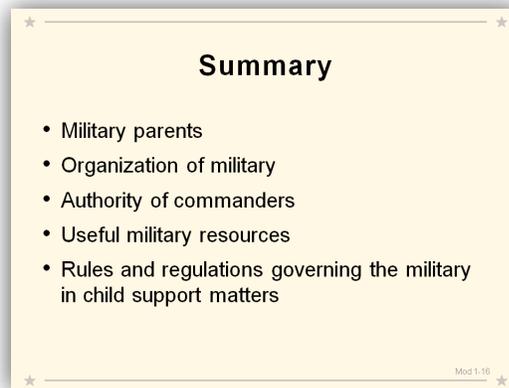
### *What you need to know:*

The exercise will help you to assess whether the participants understood the military overview. Allow approximately 10 minutes for completion and review of the exercise.

## 1.7 REVIEW EXERCISE

Each participant will complete **Handout 1-4: Review Exercise**. After a few minutes, the class will collectively go over the answers.

## 1.8 SUMMARY



In this module we discussed:

- unique issues facing military parents,
- the organization of the military,
- the authority of commanders,
- military resources that can assist the child support worker, and
- rules and regulations that govern the military with regard to child support.

## 1.9 PREVIEW OF NEXT MODULE

In the next module, we will:

- discuss federal locate regulations that govern IV-D cases,
- identify local and national military locate resources, and
- identify state and federal civilian locate resources for military cases.