

Module 2

Military Locate Procedures

TRAINING NOTES

What you need to say/do

1. Display **PowerPoint Slide 2-1: Module 2** (title slide).
 2. Ask participants if there are any lingering questions from earlier modules. When there are no further questions, proceed to **Module 2**.
 3. Explain to participants that you need to locate an individual in the military before you can establish or enforce a child support obligation, just as done in non-military cases.
 4. Review the module's goals and objectives with participants.
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What you need to know

1. It takes approximately one hour to complete this module.
2. Participants are not expected to memorize the addresses for the military locate resources. This module includes a handout listing those addresses.
3. Listed below are the equipment, handouts, and PowerPoint slides needed for the module.

Equipment/Supplies:

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

PowerPoint Slides:

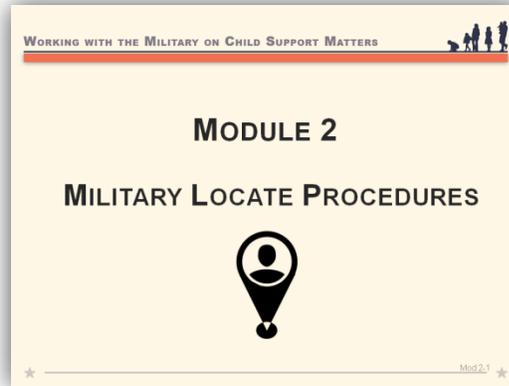
- 2-1: **Module 2** (title slide)
- 2-2: Federal Locate Regulations (1)
- 2-3: Federal Locate Regulations (2)
- 2-4: Locate Resources for Military
- 2-5: Summary

Handouts:

- 2-1: Military Locator Services
- 2-2: Sample FOIA Letter to Request Home Address
- 2-3: Review Exercises

MODULE 2: MILITARY LOCATE PROCEDURES

Time: 1 hour



2.1 MILITARY LOCATE PROCEDURES

2.1.1 Learning Goals

- Each participant will learn the various locate resources (civilian and military) applicable to cases involving the military (active duty, retired, reservists, National Guard, and civilian employees).
- Each participant will learn how to use these various locate resources.

2.1.2 Learning Objectives

- Given an interactive lecture, participants will correctly identify the basic requirements of the federal IV-D locate regulations.
- Given an interactive lecture and scenario-based exercises, participants will explain where to find and how to use various military locate resources.
- Given an interactive lecture and scenario-based exercises, participants will explain how the state and federal civilian locate resources assist when a military case needs locate services.

TRAINING NOTES

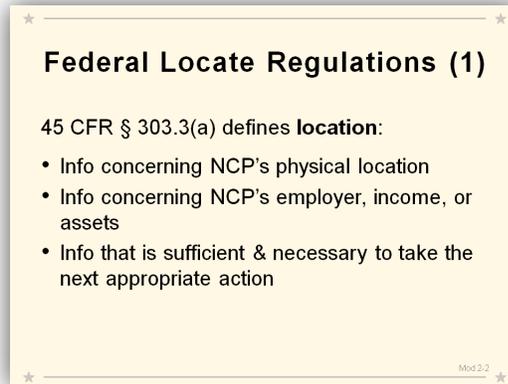
What you need to say/do

1. Display **PowerPoint Slide 2-2: Federal Locate Regulations (1)**. Briefly cover the bullets on the slide.
 2. Advise the participants that all of the federal child support regulations are available on-line at OCSE's website: <http://www.acf.hhs.gov/programs/css>.
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What you need to know

The U.S. Department of Health and Human Services (HHS) issues the federal regulations governing IV-D locate procedures. As a condition of receiving federal child support funding, all state IV-D programs must comply with these regulatory requirements and timeframes.

2.2 APPLICABLE FEDERAL REGULATIONS AND TIMEFRAMES



2.2.1 Definition

The U.S. Department of Health and Human Services issues regulations governing locate activity in all IV-D cases, including cases involving the military. These regulations appear at Title 45 of the Code of Federal Regulations, section 303.3. These regulations define “location” as “information concerning the physical whereabouts of the noncustodial parent, or the noncustodial parent’s employer(s), other sources of income or assets, as appropriate, which is sufficient and necessary to take the next appropriate action in a IV-D case.” As such, “locate” involves more than determining a noncustodial parent’s residential address.

Although these regulations do not specifically address military cases, their guidance is directly applicable to cases involving the military. In fact, if the individual you are attempting to locate is in the military, the odds that you will successfully locate the individual are probably greater than in many non-military cases. This is true because you are more likely to uncover a Social Security number in a case involving the military, and the Social Security number is the key to success for most automated locate searches.

TRAINING NOTES

What you need to say/do

1. Display **PowerPoint Slide 2-3: Federal Locate Regulations (2)**.
2. Explain that the federal regulations do not require a IV-D office to initiate locate activity simply because the noncustodial parent's address/asset location is unknown. For example, if income withholding is in place and the child support obligation is being met as ordered, then locating the noncustodial parent (NCP) may not be required under the regulations. Federal regulations only require locate activity when locating the NCP is required before you can take the next action in the case.

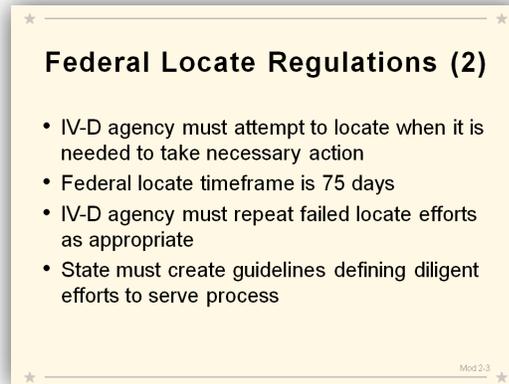
What you need to know

Examples of "appropriate state agencies" specifically appearing in the federal locate regulations are agencies maintaining records of:

- Public assistance
- Wages and employment
- Unemployment insurance
- Income taxation
- Driver's licenses
- Vehicle registrations
- Criminal records

Most of these state agencies maintain web sites and locate information may be available online.

2.2.2 Scope of Locate



According to the federal locate regulations, the IV-D office must undertake locate activity in all cases where the location of the noncustodial parent (NCP) or the location of the NCP’s income/assets is “needed to take a necessary action” in the case. Examples of locate resources that the regulations identify include:

- The Expanded Federal Parent Locator Service (FPLS)
- Relatives and friends of the NCP
- Current and past NCP employers and unions
- Local telephone companies
- The U.S. Postal Service
- Financial references
- Appropriate state agencies.

TRAINING NOTES

What you need to say/do

1. Continue to display **PowerPoint Slide 2-3: Federal Locate Regulations (2)**.
2. Explain to the participants that it is a IV-D plan requirement that states develop guidelines to define “diligent efforts to serve process.” According to OCSE-AT-89-15, when states exhaust the procedures outlined in these guidelines but are unsuccessful in their attempts to serve process, then the federal case processing timeframes for other program remedies (such as paternity establishment) do not apply to that case.
3. Stop displaying **PowerPoint Slide 2-3** and conduct the following activity: Ask the participants for examples of when it is unnecessary for a IV-D office to repeat unsuccessful locate efforts. You may use the flipchart to record their responses. One example is when initial locate efforts fail to uncover any information on an alleged father beyond his first name. In this case the IV-D office need not repeat locate efforts because there is insufficient identifying information in the case.

What you need to know

1. According to 45 C.F.R. § 303.11(b)(7), case closure is appropriate when the IV-D agency has provided locate-only services as requested under 45 C.F.R. § 302.35(c)(3).
2. In 2010 the case closure regulation was amended to address intergovernmental cases, which often have locate problems. At 75 Fed. Reg. 38,643, July 2, 2010, 45 C.F.R. § 303.11 was amended by revising paragraph (b)(12), adding new paragraphs (b)(13) and (b)(14), and revising paragraph (c), effective Jan. 3, 2011. The added and revised text is set forth as follows:

§ 303.11 Case closure criteria. (b) In order to be eligible for closure, the case must meet at least one of the following criteria:

*** (12) The IV-D agency documents failure by the initiating agency to take an action which is essential for the next step in providing services;

(13) The initiating agency has notified the responding State that the initiating State has closed its case under § 303.7(c)(11); and

(14) The initiating agency has notified the responding State that its intergovernmental services are no longer needed.

(c) In cases meeting the criteria in paragraphs (b)(1) through (6) and (10) through (12) of this section, the State must notify the recipient of services, or in an intergovernmental case meeting the criteria for closure under (b)(12), the initiating agency, in writing 60 calendar days prior to closure of the case of the State's intent to close the case. The case must be kept open if the recipient of services or the initiating agency supplies information in response to the notice which could lead to the establishment of paternity or a support order or enforcement of an order, or, in the instance of paragraph (b)(10) of this section, if contact is reestablished with the recipient of services. If the case is closed, the former recipient of services may request at a later date that the case be reopened if there is a change in circumstances which could lead to the establishment of paternity or a support order or enforcement of an order by completing a new application for IV-D services and paying any applicable application fee.

2.2.3 Locate Timeframes

According to the federal locate regulations, within “no more than 75 calendar days” of a IV-D agency’s decision that locate action is needed to take the next appropriate action in a case, the agency must access all appropriate locate resources, including the FPLS. The federal locate regulations’ timeframes apply to non-military and military cases alike.

2.2.4 Repeating Locate Activities

When locate attempts fail, federal regulations require the IV-D agency to repeat locate efforts on the case. Repeating locate efforts is required either quarterly or immediately upon the receipt of new information that may aid in the locate effort. For example, if a custodial parent contacts the IV-D office with updated address information, upon receiving that “new information,” the IV-D office must repeat locate activities immediately. However, there must be “adequate identifying and other information” in the case to justify repeating the locate efforts.

2.2.5 Case Closure

Federal regulation 45 C.F.R. § 303.11 allows the state IV-D agency to close a case where the NCP’s location is “unknown, and the State has made diligent efforts using multiple sources, in accordance with Sec. 303.3, all of which have been unsuccessful...” The amount of time that the IV-D office must pursue locate efforts prior to closing a case depends upon the amount of information that the IV-D office has concerning the NCP. If the IV-D office has sufficient information to initiate an automated locate effort (i.e., the NCP’s name and Social Security number), the case can be closed after three years of unsuccessful locate efforts. However, if the IV-D office does not have sufficient information on the NCP to initiate an automated locate effort, the case can be closed after one year of unsuccessful locate efforts.

TRAINING NOTES

What you need to say/do

1. Display **PowerPoint Slide 2-4: Locate Resources for Military**.
2. If a custodial parent does not know whether the noncustodial parent is an active duty service member, the caseworker should first check the public website operated by the Defense Manpower Data Center (DMDC). It will state whether the individual is in active duty status and the person's branch. It will not, however, provide address information.
3. With the member's Social Security number or date of birth, the caseworker can attempt to locate the service member through the same IV-D locate resources available to locate a civilian.

What you need to know

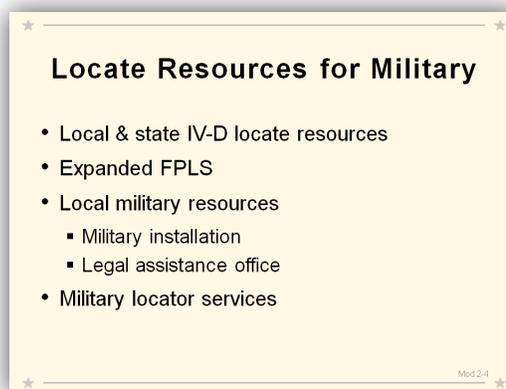
The DMDC website does not provide military address information. However, once a caseworker registers the noncustodial parent on the FPLS with a verified SSN, as discussed in the next section, the worker has access to broader information from the DMDC.

2.3 IV-D LOCATE RESOURCES

It is important to remember that all of the IV-D locate resources available to the IV-D office in civilian cases are also available in cases involving the military.

In fact, today's IV-D locate resources are particularly impressive due to the

enhancements in the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA).



2.3.1 Local and State Locate Resources

As stated earlier in section 2.2.2 of this module, federal regulations require state IV-D agencies to undertake specific locate activity when the location of the noncustodial parent, or the parent's assets, is unknown. If a custodial parent is unsure whether the noncustodial parent is in the military, a caseworker may use the public website for the Defense Manpower Data Center (DMDC) to learn the current active military status of the individual,

<https://www.dmdc.osd.mil/appj/scra/scraHome.do>. The worker needs to input the noncustodial parent's name and either the individual's Social Security number (SSN) or date of birth. Based on that identifying information, the website will indicate the person's active duty status and service branch. It will not, however, provide the residential or duty address of the service member.

If the noncustodial parent is an active duty service member, but the custodial parent does not know the person's address, the caseworker should obtain all identifying information possible from the custodial parent. A local IV-D office may be able to locate the address of the member by completing the locate activity identified in the federal regulations. For example, if the current location of the service member is unknown, but the caseworker knows that this individual has parents, family members, friends, or prior employers in the area, the caseworker may be able to locate the service member by contacting these leads.

TRAINING NOTES

What you need to say/do

1. Caseworkers have access to their State Parent Locator Service (SPLS). Disclosure of locate information from the SPLS is limited to authorized persons as defined by federal law, and for such purposes as defined by federal law. Different rules apply depending upon whether the locate information is sought in a IV-D case for IV-D purposes by a IV-D agency, or whether the locate information is sought by authorized non-IV-D individuals for non-IV-D purposes such as parental kidnapping cases.
2. As noted earlier, the federal regulations list “appropriate state agencies,” which include agencies maintaining records of:
 - Public assistance
 - Wages and employment
 - Unemployment insurance
 - Income taxation
 - Driver’s licenses
 - Vehicle registrations
 - Criminal records
3. Stress to participants that the FPLS remains the most reliable and most timely locate resource in cases involving a member of the military.
4. If a custodial parent does not know the noncustodial parent’s Social Security number (SSN), the caseworker should obtain all identifying information possible from the custodial parent, enter it into the state system, and have the FPLS try to find the noncustodial parent’s SSN. The FPLS can use the name, date of birth and sex of the noncustodial parent, as well as the noncustodial parent’s place of birth, mother’s first and maiden names, and father’s first and last names, to try to identify the noncustodial parent’s SSN. The FPLS also can try to find the SSN based on the name and date of birth of the noncustodial parent and the custodial parent’s identifying information on a shared tax return.
5. An important enhancement to the FPLS is the assistance it receives from the Social Security Administration in verifying, correcting, and supplying Social Security numbers.

What you need to know

1. The regulation governing access to locate information from the SPLS is 45 C.F.R. § 302.35. The governing federal statutes are at 42 U.S.C. §§ 653, 654(26), and 663.
2. 42 U.S.C. § 653(j)(1)(B) provides that the Social Security Administration “shall verify the accuracy of, correct, or supply to the extent possible, and report to the Secretary,” the name, Social Security number, and birth date of each individual submitted for verification.

Once a case is entered in the state child support system, it is automatically referred to the State Parent Locator Service (SPLS) if locate information is needed. Pursuant to 45 C.F.R. § 302.35, the SPLS must access the Federal Parent Locator Service (FPLS) and all relevant sources of information and records available in the state, and in other states as appropriate, for locating custodial parents, noncustodial parents, and children for IV-D purposes.

2.3.2 Expanded Federal Parent Locator Service

The Federal Parent Locator Service (FPLS) is arguably the most important IV-D locate tool in military cases. If a custodial parent does not know the noncustodial parent's Social Security number (SSN), a caseworker may nevertheless be able to learn the number. By inputting the other identifying information provided by the custodial parent into the state child support system, the worker can have the FPLS try to find the noncustodial parent's SSN. The FPLS can use the name, date of birth, and sex of the noncustodial parent, as well as the noncustodial parent's place of birth, mother's first and maiden names, and father's first and last names, to try to identify the noncustodial parent's SSN. The FPLS can also try to find the SSN based on the noncustodial parent's name and date of birth, and the custodial parent's identifying information on a shared income tax return.

The FPLS includes an exclusive interface with the federal Social Security Administration's database. One of the services that the Social Security Administration provides the FPLS is supplying or correcting missing or inaccurate SSNs. Once the FPLS obtains the military member's SSN, that will facilitate the data matches with other external locate sources.

TRAINING NOTES

What you need to say/do

1. Inform participants that the FPLS has access to locate information from a number of federal agencies, including locate information about service members that is reported by the Department of Defense (DoD) and the Department of Veterans Affairs (VA).
2. The FPLS includes the National Directory of New Hires (NDNH), which provides address and wage information for military members.
3. As soon as a state registers a case on the Federal Case Registry (FCR), and the FPLS has verified or corrected the noncustodial parent's SSN, proactive matching occurs with the NDNH. New hire reports and wage records are returned that can identify whether the noncustodial parent is in the military (active duty, reservist, or retiree). These records provide address and income information and are returned within two days.
4. Additionally, the FPLS can return information from the Department of Defense (DoD) if a locate request for DoD data is submitted when the case is sent to the FCR. The DoD locate response indicates whether the noncustodial parent is on active duty, is a reservist, or is a retiree, and provides an address. This DoD information is returned within a week. A DoD locate request also may be submitted at any time after a person is registered on the FCR if additional information is desired.

What you need to know

PRWORA's major enhancements to the Federal Parent Locator Service included:

- Creation of the National Directory of New Hires
- Creation of Federal Case Registry of Child Support Orders
- Increased access to income, benefit (including unemployment benefits and health insurance), and asset information.

In addition to SSN verification, the Social Security Administration (SSA) provides address information related to its employees, and to recipients of Social Security benefits including compensation that falls under Title II and Title XVI (SSI). Additionally, the SSA provides address information from more than 7,000 federal, state, and local prisons. Matches are conducted daily with SSA. Other external locate sources that match with the FPLS are the Internal Revenue Service (IRS), the Department of Defense (DoD), the National Security Agency (NSA), the Federal Bureau of Investigations (FBI), and the Department of Veteran Affairs (VA). With regard to veterans, the VA provides the address an individual has designated for receipt of VA benefits. The FPLS sends state locate requests to the external locate sources usually on a weekly basis. Responses are sent back to the state as they are received from the external sources.

PRWORA established both the National Directory of New Hires (NDNH) and the Federal Case Registry (FCR) as central parts of the expanded FPLS. The NDNH receives information from state directories of new hires. The FCR receives information from state case registries. Some states send information daily to the FCR; most send the information weekly. There are daily matches between the NDNH and FCR. Responses are returned to the states within two days. This match is especially helpful, as noted above, when the SSN is not known. Additionally, the FPLS can return information from DoD if a locate request for DoD data is submitted when the case is sent to the FCR. The DoD locate response indicates whether the noncustodial parent is on active duty, or is a reservist or retiree, and provides an address. This DoD information is returned within a week.

There are two NDNH records that are particularly useful for locating service members. The NDNH new hire (W-4) record provides address information for newly hired military personnel, and the NDNH/Quarterly Wage (QW) record provides address and wage information for long term military members. The QW record also is useful in identifying reservists who have been called to active duty.

TRAINING NOTES

What you need to say/do

1. In 2010 OCSE implemented the State Services Portal (SSP), which is a secured internet application that provides real-time access to FPLS data. State caseworkers can obtain a wealth of address and income information through the SSP.
2. The FPLS SSP Locate application gives caseworkers direct access to FPLS locate information from the NDNH, which is displayed immediately for the caseworker. Additionally, the caseworker may request information from several federal agencies external to the FPLS, including DoD and the VA. Information from these agencies may be returned to them via the portal and/or through the established system interfaces with the FPLS. The information from these agencies is returned within a week.

What you need to know

Additionally, the QW record identifies military and Coast Guard retirees by providing an indicator to show that the person is receiving a pension.

Responses from the FPLS are sent to the states through a secure transmission line (CyberFusion) in batches so that the responses can be immediately uploaded into the state system and appropriate next steps can be taken in as much of an automated fashion as possible.

In 2010, OCSE implemented the State Services Portal (SSP), which provides an immediate way for caseworkers to request FPLS information from their workstations. The SSP is a secured internet application that provides direct access to the federal data. If a state has opted to make the necessary system enhancements to use the SSP, caseworkers can directly access FPLS locate information without the necessity of going through their SPLS. The FPLS SSP Locate application provides caseworkers with direct access to the following FPLS locate sources:

- National Directory of New Hires
- Department of Defense
- Federal Bureau of Investigations
- Internal Revenue Service
- Social Security Administration
- Department of Veteran Affairs

The state administrator determines what type of locate access is available to a caseworker. NDNH data is available immediately through the online portal. Responses from external agencies are returned in a week or less. The caseworker can opt to provide an email address to receive notification when responses are available, or check online for responses when anticipated.

TRAINING NOTES

What you need to say/do

A state child support office can use the SSP to make an FPLS external locate request for forwarding to the Defense Manpower Data Center (DMDC). Explain the information provided through the DMDC.

What you need to know

While a state may opt to have responses for the FPLS SSP Locate application returned solely through the portal, OCSE strongly recommends that the state also opt to have the information returned through the system batch process. This ensures that current locate information, including DoD information, is directly loaded into the state system and automated actions may be taken as appropriate.

The caseworker can use the SSP to make a request for DoD locate information and receive the current address for someone in the military. The FPLS forwards the request to the Defense Manpower Data Center (DMDC) and returns the information within a week either through the portal, to the state system, or both. The state decides how the information will be returned. An advantage to receiving the information through the portal is that the caseworker can look at the data as soon as the FPLS transmits it. An advantage to also receiving it through the state system is that the current information can be loaded into the state system and used to trigger automated next steps.

The matrix below identifies what DoD locate information the SSP returns to states.

Population	SSN Returned	Address Provided	Annual Military Salary Provided
Active duty	Yes	Unit/duty address	No
Reservists/National Guardsmen	Yes	Unit/duty address	No
Retirees	Yes	Home address	Yes

TRAINING NOTES

What you need to say/do

1. Inform participants that there are local (i.e., information limited to that particular office or installation) and national military locate resources.
2. Explain to participants that in a limited number of cases, the military's disclosure of residence or duty stations may compromise national security because it could reveal evidence of troop movements. This is particularly true when the United States is involved in military conflict but may also be true when the nation is at peace.
3. Ask participants to suggest local military locate resources. Write them on the flipchart. Discuss how military installations, legal assistance offices, and military recruiters can provide locate information.
4. Explain to participants that knowledge of the service member's commanding officers is very important. In cases where the service member is not cooperating with your official child support duties, that person's chain of command can be called upon to enlist the service member's cooperation.
5. Remind participants that when using the individual's chain of command, they should document previous attempts undertaken to obtain the information and explain the need for the information.
6. Provide this **Practice Tip** to participants: To help avoid delays in locating a new military address, when corresponding with a commander always ask to be informed of the member's next duty station in the event of a reassignment.

What you need to know

An "authorized client" (service member, member's spouse, and member's dependent children) may consult with a legal assistance attorney at any military base.

2.4 MILITARY LOCATE RESOURCES

In addition to the FPLS, IV-D caseworkers should know that several *military* locate resources exist on the local and national levels. It is important to keep in mind that, for the best results, you should always use the military member's full name and Social Security number in all locate actions involving the military.

Due to the nature of military service, the residence address and duty station (work address) for members of the military frequently change. In addition, due to national security concerns, there are instances when the military is prohibited from disclosing the residence or work address for a given member. As all branches of the military review their address disclosure procedures, it is becoming more difficult to obtain address information from the military.

2.4.1 Local Military Locate Resources

Local military resources provide locate information that is more limited than national military resources. However, if you can narrow the location of the service member to a particular installation, the local military resource may be the quickest. The best local military locate resource is the military installation. An installation often maintains a central locator office to keep track of the individuals assigned to that installation. If you believe that the individual you are attempting to locate is assigned to a given military installation, you can contact that installation's locator office to obtain the service member's military unit address. The telephone number for an installation's locator office is available through the installation's information operator. In order to obtain the individual's military unit address, you must have that person's full name and Social Security number.

The individual's military unit address is important because it allows you to contact the individual and, if the member fails to cooperate, his/her commanding officers.

TRAINING NOTES

What you need to say/do

1. Before beginning section 2.4.2, direct participants to the Appendix for **Handout 2-1: Military Locator Services**.
2. Explain to participants that service branches provide this locate assistance to immediate family members and government officials free of charge. Note that the Army will only respond to written requests and the Coast Guard only accepts written or emailed requests.
3. It may seem obvious, but remind participants to contact the *appropriate* military locator service. That is, if the individual they are attempting to locate in is the Navy, they should contact the Navy's Locator Service.
4. Advise participants to avoid making requests to the military locator services between the months of May and October, due to the delays in updating records following reassignments combined with the fact that many military members relocate in the summer when their children are out of school.
5. More information is available through the DoD Requests for Military Mailing Addresses website, www.defense.gov/faq/pis/pc04mltr.html.

What you need to know

1. The military encourages its recruiters to cooperate with official IV-D locate efforts as a matter of good public relations.
2. Because the structure/format of the military address is foreign to most civilians, in all correspondence with military locate services it is important to double-check the alphanumeric address information that comprises the military address.
3. Due to the lag time in receipt of assignment information, a caseworker may find that the address on file with the military locator service is an old one, or that there is no record of the service member because he or she has been active for less than three months.

The military's legal assistance offices are another local locate resource. Most large military bases maintain legal assistance offices. Their duties include assisting spouses and dependent children in obtaining the military service member's military address. Recruiting offices may also provide locate information, but they are not the "best" starting point for child support caseworkers. Cities often have multiple recruiting offices so the caseworker would need to know which recruiting office enlisted the service member. The recruiter's information is also very time sensitive; the recruiting office will only have records regarding the member's initial duty station. If the member enlisted more than a year ago, locate information from the recruiting office will be of little value.

2.4.2 National Military Locate Resources

With the possible exception of the Army, each military branch maintains a locator service that will provide immediate family members and government officials such as a IV-D office with location information free of charge. Refer to **Handout 2-1** in the Appendix. For active duty members, the address information that the military locator services provide is the member's unit address, which may include an APO (Air/Army Post Office) or FPO (Fleet Post Office) designation if the member is overseas. To determine the actual geographic location of an APO or FPO address, contact the U.S. Postal Service or the postal office at the nearest military installation.

In order to process a request, the military locator service needs the service member's full name and Social Security number. If you know the member's date of birth, rank, and location and time period of the member's last duty station, that information should also be provided. In deciding when to contact a military locator service, keep in mind that military records may run up to 90 days behind reassignments and most military moves occur in the summer.

TRAINING NOTES

What you need to say/do

Direct the participants to the module Appendix for **Handout 2-2: Sample FOIA Letter to Request Home Address** (a sample copy of a *Freedom of Information Act* request used to request a service member's home address). Stress the fact that the agency director must sign FOIA requests to the military.

What you need to know

Usually members' military addresses are more useful than their home addresses. While members may be away from their home address for several months at a time, they are rarely away from their military address for more than two weeks at a time. In addition, by concentrating your casework efforts on the military address, you are in a better position to call upon the assistance of an individual's chain of command. If, however, you need the service member's home address, direct your request to the installation personnel officer for the member's duty station. If necessary, a IV-D office may also use the Freedom of Information Act (FOIA), 5 U.S.C. § 522a, in its attempt to obtain the home address of a military member. Direct a FOIA request for a service member's home address to the General Counsel for the appropriate branch of the military. See **Handout 2-2** in the Appendix.

If you need to locate a service member who is incarcerated in a military confinement facility, contact the legal office or military police of the member's last duty station. To assist them with their search, provide an approximate date of the member's conviction.

TRAINING NOTES

What you need to say/do

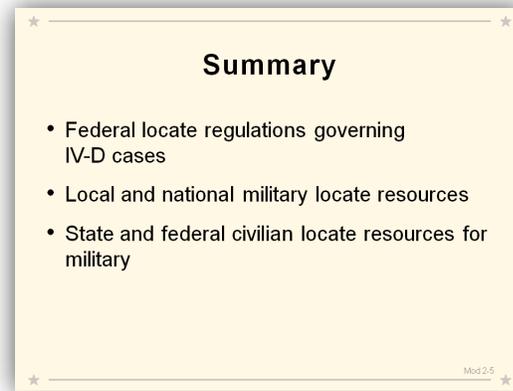
1. Direct the participants to **Handout 2-3: Review Exercises** in the appendix. Allow participants approximately 20 - 30 minutes to review and complete the exercises on their own. At the conclusion of that time, facilitate a group discussion of the exercises. Record participants' identification of issues and responses on the flip chart.
 2. After completion of the exercises, display **PowerPoint Slide 2-5: Summary**.
 3. Inform participants of the topics that **Module 3** will explore.
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What you need to know

2.5 EXERCISES

The trainer will facilitate a discussion of **Handout 2-3: Review Exercises**.

2.6 SUMMARY OF MODULE 2



In this module, we:

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

2.7 PREVIEW OF MODULE 3

In the next module, we will discuss the following topics:

- personal jurisdiction and *in rem* jurisdiction,
- personal jurisdiction based on domicile, physical presence, and long arm statutes,
- the difference between military installations with exclusive federal jurisdiction and with concurrent or proprietary jurisdiction,
- service of process on U.S. installations,
- service of process on overseas installations, and
- service of process on board a ship.