

**VOLUME 7A, "GLOSSARY"****SUMMARY OF MAJOR CHANGES**

All changes are denoted by [blue font](#).

Substantive revisions are denoted by an \* symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [\*\*\*bold, italic, blue and underlined font\*\*\*](#).

The previous version dated June 2010 is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
<a href="#">Page 2</a>	<a href="#">Added a glossary scope statement.</a>	<a href="#">Add</a>
<a href="#">Page 3</a>	<a href="#">For Aviation Career Service, changed criteria for Extended Active Duty or Active Guard or Reserve Duty from O-6 and above to O-6 and below.</a>	<a href="#">Update</a>
<a href="#">Pages 5 &amp; 10</a>	<a href="#">Added definitions for Combat Operation, Combat Zone and Hostile Fire.</a>	<a href="#">Add</a>
<a href="#">Page 11</a>	<a href="#">Clarified Inactive Duty Training definition.</a>	<a href="#">Update</a>

## GLOSSARY

### A. Scope

The following list defines general terms of significance or importance relating to military pay entitlement policies and processes for the Department of Defense (DoD) that are discussed in various chapters of this volume. This glossary is provided for general information; it is by no means an exhaustive list of all financial management terms, and it does not define terms when standard dictionary definitions apply. Authoritative guidance with more detailed explanations or nuances may be found in specific chapters of this volume.

### B. List of Definitions

#### **Absence Over Leave**

Absent beyond the period for which leave was authorized.

#### **Absent Without Leave (AWOL)**

Absence from a place of duty without permission or authorization and without the intention of deserting.

#### **Academic School Year**

Commences with the date required to report for courses of instruction for the member's chosen degree for naval or military science classes, whichever occurs first, and terminates upon completion of either of the above, whichever occurs later.

#### **Active Duty**

Full-time duty in the active service of a Uniformed Service, including full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a Military Service school by law or by the Secretary concerned.

#### **Active Duty for a Period of More Than 30 Days**

Active duty under a call or order that does not specify a period of 30 days or less.

#### **Active Duty for Training**

Full-time duty in the active military service of the United States for training purposes.

#### **Active Duty List**

A single list for the Army, Navy, Air Force, or Marine Corps which contain the names of all officers of that Armed Force who are serving on active duty, other than officers described in [10 United States Code \(U.S.C.\) 641](#).

#### **Active Service**

Active service means service on active duty.

#### **Advance Payment**

Payment of pay (pay and allowances in certain cases) before it is earned.

**Advanced Leave**

Leave authorized in advance of that accrued.

**Air National Guard of the United States**

The part of the Air Force Ready Reserve whose members are also members of the Air National Guard.

**Allotment**

A definite portion of the pay and allowances of a person in the Military Service, which is authorized to be paid to a qualified allottee.

**Allottee**

The person or institution to whom the allotment is made payable.

**Allotter**

The person from whose pay the allotment is made.

**Allowance**

A monetary amount paid to an individual in lieu of furnished quarters, subsistence, or the like.

**Appropriation**

An amount of money specifically authorized by Congress against which obligations may be incurred and from which payments may be made.

**Armed Forces of the United States**

Includes the Army, Navy, Air Force, Marine Corps, and Coast Guard, and all components thereof.

**Army National Guard of the United States**

The part of the Army Ready Reserve whose members are also members of the Army National Guard.

**Aviation Service Career**

a. Extended Active Duty or Active Guard/Reserve Duty.

An officer on extended active duty or Active Guard/Reserve Duty who holds an aeronautical rating or is in flying training leading to a rating or designation shall be considered to be performing aviation service on a career basis, as prescribed in [37 U.S.C. 301a](#), while he or she is:

1. A member of the authorized rated inventory.
2. In flying training leading to a rating or designation.

\* 3. Serving in pay grade O-6 or below and is qualified for aviation service under regulations prescribed by the Secretary of the Military Department concerned.

b. Not on Extended Active Duty or Active Guard/Reserve Duty. An officer not on extended active duty or Active Guard/Reserve Duty who holds an aeronautical rating and is qualified for aviation service under regulations prescribed by the Secretary of the Military Department concerned shall be considered to be performing aviation service on a career basis, as prescribed in [37 U.S.C. 301a](#), while he or she is:

1. Performing operational flying duty.
2. Assigned to a rated position as a Ready Reservist in the Selective Reserves.
3. Considered by that DoD Component as an asset to the rated inventory.

**Basic Allowance for Housing (BAH)**

An amount of money prescribed and limited by law which an officer or enlisted member receives to pay for quarters not provided by the Government.

**Basic Allowance for Subsistence (BAS)**

Cash allowance payable to officers and enlisted members for the purpose of subsisting themselves. Payable at all times when entitled to basic pay after completion of initial military training, except as otherwise prohibited by law.

**Basic Pay**

The pay of an officer or enlisted member according to the rank and longevity before additional amounts are added for quarters, subsistence, flying status, overseas duty, etc.

**Beneficiary**

The recipient of certain benefits due as a result of relationship to or designation by a member.

**Cadet or Midshipmen (Reserve Officers' Training Corps)(ROTC)**

Member of the Senior ROTC (SROTC) program under [chapter 103 of Title 10, U.S.C.](#)

**Captive Status**

A missing status resulting from a member's involvement in a hostile action. Hostile action is determined by the Secretary of Defense.

**Captivity-Related Offense**

An offense, committed while in a captive status and related to the status, which is listed in [5 U.S.C. 8312\(b\) or \(c\)](#), or which is listed in [chapter 47 of the Uniformed Code of Military Justice \(UCMJ\)](#), that is punishable by dishonorable discharge, dismissal, or confinement for a minimum of 1 year.

**Cash Maintenance Allowance**

Refers to the several types of clothing maintenance allowances paid by cash; for example: standard, basic, or special.

**Certifying Officer**

An individual appointed in writing to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher, and to certify that voucher for payment.

**\*Combat Operation**

A military action that may involve carrying out a strategic, operational, or tactical mission against a hostile or unfriendly force, to include carrying on combat and any related movement, supply, attack, defense, and maneuvers needed to gain the objectives of a battle or campaign.

**\*Combat Zone**

An area designated by Executive Order under 26 U.S.C. 112, as an area in which U.S. Armed Forces are or have engaged in combat. Generally, an area becomes a combat zone or ceases to be a combat zone on the dates designated by Executive Order.

**Commissioned Officer**

Unless otherwise qualified, means a member of the Uniformed Services having rank or grade of second lieutenant, ensign, or above, either permanent or temporary, in any of the Uniformed Services.

**Commuted Rations**

The value of in-kind government subsistence (rations) converted to a cash equivalent payment.

**Competent Orders**

Orders issued by the Secretary concerned or such officer or officers as the Secretary may designate, to members of their respective Services or to members of other Services when such latter members are performing duty with a Service other than their own.

**Continental United States**

Unless otherwise qualified, means the 48 contiguous states and the District of Columbia.

**Contingency Operation**

Any military operation that:

a. Is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or

b. Results in the call or order to, or retention on, active duty of members of the Uniformed Services under 10 U.S.C. sections 671a, 688, 12302, 12304, 12305, or 12406; chapter 15 of Title 10, U.S.C., or under any other provision of law during a war or national emergency declared by the President or the Congress.

**Critical Specialty**

A medical specialty that is manned at, or is projected within two fiscal years to be manned at, less than 95 percent of budget authorized allowance with fully qualified physicians.

Dependent. With respect to a member of a Uniformed Service, dependent means:

- a. Spouse.
- b. Unmarried child under the age of 21, including an adopted child or a stepchild, but not after the divorce of the member from the stepchild's natural parent.
- c. An unmarried illegitimate child under the age of 21 provided the parentage on the part of the member is established by court order, by a signed statement of parentage submitted by the member or, in the case of a female member, the birth certificate showing the member as the natural mother of the child.
- d. An unmarried child under the age of 21 who has been placed in the member's home by a local, state, or foreign government placement agency or a government-approved adoption agency as a part of a normal adoption process, provided the member produces a document from such agency establishing the fact of relationship and the effective date of relationship.
- e. An unmarried child who is at least 21 years of age but under 23 years of age who is enrolled in a full-time course of study at an educational institution approved by the Secretary concerned when the member demonstrates in a statement listing the child's income and expenses that the child is in fact dependent on the member for over one half of the child's support.
- f. An unmarried child, 21 years of age or older, who is incapable of self-support because of a mental or physical incapacity and who is in fact dependent upon the member for more than one half of the incapacitated child's support.
- g. A parent, including a stepparent, parent by adoption, or any person who has stood in loco parentis at any time for a continuous period of at least five years before the member's 21st birthday, or a parent, a stepparent, or adopted parent of the member's spouse, any of whose dependency on the member has been determined in accordance with the rules and regulations established by the Secretary concerned.
- h. Effective July 1, 1994, a ward, who is an unmarried person who meets each of the following criteria:
  1. A court of competent jurisdiction in the United States, Puerto Rico, or a possession of the United States has placed the person in the custody of the member either permanently or for a period which lasts at least 12 months from the date of the order.
  2. The person must be:

- (a) Under 21 years of age.
  - (b) At least 21 years of age, but under 23 years of age who meets the criteria for a student set forth in definition #35 line e.
  - (c) Incapable of self-support because of a mental or physical incapacity that occurred while the person was considered a dependent ward of the member.
3. The person must be dependent upon the member for over one half of the person's support.
  4. The person must reside with the member unless separated either by the necessity of Military Service, to receive institutional care as a result of disability or incapacitation, or under such other circumstances as the Secretary concerned may by prescribe.
  5. The person may not be a dependent of any member under any other part of this definition.
  6. The person is considered to be in the same class of dependents as a member's other children for the purpose of determining entitlement.

**Desertion.**

Absence without leave with intent to remain away permanently.

**Designated Applicant (ROTC)**

A student at an institution where a unit of the SROTC is established who did not participate in the SROTC program during the first two academic years, but desires to participate in the advance portion of the program during the two remaining academic years (or three remaining years in an approved 5-year program) and possesses all other qualifications.

**Disbursing Officer**

A military member or a civilian employee of a DoD Component designated to disburse monies and render accounts according to laws and regulations governing the disbursement of public money. Disbursing Officers must be U. S. citizens.

**Dual Status**

Enlisted members of the Navy or Marine Corps Reserve on duty as temporary officers under [10 U.S.C. 5596](#).

**Duty Station**

The place at which the member is assigned for regular duty. Also, the place at which the member performs an assigned duty.

**Enforced Separation**

Involuntary separation of the member from dependents as a result of official orders.

**Enlisted Member**

A person enlisted, enrolled, or conscripted into a Military Service.

**Enlistee**

A person who has voluntarily enlisted for military service.

**Enlistment**

a. A voluntary entrance into military service under enlisted status, as distinguished from induction through Selective Service.

b. A period of time, contractual or prescribed by law, which enlisted members serve between enrollment and discharge.

**Entitlement**

The legal right to receive items of pay and/or allowances.

**Erroneous Payment**

A payment of pay and/or allowances to a member to which he/she is not entitled.

**Excess Leave**

Leave granted in excess of that accrued or advanced.

**Exigencies of the Service**

Urgent demands of a Military Service.

**Expiration of Term of Service**

The end of a required or contracted period of service.

**Extension of Enlistment**

Contracted agreement which extends an enlisted member's current enlistment for a stated period beyond normal expiration of that enlistment.

**Federal Insurance Contribution Act (FICA)**

The federal statute that requires the withholding of tax from salaries of employees covered by the Social Security Act and the payment of employer's tax by federal agencies.

**Field Duty**

Serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, and

a. The member is subsisted in a government mess or with an organization drawing field rations, and is quartered in accommodations normally associated with field exercises, or



b. Students are participating in survival training and forage for subsistence and improvise their own shelter. Members furnished quarters and subsistence obtained by contract may also be considered as performing field duty when so declared by competent official.

### **Financial Organizations**

Any bank, savings bank, savings and loan association or similar institution, or federal or state chartered credit union.

### **Flag Officer**

A Navy term for an officer comparable to Army, Air Force, and Marine Corps general officer.

### **Fleet Reserve or Fleet Marine Corps Reserve**

A component of the Regular service to which members may be transferred and released from active duty after obtaining 20 or more years of active Federal service.

### **Flight Requirement**

The number of hours or minutes of flying time required to qualify for entitlement to incentive pay for a specific period of time.

### **Flying Status**

The status of a member who is required by orders to participate in frequent and regular aerial flights.

### **Former Captive**

A member who was held in a captive status.

### **Full-Time National Guard Duty**

Training or other duty, other than inactive duty, performed by a member of the Army or Air National Guard of the United States in the member's status as a member of the National Guard of a state or territory, the Commonwealth of Puerto Rico, or the District of Columbia under Title 32 U.S.C. [316](#), [502](#), [503](#), [504](#), or [505](#), for which the member is entitled to (or has waived entitlement to) pay from the United States.

### **Fully Qualified**

A physician that has completed a residency training program or is board certified or board eligible in a medical specialty and, if involved with independent patient care, is credentialed to practice medicine in that specialty by a credentialing authority.

### **Government Mess**

A dining facility supported wholly with appropriated funds that provide meals or rations to military members subsisted in-kind or sold at food cost. The term includes the following activities: general mess, wardroom mess, officer's mess, chief petty officer's mess, field mess, dining hall, dining activity, dining facility, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded totally by appropriated funds. It does not include activities operated with non-appropriated funds such as officer's club, enlisted club,

squadron mess, organized mess, or similar terms except when those activities provide meals or rations under contract or agreement with the applicable operating and food costs borne by appropriated funds.

### **Government Quarters or Housing Facilities**

Includes the following:

- a. Any sleeping accommodations or family-type housing owned or leased by the United States Government.
- b. Lodgings or other quarters obtained by United States Government contract.
- c. Dormitories or similar facilities operated by cost-plus-a-fixed-fee contractors.
- d. Any sleeping or housing facilities furnished by a foreign government on behalf of the United States Government.
- e. Transient facilities such as guest houses, hostess houses, and hotel-type accommodations. (Accommodations built and operated by nonappropriated fund activities are considered to be rental quarters for the purpose of BAH eligibility.) Payment of service charges for laundering of linens, janitorial services, etc., has no effect on whether the facilities are considered government quarters or housing facilities.
- f. Quarters in a state-owned National Guard camp.

### **He, His, Him**

"He," "his," and "him" include the terms "she," "her" and "hers."

### **Home**

The place recorded as home of record when the member was ordered to active duty.

### **Hostile Fire**

An event including hostile fire, an explosion of a hostile explosive device, or any other hostile action that involves an attack or other use of force perpetrated by a foreign individual(s) or entity against the United States or a member of its uniformed services, or other designated persons or property. It also includes force used directly to impede the mission and/or duties of the uniformed services, such as the recovery of U.S. personnel or vital U.S. Government property.

### **Inactive Duty Training**

- a. Duty prescribed for members of a Reserve Component by the Secretary concerned.
- b. Special additional duties authorized for members of a Reserve Component by an authority designated by the Secretary concerned and performed by them on a voluntary basis in

connection with prescribed training or maintenance activities of the units to which they are assigned.

c. This term also includes duties in a. and b. when performed by members of the National Guard. Such duties include:

(1) Unit training assemblies.

(2) Training or other duty the member is required to perform, with or without member's consent. This includes, but is not limited to, appropriate duty or equivalent training and additional flying training periods.

d. This term does not include work or study for a correspondence course of a Uniformed Service.

\* e. For pay purposes, inactive duty training may be documented on a Service-prescribed form or order covering a specific assignment, and a prescribed time limit.

### **Inductee**

One who is inducted.

### **Induction**

The act of taking a person into any of the Armed Services of the United States without voluntary action on his or her part.

### **Initial Residency Training**

That period of time in residency training before formal completion of an officer's first residency that qualifies the officer to take the specialty board, which qualifies the officer for board certification equivalency.

### **In Loco Parentis**

A person who stood in place of the natural parent(s) to the Military Service member. (See also "Parent.")

### **Issue in-Kind.**

An issue in goods rather than in money.

### **Legal Process**

The term legal process means any writ, order, summons, or other similar process in the nature of garnishment, which

a. Is issued by:

(1) A court of competent jurisdiction in any state, territory, or possession of the United States;

(2) A court of competent jurisdiction in any foreign country with which the United States has entered into an agreement which requires the United States to honor such process; or

(3) An authorized official pursuant to an order of such a court of competent jurisdiction or pursuant to state or local law, and

b. Is directed to, and the purpose of which is to compel, a governmental entity, which holds money which is otherwise payable to an individual, to make a payment from such money to another party in order to satisfy a legal obligation of such individual to provide child support or make alimony payments.

### **Lost Time**

That period of time not included in determining cumulative years of service for all military purposes.

### **Medical Officer**

An officer of the Medical Corps of the Army or the Navy or an officer of the Air Force designated as a medical officer who is on active duty under a call or order to active duty for a period of not less than 1 year.

### **Medical or Osteopathic Internship and Residency Training**

a. **Medical or Osteopathic Internship.** The first year of graduate medical education, immediately following medical or osteopathic school, whether a formal internship or the first year of a residency. For the purposes of variable special pay, this includes the period during which the active duty medical corps officer is waiting to begin internship training as well as the period in which such an officer is awaiting separation because of failure to complete that training.

b. **Medical or Osteopathic Residency.** A formal program of medical or osteopathic specialty or subspecialty training.

### **Medical or Osteopathic Specialty**

Any specialty for which there is an identifying specialty skill identifier number, a naval officer billet classification number, or an Air Force specialty code number.

### **Member**

A person appointed or enlisted in, or conscripted into, a Uniformed Service. (Cadets or midshipmen of the Service academies are considered members only for the purpose of establishing entitlement under the provisions of [Chapter 34](#)).

### **Member (ROTC)**

A student who is enrolled in the senior ROTC of an Armed Force, under [chapter 103 of Title 10, U.S.C.](#)

**Militia**

Includes all able-bodied males at least 17 years of age, but under 45 years of age (or under 64 years of age and a former member of the Regular Army, Regular Navy, Regular Air Force, or Regular Marine Corps), who are U.S. citizens or who have declared the intention to become U.S. citizens, and female citizens who are commissioned officers of the National Guard.

**Missing Status**

Includes missing, missing in action, interned in a foreign country, captured, beleaguered, besieged by a hostile force, or detained in a foreign country against a member's will.

**National Guard**

The Army and the Air National Guard. The National Guard is that part of the organized militia of the 50 states, Puerto Rico, Guam, the Canal Zone, the Virgin Islands, and the District of Columbia, active and inactive, that is:

- a. Either a land or an air force.
- b. Trained, and has its officers appointed under the 16th clause of section 8, article I of the Constitution.
- c. Organized, armed, and equipped, wholly or partly, at federal expense; and
- d. Federally recognized.

The Army and the Air National Guard of the United States are subsets of the Army and the Air National Guard, respectively.

**Nurse Corps Officer**

An officer of the Nurse Corps of the Army or the Navy, or an officer of the Air Force designated as a nurse.

**Officer**

A commissioned or warrant officer.

**Operational Flying Duty**

Flying performed under competent orders by rated or designated members while serving in assignments in which basic flying skills normally are maintained in the performance of assigned duties as determined by the Secretary of the Military Department concerned, and flying performed by members in training that leads to the award of an aeronautical rating or designation.

**Overpayment**

An amount paid to a member which is in excess of that to which entitled.

**Parachute Accident**

An accident which results in injury to a qualified parachutist or parachute rigger, or to a member in training for such rating during a regular tour of duty. To be considered a parachute accident, the injury must occur while the member is on board an aircraft incident to assigned duties or as a result of jumping from, being thrown from, or being struck by an aircraft or any part or auxiliary thereof.

**Parent**

The natural father or mother, or father or mother through adoption. It also includes persons who have stood "in loco parentis" to a member. See also definition for "Dependent."

**Permanent Change of Station**

The assignment, detail, or transfer of a member or unit to a different duty station under competent orders which neither specify the duty as temporary, nor provide for further assignment to a new station, nor direct return to the old station. (For more detailed definition, see [Volume 1, Joint Federal Travel Regulations, Appendix AI.](#))

**Permanent Duty Station**

In general, the post of duty or official station to which member is assigned for permanent duty. (For more detailed definition, see [Volume 1, Joint Federal Travel Regulations, Appendix AI.](#))

**Prisoner of War**

A member who was/is held in captivity by another nation's government as a result of hostilities between that nation and the United States (whether or not by declaration of war).

**Public Quarters**

See "Government Quarters or Housing Facilities."

**Punitive Discharge**

A dishonorable or bad conduct discharge ordered as punishment under the Uniform Code of Military Justice.

**Rations in-Kind**

Meals or rations furnished by or on behalf of the government at no charge when Basic Allowance for Subsistence or commuted rations are not otherwise payable to a member in a pay status.

**Ready Reserves**

Units or individual Reservists liable for active duty under 10 U.S.C. [12301](#) or [12302](#).

**Reenlistment Bonus**

Special pay to an enlisted member who reenlists under provisions of [37 U.S.C. 308](#).

**Reserve Components**

The Army National Guard of the United States, Army Reserve, Naval Reserve, Marine Corps Reserve, Air National Guard of the United States, Air Force Reserve, Coast Guard Reserve, and the Reserve Corps of the Public Health Service.

**Retired List**

Any one of several lists of military members retired from the regular or Reserve Components of the Armed Forces.

**Retired Reserves**

Members of the Reserve Component of the Armed Forces who are or have been retired, or who have been transferred to the Retired Reserves upon their request, but are not necessarily eligible to begin receiving retired pay. Although in a retired status, Retired Reserves retain their status as Reserves.

**Saved Pay**

Special pay provisions that allow military members, under certain circumstances, to retain entitlement to amounts of pay and/or allowances authorized under prior laws or for a lower grade from which promoted.

**Selected Reserves.**

That part of the Ready Reserves which consists of units and, as designated by the Secretary concerned, individual Reservists trained as prescribed in [10 U.S.C. 10147\(a\)\(1\)](#). Most Selected Reserve members are required to participate in a minimum of 48 scheduled drill or training periods annually and serve on active duty for training at least 14 days annually.

**Separation**

Discharge, release from active duty, retirement, death, or in the case of enlisted members, the date when they begin to serve on a voluntary extension of enlistment for any period of time.

**Service Academy Cadet or Midshipman**

A person in training at one of the Service academies to become a commissioned officer.

**Statutory Limitations.**

The legal limits or restrictions as provided by law.

**Stipend Payment**

A fixed sum of money paid periodically for services or to defray expenses, especially payment to medical officers on duty at civilian medical facilities.

**Temporary Officer Status**

A member of the Navy or Marine Corps appointed a temporary officer under the provisions of [10 U.S.C. 5596](#).

**Total Forfeiture**

Forfeiture of all pay and allowances as punishment under the Uniform Code of Military Justice.

**Uniformed Services**

The Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service and the commissioned corps of the Environmental Science Services Administration now known as the National Oceanic and Atmospheric Administration.

**United States**

The 48 contiguous states, the District of Columbia, and the states of Alaska and Hawaii.

**Warrant Officer**

A person who holds a commission or warrant in a warrant officer grade.