

# Deployment Data Dictionary

The following established style guidelines reflect the long-standing practices of developers and editors of content for the deployment program area. They are consistent with rules and guidance outlined in the Associated Press Stylebook and reflective of Office of Military Community and Family Policy style and usage preferences.

## DO

- Pay attention to the overall organization and flow of an article. Information and ideas should be logically organized, and there should be some sense of continuity or “flow” from one idea to the next.
- Avoid redundancy.
- Write in gender-neutral terms, except if appropriate (e.g., gender-specific services/groups).
- Write in relationship-neutral terms, such as “partner” or “couple.”
- Clarify statements and ideas with adequate details and clear explanation.
- Keep the wide audience range in mind.
- Use “softening” or qualifying words, such as “generally,” “may be,” “can be” or “might,” to avoid making blanket statements about how people feel, react, etc., in different circumstances. See the examples below:

**WRONG:** “Deployments are challenging for service members and their families.”

**BETTER:** “Deployments **can be** challenging for service members and their families.”

**WRONG:** “During a parent’s deployment, children struggle with their emotions.”

**BETTER:** “During a parent’s deployment, children **may** struggle with their emotions.”

## DO NOT

- Make assumptions.
- Tell people how they feel.
- Tell people what they should/need to/must/ought/can’t/won’t do.
- Tell people what they always/never do.

## PREFERRED TERMS

Preferred	As opposed to
military life	military lifestyle
some or many	most or all
can or may or might Use “can” as “is able to,” “may” as “has permission to” and “might” as “perhaps yes or perhaps no” (note that, grammatically speaking, “might” is the past tense of “may”).	will or are

often or generally	always
partner, spouse	husband, wife
provided at no cost to service members and their families	free (referring to MOS services)

## DEFINITIONS

- Stages of deployment:**  
For the active component, the stages of deployment consist of pre-deployment, deployment, post-deployment and reintegration. For the National Guard and reserve, the stages of deployment consist of pre-deployment, deployment, post-deployment, demobilization and reintegration.
- Plan My Deployment (the application):**  
To assist service members, their families and loved ones throughout the deployment cycle, the Department of Defense developed Plan My Deployment. This online application helps service members, their families and loved ones plan for pre-deployment, deployment, post-deployment and reintegration by providing information, resources and task considerations throughout the deployment cycle.
- Military and family life counselors:**  
Master's or doctorate-level mental health clinicians, licensed to practice and provide non-medical counseling independently.
- Family care plan:**  
This document outlines the service-specific requirements as well as the person(s) who shall provide care for a service member's dependent family members in the absence of the service member due to military duty (training exercises, temporary duty, deployments, etc.). The plan outlines the legal, medical, logistical, educational, monetary and religious arrangements for care of the service member's dependent family members. The plan must include all reasonably foreseeable situations and must be sufficiently detailed and systematic to provide for a smooth, rapid transfer of responsibilities to the caregiver in the absence of the service member.