

# Relocation Assistance Program Style Guide and Data Dictionary

The following established style guidelines reflect the practices of developers and editors of content for the Relocation Assistance Program area. They are consistent with the rules and guidance outlined in the Associated Press Stylebook and reflective of Office of Military Community and Family Policy 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,” “couple.”
- Flesh out and clarify statements and ideas.
- Ensure that subheads reflect the content of the following text.
- Focus on the positive side of content as much as possible.
- Keep the wide audience range in mind.
- Put the positive message at the beginning of the sentence.

## 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.

## FORMATTING

- “Less is more” — be concise.
- Use bulleted formatting for clarity when appropriate.

## GENERAL

- Keep sentences short.

**PREFERRED TERMS**

<b>Preferred</b>	<b>As opposed to</b>
military life	military lifestyle
some or many	most or all
can or may or might	will or are
often or generally	always
tend to	usually
partner, spouse	husband, wife

## DEFINITIONS

Term	Definition
Basic allowance for housing	Military pay for service members within the United States not living in government-owned housing. Also known as BAH.
Basic allowance for subsistence	Part of military pay that offsets the cost of a service member's meals. Also known as BAS.
Commercial move	A service member's personal property shipment transported by a commercial shipper during a move.
Continental United States	The 48 contiguous states and District of Columbia. Also known as CONUS.
Dislocation allowance	Allowance intended to help with miscellaneous moving costs and generally paid once per permanent change of station.
eSponsorship Application and Training	Standardized sponsorship training for all unit sponsors, regardless of service. Also known as eSAT.
Family member	Individual whose relationship to the military sponsor leads to entitlements, benefits or privileges by the military services.
Family Readiness System	The network of programs, services, people and agencies, and the collaboration among them, that promotes the readiness and quality of life of service members and their families.
Family separation allowance	An allowance that may be authorized when a service member's family cannot live at or near the permanent duty station. Also known as FSA.
Military and Family Support Center	Facility on a military installation with the resources and expertise to deliver military family support programs. May be called Army Community Service, Marine Corps Community Services, Navy Fleet, Family Support Center or Airman and Family Readiness Center and RC Family Programs (for Reserve Component).

Term	Definition
Military and family life counselors	Master's or doctorate-level mental health clinicians, licensed to practice and provide non-medical counseling independently.
Government housing	Housing that is owned or leased, operated and maintained by the Department of Defense.
Housing office	An office on military installations that oversees military housing waitlists and referrals for housing off the installation.
MilitaryINSTALLATIONS	An application or tool that provides an overview of military installations and state programs, including information on programs and services with contact information (telephone, fax, emails and website), articles of interest specific to the installation or state, photo galleries and listings of major units.
Monetary allowance in lieu of transportation	An amount paid to a service member for mileage when a service member drives to a new duty station. Also known as MALT.
Move.mil	A Department of Defense worldwide website that helps service members and their families manage a move, including scheduling and tracking their household goods.
Move-in allowance	An allowance paid to help cover miscellaneous moving costs, such as appliances or lease taxes, for an off-installation move made outside the continental United States. Also known as MIHA.
Overseas housing allowance	A military allowance paid to service members living outside the continental United States to offset the cost of housing when living off-installation. Also known as OHA.
Permanent change of station	Military orders for a permanent transfer from one duty station to another. Also known as PCS.

Term	Definition
Permanent change of station lodging	Quality lodging facilities and services to meet the needs of active-duty members and their families who are in a permanent change of station status. Lodging facilities normally include kitchens.
Personal property office	An installation office where a service member can claim expenses for a move. Also known as PPO.
Personally procured move	A voluntary program that will reimburse service members for the majority of costs when they move themselves. Also known as a PPM move or a do-it-yourself move.
Plan My Move	An application or tool to help service members, family members and loved ones when relocating.
Quarters	A term for living area or sleeping accommodations.
Relocation Assistance Program	A service branch program providing comprehensive services and support related to relocation.
Renter's insurance	A form of property insurance for renters. This type of insurance protects a policyholder's belongings.
Temporary lodging allowance	Financial compensation meant to offset the cost of lodging and meals when a service member relocates either to or from a location outside the continental United States. Also known as TLA.
Temporary lodging expense	Financial compensation meant to offset the cost of meals and lodging when a service member relocates within the continental United States. Also known as TLE.
Unaccompanied baggage	Personal property shipment sent by air for service members relocating to a location outside the continental United States with items the service member might need immediately.

<b>Term</b>	<b>Definition</b>
Unaccompanied housing	Term for barracks, dormitories, bachelor quarters or other housing for single service members or service members not accompanied by family.
Unaccompanied tour	A permanent duty assignment in which the service member's dependents are not command-sponsored.