



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

Content Tips

- 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 from one idea to the next across all content on Military OneSource.
- Avoid redundancy.
- Write in relationship-neutral terms, such as “partner” or “couple.”
- Flesh out and clarify statements and ideas.
- Ensure that subheads reflect the content that follows.
- Focus on the positive side of content as much as possible.
- 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.”

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



Things to Avoid

- Making assumptions
- Telling people how they feel
- Telling people what they should, need to, must, ought to, can't or won't do
- Telling people what they always or never do

Abbreviations and Acronyms

Abbreviation or acronym	Full title
EFMP	Exceptional Family Member Program
MFR	Military Family Readiness
MFSC	Military and Family Support Center
MFRC	Military Family Readiness Council
MFRP	Military Family Readiness Programs
MFRS	Military Family Readiness System
MSEP	Military Spouse Employment Partnership
RAP	Relocation Assistance Program
SECO	Spouse Education and Career Opportunities



Preferred Terms

Acceptable

Military and Family Support Center (instead of Military Airman Center)

military life (instead of military lifestyle)

some or many (instead of most or all)

can, may or might (instead of will or are)

Use “can” as “is able to,” “may” as “has permission to” and “might” as “perhaps yes or perhaps no” [Note that “might” is the past tense of “may.”]

often or generally (instead of always)

tend to (instead of usually)

partner or spouse (instead of husband or wife)

Definitions

Term	Definition
adoption and foster care support	The Office of Military Family Readiness Programs offers adoption and foster care resources through Military OneSource, including adoption consultations, available to service members and their families, to assist them as they are growing their families through

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Term	Definition
	adoption or foster care and beyond. Support is available throughout the process and throughout their military careers. Support includes policies such as adoption reimbursement policy, parental leave and assignment flexibility. The department offers centralized resources and information about foster- and adoption-related policy and support. Information and referral is available locally through Military and Family Support Centers.
Deployment Readiness Program	This program provides resources and services to service members and their families before, during and after deployment to promote a positive adjustment to deployment, family separation, family reunion and reintegration. The program also includes the War Department online tool Plan My Deployment Checklists.
EFMP & Me	The EFMP & Me tool provides checklists, resources and referrals to help families find support from the Exceptional Family Member Program. Through EFMP & Me, users can also contact an EFMP Family Support provider or can learn more about how the program can help you and your family.
Emergency Family Assistance	Provides and promotes short- and long-term recovery and return to a stable environment and mission-ready status following an all-hazards event and delivery of non-combatant repatriation assistance for civilian and family members impacted by an authorized or ordered departure from overseas throughout the safe haven period. Includes the coordination and delivery of services to address the practical and emotional needs of those impacted, continuous delivery of accurate, authoritative information and referral to additional resources and support. Also known as EFA.

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Term	Definition
Exceptional Family Member Program	Part of the Office of Special Needs, the Exceptional Family Member Program ensures that military families with special needs receive direct services, assignment coordination and ongoing family support. Also known as EFMP.
family member	Individual whose relationship to the military sponsor leads to entitlements, benefits or privileges by the military services.
MilFam 101	A series of online courses designed for new military family readiness service providers available through MilLife Learning. Courses provide a high-level DOW overview of integrated support provided by the Military Family Readiness System. Courses provide training in core competencies and provide a general overview of various military family readiness programs.
Military and Family Life Counseling Program	The Military and Family Life Counseling Program provides free, confidential counseling to service members, their families and survivors on or near installations. Use this complete term and capitalize as shown when referring to the program. When referring to the counseling service (as opposed to the overarching program) or the individual counselors, lowercase.
military and family life counselors	Military and family life counselors provide confidential counseling to service members, spouses, military couples and non-remarried surviving spouses on or off the installation in person and by phone or video. They also provide group briefings and topic-specific presentations to the military community.
Military and Family Support Center	Facility on a military installation with information, resources and expertise to deliver military family support programs. May be called Army Community Service (Army), Marine and Family Services (Marines), Navy Fleet and Family Support Center (Navy), and Military and Family Readiness Center (Air Force).

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Term	Definition
military family readiness	The state of being prepared within the unique context of military service to effectively navigate the challenges of daily living and military transitions. Ready individuals and families are knowledgeable about the potential challenges they may face, equipped with the skills to competently function in the face of such challenges, aware of the supportive resources available to them and able to incorporate the skills and supports to achieve and maintain family well-being.
Military Family Readiness Council	The Department of War Military Family Readiness Council monitors requirements for the support of military family readiness programs and activities by the department, evaluates and assesses the effectiveness of military family readiness programs and activities, and makes recommendations to improve collaboration, awareness and promotion of accurate and timely information and support services by policy makers, service providers and targeted beneficiaries. Also known as MFRC.
Military Family Readiness policy	Establishes policy, assigns responsibilities and prescribes procedures and requirements for supporting military family readiness through a system that maximizes access to a network of programs and services that promote military family readiness. Programs and services support the MFR domains of career, social, financial, health and community. Programs and services are provided through Military and Family Support Centers and Reserve Family Program sites, through Military OneSource or through referrals to other federal, state and community programs and services. Military Family Readiness programs include relocation assistance, counseling, personal and family life education, financial readiness, deployment readiness, employment readiness, Exceptional Family Member Program, child abuse prevention and response, domestic abuse prevention and response services, problematic sexual behavior in children and youth response services, MWR services, information and referral, and emergency family assistance. Also

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Term	Definition
	known as MFR policy.
Military Family Readiness Programs	When capped, this refers to the office of Military Readiness Programs, which enhance the military family readiness well-being for service members and their families. When lowercased, this refers to the wealth of programming offered to service members and their families to build their personal readiness, enhance well-being and quality of life, and ensure military force readiness. Programs are offered to build resilience and readiness for career, social, financial, health and community well-being. Also known as MFR Programs.
Military Family Readiness System	An integrated system of support operated by the DOW and other federal, state and community-based agencies and organizations to enhance military family readiness and promote military family well-being and resilience. The Military Family Readiness System promotes interagency collaborations, referrals, service delivery and links to informal and formal networks to support service members and their families in navigating the challenges of daily life. The MFRS promotes military recruitment and retention and supports a commander's ability to maintain a mission-ready force.
military family resilience	The ability of individuals and families to withstand, recover from and grow in the face of stressors and changing demands of military life to maintain positive outcomes across the domains of career, social, financial, health and community engagement.
military family well-being	The ability of individuals and families to maintain positive outcomes across the domains of career, social, financial, health and community engagement.

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Term	Definition
Military OneSource Member Connect	Member Connect is a tool that helps service members and their families make the most of what Military OneSource has to offer, including access to schedule appointments, personalized tools, free financial calculators, a community resource finder, videos and more. Eligible members receive free access through registration.
Military REACH	Military REACH, a project of the DOW-USDA Partnership for Military Families, bridges the gap between military family research and practice. To facilitate the DOW's provision of high-quality support to military families, Military REACH's objective is to make research practical and accessible by critically evaluating and synthesizing research that speaks to issues of family support, resilience and readiness. It identifies meaningful trends and practical applications of that research, delivering summaries and action-oriented implications to military families, service providers and those who work on behalf of military families.
Military Spouse Employment Partnership	The Military Spouse Employment Partnership is a targeted recruitment and employment solution that provides companies with direct access to military spouses seeking career opportunities and spouses with direct access to employers who are actively committed to recruiting them. Hundreds of businesses have committed to recruit, hire, promote and retain military spouses in meaningful and lasting employment. Also known as MSEP.
MilitaryINSTALLATIONS	The War Department online source for comprehensive, up-to-date information for installations worldwide. It provides essential details about programs and services, base and community information, and state resources. Content is certified quarterly by installation relocation assistance providers.

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Term	Definition
MilLife Learning	MilLife Learning provides self-directed courses for service members and their families, veterans, service providers, civilians and others. Accessible online, 24/7. Formerly My Training Hub.
Office of Military Family Readiness Policy	The Office of Military Family Readiness Policy provides policy and oversight of military family readiness programs and services. Policy oversight includes military family readiness policy, the Exceptional Family Member Program, Spouse Education and Career Opportunities program, Relocation Assistance Program, Deployment Readiness Program, Emergency Family Assistance, adoption and foster care centralized support, and MilLife Learning.
Office of Special Needs	The Office of Special Needs ensures that military families with special needs receive direct services, assignment coordination and family support. Also known as OSN.
OneOp	A virtual professional development platform geared to service providers working with military families, offering high-quality, research-based, multidisciplinary resources created in collaboration with the War Department and university subject matter experts. OneOp identifies and shares promising practices, research- and evidence-based information, educational materials and programming efforts. Continuing education credits are offered free of charge and span a wide variety of subject areas and credentialing agencies.
Practicing Connections Community	A OneOp community of practice that includes a private LinkedIn group where service providers can find community and share information, ideas and experiences to better support the well-being and readiness of the military community. Practicing Connections provides short “practicasts” and longer-version podcasts around practices and topics to enhance military family readiness.

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Term	Definition
Relocation Assistance Program	A department-wide program that provides information, education and referrals related to destination area preparation and settling-in, with emphasis on moving costs; household goods shipments; loan closets; housing, child care and school options; special needs information; community demographics and resources; newcomer briefings; youth sponsorship; immigration information and referrals; cultural adaption; and financial, employment, personal and family life readiness. Most services are offered through installation Military and Family Support Centers and Reserve Component Family Program Sites. Military OneSource also offers relocation specialty consultations and online resources such as MilitaryINSTALLATIONS and Plan My Move. Also known as RAP.
Reserve Component Family Programs	Reserve Component Family Programs deliver family readiness services through facility-based locations, online and by telephone. Each service branch, including the National Guard, has its own service-specific family programs.
Reserve Component Transition Assistance Advisor Program	The Reserve Component Transition Assistance Advisor Program provides a person(s) in each state/territory to serve as the statewide point of contact to assist reserve component service members, their families and veterans in accessing local, state and federal benefits and healthcare services.
school liaisons	School liaisons are located at each installation and are the central point of contact for commanders, military families and local school systems on school-related matters for grades pre-K-12. School liaisons advocate, advise and build alliances to help address education concerns, challenges or issues of the Total Force and offer a network to educate and provide information or referral for both military families and school districts. School liaisons help with transition support before and after a PCS and can connect parents to the Exceptional Family Member Program and their school's special education department, as well as help

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Term	Definition
	parents navigate their new school district’s special education program. School liaisons can provide information on school districts and boundaries, assist with transfer of credits and class registration, help locate after-school and extracurricular programs, provide tutoring information and youth sponsorship referrals, and help with college, career and military readiness.
Spouse Education and Career Opportunities	The Spouse Education and Career Opportunities program provides military spouses with free, comprehensive resources and tools to assist spouses throughout all stages of their career progression, including initial career exploration, education, training and licensing, employment readiness and career connections. Also known as SECO.



Official Resources

Department policy

- [Department of Defense Instruction 5105.04, "Department of Defense Federal Advisory Committee Management Program," Aug. 6, 2007](#)
- [DOD Instruction 5105.18, "Department of Defense Intergovernmental and Intragovernmental Committee Management Program," July 10, 2009](#)
- [DOD Instruction 1342.22, "Military Family Readiness," effective Aug. 5, 2021](#)
- [DOD Instruction 1342.19, "Family Care Plans," May 7, 2010, Incorporating Change 1, Nov. 30, 2017](#)
- [DOD Instruction 6490.06, "Counseling Services for DOD Military, Guard and Reserve, Certain Affiliated Personnel, and Their Family Members," April 21, 2009, Incorporating Change 2, March 31, 2017](#)
- [DOD Instruction 1342.28, "DOD Yellow Ribbon Reintegration Program," Effective Feb. 25, 2019](#)
- [DOD Directive 1020.1, "Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of Defense," Mar. 31, 1982 certified as current Nov. 21, 2003](#)
- [DOD Instruction 1000.13, "Identification Cards for Members of the Uniformed Services, Their Dependents and Other Eligible Individuals," Jan 23, 2014](#)
- [DOD Instruction 1315.19 "The Exceptional Family Member Program \(EFMP\)," June 23, 2023](#)
- [DOD Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015](#)
- [DOD Manual 1342.12, "Implementation of Early Intervention and Special Education Services to Eligible DOD Dependents," June 17, 2015](#)
- [DOD Instruction 6060.02, "Child Development Programs \(CDPs\)," Aug. 5, 2014](#)
- [DOD Instruction 6060.04, "Youth Services \(YS\) Policy," Dec. 4, 2019](#)



Legislation or regulations

- [Title 10, U.S. Code §1781c, "Office of Special Needs," Jan. 7, 2011](#)
- [Title 29, U.S. Code, Chapter 16, "Vocational Rehabilitation and Other Rehabilitation," Jan. 3, 2012](#)
- [Title 42, U.S. Code, Chapter 126, "Equal Opportunity for Individuals with Disabilities," Feb. 1, 2010](#)
- [Public Law 93-112, "Rehabilitation Act of 1973," §504, April 20, 1973](#)
- [Public Law 101-336, "Americans with Disabilities Act of 1990," July 26, 1990](#)
- [Public Law 108-364, "The Improving Access to Assistive Technology for Individuals with Disabilities Act," March 2021](#)
- [Public Law 108-446, "The Individuals with Disabilities Education Improvement Act," Dec. 3, 2004](#)
- [The Uniform Federal Accessibility Standards](#)
- [Title 10 U.S. Code §1781A Department of Defense Military Family Readiness Council](#)
- [Federal Advisory Committee Act of 1972 \(5 U.S.C. Appendix, as amended\)](#)
- [Government in the Sunshine Act of 1976 \(5 U.S.C., 552b, as amended\)](#)
- [41 CFR § 102-3.160](#)
- [41 CFR § 102-3.150](#)
- [Title 10 U.S. Code §1781A, "Department of Defense Military Family Readiness Council," March 7, 2024](#)
- [Administrative Instruction No. 2 — Employment of Experts and Consultants, March 22, 2023](#)
- [Title 10, U.S. Code 1056, "Relocation Assistance Programs," Jan. 3, 2012](#)
- [Public Law 101-189, Nov. 29, 1989](#)

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- [Title 10 U.S. Code §1144, “Employment Assistance, Job Training Assistance, and Other Transitional Services,” Jan. 3, 2012](#)
- [Title 10 USC §1784, “Employment Opportunities for Military Spouses,” Jan. 3, 2012](#)

Military OneSource websites

- [Military Family Readiness Programs topic center](#)
- [Military Family Readiness System article](#)
- [OneOp Service Provider and Leader page](#)
- [OneOp Professional Development resource page](#)
- [Emergency Family Assistance article](#)
- [Disaster Preparedness](#)