



The following established style guidelines reflect the long-standing practices of developers and editors of content for Pre-K to 12 Education. 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 or flow from one idea to the next.
- Avoid redundancy.
- Write in general terms, except for specific services/groups if appropriate.
- Write in relationship-neutral terms, such as “partner” or “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.
- Be concise — “Less is more.”
- Use bulleted formatting for clarity when appropriate.
- Use “softening” or qualifying words, such as “generally,” “may be,” “can be” or “might” to avoid making blanket statements about how people feel or react in different circumstances. See the examples below:

WRONG: “Children have difficulties in school when one of their parents deploys.”

BETTER: “Children may have difficulties in school when one of their parents deploys.”

Things to Avoid

- Do not make assumptions.
- Do not tell people how they feel.
- Do not tell people what they should/need to/must/ought to/can’t/won’t do.
- Do not tell people what they always/never do.



Abbreviations and Acronyms

Abbreviation or acronym	Full title
DoWEA	Department of War Education Activity
ED	Department of Education
EFMP	Exceptional Family Member Program
LEA	local education agency
MIC3	Military Interstate Children's Compact Commission
SL	school liaison
SLP	School Liaison Program
SEA	state education agency

Preferred Terms

Acceptable

military life (instead of military lifestyle)

some or many (instead of most or all)

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

often or generally (instead of always)

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Acceptable

tend to (instead of usually)

families enrolled in EFMP (instead of EFMP families)

partner, spouse, parent or guardian (instead of husband, wife)

families with special needs, children with special needs, youth with special needs, students with special education needs (instead of special needs families, exceptional families, or special needs children, kids or youth)

provided at no cost to leadership (instead of free)

free to service members and families (instead of no cost)

Army Community Service (instead of Army Community Services)

augment (instead of adding to)

student (instead of child, youth or teen)



Definitions

Term	Definition
accreditation	Accreditation is a voluntary method of quality assurance developed by American universities and secondary schools. Accreditation involves external validation by a regional accreditation organization and requires documentation of improvement efforts, results and impact on student achievement.
Department of War Education Activity	The Department of War Education Activity, or DoWEA, is one of two federally operated school systems. It is responsible for planning, directing, coordinating and managing prekindergarten through 12th grade educational programs on behalf of the War Department. DoWEA is globally positioned and operates 160 accredited schools in eight districts located in 11 foreign countries, seven states, Guam and Puerto Rico. Also known as DoWEA. • Department of War Education Activity – Europe operates 64 schools within three districts throughout Bahrain, Belgium, Germany, Italy, Netherlands, Spain, Turkey and the United Kingdom. The system serves over 24,000 school-age children of active-duty military and civilian employees. • Department of War Education Activity – Pacific operates 45 schools located in Japan, South Korea and Guam that serve more than 21,000 children of service members and eligible DOW civilian personnel families stationed throughout the Pacific theater. • Department of War Education Activity – Americas operates 50 schools located in the Mid-Atlantic and Southeast regions of the United States, Puerto Rico and Cuba, serving more than 20,000 school-age children of active-duty military and civilian employees.

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Term	Definition
district	A district is a subdivision of several designated schools with defined geographic boundaries.
Education Directory for Children With Special Needs	The Education Directory for Children With Special Needs provides information on special-needs issues and listings of national and local resources for early intervention (for infants and toddlers) and special education (for school-age children) services. This directory offers military families with special needs the information they need to make informed decisions and easier transitions.
educational services	Educational services are educational curriculum and services reasonably comparable to those normally provided without charge in public schools in the United States.
education specialty consultations through Military OneSource	The professional education consultants at Military OneSource help connect service members and their families to a wide variety of resources and information.
eligible dependent	An eligible dependent is an individual who either: • Is the child, stepchild, adopted child or ward of a DOW sponsor and is eligible for other command-sponsored benefits such as hospital, commissary, postal service privileges, installation access, etc.; has not completed secondary school; and who will reach their 5th but not 21st birthday by Sept. 1 of the current school year. • Has disabilities and is between 3 and 5 years of age by Sept. 1 of the current school year. This eligible dependent may be enrolled in educational programs until the age of 22.
Exceptional Family Member Program	The Exceptional Family Member Program, offered through the War Department's Office of Special Needs, strives to help military families thrive by helping them access the

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Term	Definition
	support they need for special medical and education needs. Services include information and referral to local and community-based resources and services, informational briefings and workshops, warm handoffs, and ongoing non-clinical case management support to achieve identified goals based on the needs of the family. Also known as EFMP.
Federal Impact Aid Program	The Department of Education Federal Impact Aid Program provides reimbursement to school districts with concentrations of children residing on military installations or other federal properties and, to a lesser extent, concentrations of children who have parents in the uniformed services or employed on federal properties who do not live on military installations. The program was set up to allow districts to receive reimbursement for the education of children who reside on military installations or who have a parent that works on a military/federal property.
Interstate Compact on Educational Opportunity for Military Children	The War Department, in collaboration with the National Center for Interstate Compacts and the Council of State Governments, developed the compact to address the educational transitions for military families. Through the compact, all 50 states, Washington, D.C. and the Department of War Education Activity work together to provide a consistent set of policies to make starting a new school, joining extracurricular activities and meeting graduation requirements as easy as possible for military-connected students. Also known at MIC3 or the Compact.
local education agency	A local education agency refers to a public board of education or other public authority within a state that maintains administrative control of public elementary or secondary schools in a city, county, township, school

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Term	Definition
	district or other political subdivision (including a combination of school districts or counties) recognized in a state as an administrative agency for its public schools. Both school districts and county offices of education are local education agencies. Some states treat charter schools as local education agencies. Also known as LEA.
Military Interstate Children's Compact Commission	The Military Interstate Children's Compact Commission is a partnership between the War Department and state governments that addresses some of the educational challenges transitioning children of military families encounter. The Compact addresses the key issues encountered by military families such as eligibility, enrollment, placement and graduation. Also known as MIC3.
overseas areas	Overseas areas are any areas situated outside the United States, District of Columbia, Puerto Rico and the possessions of the United States, excluding the Trust Territory of the Pacific Islands and Midway Island.
regional accreditation organization	A regional accreditation organization is an organization approved and certified by the U.S. Department of Education to conduct independent reviews of schools to ensure the quality and consistency of their educational programs.
school	A school is an organizational unit established to provide primary and secondary education for eligible minor dependents of DOW sponsors.
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,

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Term	Definition
	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 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, set up tutoring and youth sponsorship referrals, and help with college, career and military readiness.
space-available	Space-available are pupil accommodations that may be made available in War Department schools if it is determined that a school operated by the department has adequate staff and other resources to permit the enrollment of space-available students.
space-required	Space-required are pupil accommodations that must be provided by the DOW schools.
special education	Special education is specially designed instruction provided to meet the unique needs of a child with special needs, ages 3 through 21. Special education is one part of the Individuals with Disabilities Education Act which ensures that all children with special needs have access to a "free appropriate public education" and they have the necessary tools to meet their educational goals. The act governs how states and public agencies provide early intervention, special education and related services to eligible children with disabilities, ages birth through 21.

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special needs specialty consultations through Military OneSource	Special needs consultants can be accessed through Military OneSource. Consultants are available by phone or video to help service members and their families navigate the medical and educational needs of their families and connect them with military and community-based support.
special programs	Special programs include programs such as gifted or talented, English as a second language, honors, international baccalaureate and Advanced Placement. In some states, these programs may fall under the special education umbrella.

Official Resources

Department policy

- [DODI 1342.29, Interstate Compact on Educational Opportunity for Military Children, Jan. 31, 2017](#)
- [DODI 1341.13, Post-9/11 GI Bill, Oct. 25, 2022, Incorporating Change 1, Nov. 8, 2023](#)

Legislation or regulations

- [Office of DoWEA Policy](#)
- [Military Interstate Children's Compact Commission Rules](#)
- [Military Interstate Children's Compact Commission FAQs](#)

Military OneSource websites

- [Pre-K to 12 Education MilLife Guide](#)
- [Changing Schools MilLife Guide](#)
- [NASA Science benefit](#)
- [Libraries MilLife Guide](#)
- [School Options Available to Military Children article](#)

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- [Special Education: Impact Aid and School Liaisons article](#)
- [Ways to Support Your Children in School article](#)
- [Ease Back-to-School Transitions With a Military OneSource Education Consultant article](#)
- [Interstate Compact Helps Military Children Change Schools article](#)
- [Military Interstate Children's Compact Commission resource](#)
- [K-12 and College Education Service Providers and Leaders page](#)