

Defense-State Liaison Office Data Dictionary

The following established style guidelines reflect the longstanding practices of developers and editors of content for the Defense-State Liaison Office, or DSLO. They are consistent with rules and guidance outlined in the Associated Press Stylebook and reflective of both DSLO and 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 from one idea to the next.
- Avoid redundancy.
- Write a concluding paragraph of two or three sentences.
- Write in gender-neutral terms.
- Flesh out and clarify statements and ideas.
- Ensure that subheads reflect the content in that section.
- Spell out abbreviations, like Defense-State Liaison Office, in the first reference and include “, or DSLO” in that first instance.
- Use a hyphen when referring to the Defense-State Liaison Office.
- Make “service member” and “service members” two words, except when referencing the Servicemembers Civil Relief Act.
- 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:** “Payday, vehicle title and refund anticipation loans **are** damaging to your financial well-being.”
 - **Better:** “Payday, vehicle title and refund anticipation loans **can be** damaging to your financial well-being.”

DO NOT

- Make assumptions.
- Tell people how they feel.
- Tell people what they should/need to/must/ought to/can’t/won’t do.
- Tell people what they always/never do.
- Use the term “lobby/lobbying” or imply lobbying.
- Use a dash when referring to the Defense-State Liaison Office.
 - **Wrong:** “Defense–State Liaison Office”

PREFERRED TERMS

Preferred	As Opposed to
child, children	kids
Career	Job
child care	day care
provided at no cost for to service members and their families	Free
Army Community Service	Army Community Services

Preferred	As Opposed to
Augment	adding to
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
works with policymakers	partners with policymakers; helps policymakers
eliminates barriers	improves quality of life
drafting bills	shepherding bills
Knowledge	Expertise

DEFINITIONS

Absent uniformed services voter

A member of a uniformed service on active duty who, by reason of such active duty, is absent from the place of residence where the member is otherwise qualified to vote, or a spouse/dependent of a service member who, by reason of the active duty or service of the member, is absent from the place of residence where the spouse/dependent is otherwise qualified to vote

Advance enrollment

Access for military children – with documentation of a pending military relocation to the state – to preliminary registration, enrollment or application to a school district at the same time the process is open to the general student population

Best practice

A method or technique used by other states that has consistently shown results superior to those achieved with other means and is used as a benchmark

Child abuse and neglect identification and reporting

State statute directing the collection of military affiliation as part of child abuse and neglect case files; sharing pertinent case file information with the appropriate military authorities at the time of identification can provide consistency and complement the statutory responsibility of the Department of Defense

Child care accreditation

An evaluation and certification from a nationally recognized organization that the child care facility demonstrates a higher level of quality than is required by licensing based on program standards

Child care subsidy

Financial aid for eligible families (typically moderate- or low-income families) through vouchers or contracted slots with service providers to help offset the cost of child care

Comprehensive background checks for child care employees

A screening through finger print identification of a prospective child care employee's history to include a review of criminal history, a child abuse registry check and a sex offender registry check, to ensure the safety of children under the care of the facility

In-state tuition Continuation

Allowing military family members to pay in-state tuition rates based upon their acceptance into a state school while their sponsor is present in the state and not solely on the sponsor's presence at the time of enrollment.

Defense-State Liaison Office

A Department of Defense program office that works with state leaders across the country who are concerned for the welfare of the active-duty, Guard, and reserve service members and their families living in their state. The office seeks to educate and work with state leaders on key quality-of-life issues. Liaisons are knowledgeable about military issues as well as the policymaking process.

Federal Voting Assistance Program

A federal program that provides U.S. citizens worldwide a broad range of nonpartisan information and assistance to facilitate their participation in the democratic process

Licensure

A mandatory credentialing process established by a government entity, usually at the state level, that makes it illegal for an individual to practice the profession without a license

Licensing compacts

Allows professionals to maintain a home state license and work in other states without relicensing.

Licensing Law Implementation

The vast majority of states enacted laws to accommodate license portability for military spouses; however, not all boards have implemented these new rules. DSLO is working with policymakers and regulators to ensure the laws are implemented.

Medicaid waivers-based services

Services that can assist military families with special needs to obtain Medicaid Home and Community-Based Services Waivers at the time the sponsor retires/separates from military service

Memorandum of understanding

A formal document between multiple parties describing agreed-upon terms typically setting forth the basic principles and guidelines under which the parties will work together to accomplish their goals

Military child identifier

A proposed additional data field in student information systems that allows educational institutions to recognize where military-connected students attend school; their academic performance in reading, math and science; graduation rates; and how they perform over time

Military spouse teachers

The adoption of flexible credentialing procedures for spouses, so kindergarten through grade 12 teachers can become certified efficiently

Military State Policy Source, statepolicy.militaryonesource.mil

The website is part of the Department of Defense's initiative to identify and address the most pressing needs of service members and military families affected by state policies. The site is aimed at state policymakers and their staffs.

Overseas voter

An absent uniformed services voter who, by reason of active duty or service, is absent from the United States on the date of the election involved; a person who resides outside of the United States and is qualified to vote in the last place in which the person was domiciled before leaving the United States; or a person who resides outside of the United States and (but for such residence) would be qualified to vote in the last place in which the person was domiciled before leaving the United States

Predatory lending

The practice of loaning money to consumers using unfair, deceptive or fraudulent practices by some lenders during the loan origination process. Predatory lending generally includes loans with excessive cost (high interest rates, unreasonable fees, etc.), equity stripping, failure to report borrower credit information, steering to higher-cost mortgages and credit insurance products that are financed upfront.

Pro bono legal representation

The establishment of programs to connect service members and families with pro bono legal representation

Regional liaisons

Liaisons provide background information to state leaders and policymakers on key issues that remove barriers, smooth transitions and enhance quality of life for military families. They help write draft legislation and find constituents to testify at hearings. Liaisons do not enact bills.

State Servicemembers Civil Relief Act consumer protection

State-level legal and consumer protections covering state mobilizations and establishing protections for service members while on active duty.

State employment protections

Protecting employment for Guard members who mobilize in a state other than the one where they work.

Transcript

An official report supplied by an educational institution on the permanent academic record of an individual student. A transcript typically includes a listing of subjects studied/courses taken, grades received, all honors received and degrees conferred to a student.

Unemployment compensation

Insurance benefits from program funded by employers to workers who involuntarily become unemployed through no fault of their own as determined by state law. Payments continue for a limited period or until the unemployed worker locates new employment.

Veterans Treatment Court

A hybrid drug and mental health court for military veterans that combines rigorous treatment and accountability for veterans facing incarceration