



The following established style guidelines reflect the long-standing practices of developers and editors of content for MilLife Learning. 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

- Write in a way that doesn't assume the reader is either male or female. Keep it neutral.
- Write in relationship-neutral terms, such as "partner" or "couple."
- Keep the wide audience range in mind.
- Make connections from what the course offers to the intended audience's needs.
- Write a call-to-action statement in course descriptions.
- Use an action verb to start rotating panel and module content.

## Things to Avoid

- 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 should always/never do.

## Abbreviations and Acronyms

Abbreviation or acronym	Full title
DIMS	Defense Installation Messaging System Courses: <ul style="list-style-type: none"><li>• Defense Installation Messaging System (DIMS)</li><li>• DIMS Do's and Don'ts</li></ul>
EFMP	Exceptional Family Member Program Course: <a href="#">Exceptional Family Member Program</a>
eSAT	eSponsorship and Application Training course Course: <a href="#">eSponsorship Application and Training (eSat)</a>



Abbreviation or acronym	Full title
IPPI-RAT	Intimate Partner Physical Injury Risk Assessment Tool Training Course: <a href="#">Intimate Partner Physical Injury Risk Assessment Tool Training</a>
OSBR	Online Survivor Benefits Report Course: <a href="#">Online Survivor Benefits Report</a>
PAAS	Personnel Accountability and Assessment System Course: <a href="#">Personnel Accountability</a>
REACH	Resources Exist, Asking Can Help Course: <a href="#">REACH Facilitator Training</a>
SOCAT	Special Operations Cognitive Agility Training Course: <a href="#">Special Operations Cognitive Agility Training</a>
TAR	Tasking, Assignments and Reporting System  The TAR is the system where the government tasks vendors and vendors respond to tasks, as well as post assignments and reports.  Courses: <ul style="list-style-type: none"> <li>• <a href="#">How to Use the TAR Search Feature</a></li> <li>• <a href="#">Making the TAR Work for You</a></li> </ul>

## Preferred Terms

Acceptable
military life instead of military lifestyle
some or many instead of most or all
can or may or might instead of will or are
often or generally instead of always



## Acceptable

tend to instead of usually

partner, spouse instead of husband, wife

course, training instead of class, e-tutorial, webinar

slow internet connection instead of unreliable, intermittent, spotty or slow-speed (regarding internet connection)

## Definitions

Term	Definition
OneOp	OneOp, formerly the Military Families Learning Network, is a professional development platform for providers who serve military families.
MilLife Learning	MilLife Learning provides self-directed quality of life courses for service members, reserve component members and veterans, along with their family members. Accessible online, 24/7. Formerly My Training Hub.

## Official Resources

Military OneSource websites

- [MilLife Learning](#)