MilLife Learning Program Content Guide

The following established style guidelines reflect the longstanding practices of developers and editors of content for the MilLife Learning Program area. They are consistent with rules and guidance outlined in the Associated Press Stylebook and reflective of Office of Military Community and Family Policy style and usage preferences.

Do

- Write in gender-neutral terms, with a few exceptions (for example, gender-specific services/groups).
- 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.

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 should always/never do.

Formatting

- Less is more — be concise.
- Use bulleted formatting for clarity in homepage module content.

Preferred Terms

Preferred	As opposed 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
partner, spouse	husband, wife
course, training	class, eTutorial, webinar
slow internet connection	unreliable, intermittent, spotty or slow-speed (regarding internet connection)

Acronyms and abbreviations

Term	Definition
DIMS	**Defense Installation Messaging System** Courses: • Defense Installation Messaging System (DIMS) • DIMS Do's and Don'ts
EFMP	**Exceptional Family Member Program** Course: Exceptional Family Member Program
eSAT	**eSponsorship and Application Training course** Course: eSponsorship Application and Training (eSat)
IPPI-RAT	**Intimate Partner Physical Injury Risk Assessment Tool Training** Course: Intimate Partner Physical Injury Risk Assessment Tool Training
OSBR	**Online Survivor Benefits Report** Course: Online Survivor Benefits Report
PAAS	**Personnel Accountability and Assessment System** Course: Personnel Accountability
REACH	**Resources Exist, Asking Can Help** Course: REACH Facilitator Training
SOCAT	**Special Operations Cognitive Agility Training** Course: Special Operations Cognitive Agility Training
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: • How to Use the TAR Search Feature • Making the TAR Work for You

Definitions

Term	Definition
OneOp	**OneOp**, formerly the Military Families Learning Network, is a professional development platform for providers who serve military families.