

Morale, Welfare and Recreation Program Data Dictionary

The following established style guidelines reflect the longstanding practices of developers and editors of content for the Morale, Welfare and Recreation 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

- Pay attention to the overall organization and flow of an article. Information and ideas should be logically organized and have some sense of continuity or “flow” from one idea to the next.
- Avoid redundancy.
- Write in gender-neutral terms, except if appropriate (gender-specific services/groups).
- Write in relationship-neutral terms, such as “partner,” “couple.”
- Flesh out and clarify statements and ideas.
- Ensure that subheadings reflect the content of the following text.
- Focus on the positive side of content as much as possible. Avoid negative words, like boredom.
- Keep the wide audience range in mind.
- Include the following disclaimer at the beginning and end of each article:

The information contained on this website is designed to educate and inform service members and their families on their personal legal affairs. Nothing contained in the website is a substitute for the competent legal advice of a licensed attorney. Service members and their families seeking legal advice should consult the staff of the nearest installation Legal Assistance office.

DO NOT

- Make assumptions.
- Tell people how they feel.
- Tell people what they should/need to/must/ought/can't/won't do.
- Tell people what they always/never do.

FORMATTING

- Keep bullets to seven or fewer for each section.
- “Less is more”— be concise.

PREFERRED TERMS

Preferred	As opposed to
morale, welfare and recreation	Morale, Welfare and Recreation
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
defense resale system	Defense Resale System

DEFINITIONS

- **Armed Forces Retirement Homes** <https://www.afrh.gov/afrh/>. There are two, one in Washington, D.C., and one in Gulfport, Mississippi. The eligibility criteria is below:

If you were a member of the military services and at least one-half of your service was not active commissioned service (other than as a warrant officer or limited-duty officer), you are eligible to live in an armed forces retirement community if you also meet one of the following criteria:

- Are at least 60 years old and were discharged or released from the military services under honorable conditions after 20 or more years of active service
 - Are incapable of earning a living due to a service-connected disability incurred in the line of duty in the military services
 - Served in a war theater in a time of war declared by Congress or were eligible for hostile fire special pay or were discharged or released from service in the armed forces under honorable conditions and are determined to be incapable of earning a livelihood because of injuries, disease or disability
 - Served in a women's component of the armed forces before June 12, 1948, and are eligible for admission due to "compelling personal circumstances"
- **Armed Services YMCA** <http://www.asymca.org/> is a national association of the YMCA of the USA and works with the Department of Defense as a non-profit 501(c) (3) organization. Its support services are focused on the needs of junior enlisted men and women. There are 14 dedicated branch locations and 10 community YMCA affiliate centers. In addition, seven Department of Defense/Department of Homeland Security affiliates exist worldwide. Essential programs such as child care, hospital assistance, spouse support services, computer training classes, health and wellness service and holiday meals, among many others, are offered.
 - **Child care and youth programs** provide a system of quality, available and affordable programs and services for eligible children and youth from birth through 18 years of age. Specific programs include the Child Development Program, Youth Activities, Family Child Care, School-Age Care, and child care resource and referral.

- **Commercial Solicitation Report**, a quarterly report, lists insurance and financial product companies and agents currently barred from soliciting on specific Department of Defense installations as reported by the military service.
- **Commercial sponsorship** is the act of providing assistance, funding, goods, equipment (including fixed assets) or services to an MWR program(s) and/or event(s) by an individual, agency, association, company or corporation, or other entity (sponsor) for a specific (limited) time in return for public recognition or advertising promotions.
- **Morale, welfare and recreation** is a comprehensive network of support and leisure programs and services designed to improve the quality of life of service members, their families and other eligible patrons. MWR consists of a wide range of programs and services from fitness and outdoor recreation to libraries and bowling centers. Available programs and services vary at each installation. MWR also provides service members and their families with a variety of recreational programs on and off the installation.

Follow these style rules when writing about Morale, Welfare and Recreation:

- Spell out morale, welfare and recreation on first reference. Use MWR in subsequent references in content for service members, family members and Department of Defense service providers. Always use MWR in social media messaging for these audiences.
 - Always spell out morale, welfare and recreation in content for Congress, the general public and non-Department of Defense service providers. When used infrequently, spell out morale, welfare and recreation. Always spell out morale, welfare and recreation in social media messaging for these audiences unless otherwise directed/approved by the government.
 - Do not use initial capital letters when spelling morale, welfare and recreation, unless referring to a specific formal program (e.g., Army Morale, Welfare and Recreation).
- **Morale, welfare and recreation Digital Library** provides online databases and resources.
 - **MWR funding categories:**
 - Category A — Mission Sustaining
 - Category B — Community Support Programs
 - Category C — Revenue Generating Programs
 - **MWR program names per service:**
 - Army Family and MWR
 - Marine Corps Community Services
 - Navy MWR
 - United States Air Force Services
 - Coast Guard Morale, Well-Being and Recreation
 - **Temporary duty lodging** is available to single service members or service members traveling without families and is also known as bachelor enlisted quarters or bachelor officer quarters.

Note: Marine Corps refers to temporary duty as temporary additional duty; for consistency, we typically use temporary duty.

- **Temporary Lodging Allowance** reimburses service members on OCONUS moves for lodging once they arrive at the overseas duty station and when they leave the overseas duty station. It may cover up to 60 days while waiting for installation housing or searching for off-installation housing.
- **Temporary Lodging Expense** is designed to partly reimburse relocating service members and families for the cost of meals and lodging at either the previous duty station or the new one. The TLE can be paid for up to 10 days for moves within the continental United States and up to five days for moves from CONUS to outside the continental United States or OCONUS.
- **The Department of Defense Military Outreach Initiative in Partnership with the Armed Services YMCA** funds memberships at participating YMCAs throughout the United States and Puerto Rico for [Title 10 Department of Defense military groups](#) to help make military life easier.