

WRITING STYLE GUIDE AND PREFERRED USAGE FOR DoD ISSUANCES

1. **GENERAL PRINCIPLES.** Write DoD issuances clearly and concisely, applying the following general principles of effective writing.
 - a. When drafting your document, use an outline. This will help you organize your issuance and keep it focused and on track.
 - b. Use short, simple words. Limit sentences to one thought and keep them brief (an average of 20 or fewer words).
 - c. Use the correct words. (See Appendix 1 for a glossary of preferred usage and Appendix 2 for a list of hyphenated modifiers used in DoD issuances.)
 - d. Write in the active versus passive voice; name an actor with the action being taken immediately after the noun. (See Figure 1 for characteristics and examples.)
 - e. Use parallel construction (the same grammatical structure for similar or related ideas). (See Figure 2 for examples.)
 - f. Avoid long, rambling paragraphs. If a paragraph's longer than 20 lines, it should probably be restructured to include subparagraphs.
 - g. Organize the material. Where the issuance templates don't provide a specific structure, organize sections, enclosures, and appendixes so that earlier paragraphs serve to make later paragraphs clear. When possible, use paragraph headings to highlight important concepts so the reader can see at a glance what the paragraph's about.

Figure 1. Characteristics and Examples of Passive and Active Voice

| PASSIVE VOICE | ACTIVE VOICE |
|---|---|
| <p><u>Frequently omits the doer of the action</u> An information copy of the board meeting minutes must be forwarded to the members. A military chaplain of a particular religious organization may be appointed as a consultant.</p> | <p><u>Identifies the doer</u> The Chair must forward an information copy of the board meeting minutes to the members. The Board may appoint a military chaplain of a particular religious organization as a consultant.</p> |
| <p><u>Frequently is longer as less direct; frequently includes a "by" phrase</u> A written agreement will be executed by the parties. Implementing instructions will be issued by the DoD Components.</p> | <p><u>Gets to the point</u> The parties will execute a written agreement. The DoD Components will issue implementing instructions.</p> |

Figure 2. Examples of Parallel Construction

| EXAMPLE 1 |
|--|
| <p><u>Not Parallel</u></p> <p>1. The physical review of the ID card must verify that the identification matches the beneficiary, the correct entitlement dates, whether medical care for the beneficiary is authorized, and that no one has tampered with the card.</p> |
| <p><u>Parallel</u></p> <p>1. The physical review of the ID card must verify that the identification matches the beneficiary, the entitlement dates are correct, the beneficiary is authorized medical care, and the card hasn't been tampered with.</p> |
| EXAMPLE 2 |
| <p><u>Not Parallel</u></p> <p>1. <u>PURPOSE</u>. This instruction:</p> <ul style="list-style-type: none">a. Reissues Reference (a) to establish policy and assign responsibilities for the authorization and support of private organizations located on DoD installations.b. Reference (b) is hereby cancelled.c. Reference (c) will continue to be authorized to establish procedures that implement this instruction. |
| <p><u>Parallel</u></p> <p>1. <u>PURPOSE</u>. This instruction:</p> <ul style="list-style-type: none">a. Reissues Reference (a) to establish policy and assign responsibilities for the authorization and support of private organizations located on DoD installations.b. Cancels Reference (b).c. Continues to authorize the publication of Reference (c) to establish procedures to implement this instruction. |

2. RULES SPECIFIC TO DoD ISSUANCES

a. References

(1) **Always** reference:

(a) The issuance that provides the purpose of (reason for) the issuance being drafted and any other issuances that inform its content.

(b) For issuances signed by anyone other than the Secretary or the Deputy Secretary of Defense, the instrument that provides that position the authority to sign it. This is typically the Charter DoD directive of the OSD Component head or Principal Staff Assistant.

(2) **Don't** copy from, quote from, or paraphrase material in a reference. Do explain the relationship between the issuance and each reference cited; e.g., (emphasis added):

(a) "All proposals to construct new or modify existing DoD urban training facilities must be evaluated **in accordance with** DoDI 1322.27 (Reference (e))."

(b) "Civilian manpower requirements must be sourced and designated **in accordance with** the manpower policy and procedures in DoDI 1100.22 (Reference (c))."

(c) "The Assistant Secretary of Defense for Homeland Defense and Americas' Security Affairs will serve as the Domestic Crisis Manager among other defense-wide crisis management responsibilities **assigned in** DoDD 3020.44 (Reference (k))."

b. Helping Verbs. Use the following helping verbs to clarify the actor's level of obligation.

(1) Use "must" to denote a mandatory action.

(2) Use "will" to denote a required action in the future.

(3) Use "may" or "can" to denote an optional action that the actor's authorized to perform (a right, privilege, or power that the actor may exercise at his or her discretion).

c. Generic Pronouns. Don't use "he" or "she" or "his" or "her" separately as generic (possessive) pronouns; use "he or she" or "his or her." If possible, avoid gender specificity by using "they" or "their."

d. Personal Pronouns and Point of View. Don't use the personal pronouns "I," "we," and "you." Always write in the third person, using "he or she," "it," and "they."

e. Abbreviations and Acronyms. Write terms out the first time they appear in the text and place the abbreviation or acronym in parenthesis following it. Use the acronym consistently thereafter: don't repeat the term. A glossary of acronyms and abbreviations is mandatory for issuances over 2 pages using acronyms other than "DoD," "OSD," or "U.S." In accordance with the Plain Writing Act of 2010, consider not using acronyms if the term is used infrequently in your issuance.

(1) Acronym as Adjective Only. The acronym “U.S.” may be used in the adjective form only. Spell out “United States” when using the noun form.

(2) Acronyms That Don’t Need to be Established. The acronyms “DoD,” “OSD,” and “U.S.” don’t need to be established upon first use.

(3) Combatant Command Acronyms

(a) The combatant commands are legally named “United States Central Command,” “United States Joint Forces Command,” etc. The acronyms therefore are: USCENTCOM, USEUCOM, USJFCOM, USNORTHCOM, USPACOM, USSOUTHCOM, USSOCOM, USSTRATCOM, and USTRANSCOM.

(b) The abbreviation for “combatant command” is “CCMD” – **not** “COCOM.” See Joint Publication (JP) 1-02, “Department of Defense Dictionary of Military and Associated Terms;” “COCOM” refers to “(combatant command) command authority” and not to the combatant command.

(c) Per JP 1-02, the abbreviation for “combatant commander” is “CCDR.”

(4) Military Terms. Use the approved abbreviations and acronyms in JP 1-02.

(5) Article Usage With Abbreviations and Acronyms

(a) Use of the articles “the,” “a,” and “an” before abbreviations and acronyms will be determined by basic rules of grammar. If an article would appear before the term if it were spelled out, then it most likely will be used before the acronym.

(b) The use of “a” and “an” depends on the sound of the acronym that follows, not on the first letter. For example, the vowel sound at the beginning of the acronym “MP” (pronounced “em-pea”) requires that “an” be used. However, “a” is used before “MOOTW,” since the acronym’s pronounced “moo-twah.”

f. Footnotes, Endnotes, and Use of the Term “Note.” Don’t use the term “NOTE” in DoD issuances. Don’t use endnotes in DoD issuances. Use footnotes only to indicate in Enclosure 1 where the reader may obtain a reference that isn’t readily available on a government website.

g. Use of the Term “See” and of Parenthetical Remarks. When the term “see” is used as directional material, place the phrase in parentheses at the end of the sentence as a stand-alone sentence, as in the following parenthetical remark. (See paragraph 2f for use of the term “note.”) Avoid the use of other parenthetical remarks. If the information’s important to the issuance, incorporate it into the appropriate sentence or paragraph.

h. Use of Directional Terms. Don’t use directional terms or phrases (e.g., “above,” or “below”) when referring to a part of the issuance. Cite the particular paragraph being discussed. Avoid using “as follows” or “the following” if possible.

i. Use of Latin Plurals. Don't use Latin plurals; use their English equivalents (e.g., memorandums, not memoranda; forums, not fora; data, not datum).

j. Names of Ships and Exercises. Always use all caps for the names of ships (e.g., "USS AGILE," "USNS IMPECCABLE – not "USS Agile," "USNS Impeccable") and military exercises (e.g. "Operation SOUTHERN WATCH" – not "Operation Southern Watch").

k. Address Blocks in DoD Issuances. Per DoD issuance standards, mailing addresses are the exception to the rule for paragraph numbering and indentation; they may stand alone outside of a figure or table. The address block will be indented from the left margin equal to the first line indent of the paragraph to which the address block belongs; e.g., if an address block followed this paragraph, each line would be .25" from the left margin.

3. RESOURCES FOR WRITING DoD ISSUANCES. Use the resources in priority order below when you have questions on English usage, writing style, format, content, and organization of DoD issuances.

a. The Issuance Process¹

- (1) Format, content, and organization standards for each type of issuance.
- (2) Frequently Asked Questions.
- (3) Common Mistakes.
- (4) DoDM 5110.04, "DoD Manual for Written Material."
- (5) JP 1-02.

b. Other Resources

- (1) United States Government Printing Office Style Manual (current edition including supplements).²
- (2) Webster's New Collegiate Dictionary (current edition).³
- (3) The Chicago Manual of Style.⁴

¹ Available at http://www.dtic.mil/whs/directives/process_home.html

² Available at <http://www.access.gpo.gov/styleman>

³ Available at <http://www.m-w.com/dictionary.htm>

⁴ Available at <http://www.bkstor.com>

APPENDIX 1

GLOSSARY OF PREFERRED USAGE FOR DoD ISSUANCES

This glossary provides preferred capitalization, terminology, wording, and use of abbreviations and acronyms for DoD issuances to ensure they are written simply, clearly, and consistently. For military terminology, use JP 1-02. For questions about usage not answered in this glossary or JP 1-02, consult the resources in section 3.

| <u>Term</u> | <u>Preferred Usage or Comment</u> |
|-----------------|--|
| <u>A</u> | |
| a great deal of | much |
| a minimum of | at least |
| a number of | some |
| abrogate | abolish, cancel |
| accelerate | speed up, hasten |
| accompanied by | with |
| accompany | go with |
| accomplish | do |
| accorded | given |
| according to | Don't use when citing a reference. Use "in accordance with," which means consist with, i.e., whatever's being done is consistent with the particular issuance being referenced. (When citing a reference that authorizes or requires publication of the proposed issuance, or that authorizes or requires the proposed issuance to take a certain action, use "pursuant to.") |
| accordingly | so, then |
| accrue | increase, collect |
| activate | start, drive, turn on |
| active duty | Not capitalized. Includes active duty for training. To exclude the training, use "active duty (other than for training)." |
| Active Reserve | Capitalized |
| active service | Not capitalized. Use when referring to military experience that may be credited toward promotion or retirement. Don't use "active duty." |
| adjacent to | next to |
| advantageous | helpful |

| <u>Term</u> | <u>Preferred Usage or Comment</u> |
|--|--|
| affect, effect | Often used incorrectly. The verb “affect” means “to influence” and is used with an object. Don’t use the word “affect” as a noun. The verb “effect” means “to bring about, accomplish, make happen.” The noun “effect” means a “result” or “consequence” of an action. |
| affix | put, attach |
| afford an opportunity | allow, let |
| AFRICOM | Don’t use. Approved acronym is USAFRICOM (see JP 1-02). |
| after the conclusion of | after |
| agency | Capitalized only when part of a proper noun. |
| aggregate | total, sum |
| all of | all |
| ambassador | Use lowercase, except when referring to a specific person |
| ameliorate | improve |
| antedate | precede |
| antithesis | opposite, contrast |
| any of | any |
| any place | anywhere |
| apparent | clear, plain |
| appendix | plural, “appendixes” |
| appreciable | many |
| approximately | about, close, near |
| are in receipt of | received |
| armed forces | In lowercase, a generic term for the military forces of a nation or a group of nations. |
| Armed Forces of the United States; U.S. Armed Forces | Use “Military Services” for consistency throughout DoD issuances. All three terms denote collectively all components of the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard. |
| Armed Services | Use “Military Services” |
| arrived at a decision | decided |
| as a basis for | for |
| as a matter of fact | in fact |
| as a means of | to |
| as a result of | because |

| <u>Term</u> | <u>Preferred Usage or Comment</u> |
|------------------------------|--|
| as of | by |
| as prescribed by | pursuant to |
| as to whether | whether |
| ascertain | find out, learn |
| assignment | Use to refer to an order to a particular duty, organization, or station for a long or indefinite time. |
| assist | help, aid |
| assure | ensure |
| at all times | always |
| at an early date | soon |
| at the present time | now |
| at the time of | during |
| attached hereto | attached |
| attains the age of ... | becomes # years old |
| attempt | try |
| augment | raise, expand, add to, extend, enlarge, increase |
| <u>B</u> | |
| based on the fact that | because |
| be cognizant of | know |
| before-mentioned | Avoid using this term as it's usually redundant. |
| benefit | help |
| biannual, biennial | "Biannual," like "semiannual," means twice a year. "Biennial" means every 2 years. |
| bimonthly | Means every 2 months. Use "semi-monthly" (or "twice a month") to express twice monthly. |
| businessman or businesswoman | business executive, manager, entrepreneur, business owner |
| by means of | by, with |
| by virtue of | by, under |
| <u>C</u> | |
| calculate | compute |
| can | Use if an action is optional/conditional. |
| cease | stop |

| <u>Term</u> | <u>Preferred Usage or Comment</u> |
|-------------------------------|---|
| CENTCOM | Don't use. Approved acronym is USCENTCOM (See JP 1-02) |
| chairman or chairwoman | chair or chairperson |
| close proximity | near |
| COCOM | Don't use as an acronym for "combatant command." Use "CCMD." |
| cognizant of | aware of, knows, understands, comprehends |
| coincidentally | at the same time |
| combatant command | Correct abbreviation is "CCMD" |
| combatant commander | Correct abbreviation is "CCDR" |
| combine | join |
| comes into conflict | conflicts |
| Commander-in-Chief | Use only when referring to the President of the United States. |
| commence | begin |
| compare | Use "compare to" when discussing similarities between objects that are different; use "compare with" when discussing similarities or differences between objects that are the same. |
| concerning | about, on |
| conclude | end, close |
| concur | Use "concur with" when concurring with a person; use "concur in" when concurring in an idea, proposal, document, or recommendation. |
| Congressman or Congressperson | Use "Member of Congress" or "Congressional Representative." |
| consummate | complete, bring about |
| contained in | in |
| contain | has |
| contiguous | next to |
| continuously, continually | Often used incorrectly. The first word means "without interruption;" the second, "intermittently at frequent intervals." |
| contribute | give |
| councilman | council member |
| course of time | time |
| crewman | crew member |
| criterion | standard, norm |

| <u>Term</u> | <u>Preferred Usage or Comment</u> |
|---------------------------------|---|
| <u>D</u> | |
| daughter or son | child, children |
| decision maker, decision making | Hyphenated only when used as an adjective: “decision-making abilities” |
| deem | consider |
| defense | Capitalized only when referring to an OSD Defense Agency (go to “DoD and OSD Component Heads” on the DoD Issuances Websites for a listing of the OSD Defense Agencies) or when part of a proper noun. |
| Defense Agency | Capitalized when referring to the OSD Defense Agencies. |
| demonstrates | shows |
| depart | leave |
| dependent | Avoid using this word except when required by law; e.g., use of the word “dependent” may be required to satisfy explicit statutory requirements about entitlement to benefits or privileges. Instead, use such terms as “family member,” “spouse,” “parent,” “unmarried child,” or “beneficiary.” |
| depict | describe, show |
| deprivation | loss |
| despite the fact that | although, though |
| detail | Use to define a particular duty, organization, or station as temporary. |
| determine | decide, find |
| discontinue | drop, stop |
| disseminate | issue, circulate, send out |
| DoD Components, the | Always use “the” when using DoD Components as a noun. |
| downward adjustment | decrease |
| due to the fact that | because, since, due to |
| during periods when | when |
| during such time | while |
| <u>E</u> | |
| echelons | levels |
| effect, affect | Often used incorrectly. The verb “effect” means to “bring about, accomplish, make happen.” The noun “effect” means a “result” or “consequence” of an action. The verb “affect” means “to influence” and is used with an object. Don’t use the word “affect” |

| <u>Term</u> | <u>Preferred Usage or Comment</u> |
|-----------------------|---|
| | as a noun. |
| effect an improvement | improve |
| e.g. and i.e. | Often used incorrectly. The abbreviation “e.g.” means “for example” (describing one of many examples). The abbreviation “i.e.” means “that is” (only the items mentioned apply). Neither of these terms can be used with “etc.” |
| elementary | simple, basic |
| elicit | draw out, bring out |
| eliminate | cut, drop, end |
| elucidate | explain, clarify |
| e-mail | Hyphenate; don’t use “email” |
| emphasize | stress |
| employ, employed | use, used |
| enclosed herewith | enclosed |
| encompass | enclose, include |
| encounter | meet |
| encourage | urge, persuade |
| endeavor to ascertain | find out |
| enlisted man or woman | enlisted member, enlistee |
| ensure | use “insure” only when referring to monetary insurance. Avoid use of “ensure” when assigning responsibilities or describing procedures in DoD issuances as it’s passive and difficult for the individual or agency responsible to measure success or failure. Use more active verbs (oversee, direct, require). |
| enumerate | count, list |
| equitable | fair |
| equivalent | equal |
| EUCOM | Don’t use. Approved acronym is USEUCOM (see JP 1-02). |
| evident | clear |
| exacerbate | make worse |
| Executive Branch | Capitalized |
| Executive Order | Capitalize when citing number; e.g., “Executive Order 12334.” Only capitalize “Executive” when the meaning’s general; e.g., “those Executive orders,” and you are referring to the orders issued by the President. Correct abbreviation is “E.O.” |
| Executive Department | Capitalized |

| <u>Term</u> | <u>Preferred Usage or Comment</u> |
|--------------------------|---|
| Executive Secretary, OSD | Executive Secretary of the Department of Defense |
| exercise care | be careful |
| expedite | hasten, speed |
| <u>F</u> | |
| fabricate | construct, make, build, invent |
| facilitate | ease, help |
| failed to | didn't |
| father or mother | Use “either parent” or “parent.” |
| feasible | possible, practical |
| federal, federally | Not capitalized |
| female or male | Use “person” or “individual.” |
| finalize | complete, finish |
| fireman | firefighter |
| for the month of ... | for |
| for the purpose of | for |
| for the reason that | because, since |
| foreman | supervisor, manager |
| forfeit | give up, lose |
| formulate | make, devise, prepare |
| fullest possible extent | as much as possible |
| fundamental | basic |
| furnish | give, supply, send |
| <u>G</u> | |
| generally | Avoid using this word unless contrasted with “specifically.” |
| give consideration to | consider |
| give encouragement to | encourage |
| government | The designation “government” is capitalized only if used as a part of a proper name, as a proper name, or as a proper adjective. For example, “U.S. Government,” but “government” (in general sense), “European governments.” |
| grade and rank | Use “grade” to designate pay grade; e.g., “O-1” or “E-2.” Use “rank” to refer to the order of precedence or seniority within a grade. |

| <u>Term</u> | <u>Preferred Usage or Comment</u> |
|------------------------------|---|
| grandfather or grandmother | Use “grandparent” or “grandparents.” |
| <u>H</u> | |
| has the capability to, of | can |
| have need for | need |
| have the effect of | effect |
| he, him, his; she, her, hers | Avoid gender-specific language; if possible, use “they” and “theirs.” If not, use “he or she” instead of he; “him or her” instead of him; “his or hers” instead of his. |
| held a meeting | met |
| henceforth | from now on |
| heretofore | until now, up to now |
| husband or wife | spouse |
| <u>I</u> | |
| identical | same |
| i.e. and e.g. | Often used incorrectly. The abbreviation “e.g.” means “for example” (describing one of many examples). The abbreviation “i.e.” means “that is” (only the items mentioned apply). Neither of these terms can be used with “etc.” |
| illustrate | show |
| impede | block |
| imperative | urgent |
| implement | carry out |
| in a case in which | when, where |
| in a situation in which | when |
| in addition | also, besides, too |
| in an effort to | to |
| in case | if |
| in accordance with | When citing a reference, use to indicate that whatever’s being done in the proposed issuance is consistent with that reference. (When citing a reference that authorizes or requires publication of the proposed issuance, or that authorizes or requires the proposed issuance to take a certain action, use “pursuant to.”) |
| in conjunction with | with |
| in connection with | by, in, for |
| in lieu of | instead of, in place of |

| <u>Term</u> | <u>Preferred Usage or Comment</u> |
|------------------------------------|--|
| in order that | so that |
| in regard to | about |
| in relation to | related to, for |
| in spite of the fact that | though, although |
| in the amount of | for |
| in the case of | when, where |
| in the course of | during, in, while |
| in the event of | if |
| in the majority of cases | usually |
| in the near future | soon |
| in view of | since, because |
| inception | start |
| incorporate | merge, join |
| indicate | show |
| initial | first |
| initiate | begin, start |
| innate | basic, native, inborn |
| insure | ensure, unless referring to monetary insurance |
| integrate | combine |
| inter-Service | When referring to the Military Services |
| is authorized and directed | will |
| is authorized to | may |
| is cognizant of | knows |
| is dependent upon | depends on |
| is directed | will |
| is entitled to | may |
| is responsible for selecting | selects |
| it is obvious that | clearly, obviously |
| it is the responsibility of ... to | will |

| <u>Term</u> | <u>Preferred Usage or Comment</u> |
|-----------------------------|--|
| <u>J</u> | |
| JFCOM | Don't use. Approved acronym is USJFCOM (see JP 1-02). |
| journeyman | trainee, beginner |
| justify | prove |
| <u>K</u> | |
| <u>L</u> | |
| last and latest | "Last" means final; "latest," most recent. |
| least and less | Use "least" when more than two persons or things have been mentioned; use "less" when only two have been mentioned. |
| Legislative Branch | Capitalized when referring to the U.S. Government |
| lengthy | long |
| like | Never use "like" to introduce a subject and its verb; e.g., "He wrote as (not "like") he spoke." |
| locate | find |
| <u>M</u> | |
| magnitude | size |
| mailman | mail carrier |
| make a decision | decide |
| make a determination | determine |
| make application | apply |
| make every effort | try |
| make inquiry regarding | inquire, ask |
| make provisions for | provide |
| male or female | Use "person" or "individual." |
| man or woman | person, human, human being, individual |
| manhour | work hour, staff hour |
| mankind | humanity, human beings, humankind |
| manmade | artificial, synthetic, manufactured |
| manned | staffed |
| manpower | human resources, workforce, labor force |
| manufacture | make |
| Marine Corps and Navy, U.S. | Although they are in the same Military Department and under the same Secretary, the Marine Corps and the Navy are separate Military Services. Therefore, the term "Navy" doesn't include the |

| Term | Preferred Usage or Comment |
|----------------------|---|
| | Marine Corps. |
| maximize | increase |
| maximally | to the maximum extent possible |
| may | Use if an action is optional/conditional. |
| memorandum | plural, “memorandums” |
| military and naval | Don’t use. The term “military” includes “naval.” |
| Military Departments | The Department of the Army, the Department of the Navy, and the Department of the Air Force, including the Reserve Components, which include the Army and the Air National Guards of the United States. |
| Military Secretaries | <p>When referring to the Secretaries of the three Military Departments and the Secretary of Homeland Security (for the U.S. Coast Guard when it isn’t operating as a Service in the Navy), use “the Secretary concerned.”</p> <p>When referring only to the Secretaries of the three Military Departments, use “the Secretary of the Military Department concerned,” “the Secretary of each Military Department,” or “the Secretaries of the Military Departments.”</p> <p>Don’t use “the Secretaries of the Army, the Navy, and the Air Force,” or “the Secretary of the Army, the Secretary of the Navy, and the Secretary of the Air Force.”</p> |
| Military Services | <p>The branches of the Armed Forces of the United States, established by act of Congress, in which persons are appointed, enlisted, or inducted for military service, and which operates and is administered within a Military or Executive Department.</p> <p>The Military Services are the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard. The term “Military Services” includes the Reserve Components, which include the Army and the Air National Guards of the United States.</p> |
| minimal | least, lowest, smallest |
| minimally | at a minimum |
| minimize | reduce |
| mitigate | lessen, ease |
| modification | change |
| monitor | check, watch |
| mother or father | “either parent” or “parent” |
| must | Use if an action is mandatory. |

| Term | Preferred Usage or Comment |
|------------------------------|--|
| N | |
| Nation | Capitalized when referring to the United States (“the Nation”) |
| national | Capitalized only when part of a proper noun. |
| National Command Authorities | Don’t use. Refer to the President or the Secretary of Defense. |
| National Guard | <p>Take special care with the National Guard. The State organizations, which are the Army National Guard and the Air National Guard, must be distinguished from their federal counterparts, which are the Army National Guard of the United States and the Air National Guard of the United States.</p> <p>Taken together, the State organizations make up the “National Guard.” The federal organizations, however, cannot be taken together because the Army National Guard of the United States is a component of the Army, while the Air National Guard of the United States is a component of the Air Force.</p> <p>The National Guard, together with the Navy Militia, make up the organized, federally-recognized militia of the 50 States. When members of the National Guard enter active service, they are “called into federal service.” Once on duty, they are “in federal service.”</p> |
| Navy and Marine Corps, U.S. | Although they are in the same Military Department and under the same Secretary, the Navy and the Marine Corps are separate Military Services. Therefore, the term “Navy” doesn’t include the Marine Corps. |
| necessitate | cause, need, require |
| negligible | small, trifling |
| nevertheless | however, even so, but |
| normal, normally | Avoid using these words unless contrasted with “not normal” or “not normally.” |
| NORTHCOM | Don’t use. Approved acronym is USNORTHCOM (see JP 1-02). |
| not infrequently | often |
| not later than | by, before |
| not often | seldom |
| numerals | Use Arabic numerals for units of measurement, time, and money. Otherwise, use an Arabic numeral for the number 10 or more; for a number smaller than 10, write the number out. |
| numerous | many, most |

| <u>Term</u> | <u>Preferred Usage or Comment</u> |
|-------------------------------|---|
| <u>O</u> | |
| obtain | get |
| obviate | prevent |
| officer | Don't refer to a civilian official as an "officer." Refer to a civilian official as a "person," "employee," or "official." |
| on account of | because |
| on and after July 1, 1990 | after June 30, 1990 |
| on behalf of | for |
| on his or her own application | at his or her request |
| on the occasion | when, on |
| originate | start |
| OSD | Office of the Secretary of Defense. Use acronym only. Acronym doesn't need to be established. |
| ought | should |
| over | Use "more than" when referring to a number; e.g., "There were more than (not "over") 500 people at the meeting." |
| owing to the fact that | since, because |
| <u>P</u> | |
| parameters | limits, boundaries |
| parenthetical expressions | Avoid placing phrases in parentheses when they are stronger as part of the sentence. |
| participate in | take part |
| party | Avoid using when referring to a person |
| per | Don't use this word for the English article "a." Avoid the Latin terms "per annum" and "per day." Instead, use "a year" and "a day." Don't use this word for "in accordance with" or "pursuant to." |
| percentum | percent |
| perform | do |
| permit | let, allow |

| <u>Term</u> | <u>Preferred Usage or Comment</u> |
|-----------------------------------|---|
| person | If referring to a member of a Military Service, use “Service member,” “member,” “officer,” or “enlisted member.” If not a member of a Military Service, refer to him or her as a “person.” |
| pertaining to | about, of, on |
| policeman | police officer |
| portion | part |
| possess | have |
| practicable | possible, workable |
| practically | Vary this overworked word with “virtually,” “almost,” and “nearly.” |
| preclude | prevent |
| predicated | based |
| predominant | dominant, main, chief |
| preeminent | chief, outstanding, foremost, first |
| prepared | ready |
| prevail upon | persuade |
| prevalent | widespread |
| preventative | preventive |
| previous | past |
| previously, previous to, prior to | before |
| Principal Staff Assistant | Capitalized |
| probability | chance, likelihood |
| process of preparation | being prepared |
| promulgate | issue, publish |
| prototype | first or original, model |
| provided, provided that | if |
| provides guidance for | guides |
| providing | Don’t use when the meaning is “if” e.g., “Providing low-cost houses is a problem, but the problem will be solved if the builders get supplies.” |
| provisions of | Avoid using this term as it’s usually redundant. |

| <u>Term</u> | <u>Preferred Usage or Comment</u> |
|-------------|---|
| public law | Capitalize when citing section and number (e.g., “section 456 of Public Law 98-176”) use lowercase when the meaning’s general (e.g., “those public laws”). Correct abbreviation is “PL” |
| purchase | buy |
| pursuant to | Use when citing a reference that authorizes or requires publication of the proposed issuance, or that authorizes or requires the proposed issuance to take a certain action. (Use “in accordance with” when citing a reference that the proposed issuance is consistent with, i.e., to indicate that whatever’s being done in the proposed issuance is consistent with that reference.) |

| <u>R</u> | |
|--------------------------------------|---------------------|
| reach a decision | decide |
| reason is because, reason is that | because |
| recipient of | gets, got |
| reflect | show |
| Reserve Components | Capitalized |
| retain | keep |
| retirement pay | retired pay |
| rudiments | first steps, basics |

| <u>S</u> | |
|---------------------------------------|---|
| shall | <u>must, will</u> |
| should | Action is required unless justifiable reason exists for not doing so. |
| so as to | to |
| SOCOM | Don’t use. Approved acronym is USSOCOM (see JP 1-02). |
| solicit | ask for |
| some of | some |
| son or daughter | child, children |
| SOUTHCOM | Don’t use. Approved acronym is USSOUTHCOM (see JP 1-02). |
| specified (as in mentioned or listed) | named |
| Specified Command | Don’t use. Use “combatant command” or name the specific command. |
| spokesman | spokesperson |
| State | Capitalize when referring to one or more of the United States. |

| Term | Preferred Usage or Comment |
|----------------------------------|---|
| STRATCOM | Don't use. Approved acronym is USSTRATCOM (see JP 1-02). |
| subsequent | later, after, next |
| subsequent to, subsequently | next, later, following, then, after |
| successfully completes or passes | completes or passes |

T

| | |
|--|--|
| terminate | end |
| terrible disaster | disaster |
| terms to avoid | Avoid using pairs of words having the same effect, such as those below. Instead, use the broader or narrower term, as the meaning requires. “any and all” “authorized and directed” “authorized and empowered” “by and with” (except for Senate confirmation cases) “desire and require” “each and all” “each and every” “final and conclusive” “full and complete” “full and adequate” “full force and effect” “means and includes” “necessary or desirable” “null and void” “order and direct” “over and above” “sole and exclusive” “terms and conditions” “type and kind” “unless and until” |
| that and which (to begin restrictive and nonrestrictive clauses) | “That” introduces a restrictive clause; “which” introduces a nonrestrictive clause. A test of whether a clause is one or the other is to omit it. If the omission changes the meaning, results in a statement that doesn't make sense, or is incomplete, the clause is restrictive. If the clause can be omitted without changing the meaning, it's nonrestrictive. A restrictive clause isn't set off by commas; e.g., “The fish that I caught's a pike.” A nonrestrictive clause is set off by commas; e.g., “The talks, which ended Monday, concerned export equipment.” |
| the following | this, these |

| <u>Term</u> | <u>Preferred Usage or Comment</u> |
|----------------------------|--|
| the question as to whether | whether |
| there is no doubt that | doubtless, no doubt |
| this date | today |
| thus | so |
| to the extent that | as far as |
| transcend | go beyond |
| TRANSCOM | Don't use. Approved acronym is USTRANSCOM (see JP 1-02). |
| transmit | send |
| transpire | happen, occur |
| <u>U</u> | |
| under | Don't use when citing a reference. (Use “in accordance with” when citing a reference that the proposed issuance is consistent with, i.e., to indicate that whatever’s being done in the proposed issuance is consistent with that reference. Use “pursuant to” when citing a reference that authorizes or requires publication of the proposed issuance, or that authorizes or requires the proposed issuance to take a certain action.) |
| unified command | Don't use. Use “combatant command” or name the specific command. |
| uniformed services | Not capitalized. The uniformed services are the Army; the Navy; the Air Force; the Marine Corps; the Coast Guard; the Commissioned Corps of the U.S. Public Health Service, Department of Health and Human Services (DHHS); and the Commissioned Corps of the National Oceanic and Atmospheric Administration (NOAA). Proposed issuances that apply to the Commissioned Corps of DHHS and NOAA, must be coordinated with those organizations. |
| uniformed Service member | If intended to refer to a member of the Army, Navy, Air Force, Marine Corps, or U.S. Coast Guard, recommend you not use this terminology as it will cause confusion with the term “uniformed services,” which, as defined in Joint Publication 1-02, applies to the U.S. Public Health Services and National Oceanic and Atmospheric Administration as well as the Military Services. Suggest using either “Service member in uniform” or, if you must use the term “uniformed Service member,” it must be clearly defined in your Glossary as not including USPHS or NOAA members. |

| <u>Term</u> | <u>Preferred Usage or Comment</u> |
|----------------------------|---|
| United States, U.S. | Use the abbreviation only as an adjective; spell the term out when used as a noun. Abbreviation doesn't need to be defined upon first use or included in the glossary. When the definition exceeds the continental limits of the United States, use "the United States, its territories and possessions, and all waters and airspace subject to its territorial jurisdiction." |
| United States Armed Forces | See "Armed Forces of the United States." |
| United States Code | Capitalized; correct abbreviation, "U.S.C." |
| until such time as | until |
| upon | on |
| U.S. Government | Capitalized |
| USAFRICOM | United States Africa Command |
| USCENTCOM | United States Central Command |
| USEUCOM | United States European Command |
| USJFCOM | United States Joint Forces Command |
| USNORTHCOM | United States Northern Command |
| USPACOM | United States Pacific Command |
| USSOUTHCOM | United States Southern Command |
| USSOCOM | United States Special Operations Command |
| USSTRATCOM | United States Strategic Command |
| USTRANSCOM | United States Transportation Command |
| utilize, utilization | use |
| <u>V</u> | |
| validate | confirm |
| value | cost, worth |
| verbatim | word for word, exact |
| viable | workable |
| virgule (/) | Use "and," or "or," depending on the meaning; e.g., instead of "production/deployment," use "production and deployment," "production or deployment." Occasionally use of "and/or" may be appropriate, but it should be restricted to avoid confusion. |
| <u>W</u> | |
| website, Website | When referring to a website in general, it will be lowercase. When referring to a website by name, e.g., "DoD Issuances Website," it must be capitalized. |

| <u>Term</u> | <u>Preferred Usage or Comment</u> |
|--|--|
| whenever | when |
| whereas | since, while |
| whereby | by which |
| wherein | in which, where |
| whether or not | whether, if |
| which (to begin a nonrestrictive clause) | “Which” introduces a nonrestrictive clause. A test of whether a clause is nonrestrictive is to omit it. If the clause can be omitted without changing the meaning, it’s nonrestrictive. A nonrestrictive clause is set off by commas; e.g., “The talks, which ended Monday, concerned export equipment.” |
| widow or widower | surviving spouse |
| wife or husband | spouse |
| will | Use if an action is required/required in the future. |
| with a view to | to, for |
| with reference to | on, about |
| with regard to | on, about |
| with respect to | on, about |
| with the exception of | except for |
| with the purpose of | to |
| workman | worker |
| workman's compensation | worker's compensation |
| <u>X</u> | |
| X-ray | Don’t use as a verb. Use “examine,” “treat,” or “photograph with X-rays.” |

APPENDIX 2

LIST OF HYPHENATED MODIFIERS USED IN DoD ISSUANCES

| | | |
|-----------------------|----------------------|-------------------------|
| built-in | high-level | retail-level |
| | high-speed | record-keeping |
| cargo-handling | in-depth | roll-on, roll-off |
| case-by-case | intelligence-related | |
| combat-ready | | security-related |
| common-use | joint-interest | self-propelled |
| computer-based | joint-Service | self-sustaining |
| container-handling | | Service-unique |
| cost-effective | land-based | shipboard- installed |
| | | short-term |
| cross-country | large-scale | single-Service |
| | life-cycle | single-source |
| day-to-day | live-in | single-user |
| decision-making | long-distance | stand-alone |
| DoD-appropriated | long-haul | State-owned |
| DoD-associated | long-range | |
| DoD-established | long-term | |
| DoD-incurred | | tax-exempt |
| DoD-wide | military-controlled | technology- sharing |
| | | theatre-specific |
| double-spaced | minimum-essential | time-phased |
| | | two-person |
| energy-related | off-base | |
| exclusive-use | off-campus | |
| | off-duty | uni-Service |
| first-class | off-the-shelf | |
| first-rate | on-board | well-informed |
| flag-raising | one-time | work-sharing |
| full-scale | | |
| full-time | part-time | X-ray |
| general-purpose | personnel-intensive | |
| government-controlled | point-to-point | |
| government-owned | post-development | |