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AFNS

Style Guide

July 2000

–The Air Force News Service developed this style guide as a supplement to the Associated Press Stylebook and Libel Manual to help base newspaper writers and editors with Air Force-unique words and phrases that the AP stylebook does not address.

A

A-10 Thunderbolt II – A twin-engine, single-seat jet built by the Fairchild Republic Co. and designed for close-air support of ground forces.

Airborne Battlefield Command and Control Center — *ABCCC* is acceptable on second reference.

aircraft battle damage repair — *ABDR* is acceptable on second reference.

anti-ballistic missile — *ABM* is acceptable on second reference.

AC-130H Spectre – A four-engine aircraft built by Lockheed Aircraft Corp. and used for close air support, air interdiction and armed reconnaissance. A derivative of the C-130 Hercules.

Air Command and Staff College — *ACSC* is acceptable on second reference.

active duty – Hyphenate when used as an adjective: *Active-duty servicemembers will receive a 3 percent raise Jan. 1, 2000.*

area defense counsel — *ADC* is acceptable on second reference.

active-duty service commitment — *ADSC* is acceptable on second reference.

aerospace expeditionary force – *AEF* is acceptable on second reference.

aerospace force – Preferred term vs. air and space force.

AGM — air-to-ground missile

AGM-130A – A powered air-to-surface missile produced by the Rockwell International Corp. and designed for high- and low-altitude strikes at standoff ranges against a variety of targets

AGM-65 Maverick – A tactical, air-to-surface guided missile produced by the Hughes Aircraft Co. and the Raytheon Co. The missile is designed for close air support, interdiction and defense suppression mission.

AGM-84D Harpoon – An all-weather, over-the-horizon, anti-ship missile system produced by McDonnell Douglas. Its low-level, sea-skimming cruise trajectory, active radar guidance and warhead design ensure high survivability and effectiveness.

AGM-86B/C – Air-launched cruise missiles produced by the Boeing Defense and Space Group to increase the effectiveness of B-52H bombers.

AGM-88 HARM – The HARM (high-speed, anti-radiation missile) is an air-to-surface tactical missile produced by Texas Instruments and designed to seek and destroy enemy radar-equipped air defense systems.

AH-1 Cobra – A single-engine, two-seat attack helicopter built by Bell Helicopter for the U.S. Army.

AH-64 Apache – A twin-engine, two-seat attack helicopter built by McDonnell Douglas for the U.S. Army.

AIM — air intercept missile

AIM-7 Sparrow – A radar-guided, air-to-air missile with a high-explosive warhead produced by the Raytheon Co.

AIM-9 Sidewinder – A supersonic, heat-seeking, air-to-air missile produced by the Naval Weapons Center. Carried by fighter aircraft, the missile has a high-explosive warhead and an active infrared guidance system.

AIM-120 AMRAAM – The AMRAAM (advanced medium-range air-to-air missile) is an all-weather, air-to-air missile with beyond-visual-range capability produced by the Hughes Aircraft Co. and the Raytheon Co.

air and space force – Preferred term is aerospace force.

air base – Do not abbreviate in biographies. Capitalize when used in conjunction with a base: *Wiesbaden Air Base*. AB is acceptable on second reference in conjunction with a base: *Wiesbaden AB*.

airborne laser

Airborne Warning and Control System – *AWACS* is acceptable in all references. See **E-3 Sentry** for aircraft description.

Air Command and Staff College – A 10-month school at Maxwell Air Force Base, Ala., that emphasizes international relations, and command and leadership skills. The school is available to majors. *ACSC* is acceptable on second reference.

Air Combat Command – An Air Force major command with headquarters at Langley Air Force Base, Va. *ACC* is acceptable on second reference.

aircrew – One word.

airdrop – One word.

Air Education and Training Command – An Air Force major command with headquarters at Randolph Air Force Base, Texas. *AETC* is acceptable on second reference.

Air Force Aid Society – A private relief agency supported by voluntary contributions that help Air Force members in financial trouble, to include the granting of no-interest loans. *AFAS* is acceptable on second reference.

Air Force Association – A non-profit organization concerned with issues that affect Air Force members. *AFA* is acceptable on second reference.

air force base – Do not abbreviate in biographies. Capitalize when used in conjunction with a base: *Randolph Air Force Base*. AFB is acceptable on second reference in conjunction with a base: *Randolph AFB*.

Air Force Center for Environment Excellence – A field operating agency of the Office of the Air Force Civil Engineer with headquarters at Brooks Air Force Base, Texas. The center provides Air Force leaders with the comprehensive expertise they need to protect, preserve, restore, develop and sustain our nation's environmental and installation resources. *AFCEE* is acceptable on second reference.

Air Force Doctrine Center — *AFDC* is acceptable on second reference.

Air Force General Officer Matters Office — *AFGOMO* is acceptable on second reference.

Air Force Inspection Agency – A field operating agency of the Office of the Inspector General of the Air Force with headquarters at Kirtland Air Force Base, N.M. The agency provides Air Force leadership with objective and independent assessments of Air Force readiness, discipline and management efficiency and effectiveness. *AFIA* is acceptable on second reference.

Air Force Institute of Technology – A postgraduate school for officers with headquarters at Wright - Patterson Air Force Base, Ohio. The school offers degrees in aeronautical, astronautical and electrical engineering, among others. *AFIT* is acceptable on second reference.

Air Force instruction — *AFI* is acceptable on second reference.

Air Force Link – The official Air Force home page on the World Wide Web (<http://www.af.mil/>).

Air Force Link Plus — A RealPlayer channel produced by the Air Force News Service that provides the best of Air Force television, radio and print stories in one broadcast. People can sign up for Air Force Link Plus at <http://www.af.mil/aflinkplus>.

Air Force Materiel Command – An Air Force major command with headquarters at Wright-Patterson Air Force Base, Ohio. *AFMC* is acceptable on second reference.

Air Force Museum – The official Air Force museum and recognized as the largest and oldest military aviation museum in the world. Established in 1923, the museum is located at Wright-Patterson Air Force Base, Ohio.

Air Force News Agency – A field operating agency of the Secretary of the Air Force Office of Public Affairs with headquarters in San Antonio, Texas. The agency includes the Air Force News Service, Air Force Broadcasting Service, and the Army and Air Force Hometown News Service. *AFNEWS* is acceptable on second reference.

Air Force Office of Special Investigations – Headquarters at Andrews Air Force Base, Md., that investigates crimes, fraud and counterintelligence and conducts other investigations requested by the commander of any Air Force activity. *AFOSI* is acceptable on second reference.

Air Force One – Any aircraft carrying the president of the United States

Air Force Organizational Excellence Award — *AFOEA* is acceptable on second reference.

Air Force Outstanding Unit Award — *AFOUA* is acceptable on second reference.

Air Force Personnel Center – A field operating agency of Headquarters U.S. Air Force Personnel with headquarters at Randolph Air Force Base, Texas. The center is responsible for managing the personnel programs and policies affecting Air Force active-duty and civilian members. *AFPC* is acceptable on second reference.

Air Force Print News — Air Force newswire produced weekdays by the Air Force News Service for use by Air Force base newspapers and Armed Forces Radio and Television Service outlets. It is also available on Air Force Link (<http://www.af.mil/>). *AFPN* is acceptable on second reference.

Air Force Radio News — A five-minute, weekday radio program produced by the Air Force News Service and transmitted by satellite to Armed Forces Radio and Television outlets. It is also available on Air Force Link (<http://www.af.mil/>) or by calling toll-free 1-877-237-2346. *AFRN* is acceptable on second reference.

Air Force Recruiting Service – A major component of Air Education and Training Command with headquarters at Randolph Air Force Base Texas. *AFRS* is acceptable on second reference.

Air Force Reserve Command – An Air Force major command with headquarters at Robins Air Force Base, Ga. *AFRC* is acceptable on second reference.

Air Force Reserve Officer Training Corps – Part of Air Force Officer Accessions and Training, it is the largest and oldest source of commissioned Air Force officers with headquarters at Maxwell Air Force Base, Ala. *Air Force ROTC* is acceptable on second reference.

Air Force Safety Center – A field operating agency with headquarters at Kirtland Air Force Base, N.M. *AFSC* is acceptable on second reference.

Air Force Satellite News — Video news releases on current issues produced weekly by the Air Force News Service. Downlinked by more than 700 military and civilian clients and widely used on commanders access channels as well as private sector news media. *AFSN* is acceptable on second reference.

Air Force Senior NCO Academy – An eight-week program at Gunter Air Force Base, Ala., that offers leadership and management training to selected senior noncommissioned officers.

Air Force Sergeants Association – A non-profit organization concerned with issues that affect Air Force NCOs. *AFSA* is acceptable on second reference.

Air Force Services Agency – A field operating agency of Headquarters U.S. Air Force Services with headquarters in San Antonio, Texas. *AFSVA* is acceptable on second reference.

Air Force Space Command – An Air Force major command with headquarters at Peterson Air Force Base, Colo. *AFSPC* is acceptable on second reference.

Air Force Specialty Code — *AFSC* is acceptable on second reference.

Air Force Special Operations Command – An Air Force major command with headquarters at Hurlburt Field, Fla. *AFSOC* is acceptable on second reference.

Air Force Television News — A 30-minute biweekly television program produced by the Air Force News Service covering news and policy issues of interest to Air Force people and families. A condensed version is offered to public affairs offices worldwide for use at commander's call. *AFTN* is acceptable on second reference.

Air Force Weather Agency – A field operating agency of the Air Force Directorate of Weather, Office of the Deputy Chief of Staff for Plans and Operations, Headquarters U.S. Air Force. Headquarters for the service is located at Scott AFB, Ill. *AFWA* is acceptable on second reference.

Air Force-wide – Hyphenated.

Air Intelligence Agency – An Air Force field operating agency with headquarters at Kelly Air Force Base, Texas. *AIA* is acceptable on second reference.

airman leadership school – A 3^o-week course that replaced the NCO Preparatory Course and NCO leadership school. Lowercase unless preceded by the name of the installation: *Lackland Air Force Base Airman Leadership School*. *ALS* is acceptable on second reference.

Air Mobility Command – An Air Force major command with headquarters at Scott Air Force Base, Ill. *AMC* is acceptable on second reference.

Air National Guard — *ANG* is acceptable on second reference.

air station – Do not abbreviate in biographies. Capitalize when used in conjunction with a base: *Izmir Air Station*. AS is acceptable on second reference in conjunction with a base: *Izmir AS*.

Air University – Located at Maxwell Air Force Base, Ala. AU acceptable on second reference.

Air War College – A 10-month school at Maxwell Air Force Base, Ala., that focuses on strategy and national security policy. The school is available to selected lieutenant colonels and colonels. AWC is acceptable on second reference.

Airman magazine – The official magazine of the U.S. Air Force. The name of the publication is Airman, not Airman Magazine.

American Forces Information Service – A Department of Defense field activity under the direction of the Office of the Assistant Secretary of Defense for Public Affairs. Located in Alexandria, Va., AFIS provides policy and guidance on production of military unit newspapers and periodicals, and develops policies and procedures for the operation and management of the Armed Forces Radio and Television Service, The European Stars and Stripes and The Pacific Stars and Stripes. AFIS is acceptable on second reference.

apprehension – Military legal term for taking someone into custody and placing them under observation until proper authorities arrive.

Armed Forces Radio and Television Service – Principal operating element of the American Forces Information Service, providing radio and television news, sports, information and entertainment programming to Department of Defense personnel and their family members overseas or at sea where English-language broadcast service is unavailable or inadequate. AFRTS is acceptable on second reference.

Army and Air Force Exchange Service – AAFES is acceptable on second reference.

arrest – Military legal term that does not mean the actual taking of a person into custody. Arrest directs the person to remain within certain specified limits and is enforced by virtue of the person's moral and legal obligation to obey the order.

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B

B-1B Lancer – A four-engine, swing-winged, intercontinental bomber built by Rockwell International.

B-2 Spirit – Resembling a flying wing, the aircraft is built by Northrop Corp. The aircraft is designed to fly without being detected by radar.

B-52 Stratofortress – An eight-engine, multi-role intercontinental bomber built by the Boeing Military Airplane Co.

bachelor officer quarters – BOQ acceptable on second reference.

barracks – An outdated term used only in a historical sense. Use dormitory.

base exchange – Base exchange is acceptable when referring to an Army and Air Force Exchange Service outlet at an Air Force installation. BX is acceptable on second reference. Lowercase unless preceded by the name of the installation: *Lackland Air Force Base Exchange*.

basic allowance for subsistence – *BAS* is acceptable on second reference.

basic allowance for housing – *BAH* is acceptable on second reference.

battle staff – Two words

battlelabs – One word. Do not capitalize unless the formal name is used. The **battlelabs** and sites are:
Air Expeditionary Force Battlelab, Mountain Home Air Force Base, Idaho
Battle Management, Command and Control Battlelab, Hurlburt Field, Fla.
Unmanned Aerial Vehicle Battlelab, Eglin Air Force Base, Fla.
Space Battlelab with the Space Warfare Center, Falcon Air Force Base, Colo.
Information Warfare Battlelab, Kelly Air Force Base, Texas
Force Protection Battlelab, Lackland Air Force Base, Texas

BDU – battle dress uniform. *BDU* is acceptable in all references.

below-the-zone promotion – *BTZ* is acceptable on second reference.

billeting – An outdated term for temporary accommodations. Use lodging.

bluesuiters – One word, may be used to describe Air Force people.

building – Abbreviate and capitalize the word building when it is used with numbers to designate a particular structure: *Bldg. 610*.

byline – Tells the reader that the person credited with the story has gathered most of the information, heard the quotes unless they are credited to a third listener, and been largely responsible for the form the story has taken. A byline on a datelined story also tells the reader that the author gathered the information at or from the location indicated. Therefore, a byline on an Air Force Print News or major command news service article should only be removed if most of the story has been rewritten locally. The addition of a few quotes and a localized lead does not justify the removal of a byline. If local bylines are used, a statement at the end of the story telling the reader where it was generated should be used: *(Compiled from AFPN)*. For military members, rank should be used in all bylines.

C

C-5 Galaxy – A four-engine jet transport built by Lockheed Georgia Co.

C-9A/C Nightingale – A twin-engine aeromedical airlift jet built by McDonnell Douglas Corp.

C-17 Globemaster III – A four-engine jet transport built by Boeing Co. and capable of large deliveries of all types of cargo to small, austere airfields.

C-20A/B Gulfstream III – A turboprop aircraft built by Gulfstream Aerospace Corp. to airlift high-ranking government and Defense Department officials.

C-21A – The Air Force uses this military version of the twin-engine Gates Learjet 35A to carry passengers and cargo.

C-22B – The Air National Guard and the National Guard Bureau use this military version of the Boeing 727-200 for personnel airlift.

C-130 Hercules – A four-engine medium- or long-range transport built by Lockheed Aeronautical Systems Co.

C-141B Starlifter – A four-engine jet transport built by Lockheed-Georgia Company.

CH-47 Chinook – A twin-rotor transport helicopter built by Boeing Co. for the U.S. Army.

CHAMPUS – The Civilian Health and Medical Program of the Uniformed Services is a government program for servicemembers' families and military retirees who seek outpatient medical care from private physicians.

CHAMPUS is acceptable in all references.

chaplain – Air Force chaplains are identified as *Chaplain (Maj.) Sam Smith*. In subsequent references, use the last name only or *the chaplain*.

child care, child-care – Hyphenate when used as an adjective.

child-care giver, child-care provider – A person trained and certified to take care of children.

Civil Air Patrol – An official Air Force auxiliary with headquarters is at Maxwell Air Force Base, Ala.

civilian personnel office – *CPO* is acceptable on second reference.

Class A accident – A military accident that causes loss of life or at least \$500,000 worth of damage.

close of business – Do not abbreviate.

Combined Federal Campaign — *CFC* is acceptable on second reference.

combined task force — *CTF* is acceptable on second reference.

Community College of the Air Force – A program that lets enlisted members earn an associate's degree in applied science. The college has headquarters at Maxwell Air Force Base, Ala. *CCAF* acceptable on second reference.

commander in chief – Acronym *CINC* (pronounced "sink") acceptable on second reference. Do not hyphenate.

commissary – Lowercase unless preceded by the name of the installation: *base commissary, Lackland Air Force Base Commissary*.

company grade officer – An officer below the grade of major.

company grade officers association – Term is plural, not possessive – no apostrophe. Lowercase unless preceded by the name of the installation: *Lackland Air Force Base Company Grade Officers Association*. *CGOA* is acceptable on second reference.

consecutive overseas tour – Back-to-back overseas assignments for servicemembers. *COT* is acceptable on second reference.

continental United States – Excludes Alaska and Hawaii. *CONUS* is acceptable on second reference.

core competencies — The Air Force core competencies are:

- air and space superiority
- information superiority
- global attack
- precision engagement
- rapid global mobility

core values – The Air Force’s core values are:

- integrity first
- service before self
- excellence in all we do

cost of living allowance – A monthly tax-free allowance for active-duty servicemembers to help offset the costs of living in expensive areas overseas. *COLA* is acceptable on second reference.

counternarcotics - no hyphen; one word

court-martial, courts-martial

credit lines – News service articles must include a credit line: (*Air Force Print News*), (*AFPN*) or the major command news service (*ACC News Service*). News service credit lines should only be removed if most of the story has been rewritten locally. A few quotes and a localized lead do not justify the removal of a news service credit line. When combining local and news service material, use the credit line: *From staff and news service reports*. See **graphic credit lines** and **photo credit lines**.

crewmember – One word.

D

date of estimated rotation from overseas station – *DEROS* is acceptable on second reference.

date week – The newspaper date week is comprised of six days before and six days after the publication date. The verb tense illustrates whether the event was the preceding week or the following week: *The meeting was held Thursday*. *The meeting will be held Thursday*. For time elements outside the date week, use the date. Use “today” when referring to the publication date.

Defense Advisory Committee on Women in the Services – A panel made up of civilians prominent in business, industry, education and civic endeavors. Members are appointed by the secretary of defense and serve three-year terms advising the Department of Defense on the role of women in the military. *DACOWITS* is acceptable on second reference.

Defense Commissary Agency — *DeCA* is acceptable on second reference.

Defense Enrollment Eligibility Reporting System – A computerized roster of people eligible for military benefits. *DEERS* is acceptable on second reference.

Defense Finance and Accounting Service — *DFAS* is acceptable on second reference.

Defense Reutilization and Marketing Office – Commonly known as the property disposal office. *DRMO* is acceptable on second reference.

Deferred Payment Plan – A credit-buying plan offered by the Army and Air Force Exchange Service. *DPP* is acceptable on second reference.

dependent – Family member is preferred unless writing about compensation or legal issues that require the use of dependent in the narrow or legal sense.

dining in – A formal dinner that only military members may attend. Participants wear formal dress uniforms to this event. Dining ins are held to welcome new members, honor those departing, and to recognize unit and individual achievements

dining out – The main difference between a dining out and a dining in is that spouses and civilians may attend a dining out.

Department of Defense – *DOD* is acceptable on second reference.

Department of Defense Dependents Schools – *DODDS* is acceptable on second reference.

doctors – Air Force doctors are identified as *Capt. (Dr.) John Jones*. In subsequent references, use the last name only or *the doctor*.

DSN – Digital Switched Network. *DSN* is acceptable on all references: *For information call, DSN 555-1000*.

E

E-3 Sentry – A four-engine, modified Boeing 707-320 used as an Airborne Warning and Control System (AWACS) aircraft that provides all-weather surveillance, command, control and communications needed by commanders of U.S. and NATO air defense forces. See **Airborne Warning and Control System**.

E-4B – A four-engine, swept-wing, long-range, high-altitude aircraft capable of being refueled in flight. A military version of the Boeing 747-200, the aircraft serves as the National Airborne Operations Center for the National Command Authorities. In case of national emergency or destruction of ground command control centers, the aircraft provides a modern, highly survivable, command, control and communications center to direct U.S. forces, execute emergency war orders and coordinate actions by civil authorities.

E-6 – Navy command, control and communications aircraft, called TACAMO, for Take Charge and Move Out; built on Boeing's 707 platform.

E-8C – A four-engine, modified Boeing 707 carrying the Joint Surveillance and Target Attack Radar System is an airborne platform equipped with a long-range, air-to-ground surveillance system designed to locate, classify and track ground targets in all weather conditions. *Joint STARS* is acceptable in second reference.

EC-135C – Similar in size and appearance to the Boeing 707, the aircraft is a flying command post capable of controlling bombers and missiles if ground control is lost.

electronic countermeasures — *ECM* is acceptable in second reference.

evolved expendable launch vehicle – *EELV* is acceptable on second reference.

executive officer – Commander's key staff member responsible for seeing the command's policies as applied to day-to-day operations are carried out. Avoid using *XO* or *Exec*.

exercises – Capitalize the names of exercises: *Red Flag '92: Brim Frost '92*.

Expeditionary Aerospace Force – *EAF* is acceptable on second reference.

F

F-15 Eagle – A single-seat, twin-turbofan fighter built by McDonnell Douglas Corp. The F-15E is known as the Strike Eagle.

F-16 Fighting Falcon – A single-seat, single-engine jet multi-role fighter built by Lockheed Martin Corp.

F-22 Raptor – A single-seat, twin-engine air superiority jet fighter built by Lockheed Aircraft Corp.

F-117A Nighthawk – A single-seat, twin-engine low-observable aircraft built by Lockheed Aeronautical Systems Co. and designed to exploit stealth technology.

family member – Preferred term instead of dependent wife, dependent husband or dependent child.

fiscal year – The military fiscal year is from Oct. 1 to Sept. 30. Do not abbreviate. *Congress cut military maintenance funds for the next fiscal year.* Drop “year” when used in conjunction with the numerical year: *Congress cut military maintenance funds for fiscal 1999.*

field grade officer – A major, lieutenant colonel or colonel.

flightcrew – One word.

flightline – One word.

flight pay – Technically called aviation career incentive pay, this monthly supplementary pay compensates aviators for the extra hazards they face.

fly-by-wire

foreign object damage – Debris on flightline. *FOD* is acceptable on second reference.

frock – (verb) Military services can allow a servicemember who has been selected for promotion to wear the insignia of grade before the promotion is official. Frocking is usually restricted to senior officers.

G

gate – Capitalize gate when used with a number in reference to a specific entrance to the base: *I'll meet you at Gate 7. I'll meet you at the Post Road gate.*

GBU — guided bomb unit

GBU-15 – An unpowered, glide weapon produced by the Rockwell International Corp. and used to destroy high value enemy targets.

global positioning system – Capitalize when used with the manufacture's name: *Navstar Global Positioning System.*

GORE-TEX – A registered trademark of W.L. Gore & Associates, who make water-resistant jackets for wear with the battle dress uniform.

government-owned vehicle – Preferred use is Air Force or government vehicle in all references. The acronym GOV should not be used.

graphic credit lines – Graphic credits should be treated the same as photo credits. Style and placement may vary, but proper credit must be given: *Artwork by Joe Jones.* Artists can put their personal signatures on their work, but standard credits should still be used.

Gulf War – Persian Gulf War is preferred when referring to coalition military activities during Operation Desert Storm.

H

hail and farewell – A social event that welcomes new members of a military unit and honors departing ones.

hangar – Capitalize when followed by a numerical designation: *Hangar 7*.

HARM – high-speed anti-radiation missile.

hazardous materials — *HAZMAT* is acceptable on second reference.

headquarters – Do not abbreviate except when referring to a mailing address in the body of a story. Do not turn into a verb *headquartered at*. Correct usage in biographies is *headquarters at*.

Humvee — high-mobility multipurpose wheeled vehicle

I

ID card – Identification card. *ID card* is acceptable in all references.

IMPAC – International Merchants Purchase Authorization Card. *IMPAC* is acceptable on second reference. IMPAC card is redundant.

inspector general – Lower case unless used as a proper military title: *Air Force Materiel Command Inspector General Brig. Gen. Jane Jones*.

J

jail – The Air Force does not have jails. There are Air Force confinement facilities at wing level; Department of Defense regional confinement facilities, the Air Force Corrections Facility at Lowry Air Force Base, Colo.; and the U.S. Disciplinary Barracks at the DOD level located at Fort Leavenworth, Kan.

JDAM — joint direct attack munitions

JSTARS – Joint Surveillance Target Attack Radar System

Joint Striker Fighter - Formerly the Joint Advanced Strike Technology Program, will develop and field a tri-service — Air Force, Navy and Marine Corps — family of next generation strike aircraft with an emphasis on affordability. *JSF* acceptable on second reference.

joint task force — *JTF* is acceptable on second reference.

Junior Reserve Officer Training Corps Program – Military education for high-school students. *Junior ROTC* is acceptable on second reference.

K

KC-10A Extender – A three-engine tanker built by Douglas Aircraft Corp.

KC-135 Stratotanker – A four-engine tanker built by the Boeing Co.

L

LANTIRN — low-altitude navigation and targeting infrared for night

LGB — laser-guided bomb

LGM-30 Minuteman III – An intercontinental ballistic missile produced by the Boeing Co. The “L” is for silo-launched, “G” means surface attack and “M” stands for guided missile.

LGM-118A Peacekeeper – A three-stage rocket intercontinental ballistic missile system – produced by Boeing Aerospace and Electronics, and Martin Marietta and Denver Aerospace – capable of delivering 10 independently targeted warheads. The missile is scheduled for elimination by year 2003 as part of the Strategic Arms Reduction Treaty II.

loadmaster – One word.

lodging – Use in place of billeting.

M

major command — Preferred use on second reference is *the command*. Use a specific reference when possible: *ACC, AMC, AFMC*, etc.

MC-130E Combat Talon I and MC-130H Combat Talon II – A four-engine aircraft built by Lockheed Aircraft Corp. that provides global, day, night and adverse weather capability to airdrop and land personnel and equipment in support of U.S. and allied special operations forces. The aircraft also has a deep penetrating helicopter refueling role during special operations missions. A derivative of the C-130 Hercules.

MC-130P Combat Shadow – A four-engine aircraft built by Lockheed Aircraft Corp. that flies clandestine or low visibility, low-level missions into politically sensitive or hostile territory to provide air refueling for special operations helicopters. A derivative of the C-130 Hercules.

Meals, Ready to Eat – Freeze-dried foods packaged for field troops. *MRE* is acceptable on second reference.

medical evacuation – Avoid using the term “Medevac” except in direct quotes or in unit designations.

mess dress uniform – Military uniform for formal occasions.

mess hall – Outdated term; use only in a historical sense. Correct term is *dining facility*.

MH-53J Pave Low IIIE – A twin-turbine, heavy-lift helicopter used for special operations and combat rescue. Built by Sikorsky Aircraft Corp., it is the largest and most powerful helicopter in the Air Force inventory, and the most technologically advanced helicopter in the world.

MH-60G Pave Hawk – A twin-engine medium-lift helicopter built by Sikorsky Aircraft Corp. and operated by Air Force Special Operations Command.

military ranks and titles – On first reference, use the appropriate military title before the full name of a member of the military, except in reports of sports events. In subsequent references, use the last name only or lower case military ranks without last names: *the general, the airman*. For plurals, use *former Chief Master Sgts of the Air Force John Jones and Sam Smith, Senior Airmen John Jones and Sam Smith, Airmen 1st Class John Jones and Sam Smith, and Airmen John Jones and Sam Smith*.

Multiple Integrated Laser Engagement System – A training system that lets airmen practice combat skills without risk of being shot. The system's laser "bullets" are capable of shooting coded impulses of infrared energy that simulate the effects of live ammunition. These transmitters are attached to hand-carried, vehicle-mounted and airborne weapons systems. *MILES* is acceptable in second reference.

N

NCO – Noncommissioned officer. *NCO* is acceptable in all references.

NCOIC – Noncommissioned officer in charge. *NCO in charge* is acceptable on first reference. *NCOIC* is acceptable on second reference.

NCO wives club – *NCOWC* may be used in second reference. Capitalize when a specific club is named: *Lackland Air Force Base NCO Wives Club*. Preferred use is without apostrophe.

no-fly zone

Non-Commissioned Officers Association – Non-profit organization concerned with issues that affect NCOs of the military services. *NCOA* is acceptable on second reference.

O

OC-135B Open Skies – An observation aircraft built by the Boeing Military Airplanes Division that supports the Open Skies Treaty. The aircraft flies unarmed observation flights over participating parties of the treaty.

office – Lower case except when used as the proper name: *public affairs office; TSgt. Dick Smith, NCO in charge of the public affairs office; 37th Training Wing Public Affairs Office*.

officer in charge – no hyphens

officers club – Should be capitalized when a specific club is named: *Lackland Air Force Base Officers Club*. Preferred use is without the apostrophe.

officers wives club – *OWC* is acceptable on second reference. Capitalize when a specific club is named: *Lackland Air Force Base Officers Wives Club*. Preferred use is without the apostrophe.

on-the-job training – A training program in which servicemembers learn by doing.

operations tempo – *optempo* is acceptable on second reference.

P

Pacific Air Forces – A major command with headquarters at Hickam Air Force Base, Hawaii. *PACAF* is acceptable on second reference.

people – Preferred when referring to members of unit or base personnel. Personnel should be avoided.

permanent change of station – *PCS* acceptable on second reference.

personnel tempo – *perstempo* is acceptable on second reference.

photo credit lines – All photos must carry credit lines or the disclaimer must state that all photos are U.S. Air Force photos unless otherwise noted. Style and placement may vary, but proper credit must be given. All photos should have one of the following credits: *U.S. Air Force photo*, *Photo by Tech. Sgt. Jane Jones*, or *Photo courtesy of Lockheed Aircraft Corp.* A single credit line may be used for a feature layout: *Photos by TSgt. Sam Smith.* The credit should be listed on the dominant photo.

Prime BEEF – Acceptable in all references for Prime Base Engineer Emergency Forces. Prime BEEF are worldwide base civil engineer forces organized to provide trained military elements used in direct combat support or emergency recovery from natural disasters.

privately owned vehicle – Preferred use is private or personal car in all references. The acronym POV should not be used.

professional military education – *PME* acceptable on second reference.

PSYOPS — psychological operations

Q

QDR — Quadrennial Defense Review

R

rank has its privileges – Use the abbreviation *RHIP* only in direct quotes.

re-enlist – The preferred use is with hyphen.

RED HORSE — Acceptable in all references for Rapid Engineer Deployable Heavy Operations Repair Squadron Engineers

reenlistment, re-enlistment – When referring to the reenlistment section at the military personnel flight, *reenlistment* (without hyphen) is the preferred style. All other uses should use the hyphen.

ROE — rules of engagement

rotary-wing aircraft – helicopters

Royal Air Force – Named of British air force and used to denote Air Force bases in England: *Royal Air Force*

S

Scheduled Airline Ticket Office – *SATO* is acceptable on second reference.

Senior NCO Academy – See **Air Force Senior NCO Academy**.

servicemember, serviceman, servicewoman – Use *servicemember* when either a man or woman could be affected or included.

Servicemen's Group Life Insurance – A low-cost government subsidized and voluntary insurance program. *SGLI* is acceptable on second reference.

Space A – The program that allows military people and their family members to fly “space available” on military passenger aircraft with extra seats. *Space A* is acceptable in all references.

Stripes for Exceptional Performers – *STEP* acceptable on second reference.

SAM — surface-to-air missile

SAR — search and rescue

surgeon general, surgeons general

T

T-1A Jayhawk – A medium-range, twin-engine jet trainer built by Raytheon Corp. and used to train student pilots to fly airlift or tanker aircraft.

T-3A Firefly – A two-seat, propeller-driven aircraft built by Slingsby Aviation Ltd. and Northrup used to screen pilot candidates by exposing them to military-style traffic patterns, aerobatics and spins.

T-6 Texan

T-37 Tweet – A two-seat, twin-engine jet built by Cessna Aircraft Co. and used for training undergraduate pilot and navigator students in the fundamentals of aircraft handling and instrument, formation and night flying.

T-38 Talon – A two-seat, twin-engine supersonic plane built by Northrop and used to train Air Force pilots.

T-43A – A military version of the Boeing 737 twin-engine jet used to train navigators.

TDY – Acceptable in all references for temporary duty.

Thunderbirds – The Air Force precision-flying demonstration team that flies red, white and blue F-16s.

Tops in Blue – The all-Air Force entertainment showcase group that annually tours Air Force bases worldwide.

total force – Integration of the Guard, Reserve and active-duty components.

triad – The three legs of the nuclear deterrent force: manned bombers, ICBMs and submarines. Triad is not an acronym.

traffic management office – Office that helps people who are being reassigned to make arrangements to pack and ship household goods and vehicles. *TMO* is acceptable on second reference.

TRICARE – A military health care program with three options: TRICARE Prime, TRICARE Extra and TRICARE Standard.

U

U-2R/U-2S – A single-seat, single-engine, high-altitude reconnaissance aircraft built by Lockheed Aircraft Corp.

UH-60L Black Hawk — A twin-engine, medium-lift, utility or assault helicopter used by the U.S. Army.

unit designations – Lower case any reference to base agencies unless the entire title is used: *public affairs office; TSgt. Dick Smith, NCO in charge of the public affairs office; 37th Training Wing Public Affairs Office..*

U.S. Air Force Academy – A direct reporting unit that provides graduates with a bachelor of science degree and a commission as a second lieutenant in the Air Force. *USAFA* is acceptable on second reference.

U.S. Air Forces in Europe – A major command with headquarters at Ramstein Air Base, Germany. *USAFE* is acceptable on second reference.

U.S. Joint Forces Command – A unified command with headquarters at Norfolk, Va. *USJFCOM* is acceptable on second reference.

U.S. Central Command – A unified command with headquarters at MacDill Air Force Base, Fla. *USCENTCOM* is acceptable on second reference.

U.S. European Command – A unified command with headquarters at Stuttgart-Vaihingen, Germany. *USEUCOM* is acceptable on second reference.

U.S. Pacific Command – A unified command with headquarters at Honolulu, Hawaii. *USPACOM* is acceptable on second reference.

U.S. Southern Command – A unified command with headquarters at Miami, Fla. *USSOUTHCOM* is acceptable on second reference.

U.S. Space Command – A unified command with headquarters at Peterson Air Force Base, Colo. *USSPACECOM* is acceptable on second reference.

U.S. Special Operations Command – A unified command with headquarters at MacDill Air Force Base, Fla. *USSOCOM* is acceptable on second reference.

U.S. Strategic Command – A unified command with headquarters at Offutt Air Force Base, Neb. *USSTRATCOM* is acceptable on second reference.

U.S. Transportation Command – A unified command with headquarters at Scott Air Force Base, Ill. *USTRANSCOM* is acceptable on second reference.

V

VC-25A Air Force One – A modified version of the Boeing 747 that provides transportation for the president of the United States,

visiting officers quarters — VOQ is acceptable on second reference.

visiting airmen quarters — VAQ is acceptable on second reference.

W

warfighter, warfighting

war game(s) – two words; war-game if used as verb

Warsaw Pact – No longer exists. There were seven Warsaw Pact nations: the Soviet Union, Bulgaria, Czechoslovakia, German Democratic Republic (East Germany), Hungary, Poland and Romania.

WC-130 Hercules – A four-engine aircraft built by Lockheed Aircraft Corp. and used for weather reconnaissance missions. A derivative of the C-130 Hercules.

X Y

Z

zulu – Communications code word for the letter Z. Also, used by aviators in reference to Greenwich Mean Time – mean solar time of the Greenwich meridian used as the prime basis of standard time throughout the world. Sometimes referred to as universal time.

Recommended reading

Editing

“Editing in the Electronic Era” by Martin L. Gibson

“Grammar for Journalists” by E.L. Calliham “The Word: An Associated Press Guide to Good News Writing” by Rene J. Cappom

“The Art of Editing” by Floyd Baskette, Jack Sissors and Brian Brooks;

“The Elements of Style” by William Strunk Jr. and E.B. White;

“When Words Collide: A Journalist’s Guide to Grammar and Style” by Lauren Kessler and Duncan McDonald

“Grammar for Journalism” by E.L. Callihan

Writing

“Newswriting: From Lead to ‘30” by William Metz

“News Reporting and Writing” by the Missouri Group

“Rules for Writers” by Diana Hacker

“Stalking the Feature Story” by Daniel Williamson

Design

“Looking Good in Print” by Roger Parkm

“Elements of Newspaper Design” by Steven Ames

“Editing Your Newsletter” by Mark Beach

“Typography and Design for Newspapers” by Rolf Rehe

“Publication Design” by Paul Nelsom

“Newspaper Designers Handbook” by Tim Harrower

“Newspaper Layout and Design” by Daryl Moen

“Contemporary Newspaper Design” by Mario Garcia