



U.S. Army Europe Style Guide

As stated in Army Regulation 360-1, the Army Public Affairs Program, the style for command information and worldwide released products will be consistent. The Associated Press Stylebook and Briefing on Media Law is the preferred style guide. Webster's New World Dictionary of the American Language, or equivalent, is the preferred dictionary. This style guide covers additional areas as well as items that differ from the AP Stylebook.

This style guide applies to all products published by U.S. Army Europe public affairs offices to include, but not limited to, articles, news releases, fact sheets, content posted on official websites and external online presences, video clips, photo captions, etc. Some social media presences will have their own styles and formatting guidance specific to each medium.

The Associated Press Stylebook and this style guide may differ from the Army's style or U.S. Army Europe's style for memos, internal documents and other products. The purpose of using the AP Stylebook over the Army's internal style is twofold:

- external media are more likely to use our content or can use it more quickly if it's already formatted to the industry standard, and
- our content is formatted a way that is consistent with what readers/viewers will see used elsewhere regardless if they're reading the New York Times, the Stars and Stripes or U.S. Army Garrison Benelux's Gazette.

Questions, comments or suggestions can be submitted to usarmy.europe.contact@mail.mil.

Common Style Guide Entries

2nd Stryker Cavalry Regiment – Refer to as 2nd Cavalry Regiment (2nd CR on later references). Headquartered in Vilseck, Germany, the "Dragoons" are comprised of 1st Squadron, 2nd Squadron, 3rd Squadron, 4th Squadron, Fires Squadron, Regimental Engineer Squadron and Regimental Support Squadron. When reading in a broadcast script, first reference is "Second Cavalry Regiment." Font as 2nd Cavalry Regiment and then 2nd CR.

5th Signal Command (Theater) – Abbreviate as 5th Sig. Cmd. Headquartered in Wiesbaden, Germany, 5th Sig. Cmd. is comprised of the 2nd Sig. Bde. The command is scheduled to case its colors in 2017. Its higher headquarters is Network Enterprise Technology Command, or NETCOM. When reading in a broadcast script, first reference is "Fifth Signal Command Theater." Font as 5th Signal Command (Theater) and then 5th Sig. Cmd.

7th Army Training Command - Abbreviate as 7th ATC in later references in broadcast and print products. Comprised of seven directorates: Combined Arms Training Center, Grafenwoehr Training Area,



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International Special Training Centre, Joint Multinational Readiness Center, Joint Multinational Simulation Center, 7th Army NCO Academy, and Training Support Activity Europe.

Headquartered in Grafenwoehr, Germany, 7th ATC is the largest training command outside the continental United States. The command's ranges, simulation centers, classrooms and facilities provide realistic and relevant training to U.S. Army, joint service, NATO and allied units and leaders.

When reading in a broadcast script, first reference is "Seventh Army Training Command." Font as 7th Army Training Command and then 7th ATC.

Combined Arms Training Center – The Combined Arms Training Center coordinates or delivers individual training and professional education for U.S. Army Soldiers, Department of the Army and host nation civilians, and multinational partners through the most efficient and effective means available to ensure readiness and interoperability.

The Combined Arms Training Center is situated in the Oberpfalz region of Bavaria and headquartered at Rose Barracks in Vilseck, Germany. CATC provides indispensable capabilities to the U.S. Army, allies and partners.

Grafenwoehr Training Area – The 7th ATC's Grafenwoehr Training Area provides the highest quality ranges, maneuver areas, other training facilities, training assistance and support to U.S., Joint and Multinational commands enabling them to safely achieve and sustain live-fire qualification gunnery standards and to hone their skills to win in any operating environment.

Co-located with 7th ATC's other directorates and resources, GTA seamlessly integrates live, virtual and constructive training, providing a "blended" training event which can fully integrate all elements within the training unit.

International Special Training Centre – The International Special Training Centre provides Special Operations Forces and similar units with individual tactical and operational level advanced and specialized training to increase integration and interoperability among the nine signatory nations and NATO allies and partner nations, with an expanding influence across NATO to increase multinational interoperability using a "Smart Defence" strategy for long term persistent engagement.

ISTC member nations—which include Germany, Belgium, Greece, the U.S., Norway, Netherlands, Italy, Denmark and Turkey—fund and operate the training center located at the Stauffer Kaserne in Pfullendorf, Germany.

Joint Multinational Readiness Center – The Joint Multinational Readiness Center, the Europe-based Combat Training Center (CTC) with a world-wide mobile training capability, trains leaders, staffs, and units up to Brigade Combat Teams(+) and multinational partners, to dominate in the conduct of Unified Land Operations (ULO) anywhere in the world, now and in the future.

The Joint Multinational Readiness Center is situated in the Oberpfalz region of Bavaria and headquartered at USAG Bavaria, Hohenfels Training Area. JMRC provides a myriad of indispensable capabilities to the U.S. Army and our European Allies and partners.



STRONG EUROPE STYLE GUIDE

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Joint Multinational Simulation Center – The Joint Multinational Simulation Center provides and facilitates mission command training at all echelons through integration of established training environments (LVC-G) enabling commanders to accomplish training objectives.

JMSC maintains its pre-eminent role in delivering comprehensive training by incorporating technical and doctrinal innovations, providing Component and Unified Action Partners with training capabilities in support of Geographic and Functional Component Commands' Theater Engagement Strategies focused on EUCOM, AFRICOM, CENTCOM, SOCOM and NATO.

7th Army NCO Academy – The 7th Army NCO Academy mission is to train and develop future leaders who are adaptive, disciplined and ready to lead effectively at the squad and team levels. We inspire Soldiers to be creative problem-solvers, physically fit, resilient and grounded in Army Values and the Warrior Ethos. We foster a positive environment that emphasizes life-long learning, adaptation, collaboration and critical thinking.

At the NCO Academy in Grafenwoehr, Germany, we train U.S. and Multinational Soldiers using the Basic Leader Course curriculum from the Sergeants Major Academy. Our Academy is a 22-day branch-immaterial course, which includes three modules and 169 academic hours. We offer nine cycles per year, averaging 256-324 students per course.

Training Support Activity Europe – Training Support Activity Europe identifies, acquires, manages and provides state-of-the-art home station, rotational and expeditionary training support and visual information capability to prepare Joint and Multinational forces to win in any operating environment.

10th Army Air and Missile Defense Command – Serves as U.S. Army Europe's executive agent for all theater air and missile defense operations and air missile defense force management. The command helps to strengthen strategic ties while building partnership capacity for U.S. Army Europe, U.S. European Command and NATO, integrating with joint and multinational partners in all aspects of air and missile defense for missions such as Patriots to Poland, the European Air Defense Task Force, NATO air and missile defense operations in Turkey, and provides sensor management. Headquartered in Kaiserslautern, Germany, and comprised of the 5th Battalion, 7th Air Defense Artillery; the 11th Missile Defense Battery; and the 13th Missile Defense Detachment. When reading in a broadcast script, first reference is "Tenth Army Air and Missile Defense Command." Font as 10th Army Air and Missile Defense Command and then 10th AAMDC.

12th Combat Aviation Brigade – Abbreviate as 12th CAB. Headquartered in Ansbach, Germany, the 12th CAB "Griffins" are comprised of the 1st Bn., 214th Avn. Regt.; 2nd Bn., 159th Avn. Regt.; 3rd Bn., 158th Avn. Regt.; 3rd Bn., 159th Avn. Regt.; 3rd Bn., 58th Avn. Regt.; 5th Bn., 158th Avn. Regt.; and 412th ASB. When reading in a broadcast script, first reference is "Twelfth Combat Aviation Brigade." Font as 12th Combat Aviation Brigade and then 12th CAB.

19th Battlefield Coordination Detachment – Abbreviate as 19th BCD. Headquartered in Ramstein, Germany, the 19th BCD represents the designated Land Component Commander in the Air Operations Center to facilitate the synchronization of air and ground operations. Facilitates the exchange of



STRONG EUROPE STYLE GUIDE

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information between the Land Component Commander and the Air Component Commander and facilitates Theater Security Cooperation in the area of operation. When reading in a broadcast script, first reference is "Nineteenth Battlefield Coordination Detachment." Font as 19th Battlefield Coordination Detachment and then 19th BCD.

21st Theater Sustainment Command – Abbreviate as 21st TSC. Headquartered in Kaiserslautern, Germany, the 21st TSC is comprised of 7th Mission Support Command, 16th Sustainment Brigade, 18th Military Police Brigade, 30th Medical Brigade, 1st Human Resources Sustainment Center, 266th Financial Management Support Center, Theater Logistics Support Center-Europe, M.K. Air Base Passenger Transit Center and a Special Troops Battalion.

When reading in a broadcast script, first reference is "Twenty-first Theater Sustainment Command." Font as 21st Theater Sustainment Command and then 21st TSC.

7th Mission Support Command – Abbreviate as 7th MSC. Headquartered in Kaiserslautern, Germany, with elements stationed throughout Germany and Italy, the 7th CSC is comprised of 22 units, with nearly 1,000 Soldiers.

16th Sustainment Brigade – Abbreviate as 16th Sust. Bde. Headquartered in Baumholder, Germany, the brigade is comprised of 16th Sust. Bde. Special Troops Battalion, and 18th Combat Sust. Support Bn., and 39th Movement Control Bn.

18th Military Police Brigade – Abbreviate as 18th MP Bde. Headquartered in Grafenwoehr, Germany, the "Ever Vigilant" brigade is comprised of 15th Engineer Battalion, 95th MP Bn. and the 709th MP Bn.

30th Medical Brigade – Abbreviate as 30th Med. Bde. Headquartered in Kaiserslautern, Germany, the 30th Med. Bde. has units located throughout Germany – 212th Combat Support Hospital and 421st Multifunctional Medical Battalion.

66th Military Intelligence Brigade – Abbreviate as 66th MI Bde. Headquartered in Wiesbaden, Germany, the "Power Forward" brigade is comprised of four battalions; 1st, 2nd, 24th, and 709th MI Bns. When reading in a broadcast script, first reference is "Sixty-sixth Military Intelligence Brigade." Font as 66th Military Intelligence Brigade and then 66th MI Bde.

173rd Airborne Brigade Combat Team – Refer to as the 173rd Airborne Brigade (173rd Abn. Bde. in later references) in all instances. Headquartered in Vicenza, Italy, the "Sky Soldiers" are comprised of 1st Bn., 503rd Inf. Regt.; 2nd Bn., 503rd Inf. Regt.; 1st Sqdn., 91st Cav. Regt.; 4th Bn. 319th AFAR; 173rd STB; and 173rd BSB. Unit has its own style guide with additional information. Check with the unit PAO for a copy. When reading in a broadcast script, first reference is "One-seventy-third Airborne Brigade." Font as 173rd Airborne Brigade and then 173rd Abn. Bde.

405th Army Field Support Brigade – Headquartered in Kaiserslautern, Germany. Provides and coordinates tactical, operational, and strategic sustainment to ensure theater readiness and enable commanders to conduct unified action and the full range of military operations in direct support of U.S. Army Europe and U.S. Army Africa Command. Higher headquarters is U.S. Army Sustainment Command



STRONG EUROPE STYLE GUIDE

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and then U.S. Army Materiel Command. Try not to abbreviate, but if you must use 405th AFSB. When reading in a broadcast script, first reference is “Four-oh-fifth Army Field Support Brigade.” Font as 405th Army Field Support Brigade and then 405th AFSB.

409th Contracting Support Brigade – Headquartered in Sembach, Germany. Serves as the Principal Assistant Responsible for Contracting (PARC) and executes efficient, effective and agile contracting support throughout U.S. Army Europe's area of responsibility. Higher headquarters is U.S. Army Expeditionary Contracting Command, U.S. Army Contracting Command, and then U.S. Army Materiel Command. Try not to abbreviate, but if you must use 409th CSB. When reading in a broadcast script, first reference is “Four-oh-ninth Contracting Support Brigade.” Font as 409th Contracting Support Brigade and then 409th CSB.

abbreviations and acronyms - A few universally recognized abbreviations are required in some circumstances. Some others are acceptable depending on the context. But in general, avoid alphabet soup. Do not use abbreviations or acronyms that the reader would not quickly recognize. Do not follow an organization's full name with an abbreviation or acronym in parentheses or set off by dashes. If an abbreviation or acronym would not be clear on second reference without this arrangement, do not use it. Names not commonly before the public should not be reduced to acronyms solely to save a few words.

activate, deactivate and reactivate – Army units are established after being activated. They may then be deactivated due to unit consolidation or transformation. A unit is reactivated if it is needed again to conduct the same mission and operations prior to its deactivation.

active duty - Lowercase on all references. Hyphenate as an adjective (an active-duty Soldier), but not as a noun (he served on active duty.)

Advanced Leader Course - Spell out and uppercase on first reference. ALC is appropriate on second reference.

AFN - An acceptable abbreviation for American Forces Network.

air base – Two words. Follow the practice of the U.S. Air Force, which uses air force base as part of the proper name for its bases in the United States and air base for its installations abroad. On second reference: the Air Force base, the air base, or the base. Do not abbreviate, even in datelines.

airborne - Uppercase only when used as part of an official unit designation (101st Airborne Division) or when used as part of a school name (the Airborne School). The abbreviation is Abn.

airborne infantry - This designation has not been official for many years. Don't use it.

aircraft designations - Use letter, number and nomenclature on first reference (e.g., AH-64 Apache, UH-60 Black Hawk, CH-47 Chinook, OH-58 Kiowa, F-16 Falcon, UH-1 Iroquois). Use either letter and number or nomenclature on second reference.

air defense artillery – Avenger and Patriot. anti-armor weapons – Javelin and TOW (acronym for Tube Launched, Optically Tracked, Wire Guided).



STRONG EUROPE STYLE GUIDE

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al-Qaida - International terrorist organization

allies – Lowercase when talking about current members of NATO. Capitalize only when referring to the Allies of World War II. Avoid using as a general/catch-all term; within U.S. Army Europe, the term allies refers to members of NATO. When talking about a group of nations/Soldiers where some are NATO members and some aren't, use allies and partners or ally and partner nations. Related: partners

AOR – area of responsibility on first reference

armed forces - Uppercase only as a proper name (Armed Forces Day), not as a noun (the armed forces) or adjective (an armed forces member).

armed services - Lowercase as a generic term, but uppercased within an official name, such as Senate Armed Services Committee.

Army regulation - Lowercase regulation when used alone, uppercase if followed by the number, and use as AR on second reference with number. (e.g. Army Regulation 670-1 or AR 670-1).

Army Corps of Engineers - U.S. Army Corps of Engineers or just Army Corps of Engineers. Either is acceptable.

Army Reserve – Per the Army Reserve, use both words – Reserve should not be used alone. Lowercase only in the case of reserve component. Reservist is always uppercased.

assault weapon - An assault-style weapon is defined as any semiautomatic pistol, rifle or shotgun originally designed for military or police use with a large ammunition capacity.

casualty – Refers to military personnel who is killed or injured in combat. If referring to simulated deaths or injuries sustained during a training exercise, use “mock” casualty.

change of command ceremony - An event marking a commissioned officer passing his command of a unit to another commissioned officer.

change of responsibility ceremony - An event marking anyone who isn't a commander handing off the responsibility of a unit to another.

chaplains – Chaplain followed by rank in parentheses on first reference: Chaplain (Maj.) Khallid Shabazz. Don't include chaplain on second reference: said Shabazz.

child care – Two words. See also health care.

civilian – Army policy is to sometimes capitalize when referring to Army civilians. Local policy is to lowercase unless it's part of an official name (e.g. Civilian Personnel Advisory Center)

Cold War - Uppercase when referring specifically to the post World War II rivalry between the United States and the former Soviet Union. Use only in the historic sense.



STRONG EUROPE STYLE GUIDE

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color casing ceremony, furling ceremony – ceremonies held at a company level, at which the guidon is cased, are referred to as a furling ceremony. Color casing ceremonies are held at battalion level and higher.

common access card – Abbreviate as CAC on second reference, not CAC card.

corps - Capitalized when used with a word or a figure to form a proper name: the Marine Corps, the 9th Corps. Uppercase when standing alone only if it is a shortened reference to U.S. Marine Corps. The possessive form is corps' for both singular and plural: one corps' location, two corps' assignments.

cross-training - Refers to Soldiers in the same career management field (CMF) training one another on their specific military occupational specialty (MOS) task and duties. This does not grant that Soldier a secondary MOS.

daylight saving time – Not savings. No hyphen. AP states that when linking the term with the name of a time zone, use only the word daylight. Eastern Daylight Time, Pacific Daylight Time, etc.

Department of Defense - Defense Department or Department of Defense are both acceptable first references. AP uses DOD as abbreviation, the Department of Defense and U.S. Army Europe use DoD. Organizations can use either, but must be consistent in use.

D-Day – June 6, 1944, the day the Allies invaded Western Europe in World War II. The initial phase of the Battle of Normandy or Normandy Campaign, code named Operation Overlord.

doctors – Dr. followed by rank in parentheses on first reference: Dr. (Col.) John Doe. Don't include doctor on second reference: "Johnson will be on quarters for two days," said Doe.

downrange – Do not use. Implies Soldiers are targets. Instead, use deployed or overseas.

exercise – Lowercase on all references.

family, families – Army policy is to capitalize when referring to Army families. Local policy is to lowercase unless it's part of an official name (e.g. Family Advocacy Program)

federal government - AP style is to lowercase federal government in all uses (unless it is part of an organization name).

foreign militaries - AP uses lowercase to describe foreign military forces of other nations for consistency, because many nations do not use army or navy as part of the proper name. Local policy is to capitalize, i.e. Spanish Army.

Fort - It is always spelled out; never use "Ft." When listing a series of posts, use "Fort" before each applicable installation (e.g., Fort Belvoir, Va.; Fort Bragg, N.C.).

G-Staff Sections - These general staffs serve as assets to a commanding general and subordinate units. Can also be used as S for staff and J for joint. Include the hyphen between the letter and number, and define in products for worldwide release, i.e. Lt. Col. John Smith, lead analyst with U.S. Army Europe's G-2, or intelligence division.



STRONG EUROPE STYLE GUIDE

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- G-1- Personnel, Administration and Human Resources
- G-2-Intelligence and Security
- G-3/5/7-Operations, Plans and Training
- G-4-Logistics
- G-6-Communications and Information Management
- G-8-Budgeting Management

health care – Two words. See also child care.

HMWWV or Humvee– High-Mobility Multipurpose Wheeled Vehicle, a light utility vehicle used throughout the U.S. Army. The HMMWV was first employed in U.S. Army operation in the late 80s. Use Humvee on all references in products: A convoy of several Humvees traveled down the streets of Afghanistan. Never use Hummer, which is the brand name of the vehicles made by AM General.

hyphenated last name - Second reference should be as the person prefers.

ID card - Not I.D. Card.

improvised explosive device - IED is acceptable on second reference.

indirect fire systems – Multiple Launch Rocket System (MLRS), M102 Towed Howitzer, M119 Towed Howitzer, M198 Towed Howitzer, M120/121 Mortar, M224 Mortar, M252 Mortar and M109A6 (Paladin) Howitzer.

individual and crew served weapons – M6/M7/M9 bayonet, M-4 carbine, M-9 pistol, M-16A1/A2/A3/A4 rifle, MK19-3 40mm grenade machine gun, M203/M203A1 grenade launcher, M-240B machine gun and M249 squad automatic weapon (SAW).

Installation Management Command Directorate-Europe - Abbreviate as IMCOM-E on later references in broadcast and print products. Higher headquarters is Installation Management Command, or IMCOM. The command's headquarters are co-located in Sembach and Wiesbaden, Germany, and provides support to Soldiers, civilians and family members at seven enduring communities in Belgium, Germany and Italy. Support includes training facilities; power projection platforms, family housing and base operations support services.

U.S. Army Garrison Ansbach – Abbreviate as USAG Ansbach on later references. Located in Germany.

U.S. Army Garrison Bavaria – Abbreviate as USAG Bavaria on later references. Located in Germany. Includes Garmisch, Grafenwoehr, Hohenfels and Vilseck.

U.S. Army Garrison Benelux – Abbreviate as USAG Benelux on later references. Located in Belgium and Netherlands. Includes Brussels, Chievres and Schinnen.

U.S. Army Garrison Italy – Abbreviate as USAG Italy on later references. Includes Livorno and Vicenza.



STRONG EUROPE STYLE GUIDE

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U.S. Army Garrison Rheinland-Pfalz – Abbreviate as USAG Rheinland-Pfalz on later references. Located in Germany. Includes Baumholder, Kaiserslautern, Landstuhl, Rhine Ordnance and Sembach.

U.S. Army Garrison Stuttgart – Abbreviate as USAG Stuttgart on later references. Located in Germany.

U.S. Army Garrison Wiesbaden – Abbreviate as USAG Wiesbaden on later references. Located in Germany.

insurgent, militant - Insurgent refers to people and groups actively battling the government or coalition forces. Militant usually refers to members of armed militias, which have a variety of agendas.

Kosovo Force – Peace support operation in Kosovo led by NATO under the authority of the United Nations. Has been in effect since June 12, 1999. Abbreviate as KFOR. Avoid using the term “Kosovo forces” as a general term of multiple groups in Kosovo because many will infer you mean NATO’s Kosovo Force. Related: Multinational Battle Group-East.

MEDEVAC - Abbreviation for Medical Evacuation. Acceptable on first reference.

military equipment - Hyphenate all designations except American tracked armored vehicles (Russian T-72, M-16 and F-15, but M1A1 and M113).

military times – Don’t use military time or dates in products, use the local standard.

mine-resistant, ambush-protected vehicles - MRAPs acceptable on second reference.

MOS – Do not identify Soldiers as their military occupational specialty unless listing the code is relevant to the story or in a table/list. Use infantryman vs. 11B. Related: position title

mount - Spell out Mount in all uses, including the name of communities and mountains: Mount Clemens, Mich. and Mount Everest.

Multinational Battle Group-East – NATO command headquartered at Camp Bondsteel, in southeastern Kosovo. The unit conducts peace support operations in Kosovo to contribute to a safe and secure environment and freedom of movement. On second reference, either continue to spell out or use MNBG-E. Unit is commanded by a U.S. officer and is comprised of U.S. troops with troops from Hungary, Poland, Romania, and Turkey. U.S. troop rotations are 9 months. Each rotation is numbered, i.e. KFOR 21. Each rotation develops their own insignia. To avoid dating products, use NATO white and blue shield with KFOR written vertically.

National Guard - Can stand alone uppercased as Guard on second reference. Use "National Guard Soldiers" instead of "Guardsmen."

Netherlands – Should be listed without “the” beforehand, i.e.: Amsterdam, Netherlands

nongovernment organization - Usually refers to a nonprofit, humanitarian organization. Use NGO sparingly and only on second reference.



STRONG EUROPE STYLE GUIDE

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on duty and off duty - Hyphenate only as adjectives (on-duty responsibilities; off-duty activities, but "He plays in a band when he's off duty;" "When she's on duty, she's totally focused.")

partners – Used when talking about non-members of NATO, i.e. partner nation Soldiers. Do not capitalize. Do not use to lump NATO and non-NATO members together; NATO members are allies, non-NATO members are partners. Related: allies

pay grade – Unless warranted to the story's content, do not list people by their pay grades, use rank instead (Sgt. vs. E-5). If using or listing pay grades, separate with a hyphen (E-5 vs. E5).

position title – Titles are not capitalized unless they are before a name and without a comma.

rank - Follow AP style for how to format ranks. Ranks should not be used on second references unless necessary for clarification. Use ranks to identify people vs. their paygrade (Sgt. vs. E-5). Related: pay grade.

Regional Health Command Europe – Abbreviate as RHCE on later references in broadcast products. Headquartered in Sembach, Germany, RHCE serves U.S. Army Europe, U.S. European Command, U.S. Africa Command, and U.S. Central Command warriors serving in Iraq and Afghanistan. Consists of Landstuhl Regional Medical Center, Bavaria Medical and Dental Activity, Europe Regional Dental Command, the European Business Office, and Army Medical Materiel Command Europe.

Landstuhl Regional Medical Center – Abbreviate as LRMC on later references in broadcast products. Headquartered in Landstuhl, Germany, LRMC is a level II trauma center serving a population of over 250,000 beneficiaries and treating all service members wounded or sick during OIF, OEF, OND.

Europe Regional Dental Command – Abbreviate as ERDC. Headquartered in Sembach, Germany, ERDC is responsible for exercising command and control, administrative and logistical support for three subordinate dental activities; the Landstuhl DENTAC, the Heidelberg DENTAC, and the Bavaria DENTAC. The ERDC has 22 dental clinics located throughout Germany, Italy and Belgium.

U.S. Army Medical Materiel Center, Europe - Is the executive agent responsible for directing the operations of a Theater Lead Agent for Medical Materiel (TLAMM) for: U.S. African Command, U.S. European Command and U.S. Department of State activities. Headquartered in Pirmasens, Germany.

regionally allocated force – CONUS-based forces that deploy in support of U.S. Army Europe. When in theater, they fall under operational control of U.S. Army Europe. Do not capitalize. Abbreviate as RAF on second reference. U.S. Army Europe uses regionally allocated force instead of regionally aligned force.

reserve component - This is always singular, and refers to both the National Guard and Reserve. Lowercase as a noun (the reserve component). Lowercase and hyphenate as an adjective (a reserve-



STRONG EUROPE STYLE GUIDE

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component Soldier). To minimize confusion in products, mention Reservists, National Guard and active duty Soldiers separately.

retired military personnel – Generally speaking, retired service members should not be identified as their former rank. If mentioned as a point of interest in the product it should be worked into the text (Smith, who retired as a lieutenant colonel after 22 years of service in the Iowa National Guard). Often retired senior leaders will be highlighted – if the rank needs to be mentioned it should preface the rank, i.e. retired Lt. Gen. John Smith vs. Lt. Gen. (Ret.) John Smith.

reveille, taps - Lowercase reveille and taps without quotation marks. Reveille and taps are bugle calls, not songs or compositions.

ROTC - Acceptable abbreviation in all references to the Reserve Officers' Training Command. When the service is specific use Army ROTC, Navy ROTC, Air Force ROTC.

rocket-propelled grenade - RPG on second reference.

Senior Leader Course - Spell out and uppercase on first reference. SLC is appropriate on second reference.

Sept. 11, 2001 and 9/11 - Both acceptable for describing the terrorist attacks in the U.S. Sept. 11, 2001.

service member - Always two words. Avoid use of this term whenever possible.

Sexual Harassment and Assault Response and Prevention Program – Use SHARP for second reference abbreviation.

slant marks [/] - "And" is preferable in all cases ("PX and commissary," instead of 'PX/commissary').

Soldier - AP says to lowercase. Army and local policy is to capitalize, regardless of nationality, i.e. Bulgarian Soldier, American and Italian Soldiers

special forces - Cap only when part of an official unit designation (7th Special Forces Group).

Stars and Stripes – Do not make the and an ampersand (&).

status of forces agreement - AP lowercases status of forces agreement in most instances. It might be uppercased for a specific situation involving the U.S. and another nation when used as a formal title or within a quotation, if the source material has it that way. SOFA is an acceptable abbreviation on second reference.

The Hague - It would be The Hague, Netherlands, in a story with a different dateline.

tracked vehicles – Abrams M1, M1A1 and M1A2 tank, Bradley M2A3 Infantry and M3A3 Cavalry Fighting Vehicle, M88A2 Heavy Equipment Recovery Combat Utility Lift and Evacuation System (HERCULES) and M113 family of vehicles.

troop, troops - A troop, in its singular form, is a group of people, often military, or animals. Troops, in the plural, means several such groups. But when the plural appears with a large number, it is



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understood to mean individuals: There were an estimated 150,000 troops in Iraq. (But not: Three troops were injured.)

tactics, techniques and procedures - TTPs acceptable on second reference.

Unit designations and punctuation - Use full unit designation on first reference (3rd Battalion, 2nd Infantry Regiment). Shorten on subsequent references (3rd Bn., 2nd Inf. Regt.). Avoid 3rd of the 2nd, 3-2, 3/2. Unit identification should be written from subordinate unit to higher command. Use commas after each element in a military unit's name (e.g. A Battery, 1st Battalion, 84th Field Artillery Regiment, 170th Infantry Brigade Combat Team.)

U.S. armed forces - U.S. armed forces, U.S. military or U.S. troops encompass personnel in all branches, including Soldiers, sailors, airmen and Marines.

U.S. Army Corps of Engineers Europe District – Abbreviate as USACE-E. Headquartered in Wiesbaden, Germany, USACE-E provides planning, design, construction, environmental services, and project management to meet customer infrastructure requirements; engineering services supporting the Theater Security Cooperation Plan; and Field Force Engineering supporting contingency operations in the EUCOM and AFRICOM areas of responsibility.

U.S. Army Europe – Based in Wiesbaden, Germany, U.S. Army Europe trains and leads Army forces in support of U.S. European Command and U.S. Department of the Army missions and objectives. Support is also provided to NATO. It is acceptable to use Army Europe vs. U.S. Army Europe. Per AP, use US Army Europe in headlines (no periods in acronyms in headlines). Do not use “USAREUR” in articles, headlines or other products – this is because outside of the theater/command/Army, no one knows what the acronym/abbreviation means.

U.S. Army in Europe – Refers to all U.S. Army units in the U.S. Army Europe area of responsibility – including Installation Management Command-Europe, 5th Signal Command, 66th Military Intelligence Brigade, and other commands who support USAREUR but are not directly assigned to USAREUR. It does not mean U.S. Army Europe: “Today’s meeting will provide an update on operations conducted by the U.S. Army in Europe.”

U.S. Army NATO Brigade –Headquartered in Sembach, Germany, USANATO Bde. is comprised of AFSOUTH Bn., AFNORTH Bn., and SHAPE Bn. Spell out completely when possible. If you must abbreviate, use USANATO Bde. When reading in a broadcast script, first reference is “U.S. Army NATO Brigade.” Font as U.S. Army NATO Brigade and then U.S. Army NATO Bde.

U.S. tracked armored vehicles - Hyphenate all designations except those of American tracked armored vehicles (e.g., Russian T-72, M-16 and F-15, but M1A1 and M113). Related: wheeled vehicles

Veterans Day – A federal holiday observed on November 11. Not possessive.

Warrior Leader Course – Spell out and uppercase on first reference. WLC is acceptable on second reference.



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Warrior Transition Units - When referring to a specific unit cap Warrior Transition Unit. When generally referring to warrior transition units lowercase.

wheeled vehicles – Family of Medium Tactical Vehicles (FMTV), M977/978/985/983/984 Heavy Expanded Mobility Tactical Truck (HEMTT), High Mobility Multipurpose Wheeled Vehicle (Humvee) M998/1038/1043/1044/1045/1046/9971035/10371042/1097, M1070 Heavy Equipment Transporter (HET), Palletized Load System (PLS) and Stryker. Related: U.S. tracked armored vehicles

World War I, World War II

Abbreviations

ABCT or IBCT - Spell out and distinguish between airborne or infantry brigade combat team. ABCT and IBCT are acceptable abbreviations on second reference.

Arm. - Armor

ACR - Armored Cavalry Regiment

AFAR - Airborne Field Artillery Regiment

ADA - Air Defense Artillery

AMD - Air and Missile Defense

ASB - Aviation Support Battalion

Btry. - Battery

Bn. - Battalion

Bde. - Brigade

BSB - Brigade Support Battalion

CAB - Combat Aviation Brigade.

CCATT - An acceptable abbreviation for Critical Care Air Transportable Team on second reference.

Co. - Company

Cmd. - Command

Cdr. – Commander. Don't use abbreviation in print articles.

Cav. - Cavalry

Div. - Division



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DWMMC – An acceptable abbreviation for Deployed Warrior Medical Management Center on second reference.

Eng. – Engineer

FA - Field Artillery

Inf. - Infantry

Mtn. – Mountain

MTD - An acceptable abbreviation for Medical Transient Detachment on second reference.

Plt. - Platoon

Regt. - Regiment

Sqdn. - Squadron

SFG - Special Forces Group

STB - Special Troops Battalion

TF - Task Force - (if followed by number or name. Hyphenate if used with a number; e.g., TF-111.) Don't abbreviate if not followed by a number or name.