

NORTHWEST GUARDIAN LOCALIZED STYLE GUIDE

**Already in AP Stylebook*

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9-11 – For the events that unfolded Sept. 11, 2001. AP Stylebook shows 9/11 but CCI makes 9/11 into a fraction in subscript-size.

*EX: The events of **9-11** motivated him....*

56th Army Band – The 56th Army Band, on Joint Base Lewis-McChord, consists of a variety of specialized groups, but they're all part of the 56th Army Band – not the I Corps Band.

593rd Expeditionary Sustainment Command – 593rd ESC on second reference. Formerly 593rd Sustainment Brigade.

aircrew –

Airman/Airmen – Applies to members of the U.S. Air Force.

Airman Battle Uniform – The Air Force's utility uniform. ABU is acceptable on second reference.

American Lake Conference Center – ALCC is OK on second reference, but to avoid an acronym-heavy article, you can also use *the center*.

*EX: The **American Lake Conference Center** is located on Lewis North. You can reserve a room at **the center** by calling 253-966-3988.*

area codes – Use area codes along with phone numbers in all stories to help online-readers from out of state who may not know the local area code. Do not use parenthesis (253) or periods 253.976-6321.

*EX: For more information, call **253**-967-0152.*

area of responsibility – AOR on second reference.

armed forces – lower case.

Army side or Air Force side of JBLM – do not use this terminology; there are no "sides." Either use McChord Field, Lewis Main or Lewis North.

Armed Forces Community Service – Not Services. Number is 253-967-7166.

Army Combat Uniform – The Army's utility uniform. ACU is acceptable on second reference.

base or post – Joint Base Lewis-McChord is a military base.

*EX: He is assigned to **Joint Base Lewis-McChord**. He came to the **base** in 2013.*

*EX: He arrived at Fort Brag, N.C., in 2010. He left the **post** in 2012.*

Black Hawk – Used to describe the UH-60 **Black Hawk** helicopters.

Bldg. vs Building – When using a building number in a full article, spell out Building along with the number. In the Ledger section, a brief, or cutline, use Bldg. along with the number.

*EX: (Page 1 article) The awards were handed out in **Building** 100 on McChord Field.*

*EX: (Ledger/brief/cutline) The awards were handed out in **Bldg.** 100 on McChord Field.*

BOSS – Better Opportunities for Single Service members

chapels – full list <http://www.lewis-mcchord.army.mil/chapel/chapels.html>

Lewis Main Chapel (not Main Post Chapel); Lewis North Chapel (not North Fort Chapel)

chaplains – In articles with a military chaplain, use Chaplain first followed by their military rank in parenthesis. This is opposite of what we do for military doctors.

*EX: **Chaplain (Col.)** Adam Jones has been a **chaplain** for 25 years.*

cities in Washington – Do not use the state abbreviation (Wash.) in datelines or articles when the city/town is in a community connector city with JBLM or well-known in the Puget Sound area, according to the editor's judgment. Do use the state in datelines or articles when the city is outside the state of Washington. (See Background Section for specific cities where "Wash." is not needed).

EX: TACOMA – Four Soldiers from Yakima left for Ellensburg, Wash., after the exercise ended.

****Cities in Washington** – see the Attached Background Section for a list of cities or towns that don't require the state to follow.*

dates – When reporting on a story with a multiple-day event, use "to" between the dates. For a brief, Ledger, cutlines item, use "-" between the dates.

*EX: (article) The class runs Monday **to** Tuesday.*

*EX: (article) The class runs Feb. 14 **to** 15.*

EX: (brief/Ledger) The class runs Monday-Tuesday.

EX: (brief/Ledger) The class runs Feb. 14-Feb. 15.

date/time group – Start with the date followed by time. Avoid using "on" with a date unless the date starts a sentence.

EX: The event takes place Feb. 3 from 6 to 9 p.m.

EX: On Feb. 3, the season starts.

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

dependent(s) – We no longer use the word dependent(s); instead use "family members."

doctors – In articles with a military doctor, use the military rank first followed by Dr. in parenthesis. This is opposite of what we do for military chaplains.

*EX: **Capt. (Dr.)** Adam Jones has been a doctor for 25 years.*

Eagles Pride Golf Course – Is considered on Lewis Main.

***en route** – Always two words and not *on route* or *enroute*.

exchanges on base – We have two exchanges on base; Lewis Main Exchange and McChord Field Exchange. Not PX or post exchange, or BX or base exchange.

Family and Morale, Welfare and Recreation – The local office would like **Family and MWR** on second reference; *not FMWR*. In briefs or cutlines, **Family and MWR** is acceptable.

Family Readiness Group – FRG on second reference.

EX: The 571st Military Police Company's **Family Readiness Group** held an event Sunday. There, the members of the **FRG** said to expect more from them in the future.

fiscal – When talking about a fiscal year, it would be redundant to say fiscal year 2015.

Ex: During **fiscal** 2015, the DOD said its budget is going to be a challenge.

flightline – The flightline (one word) is basically the area within the secured area around an Air Force or Army runway.

flightsuit – The uniform military aircrew members wear is a flightsuit.

Fort Lewis – Avoid using altogether except as a proper noun for the *Fort Lewis Scholarship Fund*, *Fort Lewis Cemetery* or the *Fort Lewis Chapel*. Don't use, "at then Fort Lewis" or "at the former Fort Lewis." Even if a Soldier was assigned here in 1967, use, "In 1967, Dave Smith maintained tanks at Joint Base Lewis-McChord."

garrison – see *Installation*.

Head Quarters and Headquarters Battalion, (followed by unit) – HHB, (followed by unit) on second reference.

EX: The sergeant is from the **Head Quarters and Headquarters Battalion, I Corps. With the HHB, I Corps**, he is the noncommissioned officer in charge of supplies.

Head Quarters and Headquarters Company, (followed by unit) – HHC, (followed by unit) on second reference.

EX: The sergeant is from the **Head Quarters and Headquarters Company, 508th Military Police Battalion. With the HHC, 508th MP Bn.**, he is the noncommissioned officer in charge of supplies.

Joint Base Lewis-McChord – JBLM is acceptable on second reference. JBLM is a military base, not post.

I Corps Band – See 56th Army Band.

I Corps commanding general – We can use I Corps commander for space, but general officers in command should be referred to as "commanding general," the full title, space permitting.

EX: "...said Lt. Gen. Stephen Lanza, **I Corps commanding general.**"

Installation – The JBLM commander is the installation commander, base commander, or the joint base commander. *DO NOT* use *garrison*. There is no garrison or garrison commander on JBLM.

Lewis Main – Can stand by itself as a specific location on JBLM. JBLM Lewis Main would be redundant. *Lewis Main Chapel*, *not Main Post Chapel*.

Lewis North – Can stand by itself as a specific location on JBLM. JBLM Lewis North would be redundant. Never use North Fort.

Madigan Army Medical Center – Madigan, by itself is acceptable on second reference. Madigan prefers *not* to use MAMC. *Never* use the outdated Madigan Healthcare System.

McChord Air Force Base – Avoid using altogether. Don't use, “*at then* McChord Air Force Base” or “at the former McChord Air Force Base.” Even if an Airman was assigned here in 1967, use, “In 1967, Dave Smith flew C-141s at Joint Base Lewis-McChord.”

McChord Field – Can stand by itself as a specific location on JBLM. JBLM McChord Field would be redundant.

Meals, Ready-to-Eat – MRE on second reference.

Mount Rainier – Not Mt. Rainier

Museums – We have two museums on base; Lewis Army Museum and McChord Air Museum

MWR – see the “*Family and Morale, Welfare and Recreation*” entry for JBLM.

Naval Base Kitsap – Like Joint Base Lewis-McChord, the Bremerton shipyard and Bangor combined into one base – Naval Base Kitsap.

noncommissioned officer – NCO on second reference.

noncommissioned officer in charge – NCOIC on second reference.

North Fort – See Lewis North.

Pacific Health Command - Rear – Becomes effective 1 Jul 15 from Western Regional Medical Command

post or base – Joint Base Lewis-McChord is a military **base**.

*EX: He is assigned to **Joint Base Lewis-McChord**. He came to the **base** in 2013.*

*EX: He arrived at Fort Hood, Texas, in 2010. He left the **post** in 2012.*

Range Support Office – not range control office

Ranks – (stories) Follow the AP Stylebook, however spell out full ranks at beginning of sentence.

*EX: **Sergeant First Class** Andrew Jones laughed at **Sgt. 1st Class** Mike Smith.*

Ranks – (cutlines) Follow the AP Stylebook, however, since space is tight, do not spell out ranks at the start of a sentence.

*EX: **Sgt. 1st Class** Andrew Jones points and laughs at **Sgt. 1st Class** Mike Smith.*

NOTE: Chief Master Sgt. of the Air Force and Sgt. Maj. Of the Army are ranks.

Reserve vs reserve – When writing about a specific U.S. reserve component, uppercase Reserve. Note; it should be singular unless you're writing about multiple reserve units.

EX: Members of the 446th Airlift Wing are **Reserve** forces from McChord Field.

EX: The **Reserve** members from the 446th Airlift Wing make up a third of the missions.

EX: The active-duty members were augmented by **reserve** forces from different services.

EX: After leaving active duty, he became a member of the **reserve**.

EX: After leaving the active duty, he became a member of the Army **Reserve**.

Reservist(s) vs reservist(s) – When writing about a specific Air Force Reserve Airman or Airmen, uppercase Reservist.

EX: He is an Air Force **Reservist** from the 446th Airlift Wing.

EX: More than 200 **Reservists** from the Air Force will arrive Saturday.

EX: The exercise will be augmented by 200 **reservists** from three services.

retired military members – When identifying a person who is retired from the military, put “retired” and the rank (spelled out lower case) after the name and between commas. Never use, “Retired Col. Joe Smith” or “Col. (Ret.) Joe Smith.”

EX: Joe Smith, a **retired Army colonel**, attended the event.

EX: Joe Smith, a **retired Air Force technical sergeant**, led the run.

Sapper – “Sapper” is a nickname for combat engineer units, not normally part of the official name of a unit; however, 555th Engineer Brigade has taken steps through Department of the Army to formally designate its two combat engineer companies, the 570th and 571st each as a Sapper Company.

“Sapper” as a nickname is almost never applied to larger units of battalion size and larger. Except for the two companies above, only use the term “sapper” in direct quotes.

EX: He's assigned to the 864th Engineer Battalion. “I've been with the **sapper** unit since 2014.”

service member(s) – Two words. As a joint base; whenever possible used *service members* in lieu of Soldiers or Airmen.

servicemen/servicewomen/serviceman/servicewoman – One word.

Soldier(s) – Applies to members of the U.S. Army.

soldier – when talking about soldier skills or a soldier from a different nation. Ex: *The Soldiers of 3rd Bde., 2nd Inf. Div. provided supporting fires while Japanese soldiers led the assault. Lancer Soldiers were tested on common soldier tasks.*

Soldiers Field House – Located on Building 3236, Lewis Main – 253-967-4771.

Special Forces – SF OK on second reference. The (Airborne) in the title of SF units is not used, eg, 1st SF, not 1st SF (Airborne). Same is true for nearly all parenthetical unit designations; however, use if part of the name: 82nd Airborne Division, 101st Airborne Division.

states – Abbreviate states when used with cities that do not stand alone in datelines. Spell out, of course, if the state stands alone without a city.

EX: He is from Centertown, **Colo**.

EX: The **Colorado** native is 24 years old.

teamwork – (one word)

the Club at McChord Field – Located at Building 700, Barnes Blvd., on McChord Field.

***toward** – not “towards”

TRICARE – TRICARE is acceptable in all references about the military health care program.

Unit – A generic term that can be used for any military formation of assets. Battalions, brigades, squadron and flights all are units, though it has the connotation of smaller elements.

*EX: Campbell said that around 15 percent of the Airmen in her **unit** are exiting the military.*

**Unit background information – see the Attached Background Section for more details on units.*

***U.S. Military Academy** – Use this on first reference when talking about the U.S. Army’s military academy. **West Point, USMA and the academy** are acceptable on second reference.

Warrior Zone – Located at 11592 17th and D streets on Lewis North – front desk phone number is 253-477-5756; snack bar’s phone number is 253-477-5833. Open to people 18 and older, however, you must be at least 21 years old to consume alcohol.

Washington state – Lowercase state.

*EX: The Public Education office is located in Washington **state**.*

*EX: His family is from the **state** of Washington.*

Washington State Capital/Department – Upper case “State” when refereeing to the state agency or the capital building – 215 Sid Snyder Ave., Olympia.

*EX: The Washington state governor lives with his wife in the **Washington State Capital** building.*

*EX: The **Washington State** Department of Ecology picked up 12 tons of garbage.*

wear blue: run to remember – always lower case at insistence of club founders. Local (now national) running club founded after deployment of 5-2 Stryker Brigade by Army wives and avid runners, Lisa Hallett and Erin O’Connor. Lisa’s husband, Capt. John Hallett, was killed Aug. 25, 2009.

Western Region Medical Command – Becomes “Pacific Health Command - Rear” effective 1 Jul 15

wounded warriors –

www. – Do not use www. in articles with websites.

*EX: For more information, visit **JBLMmwr.com***

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Background Section

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Brigade Combat Team

A self-contained and -sustained Army unit deployable in whole or in part. Each is comprised of three infantry battalions, a cavalry reconnaissance squadron; an engineer battalion; a field artillery battalion and a support battalion.

Three types:

Infantry: Light infantry, air assault or airborne battalions.

Stryker: Mechanized infantry battalions equipped with Stryker vehicles.

Armored/Heavy: Mechanized combined arms battalions equipped with M2 Bradley Fighting Vehicles or M1A Abrams Main Battle Tanks.

cities in Washington –

*A list of reasonably well-known Puget Sound cities/towns and *Community Connector cities/towns that don't need to be followed with Wash.:*

****Auburn***

Bellevue

Bremerton

****DuPont***

Everett

Federal Way

****Gig Harbor***

****Lacey***

****Lakewood***

****Olympia***

****Orting***

****Parkland***

****Puyallup***

****Rainier***

Renton

****Roy***

Seattle

SeaTac

****Spanaway***

Spokane

****Steilacoom***

****Sumner***

****Tacoma***

****Tumwater***

****University Place***

****Yakima***

***Yelm**

Community Connector cities/towns exception:

Ellensburg, Wash.

unit formations — Army

Common/combat:

Fire team: 2-4 Soldiers, led by a noncommissioned officer (usually corporal or sergeant).

Squad: 8-12 Soldiers, led by an NCO (at least a sergeant).

Platoon: 16-44 Soldiers, led by a second or first lieutenant.

Company: 80-200 Soldiers, led by a captain, rarely a major.

Battalion: 300-1,000 Soldiers, led by lieutenant colonel.

Brigade: 3,000-5,000 Soldiers, led by a colonel.

Division: 10,000-18,000 Soldiers, led by a major general.

Exception:

7th Infantry Division: A 250-person administrative unit unique in the Army, but still led by a major general with a brigadier general as deputy.

Corps: 25,000 to 40,000 Soldiers, led by a lieutenant general.

Special:

Brigade Combat Team: 3,000-5,000 Soldiers, led by a colonel (rarely a brigadier general). It is the largest unit of maneuver (deployable unit) currently used by the Army.

Command (unit): 1,500-6,000 Soldiers. Not truly a unit, but a way the Army combines several smaller units into a single formation. Typically led by a brigadier general.

593rd Expeditionary Sustainment Command

**Western Regional Medical Command (*Becomes "Pacific Health Command - Rear" effective 1 Jul 15)*

Command (department): No set strength. These are the top-level offices of the Army's departments, led by anyone from a major general to a general.

Installation Management Command (IMCOM) is in charge of the Army's installations.

Central Personnel Command (CPAC) is in charge of personnel.

Command (service component): Nine of these in the Army, each led by a general. They are in charge of Army operations within a given range of territory.

Army Pacific Command (USARPAC).

Detachment: No common unit strength, but usually no bigger than 200 Soldiers. Used with units that are broken off of larger commands, such as a corps, but still are under the larger command, or permanent-and-independent units.

5th Mobile Public Affairs Detachment, part of I Corps;

Yakima Army Air Ambulance Detachment.

Brigade or battalion: Some units, usually specialty ones, have formation labels bigger than the actual unit strength. Typically seen with battalions and brigades.

4th Army Field Support Brigade has just a couple hundred personnel, many civilians, but it still is called a brigade.

Uncommon

Regiment: 1,500-3,000 Soldiers, led by a lieutenant colonel or colonel. This is a rarely seen combat formation in the era of Brigade Combat Teams.

Exceptions:

Special Operations Aviation Regiment (Airborne)
75th Ranger Regiment

Group: No common unit strength. Used with military police, Special Forces and some other types of units.

Army/Field Army: At least 100,000 Soldiers, led by a general. U.S. combat army units are an anachronism from the mid-20th century; they now are administrative units that oversee collections of other units.

First Army
Third Army

Army Group: At least 500,000 Soldiers, led by a general. Another mid-century anachronism. Army Groups last saw the field in World War II.

unit formations — Air Force

Common/combat

Flight: 8-100 Airmen, typically up to four aircraft, led by a captain.

Squadron: 200-400 Airmen, 8-24 aircraft. Led by a captain to a lieutenant colonel.

Group: As many as 1,200 Airmen, not always with aircraft. Led by a colonel. Typically associated with bases.

62nd Operations Group
62nd Maintenance Group
446th Operations Group
446th Maintenance Group
627th Base Support Group

Wing: 1,000-4,000 Airmen, not always with aircraft. Led by a colonel or a brigadier general.

62nd Airlift Wing
446th Airlift Wing

Major command (MAJCOM): A management subdivision directly below Air Force Headquarters, comprised of several wings or groups. USAF has 10 MAJCOMs.

62nd Airlift Wing is under *Air Mobility Command (AMC)*
446th Airlift Wing is under *Air Force Reserve Command (AFRC)*