



MILITARY HEALTH SYSTEM

EDITORIAL AND STYLE GUIDE

2026



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RULES ON READABILITY

Writers and editors should follow the most recent edition of the *Associated Press Stylebook*, except as noted in this Style Guide.

Where there are questions about branding or trademarks, please see the individual brand's branding guide.

All writing should follow established plain language guidelines and practices in compliance with the Plain Writing Act of 2010.

Plain Language Characteristics

Clarity: The meaning is unmistakable and easy to grasp.

Conciseness: Unnecessary words and phrases are eliminated. Information is presented directly and efficiently.

Accessibility: The language is adaptable to different audiences and reading levels. It considers the audience's background knowledge and potential limitations.

Organization: Information is presented in a logical and structured manner, often using headings, subheadings, bullet points, and other formatting tools to improve readability.

Active Voice: Active voice is generally preferred, as it makes sentences clearer and more direct.

Visual Appeal: Documents using plain language often incorporate visual elements like white space, images, and charts to break up text and improve comprehension.

Plain Language Readability Statistics

The readability scores per the Flesch-Kincaid Grade Level and Reading Ease tests should follow the below guidelines:

Content for Beneficiaries	Content for all Other Audiences
● Reading ease: 50.0 or higher	● Reading ease: 40.0 or higher
● Grade level: 9.9 or lower	● Grade Level: 12.9 or lower
● Passive voice: 10% or less	● Passive voice: 10% or less

You can enable readability statistics in Microsoft Word. Once enabled, Word will display these readability scores once it finishes checking the spelling and grammar.

Learn more about plain language at <https://digital.gov/guides/plain-language>.

Style Elements

When creating new or updating existing content, you must use these style elements.

You aren't required to go back and update content for the sole purpose of aligning to these style elements.

Write in second person when possible.

Yes - What can you do to minimize the impact of an upper extremity injury?

No - What can active duty service members do to minimize the impact of an upper extremity injury?

Other Tips:

- Use contractions.
- Use short sentences to avoid confusion.
- Average sentence length should be 20 words.
- Maximum sentence length should be no more than 40 words.
- Headlines should be no more than 100 characters. If needed, use a sub-headline.



STYLE GUIDE

24/7

Should appear as above using numerals.

aboard

Aboard a ship, not on board, on-board, or onboard a ship.

academic degrees

Use an apostrophe for bachelor's degree, master's degree, etc. However, there is no possessive in Bachelor of Arts or Master of Science (also note initial cap of degree in this instance). It's redundant to use both a title and academic/medical degree.

Examples: It's redundant to use Dr. John Jones, MD. Use either Dr. John Jones or John Jones, MD.

When used after a name, an academic abbreviation is set off by commas: Jerry McMillan, Ph.D., spoke.

Don't precede a name with a courtesy title for an academic degree and follow it with the abbreviation for the degree in the same reference.

Use such abbreviations as B.A., M.A., LL.D., and Ph.D. only when the need to identify many individuals by degree on first reference would make the preferred form cumbersome. Use these abbreviations only after a full name, never after just a last name.

Accredo

TRICARE Pharmacy Program specialty pharmacy services provider.

acronyms

Only use acronyms on second reference. Don't follow the first reference with an acronym in parentheses unless the acronym would not be clear on second reference. The only exceptions are NATO, SEAL, USO, POW/MIA, and acronyms covered in the AP Stylebook.

active voice vs. passive voice

Always strive to write in the active voice. 10% or less should be passive.

Active Duty Dental Program, or ADDP

The Active Duty Dental Program provides civilian dental care for active duty service members.

active duty family member, or ADFM

Not capitalized unless at the beginning of a sentence, and in that scenario, only initial caps at the beginning of the sentence.

Example: Active duty service members are the sponsors.

active duty service member, or ADSM

Never active-duty. Not capitalized unless at the beginning of a sentence, and in that scenario, only initial caps at the beginning of the sentence.

Example: Active duty service members are the sponsors.

addresses

Use the abbreviations Ave., Blvd., and St., and the two-letter state postal abbreviation when listing addresses. Use periods with P.O. Box. Spell out street and state names in the text when used without a specific address.

Example:

- The parade began on Elm Street in New Haven, CT.
- Naval Hospital Jacksonville is located at 2080 Child St., Jacksonville, FL.

affect vs. effect vs. impact

Affect as a verb means "to influence." *The game will affect the standings.*

Affect as a noun is occasionally used in psychology to describe an emotion, but there is no need for it in everyday language.

Effect as a verb means "to cause." *He will effect many changes in the company.*

Effect as a noun means "result." *He miscalculated the effect of his actions.*

Impact as a verb means "strike with a blow" or "to pack firmly together." *The wisdom tooth impacted the molar.* Impact as a noun means "a collision." *The constant impact of the two-gear mechanisms on each other eventually produced metal fatigue in several sprockets.* Don't use **impact** as a verb in place of "to affect." Don't use **impact** as a noun in place of "effect."



age and date ranges

Always use numerals when referencing ages. When writing a range of ages or dates, use “to” or “through” as appropriate. Don’t use a hyphen, en dash, or em dash.

Example: Ages 11 to 14 or Ages 11 through 14; Jan. 1 to Jan. 30 (meaning until Jan. 30) or Jan. 1 through Jan. 30.

ALS, Lou Gehrig’s disease

ALS is acceptable in all references to amyotrophic lateral sclerosis, a progressive disease that attacks nerve cells that control muscles throughout the body. Also known as Lou Gehrig’s disease, which can be mentioned in a later reference if needed.

all-inclusive

and/or

Don’t use. Choose the most appropriate option for the situation or use “a or b or both” construct.

applied behavior analysis

Lowercase

armed services or Armed Services

Lowercase unless part of a proper noun name. Avoid using unless in the context of a proper name, like the House and Senate committees and the Armed Services Blood Program.

Example: Armed Services Blood Program.

area

Use when referring to TRICARE overseas areas and Competitive Plans Demonstration areas.

Example: Atlanta area, Tampa area.

assistant secretary

Capitalize before a name as part of a title; use lowercase when the title appears after the name.

automatically enrolled

Never auto enrolled or auto-enrolled.

BENEFEDS.gov

Never benefeds.gov.

beneficiary vs. enrollee vs. member

Use “beneficiary” to refer to those with any TRICARE health or dental plan.

Use “enrollee” as appropriate when referencing those with a TRICARE Prime or TRICARE Select plan. Never use “enroll,” “enrollee,” or “enrollment” when referencing TRICARE For Life.

Beneficiary Web Enrollment

Not BWE.

When referring to Beneficiary Web Enrollment, use: “Log in by going to milConnect and choose “Manage Health Benefits”.”

blind, low vision

Not low-vision, unless used as a compound modifier.

brand names

Refer to products, brands, etc., as they’re branded, even in headlines or at the beginning of a sentence.

Example: eCorrespondence, milConnect, iPad, MHS GENESIS, TRICARE.

breastfed, breastfeed

bullets

Bullets should align with inside hanging indents. Use solid round bullets for the first tier and solid square bullets for the second tier. Begin text at the next tab. There should be breaks before and after bulleted lists.

Examples:

- This is an example of how to use bullets correctly in Microsoft Word document drafts. Make certain your second line and subsequent lines are flush left with your first line as shown. Use a period if it’s a complete sentence.
 - Flossing twice a day
 - Brushing your teeth after every meal

Bulleted lists should be initial capped (first word only). Don’t use periods after phrases or clauses — use periods after complete sentences only.



Note: It's OK if some items in a bulleted list have a period at the end and others don't.

bullets (sub)

Use solid square bullets for sub-bullets as screen readers don't recognize open circles as bullets. Indent so the bullet marker is directly beneath the first letter of the primary bullet above it.

Example:

- This is how you use a first tier bullet. See above for more information.
 - This is an example of how to use sub-bullets correctly in Word document drafts.

civilian titles

Don't use courtesy titles such as Mr., Mrs., Miss, or Ms. unless requested by the named person. Other formal titles such as Dr., Sen., or Gov. should be used where applicable. Don't use such titles on second reference unless necessary to differentiate two people with the same last name.

civilian healthcare or civilian care

Don't use private sector care or purchased care.

cognitive behavioral therapy

Lowercase

coinsurance

commas

Always use serial comma, also known as Oxford comma. This is a deviation from AP style.

Example: "Learn about medical, pharmacy, and dental options."

command-sponsored

Always hyphenate.

command sponsorship

Only hyphenate when used as a compound modifier.

compound words

Compounded modifiers that precede a noun are usually hyphenated.

Example: brand-name drug, TRICARE-eligible coverage.

Congress

Initial cap the U.S. Congress and Congress when referring to the legislative branch of the U.S. government that includes both the U.S. Senate and House of Representatives.

congressional

Lowercase, unless part of a proper name.

Example: congressional committee, Congressional Directory, the Congressional Record.

continued articles and charts

When working with an article or chart that begins on one page and continues on a different page, use "(Continued on page X)". It should appear flush right at the bottom of the article or chart on the first page. Use "(Continued from page X)" on the continuing page, appearing flush left at the top of the article or chart.

Continued Health Care Benefit Program, or CHCBP

contractions

- Use contractions whenever possible: You're, they're, can't, haven't.
- Contractions are more conversational and help hit plain language targets.
- Always use "you aren't" or "they aren't."
- Studies show that the eye skips over "not" but actually stops at the apostrophe, so the contraction for "not" is more effective.
- Never use "would've" for "would have", or "you've" for "you have."

CONUS

All uppercase. Generally refers to the 48 contiguous United States. With TRICARE, use CONUS only for TRICARE dental products. CONUS service area includes the 50 United States, the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands. Also, see *OCONUS* and *stateside*.

copayment

Never copay or co-payment.



costs

Because healthcare costs change on a regular basis, don't include costs in MHS-produced materials

Example: (articles, fact sheets, and handbooks) unless necessary. Instead, refer reader to www.tricare.mil/costs or health.mil/rates for the most current cost information.

cost-effective

cost-share

Never cost share.

country specific, country-specific

Use country-specific when a compound modifier.

Example: For country-specific numbers, contact your regional contractor.

court-martial

Plural is courts-martial.

COVID-19

dashes

Em dashes (–) in sentences: Use the em dash (instead of a hyphen or en dash) to connect phrases within a sentence. Use a space on either side of the em dash. To make an em dash, hold down the alt key and type "0151."

Example: Monday - Friday.

En dashes (–) for intervals of any kind. Use the en dash to indicate an interval or in place of "to" in periods of time. Use a space on either side of the en dash. Don't use the en dash when the words "from" or "between" are used. To make an en dash, hold down the alt key and type "0150."

Example: From Jan. 1, 2002, to March 10, 2003; between ages 18 and 64.

See also *hyphens*.

dates

Months with specific date: Follow AP style. When months are used with specific dates, abbreviate months with six or more letters (Jan., Feb., Aug., Sept., Oct., Nov., Dec.). Spell out when used alone, or with a year alone.

Days of the week: Don't abbreviate, except when needed in a tabular format.

Months with specific date and year: When a phrase refers to a month, day, and year, set off the year with commas.

Example: It's known that Feb. 8, 1964, was a great day in history.

Ranges: Insert an en dash between the dates with no spaces.

Example: Oct. 15–Nov. 28.

Years: Only use years with dates when a range of dates crosses years or when the date is not in the current year.

Calendar: Always use the complete four-digit number for a year.

Example: 1999, not '99.

Fiscal: Spell out the fiscal year in text at first mention, then FY on all mentions that follow.

Deaf vs. deaf vs. hard of hearing

Initial cap Deaf when discussing the Deaf culture or Deaf community. Use the lowercase form deaf when describing the audiological condition of total or major hearing loss, and for people with total or major hearing loss. Use hard of hearing to describe people with a lesser degree of hearing loss.

demonstrations and pilots

Always use the full name of a demonstration or pilot at first mention. If possible, shorten all subsequent references.

Examples: First reference: TRICARE Comprehensive Autism Care Demonstration.

Subsequent references: Autism Care Demonstration.

First reference: TRICARE Prime® Demo by CareSource Military & Veterans.

Subsequent references: TRICARE Prime Demo.

dependent

Don't use when referring to a TRICARE-eligible family member of a sponsor. Use family member or beneficiary.



diabetes (type 1, type 2)

Never Type 1 or Type 2. Use person with diabetes instead of diabetic person. Use diabetes supplies instead of diabetic supplies.

diagnosis-related group**dialectical behavior therapy**

Lowercase

disenroll, disenrollment**Department of War, DOW**

Use Department of War on first reference. The acronym, DOW or DoW, is acceptable on second reference. Department of Defense or DOD/DoD is appropriate for content created prior to the name change. Usage of Department of Defense or DOD/DoW remains in effect when referring to instructions or manuals. DOW is the preferred style for captions and metadata.

Example: TRICARE is a registered trademark of the Department of Defense, Defense Health Agency. All rights reserved.

DMDC/DEERS Support Office

Formerly Defense Manpower Data Center, now just DMDC/DEERS Support Office.

DNA

Acceptable for all reference to deoxyribonucleic acid, which carries genetic information in the cell.

drug categories

Not drug tiers when referring to prescription drugs in the TRICARE Pharmacy Program. TRICARE groups prescription drugs into four categories: generic formulary drugs, brand-name formulary drugs, non-formulary drugs, and non-covered drugs. Describe drug categories by their name, not level.

Example: “non-covered drugs” instead of “tier four.”

drug vs. medication

Preference is to use drug for plain language purposes, but medication is acceptable to avoid overly repetitious wording. Never use medicine to mean drug or medication, as it most commonly means “the science or practice of the diagnosis, treatment, and prevention of disease.”

DS Logon

Never Department of Defense Single Sign on Logon or DSL.

Note: myAuth is replacing DS Logon for milConnect.

effect

See *affect vs. effect vs. impact*.

e.g. and i.e.

Don't use e.g. and i.e. Instead use “for example” or provide the exact intended information or definition with no lead. Use “that is” in place of i.e.

Example:

- TRICARE offers numerous program options. For example: TRICARE Prime, TRICARE Select, and TRICARE Reserve Select.
- Adjunctive dental services (dental care that is medically necessary in the treatment of an otherwise covered medical—not dental—condition).

electronic health record, or EHR

Use to refer to the system, not an individual's health records. Never electronic medical record, or EMR.

ellipsis

In general, don't use ellipses, unless indicating part of a quote was removed. An exception is when it's used as part of a styled name. Treat an ellipsis as a word with spaces on either side.

email

Never e-mail.

emergency room

In the U.S.: emergency room. “ER” is acceptable on second reference. In overseas locations: emergency care facility.

end-stage renal disease, or ESRD

Lowercase and hyphenate end-stage.

enroll vs. purchase

Enroll, enrollment, and enrollment fee are terms strictly for TRICARE Prime, TRICARE Prime Remote, USFHP, and TRICARE Select.

Purchase, buy, and premiums are terms strictly for TRICARE Reserve Select, TRICARE Retired Reserve, TRICARE Young Adult, and CHCBP.



explanation of benefits, or EOB

Lowercase. Plural is explanations of benefits.

Express Scripts, Inc. (Express Scripts)

The TRICARE Pharmacy Program contractor. While Express Scripts, Inc. is the formal company name, use only Express Scripts.

fax

Never facsimile.

federal

Use lowercase for adjectival references: federal employees, federal agencies, federal taxes. Don't capitalize "federal," per AP style, except when used in a proper name such as Federal Bureau of Investigation.

Federal Benefits Open Season

Use only for the open season managed by the U.S. Office of Personnel Management for enrollment in the Federal Employees Dental and Vision Insurance Program. Also see *open season*.

Federal Employees Dental and Vision Insurance Program, or FEDVIP

"Employees" not "Employee." First reference use Federal Employees Dental and Vision Insurance Program. FEDVIP in subsequent uses.

footnotes and disclaimer symbols

The standard is to apply symbols in the following order:

Asterisk (*)

Dagger (†)

Double Dagger (‡)

Section Mark (§)

Symbols should not appear in italics, but their associated disclaimers appear in italics. Use endnotes (superscript numbers, not symbols) in charts and when citing sources in newsletters.

In text, disclaimer symbols follow all punctuation except a dash. In text, use symbols. In tables, use numbers.

Example:

... for a period of more than 30 days*

... for a period of more than 30 days,*

... for a period of more than 30 days.*

(... for a period of more than 30 days).*

... for a period of more than 30 days* — and...

* Make certain the second line and subsequent lines following a symbol are indented to align with the first word in the first line as shown.

form titles

Always render in italics. Always use the full title of the form at first mention. Verify that the form title is accurate by consulting a hard copy or navigating to and opening an electronic copy. Don't initial cap or italicize the word "form" unless it's part of the form's title.

Example: *TRICARE Patient Referral and Authorization Form, Waiver of Non-Covered Services form (DD Form 1234)*. Note that the form number isn't rendered in italics when used with the form title. However, when used without the form title, render stand-alone *DD Form 1234* in italics.

Note: Some form titles vary by region. Always verify by accessing the actual form and using the name on the form itself.

government

Always lowercase unless in direct reference to specific agencies; never abbreviate: the federal government, the state government, the U.S. government.

Example: Government Accountability Office.

headlines

Follow AP style. Capitalize only the first word and proper nouns. Capitalize the first word after a colon.

Example: Venomous visitors highlight global health at Uniformed Services University.

health care vs. healthcare

One word in all instances. For proper names, use as indicated by the name owner.



Health Insurance Marketplace

Health Promotion and Disease Prevention Examination, or HP&DP Examination

Always capitalize Examination.

HIV pre-exposure prophylaxis, or PrEP, and HIV post-exposure prophylaxis, or PEP

Never PrEP or PEP alone.

HPV

Acceptable on first reference for human papillomavirus, which can cause cervical and other types of cancer. HPV virus is redundant.

Humana Military

The TRICARE East Region contractor. Never just Humana or HGB.

home page

hyphen

Use the hyphen to connect grammatical elements, such as compound modifiers.

Example: out-of-pocket costs, full-time student.

impact

See *affect vs. effect vs. impact*.

inpatient

insure vs. ensure

To insure means to take out insurance on something; to ensure means to make certain or guarantee.

Example: People should insure their vehicles to ensure they can get a replacement in case of an accident.

International SOS Government Services, LLC (International SOS)

The TRICARE overseas contractor. In beneficiary communications, use International SOS in all instances.

internet

Lowercase internet.

intrafallopian

Not intra-fallopian.

intrauterine

Not intra-uterine.

italics

Titles of publications should appear in italics: *TRICARE Dental Program Handbook*. However, article titles should appear in quotation marks:

“What to know before TRICARE Open Season.”

Form names should appear in italics. The word “Form” should only appear in italics if it’s officially part of the form name.

Example:

- *TRICARE Prime Enrollment, Disenrollment, and Primary Care Manager (PCM) Change Form (DD Form 2876)*
- *Continued Healthcare Benefit Program (CHCBP) Application Form (DD Form 2837)*

DD Form numbers should follow the full name of the form in a non-italic parenthetical.

Example: *TRICARE Prime Enrollment, Disenrollment, and Primary Care Manager (PCM) Change Form (DD Form 2876)*. Subsequent references to the form number should appear in italics.

Example: “When filling out *DD Form 2876*, take your time to read all instructions carefully.”

The Joint Commission

Initial caps.

late-enrollment penalty

legislature

Initial cap when preceded by either the name of a state or the word state used in reference to a specific legislature: the Virginia Legislature; the state Legislature. Capitalize legislature after the first reference when the reference to that specific state’s legislature is clear: the Legislature, referring to a previously cited state legislature.

legislative titles

In the first reference, use Rep., Reps., Sen., or Sens. before one or more legislators’ names in correspondence or text: Rep. Mary Smith, Sens. Jennifer Warner and Joseph Johnson.



Drop legislative titles in the second reference unless it's a direct quotation. Spell out representative and senator in lowercase when they stand alone.

line breaks

- Always leave at least two lines of text in a paragraph at the end of a page and carry at least two lines over to complete the paragraph on the next page.
- Don't split shorter paragraphs across pages.
- Always turn off hyphenation in design programs.
- Avoid hyphenating words at the end of lines

Example: paragraphs, columns.

- Avoid splitting dates or separating numbers from their nouns across two lines.

Example: Jan. 31, 2009, 30 days, 115%.

- Avoid widows. A widow is typically a single word or the end of a hyphenated word at the end of a paragraph or column. A widow is poor typography because it leaves too much white space between the paragraph it ends and the start of the next paragraph. Fix by editing the paragraph or adjusting character spacing.
- Avoid separating an introduction to a bulleted list from the bullets it's introducing. This applies particularly for non-newsletter publications.
- Avoid using directionals (Example, listed above, shown to the right, outlined below). Instead use: the following list, the list provided, etc.
- When possible, avoid splitting a bullet across a non-spread. Never split a phone number across two lines.
- Avoid splitting a URL if it will fit on a single line. Flow it to the following line to avoid splitting. When it's necessary to split a long URL, split it at an intuitive point (at a forward slash) rather than in the middle of a word or term. URLs in electronic documents should hyperlink to meaningful text that describes the link.
- Don't hyperlink qualified URLs as www.google.com.
- Hyperlink to meaningful text, such as [search for anything](#), and not [here](#) (where here is the hyperlink).
- This ensures your links are accessible for users of assistive technology.

login vs. log in

Log in as a verb, no hyphen. Use log in to, never log into or logon.

Login as a noun.

Example: You log in to your account using your login name.

managed care support contractor, or MCSC

Don't use; this term is outdated. Instead, use regional contractor.

Medical Assistance number

Refers to the regional numbers managed by the TRICARE overseas contractor that provide 24/7 support for TRICARE overseas beneficiaries when they need urgent or emergent care or request medical assistance. Not Medical Assistance line.

Medicare and TRICARE For Life: eligibility vs. entitlement

Use "eligibility" or "eligible" when referring to the age or health conditions that qualify a beneficiary for Medicare.

Example: *Eligibility* for Medicare is based on turning age 65 or having certain conditions or disabilities. *Eligibility* alone doesn't guarantee enrollment or coverage.

Use "entitlement" or "entitled" when referring to a beneficiary whose Medicare Part A and Part B coverage is effective and benefits are payable.

Example: You're *entitled* to TRICARE For Life the first date that your Medicare Part A and Part B coverage is effective.

Medicare-approved amount

Medicare non-participating provider

Medicare-wraparound coverage

mental disorder

Not mental condition.

mental health

Not behavioral health. Don't use interchangeably with behavioral health.



MHS GENESIS

All caps. Not MHS Genesis. Never use GENESIS on its own. Can be used with other terms such as “MHS GENESIS Patient Portal.”

milConnect**military dental clinic**

Lowercase. “Dental treatment facility” is outdated.

**Military Health System Nurse Advice Line
(MHS Nurse Advice Line)**

First reference use Military Health System Nurse Advice Line. Second reference MHS Nurse Advice Line. Always spell out Nurse Advice Line. Don’t use NAL.

Military Health System vs. Defense Health Agency

The Military Health System, or MHS, is a healthcare institution that is comprised of Office of the Assistant Secretary of War for Health Affairs, Joint Staff Surgeon, Defense Health Agency, Uniformed Services University of the Health Sciences, and expeditionary care.

The Defense Health Agency, or DHA, an integrated Combat Support Agency, is an element of the MHS. DHA operates the TRICARE program, the Department of War’s electronic health record – MHS GENESIS – and provides care through 700+ military hospitals, clinics, and dental clinics around the world.

military hospital or clinic

Lowercase. Within the DHA, military medical treatment facility or MTF is commonly used. However, for external use, military hospital or clinic is used.

military medical treatment facility, or MTF

Don’t use in external communications. See *military hospital or clinic*.

military pay grade

Not military rank; hyphenate grades.

Example: E-4, not E4.

military ranks

Use AP style for news releases, website articles, and other external products. For internal products, see the *Military Ranks* section of this document.

military services

Lowercase unless part of a program name. Use only in reference to the U.S. Army, U.S. Marine Corps, U.S. Navy, U.S. Air Force, U.S. Space Force, and the U.S. Coast Guard.

Note: TRICARE includes non-military services. See *uniformed services*.

military titles

Abbreviate all military titles in accordance with AP style. On second reference, drop the title and use just the last name.

myAuth

myAuth is replacing DS Logon.

naloxone

Use instead of Narcan or NARCAN.

National Guard and Reserve

Initial caps and use only in the above order. When appropriate, can also use National Guard or Reserve. Never “Reserve and National Guard.” Also, never National Guard/ Reserve (with a slash). Identify personnel as Soldiers or Airmen (by their parent services). If you’re referring to members of both branches on non-Federal duty, you may use National Guardsmen.

nonavailability

Only hyphenate when part of a proper form name.

Example: the *TDP OCONUS Non-Availability and Referral Form*.

non-certified**noncoital****noncombatant**

Never non-combatant.

non-covered

For prescription drugs, see *drug categories*.

nonemergency**non-formulary**

For prescription drugs, see *drug categories*.



non-network

A type of TRICARE provider. Lowercase and hyphenate.

nonparticipating

A type of TRICARE provider. Lowercase, no hyphenation.

non-surgical**numbers**

Write out the numbers one through nine. For numbers 10 and higher, use numerals. If a sentence begins with a number — a construction to avoid — then write out the number. For ages and percentages, always use numerals. When one through nine appear in the same sentence as a number where you would use a numeral, use the numeral for both. Also, see *ages; percentages*.

OCONUS

All caps. Generally refers to areas outside the 48 contiguous United States. With TRICARE, use OCONUS only for TRICARE dental products. The TRICARE Dental Program OCONUS service area includes areas not in the CONUS service area (the 50 United States, the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands) and covered services provided aboard a ship or vessel outside the territorial waters of the CONUS service area. Also, see *CONUS* and *overseas*.

out-of-pocket, out of pocket

Hyphenate when used as an adjective.

- Her lab tests were an out-of-pocket expense.
- She paid for her lab tests out of pocket.

outpatient**overseas**

Lowercase. With TRICARE, overseas includes U.S. territories (American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands) and all other nations outside the U.S. Use OCONUS only for TRICARE dental products.

open season

Lowercase, unless using as part of a proper name, like TRICARE Open Season or Federal Benefits Open Season. Never open enrollment period, open period, annual open enrollment season, etc. Open season refers to the annual period where one may enroll in or change a healthcare

plan for the upcoming year. Also see *Federal Benefits Open Season* and *TRICARE Open Season*.

Pap test

Render as above (not Pap smear).

participating

A type of TRICARE provider. Lowercase.

payer

Not payor.

payment methods

When listing payment options, always list in the following order: allotment, electronic funds transfer (use EFT on subsequent references), credit, or debit card.

per diem**percent, percentages**

Use the % when pairing it with a numeral. Don't use a space between the number and the %. Spell out percent in casual use. Use decimals rather than fractions, and precede numbers less than 1% with a 0.

Examples: 12%, 3.6%.

"She has a zero percent chance of winning the game."
0.6%.

periods

Use a period after a complete sentence only. Don't use periods after sentence fragments in bulleted lists. One space follows the period.

Note: It's ok if some items in a bulleted list have periods at the end (because they're complete sentences) and others don't (because they're fragments).

physician assistant

Not physician's assistant.

point-of-service option

Don't capitalize.

postoperative**posttraumatic stress disorder, or PTSD**

PTSD is acceptable on the first reference, but spell it out on second reference.



pre-activation

pre-authorization vs. prior authorization

Pre-authorization is for services that require special authorization.

Prior authorization is for prescriptions only.

Use approval when in doubt.

Example: You may need approval for some services.

preexisting

preoperative

preventive

Never preventative.

primary care manager, or PCM

Refers to an assigned healthcare professional who provides all routine and nonemergency healthcare to those enrolled in TRICARE Prime plans. Lowercase. Use acronym in subsequent references.

primary care provider, or PCP

Refers to an assigned healthcare professional who provides all routine and nonemergency healthcare to those enrolled in the US Family Health Plan. Lowercase. Use acronym in subsequent references.

Prime Serve Area, or PSA

Initial caps. Use acronym in subsequent references.

professional titles

When identifying a service member with a professional title, such as a chaplain or physician, add the professional title in lowercase after the rank and name of the subject.

- Maj. Bill Smith, a chaplain, conducts a religious service.
- Cmdr. Jane Jones, a physician, examines a patient.

publication titles

Render in italics. Verify that the publication title is accurate by consulting a hard copy or opening an electronic version.

punctuation

All punctuation marks, including parentheses, brackets, and

superior reference figures, are set to match the typeface of the words they adjoin.

TRICARE Qualifying Life Event, or QLE

Uppercase when used following TRICARE. Lowercase in all other uses, even in the context of TRICARE. Use acronym in subsequent references.

ranges

The form: *\$12 million to \$14 million*. Not: *\$12 to \$14 million*. Also: *a pay increase of 12%-15% or 12% to 15% or between 12% and 15%*. For full calendar years, hyphenated *2022-23* is acceptable.

ranks

See *Military Ranks* section of this document.

reenroll, reenrollment

region

Initial cap when used with east, west, and overseas (Example, East Region beneficiaries, West Region beneficiaries Overseas Region beneficiaries).

regional contractors

See *TRICARE regional contractors*.

Reserve, Reserve Component

Always initial cap. Reserve is always singular.

residential treatment center

Use instead of residential treatment facility

retired

Don't use (Ret.) when describing retired service members. Use the word retired before his or her service, rank, and name.

Example: Retired Sgt. Maj. Joe Smith, left, delivers a speech.

service member

The term is two words; service isn't capitalized.

sexually transmitted infection, or STI

Sexually transmitted infection, or STI, is preferred to sexually transmitted disease, or STD.

singular "they"

They/them/their is acceptable in limited cases as a singular



pronoun, when alternative wording is overly awkward or clumsy. Rewording usually is possible and always is preferable.

Don't use combination forms such as "(s)he" and "s/he."

Social Security

Initial cap Social Security. When used with other terms follow these examples:

- Social Security Administration, or SSA
- Social Security Act
- Social Security number, or SSN, card, or benefits

space available care

Don't use "space available care" or "space available basis." Instead use "if space is available."

spacing

Use one space, not two, after a period at the end of a sentence and after a colon.

stateside

Lowercase. With TRICARE, stateside includes the 50 United States and the District of Columbia. Use CONUS only for TRICARE dental products.

substance use disorder

suicide

When referencing suicide, use "died by suicide."
Never "committed suicide."

telephone numbers

Use figures in this format: 212-621-1500. If extension numbers are needed, use a comma to separate the main number from the extension.

Example: 212-621-1500, ext. 2. Toll-free: 800-555-1500

Overseas number: List international numbers in this style: +65-6338-9277 (+ followed by country code and phone number) and always use hyphens (per AP style)

time

Use a 12-hour clock. Use figures, except for noon and midnight. Use a colon to separate hours from minutes: 11 a.m., 1 p.m., 3:30 p.m., 9–11 a.m., 9 a.m. to 5 p.m.

time zones

When referencing time zones in short format without a time, use "Eastern Time," "Central Time," "Mountain Time," or "Pacific Time." Be sure to capitalize region "Eastern," as well as the word "Time." Always use Eastern Time unless the event is local to somewhere else. When using a specific time, abbreviate the time zones used within the continental U.S., Canada, and Mexico: noon ET, 11 a.m. CT, 10 a.m. MT, 9 a.m. PT. Don't set off the abbreviations with commas.

Example:

- Call center representatives can be reached worldwide between 8 a.m. and 5 p.m. ET.
- The assistant secretary will arrive at Evans Army Community Hospital at 9 a.m. MT.
- Stop by the San Diego conference booth from 11 a.m. to 4 p.m. PT.

titles

Follow AP style. Lowercase unless the title directly precedes the office holder's name:

- Secretary of War Pete Hegseth was appointed in 2025.
- Hegseth was appointed secretary of war in 2025.

toll-free

Always hyphenated.

trademarks

Some brands in the MHS are registered with the U.S. Patent and Trademark Office and Institute of Heraldry. Please refer to those brands' style guides for when and how to use registered trademark symbols.

TRICARE

All caps. Must appear with a registered trademark symbol® at first mention in a heading. No registered trademark symbol is used at first mention in body text. In the following URLs, "TRICARE" is rendered in all caps: www.TRICARE4u.com, www.express-scripts.com/TRICARE, and www.myTRICARE.com. However, www.tricare.mil and most other TRICARE URLs render "tricare" in lowercase.

TRICARE-allowable charge

TRICARE-authorized

Use a hyphen when using as a compound modifier.



TRICARE-covered services

TRICARE Dental Program, or TDP

A voluntary premium-based dental program for certain TRICARE beneficiaries.

TRICARE-eligible

TRICARE For Life, or TFL

Medicare-wraparound coverage for TRICARE-eligible beneficiaries who have Medicare Part A and Part B, regardless of place of residence. Doesn't include active duty service members and active duty family members. Capital case all words in TRICARE For Life when spelled out, including "For."

TRICARE Formulary

When referencing the search tool, use "TRICARE Formulary Search Tool."

TRICARE Open Season

Use only for open season managed by the Defense Health Agency for enrollment in applicable TRICARE health plans. Also see *open season*.

TRICARE Pharmacy Home Delivery

Render as above when referring to the specific program. Otherwise, use home delivery when discussing receiving prescription drugs via mail.

TRICARE Pharmacy Program

TRICARE Prime

Always TRICARE Prime. Never Prime alone. On first reference in a publication's title or heading, include the registration mark (TRICARE Prime®). This includes TRICARE Prime, TRICARE Prime Overseas, TRICARE Prime Remote, TRICARE Prime Remote Overseas, TRICARE Young Adult-Prime, or US Family Health Plan.

TRICARE Overseas Program, or TOP

Render as above on first reference. Subsequent references are TOP, never T.O.P. The types of providers are TOP network providers, non-network participating providers, non-network providers, and TRICARE Preferred Providers (Philippines only).

TRICARE plan names

Always precede plan with TRICARE: TRICARE Prime, TRICARE

Select.

Note: Prime and Select alone aren't acceptable.

TRICARE regional contractors

Use full name at first mention.

- East Region: Humana Military
- West Region: TriWest Healthcare Alliance (TriWest)
- Overseas region: International SOS

TRICARE regions

East Region, West Region, Overseas Region

TRICARE retail network pharmacies

Lowercase retail network pharmacies.

TRICARE Young Adult, or TYA

TRICARE Young Adult is a premium-based healthcare plan available for purchase by qualified adult children.

Reference options as follows:

- TRICARE Young Adult-Prime
- TRICARE Young Adult-Select

TriWest Healthcare Alliance

The TRICARE West Region contractor. TriWest after first use.

uniformed services

Capitalize when referring to members of a particular branch of service. Don't capitalize if referring to service members of other nations.

Example: Soldier/Soldiers (U.S. Army); Sailor/Sailors (U.S. Navy), Airman/Airmen (U.S. Air Force), Marine/Marines (U.S. Marine Corps), Coast Guardsman/Coast Guardsmen (U.S. Coast Guard), Guardian/Guardians (U.S. Space Force).

The uniformed services should always appear in the following order:

- U.S. Army
- U.S. Marine Corps
- U.S. Navy
- U.S. Air Force
- U.S. Space Force
- U.S. Coast Guard
- Commissioned Corps of the U.S. Public Health Service



- National Oceanic and Atmospheric Administration
Commissioned Officer Corps

Uniformed Services ID card

United Concordia Companies, Inc.

TRICARE Active Duty Dental Program and TRICARE Dental Program contractor. Use United Concordia Companies, Inc. on first reference and United Concordia thereafter.

use vs. utilize

To *use* something means to employ it for its given purpose:

- I use my garage to park my car.

To *utilize* something is to turn it to a practical use. When you utilize something, you give it a new use that it may not originally have had.

- You can utilize Microsoft Word to draw pictures. Here's an example with a pencil:
- You can *use* my pencil for the sketch if yours is blunt.
- The airport security confiscated her pencil because they were concerned it may be *utilized* as a weapon.

U.S.

Use in place of United States as a noun or an adjective, except in headlines. In headlines, use "US" without periods. Don't abbreviate in proper names where it's spelled out.

Note: Spell out United States when it appears with a quantifying number, Example, "50 United States and the District of Columbia."

US Family Health Plan, or USFHP

Always US Family Health Plan, never U.S. Family Health Plan or Uniformed Services Family Health Plan. US stands for "Uniformed Services."

U.S. territories

Always lowercase for territories or territory. When listing the territories, list them in alphabetical order as follows: American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands.

veteran

Lowercase unless part of a program name (Example, Department of Veterans Affairs).

Veterans Affairs, Department of

No apostrophe with Veterans. Never Veterans Administration. Full name is the Department of Veterans Affairs. Second reference is VA.

virtual health vs. telehealth

Telehealth is a component of virtual health. Never "telemedicine."

- If referencing phone appointments only, use "telehealth."
- If referencing video appointments, or other aspects of digital healthcare, use "virtual health."
- If referencing mental health, use "virtual mental health."

web

Lowercase web when referring to the internet.

web page click-on navigation

When directing the reader to a web page that requires click-on navigation, render that navigation in quotes.

Example: Go to www.tricare.mil, then choose "Beneficiary."

website

One word. Only uppercase at the beginning of a sentence.

well-being

well-child

Hyphenate when used as an adjective. Example, well-child care, well-child exam.

well-woman

Hyphenate when used as an adjective. Example, well-woman exam.

WPS Government Services, or WPS

The TRICARE For Life contractor. WPS after first use.

World Wide Web

Dated term. Use web, online, or internet instead.

X-ray

ZIP code



COMMON ACRONYMS

These acronyms don't require introduction on first reference:

DMDC

DEERS

IUD

FBI

NASA

NATO

POW/MIA

PTSD

USO



ACRONYMS

ABA: applied behavior analysis

ACA: Affordable Care Act

ACD: Autism Care Demonstration

ADA: America Dental Association

ADDP: Active Duty Dental Program

ADFM: active duty family member

ADSM: active duty service member

AFHSB: Armed Forces Health Surveillance Branch

AFMES: Armed Forces Medical Examiner System

AHI: anomalous health incidents

ALS: amyotrophic lateral sclerosis

AMA: American Medical Association

ASBP: Armed Services Blood Program

ASD: autism spectrum disorder

ASW(HA): Assistant Secretary of War for Health Affairs

BCAC: Beneficiary Counseling and Assistance Coordinator

BWE: Beneficiary Web Enrollment

CAC: Common Access Card

CDC: Centers for Disease Control and Prevention

CHCBP: Continued Healthcare Benefit Program

CMS: Centers for Medicare and Medicaid Services

COBRA: Consolidated Omnibus Budget Reconciliation Act

DEERS: Defense Enrollment Eligibility Reporting System

DHA: Defense Health Agency

DMRTI: Defense Medical Readiness Training Institute

DOW: Department of War

EACE: Extremity Trauma and Amputation Center of Excellence

ECHO: Extended Care Health Option

EFMP: Exceptional Family Member Program

EHR: electronic health record

EOB: explanation of benefits

ESRD: end-stage renal disease

FDA: Food and Drug Administration

FEDVIP: Federal Employees Dental and Vision Insurance Program

FEHB: Federal Employees Health Benefits

GAO: Government Accountability Office

GME: Graduate Medical Education

GSA: General Services Administration

HCE: Hearing Center of Excellence

HHS: U.S. Department of Health and Human Services

HIPAA: Health Insurance Portability and Accountability Act

HMO: health maintenance organization

HPV: human papillomavirus

IUD: intrauterine device

JPC: Joint Pathology Center

JTS: Joint Trauma System

LOD: line of duty

METC: Medical Education and Training Campus

MHS: Military Health System

MMSO: Military Medical Support Office

MTF: military medical treatment facility, use military hospitals and clinics, military hospital or clinic

NCI: National Cancer Institute

NICOE: National Intrepid Center of Excellence

NIH: National Institutes of Health



ACRONYMS

NOAA: National Oceanic and Atmospheric Administration

OMB: Office of Management Budget

OHI: other health insurance

OPM: Office of Personnel Management

PCM: primary care manager

PCP: primary care provider

PCS: Permanent Change of Station

PGBA: Palmetto Government Benefits Administrator

PHCOE: Psychological Health Center of Excellence

PHI: personal health information

PII: personally identifiable information

PPO: preferred provider organization

PTSD: posttraumatic stress disorder

QLE: qualifying life event

RSV: respiratory syncytial virus

SARS: severe acute respiratory syndrome

SSA: Social Security Administration

SSN: Social Security number

TAMP: Transitional Assistance Management Program

TBI: traumatic brain injury

TBICOE: Traumatic Brain Injury Center of Excellence

TDP: TRICARE Dental Program

TFL: TRICARE For Life

TOP: TRICARE Overseas Program

TPR: TRICARE Prime Remote

TRR: TRICARE Retired Reserve

TRS: TRICARE Reserve Select

TYA: TRICARE Young Adult

USUHS: Uniformed Services University of Health Sciences

USFHP: US Family Health Plan (Note: "US" stands for Uniformed Services, not United States.)

USPHS: U.S. Public Health Service

VA: Department of Veterans Affairs

VCE: Vision Center of Excellence

VHA: Veterans Health Administration

WIC: Women, Infants, and Children



MILITARY RANKS

For external documents, use AP style for military ranks. For internal documents, use the abbreviations listed below.

ARMY			
Pay Grade	Full Title	AP Abbreviation	International Abbreviation
O-10	General	Gen.	GEN
O-9	Lieutenant General	Lt. Gen.	LTG
O-8	Major General	Maj. Gen.	MG
O-7	Brigadier General	Brig. Gen.	BG
O-6	Colonel	Col.	COL
O-5	Lieutenant Colonel	Lt. Col.	LTC
O-4	Major	Maj.	MAJ
O-3	Captain	Capt.	CPT
O-2	First Lieutenant	1st Lt.	1LT
O-1	Second Lieutenant	2nd Lt.	2LT
W-5	Chief Warrant Officer	CW5	CW5
W-4	Chief Warrant Officer 4	CW4	CW4
W-3	Chief Warrant Officer 3	CW3	CW3
W-2	Chief Warrant Officer 2	CW2	CW2
W-1	Warrant Officer 1	WO1	WO1
E-9	Sergeant Major of the Army	Sgt. Maj. of the Army	SMA
	Command Sergeant Major	Command Sgt. Maj.	CSM
	Sergeant Major	Sgt. Maj.	SGM
E-8	First Sergeant	1st Sgt.	1SG
	Master Sergeant	Master Sgt.	MSG
E-7	Sergeant First Class	Sgt. 1st Class	SFC
E-6	Staff Sergeant	Staff Sgt.	SSG
E-5	Sergeant	Sgt.	SGT
E-4	Corporal	Cpl.	CPL
	Specialist	Spc.	SPC
E-3	Private First Class	Pfc.	PFC
E-2	Private	Pvt.	PV2
E-1	Private	Pvt.	PVT



MILITARY RANKS

For external documents, use AP style for military ranks. For internal documents, use the abbreviations listed below.

NAVY / COAST GUARD			
Pay Grade	Full Title	AP Abbreviation	International Abbreviation
O-10	Admiral	Adm.	ADM
O-9	Vice Admiral	Vice Adm.	VADM
O-8	Rear Admiral	Rear Adm.	RADM
O-7	Rear Admiral	Rear Adm.	RDML
O-6	Captain	Capt.	CAPT
O-5	Commander	Cmdr.	CDR
O-4	Lieutenant Commander	Lt. Cmdr.	LCDR
O-3	Lieutenant	Lt.	LT
O-2	Lieutenant Junior Grade	Lt. j.g.	LTJG
O-1	Ensign	Ensign	ENS
W-5	Chief Warrant Officer 5	Chief Warrant Officer	CW05
W-4	Chief Warrant Officer 4	Chief Warrant Officer	CW04
W-3	Chief Warrant Officer 3	Chief Warrant Officer	CW03
W-2	Chief Warrant Officer 2	Chief Warrant Officer	CW02
W-1	Warrant Officer 1	Warrant Officer	WO1
E-9	Master Chief Petty Officer of the Navy	Master Chief Petty Officer of the Navy	MCPON
	Master Chief Petty Officer	Master Chief Petty Officer	MCPO
E-8	Senior Chief Petty Officer	Senior Chief Petty Officer	SCPO
E-7	Chief Petty Officer	Chief Petty Officer	CPO
E-6	Petty Officer 1	Petty Officer 1st Class	P01
E-5	Petty Officer 2	Petty Officer 2nd Class	P02
E-4	Petty Officer 3	Petty Officer 3rd Class	P03
E-3	Seaman	Seaman	SN
E-2	Seaman Apprentice	Seaman Apprentice	SA
E-1	Seaman Recruit	Seaman Recruit	SR



MILITARY RANKS

For external documents, use AP style for military ranks. For internal documents, use the abbreviations listed below.

MARINE CORPS			
Pay Grade	Full Title	AP Abbreviation	International Abbreviation
O-10	General	Gen.	Gen
O-9	Lieutenant General	Lt. Gen.	LtGen
O-8	Major General	Maj. Gen.	MajGen
O-7	Brigadier General	Brig. Gen.	Bgen
O-6	Colonel	Col.	Col
O-5	Lieutenant Colonel	Lt. Col.	LtCol
O-4	Major	Maj.	Maj
O-3	Captain	Capt.	Capt
O-2	First Lieutenant	1st Lt.	1st Lt
O-1	Second Lieutenant	2nd Lt.	2nd Lt
W-5	Chief Warrant Officer 5	Chief Warrant Officer	CWO-5
W-4	Chief Warrant Officer 4	Chief Warrant Officer	CWO-4
W-3	Chief Warrant Officer 3	Chief Warrant Officer	CWO-3
W-2	Chief Warrant Officer 2	Chief Warrant Officer	CWO-2
W-1	Warrant Officer 1	Warrant Officer	WO-1
E-9	Sergeant Major of the Marine Corps	Sgt. Maj. of the Marine Corps	SgtMajMC
	Sergeant Major	Sgt. Maj.	SgtMaj
	Master Gunnery Sergeant	Master Gunnery Sgt.	MGySgt
E-8	First Sergeant	1st Sgt.	1Sgt
	Master Sergeant	Master Sgt.	MSgt
E-7	Gunnery Sergeant	Gunnery Sgt.	GySgt
E-6	Staff Sergeant	Staff Sgt.	SSgt
E-5	Sergeant	Sgt.	Sgt
E-4	Corporal	Cpl.	Cpl
E-3	Lance Corporal	Lance Cpl.	LCpl
E-2	Private First Class	Pfc.	PFC
E-1	Private	Pvt.	Pvt



MILITARY RANKS

For external documents, use AP style for military ranks. For internal documents, use the abbreviations listed below.

AIR FORCE / SPACE FORCE			
Pay Grade	Full Title	AP Abbreviation	International Abbreviation
O-10	General	Gen.	Gen
O-9	Lieutenant General	Lt. Gen.	Lt Gen
O-8	Major General	Maj. Gen.	Maj Gen
O-7	Brigadier General	Brig. Gen.	Brig Gen
O-6	Colonel	Col.	Col
O-5	Lieutenant Colonel	Lt. Col.	Lt Col
O-4	Major	Maj.	Maj
O-3	Captain	Capt.	Capt
O-2	First Lieutenant	1st Lt.	1st Lt
O-1	Second Lieutenant	2nd Lt.	2nd Lt
E-9	Chief Master Sergeant of the Air Force	Chief Master Sgt. of the Air Force	CMSAF
	Chief Master Sergeant	Chief Master Sgt.	CMSgt
E-8	Senior Master Sergeant	Senior Master Sgt.	SMSgt
E-7	Master Sergeant	Master Sgt.	MSgt
E-6	Technical Sergeant	Tech. Sgt.	TSgt
E-5	Staff Sergeant	Staff Sgt.	SSgt
E-4	Senior Airman	Senior Airman	SrA
E-3	Airman First Class	Airman 1st Class	A1C
E-2	Airman	Airman	Amn
E-1	Airman Basic	Airman	AB



MILITARY RANKS

For external documents, use AP style for military ranks. For internal documents, use the abbreviations listed below.

COMMISSIONED CORPS OF THE U.S. PUBLIC HEALTH SERVICE

Pay Grade	Full Title	AP Abbreviation	International Abbreviation
0-10	Admiral	Adm.	ADM
0-9	Vice Admiral	Vice Adm.	VADM
0-8	Rear Admiral	Rear Adm.	RADM
0-7	Rear Admiral	Rear Adm.	RDML
0-6	Captain	Capt.	CAPT
0-5	Commander	Cmdr.	CDR
0-4	Lieutenant Commander	Lt. Cmdr.	LCDR
0-3	Lieutenant	Lt.	LT
0-2	Lieutenant Junior Grade	Lt. j.g.	LTJG
0-1	Ensign	Ensign	ENS

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION COMMISSIONED OFFICER CORPS

Pay Grade	Full Title	AP Abbreviation	International Abbreviation
0-9	Lieutenant General	Lt. Gen.	LTG
0-8	Major General	Maj. Gen.	MG
0-7	Brigadier General	Brig. Gen.	BG
0-6	Colonel	Col.	COL
0-5	Lieutenant Colonel	Lt. Col.	LTC
0-4	Major	Maj.	MAJ
0-3	Captain	Capt.	CPT
0-2	First Lieutenant	1st Lt.	1LT
0-1	Second Lieutenant	2nd Lt.	2LT



QUESTIONS?

If you have questions about the MHS Style Guide, have suggestions for items to include, or need to report an error, send an email to the MHS Marketing and Branding team:

dha.ncr.comm.mbx.mhs-marketing-and-branding@health.mil



ABOUT THE MILITARY HEALTH SYSTEM

The Military Health System is America's largest and most complex healthcare system and the world's preeminent military healthcare delivery operation. We save lives on the battlefield, combat infectious disease around the world, and care for 9.5 million TRICARE beneficiaries, the nation's largest health benefit plan.

The MHS is more than just combat medicine. We are a system that provides healthcare delivery at home, medical education, public health, and innovative medical research and development.

While our system is complex, our goals are clear:

- Ensure America's active duty and reserve component personnel are healthy so they can complete their national security missions.
- Ensure that all active and reserve medical personnel in uniform are trained and ready to provide medical care in support of operational forces around the world.
- Provide a medical benefit to uniformed service members, retirees, and their families that is equal to the service and sacrifice they give to our country.

Our unique patient needs related to combat readiness and recovery means the MHS has experience and conducts research others will not. Readiness goals – not profit margins – drive how we provide care and conduct research. Because of this, many MHS treatments and discoveries have been adapted for use in the private sector.

The components of the MHS include:

- ASW(HA)
- Joint Staff Surgeon
- Defense Health Agency
- USUHS
- Army Medicine
- Navy Medicine
- Air Force Medicine
- Office of the Joint Surgeon General, U.S. National Guard Bureau

