



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

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J-7  
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CJCSI 5705.01A  
29 September 2003

## STANDARDIZATION OF MILITARY AND ASSOCIATED TERMINOLOGY

### References:

- a. DODD 5025.12, 23 August 1989, "Standardization of Military and Associated Terminology"
- b. Joint Publication (JP) 1-02, 12 April 2001, "Department of Defense Dictionary of Military and Associated Terms"
- c. AAP-6 (2003), December 2002, "NATO Glossary of Terms and Definitions (English and French)"
- d. CJCSI 5711.01A Series, "Policy on Action Processing"
- e. JP 1-01, 5 July 2000 (Change 1, 29 June 2001), "Joint Doctrine Development System" (to become CJCSI 5120.02 with same title)

1. Purpose. To establish policy for the coordination, standardization, and promulgation of Department of Defense (DOD) military and associated terminology for inclusion in JP 1-02, management of US participation in the NATO Terminology Programme, and other terminology as may be directed by the Chairman of the Joint Chiefs of Staff or the Secretary of Defense.

2. Cancellation. CJCSI 5705.01, 3 June 1994, is hereby canceled.

3. Applicability. This instruction applies to the Office of the Secretary of Defense (OSD), the Military Services, the Joint Staff, including activities and agencies reporting through the Chairman of the Joint Chiefs of Staff, the combatant commands, and the Defense agencies.

4. Policy. In accordance with reference a, DOD policy on terminology is to improve communications and mutual understanding within the Department of Defense, with other Federal agencies, and between the United States and its allies through standardization.

5. Definitions. See references b and c.

## 6. Responsibilities

a. In accordance with reference a, the Director for Operational Plans and Joint Force Development (J-7), Joint Staff, acting for the Chairman of the Joint Chiefs of Staff, shall:

(1) Establish policies, criteria, and procedures concerning:

(a) Standardization of DOD military and associated terminology for inclusion in JP 1-02.

(b) Management of US participation in the NATO Terminology Programme.

(c) Other terminology as may be directed by the Chairman of the Joint Chiefs of Staff or the Secretary of Defense.

(2) Represent the Department of Defense and the United States on military and associated terminology matters, including such representation at national and international conferences.

(2) Publish reference b and other glossaries as required.

(3) Implement standardization agreements on NATO terminology for reference c.

(4) Provide the central office for DOD management of DOD and NATO military and associated terminology as required.

b. Chief, Joint Doctrine, Education, and Training Division (JDETD), J-7, shall:

(1) In coordination with OSD, the Military Services, combatant commands, and the Defense agencies:

(a) Develop policies, criteria, and procedures concerning the standardization of DOD military and associated terminology for inclusion in JP 1-02.

(b) Manage US participation in the NATO Terminology Programme and other terminology as may be directed by the Chairman of the Joint Chiefs of Staff or the Secretary of Defense.

(2) Appoint the Joint Staff Terminologist, to whom Chief, JDETD, delegates responsibility for management of the DOD Terminology Program and US participation in NATO military and associated terminology programs as well as other terminology as may be directed by the Chairman of the Joint Chiefs of Staff or the Secretary of Defense.

(3) In accordance with procedures in reference d, act as planner in the adjudication of unresolved issues.

c. The Joint Staff Terminologist shall:

(1) In coordination with OSD, the Military Services, the combatant commands, and the Defense agencies, develop policies, criteria, and procedures for the DOD and NATO military and associated terminology programs as well as other terminology as may be directed by the Chairman of the Joint Chiefs of Staff or the Secretary of Defense.

(2) Manage the DOD office of record for DOD, NATO, and other terminology as directed, including oversight of the Joint Terminology Master Database (JTMD), an automated information storage and retrieval system for DOD and multinational terminology.

(3) Ensure timely submission of updates for reference b.

(4) Provide a semiannual status summary of actions and compendia of terminology additions, changes, or deletions for JP 1-02 during the previous 6 months.

(5) Manage the DOD Terminology Program and US participation in the NATO Terminology Programme as well as other terminology as may be directed by the Chairman of the Joint Chiefs of Staff or the Secretary of Defense; serve as head of delegation (HOD) in NATO terminology conferences and other terminology-related conferences as directed.

(6) Chair meetings of the US NATO Military Terminology Group (USNMTG) and other terminology meetings as delegated by Chief, JDETD.

(7) Develop, coordinate, and report to the Service Terminologists consolidated positions collectively representing the Joint Staff, combatant commands, OSD, Defense agencies, and the Coast Guard.

(8) In coordination with the Service Terminologists, develop and report DOD terminology positions to the appropriate US agencies and, in coordination with the Service Terminologists in the forum of the USNMTG, develop and report US positions on NATO terminology to the appropriate US and non-US agencies.

(9) Working with the Joint Staff doctrine sponsor, ensure that all joint publication glossaries are correct prior to the final coordination staffing.

(10) Provide terminology proposals as required.

d. Service Terminologists shall:

(1) In coordination with the Joint Staff Terminologist, develop policies, criteria, and procedures for the DOD and NATO military and associated terminology programs.

(2) Participate in DOD and NATO terminology meetings as required.

(3) Develop, coordinate, and report terminology positions for their particular Service within the suspense dates assigned by the Joint Staff Terminologist, providing copies of their positions to the Joint Staff Terminologist and to each other. The Joint Staff Terminologist will collate Service positions and provide them to the Service Terminologists.

(4) Provide terminology proposals as required.

e. Terminology points of contact from other DOD components (e.g., OSD, combatant commands, and Defense agencies), plus the Coast Guard, shall:

(1) Develop, coordinate and report terminology positions for their particular command, unit, or agency within the suspense dates assigned by the Joint Staff Terminologist, providing copies of their positions to the Joint Staff Terminologist and to each other.

(2) Provide terminology proposals as required.

7. Procedures. Procedures for management of DOD, NATO, and other terminology as may be directed by the Chairman of the Joint Chiefs of Staff or the Secretary of Defense are in the Enclosure.

8. Summary of Changes. This revision:

a. Reflects the re-designation of Director for Operational Plans and Interoperability (J-7) as Director for Operational Plans and Joint Force Development (J-7).

b. Reflects the renaming of the Joint Doctrine Division (JDD), J-7, as the Joint Doctrine, Education and Training Division (JDETD), J-7.

c. Provides administrative changes for coordination and standardization of DOD and NATO military and associated terminology.

9. Releasability. This instruction is approved for public release. Distribution is unlimited. DOD components, other Federal agencies, and the public will find this instruction on the Joint Electronic Library (JEL) CD-ROM, as well as on the internet at the CJCS Directives Home Page ([http://www.dtic.mil/cjcs\\_directives](http://www.dtic.mil/cjcs_directives)) and on the SIPRNET (<http://www.js.smil.mil/masterfile/sjsimd/jel/Index.htm>). Copies are also available at the Government Printing Office.

10. Effective Date. This instruction is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:

A handwritten signature in black ink, appearing to read "James A. Hawkins". The signature is fluid and cursive, with the first name "James" and last name "Hawkins" clearly distinguishable.

JAMES A. HAWKINS  
Major General, USAF  
Vice Director, Joint Staff

Enclosure:

Standardization Policy for Military and Associated Terminology

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DISTRIBUTION

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## ENCLOSURE

### STANDARDIZATION POLICY FOR MILITARY AND ASSOCIATED TERMINOLOGY

NOTE: The Enclosure is divided into an introduction followed by two parts. The introduction states the purpose of the Enclosure. Part I provides procedural guidance for DOD terminology matters. Part II provides procedural guidance for NATO terminology matters, including the US NATO Military Terminology Group (USNMTG).

#### INTRODUCTION

1. Purpose. To establish procedures for the coordination, standardization, and promulgation of DOD and NATO military and associated terminology.

#### PART I. DOD TERMINOLOGY

2. Organization. The key participants in staffing additions, changes or deletions of DOD terminology in JP 1-02, "Department of Defense Dictionary of Military and Associated Terms," are:

- a. The Joint Staff Terminologist.
- b. The Army Terminologist.
- c. The Navy Terminologist.
- d. The Air Force Terminologist.
- e. The Marine Corps Terminologist.

3. Procedures. DOD terminology will be processed and approved using procedures established in references d and e as well as this instruction. Upon approval of terminology for inclusion in reference b by one of the four ways discussed below, no additional promulgation will be required and the terminology will be reflected in the JTMD and the JEL, as well as in the next edition of JP 1-02.

a. Terminology Changes to JP 1-02. Additions, changes, or deletions of DOD terminology for JP 1-02 must be approved in one of the following four ways:

(1) Terminology Approved in Joint Doctrine Publications. In addition to guidance from reference d and this instruction, glossaries for joint doctrine

publications (“joint pubs” or “JPs”) will be processed in accordance with reference e and reviewed by terminologists of the Joint Staff, combatant commands, Defense agencies, Services, and other DOD components during the second and final coordination drafts. Comments will be forwarded as part of the staffing provided by the Services (to include the Coast Guard), combatant commands, and other DOD agencies (as required). The Joint Staff Terminologist, working with the Joint Staff doctrine sponsor, will ensure all joint publication glossaries are correct prior to the final coordination staffing and will be responsible for ensuring the subsequent validity of recommended glossary changes and their incorporation into the joint pubs prior to final approval by the Chairman of the Joint Chiefs of Staff or his designated representative. Upon approval of the publication, no additional promulgation will be required and the additions, changes, and deletions will be reflected in the JTMD and the JEL as well as the next edition of JP 1-02.

(2) Terminology Proposed from Sources Other than Joint Doctrine Publications. Proposals may be submitted to J-7 (JDETD) via designated points of contact identified in reference b. Terminology may also be proposed for JP 1-02 in other DOD publications or documents, such as DOD directives and CJCS instructions. The Joint Staff Terminologist will manage the processing of these proposals in accordance with reference d and this instruction. Concurrence or “no comment” responses may be given telephonically. Nonconcurring responses and any other comments must be in writing with supporting rationale.

(3) DOD Terminology Directed by Higher Authority. Terminology changes may be approved for JP 1-02 by direction of the Chairman of the Joint Chiefs of Staff or the Secretary of Defense. In such cases, the host document will specifically state that the terminology is so approved. Terminology directed by higher authority for reference b, including additions, changes, and deletions, will be forwarded to the Joint Staff Terminologist for inclusion in the JTMD, the JEL, and reference b. Terminology directed by higher authority that conflicts with joint doctrine terminology, or any other category of terminology, will be adjudicated by higher authority per references d and e. **NOTE:** In some cases, it may be feasible for a JP 1-02 term to have a doctrinal definition (identified as such by the number of the source JP in parentheses after the doctrine definition) and one or more non-doctrinal definitions (likewise identified in parentheses as to source).

(4) Terminology from NATO. Terminology approved for inclusion in reference c may be considered for adoption by the Department of Defense and inclusion in reference b as DOD-NATO terminology in the interest of multinational standardization. Staffing procedures are governed by reference d.

**NOTE:** Additions, changes, and deletions of JP 1-02 terminology appearing in Joint Staff and DOD directives, instructions, etc., will **not** be considered approved for reference b unless approved in one of the four ways cited in this instruction. Terminology taken from directives and instructions, etc., and approved for reference b will have the source document (e.g., directive or instruction) cited in parentheses after the JP 1-02 entry.

b. Administrative Changes to JP 1-02. (Exception: Terms originating in DOD policy documents, e.g., DOD Directives and DOD Instructions.) The Joint Staff Terminologist will staff proposed administrative changes to JP 1-02 with the Service Terminologists in accordance with reference d. For approval of administrative changes, the five terminologists must be in unanimous agreement. One nonconcurrence from any terminologist is the basis for rejection of the proposed change. Approved administrative changes will be documented in the JTMD and reflected in the JEL and the next edition of JP 1-02.

c. Resolution of Unresolved Issues. Resolution of unresolved DOD terminology issues will be accomplished using the procedures in the CJCSI 5711.01 series.

d. Proposals to NATO. DOD terminology will be proposed to NATO in accordance with paragraph 6.

## PART II. NATO TERMINOLOGY

4. Organization. The US NATO Military Terminology Group (USNMTG) is comprised as follows:

- a. The Joint Staff Terminologist, who chairs the USNMTG.
- b. The Army Terminologist.
- c. The Navy Terminologist.
- d. The Air Force Terminologist.
- e. The Marine Corps Terminologist.

5. USNMTG Procedures for Approving NATO Terminology. The five members of the USNMTG collectively represent all components of the Department of Defense. Each member has an equal voice. Staffing procedures are governed by reference d and this instruction. The USNMTG provides a forum with central direction by the Joint Staff for the processing and resolution of NATO terminology matters. In accordance with reference d and this instruction, it operates under the Joint Staff and represents the United States at annual

NATO meetings. US positions will be developed prior to NATO meetings. The USNMTG Chairman (or Chairperson) takes these positions to the meetings.

a. Procedures for Coordination. NATO terminology matters include policy and procedures in addition to terminology, which will be forwarded to USNMTG points of contact for staffing in conjunction with NATO suspense dates. Sixty (60) to ninety (90) days will normally be allowed for staffing. Concurrence or “no comment” responses may be given telephonically. Nonconcurring responses and any other comments must be in writing with supporting rationale.

b. Resolution of Unresolved Issues. For approval of NATO terminology matters and related issues, the five USNMTG members must be in unanimous agreement. One nonconcurrence from any member is the basis for rejection of the issue in question. Issues that lack unanimous agreement of the USNMTG, to include reclaims, will be processed in accordance with reference d.

c. NATO Meeting Preparation. The USNMTG will meet prior to NATO meetings to finalize US positions. USNMTG members will provide advance written statements to each other on their positions. The USNMTG Chairman will compile decisions and provide USNMTG members with a consolidated list of US positions prior to the NATO conference or meeting.

d. Procedure at International Terminology Meetings. When serving as HOD at international meetings, the USNMTG Chairman will make decisions based on US positions previously agreed by the USNMTG, subject to new ideas or initiatives. On matters not expressly covered by prior USNMTG agreement, the HOD will consider the views of fellow delegates and determine the best course of action. Unanimity will be sought. In the absence of unanimity, the HOD will request deferral of the matter to the United States or direct a decision that may be subsequently rescinded by the United States during grace periods provided by the meetings. During grace periods, procedures in reference d will be used to reclama decisions.

6. US Proposals to NATO. Any DOD component or Federal agency may propose additions, changes, or deletions to reference c for submission by the USNMTG Chairman to the NATO Terminology Coordinator. These proposals may reflect DOD terminology or may apply exclusively to NATO terminology. Staffing procedures are governed by reference d and this instruction. There may also be proposals to change NATO terminology policy and procedure, which should be based as much as possible on US terminology policy and procedure.