1. **Purpose.** To establish policy for the standardization of Department of Defense (DOD) terminology.


3. **Applicability.** This instruction applies to the Office of the Secretary of Defense (OSD) in accordance with reference a; the Military Services; the Joint Staff, including activities and DOD agencies reporting through the Chairman of the Joint Chiefs of Staff; the combatant commands; and other DOD components.

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 international partners through standardization of military and associated terminology.

5. **Definitions.** See reference b.
6. Responsibilities

a. The Director for Operational Plans and Joint Force Development/Joint Staff, J-7, acting on behalf of the Chairman of the Joint Chiefs of Staff, is responsible for providing general/flag officer oversight of the DOD Terminology Program, U.S. participation in the North Atlantic Treaty Organization (NATO) Terminology Programme, and other multinational terminology forums. The Director, J-7, delegates these responsibilities to the Chief, Joint Education and Doctrine Division (JEDD), J-7.

b. Chief, JEDD, shall:

(1) Oversee the DOD Terminology Program, U.S. participation in the NATO Terminology Programme, and other multinational terminology forums as directed by the Joint Staff/J-7.

(2) Serve as the Joint Staff planner for terminology issues.

(3) Appoint and supervise the Joint Staff terminologist.

c. The Joint Staff terminologist shall:

(1) Staff terminology actions in accordance with references c through e.

(2) Develop and recommend policies, criteria, and procedures concerning the standardization of DOD military and associated terminology for inclusion in JP 1-02 and other terminology as may be directed by the Secretary of Defense, the Deputy Secretary of Defense, or the Chairman of the Joint Chiefs of Staff. Copies of JP 1-02 are available for download from the U.S. Government Printing Office at http://www.gpoaccess.gov/.

(3) Manage the DOD office of record for DOD, NATO, and other terminology as directed, including oversight of the Joint Terminology Master Database (JTMD) automated information storage and retrieval system for DOD terminology; and both database and JP format copies of the current contents of JP 1-02. These copies will be available in the Joint Doctrine, Education, and Training Electronic Information System (JDEIS) and in the Joint Electronic Library (JEL).

(4) Ensure reference b is updated on a monthly basis to incorporate terminology changes that have been approved in accordance with reference a and this instruction.

(5) Manage the DOD Terminology Program and U.S. participation in the NATO Terminology Programme as well as other multinational terminology forums as directed by the Chairman of the Joint Chiefs of Staff, the Secretary
of Defense, or the Deputy Secretary of Defense; serve as head of delegation in NATO terminology conferences and other terminology-related conferences as directed.

(6) Chair terminology working groups (WGs) and other terminology meetings as delegated by Chief, JEDD.

(7) Staff, consolidate, and adjudicate DOD and NATO terminology positions resulting from OSD, Joint Staff, combatant command, Service, and other DOD component input.

(8) Provide assistance to lead agents, Joint Staff doctrine sponsors or others in the proper use of terminology in JPs and policy documents under revision or development, especially when proposing a new or modified definition.

(9) Ensure all joint publication (JP) glossaries in signature-ready format are accurate per JP 1-02 and references d and e. Ensure approved entries directing changes, additions, or deletions are added to the next JP 1-02 update.

(10) Provide a current list of JP 1-02 terminology sourced from existing JPs and policy documents under revision to the lead agents, Joint Staff doctrine sponsors, or other OSD agencies charged with those revisions. This list will be used to validate the accuracy and currency of the JP 1-02 entries associated with the publication or document under revision.

(11) Provide terminology proposals as required.

d. Services shall:

(1) Appoint Service terminologists to coordinate on terminology issues, participate in DOD/NATO terminology meetings/WGs as required in accordance with Service policy and this instruction.

(2) Develop, coordinate, and report terminology positions for their respective Services.

(3) Submit terminology positions and proposals in accordance with this instruction and references c through e.

e. Terminology points of contact from OSD, combatant commands, DOD combat support agencies (CSAs), and any other DOD components shall:

(1) Coordinate on terminology issues and participate in DOD and NATO terminology meetings and WGs as required.
(2) Develop, coordinate, and report terminology positions for their respective commands, agencies, units, or components.

(3) Submit terminology proposals in accordance with this instruction.

7. **Summary of Changes.** This revision:

   a. Adds clarification on terminology policy and underlying procedures:

      (1) Updates Joint Staff terminologist duties to include monthly updates to JP 1-02.

      (2) Updates Joint Staff terminologist duties by deleting the requirement to produce a semiannual compendium of changes to JP 1-02.

      (3) Replaces references to “Military Committee Terminology Conference (MCTC)” with more general references to “NATO terminology,” as appropriate.

      (4) Adds “OSD Terminology Coordination Procedures” at Enclosure B.

      (5) Adds “Definition Writing Guide” at Enclosure C.

      (6) Adds “Department of Defense Terminology Community Points of Contact” at Enclosure D.

   b. Makes administrative changes for improved grammar, punctuation, and usage.

8. **Releasability.** This instruction is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other federal agencies, and the public may obtain copies of this instruction through the Internet from the CJCS Directives Home Page--


9. **Effective Date.** This instruction is effective upon receipt.

   WILLIAM E. GORTNEY
   VADM, USN
   Director, Joint Staff
Enclosures:
   A -- Procedures for Standardization of Military and Associated Terminology
   B -- OSD Terminology Coordination Procedures
   C -- Definition Writing Guide
   D -- Department of Defense Terminology Community Points of Contact
(INTENTIONALLY BLANK)
DISTRIBUTION

Distribution A, B, C, and JS-LAN plus the following:

Copies

Chairman, Military Communications-Electronics Board ........................................2
Liaison Office, U.S. Representative to Military Committee, NATO ..........................2
U.S. National Military Representative to Allied Command Operations .............2
U.S. Liaison Officer to Allied Command Transformation ..............................................2
President, National Defense University ......................................................................2
Commandant, Joint Forces Staff College ....................................................................2
National Military Command Center Site R .................................................................2
Director, Inter-American Defense Board .......................................................................2
Chairman, U.S. Section, Military Cooperation Committee .........................................2
Office of the Secretary of Defense (Washington Headquarters Services,
   Directives Division) ......................................................................................................2
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ENCLOSURE A

PROCEDURES FOR STANDARDIZATION OF MILITARY AND ASSOCIATED TERMINOLOGY

1. Purpose. To establish procedures for the coordination, standardization, and dissemination of DOD military and associated terminology and participation in the NATO Terminology Programme.

2. Organization. The DOD terminology community consists of terminologists from the Joint Staff and the Services and terminology points of contact from OSD, the combatant commands, DOD CSAs, and other DOD components.

3. Procedures for Approving DOD Terminology. DOD terminology will be processed and approved using procedures established in references a, c through e as well as this instruction. Additions, modifications, and deletions of standardized terminology appearing in CJCS and DOD issuances (e.g., directives, instructions) will not be included in JP 1-02 unless approved in accordance with this instruction and references c through e.

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

      (1) DOD Terminology Proposed from Joint Publications. Establishing new or modified terminology into JP 1-02 from approved JPs is the preferred method for incorporating new terminology since a JP provides a doctrinal basis for the proposed terminology. The Joint Staff terminologist and the DOD terminology community will review glossaries as part of the joint doctrine development process (references d and e). The Joint Staff terminologist, working with the Joint Staff doctrine sponsor, will ensure all JP glossaries are correct prior to the final approval of the JP by the Chairman of the Joint Chiefs of Staff or a designated representative.

      (2) DOD Terminology Proposed From DOD and CJCS Issuances. Terminology may be proposed for inclusion in JP 1-02 through DOD and CJCS issuances. This is a two-step process. First, the proponents for these sources shall identify each term and definition being proposed for inclusion in JP 1-02 and coordinate them with the Joint Staff/J-7 (JEDD) during the development/revision of the source document. OSD components should also reference Enclosure B of this instruction for coordination procedures specific to OSD. Proposals should include this statement following the term and definition in the glossary of the source document: “(Upon approval of this document, this term and definition are proposed for (addition, modification, or
A-2 Enclosure A

The glossary must also contain the following statement “Unless otherwise stated, the terms and definitions contained in this glossary are for the purposes of this (instruction/directive/manual) only.” Regardless of source, only terms and definitions from approved DOD/CJCS policy documents and joint doctrine publications reflecting extant capabilities and practices are included in JP 1-02. Second, upon approval of the base document, the points of contact in Enclosure D of this instruction are responsible for submitting proposals requesting inclusion of this terminology in JP 1-02. The Joint Staff terminologist will manage the processing of these proposals in accordance with references a, c, d, and this instruction.

(3) DOD Terminology Directed by the Secretary of Defense, the Deputy Secretary of Defense, or Chairman of the Joint Chiefs of Staff. Terminology proposals shall be approved for inclusion in JP 1-02 when so directed by the Chairman of the Joint Chiefs of Staff, the Secretary of Defense, or the Deputy Secretary of Defense. Each new or revised term and its definition will be reviewed by the DOD terminology community to identify any inconsistencies with approved joint doctrine. Conflicts will be adjudicated per references a, c through e.

(4) Terminology Proposed from AAP-6, the NATO Glossary of Terms and Definitions [English and French]. Terminology in reference f may be proposed for inclusion in JP 1-02 with the appropriate DOD issuance as the source document.

b. Procedures for DOD Terminology Usage in Other Documents

(1) When JP 1-02 entries appear in DOD documents, the entries must be verbatim with JP 1-02, and the source document identified at the end of the entries in parenthesis, for example, “(JP 1-02. SOURCE: JP 1),” “(JP 1-02. SOURCE: JP 3-0),” or “(JP 1-02. SOURCE: CJCSI 5120.02).” DOD documents may also reference JP 1-02 instead of providing the definition in the glossary, for example, “(TERM: See JP 1-02. SOURCE: JP 5-0).” Terminology at variance with JP 1-02 may be used only if the terminology of JP 1-02 cannot satisfy the purpose of the document.

(2) DOD documents should use approved JP 1-02 terminology, properly sourced, to the maximum extent possible. Authors should carefully research new and revised terms to preclude creating unique DOD definitions when widely recognized and accepted definitions already exist. As per enclosure c, technical or highly specialized terminology which cannot be easily understood outside of the context of its source document is not appropriate for inclusion in JP 1-02. Additionally definitions must be consistent with U.S. law, treaties, international agreements, and executive orders.
c. **Resolution of Unresolved Issues.** Resolution of unresolved DOD terminology issues will be accomplished using the procedures in reference c. As per reference a, CJCS has final resolution authority for DOD terminology issues. Unresolved OSD nominated terms shall be referred to the Director, Administration and Management through the OSD terminology point of contact in accordance with reference a.

4. **Procedures for Approving NATO Terminology.** The Joint Staff and Service terminologists formulate recommended U.S. positions with additional input from the other terminology points of contact within the DOD terminology community. The Joint Staff terminologist, or J-7 designated U.S. representative, will serve as head of delegation at NATO terminology meetings.

   a. **U.S. Proposals to NATO.** Any DOD component or federal agency may propose additions, modifications, or deletions to reference f. Proposals will be submitted to the Joint Staff terminologist for submission to the NATO terminology coordinator.

   b. **Resolution of Unresolved Issues.** Resolution of contentious NATO terminology matters and related issues will be in accordance with reference c.
ENCLOSURE B

OSD TERMINOLOGY COORDINATION PROCEDURES

1. Nominated Terms

   a. Once the proposed terms comply with the criteria in Enclosure C of this instruction, the OSD components will coordinate their proposed submissions within their component and then with the OSD components that may have equity in the terms. The head of the OSD component shall approve proposed submissions.

   b. Approved coordinated submissions will then be electronically submitted via e-mail (doddirectives@whs.mil) to the Director, WHS, Attn: OSD Terminology Point of Contact for Standardization of Military and Associated Terminology, for submission and for consideration in accordance with this instruction. The OSD terminology point of contact will notify the component once a decision has been made on the proposed submission. If issues arise, the OSD terminology point of contact will notify the OSD component of the issue for collaborative adjudication.

2. Terms in DOD Issuances

   a. During the development and/or revision of DOD issuances, new terms are often included in the definition section for such issuances. In cases where proposed definitions have DOD-wide applicability and are intended for inclusion in or revision to terms in reference b, it is incumbent upon the OSD component responsible for the issuance to identify those terms in accordance with paragraph 3.a (2) of Enclosure A to this instruction. Such proposals should include this statement following the term and definition in the glossary of the source document: "(Upon approval of this document, this term and definition are proposed for (addition to, modification of, or deletion from [choose appropriate action]) JP 1-02).” During the coordination phase of DOD issuances, information pertaining to terms and definitions intended for inclusion in reference b shall be identified in Secretary of Defense Form 106, “DOD Directives Program Coordination Records,” to ensure that the appropriate staffing elements (OSD/Service/Joint Staff terminologists/combatant command/CSA terminology POCs) have an opportunity to review the proposed terms for appropriateness. Once the DOD issuance is signed, those terms and definitions intended for inclusion shall be incorporated in reference b in accordance with paragraph 3.a (2) of this instruction without further OSD coordination. The OSD terminology point of contact shall ensure submission of the proposal requesting inclusion of this terminology in reference b.
b. Terms and definitions included in DOD issuances that already exist in reference b shall be referenced in accordance with paragraph 3.b(1) of Enclosure A to this instruction.
ENCLOSURE C

DEFINITION WRITING GUIDE

1. Criteria for Terms

JP 1-02 supplements common English-language dictionaries with standard terminology for military and associated use. Accordingly, the following criteria are used to determine the acceptability of terminology for inclusion in JP 1-02:

a. Inadequate coverage in a standard, commonly accepted dictionary; e.g., Merriam-Webster.

b. Reflects extant DOD capabilities and practices.

c. Of general military or associated significance. Technical or highly specialized terms may be included if they can be defined in easily understood language and if their inclusion is of general military or associated significance.

d. Terms for weaponry are limited to generic weapon systems.

e. Unless there are special reasons to the contrary, terms and definitions are not to consist of or contain abbreviations or other shortened forms; e.g., acronyms.

f. Must be UNCLASSIFIED.

g. Are not prowords, code words, brevity words, or NATO-only terms.

h. Are not Service-specific or functionality-specific unless they are commonly employed in U.S. joint force operations.

i. An approved joint term with similar definition does not exist.

2. Definition Writing Guide

a. A definition is a formal statement of the exact meaning of a term that enables it to be distinguished from any other. A description, in contrast, is a narrative containing information about the term that is not constrained in format or content. Only definitions are permitted in JP 1-02.

b. The following guidance should be followed when developing terms and definitions intended for inclusion in JP 1-02:
Step 1: Research

□ Proposed term meets the “Criteria for Terms” outlined in paragraph 1 of this enclosure.

Step 2: Development Principles

□ Clear -- Address the meaning of the term only. A definition should not contain doctrinal or procedural information; i.e., it should focus on describing “what” a term is and not “how” or “why” it is used.

□ Concise -- Be as brief as possible including only information that makes the term unique. Limit the definition to one sentence whenever possible.

□ Complete -- Include all information required to distinguish the term from those that are related or similar.

Step 3: Check for Errors

(Example definitions are provided for instructional purposes only and are not intended to be authoritative.)

□ Incomplete -- Not detailed enough so that a definition covers objects that should be excluded.

Wrong
rifle -- A weapon incorporating a metal tube from which bullets are propelled by explosive force.

Right
rifle -- A shoulder weapon with a spirally grooved bore from which bullets are propelled by explosive force.

□ Over-restrictive -- Too detailed so that it excludes objects that should be covered.

Wrong
fighter -- A fast and maneuverable fixed-wing aircraft with equipment and weapons which enable it to engage airborne targets in all weather conditions, day and night.

Right
fighter -- A fast and maneuverable fixed-wing aircraft with equipment and weapons that enable it to engage airborne targets.
- **Circular** -- Repeats term being defined to introduce the definition or use it as a characteristic.

  *Wrong*
  crisis response shipping -- Shipping employed to respond to a crisis.

  *Right*
  crisis response shipping -- All shipping employed in support of military operations, including ships taken up from trade, chartered shipping and, when appropriate, national prepositioned ships.

- **Negative** -- States what is not covered rather than what is.

  *Wrong*
  force protection -- All measures and means, not including actions to defeat the enemy or protect against accidents, weather, or disease, to minimize the vulnerability of personnel, facilities, equipment and operations to any threat and in all situations, to preserve freedom of action and the operational effectiveness of the force.

  *Right*
  force protection -- All measures and means to minimize the vulnerability of personnel, facilities, equipment and operations to any threat and in all situations, to preserve freedom of action and the operational effectiveness of the force.

- **Hidden definitions** -- Embedding the definition of one term inside that of another.

  *Wrong*
  open-source intelligence -- The product resulting from the processing of publicly available information, as well as other unclassified information that has limited public distribution or access, concerning foreign nations, hostile or potentially hostile forces or elements, or areas of actual or potential operations.

  *Right*
  intelligence -- the product resulting from the processing of information concerning foreign nations, hostile or potentially hostile forces or elements, or areas of actual or potential operations.

  open-source intelligence - intelligence derived from publicly available information, as well as other unclassified information that has limited public distribution or access.
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ENCLOSURE D

DEPARTMENT OF DEFENSE TERMINOLOGY COMMUNITY
POINTS OF CONTACT

1. Military Service Terminology Representatives

   a. Army: U.S. Army HQDA G-3/5, 400 Army Pentagon, Washington, DC 20310; Tel (703) 692-6851, DSN 222-6851; Fax (797) 692-6907, DSN 222-6907

   b. Navy: Navy Warfare Development Command, 1528 Piersey Street, Building O-27, Room 1266, Norfolk, VA 23511-2699; Tel (757) 444-4154; DSN 341-4154

   c. Air Force: LeMay Center, 401 Chennault Circle, Maxwell AFB, AL 36112-6428; Tel (334) 953-7597, DSN 493-7597; Fax (334) 953-1716, DSN 493-1716

   d. Marine Corps: Combat Development and Integration Dept (CDD MID) HQ U.S. Marine Corps, 3300 Russell Road, Quantico, VA 22134-5021; Tel (703) 784-6228, DSN 278-6228; Fax (703) 784-2917, DSN 278-2917

   e. Coast Guard: U.S. Coast Guard Headquarters (CG-532), 2100 2nd St, SW, Stop 7363, Washington, DC 20593-7363; Tel (202) 372-2112; Fax (202) 372-2911

   f. National Guard Bureau: Domestic Operations & Force Development (NGB-J3/7), 1411 Jefferson Davis Highway, Arlington, VA 22202-3231; Tel (703) 607-3218, DSN 327-3218; Fax (703) 607-0040, DSN 327-0040

2. Office of the Secretary of Defense

   Office of the Secretary of Defense: OSD Point of Contact for Standardization of Military and Associated Terminology (ESD/DD), 1777 N. Kent Street, Suite 11100, Arlington, VA 22209, doddirectives@whs.mil.

3. Joint Staff

   a. Joint Staff Manpower and Personnel Directorate (J-1) Military Secretariat, 1000 Joint Staff, Pentagon, Washington, DC 20318-1000; Tel (703) 697-9644, DSN 227-9644; Fax (703) 693-1596, DSN 223-1596
b. Intelligence Directorate (J-2) J-25 Doctrine Branch, 2000 Joint Staff, Pentagon, Washington, DC 20318-2000; Tel (703) 692-2048, DSN 222-2048

c. Operations Directorate (J-3) Office of the Military Secretariat, 3000 Joint Staff, Pentagon, Washington, DC 20318-3000; Tel (703) 695-4705, DSN 225-4705; Fax (703) 614-1755, DSN 224-1755

d. Logistics Directorate (J-4) Logistics Planning Division, 4000 Joint Staff, Pentagon, Washington, DC 20318-4000; Tel (703) 697-0595, DSN 227-0595; Fax (703) 697-0566, DSN 227-0566

e. Strategic Plans and Policy Directorate (J-5) Policy Division, 5000 Joint Staff, Pentagon, Washington, DC 20318-5000; Tel (703) 614-8715, DSN 224-8715; Fax (703) 697-1337, DSN 227-1337

f. Communications System Directorate (J-6) C4 Architecture and Integration Division, 6000 Joint Staff, Pentagon, Washington, DC 20318-6000; Tel (703) 693-5332, DSN 223-5332; Fax (703) 697-6610, DSN 227-6610

g. Operational Plans and Joint Force Development Directorate (J-7) Joint Education and Doctrine Division, ATTN: Terminology Group, 7000 Joint Staff, Pentagon, Washington, DC 20318-7000; Tel (703) 692-6294, DSN 222-6294; Fax (703) 692-5224, DSN 222-5224

h. Force Structure, Resources, and Assessment Directorate (J-8) Forces Division, 8000 Joint Staff, Pentagon, Washington, DC 20318-8000; Tel (703) 614-9770, DSN 224-9770; Fax (703) 614-6601, DSN 224-6601

4. Defense Agencies

a. Defense Information Systems Agency (DISA), Global Information Grid Enterprise Services Engineering (GE), Interface Standards Division (GE33) 5600 Columbia Pike, Falls Church, VA 22041-2717; Tel (703) 681-2616, DSN 761-2616; Fax (703) 681-2879, DSN 761-2879

b. Defense Intelligence Agency (DIA) ATTN: J2J, Pentagon, Washington, DC 20340-5037; Tel (703) 695-1032, DSN 225-1032; Fax (703) 697-9650, DSN 227-9650

c. Defense Logistics Agency (DLA) ATTN: J-31/JLOC, Andrew T. McNamara Building, 8725 Kingman Road, Rm. 0238, Fort Belvoir, VA 22060-6220; Tel (703) 767-2704, DSN 427-2704; Fax (703) 767-3704, DSN 427-3704

d. National Geospatial-Intelligence Agency (NGA) ATTN: PCO/DFJ, Mail Stop P-122, 12310 Sunrise Valley Drive, Reston, VA 20191-3449; Tel (703) 735-2265, DSN 576-3510; Fax (703) 735-2299, DSN 576-2299
5. Combatant Commands

a. U.S. Central Command (USCENTCOM) ATTN: CCJ5-O, 7115 S Boundary Blvd, MacDill AFB, FL 33621-5101; Tel (813) 827-5163, DSN 651-5163; Fax (813) 827-4417, DSN 651-4417

b. U.S. European Command (USEUCOM) ATTN: CHF, ECJ5-D Unit 30400, Box 1000, APO AE 09128-4209; Tel 011-49-711-680-5277, DSN 314-430-5277; Fax 011-49-711-680-7338, DSN 314-430-7338

c. U.S. Joint Forces Command (USJFCOM) ATTN: JWFC Code JW102, Doctrine and Education Group, 116 Lake View Parkway, Suffolk, VA 23435-2697; Tel (757) 203-7254, DSN 668-7254; Fax (757) 203-6198, DSN 668-6198

d. U.S. Northern Command (USNORTHCOM) ATTN: J527, 250 Vandenberg Street, Ste B016, Peterson AFB, CO, 80914-3820; Tel (719) 556-1736, DSN 834-1736; Fax (719) 556-0960, DSN 834-0960

e. U.S. Pacific Command (USPACOM) ATTN: J723 Box 64049, Camp H. M. Smith, HI 96861-4049; Tel (808) 477-8214, DSN 477-8214; Fax (808) 477-8289, DSN 477-8289

f. U.S. Southern Command (USSOUTHCOM) ATTN: SCJ5-PS 3511 NW 91st Ave, Miami, FL 33172-1217; Tel (305) 437-1511, DSN 567-1511, Fax (305) 437-1854, DSN 567-1854

g. U.S. Special Operations Command (USSOCOM) ATTN: SOJ7/9-JJ, 7701 Tampa Point Boulevard, MacDill AFB, FL 33608-6001; Tel (813) 826-5075/3244, DSN 299-5075/3244; Fax (813) 826-2327, DSN 299-2327

h. U.S. Strategic Command (USSTRATCOM) ATTN: J511, 901 SAC Boulevard, Ste BB16, Offutt AFB, NE 68113-6500; Tel (402) 294-2923, DSN 271-2923; Fax (402) 294-1035, DSN 271-1035

i. U.S. Transportation Command (USTRANSCOM) ATTN: TCJ5/4-PD, 508 Scott Drive, Scott AFB, IL 62225-5357; Tel (618) 229-1840, DSN 779-1840; Fax (618) 256-8574, DSN 576-8574
j. U.S. Africa Command (USAFRICOM) ATTN: CHF, SPP-ST (J-5), Unit 2995
1, APO AE 09751-9951; Tel 011-49-711-729-3414, DSN 314-421-3414; FAX