



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-7
DISTRIBUTION: A, B, C, J, S

CJCSI 5705.01C
19 February 2008

STANDARDIZATION OF MILITARY AND ASSOCIATED TERMINOLOGY

References:

- a. DODD 5025.12, 30 June 2004, "Standardization of Military and Associated Terminology"
- b. JP 1-02, "Department of Defense Dictionary of Military and Associated Terms"
- c. CJCSI 5711.01 series, "Policy on Action Processing"
- d. CJCSI 5120.02 series, "Joint Doctrine Development System"
- e. Allied Administrative Publication-6, "NATO Glossary of Terms and Definitions (English and French)"

1. Purpose. To establish policy for the standardization of Department of Defense (DOD) and multinational terminology.
2. Cancellation. CJCSI 5705.01B, 7 June 2006, "Standardization of Military and Associated Terminology," is cancelled.
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 allies 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 for the Chairman of the Joint Chiefs of Staff, is responsible for

providing 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 reference c.

(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 or the Chairman of the Joint Chiefs of Staff.

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

(5) Provide a semiannual compendium of terminology additions, modifications, or deletions for JP 1-02 on or about 1 May and 1 November of each year. It will be provided to the OSD and Service terminologists, combatant commands, and other DOD components through the joint doctrine development system via the JEL and JDEIS. Abbreviations and acronyms added to JP 1-02 will not be included. The compendium will consist of three sections:

(a) Section I: New Terms. New terms will be listed in alphabetical order and include the term, the definition, and the source, i.e., JP 3-0, CJCSI 5120.01A.

(b) Section II: Modified Terms. Modified terms will be listed in alphabetical order and include the term, the modified definition in line-out/line-in format, and the source.

(c) Section III: Deleted Terms. Deleted terms will be listed in alphabetical order and include only the term and the source.

(6) Manage the DOD Terminology Program and U.S. participation in the NATO Terminology Programme as well as other multinational terminology forums 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.

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

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

(9) 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.

(10) Ensure all JP glossaries, in signature-ready format, are accurate per JP 1-02 and reference d, and ensure those entries being proposed for change, addition, or deletion are added to the next JP 1-02 update.

(11) 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.

(12) Provide terminology proposals as required.

d. Services shall:

(1) Appoint Service terminologists to 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 Services as assigned by the Joint Staff terminologist.

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

e. Terminology points of contact from 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 as assigned by the Joint Staff terminologist.

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

7. Summary of Changes. This revision:

a. Adds clarification on terminology policy and underlying procedure:

(1) Specifies format for semiannual compendium of changes to JP 1-02.

(2) Removes the concept of voting members at terminology WGs.

(3) Collectively identifies the Joint Staff terminologist, Service terminologists, and terminology points of contact at the combatant commands, DOD CSAs, and all other DOD components as the DOD terminology community.

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--

http://www.dtic.mil/cjcs_directives. Copies of JP 1-02 are available for download from the U.S. Government Printing Office--

<http://www.gpoaccess.gov/>.

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



WALTER L. SHARP
Lieutenant General, USA
Director, Joint Staff

Enclosure:

A -- Standardization Policy for Military and Associated Terminology

DISTRIBUTION

Distribution A, B, C, and J plus the following:

	<u>Copies</u>
Chairman, Military Communications-Electronics Board	2
U.S. Representative to Military Committee, NATO, Attn: Logistics Planner ...	2
U.S. National Military Representative to Allied Command Operations	2
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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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LIST OF EFFECTIVE PAGES

The following is a list of effective pages for CJCSI 5705.01C. Use this list to verify the currency and completeness of the document. An “O” indicates a page in the original document.

PAGE	CHANGE	PAGE	CHANGE
1 thru 4	O		
i thru iv	O		
A-1 thru A-4	O		

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ENCLOSURE

STANDARDIZATION POLICY FOR MILITARY AND ASSOCIATED
TERMINOLOGY

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

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. Together they are the key participants in the DOD Terminology Program and in U.S. participation in the Military Committee Terminology Conference (MCTC) of the NATO Terminology Programme. The Joint Staff terminologist will conduct joint terminology WGs quarterly or as necessary, to coordinate terminology issues. These WGs will collect input and make recommendations on terminology policy and additions, modifications, or deletions to U.S. and/or NATO terminology to the Chief, JEDD.

3. Procedures for Approving DOD Terminology. DOD terminology will be processed and approved using procedures established in references c and d as well as this instruction. Additions, modifications, and deletions of standardized terminology appearing in CJCS and DOD directives, instructions, etc., will not be considered approved for inclusion in JP 1-02 unless approved in accordance with this instruction. Upon approval, no additional dissemination will be required. Disseminations will be documented in the JTMD. These changes will be recorded in the JDEIS and the JEL database copies and the JP format copy of the current contents of JP 1-02.

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 in approved JPs and JP 1-02 at the same time is the preferred method for incorporating new terminology since a JP provides a doctrinal basis for the proposed terminology. Glossaries for JPs will be processed in accordance with references c and d, and reviewed by the Joint Staff terminologist and the DOD terminology community as part of the doctrine development process (reference d). 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 Directives and Instructions and CJCS Instructions. Terminology may also be proposed for inclusion in JP

1-02 through DOD directives and instructions and CJCS instructions. This is a two-step process. First, the proponents for these other sources shall identify each term and definition in the glossary that is being proposed to J-7 for inclusion in JP 1-02. 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, modification, or deletion [choose appropriate action]) to JP 1-02.)” 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 reference b 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 reference c and this instruction.

(3) DOD Terminology Directed by the 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 or the Secretary of Defense. Terminology directed by this higher authority for reference b, including additions, changes, and deletions, will be disseminated to the DOD terminology community to identify any inconsistencies with approved joint doctrine. Terminology directed by the Secretary of Defense or the Chairman that conflicts with joint doctrine terminology, or any other category of terminology, will be adjudicated by the higher authority per references c and d. **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 Proposed from AAP-6, the **NATO Glossary of Terms and Definitions (English and French)**. Terminology in reference c may be proposed for adoption by the Department of Defense and inclusion in the appropriate JP, CJCSI, or DOD 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)”, “(JP 3-0)”, or “(CJCSI 5120.02)”. 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. Specialized terminology may be created if existing terminology is unable to adequately meet the needs of the

document. Specialized terminology not approved for general DOD-wide use and inclusion in JP 1-02 is generally limited to the purpose or scope of that document.

c. Administrative Changes to JP 1-02. The Joint Staff terminologist will staff proposed administrative changes to JP 1-02 with the DOD terminology community in accordance with reference c. Approved administrative changes will be documented in the JTMD. The JDEIS and JEL copies of the database and the JP format copy of the current contents of JP 1-02 will be updated to reflect these changes.

d. Resolution of Unresolved Issues. Resolution of unresolved DOD terminology issues will be accomplished using the procedures in reference c.

4. Procedures for Approving NATO MCTC Terminology. The Joint Staff and Service terminologists primarily formulate recommended U.S. positions with additional input from the other terminology contacts within the DOD terminology community

a. Procedures for Coordination. NATO MCTC matters, including policy and procedure, will be forwarded by the Joint Staff terminologist to the DOD terminology community for staffing in accordance with reference c. Normally, 60 to 90 days will be allowed for staffing.

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

c. NATO MCTC Meeting Preparation. The Joint Staff terminologist will staff NATO proposals to the DOD terminology community in accordance with reference c. The Joint Staff terminologist will chair preparatory meetings with Service terminologists and any other members of the DOD terminology community who wish to attend. This WG will meet prior to NATO meetings to finalize recommended U.S. positions. Terminology proposals will be divided among the Joint Staff and Service terminologists for initial analysis and development of preliminary positions. These preliminary positions will be used as the basis for discussion during the joint DOD terminology community WG. During the WG, final U.S. recommended positions will be recorded and the Joint Staff terminologist will provide all MCTC attendees a copy of the consolidated U.S. positions as approved by the Joint Staff/J-7 prior to the MCTC.

d. Procedures at NATO MCTC Meetings. The Joint Staff terminologist, or J-7-designated U.S. representative, will serve as HOD at NATO MCTC meetings and present U.S. positions previously recommended by the DOD terminology community and approved by the Joint Staff/J-7, subject to new information or initiatives arising at the MCTC. Service terminologists, or their designated

representatives, may attend as members of the U.S. delegation. Other U.S. officials may also attend with J-7 approval. If a matter arises for which there is no U.S. position, the HOD will seek the consensus of the U.S. delegation. Short of consensus, the HOD may break the impasse to decide for the United States or defer the matter in accordance with MCTC procedures in order to establish a U.S. position. A U.S. delegation member who substantively disagrees at the meeting with a U.S. position or an MCTC decision will so advise the HOD. Records of decisions (RODs) from NATO terminology meetings are subject to additional U.S. staffing, which may give rise to a “break of silence” (i.e., dissent from a meeting agreement) during the time allotted (60 days per the MCTC Terms of Reference) for comments on the ROD following its issuance.

5. U.S. Proposals to NATO. Any DOD component or federal agency may propose additions, modifications, or deletions to reference e. Proposals will be submitted to the Joint Staff terminologist for submission to the NATO terminology coordinator. These proposals should reflect approved DOD terminology and/or NATO terminology of value to NATO.