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CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION



J-7
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A, B, C, S

CJCSI 5705.01E
15 August 2016

STANDARDIZATION OF MILITARY AND ASSOCIATED TERMINOLOGY

Reference(s):

See Enclosure D for References

1. Purpose. Establish policy and implement procedures for the standardization of Department of Defense (DOD) terminology.
2. Superseded/Cancellation. CJCSI 5705.01D, 10 November 2010, is hereby superseded.
3. Applicability. This instruction applies to the Office of the Secretary of Defense (OSD) in accordance with reference a; the Joint Staff; the Services; combatant commands (CCMDs); DOD agencies; and the National Guard Bureau (NGB).
4. Policy. In accordance with reference a, DOD policy on terminology is to improve communications and mutual understanding within DOD, with other federal agencies, and between the U.S. and its international partners through standardization of military and associated terminology.
5. Definitions. None.
6. Responsibilities.
 - a. In accordance with reference a, the Chairman of the Joint Chiefs of Staff (CJCS) is the primary office responsibility for the development of Joint Publication (JP) 1-02, "*Department of Defense Dictionary of Military and Associated Terms*," also known as the DOD Dictionary. In accordance with CJCS Memorandum of Policy 59 and 109, "*Standardization of Military Terminology*," the Director for Joint Force Development/Joint Staff, J-7 (Director, J-7), is responsible for the DOD Terminology Program and JP 1-02.

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b. The Director, J-7, on behalf of the CJCS, provides general/flag officer oversight of the DOD Terminology Program. This program includes US participation in the North Atlantic Treaty Organization (NATO) Terminology Programme and other terminology forums. The Director, J-7, delegates these responsibilities to the Deputy Director, Joint Education and Doctrine (DD/JED), J-7.

c. DD/JED, shall:

(1) Oversee the development and management of the DOD Terminology Program that includes JP 1-02 and involvement in the functional issues that impact joint doctrine.

(2) Serve as the DOD planner for terminology issues.

(3) Appoint and supervise the DOD Terminologist.

d. The DOD Terminologist shall:

(1) Staff terminology actions in accordance with references c through e. This includes staffing actions to Joint Staff J-7 joint doctrine planners, Services and NGB terminologists, and other terminology point of contact to align terminology across the joint doctrine hierarchy.

(2) Create terminology forums, processes, policies, criteria, and procedures concerning the standardization of DOD military terminology and frameworks as needed.

(3) Develop and recommend policies, criteria, and procedures concerning the inclusion of terminology in JP 1-02, and other terminology repositories as may be directed by the Secretary of Defense, the Deputy Secretary of Defense, or the CJCS.

(4) Manage the DOD office of record for terminology as directed, including oversight of the Joint Terminology Master Database automated information storage and retrieval system database, the terminology repository of DOD (OSD and CJCS) issuances, and JP format of the current JP 1-02.

(5) Ensure JP 1-02 and subsequent doctrinal and informational documents are updated at least quarterly to incorporate changes that have been approved in accordance with reference a, and this instruction.

(6) Serve as head of delegation in NATO terminology conferences and represent DOD at other terminology-related forums and events unless otherwise delegated to a designated representative.

(7) Chair terminology working groups and other terminology events as directed unless otherwise delegated to a designated representative.

(8) Staff, consolidate, and adjudicate terminology inputs from OSD, Joint Staff, CCMDs, Services, NGB, and other DOD components when appropriate.

(9) Manage Joint Staff J-7 joint doctrine planners in regards to individual JP or NATO terminology responsibilities that include accuracy of JP glossaries per JP 1-02 and references d and e, and provide assistance in their support 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 term and definition.

(10) Provide guidance to OSD (principal staff assistants), the Joint Staff (directorates), CCMDs, Services, the NGB, and other DOD components to set up supporting terminology processes, and roles, and other assistance as needed.

(11) Provide terminology proposals as required.

(12) Manage oversight of OSD issuance terminology requests that modify JP 1-02.

e. Services and NGB shall:

(1) Designate a single point of contact to coordinate on joint doctrine terminology issues with Service or NGB terminologists and participate in joint doctrine terminology-related events as required in accordance with their established policy and this instruction. Collectively these individuals (to include Service or NGB terminologists) will be known at the action officer level as the Terminology Advisory Group.

(2) Develop, coordinate, and report terminology positions for their respective organizations as required in accordance with their established policy.

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

f. Terminology personnel selected to coordinate on joint doctrine from OSD, the Joint Staff, CCMDs, DOD combat support agencies (CSAs), and any other DOD component shall:

(1) Coordinate on terminology issues and participate in terminology events as required.

(2) Develop, coordinate, and report terminology positions for their respective command, agency, unit, or component as required.

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

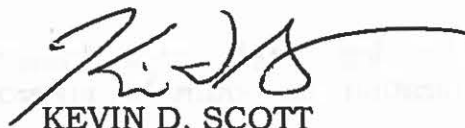
7. Summary of Changes. This revision:

- a. Adds clarification on terminology policy and underlying procedures.
- b. Refines DOD Terminologist duties.
- c. Clarifies Services and NGB terminologist duties.
- d. Clarifies other organization terminology duties.
- e. Removes points of contact list.

8. Releasability. This directive is approved for public release; distribution is unlimited. DOD components (to include the CCMDs), other Federal departments and agencies, and the public, may obtain copies of this directive through the Internet from the CJCS Directives Electronic Library at http://www.dtic.mil/cjcs_directives. JP 1-02 is available on the Joint Electronic Library at <http://www.dtic.mil/doctrine/> and the Joint Electronic Library Plus at <https://jdeis.js.mil/jdeis/index.jsp?pindex=4>.

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

For the Chairman of the Joint Chiefs of Staff:



KEVIN D. SCOTT

VADM, USN

Director, Joint Force Development

Enclosures

- A - Standardization of Military and Associated Terminology Methods
- B - Terminology Coordination Procedures
- C - Definition Writing Guide
- D - References
- E - Glossary

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ENCLOSURE A

STANDARDIZATION OF MILITARY AND ASSOCIATED TERMINOLOGY

1. Purpose. Establish methods, guidelines, and procedures for coordination, standardization, and dissemination of DOD military and associated terminology, to include for policy, strategy, and plan writers, within the DOD Terminology Program.

2. Organization. The terminology community consists of terminologists from the Joint Staff (joint doctrine planners collectively known as joint terminologists and joint directorate assigned personnel as identified), Services, and NGB, and points of contact from OSD, CCMDs, DOD CSAs, and other DOD Components.

3. Guidelines.

a. All terms and definitions must be unclassified and marked as such in FOUO or classified documents. Components are responsible for the proper classification of terms and definitions prior to consideration by the DOD Terminology Program.

b. Glossary sections should contain terms and definitions that follow guidelines in this instruction. Terms that are duplicated to those contained in JP 1-02 are discouraged and should be staffed as an additional definition to the existing term in JP 1-02. Term and definition glossary sections will contain the following caveat under the header "Unless otherwise referenced, terms and definitions are sourced to this document only". Future issuances with definitions only embedded in context and not listed in a separate glossary section will not be reflected in DOD Terminology Program databases. Controlled or classified document glossaries should be marked accordingly (UNCLASSIFIED, etc.) and cover with "The Glossary in this document/Joint Publication/ Issuance is unclassified/etc." Acronym and abbreviation sections will follow organizational guidelines. Issuances with multiple volumes should create one glossary for all terms and definitions of that set.

c. New and existing terms should be vetted by the author when an issuance is being prepared for staffing for existence in JP 1-02 through the process outlined on the DOD Terminology Program webpage at http://www.dtic.mil/doctrine/dod_dictionary/index.html. DOD documents should use approved, widely recognized and accepted JP 1-02 terms to preclude creating alternate and unique DOD definitions unless the intent is to propose a secondary definition to a term that exists in JP 1-02 through the process outlined in enclosure B.

d. Terms in glossaries should be properly sourced to the base document or referenced to the document of origination. When terms appear in other document glossaries (e.g. JP 1-02), definitions should reference the source document as "Defined in JP 1-02" without the definition or alternatively listed verbatim with the source document referenced at the end of the entries in parenthesis, for example, "(JP 1-02. SOURCE: JP 3-0)," or "(JP 1-02. SOURCE: CJCSI 5120.02)." However, JP 1-02 definitions can change upon source revisions. JP 1-02 terms removed from source documents will be removed from JP 1-02; however, terms can be reintroduced via direction or proposal but only in the revision of a new document as the source.

e. Following the guidelines in steps 3.a thru 3.d will help ensure the harmonization of terminology captured by the DOD Terminology Program.

4. Approval Methods for JP 1-02 Terms and Definitions. DOD terminology will be processed and approved using procedures established in references a and c through e, as well as this instruction. Additions, modifications, and deletions of standardized terminology appearing in issuances 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 terminology for JP 1-02 must be approved using one of the following four methods:

(1) Terminology Proposed from JPs. Establishing new terminology, or modifying or deleting existing terminology in JP 1-02 from approved JPs is the preferred method since a JP provides a doctrinal basis for the proposed terminology.

(2) Terminology Directed by the Secretary of Defense, the Deputy Secretary of Defense, or CJCS. Terminology proposals shall be approved for inclusion in JP 1-02 when so directed by the Secretary of Defense, the Deputy Secretary of Defense or CJCS.

(3) Terminology Proposed From DOD (OSD and CJCS) Issuances. The proponents for these sources shall identify each term and definition being proposed for inclusion in JP 1-02 and coordinate them with the DOD Terminologist during development/revision of the source document.

(4) Terminology Proposed from NATO. Terminology in Allied Administrative Publication-6, *NATO Glossary of Terms and Definitions (English and French)*, and "NATOTerm" the official NATO Terminology Database may be proposed for inclusion in JP 1-02 with the appropriate DOD issuance as the source document.

b. Resolution of JP 1-02 terminology Issues. Resolution of terminology issues will be accomplished using the procedures in reference c. Per reference a, CJCS has final resolution authority for DOD terminology issues. Issues with OSD-nominated or sourced terms shall be referred to the Director, Administration, ODCMO, through the OSD terminology point of contact in accordance with reference a.

5. Approval Method for NATO Terms and Definitions. The DOD Terminologist, or J-7-designated U.S. representative, will serve as head of delegation at NATO terminology meetings, present the U.S. position on NATO terminology, and attend terminology forums or events. Joint terminologists will provide recommended U.S. positions for consideration to J-7.

ENCLOSURE B

TERMINOLOGY COORDINATION PROCEDURES

Terminology change procedures are to be followed using five methods. The first four are procedures to modify JP 1-02. The fifth is for DOD procedures to modify NATO doctrine. Proposed terms and definitions must comply with the criteria in Enclosure C of this instruction. All terms and definitions will be unclassified and marked in FOUO or classified glossaries. Following these procedures will help ensure the harmonization of the DOD Terminology Program.

1. Procedures for Proposed JP 1-02 Terms and Definitions. This is the preferred method since a JP provides a doctrinal basis for the proposed terminology. Joint terminologists will: review glossaries as part of the joint doctrine development process (reference e); assure alignment of terminology placement and usage within the JP hierarchy; and work with the Joint Staff doctrine sponsor to ensure all JP glossaries are correct prior to the final approval of the JP.
2. Procedures for Directed Secretary of Defense, Deputy Secretary of Defense, or CJCS JP 1-02 Terms and Definitions. Proposed terms must comply with criteria in Enclosure C. For OSD terms, approved coordinated submissions will be electronically submitted via e-mail (whs.mc-alex.esd.mbx.dod-directives@mail.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 component of the issue for collaborative adjudication.
3. Procedures for Proposed Issuance JP 1-02 Terms and Definitions. In addition to vetting terms in JP 1-02 for existence, authors should search the terminology repository to avoid unnecessary duplication at http://www.dtic.mil/doctrine/dod_dictionary/index.html.

a. OSD New and Revised Issuances

(1) Pre-coordination Phase. Authors should attempt to pre-coordinate proposed JP 1-02 submissions via OSD/WHS checklist procedures and per criteria in this instruction.

(2) Coordination Phase. Terms and definitions should reside in a glossary section for terms and definitions and meet the criteria of reference a

and this instruction. For new or the modification of terms sourced to JP 1-02, the following statement must follow 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)." Information pertaining to terms and definitions intended to update JP 1-02 shall be identified in Department of (DD) Form 106, "DOD Issuances Program Coordination Records" and be submitted with the issuance via DoD issuances Portal system in accordance with DoDI 5025.01 to ensure relevant staffing elements have an opportunity to review and comment on the proposed term for appropriateness and potential inclusion in JP 1-02. The OSD terminology point of contact shall ensure that the Chairman, Joint Chief of Staff is selected as a primary coordinator on the coordination request. Terms and definitions included in OSD issuances that already exist in JP 1-02 shall be referenced in accordance with paragraph 3.e of Enclosure A to this instruction. Any JP 1-02 term and definition, where the identified proponent is an OSD issuance, should be revalidated, modified, or deleted as a part of the revision of the identified OSD issuance. Any terms to be removed from OSD issuances will be subsequently removed from JP 1-02.

(3) Approval Phase. Once an issuance is signed, terms and definitions intended for inclusion into JP 1-02 will be incorporated without further coordination and reflected in JP 1-02 at its next update.

b. For CJCS Issuances

(1) Pre-coordination Phase. Authors should attempt to pre-coordinate proposed JP 1-02 submissions via Secretary of the Joint Staff/Director of Management checklist procedures and per criteria in this instruction.

(2) Coordination Phase. Terms and definitions will reside in a glossary section for terms and definitions and meet the criteria of reference a and this instruction. For new or the modification of terms sourced to JP 1-02, the following statement must follow 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)." Information pertaining to terms and definitions intended to update JP 1-02 shall be identified in JS Form 136, "Joint Staff Action Processing Form," to ensure relevant staffing elements have an opportunity to review and comment on the proposed terms for appropriateness and potential inclusion in JP 1-02. Terms and definitions included in CJCS issuances that already exist in JP 1-02 shall be referenced in accordance with paragraph 3.e of Enclosure A to this instruction. Any JP 1-02 term and definition where the identified proponent is a CJCS issuance, shall be revalidated, modified, or deleted as a part of the revision of the identified CJCS

issuance. Any terms to be removed from CJCS Issuances will be subsequently removed from JP 1-02.

(3) Approval Phase. Once an issuance is signed, terms and definitions intended for inclusion into JP 1-02 will be incorporated without further coordination and reflected in JP 1-02 at its next update.

4. Terminology Proposed from NATO. Terminology in Allied Administrative Publication-6, *NATO Glossary of Terms and Definitions (English and French)*, and "NATOTerm" the official NATO Terminology Database may be proposed for inclusion in JP 1-02 with the appropriate DOD issuance as the source document.

5. Procedures for Proposed NATO Terms and Definitions.

a. Prior to attending a terminology-related forum or event, the DOD Terminologist or delegated representative will normally solicit input from the Service terminologists for consideration in determining a U.S. position on a NATO term. The DOD Terminologist or delegated representative consolidates input, attempts to achieve consensus among the Service terminologists, then provides a U.S. position memo to the NATO Terminology Office indicating the U.S.'s formal position on a given term.

b. Any DOD component or Federal department or agency may propose additions, modifications, or deletions to NATO terminology. Proposals will be submitted to the DOD Terminologist for submission to the NATO terminology coordinator.

c. The fundamental U.S. position on any NATO term should begin with the JP 1-02 definition. Absent a JP 1-02 definition, a concise dictionary (Oxford English dictionary) definition should be considered before agreeing to a NATO-unique definition.

ENCLOSURE C

DEFINITION WRITING GUIDE

1. Criteria for Terms and Definitions

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 and guidance for other terms in issuances:

- a. The definition in a standard, commonly accepted dictionary; e.g., Merriam-Webster's, is inadequate for DOD use.
- 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. Are not to consist of or contain abbreviations or other shortened forms; e.g., acronyms.
- f. Must be UNCLASSIFIED and marked as such in FOUO or classified documents.
- 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.
- j. Must be consistent with U.S. law, treaties, international agreements, and executive orders
- k. Should be singular in number.
- l. With few exceptions, should be general terms, not proper names.

m. Cross reference entries (e.g. 'also called' terms) will not have a separate entry. ('Universal Time' is also called ZULU time - no separate entry for ZULU time).

n. Terms must appear and be used in the core document, not just in its glossary.

o. Proposed entries should be written as a definition and not as a description.

2. Definition Writing Guide

a. A definition is a formal statement of the exact meaning of a term that clearly distinguishes it from other terms. A description, in contrast, is a narrative containing explanatory information about the term or its use, and 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 means and not "how" or "why" the term is used. Definitions should not address the term itself, e.g., "An overarching term..."

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. This includes addressing an associated parent term, if applicable.

Two-part definitions -- Wherever possible use the two-part definition form:

theater of operations -- An operational area defined by the geographic combatant commander for the conduct or support of specific military operations.

The first part (operational area) specifies the relevant general type; the second part ('defined by the geographic combatant commander ...') specifies the instance of the type that is being defined.

Step 3: Check for Errors (Example definitions are provided for instructional purposes only and are not intended to be authoritative.)

Avoid multiple definitions --- Provide exactly one definition for the term you are defining. Do not use a series of numbered definitions for different meanings of this term. Although a different JP or issuance may define the term differently, a single issuance should only have one definition.

Incomplete – Ensure the definition is detailed enough to rule out 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.

ENCLOSURE D

REFERENCES

- a. DODI 5025.12, 14 August 2009, "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. CJCSM 5120.01 series, "Joint Doctrine Development Process"
- f. Allied Administrative Publication-6, "NATO Glossary of Terms and Definitions (English and French)"
- g. CJCS MOP 59, "Standardization of Military Terminology"
- h. CJCS MOP 109, "Standardization of Military Terminology"

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ENCLOSURE E

GLOSSARY

ACRONYMS AND ABBREVIATIONS

CCMD	Combatant Command
CJCS	Chairman of the Joint Chiefs of Staff
CSA	combat support agency
DD/JED	Deputy Director, Joint Education and Doctrine
DOD	Department of Defense
JP	joint publication
NATO	North Atlantic Treaty Organization
NGB	National Guard Bureau
OSD	Office of the Secretary of Defense

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