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# **CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION**

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

CJCSI 5705.01G  
03 October 2020

## **STANDARDIZATION OF MILITARY AND ASSOCIATED TERMINOLOGY**

References: See Enclosure D

1. Purpose. Establish policy and implement procedures for the standardization of Department of Defense (DoD) terminology.
2. Superseded/Cancellation. CJCSI 5705.01F, 15 September 2017, is hereby superseded.
3. Applicability. This instruction applies to the Office of the Secretary of Defense (OSD) in accordance with reference a; the Chairman of the Joint Chiefs of Staff (CJCS); the Services; Combatant Commands (CCMDs); DoD agencies; and the National Guard Bureau (NGB).
4. Policy. In accordance with reference a, DoD policy on military terminology improves communications and mutual understanding within DoD, with other federal agencies, and between the United States and its international partners through standardization of military and associated terminology.
5. Definitions. None.
6. Responsibilities
  - a. In accordance with reference a, CJCS is the primary office responsible for the development of the *DoD Dictionary of Military and Associated Terms* (also known in its shortened form as the DoD Dictionary), reference b. In accordance with CJCS Memorandum of Policy 59 and 109, "*Standardization of Military Terminology*," (references c and d), the Director for Joint Force Development/Joint Staff, J-7 (Director, J-7), is responsible for the DoD Terminology Program and reference b.
  - b. The Director, J-7, on behalf of the CJCS, provides general/flag officer oversight of the DoD Terminology Program. This program includes U.S. support to the North Atlantic Treaty Organization (NATO) Military Committee

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Terminology Board (MCTB) and other terminology forums. The Director, J-7, delegates these responsibilities to the Chief, Joint Education and Doctrine Division (C/JEDD), J-7.

c. C/JEDD, shall:

(1) Oversee the development and management of the DoD Terminology Program that includes the DoD Dictionary, as well as publishing the Terminology Repository for DoD (OSD/CJCS) Issuances (also known in its shortened form as the Terminology Repository), 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 e through g. This includes staffing actions to Joint Staff J-7 joint doctrine planners/strategists (collectively known as joint terminologists), the Services' and NGB joint doctrine planners, and other terminology related points of contact (e.g., OSD, JS directorates, CCMDs, and combat support agencies [CSAs]) as appropriate to align terminology across the joint doctrine hierarchy.

(2) Create terminology forums, processes, policies, criteria, and procedures concerning the standardization of DoD military (or support of other DoD or United States Government) terminology efforts and frameworks as needed.

(3) Develop and recommend policies, criteria, and procedures concerning the inclusion of doctrinal and other terminology in the DoD Dictionary as may be directed by the Secretary of Defense, the Deputy Secretary of Defense, or the CJCS.

(4) Manage the DoD Dictionary and DoD office of record for terminology as directed, that includes oversight of the Joint Terminology Master Database automated information storage and retrieval system database; and publish the Terminology Repository informed by OSD/JS component point of contact input per this instruction.

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(5) Ensure the DoD Dictionary and other doctrine and information documents are updated, as determined by the DoD Terminologist, to incorporate changes that have been approved in accordance with reference a, and this instruction.

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

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

(8) Staff, consolidate, and adjudicate Service and NGB terminology inputs, as well as other DoD component information when appropriate.

(9) Manage and advise Joint Staff J-7 joint doctrine planners/strategists regarding terminology responsibilities (to include accuracy of joint publications (JP) glossaries per the DoD Dictionary and references f and g) 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, 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 and Joint Staff directed terminology requests that modify the DoD Dictionary.

e. Services and NGB shall:

(1) Designate a single point of contact to coordinate on joint doctrine terminology issues and participate in joint doctrine terminology-related events as required in accordance with their established policy and this instruction.

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

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

f. Other DoD components selected to coordinate on joint doctrine shall:

(1) Coordinate on doctrinal terminology issues and participate in terminology processes 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 clarifies the roles and responsibilities in, as well as the criteria, procedures, and rules of the DoD Terminology program.

8. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on NIPRNET. DoD Components, other Federal agencies, and the public, may obtain copies of this directive through the Internet from the CJCS Directives Electronic Library at: <<http://www.jcs.mil/library>>. JS activities may also obtain access via the SIPR Directives Electronic Library Websites. The DoD Dictionary and the Terminology Repository are accessible through the Joint Electronic Library at <[http://www.dtic.mil/doctrine/dod\\_dictionary/index.html](http://www.dtic.mil/doctrine/dod_dictionary/index.html)> <<https://www.jcs.mil/Doctrine/>>.

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

For the Chairman of the Joint Chiefs of Staff:



WILLIAM D. BYRNE, JR., RADM, USN  
Vice Director, Joint Staff

Enclosures:

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

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## ENCLOSURE A

### STANDARDIZATION OF MILITARY AND ASSOCIATED TERMINOLOGY

1. Purpose. Establish methods, guidelines, and procedures to coordinate, standardize, and disseminate DoD military and associated terminology, applicable to policy, strategy, doctrine, and plans, for the DoD Terminology Program.
2. Organization. The terminology community consists of Service and NGB terminologists, joint terminologists (J-7 joint doctrine planners/strategists), as well as points of contact from DoD components such as OSD, CCMDs, and DoD CSAs.
3. Guidelines. Joint doctrine terms form the foundation for military guidance and serve to clearly articulate U.S. policy, strategy, and doctrine to facilitate the effective application of U.S. military power. Through years of development, the DoD Dictionary reflects foundational doctrinal terms as well as some policy terms that may fill gaps in joint doctrine until adopted as extant practice. In addition to the DoD Dictionary, the Terminology Repository contains policy terms and definitions from other DoD sources. Neither the DoD Dictionary nor Terminology Repository are staffed. They are both separate databases that reflect dedicated individual term and definition glossaries contained in JPs and DOD Issuances respectively. Individual offices of primary responsibility (OPRs) manage terminology development for their glossaries via working groups and formal staffings. A well-maintained collection of doctrine and policy terms will assist doctrine writers, policy developers, strategists and planners in the pursuit of better communication and standardization within the department.
  - a. For inclusion in either the DoD Dictionary or the Terminology Repository, terms and definitions must be unclassified, without handling restrictions, and marked as such if in controlled [(e.g., For Official Use Only (FOUO))] or classified documents, or restricted systems. For terms in controlled unclassified information (CUI) and classified documents, the following caveat shall be placed at the bottom of the cover page: "The Glossary in this (JP or Issuance [choose one]) is UNCLASSIFIED" with the glossary individually marked as UNCLASSIFIED. Components are responsible for the proper marking and classification of terms and definitions prior to submission for consideration by the DoD Terminologist.
  - b. Glossary sections should contain terms and definitions that follow guidelines in this instruction. For DoD issuance glossary caveats, see Department of Defense Instruction (DoDI) 5025.01 Issuances Template (reference h), which requires uniformity through the use of "Unless otherwise

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referenced, terms and definitions are sourced to this document only.” Issuances with terms and their definitions embedded within the content of issuance text (not listed in a glossary section) will not be reflected in the DoD Dictionary or Terminology Repository. Abbreviation, acronym, and initialism (also known as shortened word forms) sections will follow the appropriate document guidelines.

c. Unclassified issuances with multiple volumes should create one glossary for all common terms and definitions of that set contained within Volume I of the issuance. Only terms and definitions unique to individual volumes should be contained in volume specific glossaries.

d. New and existing terms will be vetted by the authors for existence in the DoD Dictionary and the Terminology Repository through the process outlined in Enclosure B. DoD documents should use approved, widely recognized, and accepted DoD terminology already in existence. Authors should first reference the DoD Dictionary and then the Terminology Repository, to preclude creating alternate and unique DoD definitions unnecessarily. Components are responsible for deconflicting duplicative policy terms in the repository.

e. Terms in glossaries should be properly sourced to the base document or referenced to the document of origination. For JPs, see reference g for annotation guidance. For issuances, when terms appear in other document glossaries (e.g., DoD Dictionary or Terminology Repository), definitions should reference the source document as detailed below.

(1) When the source is the DoD Dictionary it should read as “Defined in DoD Dictionary” without the definition. Alternatively, the definition can be listed but must be verbatim.

(2) When the source is the Terminology Repository, the base issuance shown in the Terminology Repository should be listed as the source and not the repository itself. For example, if the author wants to use the definition already included in the repository for ‘date of separation’ sourced to DoDI 1315.18, the entry can read one of two ways:

(a) The definition can be repeated verbatim, followed by a reference to the source document, “Defined in DoDI 1315.18.”

(b) The definition does not have to be repeated and would be shown as “date of separation. Defined in DoDI 1315.18.”

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4. Methods to Manage DoD Dictionary Terms and Definitions. The DoD Dictionary is not staffed. It is a database that reflects dedicated term and definition glossaries contained in JPs as well as policy terms that fill doctrinal gaps until adopted by a JP as its new source. Individual JP authors, sponsors, and joint doctrine planners/strategists manage terminology development for their JP glossaries via working groups and formal staffings. DoD terminology additions, modifications, revalidations, or deletions will be processed using procedures established in reference a as well as Enclosure B of this instruction. Components provide email points of contact and are notified via joint doctrine development community distribution announcements to participate directly in joint doctrine term and definition formulation and development on behalf of their organization. Proposed JP glossary terms that are a duplicative to those contained in the DoD Dictionary are discouraged but, if required shall be staffed by the Joint Directorate as an additional definition to the existing DoD Dictionary term. Proposed policy issuance terms that are duplicative to those contained in the DoD Dictionary are discouraged but, if required, shall be staffed as an additional definition to the existing term in the DoD Dictionary by policy issuance OPR in accordance with this instruction. Notification of term and definition dictionary changes are published in the periodically revised DOD Dictionary's summary of changes.

a. Terms in and for the DoD Dictionary. Additions, modifications, revalidations, or deletions of terminology for the DoD Dictionary must be approved using one of the following five methods:

(1) Terms proposed from JPs. Establishing new terminology, or modifying/revalidating/deleting existing terminology in the DoD Dictionary from approved JPs is the preferred method, since a JP provides a doctrinal basis and military context for the proposed terminology.

(2) Terms directed by the Secretary of Defense, the Deputy Secretary of Defense, or CJCS via specific memorandum. Terminology proposals shall be approved for inclusion in the DoD Dictionary when so directed by the Secretary of Defense, the Deputy Secretary of Defense, or CJCS via specific memorandum. Terms and definitions so issued, along with their source, may be automatically adopted by a JP upon revision or term and definition revalidation.

(3) Terms proposed from DoD (OSD/CJCS) Issuances. Some terms in DoD Issuances have a broader relevance to the DoD beyond the particular issuance, to include in doctrine, and may warrant inclusion in the DoD Dictionary. After ensuring that they have been developed in accordance with the standards of reference a and Enclosure C, the proponents for these sources shall identify each term and definition in its glossary being proposed for or

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revalidated in the DoD Dictionary and coordinate them with the DoD Terminologist during development/revision of the source document. Terms and definitions may be automatically adopted by a JP as the new source upon the JP's revision or term's revalidation.

(4) Terms proposed from NATO. Terminology in Allied Administrative Publication-6, NATO Glossary of Terms and Definitions (English and French) (reference i), and "NATO Term" (reference j) the official NATO Terminology Database, when applicable to a DoD issuance or joint doctrine may be proposed for inclusion in the DoD Dictionary within the appropriate DoD issuance or JP as the source document.

(5) Administrative changes/updates by the DoD Terminologist.

b. Resolution of DoD Dictionary Terminology staffing issues. Per reference a, CJCS will resolve DoD doctrinal terminology issues. Resolution of issues during staffing will be accomplished using the procedures in reference e. Issues with OSD-nominated or sourced policy terms shall be referred to DA ODCMO [the Director of Administration, Office of the Deputy Chief Management Officer of the Department of Defense], through the OSD terminology point of contact in accordance with reference a. OPRs resolve policy term issues and subsequent reflection in the Terminology Repository through component point of contact.

c. Terms and definitions from joint doctrine notes or other documents not mentioned in this instruction will not be considered for inclusion in the DoD Dictionary or Terminology Repository.

5. NATO MCTB Terms and Definitions. The DoD Terminologist, or J-7-designated U.S. representative, will serve as head of delegation at NATO terminology committees, boards, and meetings, present the U.S. position on proposed NATO doctrinal terminology, and attend terminology forums or events as needed. Service and NGB terminologists will, and other DoD components may, as required provide recommended U.S. doctrinal terminology positions for consideration to J-7.

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## ENCLOSURE B

### TERMINOLOGY CRITERIA AND COORDINATION PROCEDURES

1. Coordination of DoD terminology will follow one of five methods. The first four methods impact the DoD Dictionary and Terminology Repository that are found at the DoD Terminology Program web page <<https://www.jcs.mil/Doctrine/DOD-Terminology-Program/>> and the last method contains procedures on NATO doctrine and MCTB support. Proposed terms and definitions must comply with the criteria in reference a and Enclosures A, B, and C of this instruction. All terms and definitions for inclusion in the DoD Dictionary or the Terminology Repository must be unclassified, without handling restrictions, and marked as such if in controlled (e.g., FOUO) or classified glossaries in accordance with subparagraph 3.a in Enclosure A. Adhering to these criteria and procedures will help ensure the harmonization of DoD terminology within the DoD Terminology Program.

2. Proposed JP Terms and Definitions. The DoD Dictionary is not staffed. It is a database that reflects dedicated term and definition glossary content. The preferred method for inclusion of terms and definitions in the DoD Dictionary is through use in a JP, that provides a doctrinal basis for the proposed terminology. When reviewing an issuance or JP joint terminologists will: manage glossary development (reference e); socialize staffing actions via joint doctrine development community distribution notification; ensure proper terminology placement and usage within the JP hierarchy; work with the doctrine sponsor (who ensures staffing with DoD Components to include OSD counterparts through the revision process to include policy term adoption) in formulating terminology for individual glossaries via working groups, doctrine development email notifications, and formal staffings; and ensure that all JP glossaries meet standards and criteria in reference a and this instruction prior to the final approval of the JP. Individual OPRs manage terminology development for their glossaries via working groups and formal staffings. DoD terminology additions, modifications, revalidations, or deletions will be processed using procedures established in this instruction. Proposed JP glossary terms that are a duplicative to those contained in the DoD Dictionary are discouraged but, if required shall be staffed as an additional definition by the JP OPR during routine staffing to the existing DoD Dictionary term.

3. Directed Secretary of Defense, Deputy Secretary of Defense, or CJCS Terms and Definitions via Specific Memorandum. Terms and definitions proposed by OSD should be electronically submitted to the Director, Washington Headquarters Service (WHS), Attn: OSD Terminology Point of Contact for

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Standardization of Military and Associated Terminology. Joint Staff directorates/components responding to tasking on OSD terms will ensure coordination with DoD Terminologist via JS J-7. Joint Staff directorates/components initiating or responding to CJCS terms will provide response and/or coordinate with DoD Terminologist via JS J-7.

4. Proposed DoD (OSD/CJCS) Issuance Terms and Definitions. Procedures and criteria for issuance terms and definitions to be published in any document (e.g., new, revision, change, update) are categorized in three phases: pre-coordination, coordination, and approval. For OSD terms, approved coordinated submissions should be electronically submitted via e-mail (whs.mc-alex.esd.mbx.dod-directives@mail.mil) to the Director, Washington Headquarters Service (WHS), Attn: OSD Terminology Point of Contact for Standardization of Military and Associated Terminology, for submission and consideration in accordance with this instruction. The OSD terminology point of contact will notify the proposing component once a decision is made on the proposed submission. If coordination issues arise, the OSD terminology point of contact will notify the proposing component of the issue for collaborative adjudication. For the Joint Staff, any Joint Directorate initiating or coordinating on such a term will ensure coordination with DoD Terminologist via JS J-7. Proposed issuance terms that are a duplicative to those contained in the DoD Dictionary are discouraged but, if required, shall be staffed by the Joint Directorate as an additional definition to the existing term in the DoD Dictionary in accordance with this instruction.

a. Pre-coordination Phase. Authors should pre-coordinate annotated terms for the DoD Dictionary and revalidate existing terms sourced to the DoD Dictionary via provisions in this instruction. Office of primary responsibility (OPR) proposals for inclusion or revalidation should be pre-coordinated between with OSD and JS counterparts prior to submission to the DoD Terminologist for socialization. Joint Staff OPRs for an issuance will pre-coordinate their DoD Dictionary modification(s) with their OSD counterpart prior to submission to the DoD Terminologist.

b. Coordination Phase. Terms and definitions should reside in a glossary section.

(1) If adding, revalidating, modifying, or deleting a term and definition from the DoD Dictionary, the following statement with selection must follow the term and definition in the glossary of the source document: “(Upon approval of this issuance, this term and definition is proposed for (addition to, modification of, revalidation in, or deletion from [choose appropriate action]) the DoD Dictionary).” OSD/CJCS issuances should not attempt to take proponency for, or replace doctrinal terms sourced to, JPs with a policy term

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without consultation with the terminology community via staffing and the DOD Terminologist's prior approval.

(2) Information pertaining to terms and definitions (already sourced to the policy document) intended to add to, revalidate in, or change/update the DoD Dictionary shall be identified in one of two ways that follows. Any term and definition that fails to follow the criteria established in accordance with this instruction will be reflected in the Terminology Repository.

(a) For OSD sourced issuances, use DD Form 106 in the "DoD Issuances Program Coordination Records" Purpose and Remarks Section and submitted with the issuance via DoD issuances Portal system in accordance with DoDI 5025.01. For OSD actions, the OSD terminology point of contact shall ensure that the Chairman, Joint Chiefs of Staff is selected as a primary coordinator on the coordination request and identify J7 DoD Terminology Program in the Purpose and Remarks section of the DD106. The JS recipient for this coordination shall provide a notification via email to the DoD Terminologist to expedite the review process and facilitate socialization. Proposed changes/revalidation of DoD Dictionary terms that are not coordinated with the Joint Staff/J7 will be deferred to the Terminology Repository.

(b) For CJCS sourced issuances, use JS Form 136 "Joint Staff Action Processing Form" Executive Summary, to ensure OSD, Military Service, and relevant Joint Staff elements have an opportunity to review and comment on the proposed terms for appropriateness and potential inclusion in the DoD Dictionary. For CJCS actions, the CJCS OPR for an issuance shall ensure that the JS J-7 is selected as a primary coordinator on the coordination request with additional notification via email to the DoD Terminologist to expedite the review process and guarantee socialization. CJCS proposed changes/revalidation of DoD Dictionary terms that are not coordinated with OSD and the DoD Terminologist will be reflected to the Terminology Repository. CJCS OPRs will ensure staffing with OSD counterparts per reference e.

(3) Terms and definitions included in issuances that already exist in the DoD Dictionary shall be referenced in accordance with subparagraph 3.e(1) of Enclosure A. Terms and definitions included in the Terminology Repository shall be referenced in accordance with subparagraph 3.e(2) of Enclosure A.

(4) DoD Dictionary terms and definitions shall be added, revalidated, modified, or deleted as a part of a JP or issuance revision/change/update process in accordance with this instruction. Any

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existing DoD Dictionary term not revalidated for the DoD Dictionary at the end of the aforementioned process, or identified to be removed from issuances, will be subsequently removed from the DoD Dictionary or Terminology Repository if sourced to the issuance.

(5) Terms and definitions that exist in the Terminology Repository can only be modified or deleted by the identified source issuance, deleted if the source issuance is canceled, or by direction of the Secretary of Defense.

(6) All issuance OPRs should attempt to remove duplicative policy terms and resolve policy terms with multiple definitions in the Terminology Repository and their issues through their policy component OPR counterparts.

c. Approval Phase. Once an issuance is signed, all unclassified terms and definitions intended for inclusion in the DoD Dictionary will be incorporated and reflected next update if all criteria and procedures for inclusion in the DoD Dictionary are met. Upon issuance signature, the following internal OPR component procedures, unless subsequently modified by the DoD Terminologist, must be met prior to consideration in appearing in either the Dictionary or Repository databases. OPRs and their components are responsible for quality control, submission, and tracking of policy term glossary submissions in support of DoD Terminologist publishing. Issuance terms in glossaries from new or full planned revisions will be reflected in the Terminology Repository. Modified glossaries in periodic changes and updates must be submitted separately and directly to OPR component points of contact to initiate subsequent inclusion:

(1) Issuance OPR O-6 or civilian equivalents verify that each term and definition is unclassified without additional controls and marked as such.

(2) For those terms identified in (1) above that reside on a classified, restricted or limited access system, issuance OPRs shall move or transfer correctly marked unclassified glossary terms and definitions to the unclassified and unrestricted/unlimited system.

(3) The Terminology Repository is not staffed. It is a database that reflects dedicated issuance term and definition glossary content. For consideration review in the Terminology Repository, issuance OPRs populate and transmit new or revised complete glossary content (issuance updates/changes only submit specific term/definition change) using the DoD Terminology Glossary Transmit Form found at the DoD Terminology Program Web Page on the Joint Electronic Library Plus <<https://www.jcs.mil/Doctrine/DOD-Terminology-Program/>> with O-6 (or civilian equivalent) approval to the DoD Terminologist for consideration for



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inclusion in the Terminology Repository. OSD OPRs must provide the OSD/WHIS point of contact a glossary transmit form submission copy for component tracking and management purposes. JCS OPRs must provide the DOD Terminologist their submissions for JCS component purposes.

5. Terminology Proposed from NATO. Terminology in Allied Administrative Publication-6, NATO Glossary of Terms and Definitions (English and French), and "NATO Term," the official NATO Terminology Database, may be proposed for inclusion in the DoD Dictionary with the appropriate DoD issuance or JP as the source document. Coordination of such terms must also follow the procedures detailed in paragraph 1 above for JP terms or paragraph 3 for issuances.

## 6. Procedures for Proposed NATO MCTB Terms and Definitions

a. The DoD Terminologist or delegated representative will solicit input from Service and NGB terminologists, as well as other DoD components when applicable, for consideration in determining a U.S. position on a NATO doctrinal term and provide a formal U.S. position memo to the NATO Terminology Office in support of the MCTB.

b. Any DoD Component or Federal department or agency may propose additions, revalidations, modifications, or deletions to NATO doctrinal 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 DoD Dictionary definition. Absent a DoD Dictionary definition, a definition in the most recent edition of *The Concise Oxford English Dictionary* should be considered before agreeing to a NATO-unique definition.

d. Support for non-MCTB generated terms and definitions is provided and managed by individual subject matter experts and OPRs within standardized agreements, publication communities, and boards and working groups, unless otherwise directed by the DOD Terminologist.

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## ENCLOSURE C

### DEFINITION WRITING GUIDE

1. Criteria for Terms and Definitions. The DoD Dictionary supplements common English-language dictionaries with standard terminology for military and associated use. 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 that have complied with the previously detailed criteria are included in the DoD Dictionary, and then only if previously mentioned criteria and procedures are met. Additionally, the following criteria will also be used to determine the acceptability of terminology for inclusion in the DoD Dictionary and should be used as guidance for terms in issuances:

a. The term in a standard, commonly accepted dictionary is inadequate for DoD use.

b. The term is not a standard dictionary definition with non-definitional text added. Example: capability - The ability to complete a task or execute a course of action under specified conditions and level of performance.

c. The term is not self-defining or circular. Example: bomber aircraft – An aircraft that is capable of delivering bombs.

d. The term is not a policy term that competes or overrides a doctrinal term in the DoD Dictionary.

e. The proposed term follows established procedures in this issuance. Verification of DoD Terminologist approval must be provided; otherwise the term will only be reflected in the Terminology Repository.

f. Reflects extant DoD capabilities and practices.

g. 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.

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

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- i. Are not to consist of or contain shortened word forms; i.g., abbreviations, acronyms, or initialisms.
- j. Must be UNCLASSIFIED (including shortened word forms), without handling restrictions, and marked as such if in controlled (e.g., FOUO) or classified documents.
- k. Are not procedural words, code words, brevity words, or NATO-only terms.
- l. Are not Service-specific or functionality-specific unless they are commonly employed in U.S. joint force operations.
- m. An approved joint term with similar definition does not exist.
- n. Must be consistent with U.S. law, treaties, international agreements, and executive orders.
- o. Noun terms should be in singular form.
- p. With few exceptions, should be general terms, not proper names.
- q. Cross reference entries, i.e., 'also called' terms, will not have a separate entry. Example: 'Universal Time' is also called 'ZULU time,' but no separate entry for 'ZULU time.'
- r. Terms must appear and be used in the body of the document, not just in its glossary.
- s. Proposed entries should be written as a definition and not as a description.

2. Definition Writing Guidance. The following guidance should be followed when developing terms and definitions intended for inclusion in the DoD Dictionary (example definitions are provided for instructional purposes only and are not intended to be authoritative):

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## **Step 1: Research**

Proposed term meets the “Criteria for Terms and Definitions” 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 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**

Avoid multiple definitions -- Provide only one definition for the term you are defining. Do not use a series of numbered definitions for different meanings of the 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.

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## 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 the term being defined as part of 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.

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- 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

### REFERENCES

- a. DoDI 5025.12, 5 March 2020, “Standardization of Military and Associated Terminology”
- b. JP 1, Doctrine of the Armed Forces, Appendix on “DoD Dictionary of Military and Associated Terms”
- c. CJCS MOP 59, “Standardization of Military Terminology”
- d. CJCS MOP 109, “Standardization of Military Terminology”
- e. CJCSI 5711.01 series, “Policy on Action Processing”
- f. CJCSI 5120.02 series, “Joint Doctrine Development System”
- g. CJCSM 5120.01 series, “Joint Doctrine Development Process”
- h. DoD 5025.01, 22 May 2019, “DoD Issuance Program”
- i. Allied Administrative Publication-6 “Glossary of Terms and Definitions (English and French)”
- j. NATO Term, “Official NATO Terminology Database ”
- k. DoDI 5025.13, 23 January 2020, “DoD Plain Language Program”
- l. AAP-77, “NATO Terminology Manual”

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## GLOSSARY

### 1. Shortened Word Forms (Abbreviations, Acronyms, and Initialisms)

CCMD	Combatant Command
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
CSA	combat support agency
CUI	controlled unclassified information
DD/JED	Deputy Director, Joint Education and Doctrine
DoD	Department of Defense
DoDI	Department of Defense Instruction
FOUO	For Official Use Only
J-7	training and education directorate of a joint staff
JP	joint publication
JS	Joint Staff
MCTB	Military Committee Terminology Board
NATO	North Atlantic Treaty Organization
NGB	National Guard Bureau
OPR	Office of primary responsibility
OSD	Office of the Secretary of Defense
WHS	Washington Headquarters Service

### 2. Criteria for Shortened Word Forms

The DoD Terminology Program does not manage shortened word forms. As such, shortened word forms listed in reference b only reflect those used in individual joint doctrine publications, and does not imply authoritative status. The list below is not an exhaustive list of criteria for shortened word forms but is provided as general guidance for organizations in their creation and management. Additional detail on shortened word form construction and guidance may be found in organizational standard operating procedures. Overuse should be avoided per reference k.

a. Must be unclassified and marked as such if in controlled or classified documents. This means a glossary has to be marked unclassified to have the terms and definitions considered for inclusion on the DoD Dictionary or Terminology Repository.

b. Must be more than one letter.

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- c. Should avoid duplicating existing or combining shortened word forms (to create new forms) and must only have one meaning within a single document.
- d. Should generally use all capital letters.
- e. Shortened forms should only be created when needed and commonly used. All terms do not need a shortened word form.
- f. Establish acronyms in a document only when the term is used more than once within the body.