CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-7   CJCSI 5705.01H
DISTRIBUTION: A, B, C, S   4 April 2023

STANDARDIZATION OF MILITARY AND ASSOCIATED TERMINOLOGY

References:
  See Enclosure F

1. <u>Purpose</u>. Establish policy and implement procedures for the standardization of Department of Defense (DoD) terminology.

2. <u>Superseded/Cancellation</u>. Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 5705.01G, 3 October 2020, is hereby superseded.

3. <u>Applicability</u>. This instruction applies to the Office of the Secretary of Defense (OSD), Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (OCJCS) and the Joint Staff; Combatant Commands (CCMDs); defense agencies; and the National Guard Bureau (NGB) (referred to collectively in this issuance as the "DoD Components").

4. <u>Policy</u>. 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. <u>Definitions</u>. None.

6. <u>Responsibilities</u>. See Enclosure B.

7. <u>Summary of Changes</u>. This revision clarifies the responsibilities in, as well as the criteria, procedures, and rules of, the DoD Terminology program. The revision restructures the previous version and separates processes for the "DoD Dictionary of Military and Associated Terms" (also known in its shortened form as the *DoD Dictionary*) and the "Terminology Repository for DoD (OSD/JS) Issuances" (also known in its shortened form as the *Terminology Repository*).

8. <u>Releasability</u>. UNRESTRICTED. This instruction is approved for public release; distribution is unlimited. DoD Components (to include CCMDs), 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>. Joint Staff activities may also obtain access via the Secret Internet Protocol Router Network (SIPRNET) Directives Electronic Library web sites. The *DoD Dictionary* and the *Terminology Repository* are accessible through the Joint Electronic Library Plus (JEL+) at <https://jdeis.js.mil/jdeis/> (common access card required).

9. <u>Effective Date</u>. This INSTRUCTION is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:

GEORGE M. WIKOFF, RADM, USN
Vice Director, Joint Staff

Enclosures:
    A – Standardization of Military and Associated Terminology
    B – Responsibilities
    C – The DoD Dictionary of Military and Associated Terms
    D – The DoD Terminology Repository
    E – Definition Writing Guide
    F – References
    GL – Glossary

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UNCLASSIFIED

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ENCLOSURE A

STANDARDIZATION OF MILITARY AND ASSOCIATED TERMINOLOGY

1. <u>Purpose</u>. Establish methods, guidelines, and procedures to coordinate, standardize, and disseminate DoD military and associated terminology for the DoD Terminology Program.

2. <u>Organization</u>. The terminology community consists of joint publication (JP) lead agents (LAs), sponsors, the joint doctrine development community (JDDC), Joint Staff terminologists, and personnel from DoD Components who produce and distribute DoD policy.

3. <u>Guidelines</u>. Joint doctrine forms the foundation for military guidance and serves to facilitate the effective application of U.S. military power. A well-maintained collection of doctrine and policy terms assists doctrine writers, policy developers, strategists, and planners in the pursuit of better communication and standardization within the DoD. The *DoD Dictionary* reflects foundational doctrinal terms from JPs as well as select policy terms that temporarily fill gaps in describing joint operations and joint doctrine. The *Terminology Repository* consists of terms and definitions used in DoD and CJCS manuals, instructions, and policy documents, collectively known as DoD issuances.

   a. Only unclassified terms without distribution restrictions are included in the *DoD Dictionary* and the *Terminology Repository*. Terms in restricted or classified issuances are only included in the *DoD Dictionary* or *Terminology Repository* if they are portion marked as unclassified without distribution limitation in accordance with reference a. For terms in limited-distribution or classified documents, the following caveat shall be placed at the bottom of the cover page: "The Glossary in this publication is UNCLASSIFIED."

   b. Unclassified issuances with multiple volumes should have a single glossary located within volume 1 containing all terms and definitions used in more than one volume in the series. Only terms and definitions unique to individual volumes should be contained in respective volume glossaries.

   c. Enclosure C describes the process to vet terms and definitions when developing DoD issuances. DoD issuances should use approved, widely recognized, and accepted DoD terminology already in existence to the maximum extent possible. DoD issuance offices of primary responsibility (OPRs) must consult the *DoD Dictionary* and *Terminology Repository* to determine whether terms already exist to preclude unnecessarily creating alternate or similar DoD definitions. DoD issuance OPRs are responsible for

deconflicting duplicative policy terms in the repository with the JDDC as necessary.

   d. Terms in glossaries should be sourced to the base document or referenced to the document of origination. For JPs, see reference b 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* must be listed as the source and not the repository itself. For example, if the OPR wants to use the definition already included in the repository for 'date of separation' sourced to Department of Defense Instruction (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."

ENCLOSURE B

RESPONSIBILITIES

1. The CJCS is responsible for managing the DoD terminology program and developing, publishing, and maintaining the *DoD Dictionary*, in accordance with reference c.

2. The Joint Staff Director for Joint Force Development, J-7 provides oversight of the DoD Terminology Program on behalf of the CJCS. The DJ-7 also oversees and coordinates joint terminology related rationalization, standardization, and interoperability activities with the North Atlantic Treaty Organization (NATO) in accordance with reference d.

3. The Chief, Joint Education and Doctrine Division (JEDD) will:

    a. Manage and publish the *DoD Dictionary* and *Terminology Repository*.

    b. Serve as the DoD planner for doctrine terminology issues.

    c. Appoint and supervise the DoD terminologist.

    d. Fulfill the Joint Staff J-7 LA responsibilities for Allied joint terminology in accordance with reference d, to include designating the head of delegation to the NATO Military Committee Terminology Board (MCTB).

4. The DoD terminologist shall:

    a. Coordinate joint doctrine terminology changes with the JDDC by advising Joint Staff doctrine sponsors (JSDSs) and LAs on terminology considerations during JP development and revision.

    b. Develop and recommend policies, criteria, and procedures concerning the *DoD Dictionary* and *Terminology Repository*.

    c. Conduct regular and as-directed updates to the *DoD Dictionary* and *Terminology Repository*.

    d. Serve as head of delegation at the NATO MCTB, unless otherwise delegated by Chief, JEDD, and represent DoD at other joint, interagency, and multinational doctrine terminology-related forums and events when required.

    e. Chair doctrine terminology working forums and other terminology events as directed by Chief, JEDD.

f. Provide advice to OSD principal staff assistants, Joint Staff Directorates (J-Dirs), CCMDs, Services, NGB, and other DoD Components to set up supporting terminology processes and roles, and other assistance as needed.

g. Coordinate with the JDDC for OSD- and Joint Staff-directed terminology requests that modify the *DoD Dictionary*.

5. Services, CCMDs with Service-like responsibilities, and the NGB will:

a. Designate a single point of contact to coordinate joint doctrine terminology issues in accordance with their established policy and this instruction.

b. Develop, coordinate, and report terminology positions in accordance with their established policy.

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

6. Other DoD Components selected to coordinate joint doctrine must:

a. Coordinate on doctrinal terminology issues and participate in terminology processes.

b. Develop, coordinate, and report terminology positions for their respective command, agency, unit, or component.

c. Submit terminology proposals in accordance with this instruction.

ENCLOSURE C

THE DOD DICTIONARY OF MILITARY AND ASSOCIATED TERMS

1. The Joint Terminology Master Database is the central repository for joint doctrine terms and definitions contained in JP glossaries (and DoD issuances as requested), which standardizes definitions of joint doctrine terminology. The *DoD Dictionary* is the method of distribution for the terms contained in the Joint Terminology Master Database. JEDD incorporates new terms and definitions, and changes to or deletions of existing terms and definitions based on updates to a source JP coordinated with the JDDC during the JP's revision. The *DoD Dictionary* may also contain other terms and definitions approved by the Secretary of Defense (SecDef), Deputy Secretary of Defense (DepSecDef), CJCS, or DJ-7.

2. Additions, modifications, revalidations, or deletions of terminology for the *DoD Dictionary* must be approved using one of the following methods.

3. <u>Terms and Definitions Included in Joint Publications</u>. The preferred method for inclusion of terms and definitions in the *DoD Dictionary* is through defining the terms in a JP, which provides a doctrinal basis for the proposed terminology.

    a. When developing or revising a JP, the LA and JSDS, as defined in reference b, must:

        (1) Manage glossary development (reference e).

        (2) Coordinate with the DoD terminologist when formulating terminology.

        (3) Ensure the JP glossary meets standards and criteria in reference c and this instruction.

        (4) Coordinate proposed terminology with the JDDC as part of the JP's formal coordination in accordance with reference b.

    b. LAs and JSDSs must consult the *DoD Dictionary* and *Terminology Repository* during publication development to identify any terms in the draft JP that would result in new, changed, deleted, or duplicative entries. Proposed duplicative terms in policy issuances are discouraged but, if required, the LA and JSDS must identify them as an additional definition to the existing term in the *DoD Dictionary*.

c. The DoD terminologist ensures JP terms and definitions are added to, changed, or deleted from the *DoD Dictionary* after a JP is published.

4. <u>Terms Included by Approval of the SecDef, DepSecDef, CJCS, or DJ-7</u>

a. Terms not found in JPs are only added to the *DoD Dictionary* if directed and approved by the SecDef, DepSecDef, CJCS, or DJ-7 with the intent that the term will be included and defined in a future revision of an applicable JP. Terms approved for inclusion in the *DoD Dictionary* by this method must have a source document that can be referenced by the *DoD Dictionary*, such as a DoD issuance. Otherwise, terms may be included in the *Terminology Repository* IAW Enclosure D.

b. Terms from issuances are only considered for inclusion in the *DoD Dictionary* if they are necessary to standardize descriptions of current and emerging joint doctrine. The OPR must coordinate with the DoD terminologist and the JDDC prior to seeking approval from the SecDef, DepSecDef, CJCS, or DJ-7 to determine if it is necessary to include the term and definition in the *DoD Dictionary* and to ensure the quality of the term and definition. To conduct this staff coordination, OPRs from OSD coordinate with the DoD terminologist through the Director, Washington Headquarters Service (WHS) by e-mail at <whs.mc-alex.esd.mbx.dod-directives@mail.mil>, Attn: OSD Terminology Point of Contact for Standardization of Military and Associated Terminology. For staff coordination originating from the Joint Staff, OPRs coordinate with the DoD terminologist through the Joint Staff J-7.

(1) For OSD-originated staff actions to request a term's inclusion in the *DoD Dictionary*, OPRs use DD Form 106, "DoD Issuances Program Coordination Initiation," annotating "DoD Issuances Program Coordination Records" in the "Purpose and Remarks Section." Ensure the term intended for inclusion in the *DoD Dictionary* and its source DoD issuance are clearly indicated in staff action materials. Submit the form along with the source DoD issuance via the DoD issuances Portal system in accordance with reference f. The OSD terminology point of contact must ensure the CJCS is selected as a primary coordinator on the coordination request and identify "J-7 DoD Terminology Program" in the "Purpose and Remarks" section of the DD Form 106. The Joint Staff recipient for this coordination must provide a notification via e-mail to the DoD terminologist, who coordinates the term with applicable offices from the doctrine community.

(2) For Joint Staff actions, when seeking CJCS approval to include Joint Staff policy terms in the *DoD Dictionary*, the OPR must coordinate with the DoD terminologist through the Joint Staff J-7. Use Joint Staff Form 136 "Joint Staff Action Processing Form," and clearly indicate the proposed term

and its source issuance in the executive summary. The OPR shall ensure that the Joint Staff J-7 is selected as a primary coordinator on the form.

c. The DoD terminologist coordinates the proposed term and definition with the JDDC to ensure the quality of the term and definition (see Enclosure E), consistency with extant terms and doctrine, recommend changes to the proposed definition, identify necessary changes to other *DoD Dictionary* terms because of the proposed term, and identify any required changes to doctrine or publications because of the new term.

d. If coordination issues arise, the OSD terminology point of contact notifies the proposing component of the issue for collaborative adjudication. For the Joint Staff, any J-Dir initiating or coordinating on such a term ensures coordination with DoD terminologist via the Joint Staff J-7. Proposed issuance terms that are duplicative to those contained in the *DoD Dictionary* or *Terminology Repository* are discouraged but, if required, shall be added as an additional definition to the existing term in the *DoD Dictionary*.

e. The OSD terminology point of contact notifies the proposing component once a decision is made on the proposed submission. If the term and definition are approved, they are added to the *DoD Dictionary* with the source cited as the signed issuance or form.

5. Terminology in NATO Publications

a. Terminology in NATO Term, the official NATO Terminology Database, may be proposed for inclusion in the *DoD Dictionary* with an appropriate DoD issuance or JP as the source document.

b. The DoD terminologist or delegated representative solicits input from Service and NGB terminologists, as well as other DoD Components when applicable, for consideration in determining a U.S. position on NATO doctrinal terms.

(1) Proposed additions, revalidations, modifications, or deletions to NATO doctrinal terminology are submitted through the DoD terminologist to the NATO Allied Joint Operations Doctrine Working Group (AJODWG).

(2) The fundamental U.S. position on any NATO doctrinal 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.

   c. The DoD terminologist, or delegate representative, also supports annual MCTB staff actions by providing formal U.S. positions to the NATO Terminology Office.

   d. U.S. positions for NATO terms not managed by the AJODWG and MCTB will be coordinated and submitted to the appropriate working group or board by the appropriate head of delegation in accordance with reference d.

ENCLOSURE D

THE DOD TERMINOLOGY REPOSITORY

1. The *Terminology Repository* is a database that reflects terms and definitions from DoD and CJCS issuances, other policy documents or memos, and those approved by the SecDef, DepSecDef, CJCS, or DJ-7.

2. The DoD terminologist regularly updates the *Terminology Repository*. Terms and definitions are added to the *Terminology Repository* when published in a source issuance; modified when a source issuance supersedes or updates a previous version of the issuance; deleted when the source issuance is canceled; or added or changed by approval of the SecDef, DepSecDef, CJCS, or DJ-7.

3. When preparing DoD issuances, OPRs should compare the draft glossary with the *Terminology Repository* to remove duplicative terms and resolve terms with multiple definitions. Any issues found should be resolved through their OPR counterparts before publishing the issuance. The *Terminology Repository* incorporates the entirety of the glossary after an issuance is published, meaning inadequate coordination creates a high likelihood of conflicting definitions among DoD issuances. Policy developers are responsible for tracking and submitting terms to the DoD terminologist upon publishing DoD issuances to ensure terms found in the *Terminology Repository* remain relevant.

4. DoD offices wishing to submit a term and definition to the repository without an underlying issuance should submit a request through the Correspondence and Task Management System to the Director, WHS, Attn: OSD Terminology Point of Contact for Standardization of Military and Associated Terminology. J-Dirs or DoD Components responding to tasking on OSD terms will ensure coordination with DoD terminologist via the Joint Staff J-7. J-Dirs or DoD Components initiating or responding to CJCS terms must provide response and coordinate with DoD terminologist via the Joint Staff J-7. Follow the staffing procedures in Enclosure C and indicate the term and definition are intended to be included in the *Terminology Repository* instead of the *DoD Dictionary*.

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Enclosure D

ENCLOSURE E

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. The terms in the *DoD Dictionary* serve to define joint doctrine clearly and facilitate the shared understanding of doctrinal concepts.

2. A definition is a formal, concise 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, is not constrained in format or content, and belongs in the text. Only definitions that have complied with the criteria stated in Enclosure C, reference c, and the preface of the *DoD Dictionary* are included in the *DoD Dictionary*.

3. The following criteria are used to determine whether a term should be added to the *DoD Dictionary*. The criteria should also be used as guidance for terms in DoD issuances:

    a. The term is not a definition in a commonly accepted English-language dictionary.

    b. The term in a commonly accepted English-language dictionary is inadequate for DoD use.

    c. The term is not self-defining. If you can understand the concept by knowing the standard dictionary definitions of each word in the term, it is self-defining. Example: bomber aircraft – An aircraft that is capable of delivering bombs.

    d. The term is not circular. A definition is circular when it repeats the term being defined in the definition.

    e. The term is not a policy term that could be confused with or overrides a doctrinal term in the *DoD Dictionary*.

    f. The term reflects extant DoD capabilities and practices.

    g. The term is of general military 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 significance.

h. Any term for weaponry or equipment is generalized to generic systems.

i. The term does not consist of or contain shortened word forms (abbreviations, acronyms, or initialisms).

j. The term is unclassified, without handling restrictions.

k. The term is not a procedure word, code word, or brevity word.

l. The term is not Service-specific or functionality-specific, unless commonly employed in U.S. joint force operations.

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

n. The term is consistent with U.S. law, treaties, international agreements, and executive orders.

o. If the term is a noun, it is listed and defined in singular form.

p. With few exceptions, terms are general and not proper names.

q. Cross referenced terms do not have a separate entry. Example: 'Universal Time' is also called 'ZULU time,' but there is no separate entry for 'ZULU time.'

r. The term must be used in the body of its source document, not just in its glossary.

s. New proposed *DoD Dictionary* entries should be written as a definition and not as a description or explanation. Existing terms will be revalidated during publication reviews.

4. <u>Definition Writing Guidance</u>. 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):

Step 1: Research

□ Proposed term meets the "Criteria for Terms and Definitions" outlined in paragraph 3 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 only enough information required to explain the concept and distinguish the term from those that are related or similar.

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

> <u>theater of operations</u> – 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 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.

> Incorrect:

> <u>rifle</u> – A weapon incorporating a metal tube from which bullets are propelled by explosive force.

Correct:

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. This includes using qualifiers and one or two examples to represent all possible choices.

Incorrect:

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.

Correct:

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 uses it as a characteristic.

Incorrect:

crisis response shipping – Shipping employed to respond to a crisis.

Correct:

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.

Incorrect:

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.

Enclosure E

> Correct:
>
> 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.
>
> Incorrect:
>
> 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.
>
> Correct:
>
> 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.

5. Shortened Word Forms. The DoD Terminology Program does not manage shortened word forms, such as acronyms, abbreviations, and initialisms. As such, shortened word forms listed in reference f only reflect those used in individual JPs; listing 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 creation and management. Additional details on shortened word form construction and guidance may be found in organizational standard operating procedures. Overuse should be avoided in accordance with reference g.

    a. Must be unclassified, without handling restrictions.

    b. Must be more than one letter.

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. Should only be created when needed and commonly used. All terms do no not need a shortened word form.

f. Should be established in a document only when the term is used at least twice within the body of a DoD or CJCS issuance or at least five times in a JP.

ENCLOSURE F

REFERENCES

a. DoDM 5200.01 Volume 2, Change 3, 28 July 2020, "DoD Information Security Program: Marking of Information"

b. CJCSM 5120.01 Series, "Joint Doctrine Development Process"

c. DoDI 5025.12, Change 1, 21 January 2022, "Standardization of Military and Associated Terminology"

d. CJCSI 2700.01 Series, 11 February 2019, "Rationalization, Standardization, and Interoperability (RSI) Activities"

e. CJCSI 5711.01 Series, "Action Processing Policies and Procedures"

f. DoDI 5025.01, Change 3, 1 May 2019, "DoD Issuances Program"

g. JP 1, Volume 1, *The Joint Force*, Appendix on "DoD Dictionary of Military and Associated Terms (DoD Dictionary)"

h. CJCSI 5120.02 Series, "Joint Doctrine Development System"

i. NATO Term, "Official NATO Terminology Database "

j. DoDI 5025.13, 23 January 2020, "DoD Plain Language Program"

k. Allied Administrative Publication (AAP)-77, "NATO Terminology Manual"

l. *The Concise Oxford English Dictionary,* 12th Edition, 18 August 2011.

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GLOSSARY

AJODWG	Allied Joint Operations Doctrine Working Group
CCMD	Combatant Command
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
CUI	controlled unclassified information
DoD	Department of Defense
DoDI	Department of Defense Instruction
JDDC	Joint Doctrine Development Community
JEDD	Joint Education and Doctrine Division
JP	joint publication
JSDS	Joint Staff doctrine sponsor
LA	lead agent
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

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