



Department of Defense INSTRUCTION

NUMBER 5025.12
August 14, 2009

DA&M

SUBJECT: Standardization of Military and Associated Terminology

- References:
- (a) DoD Directive 5025.12, "Standardization of Military and Associated Terminology," June 30, 2004 (hereby canceled)
 - (b) DoD Directive 5105.53, "Director of Administration and Management," February 26, 2008
 - (c) Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," as amended
 - (d) Chairman of the Joint Chiefs of Staff Instruction 5705.01C, "Standardization of Military and Associated Terminology," February 19, 2008

1. PURPOSE. This Instruction:

- a. Reissues Reference (a) as a DoD Instruction in accordance the authority in Reference (b).
- b. Establishes the overarching policy, procedures and requirements for identifying, deleting, modifying, and incorporating definitions into Reference (c).
- c. Continues to authorize the development, publication, and maintenance of Reference (c) in accordance with this Instruction and Reference (d).

2. APPLICABILITY. This Instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components").

3. POLICY. It is DoD policy:

- a. To improve communications and mutual understanding within the Department of Defense, with other Federal Agencies, and between the United States and its international partners through the standardization of military and associated terminology.

b. That the DoD Components use Reference (c) as the primary terminology source when preparing correspondence, to include policy, strategy, doctrine, and planning documents.

c. That the DoD Components use the terminology and approval criteria in Enclosure 2 when considering terms for inclusion in Reference (c). Additional information on the criteria for including terminology in Reference (c) can be found in the preface of Reference (c) and in Reference (d).

d. That this Instruction does not restrict the use and publication of terms and definitions for unique functional areas or unilateral use by individual DoD Components. Any military or associated terms or definitions that involve DoD-wide applicability or usage across functional boundaries, may be nominated for inclusion in Reference (c) if appropriate.

4. RESPONSIBILITIES. See Enclosure 1.

5. RELEASABILITY. UNLIMITED. This Instruction is approved for public release. Copies may be obtained through the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

6. EFFECTIVE DATE. This Instruction is effective immediately.



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Enclosures

1. Responsibilities
2. DoD Terminology and Approval Criteria

ENCLOSURE 1

RESPONSIBILITIES

1. DIRECTOR OF ADMINISTRATION AND MANAGEMENT (DA&M). The DA&M shall establish policy on the compilation and publication of standardized military terminology in accordance with Reference (b).

2. DIRECTOR, WASHINGTON HEADQUARTERS SERVICES (WHS). The Director, WHS, under the authority, direction, and control of the DA&M, shall:
 - a. Serve as the OSD and WHS terminology point of contact; staff proposed additions, deletions, and changes to Reference (c) within the OSD Components and WHS.

 - b. Forward recommended terminology changes to Reference (c) to the Chairman of the Joint Chiefs of Staff.

 - c. Represent the OSD Components and WHS in terminology working groups convened in accordance with Reference (d).

3. CHAIRMAN OF THE JOINT CHIEFS OF STAFF. The Chairman of the Joint Chiefs of Staff shall:
 - a. Manage the DoD Terminology Program.

 - b. Develop, publish, and maintain Reference (c) in accordance with this Instruction.

 - c. Resolve DoD terminology issues. Disapproved OSD nominated terms to Reference (c) shall be referred to the DA&M.

4. HEADS OF THE OSD AND DOD COMPONENTS. The Heads of the OSD and DoD Components shall ensure that any term and its definition having DoD-wide applicability and usage be submitted to their Component terminology point of contact for processing and inclusion in Reference (c) in accordance with this Instruction and Reference (d).

ENCLOSURE 2

DOD TERMINOLOGY AND APPROVAL CRITERIA

The following criteria shall be used by the DoD Components when considering terms for inclusion in Reference (c).

1. DOD TERMINOLOGY CRITERIA. For a term to be considered for inclusion in Reference (c), it must meet the following criteria:

a. Inadequate coverage in a standard, commonly accepted dictionary.

b. Terminology is 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.

c. Term is not a code word, brevity word, or NATO-only term.

d. Term is not Component or Service-specific or functionality-specific unless it is commonly employed by U.S. joint forces as a whole.

2. APPROVAL CRITERIA. Terminology shall be approved for inclusion in Reference (c) when it is:

a. Directed by the Secretary or Deputy Secretary of Defense, or the Chairman of the Joint Chiefs of Staff.

b. Coordinated by the sponsoring DoD Component with OSD, the Office of the Chairman of the Joint Chiefs of Staff, and the Military Departments at a minimum, and approved:

(1) In joint doctrine publications for inclusion in Reference (c);

(2) In DoD or CJCS issuances for inclusion in Reference (c); or

(3) NATO agreed terminology.

c. Nominated for inclusion in Reference (c) by the Heads of the OSD or DoD Components, coordinated with OSD, the Office of the Chairman of the Joint Chiefs of Staff, and the Military Departments at a minimum, and approved according to the provisions of this Instruction and Reference (d).