



NATO TERMINOLOGY



NATO STANDARDIZATION OFFICE (NSO)
BUREAU OTAN DE NORMALISATION

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Why use the same terminology?

Interoperability

To achieve military interoperability, it is not enough to use compatible equipment or implement similar procedures. Personnel from NATO member states and Partners operating together must be able to understand each other readily and unambiguously. The NATO Terminology Programme (NTP) is designed to foster the use of common language, thereby enhancing the cohesion and effectiveness of the Alliance and its Partners.

Standardization

Terminology is part of NATO's wider standardization efforts. For this reason, all NATO terminology activities are centrally coordinated by the NATO Terminology Office (NTO), which is part of the NATO Standardization Office (NSO) at NATO Headquarters in Brussels.

Together

Unlike NATO documents, for which there is a single responsible group or authority, the responsibility for NATO terminology is often a common responsibility. After all, NATO terminology consists of words in the NATO official languages – words that we all use. Therefore, in the NTP the main stakeholders work together to develop NATO's terminology.

Common sense, as well as le bon sens !

Once the terminology has become 'NATO Agreed', the meaning is the shared or 'common' meaning, or the 'common sense'. Moreover, it is this 'common sense' that has also become the official or 'correct' meaning, or 'le bon sens'.

NATO Agreed terminology – How does it work?

Reference dictionaries

In principle, the terminology from the latest editions of the *Concise Oxford English Dictionary* and *Le Petit Robert* is the terminology to be used in NATO: the spelling of the words and the definitions from these so-called 'reference dictionaries' are the starting points for terminology in NATO.



Terminology development



If you cannot find your term in these dictionaries or if you think that a specific meaning is needed in NATO, you need to develop that terminology yourself.

NATO Terminology Programme

However, to make sure that not everyone starts developing their own definitions for the same concepts, you need to go through the official procedure for this, the 'NATO Terminology Programme' (NTP).



Directive and Manual



The NTP is based on [PO\(2015\)0193](#) *NATO Terminology Directive*, which outlines the procedures and responsibilities and [AAP-77](#) *NATO Terminology Manual*, which describes how terminology must be written.

How to make your terminology 'NATO Agreed'?

Preparation and submission

- Check the terminology in your document against NATOTerm. Is there terminology to be *added*, *revalidated*, *modified* or *cancelled*? On basis of this, prepare proposals.
- Download the proposal form from the NSO site and complete the boxes that apply to your situation, following the principles edicted in the NATO Terminology Manual.
- Submit to the NTO at terminology@nso.nato.int.

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Quality assurance

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- The NTO checks your proposal against the Manual, other NATO Agreed terminology, etc. and may propose changes.
- The quality assurance may involve an exchange between you, other stakeholders, subject-matter experts and the NTO.

Approval

- When there is agreement on the substance and the form of the terminology, the NTO submits the proposal to the responsible (delegated) tasking authority (TA/DTA) for approval.
- If and when approved, the terminology becomes 'NATO Agreed' terminology.

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Promulgation

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- When the terminology is approved, the TA/DTA informs the NTO. On behalf of the Director NSO, the NTO will promulgate the approved terminology in the NATOTerm database.

Which tools support the NTP?

A. NATOTerm

NATOTerm is the official NATO terminology database. The terminology from all NATO glossaries has been added to NATOTerm, making it the 'one-stop shop' for all NATO terminology.

NATOTerm contains four types of terminological entries:

- **NATO Agreed:** Terminology approved by the NATO member states through the NTP.
- **Cancelled:** Previously 'NATO Agreed' terminology that was subsequently cancelled through the NTP.
- **Not NATO Agreed:** The terminology from NATO glossaries that has not yet become NATO Agreed. Although this terminology has often been used for years, much of it was never processed through the NTP, which only took off in approx. 2005. Efforts are underway to make this terminology 'NATO Agreed' in the years ahead.
- **NATO Adopted:** The terminology from authoritative standards developing organizations and used by NATO 'as is'. This terminology may not be written in accordance with the NATO Terminology Manual.

To access NATOTerm on the Internet

1. Open your default web browser.
2. Enter NATOTerm's URL in the browser address bar:
<https://nso.nato.int/NATOTerm>.
3. Press ENTER on your keyboard to access the **Home** page of NATOTerm.



Welcome

Welcome to NATOTerm, the official NATO Terminology Database.

NATOTerm contains non-classified military terminology, as well as non-military terminology relevant to NATO. NATOTerm is available in both NATO official languages, i.e. English and French, and is maintained by the NATO Terminology Office, which is part of the NATO Standardization Office.

Notes:

- No login or password is needed to access NATOTerm.
- NATOTerm can also be found on the NATO intranet, via the NSO website or the NATO HQ Intranet Home page.
- NATOTerm's user interface is available in both NATO official languages, i.e. English and French. By default, the language is set on English.

To search for terminology in NATOTerm

Click on **Search** in the top menu bar of NATOTerm's **Home** page to access the **Search** page.

The screenshot shows the NATOTerm Search page. At the top, there is a header with the NATO logo, 'NATOTerm' title, and 'NSO' logo. Below this is a navigation bar with 'Home', 'Search' (highlighted), 'NATO Terminology', and 'Links'. On the right of the navigation bar are language selectors 'EN' and 'FR'. Below the navigation bar is a search area with a text input field, 'Source language' (English), 'Target language' (French), and 'Select TermBase' (NATOTerm). There are also links for 'Advanced search', 'Filters', 'Exports', 'Back', and 'Forward'. On the left side, there is a 'browsing list' with various search results, including 'G line', 'y-coupler', 'Who are you signal', etc. On the right side, there is a detailed view of a selected record (Record 37211) showing 'Security Level: Public', 'Domain: Science & technology - Telecommunications', 'NATO glossaries: AComP-01', 'Project: FST-17', 'English', 'Approving authorities: C3B', 'Approval status: NATO Adopted', and 'Approval date: 2005-03-01'. The bottom of the page shows 'Goubau line'.

The **Search** page is divided in three parts:

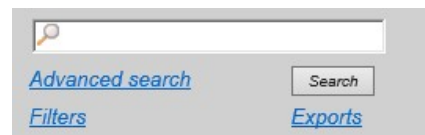
- Part 1, at the top, where you can enter your search criteria and access additional features such as filters and exports.
- Part 2, on the left-hand side, where you find the list of search results. This is called the “browsing list”.
- Part 3, on the right-hand side, where you see the content of the terminological entry selected in the browsing list. By default, the first item of the browsing list is displayed.

To perform a basic search:

1. Set the **Source** and **Target** languages.
2. Enter the term or abbreviation you wish to search for in the free text field (🔍).

This close-up shows the 'Source language' and 'Target language' dropdown menus, both set to 'English'. Below them are 'Back' and 'Forward' navigation buttons.

- Click the **Search** button or press ENTER on your keyboard. The results appear in the browsing list.



Notes:

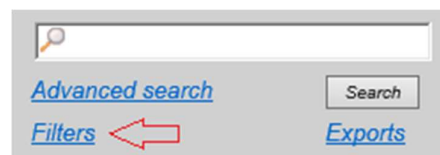
- The languages available in NATOTerm are both NATO official languages, i.e. English and French.
- Although there are various search options in NATOTerm, the default term search mode is 'Starts with'.
- Consult the online help [?](#) for more information about NATOTerm's various search options.

To refine your search in NATOTerm

Before searching for terminology, you may want to narrow down the content of NATOTerm to a particular domain, a specific NATO glossary or an approval status. NATOTerm offers a number of preconfigured filters that are based on the types of terminological entries and the most consulted NATO glossaries.

To apply a preconfigured filter:

- Click **Filters** under the search free text field to access the list of preconfigured filters. By default, all filters are disabled.
- Click on the name of the filter you wish to apply (in the 'Description' or 'Type' column) to select it, then click the **Enable** button in the 'Filters' toolbar:



Status	Type	Description
Disabled	Local	01_ NATO Agreed
Disabled	Local	02_ Cancelled
Disabled	Local	03_ NATO Adopted
Disabled	Local	04_ Not NATO Agreed
Disabled	Local	AAP-06 - NATO Glossary of Terms and Definitions

Alternatively, you can enable the filter by clicking it in the 'Status' column.

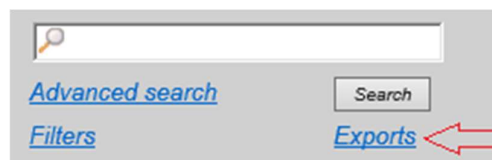
Notes:

- *The browsing list on the left-hand side of the screen is automatically updated in accordance with the enabled filter.*
- *To apply more than one filter at a time, repeat steps 1 and 2 for all the filters you wish to apply.*
- *If you wish to remove a filter, repeat steps 1 and 2 but click the **Disable** button in the 'Filters' toolbar.*
- *Consult the online help [?](#) for more information about how to use and create filters in NATOTerm.*

To export filtered content in NATOTerm

After having applied one or more filters, you can export the filtered content into a glossary-like PDF file in order to save it on your local drive and/or to print it off.

1. Once you have filtered the content in NATOTerm, click **Exports** under the search free text field to display the 'Exports' screen.



2. In the top menu bar of the 'Exports' screen, click **New Export** (see above) to configure the export you want. A new dialogue box called 'Export' pops up.

3. Enter a meaningful name for the export under 'Description', select **PDF (NATO)** as 'Type' of glossary and select the desired format of PDF glossary using the 'PDF Format (NATO)' drop-down list.

4. Choose **NATOTerm** as termbase.

5. Click **Save** on the right-hand side of the 'Exports' top menu bar to save your settings and start the export.

6. Your export appears in the list of exports. Click **Refresh** in the 'Exports' top menu bar to update the progression rate of the export. Once completed (100%), select your export by clicking on it and choose **Download** to save a copy of the PDF on your local drive.

Exports					
New Export Delete Download Refresh Close					
Date	Type	Format	Description	Status	%
2020-07-08 1:41:14 PM	PDF (NATO)	Terms and Abbreviations	NATOAgreed	Completed (PDF)	100.00 %
Previous 1 Next					

Notes:

- The default format of PDF glossary is 'Terms and Abbreviations'. It is the most complete format with terms, abbreviations and definitions. To get a glossary of terms and abbreviations only, select 'Abbreviations' in the 'PDF Format (NATO)' drop-down list.
- The Export feature is not suitable to perform an export of the entire NATOTerm database. To get an entire export, please contact the NATO Terminology Office (terminology@nso.nato.int).
- The list of exports will be cleared on a regular basis. Make sure to download your export as soon as it is completed.
- Consult the online help [?](#) for more information about how to export content from NATOTerm.

B. TTF Tracker

The TTF Tracker is an internal file and task management tool, designed to support the coordination of terminology proposals by the NTO. Its main functionality has been extended to offer a search and tracking module to those outside the NTO who participate in the NTP.

The TTF Tracker contains the metadata of the most recent terminology proposals, i.e. proposal date, proposer, approving authority, status, domain and decision date (for archived proposals).

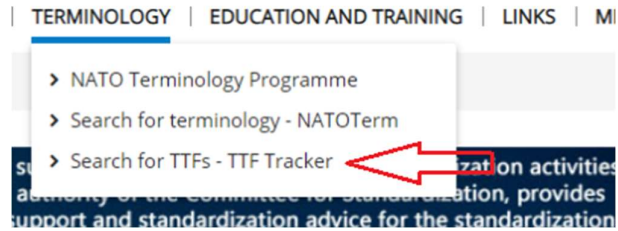
The TTF Tracker also lists all pending actions.

To access the TTF Tracker on the Internet

1. Go to the NSO Public website at <https://nso.nato.int>.
2. Select **OTHER NSO WEBSITES** > **TTF TRACKER** at the top right-hand side of the screen.
3. Sign in using the login details to the NSO Protected website. If you have no login yet, please request one via the **Request Access** option on the **Home** page of the NSO Public website.

The screenshot displays the NATO Standardization Office (NSO) Public Web Site. The header includes the NATO logo and the text "NATO STANDARDIZATION OFFICE Public Web Site". A navigation menu at the top lists "NSO | TASKING AUTHORITIES | STANDARDS | TERMINOLOGY | EDUCATION AND TRAINING | LINKS | HELP". On the right, a dropdown menu titled "OTHER NSO WEBSITES" is open, showing options: "PUBLIC", "NSDD PUBLIC", "NATOTERM", "NSO MOBILE APP", "PROTECTED", "NSDD PROTECTED", "TTF TRACKER" (highlighted with a red arrow), "E-REPORTING", and "NSO FORUMS". Below the menu, a "LOGIN" button is visible. A banner below the navigation menu states: "The NSO initiates, coordinates, supports or administers all those standardization activities that are conducted under the authority of the Committee for Standardization, provides standardization management support and standardization advice for the standardization community and supports the Military Committee Standardization Boards." Below the banner, there are several flags. At the bottom, a login form titled "Sign in to access this site" is shown, with the text "Authorization required by https://nso.nato.int". The form contains fields for "Username" and "Password", and buttons for "Sign in" and "Cancel".

Alternatively, you can access the TTF Tracker via the **TERMINOLOGY** menu of the NSO websites.



Notes:

- *The TTF Tracker can also be found on the NATO intranet, via the NSO website.*

The default **Search and reports** page pops up. From this page you can perform a basic search on criteria such as a term or an abbreviation, a TTF number, the entry date of a proposal, or the decision date of an archived proposal.



To search for a term or an abbreviation in the TTF Tracker

1. Under **Language**, specify the language of your search. Click the radio button (○) of the language of your choice to activate it (●).
2. Under **Designation**, indicate whether you search for a term or an abbreviation. Click the radio button (○) of the type of designation of your choice to activate it (●).
3. Under **Designation**, specify the search mode: **Perfect match** (exactly the same) or **Partial match** (part of it).
4. Enter the searched designation (or part of it) in the free text field and click the **Search** button. The list of search results will appear on screen.

For example, a search on the English term “air operation” in ‘Partial match’ mode gives the following list of results:

Search results										
<input type="checkbox"/>	TTF number	English term - abbreviation	French term - abbreviation	Proposal	Status	NTP entry	Action	Action by	Deadline	Final decision
<input type="checkbox"/>	1994-0053	air operation	opération aérienne	Addition	Archived	1994-05-11				Withdrawn
<input type="checkbox"/>	2013-0127	air operations centre - AOC	centre d'opérations aériennes	Modification	Archived	2013-04-23				Approved
<input type="checkbox"/>	1976-0045	antisurface air operation	opération aérienne antisurface	Addition	Archived	1976-06-01				Approved
<input type="checkbox"/>	2006-0071	combined air operations centre - CAOC	centre multinational d'opérations aériennes	Modification	Archived	2006-05-09				Rejected
<input type="checkbox"/>	2013-0157	Combined Air Operations Centre Torrejon - CAOC TJ	Centre multinational d'opérations aériennes de Torrejon	Addition	Archived	2013-02-04				Approved
<input type="checkbox"/>	2013-0159	Combined Air Operations Centre Uedem - CAOC UE	Centre multinational d'opérations aériennes d'Uedem	Addition	Archived	2013-02-04				Approved
<input type="checkbox"/>	2013-0158	Commander Combined Air Operations Centre Torrejon - COM CAOC TJ	Commandant du Centre multinational d'opérations aériennes de Torrejon	Addition	Archived	2013-02-04				Approved

Notes:

- If you know the TTF number of the desired proposal, enter it directly under **TTF number**.
- For a search on a date or a date range, use the date format yyyy-mm-dd (e.g. 2013-01-08 for 8 January 2013).
- Consult the TTF Tracker's online Help for more information about the basic search criteria, the search results, their presentation and their sorting.

To perform an advanced search in the TTF Tracker

From the **Search and reports** page, click the **Show more options** button to access advanced search criteria.

Language

☒ English
☐ French

TTF number

XXXX-xxxx

Designation

☒ Term
☐ Abbreviation

Date

NTP entry: FROM YYYY-MM-DD TO YYYY-MM-DD
Decision: FROM YYYY-MM-DD TO YYYY-MM-DD

☐ Perfect match
☒ Partial match

Show more options

Search

Reset

Help

In addition to the previous basic search options, the following options are available:

- Search by proposer
- Search by approving authority
- Search by action
- Search by status
- Search by final decision
- Search by domain

Each option can be used on its own or in combination with other search options. The more search options you use, the more refined your search will be.

- When you have made your selection, click the **Search** button (see above) and the results will appear on screen.
- To start a completely new search, click the **Reset** button to clear all criteria.
- If you wish to limit your search to ongoing proposals, tick the box **Exclude archived TTFs** on the left-hand side at the bottom of the screen.

Notes:

- Consult the TTF Tracker's online Help for more information about the advanced search criteria, in particular the values offered by the various drop-down lists.

To extract a report from the TTF Tracker

Once you have your search results, you may wish to export them for further reference. The TTF Tracker offers two formats of report:

- A CSV report
- A printable report

Search results										
<input type="checkbox"/> TTF number	English term - abbreviation	French term - abbreviation	Proposal	Status	NTP entry	Action	Action by	Deadline	Final decision	Decision date
<input type="checkbox"/> 2020-0018	life cycle environmental profile - LCEP	profil de vie environnemental	Addition	Ongoing	2020-05-05	SMEs - Review and comment	CNAD/AC/327 LCMG	2020-12-31		
<input type="checkbox"/> 2020-0019	lower firing temperature - LFT	température basse de tir	Addition	Ongoing	2020-05-05	SMEs - Review and comment	CNAD/AC/327 LCMG	2020-12-31		
<input type="checkbox"/> 2020-0020	mission profile	profil de mission	Addition	Ongoing	2020-05-05	SMEs - Review and comment	CNAD/AC/327 LCMG	2020-12-31		
<input type="checkbox"/> 2020-0021	prestressing	pré conditionnement mécanique ou climatique	Addition	Ongoing	2020-05-05	SMEs - Review and comment	CNAD/AC/327 LCMG	2020-12-31		
<input type="checkbox"/> 2020-0022	standby life	durée de vie en stockage particulier	Addition	Ongoing	2020-05-05	SMEs - Review and comment	CNAD/AC/327 LCMG	2020-12-31		
<input type="checkbox"/> 2020-0023	storage life	durée de vie en stockage	Addition	Ongoing	2020-05-05	SMEs - Review and comment	CNAD/AC/327 LCMG	2020-12-31		
<input type="checkbox"/> 2020-0024	lower conditioning temperature - LCT	température inférieure de conditionnement	Addition	Ongoing	2020-05-05	SMEs - Review and comment	CNAD/AC/327 LCMG	2020-12-31		
<input type="checkbox"/> 2020-0025	operational life	durée de vie opérationnelle	Addition	Ongoing	2020-05-05	SMEs - Review and comment	CNAD/AC/327 LCMG	2020-12-31		
<input type="checkbox"/> 2020-0026	upper conditioning temperature - UCT	température supérieure de conditionnement	Addition	Ongoing	2020-05-05	SMEs - Review and comment	CNAD/AC/327 LCMG	2020-12-31		
<input type="checkbox"/> 2020-0027	climate category	catégorie climatique	Addition	Ongoing	2020-05-05	SMEs - Review and comment	CNAD/AC/327 LCMG	2020-12-31		

For a CSV report:

1. From the 'Search results', click the **Export CSV** button.
2. The CSV file is automatically downloaded. Click **Open file** or go to the 'Downloads' folder in the file explorer to access the downloaded file. These options may vary from one browser to another.

For a printable report:

1. From the 'Search results', click the **Printable report** button. The report pops up.
2. Right-click on the report and select **Print** in the list of options or use CTRL + P to print the report.

To download a file or a selection of files from the TTF Tracker

In addition to the above reports, the TTF Tracker allows to download one or more TTFs at the same time.

1. From the 'Search results', select the file or files you are interested in by ticking (☒) their respective boxes.
2. Click the **Download** button at the bottom of the screen. This will create a zip file with the related TTFs.
3. The zip file is automatically downloaded. Click **Open file** to access the downloaded TTFs or go to the Downloads folder in your file explorer to access the zip file. These options may vary from one browser to another.

Notes:

- Depending on the number of files returned by the search results and their size, you may have to download files in several batches.
- Consult the TTF Tracker's online Help for more information about the extraction of reports and the download of files.

Frequently Asked Questions

Q: Who can submit a proposal? Does my boss need to do anything?

A: No. Your boss should be aware of what you are doing of course, but if your proposal derives from your work, anyone in NATO or in the Defence organization of one of its member states can submit a terminology proposal. Only in certain cases, such as the development of a large volume of terminology, should you seek prior approval from the responsible TA or DTA.

Q: How long does it take for my proposal to become NATO Agreed terminology?

A: This is difficult to answer. Needless to say, one proposal, or even two, three, etc. go quicker than 27 or 286 at the same time. Furthermore, if you submit your proposal having applied the NATO Terminology Manual correctly and in both official languages, the NTO can probably process the proposals more quickly and submit your terminology for approval almost immediately. All in all, if you submit up to half a dozen proposals at the same time, and there are no corrections to be made as part of the Quality Assurance, the NTO can sign off the proposals within a matter of days and submit them to the approving TA or DTA.

Q: How about AAP-06?

A: AAP-06 will be cancelled, as will all NATO glossaries. All NATO glossaries, including AAP-06, are contained in the NATOTerm database. If you wish, you can still 'recreate' a NATO glossary by creating an export of the glossary in a PDF file and printing it off.

Q: Document approved! Terminology approved?

A: No. Despite the fact that the terminology in NATO documents must be 'NATO Agreed', terminology can only become 'NATO Agreed' terminology if it has been approved separately through the NATO Terminology Programme. The reason for this is that, because of NATO's objective to standardize its terminology, the same terminology is also used in other NATO documents.

Q: How does this work then?

A: When you write or update a NATO document, you need to check the terminology in your document against the two reference dictionaries (the Concise Oxford English Dictionary and Le Petit Robert) to see if you are using your terms and/or abbreviations correctly. If you cannot find them in these dictionaries, you need to look up your terms and/or abbreviations in NATOTerm and copy the NATO Agreed terminology from NATOTerm into your document. If you are of the opinion that there is terminology in NATOTerm that needs to be modified, cancelled or revalidated, or if it needs to be added, you need to submit the necessary terminology proposals for addition, modification, cancellation or revalidation when your document is sufficiently mature. The terminology is thus developed concomitantly with your document.

Ideally, the terminology is approved before the final draft is submitted to the member states for approval. If this is not the case, you can indicate in the lexicon of your document that the terminology from your document was 'Submitted for NATO Agreement'. Moreover, if your document is a NATO standard and was promulgated with indications that the terminology was 'Submitted for NATO Agreement', you can simply issue a new version of the standard after the approval of the terminology and indicate that the terminology has become 'NATO Agreed'.

Q: What is the role of the custodian in this?

A: The responsibilities of custodians and drafters of NATO documents with regard to terminology are listed in the NATO Terminology Directive, para 2.2.5. They emphasize that the authors of a NATO document must not only bring the development of their document to a successful end, but also check that the terminology is 'NATO Agreed' or submit the necessary terminology proposals, as described above.

Q: Why are there so many boxes to complete in the terminology proposal form?

A: There aren't. The proposal form simply reflects the structure of a terminological entry, which is always the same. The so-called 'fields' in the NATOTerm pages (or 'records') are organized in the same order. However, if they are empty, they are not displayed.

Thus the various boxes should only serve as a checklist, i.e. to remind you not to forget any element of the terminological entry in your proposal.

Q: Need to know more about terminology?

A: The NTO organizes Terminology Workshops at regular intervals. During these one-day sessions at NATO Headquarters in Brussels participants take part in a number of presentations, games and exercises to learn 'how to think like a terminologist'. Tailor-made sessions may be arranged on request.

