NATO Standardization Office (NSO)

Protected Website

User Guide

Version 3.0

NATO Standardization Office
B-1110 Brussels, Belgium - Internet site: https://nso.nato.int/protected/
Mail: webmasternso@nso.nato.int - Tel. 32.2.707.5556

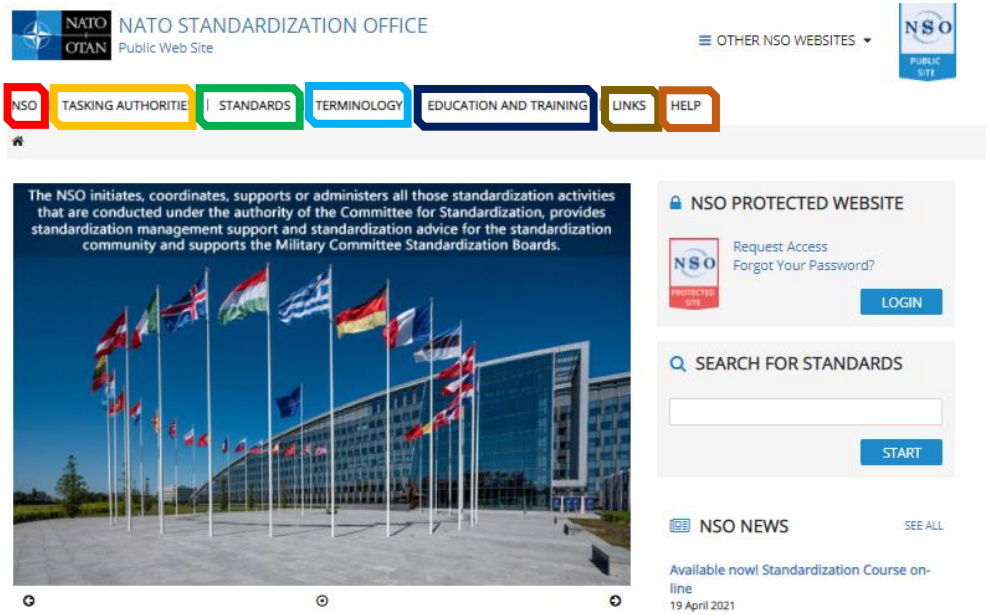
Table of Contents

1. Home Page 1
1.1. NSO 1
1.2. Tasking Authorities 1
1.3. Standards 2
1.4. Terminology 2
1.4.1. NATO Terminology Programme 2
1.4.2. Search for Terminology – NATOTerm 2
1.5. Education and Training 3
1.6. Links 3
1.7. Help 3
2. Request Access to the Protected Website 4
3. Modify your details 7
4. Forums 8
4.1. Access and Join 8
4.2. Open a new thread 9
4.3. Post a message and upload a document: 10
4.4. Receive notification 11
4.5. Send Notifications: 12
5. Search for standardization documents on the NATO Standardization Documents Database (NSDD) 14
5.1. Search for Standards 14
5.2. Advanced search: 15
5.2.1. Search for Standards 16
5.2.2. List of all current standards 19

5.2.3. Ratification/Implementation Details 20
5.2.4. Check Updates 21
5.2.5. Search Contents 23
6. NATOTerm 25

1. Home Page

https://nso.nato.int/protected/



1.1. NSO

Under the NSO menu you will find information about the NSO leadership, history, organization and the use of civil standards. You will also see our telephone chart and the news.

1.2. Tasking Authorities

Hovering your mouse over “Tasking Authorities” will display all the NATO Standardization Tasking Authorities. Here you can find a short description of each, together with links to respective supporting staffs

websites and/or mailboxes. For the Tasking Authorities directly supported by the NSO and the MC Delegated Tasking Authorities you will also find documents folders and forums for the main body as well as for the subordinated groups. For more information about forums access and use, see pages 8-12 below.

1.3. Standards

Looking for or searching through Standards starts here. Selecting this link will open additional options that will your make search faster and easier. For more information on how to search for standards, see pages 14-23 below.

1.4. Terminology

Looking for Terms starts here. Hovering over the Terminology menu you can access the page of the NATO Terminology Programme and NATOTerm.

1.4.1. NATO Terminology Programme

Here you can find a short description of the NATO Terminology Programme, documents folders and forums.

1.4.2. Search for Terminology – NATOTerm

Clicking on this link will open NATOTerm. Here you can see all non-classified military terminology, as well as non-military terminology relevant to NATO. NATO*Term* is available in both NATO official languages, i.e. English and French.

1.5. Education and Training

The Education and Training menu will allow you to see all standardization related events and education and training video and other material.

1.6. Links

Under this tab you can find a selection of useful links to other relevant sites.

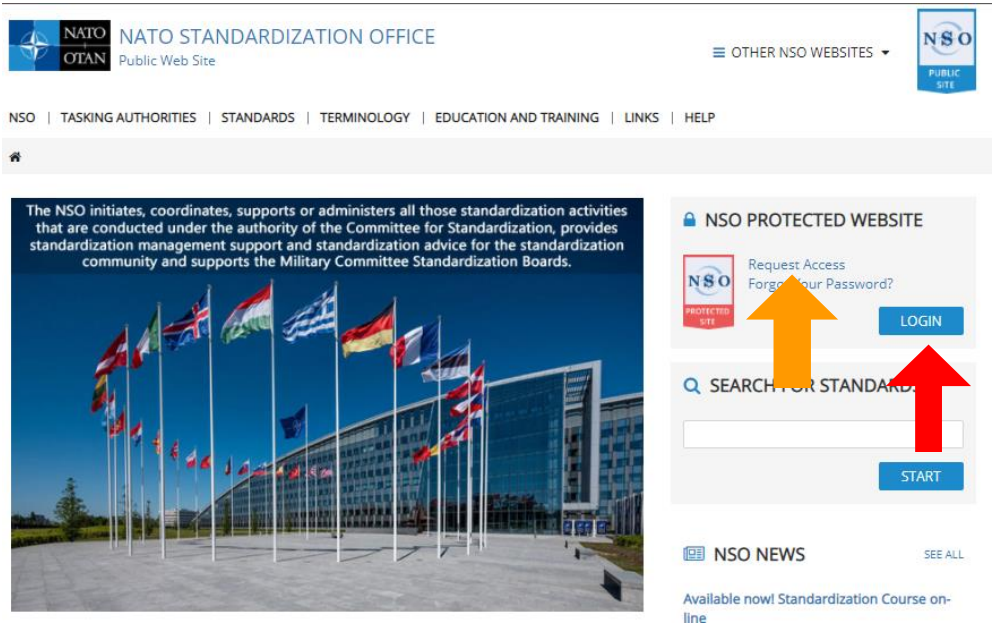
1.7. Help

The Help menu contains a list of acronyms, answers to FAQ on standardization (NSO) and terminology (NTO), this user guide and the NSO contact information.

2. Request Access to the Protected Website

To access the NSO Protected Website you must first **REQUEST ACCESS**, orange arrow. Once access is granted you can LOGIN, see the red arrow.

Please note that access to the NSO protected website is limited to representatives of NATO Bodies and NATO and partner nations with a governmental e-mail address.

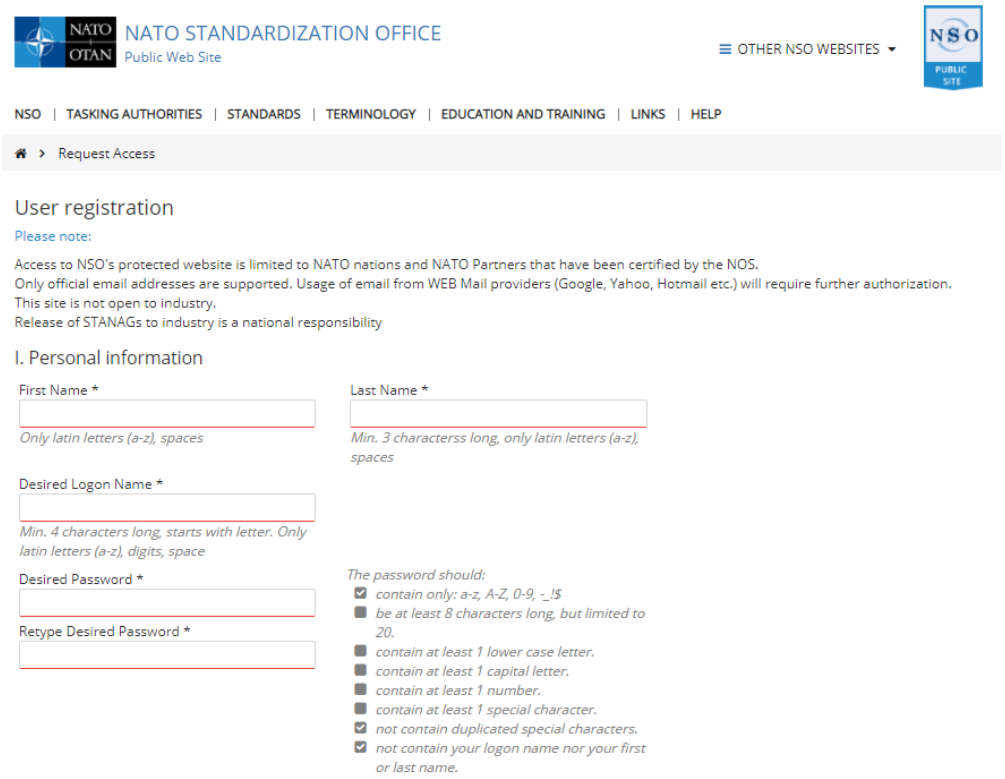


Note from the Webmaster: if you do not log in the NSO Protected Website for more than 6 months, your account will be deactivated. A warning will be forwarded.

Complete the ‘Request Access’ form. The official email field **MUST** be a government email address, or the request will be rejected.

Once the request is processed (usually within 24 hours), users will receive, in their official mailbox, an activation link to confirm their email.

CHECK YOUR ‘SPAM MAILBOX’ FOR THE CONFIRMATION EMAIL



III. Contact / Organization Information

Official in this context means information about the Organization/Body/Division/Agency you are working for.

Even if you do not have a personal official email address in your working environment, an email address is required at the organization you are working for, so you can receive the confirmation of this data and we can reach you if required. Webmail or similar publicly available email addresses must not be used in this entry.

Your Official Email *

Your Official Phone

Your Organization Name *

Point of contact

Postal Address Line 1 *

Postal Address Line 2

Postal Code *

City *

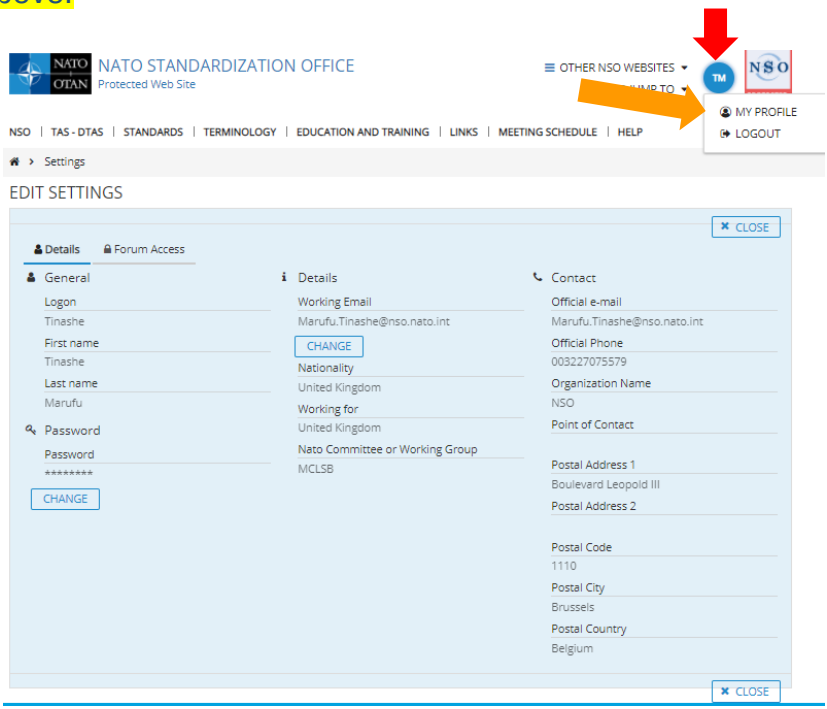
Country *

REQUEST ACCESS

3. Modify your details

To update your information, click on your initial (red arrow), then on ‘MY PROFILE’ (orange arrow).

Here you can see all of your information and update password and working e-mail adress. Changing working email address changes the address where forums notifications are delivered. An official/government email address remains required as stated at page XX above.

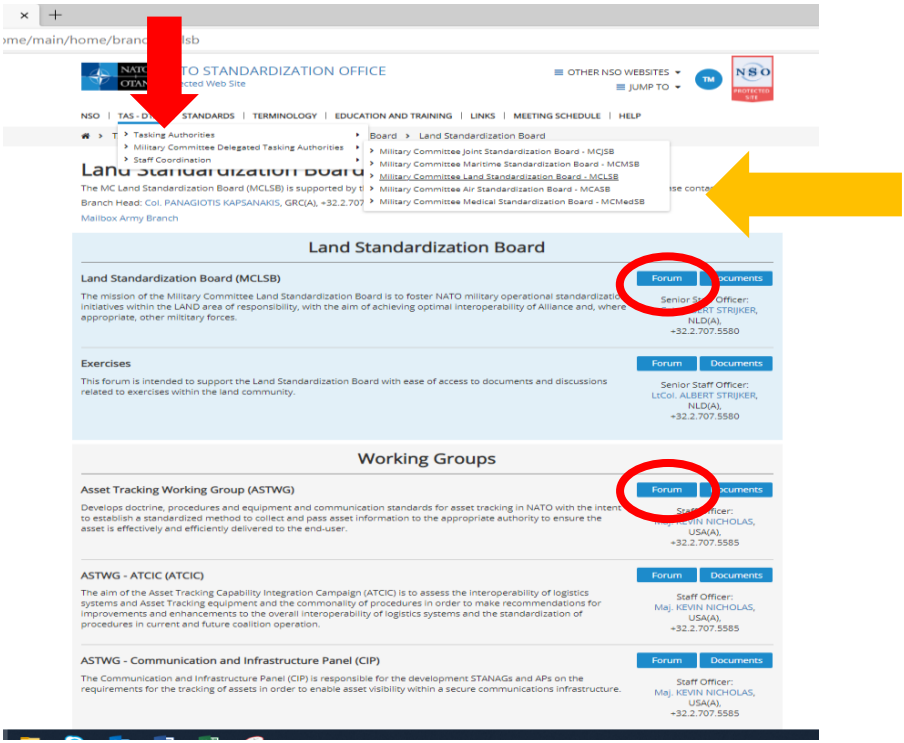


4. Forums

4.1. Access and Join

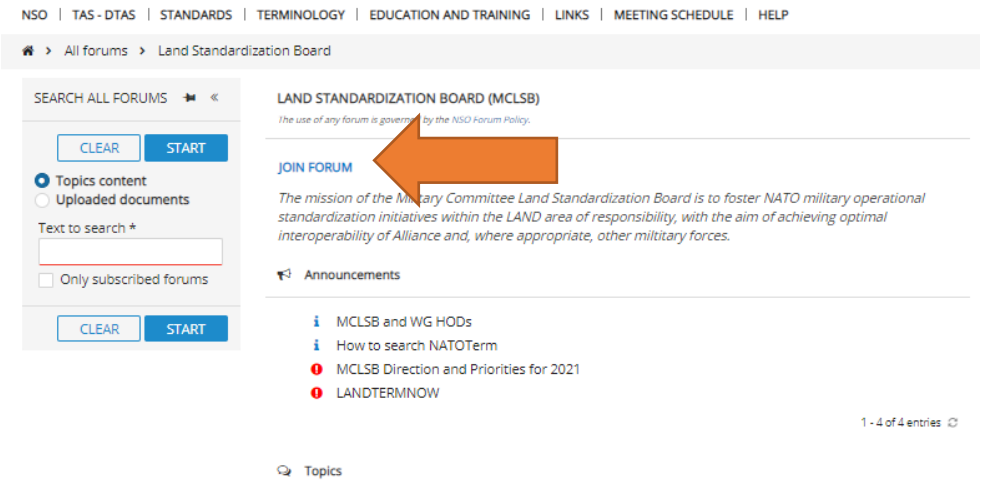
Tasking Authorities directly supported by the NSO and the MC Delegated Tasking Authorities use forums as a way to progress work and share information.

To view the forum of a particular body, select the parent body as displayed below (red and orange arrows) then the forum button (red circle).



By default, you can access and read all forums. However, to be able to contribute (write) you must first join the specific forum (orange arrow).

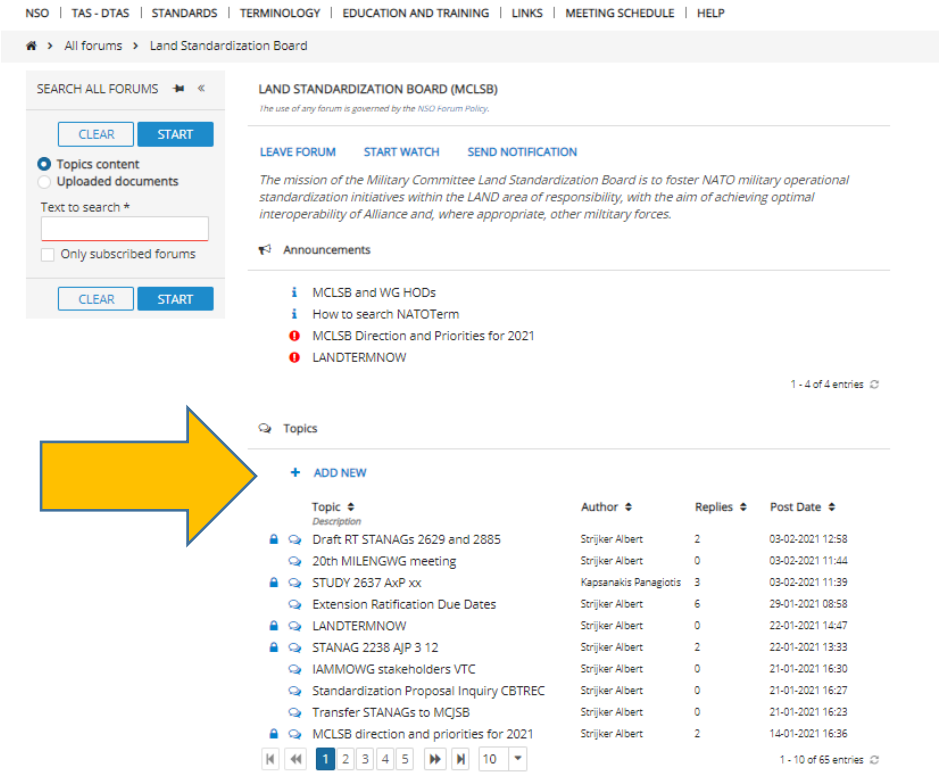
Requests to join a forum are sent to the NSO for verification. Access is normally granted within 24 hrs.



4.2. Open a new thread

Once you have joined a forum, you can open a new thread by selecting 'add new' (orange arrow) and type title and text, as required. To add also a document, please see below.

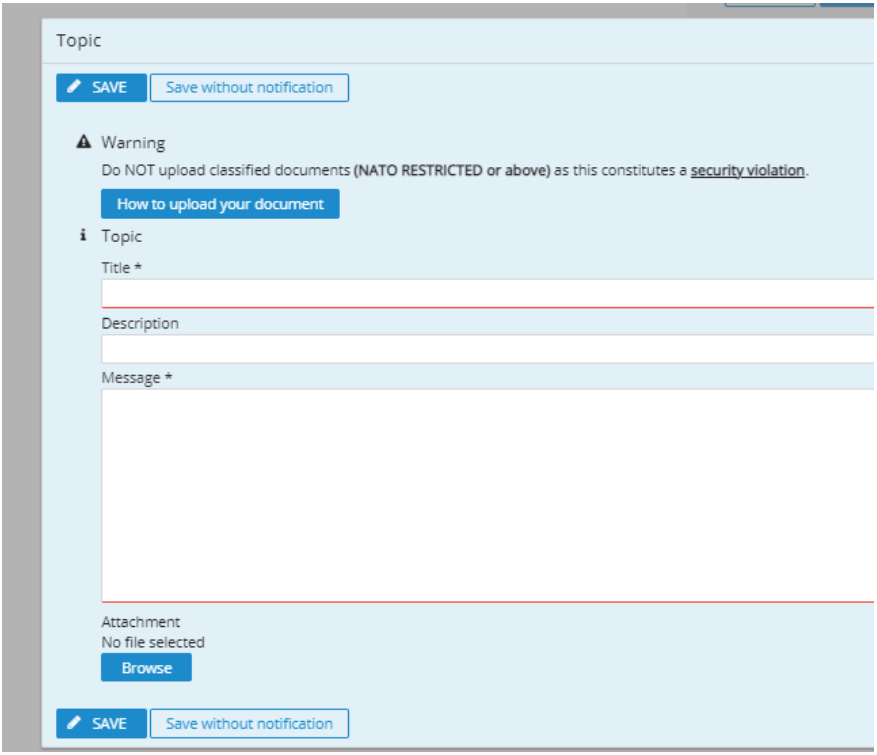
Once a thread has been opened, all forum's members can reply and add documents.



4.3. Post a message and upload a document:

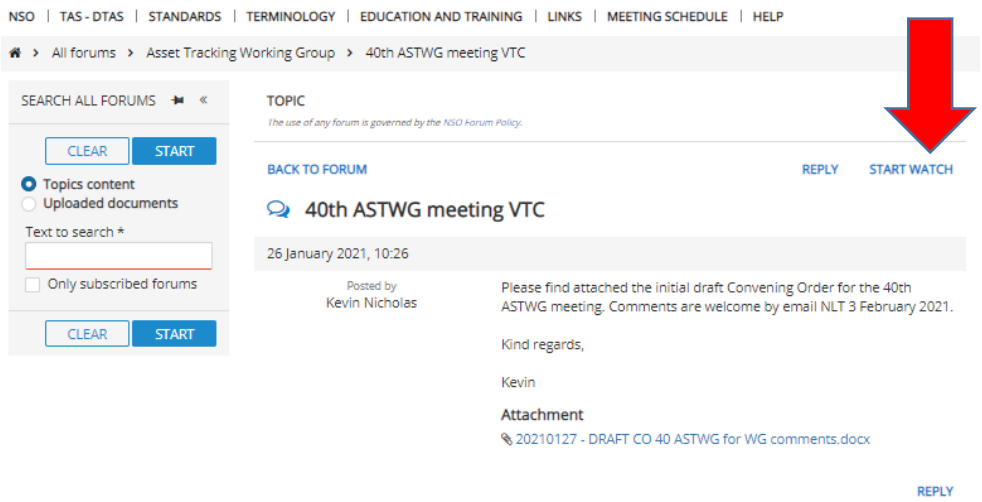
When posting a message with an attachment, you must **upload the document first** and write title and/or text second. To upload the document use the “browse” function.

Note from the Webmaster: only NON CLASSIFIED documents up to 8MBs can be uploaded.



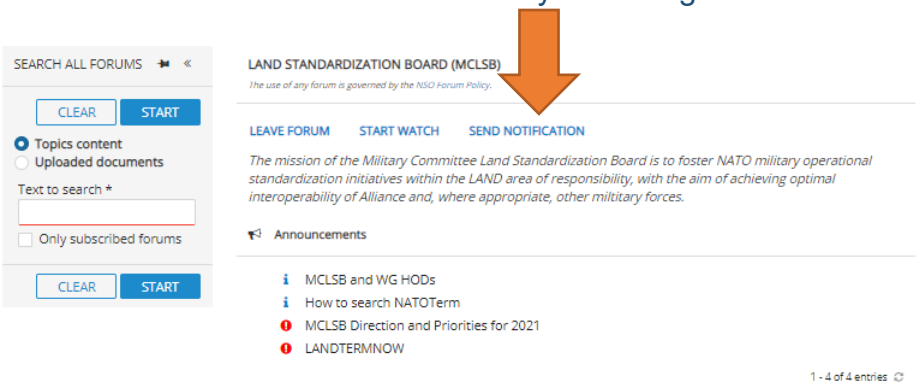
4.4. Receive notification

To receive e-mail notifications from activities on a specific forum you must ‘start watch’ as indicated by the red arrow below.

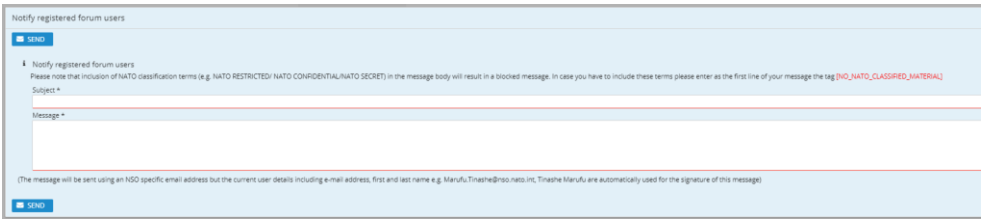


4.5. Send Notifications:

To inform forum members of a new activity on a specific forum you must “send notification” as indicated by the orange arrow below.



As a new screen appears, you must fill in subject and message before sending.



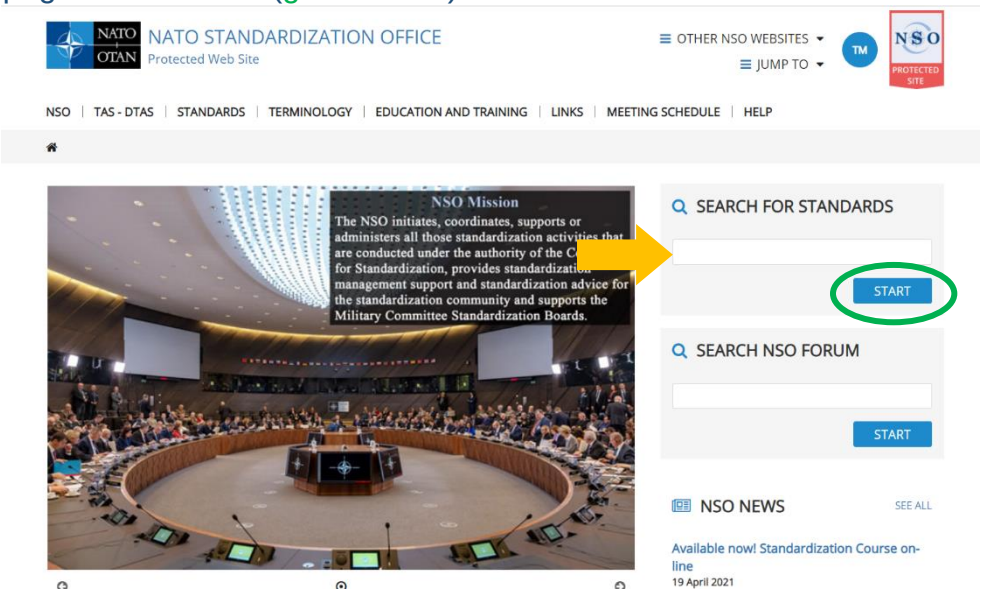
Opening a thread on the forum or replying to a thread **does not** send an automatic email notification. You must use the “Send Notification”.

5. Search for standardization documents on the NATO Standardization Documents Database (NSDD)

5.1. Search for Standards

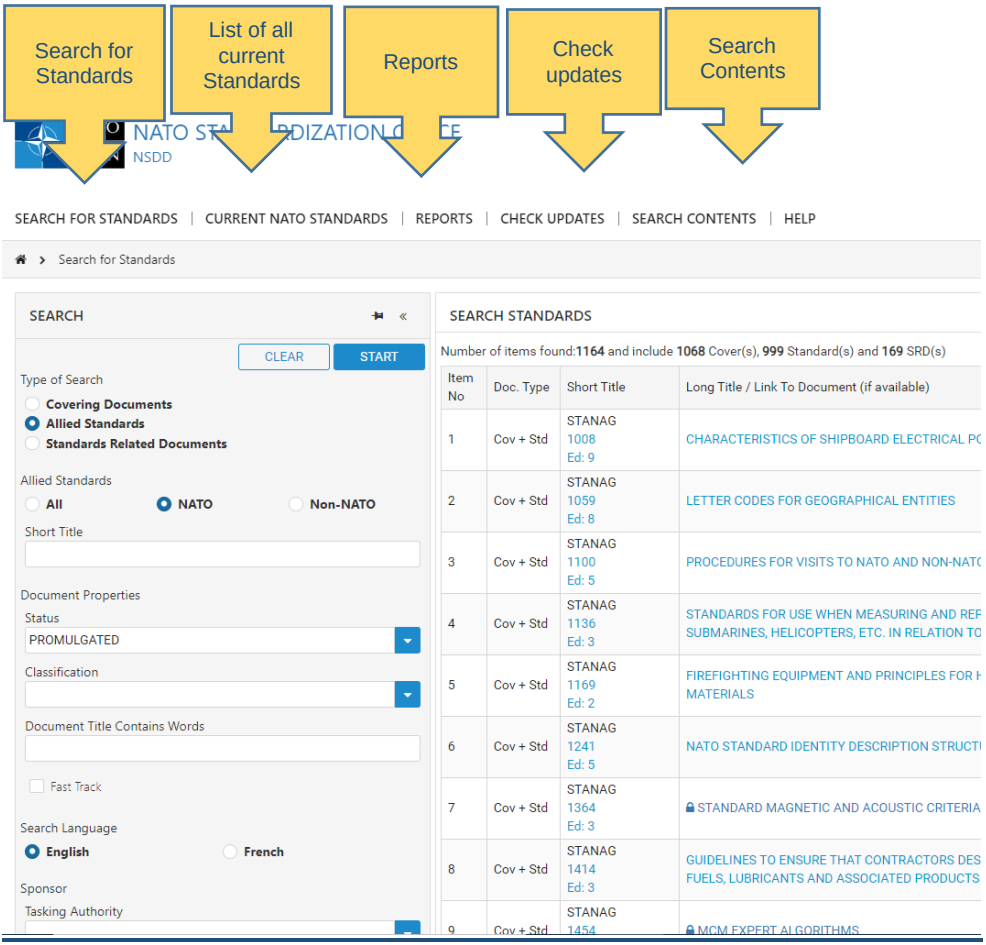
In order to quickly search for a particular document, you can enter the 4-digit STANAG/STANREC number (e.g. 2295) or the AxP number (e.g. AJP-3.15 or AMedP-07) in the quick search field at the orange arrow.

You can also leave the field blank and click start to access the main page of the NSDD (green circle).



5.2. Advanced search:

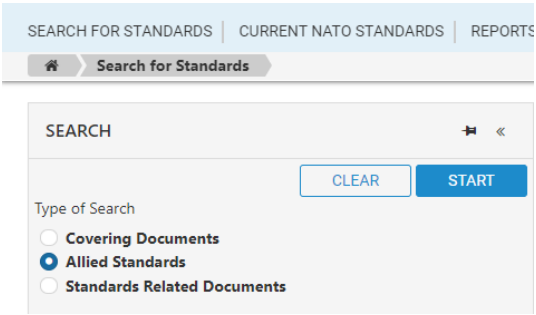
Clicking on ‘START’ will take you to the page below where you are presented with different functionalities.



5.2.1. Search for Standards

This functionality enables you to refine your search by setting the following parameters:

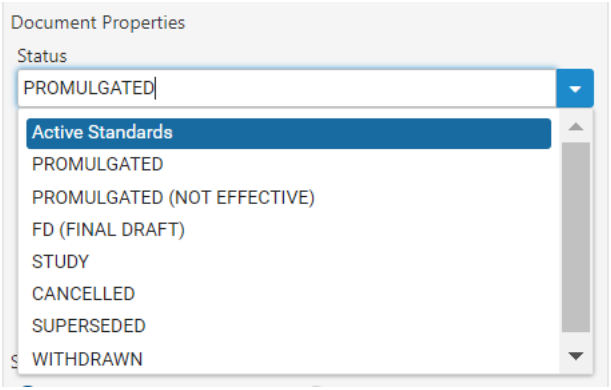
- Type of search (Covering Document, Standard or Standard Related Documents)



- Allied standards (NATO / Non NATO)

- Short title (e.g ATP-3.4)

- Status (e.g., Promulgated/Ratification Draft/Cancelled/Active Covers.

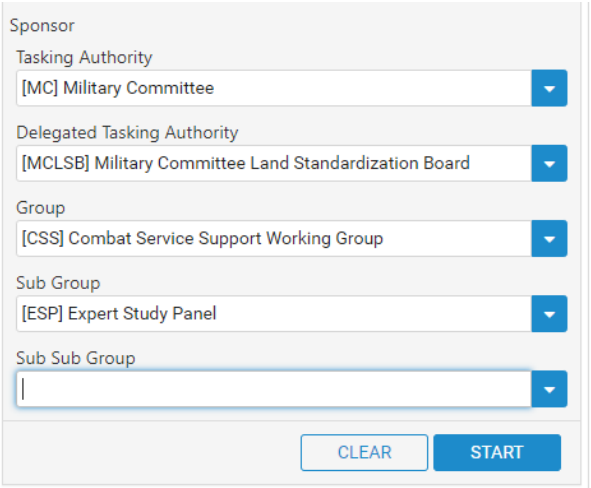


Classification (e.g non classified)

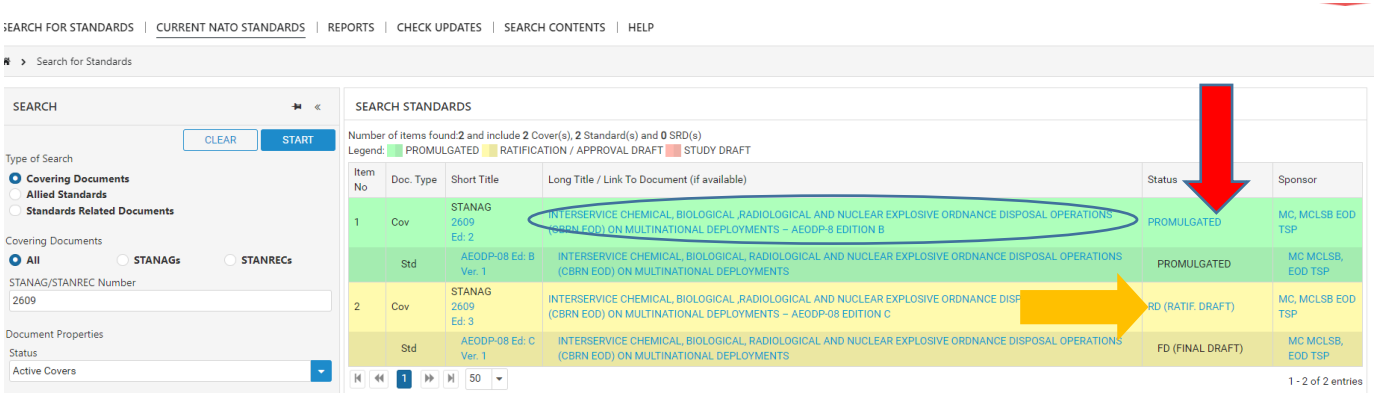
- Document title or part title

- Search language (English / French)

- Sponsor (TA/DTAs/WGs).



Example of a STANAG search result in the NSDD:



By clicking of the hyperlink (circled) of the document, you can open and save the document.

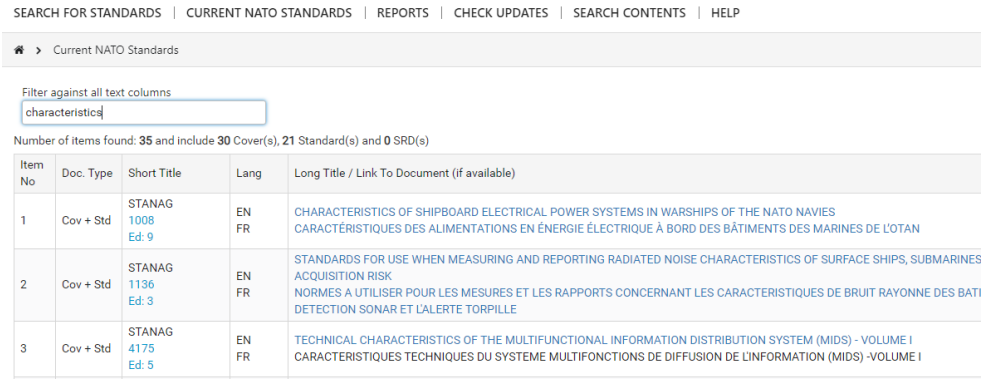
Clicking on “RD (Ratification Draft)” at the orange arrow, you can see the status of the ratifications received by nations.

You can also click on “Promulgated” at the red arrow to gain the same level of detail, but for the promulgated version of the STANAG.

5.2.2. List of all current standards

Here you can see a list of all current standards and search for keywords by using the “filter against all text columns” function.

Example:

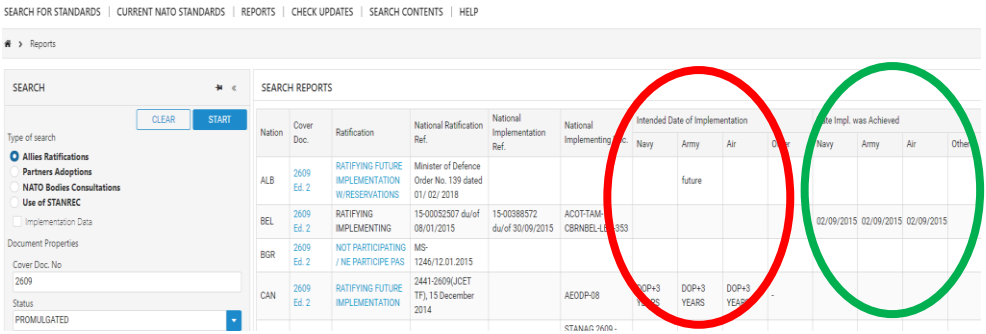


5.2.3. Ratification/Implementation Details

Here you can customize your search for ratification/implementation details by using the following fields:

- STANAG Number
- STANAG Status
- Nation
- Type of ratification response
- TA/WG

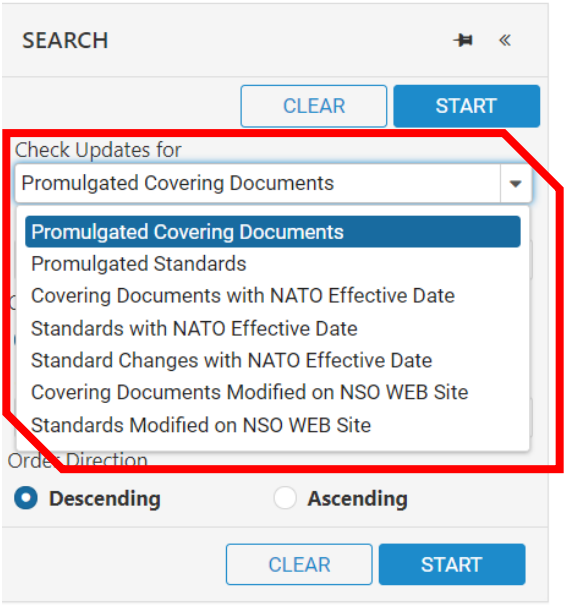
Example:

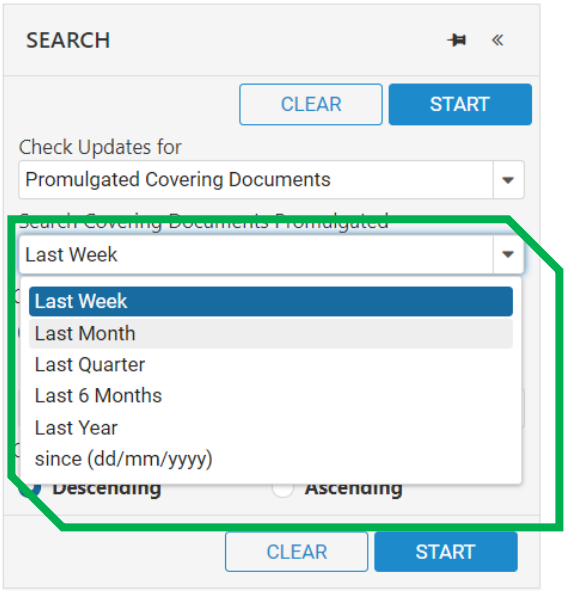


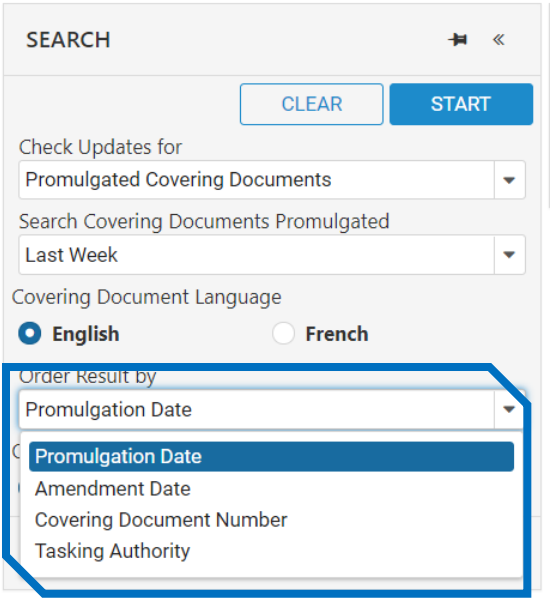
The RED circle show ratification information. Th GREEN circle shows the implementation details for the same Nation/document.

5.2.4. Check Updates

The ‘Check for Updates’ function enables you to search for documents that have recently being modified. You can search for modifications in the last week, month, quarter, 6 months, 1 year or from a date of your choice to the current day. You can set what you wish to check for and order you results by different categories.




SEARCH
CLEAR
START
Check Updates for
Promulgated Covering Documents
Last Week
Last Week
Last Month
Last Quarter
Last 6 Months
Last Year
since (dd/mm/yyyy)
CLEAR
START

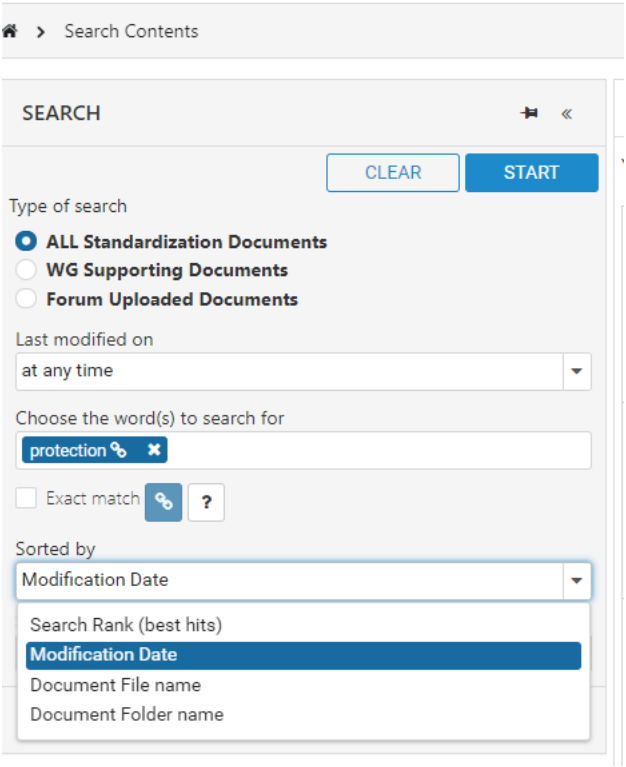

SEARCH
CLEAR
START
Check Updates for
Promulgated Covering Documents
Search Covering Documents Promulgated
Last Week
Covering Document Language
English
French
Order Result by
Promulgation Date
Promulgation Date
Amendment Date
Covering Document Number
Tasking Authority

5.2.5. Search Contents

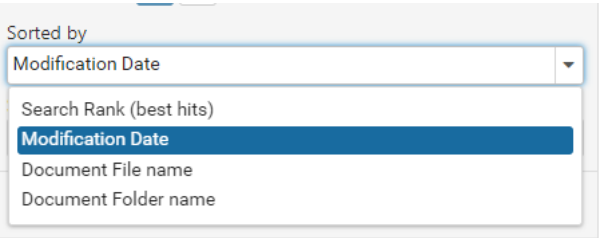
The Search Content function allows you to search for a word or a combination of words, from the following:

- All Standardization Documents
- WG Supported Documents
- Forum Uploaded Documents

You can narrow your search further by ‘last modified on’.



You can sort the results by the options below:



6. NATOTerm

Clicking on this link will open NATOTerm. Here you can see all non-classified military terminology, as well as non-military terminology relevant to NATO. NATO*Term* is available in both NATO official languages, i.e. English and French.