

AAP-03

**DIRECTIVE FOR THE PRODUCTION,
MAINTENANCE AND MANAGEMENT
OF NATO STANDARDIZATION
DOCUMENTS**

Edition K Version 1

FEBRUARY 2018



NORTH ATLANTIC TREATY ORGANIZATION

ALLIED ADMINISTRATIVE PUBLICATION

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NORTH ATLANTIC TREATY ORGANIZATION (NATO)

NATO STANDARDIZATION OFFICE (NSO)

NATO LETTER OF PROMULGATION

28 February 2018

1. The enclosed Allied Administrative Publication AAP-03, Edition K, Version 1, Directive for the Production, Maintenance and Management of NATO Standardization Documents, is promulgated herewith.

2. AAP-03, Edition K, Version 1 has been developed under the authority of the Committee for Standardization and the custodianship of the NSO. It was then endorsed by all NATO committees overseeing the development of NATO standardization documents and approved by the Council with C-M(2018)0006.

3. AAP-03, Edition K, Version 1 retains the process outlined in Edition J, but introduces new tools, additional clarity and more flexibility for the production and maintenance of NATO standardization documents. Edition K also provides advice and detailed guidance on several aspects which have been identified as critical to effective and efficient standardization within the Alliance. In particular, Edition K:

3.1. reduces decision points for the production of standardization documents covered by a Standardization Agreement (STANAG) from four to three: approval of the standardization task, approval to initiate the ratification process and approval to promulgate;

3.2. introduces a new fast track procedure to meet urgent standardization requirements;

3.3. introduces simplified formats for standardization proposals (SP), standardization inquiry (SI) forms and standardization tasks (ST);

3.4. provides detailed guidance on the development of standardization tasks;

3.5. provides advice on setting promulgation criteria;

3.6. emphasizes the need for sufficiently detailed implementation guidance in STANAGs and advises on the development of implementation requirements;

3.7. provides advice for nations on the ratification process;

3.8. introduces reporting on the use of STANRECs;

3.9. extends the default review cycle for NATO standardization documents from three to five years;

3.10. introduces a requirement to summarize changes to previous documents in the Letter of Promulgation for new editions and versions;

3.11. introduces modification proposals and revision tasks formats as well as STANAG and STANREC templates;

3.12. introduces an e-tool for ratification and implementation reporting for Allies, partner Nations and NATO bodies; and

3.13. provides detailed guidance on how to adopt, refer and quote non-NATO standards, cooperate with civil Standards Developing Organizations (SDOs) and transfer NATO standards to civil SDOs.

4. AAP-03, Edition K, Version 1 will come into effect on 1 July 2018 and supersedes AAP-03, Edition J, Version 3 which shall be destroyed in accordance with the local procedures for the destruction of documents.

5. Standardization documents already initiated but not completed when AAP-03, Edition K comes into effect, should follow the new procedures as much as possible. However, no existing documents, in particular documents already approved by Allies at Tasking Authority (TA) / Delegated Tasking Authority (DTA) level should be re-issued. For example:

5.1. A Standardization Proposal (SP) which has already been submitted to the TA/DTA or NSO when AAP-03, Edition K comes into effect. TA/DTA staff should distribute the SP as is, but use the Standardization Inquiry (SI) Form provided in Edition K. The proposer should be asked to update his proposal in accordance with the form provided in Edition K only if the submitted SP lacks important information.

5.2. An SP and SI which have already been distributed to Allies, involved partner Nations and relevant NATO bodies when AAP-03, Edition K comes into effect. The SP and SI remain in accordance with Edition J and should not be re-issued. The Standardization Task (ST) should be developed using the format provided in Edition K. Flexibility should be applied on the level of completeness of the ST.

5.3. An ST which has already been approved by TA/DTA when AAP-03, Edition K comes into effect. ST remains in accordance with Edition J and should not be re-issued. Standardization documents should be developed in accordance with the guidance provided in Edition K. Particular importance should be given to the implementation guidance, if the standard(s) are covered by a STANAG and the guidance related to the adoption, referencing and quotation of non-NATO standards. A revised ST (Edition K format) should be considered by TAs/DTAs, if additional guidance has to be given to the custodian.

5.4. Standardization documents which are already under development when AAP-03, Edition K comes into effect. No change to the standard(s) required. However, the cover document should be developed or redrafted using the guidance given in Edition K. Particular importance should be given to the implementation guidance, if the standard(s) is covered by a STANAG.

5.5. Final Draft (FD) and draft covering document (STANAG or STANREC) which have already been submitted to a TA/DTA for approval and initiation of ratification/approval process when AAP-03, Edition K comes into effect. The standardization documents should remain unchanged and be submitted to NSO for ratification / approval process. TAs/DTAs shall confirm promulgation criteria and time allocated for ratification / approval.

5.6. Standardization documents which have already been distributed by NSO for ratification/ approval when AAP-03, Edition K comes into effect. The standardization documents should remain unchanged, Edition K guidance for assessment of ratification/approval responses and subsequent promulgation of NATO standardization documents shall be followed.

5.7. Questions related to the implementation of Edition K which are not covered in paragraph 5 of this Letter of Promulgation should be addressed to the NSO.

6. AAP-03, Edition K is a NATO non-classified document and shall be shall be handled in accordance with C-M(2002)60.

7. No part of this publication may be reproduced, stored in a retrieval system, used commercially, adapted, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior permission of the publisher. With the exception of commercial sales, this does not apply to member and partner nations, or NATO commands and bodies.

A handwritten signature in black ink, appearing to read 'E. Mažeikis', with a stylized, cursive script.

Edvardas MAŽEIKIS
Major General, LTUAF
Director, NATO Standardization Office

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REFERENCES

- A. C-M(2009)0145 Interoperability Documents for Inter-Committees Coordination
- B. PO(2016)0315 NATO Policy for Standardization
- C. PO(2015)0193 NATO Terminology Directive
- D. C-M(2002)60 The Management of Non-Classified NATO Information
- E. C-M(2002)49 Security within the North Atlantic Treaty Organization
- F. C-M(2008)0017 NATO Intellectual Property Rights Policy for NATO Standardization Documents and NATO Dispositions Related to the Issue of Copyrights for NATO Standardization Documents
- G. PO(2016)0655 (INV) The NATO Defence Planning Process
- H. AAP-52 Guidance on Top-down Standardization
- I. AAP-32 Publishing Standards for NATO Standardization Documents
- J. ISO/IEC Guide 2 (© ISO/IEC) Standardization and Related Activities - General vocabulary

CHAPTER 1 - INTRODUCTION

1.1 BACKGROUND AND CONTEXT¹

1. The achievement of Alliance objectives increasingly depends on the smooth and close cooperation among national, multinational and NATO structures, forces and assets. Allies must be interoperable with each other, and when required, with partner nations, other nations, non-governmental and international organizations and other (non-defence) government departments.

2. *Interoperability is the ability to act together coherently, effectively and efficiently to achieve Allied tactical, operational and strategic objectives.*

3. NATO standardization supports achieving, maintaining and enhancing interoperability among Alliance forces and between NATO forces and forces of partner nations, thus strengthening Alliance defence capabilities and enhancing the Alliance's operational effectiveness and efficiency. Standardization in support of interoperability is not an end in itself but is a key enabler and an important capability multiplier.

4. *NATO standardization is the development and implementation of procedures, designs and terminology to the level necessary for the interoperability required by Allies, or to recommend useful practices in multinational cooperation.* The agreement, made voluntarily by Allies to implement standards on a wide array of subjects, ranging from materiel to doctrine, provides the substantive glue which binds together the Alliance along with partner nations.

5. As a primary tool for achieving interoperability, standardization requires an overarching and systemic approach starting with the definition of requirements, followed by the development of solutions, their implementation and validation. In accordance with agreed NATO policies, this includes interoperability with non-NATO actors.

1.2 PURPOSE AND SCOPE

1. The purpose of this directive is to establish procedures for the production, maintenance and management of NATO standardization documents in accordance with NATO relevant regulations.

2. This document establishes procedures for tasking authorities (TAs), delegated tasking authorities (DTAs), their subordinate working groups² (WGs), custodians, Allies, partner nations, NATO bodies, and anyone involved with producing, maintaining and managing NATO standardization documents.

3. Detailed requirements concerning structure, format and layout of NATO standardization documents are defined in AAP-32.³

¹ NATO Policy for Standardization, PO(2016)0315.

² In the context of this publication, the term working group (WG) is used for any element, without delegated authority, subordinate to a DTA or directly to a TA.

³ For easier reference, general information on structure, format and layout of covering documents as well as templates are provided at annex D of this publication.

1.3 WORDING CONVENTION

1. In this directive, shall and must indicate that the application of a procedure or specification is mandatory. Should indicates that the application of a procedure or specification is recommended. May indicates that the application of a procedure or specification is optional.
2. Text presented in italics reflects NATO agreed terminology.

1.4 FIELDS OF STANDARDIZATION

The Alliance produces NATO standardization documents in the following fields:

1. Operational. NATO standardization documents *that specify the conceptual, organizational or methodological requirements to enable material, installations, organizations or forces to fulfil their functions or missions.*
2. Materiel. NATO standardization documents *that specify the common technical requirements for materiel throughout its life cycle.* Materiel may embrace systems, including consultation, command and control (C3) systems, weapon systems and sub-systems, interfaces, assemblies, components, spare parts and consumables, including ammunition, fuel, and supplies.
3. Administrative. NATO standardization documents that facilitate Alliance administration in various areas including, but not limited to, terminology, finances, human resources and military ranks.

1.5 LEVELS OF STANDARDIZATION

Alliance standardization requirements are specified in levels of standardization. The Alliance standardizes to the level necessary for the interoperability required by Allies, or to recommend useful practices in multinational cooperation. The levels of standardization in NATO are:

1. Compatibility. *The suitability of products, processes or services for use together under specific conditions to fulfil relevant requirements without causing unacceptable interactions.*
2. Interchangeability. *The ability of one product, process or service to be used in place of another to fulfil the same requirements.*
3. Commonality. *The state achieved when the same doctrine, procedures, or equipment are used.*

1.6 NATO STANDARDIZATION DOCUMENTS - TAXONOMY

The Alliance produces and/or uses the following NATO standardization documents:

1. Covering Documents:
 - NATO standardization agreements (STANAGs);
 - NATO standardization recommendations (STANRECs).
2. Allied Standards:
 - NATO standards;
 - non-NATO (civil and defence) standards used by NATO.

3. Standards-related documents (SRDs), such as:
 - implementation guides;
 - catalogues of national data;
 - user manuals;
 - handbooks; etc.

1.6.1 Covering Documents

1.6.1.1 NATO Standardization Agreement (STANAG)

1. A STANAG is a *NATO standardization document that specifies the agreement of member nations to implement a standard, in whole or in part, with or without reservation, in order to meet an interoperability requirement.*
2. An Allied standard covered by a STANAG is implemented, as applicable, and complied with to the maximum extent possible by ratifying Allies, adopting partner nations and NATO bodies. Sections on “interoperability requirements” and “implementation of the agreement” are included in each STANAG. They specify the interoperability requirements substantiating the STANAG and provide guidance to assist Nations and NATO bodies with the implementation of the covered Allied standards. If relevant, a section on a “NATO effective date (NED)” may also be included.
3. Partner nations may be invited to implement promulgated Allied standards covered by STANAGs to which they have access.

1.6.1.2 NATO Standardization Recommendation (STANREC)

1. A STANREC is a *NATO standardization document used exclusively in the materiel field of standardization that lists one or several NATO or non-NATO standards relevant to a specific Alliance activity unrelated to interoperability.*
2. A STANREC is a non-binding covering document used to recommend useful practices in multinational cooperation. It is employed on a voluntary basis and does not require commitment of Allies to implement the Allied standards it covers.

1.6.1.3 Covering Document Selection

1. The criteria for selecting a covering document are the scope of the Allied standards covered, their contribution to interoperability and their intended use.
2. Allied standards which aim at enhancing interoperability among Allies and with partner nations are covered by a STANAG.
3. Allied standards which are not related to interoperability but address useful practices in multinational cooperation are covered by a STANREC.
4. Each covering document may cover one or more subject related Allied standards.
5. A promulgated STANREC may be converted to a STANAG and vice versa. For example, Allied standards covered by a STANREC might subsequently be found necessary to meet an interoperability requirement and thus should be covered by a STANAG.

1.6.2 Allied Standards

Allied standards are standards developed or selected in the framework of the NATO standardization process⁴.

1.6.2.1 International Organization Standard Concept

NATO recognizes the following concept of a standard by ISO/IEC: a standard is a *document, established by consensus and approved by a recognized body that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context⁵.*

1.6.2.2 NATO Standard

A NATO standard is a standard developed and promulgated in the framework of the NATO standardization process.

1.6.2.3 Non-NATO Standard

A non-NATO standard is a standard developed outside NATO. Non-NATO standards include civil standards, national and multinational defence standards. Non-NATO standards might be referred to or adopted by NATO. Their content might also be reproduced in NATO standards (see paragraph 3.5).

1.6.3 Standard-related Document (SRD)

A SRD is a NATO standardization document that facilitates understanding and implementation of one or more Allied standards. It may provide additional data and information to support the management and implementation of Allied standards. Examples are national data catalogues, standards implementation guides, etc.

⁴ The NATO standardization process is the sequence of activities consisting of the identification and validation of the standardization requirements as well as the achievement of the related standardization tasks, resulting in the production of the NATO standardization documents, followed by their ratification or approval, their implementation or adoption and their maintenance throughout their life cycle or their disposal.

⁵ ISO/IEC Guide 2

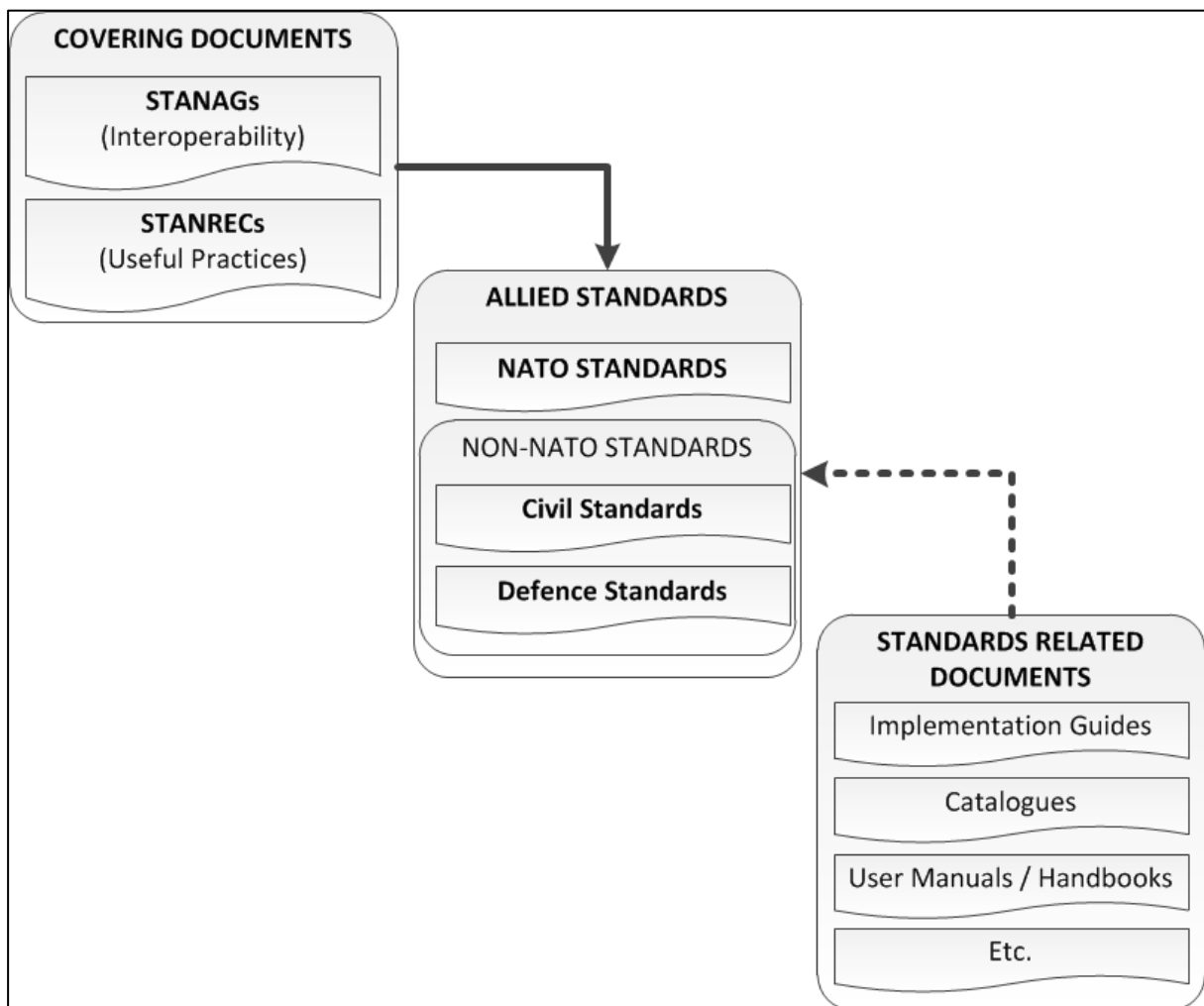


Figure 01 - NATO Standardization Documents Overview

1.7 ALLIED AND MULTINATIONAL PUBLICATIONS

1.7.1 Allied Publication

An *Allied Publication (AP)* is the name given to both standards and standards-related documents published by NATO. Allied Publications are defined by a short title. This short title defines the kind of publication. Examples are Allied Joint Publication (AJP), Allied Engineering Publication (AEP), Allied Education and Training Publication (ATrainP), etc.

1.7.2 Multinational Publication

A *Multinational Publication (MP)*⁶ is an extract from an Allied Publication, approved by all Allies at tasking authority or delegated tasking authority level for distribution and use outside NATO. Multinational Publications are defined by a short title based on the same criteria of APs but replacing the first letter “A” for “Allied” with “M” for “Multinational”.

1.8 CORE PRINCIPLES

⁶ This definition is in the process of being developed in accordance with the NATO Terminology Programme.

The production, maintenance and management of NATO standardization documents shall comply with the principles in the NATO Policy for Standardization⁷. These principles are adapted to the context of this directive as follows:

1.8.1 Commitment to Implementation

Allies shall implement Allied standards in accordance with their ratification responses and agreed capability targets⁸, in the most expeditious manner in response to Alliance needs. Allies shall provide information on implementation to NATO⁹. TAs/DTAs shall monitor implementation information and, if required, take actions to encourage Allies to implement and provide information on those Allied standards which are critical to agreed NATO defence planning priorities¹⁰.

1.8.2 Timeliness of Standardization

TAs/DTAs and all other involved actors shall keep timelines for the production and maintenance of NATO standardization documents as short as possible. To meet urgent standardization requirements TAs/DTAs should consider an accelerated procedure (fast track).

1.8.3 Transparency

1. The production, maintenance and management of NATO standardization documents shall be transparent. TAs/DTAs shall encourage participation of all stakeholders and subject matter experts both internal and external to NATO.
2. To facilitate transparency with stakeholders and subject matter experts external to NATO, NATO standardization documents shall be classified in accordance with the guidance provided in paragraph 1.9.
3. TAs/DTAs shall use and update the NATO Standardization Document Database (NSDD) as an information tool collecting management data to allow nations/users to understand the history and status of standardization documents.

1.8.4 Use of Non-NATO Standards

TAs/DTAs shall adopt and refer to suitable non-NATO standards in lieu of developing NATO standardization documents to the maximum extent. While adopting, referring or reproducing content from non-NATO standards, TAs/DTAs shall respect copyright, from all standards developing organizations (SDOs) other than NATO, see chapter 3 and NATO policy regarding intellectual property rights (IPR), C-M(2008)0017.

⁷ NATO Policy for Standardization, PO(2016)0315.

⁸ Capability targets are agreed in Step 3 of each NATO Defence Planning Process (NDPP) cycle (PO(2016)0655(INV)).

⁹ Using ratification responses and implementation reporting (see paragraphs 2.5.1 and 2.7.1).

¹⁰ NATO defence planning priorities are decided in Step 2 of each NDPP cycle (PO(2016)0655 (INV)), and usually refined in Step 5. They are normally agreed at the level of Defence Ministers or Heads of State and Government.

1.8.5 Consistency and Coherence

A consistent and coherent approach to standardization shall be applied between stakeholders using NATO processes and standardization management tools under the cognizance of the NATO Standardization Office (NSO). TAs/DTAs activities for the production, maintenance and management of NATO standardization documents shall be consistent and coherent with the procedures defined in this document.

1.8.6 Terminology

TAs/DTAs shall promote understanding through the selection or development and use of commonly-agreed, well-defined, clear, precise, consistent, gender-neutral and bilingual (English/French) terminology. TAs/DTAs should submit proposals for new and amended terminology according to the NATO Terminology Directive.¹¹ NATO standardization documents shall use existing NATO agreed terminology. NATO agreed terminology is available on NATOTerm.

1.9 STANDARDIZATION DOCUMENT CLASSIFICATION

1. NATO standardization documents shall be marked with the lowest level of classification required to protect the information. Where possible, NATO standardization documents shall carry no classification markings. Covering documents and related Allied publications (APs) may carry different classification markings (for example, a classified Allied standard may be covered by a covering document with no classification markings).

2. Where possible, classified information contained in APs shall be gathered in classified supplements to lower the classification of the main APs.

3. The development of Multinational Publications (MPs) shall be considered to ease cooperation with partner nations, in particular when required by specific initiatives (i.e. partnership goals).

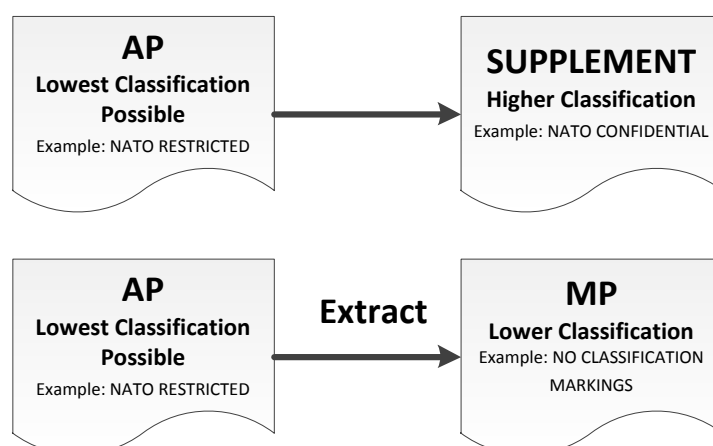


Figure 02 - NATO Standardization Documents Classification

¹¹ NATO Terminology Directive, PO(2015)0193.

1.10 NATO STANDARDIZATION DOCUMENTS COPYRIGHTS AND HANDLING PROCEDURES

1. The Director of the NSO ensures compliance with NATO requirements related to the issue of copyrights for NATO standardization documents and shall include a copyright marker and disclaimer in the promulgation letter (see NATO policy regarding intellectual property rights (IPR), C-M(2008)0017).
2. The default disclaimer should read: “no part of this publication may be reproduced, stored in a retrieval system, used commercially, adapted, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior permission of the publisher. With the exception of commercial sales, this does not apply to member and partner nations, or NATO commands and bodies.”
3. The Director of the NSO shall also include an indication of the NATO security regulation to be used to handle the document. For non-classified NATO information, namely NATO Unclassified and Releasable to the Public (no markings), C-M(2002)60. For NATO Restricted and higher classification, C-M(2002)49.

CHAPTER 2 - STANDARDIZATION PROCESS

2.1 OVERVIEW

The Alliance produces and maintains NATO standardization documents through a standardization process composed of the following 7 phases:

2.1.1 Phase 1: Requirements Identification

Standardization requirements¹² are either identified as:

- top-down standardization requirements; or
- bottom-up standardization proposals (SPs).

2.1.2 Phase 2: Requirements Validation and Standardization Tasks Development

This phase consist of two sub-phases:

- validation of standardization proposals (SPs) by Allies (for bottom-up standardization only); and
- development and approval of detailed guidance to address the identified and confirmed standardization requirements, resulting in approved standardization tasks (STs).

2.1.3 Phase 3: NATO Standardization Documents Selection / Development

This phase consists of:

- selection and/or development of standardization solutions (Allied standards, standards-related documents); and
- development of appropriate covering documents (STANAGs, STANRECs).

2.1.4 Phase 4: NATO Standardization Documents Ratification / Approval

- STANAGs ratification process; or
- STANRECs approval process.

2.1.5 Phase 5: NATO Standardization Documents Promulgation and Distribution

2.1.6 Phase 6: NATO Standardization Documents Implementation and Use

- implementation of Allied standards covered by STANAGs; or
- use of Allied standards covered by STANRECs.

2.1.7 Phase 7: NATO Standardization Documents Review and Maintenance

¹² A standardization requirement is a detailed provision on a subject of standardization that prescribes criteria to be met and the standardization level to be achieved in the relevant field of standardization.

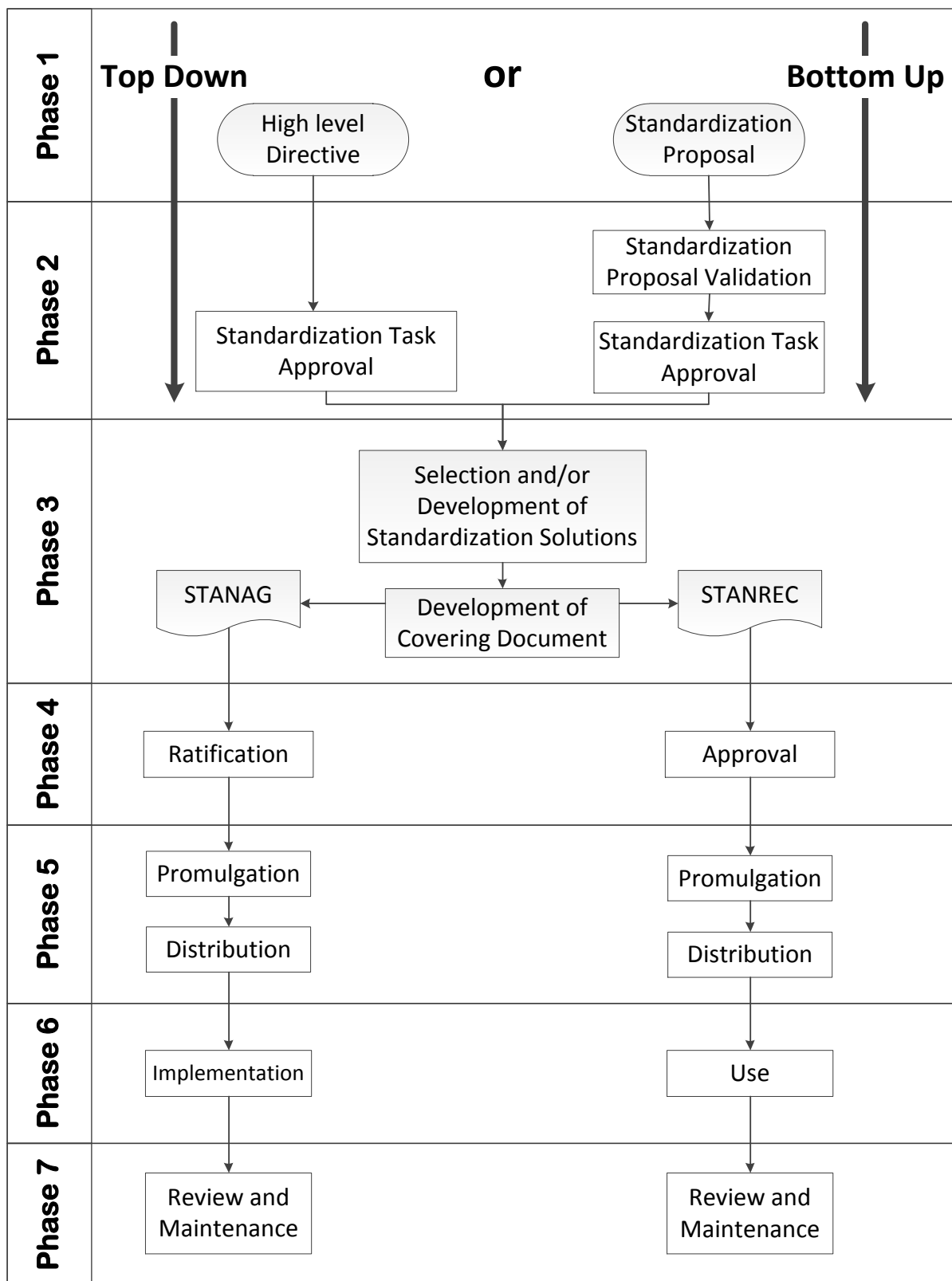


Figure 03 - NATO Standardization Process Overview

2.2 PHASE 1: REQUIREMENTS IDENTIFICATION

2.2.1 Source of Requirements

Requirements for NATO standardization can come from different sources. These are organized into two broad approaches, called (1) top-down and (2) bottom-up. Each approach enters the standardization process at a different point, via a different product.

2.2.2 Top-down Standardization¹³

1. The Top-down standardization approach begins with a high level directive addressed to the tasking authority (TA)/delegated tasking authority (DTA) concerned.
2. Sources of high level directives generating Top-down standardization could be:
 - capability priorities agreed by NATO Heads of States and Government during NATO summits;
 - North Atlantic Council (NAC) approval of the periodic mission review of a NATO operation;
 - the NATO Defence Planning Process (NDPP), where interoperability requirements are described as part of agreed minimum capability requirements.
3. A Top-down directive is already endorsed by Allies and cannot be rejected. However, additional information on how, when and who is to adopt and/or develop the standardization solution is still needed. Therefore, staff of the appropriate TA/DTA shall develop a draft standardization task (ST) based on the high level directive. TA/DTA staff shall develop the draft ST in close coordination with subject-matter experts (SMEs) and, if appropriate, NATO bodies' staff. The draft ST shall be developed in accordance with the ST format provided at annex C.
4. TA/DTA staff shall distribute the draft ST and the associated standardization inquiry (SI) form (see annex B, PART 2 only), through official channels, for staffing by Allies and relevant NATO bodies.
5. TAs/DTAs are encouraged to involve partner nations by distributing the draft ST and SI form (see annex B, PART 2 only) also to partner nations. This is especially important when the TA/DTA believes that NATO has an interest in partner nations adopting the future Allied standards (for STANAGs only).
6. TA/DTA staff shall distribute the draft ST to other relevant TAs/DTAs staffs.
7. On the basis of the information received in response to the SI, TA/DTA staff shall elaborate and clarify the draft ST in close coordination with SMEs and, if appropriate, NATO bodies' staff. TA/DTA staff shall submit the refined draft ST to the TA/DTA for approval. The specific details in the ST must be approved by the TA/DTA to task and give sufficient, clear guidance to the appropriate WG. If the draft ST is approved by the TA/DTA, TA/DTA staff shall distribute the ST to all relevant stakeholders. The NSO shall include the approved ST into the NATO Standardization Document Database (NSDD)¹⁴, allocate a study number, coordinate and assign a short title with the TA/DTA staff.

¹³ Top-down standardization is addressed in further details in AAP-52.

¹⁴ Once this function has been enabled within the NSDD.

8. If the draft ST is not approved by the TA/DTA, TA/DTA staff shall further coordinate it with SMEs and, if appropriate NATO bodies' staff, as the need has already been confirmed by Allies at the highest level.

9. TA/DTA staff shall distribute the approved ST to other relevant TA/DTA staffs.

10. TAs/DTAs are encouraged to involve partner nations by distributing the approved ST also to partner nations. This is especially important when the TA/DTA believes that NATO has an interest in partner nations adopting the future Allied standards (for STANAGs only).

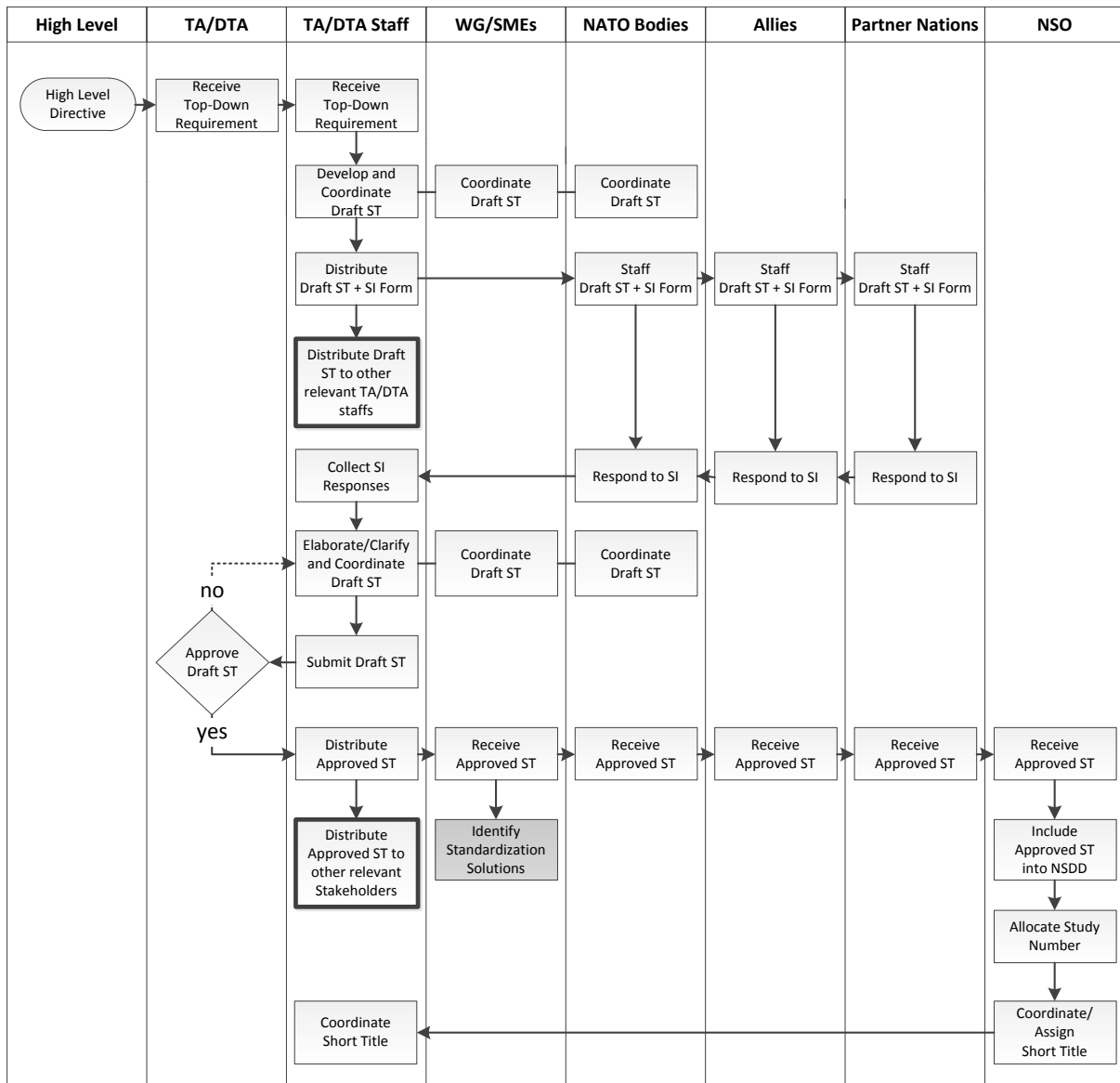


Figure 04 - Top-Down Standardization

2.2.3 Bottom-up Standardization

1. The bottom-up approach begins with a standardization proposal (SP). The SP initiates bottom-up standardization to address interoperability and standardization needs or deficiencies.

2. Any interested party may submit a proposal for the development of NATO standardization documents once a need has been identified. Proposals shall be developed in accordance with the SP format provided at annex A. A SP should include all relevant information necessary for the validation of the requirement and the translation of the SP into a task for the adoption and/or development of the standardization solution.

3. As a minimum, a SP shall address:

- a. subject;
- b. standardization need and the impact on interoperability;
- c. proposed standardization solution;
- d. urgency.

4. The SP shall be submitted by the author to the appropriate TA/DTA staff for the initiation of the validation process. If more than one planning domain is engaged, or there is uncertainty concerning the appropriate TA/TDA for the SP, the SP shall be submitted to the NSO. The NSO will identify the TA/DTA for whom the proposal content is most relevant and submit the SP to the TA/DTA staff for further action. If required, the NSO will assist the proposer to ensure the SP addresses the required content and meets the formatting requirements. TA/DTA staff shall then distribute the SP and the associated standardization inquiry (SI) form, through official channels, for staffing by Allies (see annex B, both PART 1 and 2) and relevant NATO bodies (see annex B, PART 2 only).¹⁵ The TA/DTA staff shall send the SP to the NSO for inclusion into the NSDD¹⁶.

5. TA/DTA staff shall distribute the SP to other relevant TA/DTA staffs.

6. TAs/DTAs are encouraged to involve partner nations by distributing the SP and SI form (see annex B, PART 2 only) to partner nations. This is especially important when the TA/DTA believes that NATO has an interest in partner nations adopting the future Allied standards (for STANAGs only).

2.3 PHASE 2: REQUIREMENTS VALIDATION AND STANDARDIZATION TASKS DEVELOPMENT

2.3.1 Standardization Proposals Validation

1. Allies, involved partner nations and relevant NATO bodies should respond to the SI. Responses are to confirm:

- a. the actual standardization need; and
- b. willingness and capacity to develop a standardization solution to be implemented sub sequentially.

¹⁵ TA/DTA staff shall set a reasonable date to allow sufficient time for national staffing by SMEs.

¹⁶ Once this function has been enabled within the NSDD.

2. Need. National SMEs might know of other, non-standardization approaches to the problem. SMEs in different groups may face similar problems and be able to cooperate on solutions. SP and SI should be circulated widely within nations.
3. Capacity. Allies should assess whether or not the proposed project is worth the time and staff effort required to produce the NATO standardization documents.
4. If responses to the SI indicate that the need and capacity are not confirmed, the TA/DTA staff shall inform the TA/DTA that the responses received indicate that the SP is not supported by Allies. If the TA/DTA approves the staff recommendation, the SP will not be developed into a standardization task. TA/DTA staff shall inform the NSO for recording into the NSDD¹⁷. TA/DTA staff shall inform the originator and no further actions will be taken.

2.3.2 Standardization Tasks (STs) Development and Approval

1. If responses to the SI indicate that the need and capacity are confirmed by Allies, TA/DTA staff shall develop a draft ST in close coordination with SMEs and, if appropriate, NATO bodies' staff.
2. The purpose of a ST is very different from the SP. Whereas the SP defines a need, the ST specifies the intended solution. The ST should be kept simple and clear. The ST shall be focused purely on meeting the identified requirements. It shall do this within the limits expressed by Allies in the SI response.
3. The ST shall be developed in accordance with the ST format provided at annex C with the purpose to:
 - a. validate the standardization need and its impact on interoperability;
 - b. specify the standardization solution to be developed;
 - c. specify the related capabilities;
 - d. specify the level of standardization. The levels of standardization are provided at paragraph 1.5;
 - e. define if a STANAG or a STANREC is to be developed. Covering document selection criteria are provided at paragraph 1.6.2;
 - f. if already known, specify if suitable non-NATO standards exist and should be adopted or, if appropriate, interested standards developing organizations (SDOs) exist for a co-development (see paragraphs 3.3 and 3.4);
 - g. specify the engagement with other organizations and actors, i.e. civil SDOs, industry, NATO Command Structure and NATO Force Structure elements, centres of excellence, etc.;
 - h. designate a WG to action the ST;
 - i. nominate a custodian;
 - j. specify partner nations and NATO bodies involvement in the development of the NATO standardization documents;
 - k. specify the intended classification and, if classified, provide guidance on the release of the future Allied standards, the creation of classified supplements and/or the development of Multinational Publications. Criteria for the classification of NATO standardization documents are provided at paragraphs 1.8.3 and 1.9;

¹⁷ Once this function has been enabled within the NSDD.

- l. define the urgency and the expected date when the WG should submit the results of its work to the TA/DTA;
- m. define the need to use the fast track procedure to meet urgent standardization requirements (see paragraph 2.9);
- n. define if the future Allied standards are required in both NATO official languages;
- o. for Allied standards covered by STANAGs, define the promulgation criteria. Promulgation criteria are decided by the responsible TA/DTA, taking into consideration the:
 - impact of the future Allied standards on interoperability;
 - Allied capabilities supported by the future Allied standards;
 - Allies contributing or planning to contribute to the capabilities supported by the future Allied standards;
 - Allies which are major contributors to the capabilities supported by the future Allied standards;
 - urgency for the required standardization solution;
 - envisaged use of the Allied standards (time, lifespan, specific event or series of events, etc.).
- p. for Allied standards covered by STANAGs, address the need for a NATO effective date (NED), if relevant (see paragraph 2.5);
- q. define the military services and/or MoD departments affected by the identified standardization solution.

4. TA/DTA staff shall submit the draft ST to the TA/DTA for approval. Once approved, the TA/DTA staff shall distribute the ST to all relevant stakeholders. The NSO shall include the approved ST into the NSDD¹⁸, allocate a study number and coordinate and allocate a short title with the TA/DTA staff.

5. If the ST is not approved by the TA/DTA, the TA/DTA staff shall further coordinate it with SMEs and, if appropriate, NATO bodies' staff, to improve the draft as required by the TA/DTA.

6. TA/DTA staff shall distribute the approved ST to other relevant TAs/DTAs staffs.

7. TAs/DTAs are encouraged to involve partner nations by distributing the approved ST to partner nations. This is especially important when the TA/DTA believes that NATO has an interest in partner nations adopting the future Allied standards (for STANAGs only).

¹⁸ Once this function has been enabled within the NSDD.

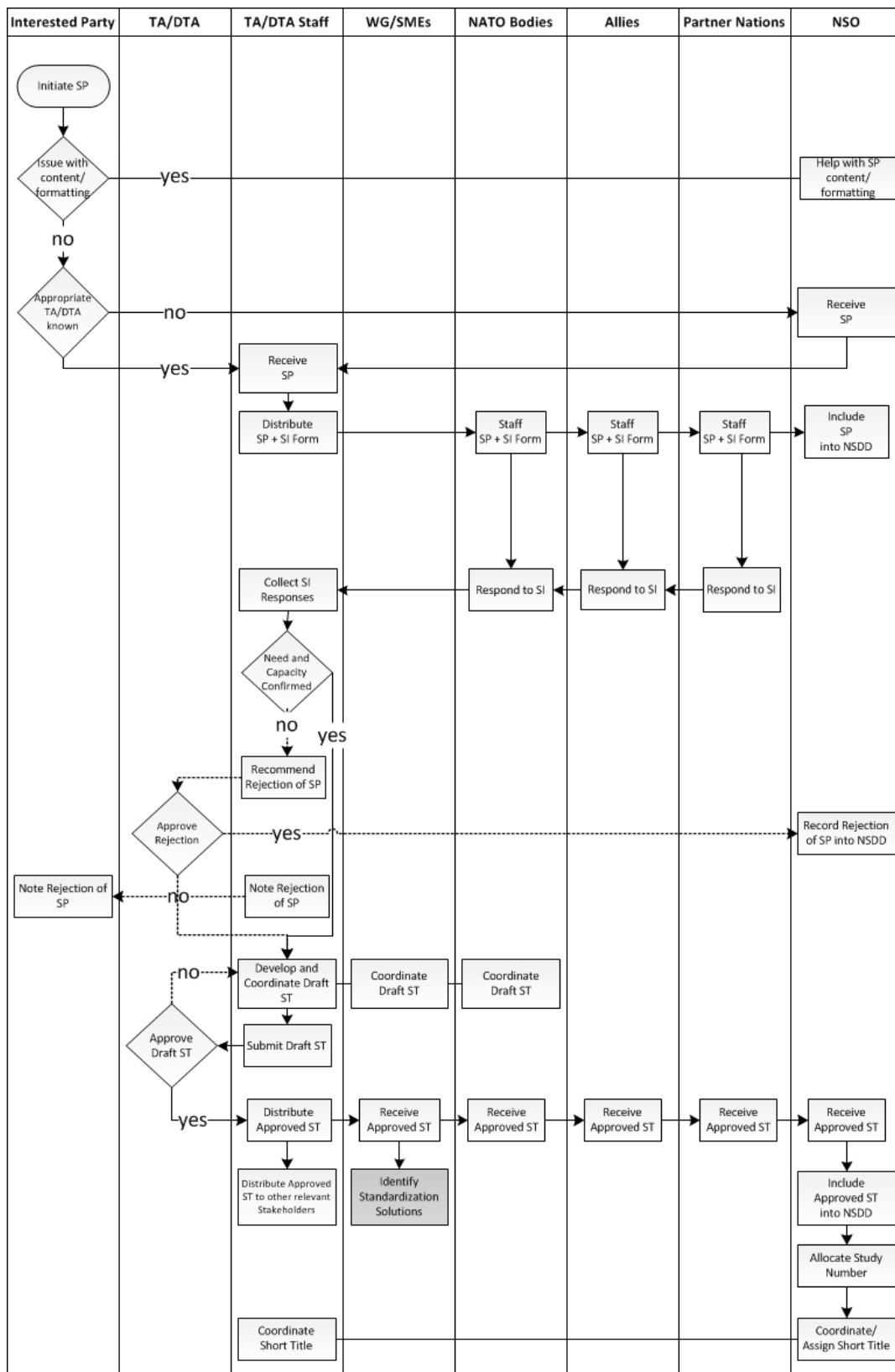


Figure 05 - Bottom-Up Standardization

2.4 PHASE 3: NATO STANDARDIZATION DOCUMENTS DEVELOPMENT

2.4.1 Identification of Standardization Solutions

Upon receipt of an approved ST from the responsible TA/DTA, the designated WG shall:

1. Verify the custodian's point of contact;
2. Analyse the specific guidance provided in the ST;
3. Identify and/or develop solutions to satisfy the standardization requirement. This phase should follow the steps below in the presented order of priority:
 - a. identify, select and recommend to adopt non-NATO standards. If a suitable non-NATO standard exists see chapter 3. If not, proceed to the following step;
 - b. identify and modify existing NATO standards. If suitable NATO standards exists and can be modified to meet the standardization requirements in the ST see paragraph 2.8. If not, proceed to the following step;
 - c. identify interested and appropriate civil standards developing organizations (SDOs) for co-development. If interested and appropriate SDOs exists see paragraph 3.5. If not, proceeded to the following step;
 - d. develop new NATO standards (see paragraph 2.4.2).

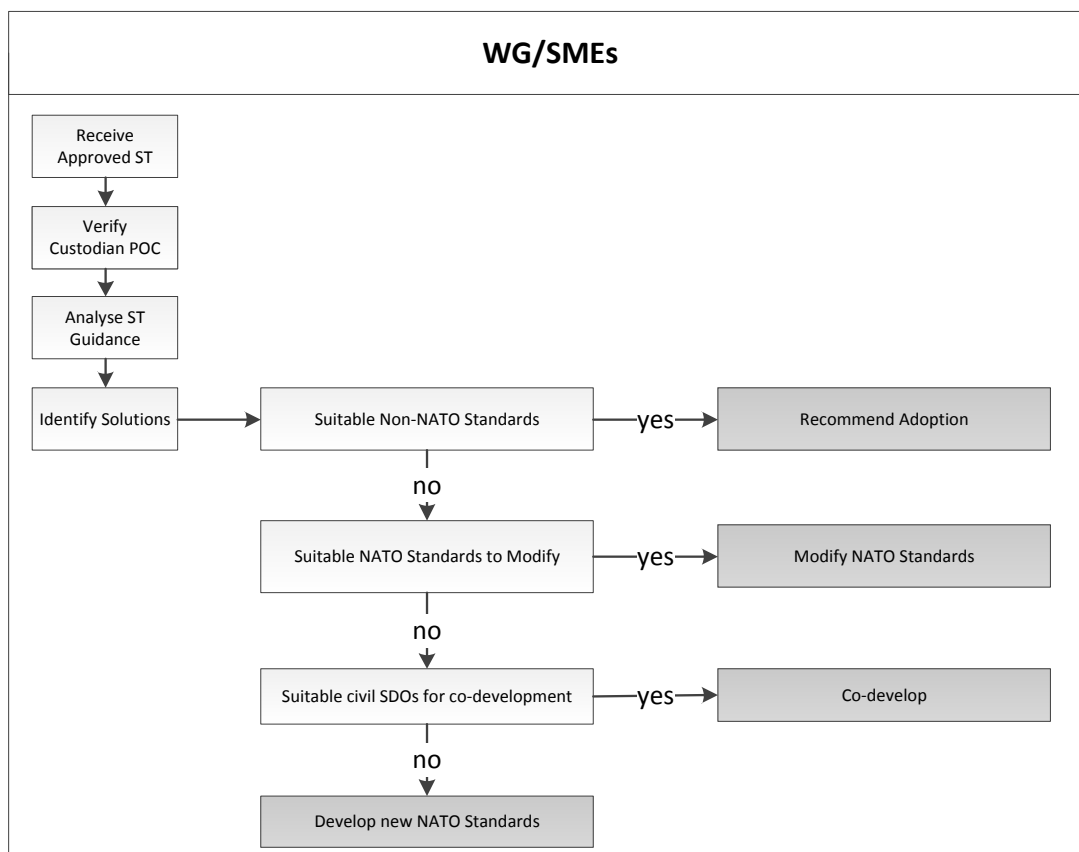


Figure 06 - Identification of Standardization Solutions

2.4.2 Development of New NATO Standards

1. New NATO standards shall be developed only when the steps at paragraph 2.4.1 have been considered. The development of a new NATO standard follows the steps below:
 - a. the custodian, with the support of the WG, produces a study draft (SD);
 - b. the custodian circulates the SD to the WG for comments and produces further SDs until the final draft (FD)¹⁹ is agreed among the WG and submitted to the TA/DTA staff;
 - c. the WG proposes a long title that is appropriate for the subject matter.
2. When required by the ST, the FD should be translated into the other official NATO language. Translation shall be coordinated by the TA/DTA staff, if possible with the support of native speaking SMEs.
3. The TA/DTA shall be informed if the WG deviates from guidance given in the ST. The TA/DTA shall also be informed if the WG cannot submit the results of its work to the TA/DTA by the target date set in the ST.
4. If the WG cannot reach agreement on a FD by this date, the WG Chairperson shall provide a report to the TA/DTA along with the latest SD including the reasons preventing the WG from finalizing the document. The TA/DTA shall discuss the specific reasons preventing the approval of the latest SD and may take the following options:
 - a. approve the latest SD, with or without modification, if it is sufficiently mature. This will become a FD;
 - b. provide the WG with guidance for further development and coordination at WG level, through a revised ST;
 - c. withdraw the ST²⁰.

2.4.3 Development of Covering Documents

1. The custodian, with the support of the WG, shall draft the required covering document. Covering documents shall be prepared in both official NATO languages. Translation shall be coordinated by the TA/DTA staff, if possible with the support of native speaking SMEs.
2. The covering document to be drafted is indicated in the ST. A draft STANAG is a ratification draft (RD)²¹. A draft STANREC is an approval draft (AD)²².
3. Covering documents shall be developed in accordance with the STANAG and STANREC templates provided at annex D. Covering documents are referenced by the study number allocated by the NSO following the approval of the ST.

¹⁹ *In NATO standardization, a final draft is a draft of a NATO standard or standard-related document that is ready for submission to the competent tasking authority.*

²⁰ *If the TA/DTA decides to withdraw the ST, TA/DTA staff shall inform the NSO for the update of the NSDD, once this function has been enabled within the NSDD.*

²¹ *A ratification draft is a draft of a NATO standardization agreement submitted to NATO member nations for ratification.*

²² *In NATO standardization, an approval draft is a draft of a NATO standardization recommendation submitted to the NATO member nations for approval by the competent tasking authority.*

4. They shall include all relevant information, in particular interoperability requirements linked to Allied capabilities; and guidance for the implementation of Allied standards covered by a STANAG, or the use of Allied standards covered by a STANREC.
5. For STANAGs, implementation guidance should be sufficiently detailed and shall set a list of specific actions, including qualification if necessary, that Allies, and partner nations that have decided to adopt and implement the covered Allied Standards, should take to complete implementation:
 - a. For operational standards, implementation requirements may address the need to include the Allied standard in national concepts and doctrine and/or to change national education and training courses. Implementation requirements may also include the use of the Allied standard in national exercises and evaluation programmes.
 - b. For materiel standards, implementation requirements may address national technical specifications or defence standards that incorporate the subject Allied standard, national procurement programmes and services affected, the development of interface solutions, or even the participation in test and trials with the standardization solution.
 - c. Implementation guidance may be completed or expanded as necessary using a standard-related document (SRD).
6. Covering documents shall clearly indicate if normative references (see paragraph 3.5) that shall be implemented, exists in the Allied Standards covered by STANAGs.
7. If the establishment of a NATO effective date (NED) is required by the ST, see paragraph 2.4.4.
8. The draft covering document (RD or AD) shall be submitted by the WG to the TA/DTA staff along with the FD.
9. All Allied standards, with the exception of Allied Administrative Publications (AAPs) that deal primarily with administrative functions, require a covering document.

2.4.4 NATO Effective Date (NED)

1. A NED (and time if appropriate), which is determined by operational or other requirements, may be applied to STANAGs when it is imperative for all participants to implement the Allied standards simultaneously. A NED is thus used to ensure that effectiveness and interoperability of NATO forces are maintained.
2. The need for a NED shall be indicated in the STANAG and a NED should be proposed. The NED will then be established on the basis of the timescale for implementation indicated in the ratification responses received.
3. To establish the NED, the TA/DTA is to:
 - a. indicate within the RD, that the STANAG will be associated with a NED in the ratification request;

- b. establish the forecast NED based on the national implementation forecast dates of the new or revised STANAG and the related capability implementation target date when appropriate.
- 4. The NED should be confirmed one month prior to the forecasted NED.
- 5. A NED shall be recorded in the NSDD by the NSO.

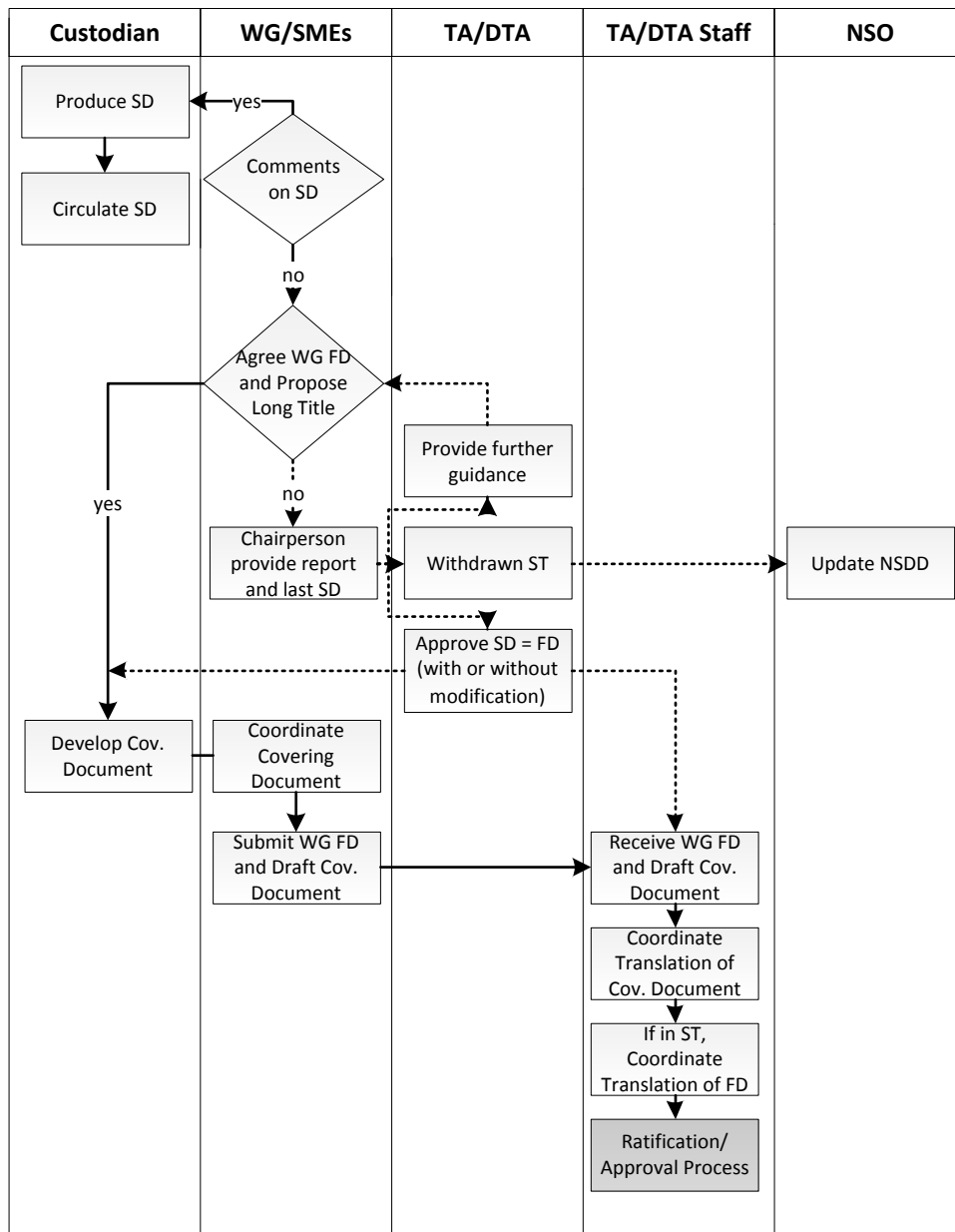


Figure 07 - New NATO Standards and Covering Documents Development

2.5 PHASE 4: NATO STANDARDIZATION DOCUMENTS RATIFICATION/APPROVAL

Approval of Allies to promulgate NATO standardization documents is achieved through either the ratification process or the approval process. The ratification process applies to STANAGs. The approval process applies to STANRECs.

2.5.1 STANAG Ratification Process

1. The *ratification process* is the process by which a NATO member nation determines its position regarding the implementation of a NATO standardization agreement. During the ratification process Allies analyse Allied standards covered by STANAGs in order to identify requirements and impacts on national resources. During this analysis Allies should address the following areas in particular:

- a. capabilities supported by the Allied standards;
- b. national plans for development/procurement of capabilities supported by the Allied standards;
- c. national military services concerned;
- d. required national actions for the implementation of the Allied standards, e.g. procurement of new material/equipment, national technical specification/tactics, techniques and procedures (TTPs) to be produced or revised, change of national education and training courses, software changes to existing IT systems, etc.;
- e. required and available resources for the implementation of the Allied standards;
- f. timelines/roadmaps for the implementation of the Allied standards;
- g. national limitations/caveats preventing from full or partial implementation of the Allied standards.

2. Completion of the ratification process results in a formal ratification response by Allies.

3. The ratification process is initiated by the TA/DTA, facilitated by the TA/DTA staff and the NSO and consists of the following steps:

- a. TA/DTA staff, in consultation with the NSO, shall perform a check on format and terminology of FD and RD;
- b. TA/DTA staff shall submit the FD and the RD to the TA/DTA for approval to initiate the ratification process. With this approval the TA/DTA confirms that the FD meets the requirements addressed in the ST, confirms or refines the promulgation criteria set in the ST and decides on the allocated time for ratification. If the TA/DTA does not approve the initiation of the ratification process, it shall take appropriate actions;
- c. once approved by the TA/DTA, the TA/DTA staff shall submit the FD, the RD, and information on promulgating criteria and allocated time for ratification to the NSO;
- d. the NSO shall distribute the FD and the RD and a request for ratification to Allies, through their official channels. If a fast track procedure is required, it shall be indicated in the ratification request;

- e. the NSO shall include the FD and the RD into the NSDD.²³ If a fast track procedure is required, it shall be indicated in the NSDD.²⁴
4. If a TA/DTA concludes that an Allied standard should be adopted by partner nations, the TA/DTA staff shall inform the NSO. The NSO will address identified partner nations to enable them to start their national assessment which could lead to the adoption and implementation of the Allied standard when promulgated (see paragraph 2.7.3).
5. Allies shall complete staffing for ratification and reply within the time allocated by the TA/DTA. Possible responses are:
- a. ratifying and implementing;
 - b. ratifying and implementing - with reservations;
 - c. ratifying, future implementation;
 - d. ratifying, future implementation - with reservations;
 - e. not ratifying; and
 - f. not participating.
6. The STANAG ratification process is also required if major modifications of Allied standards were introduced as a result of the review process (see paragraph 2.8).
7. Ratification responses shall be provided through the electronic reporting tool (e-Reporting). Details on ratification responses and the e-Reporting are provided at annex E.

2.5.2 STANAG Ratification Responses Assessment

1. When the time allocated by the TA/DTA ends, the NSO, in coordination with the TA/DTA staff, shall assess the ratification responses taking into account the following factors:
- a. promulgation criteria set by the TA/DTA; and
 - b. ratification responses received, including declared objections to promulgation.
2. Upon completion of the assessment, the NSO, shall take one of the two following actions:
- a. if the promulgation criteria set by TA/DTA are reached and no objection is received, submit a request for promulgation to Allies, through their official channels. This request shall include as necessary the NED established in accordance with paragraph 2.4.4. Request for promulgation shall be submitted through a 10 working days silence procedure. If the silence procedure ends successfully, the NSO shall promulgate the STANAG and covered Allied standard and update the NSDD accordingly. If the silence procedure does not end successfully, the NSO shall inform the TA/DTA staff which will address the issue with the TA/DTA for guidance on the way ahead;
 - b. if the promulgation criteria set by the TA/DTA are not reached or there is any objection, inform the TA/DTA staff.

²³ Non-NATO standards will usually not be made available in the NSDD. However, they will be identified to NSDD users via a link to the SDO owning the non-NATO standards.

²⁴ Once this function has been enabled within the NSDD.

3. Once informed by the NSO, the TA/DTA staff shall take one of the following actions:
 - a. extend the ratification timeline. This is particularly recommended when the set promulgation criteria have almost been met;
 - b. withdraw the FD and the RD from the ratification process and resubmit the documents to the WG with guidance for further development and coordination at WG level;
 - c. withdraw the FD and the RD from the ratification process and discontinue further work.
 - d. TA/DTA staff shall inform the NSO which shall update the NSDD.
4. If no action is taken within six months from the last ratification timeline set by the TA/DTA, the NSO shall warn the TA/DTA staff and request them to notify the TA/DTA. After six months from the warning, if no action is taken by the TA/DTA the NSO shall withdraw the FD and the RD from ratification and inform the TA/DTA.

2.5.3 NATO Bodies' Consultation

1. Although they are not requested to ratify STANAGs, NATO bodies shall implement relevant Allied standard covered by STANAGs.
2. If a TA/DTA concludes that an Allied standard should be implemented by a NATO body, the TA/DTA staff shall inform the NSO who will address identified NATO bodies.
3. Identified NATO bodies shall provide their intentions related to the implementation of Allied standards covered by STANAGs through the electronic reporting tool (e-Reporting²⁵).²⁶
4. Following promulgation, NATO bodies are requested to update their implementation information, in particular when implementation is completed.

²⁵ Details on the e-Reporting are provided at annex E.

²⁶ Once this function has been enabled within the NSDD.

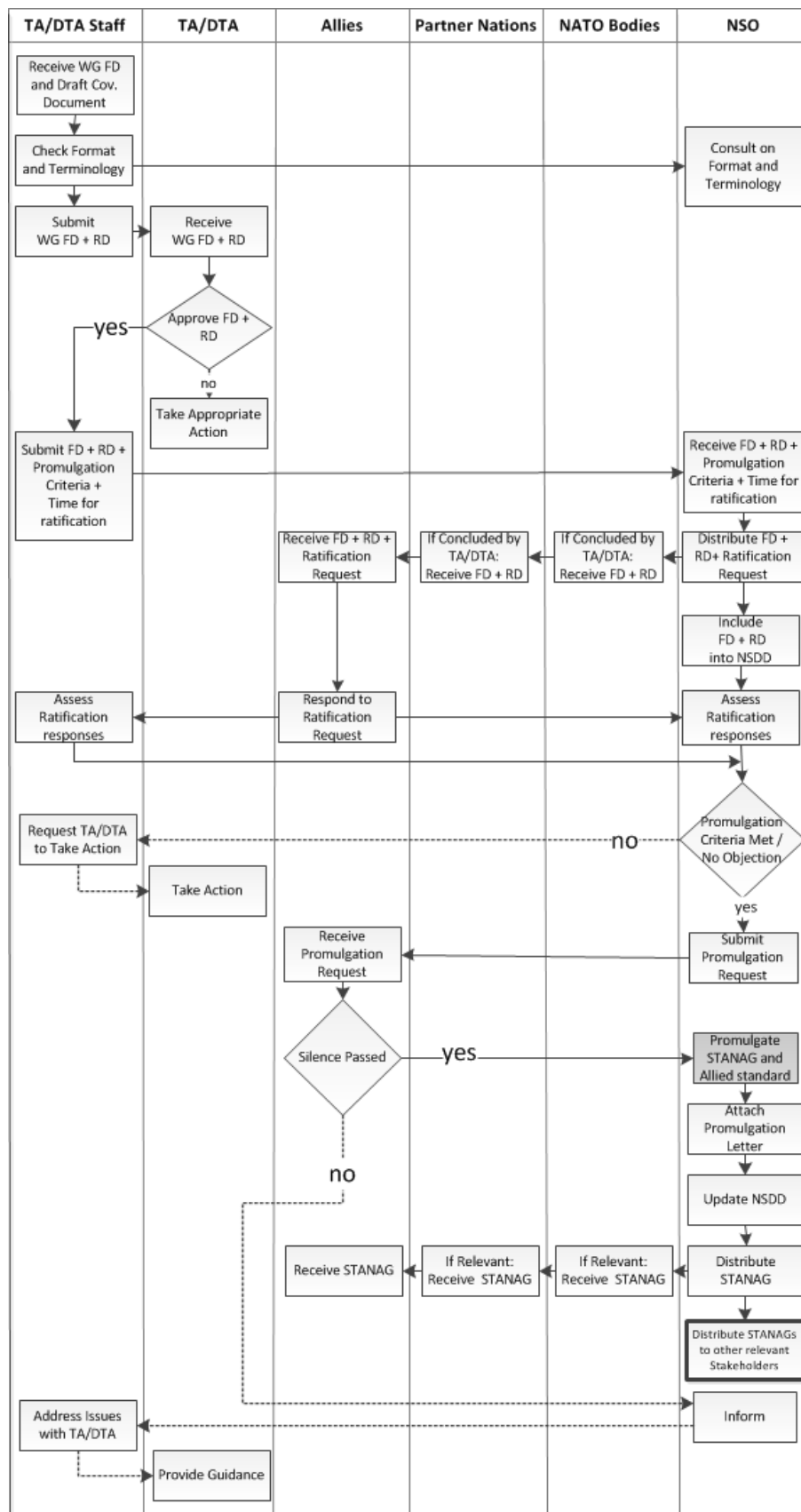


Figure 08 - STANAG Ratification Process

2.5.4 STANREC Approval Process

1. The approval process is the process by which Allies give their consensus to the promulgation of Allied standards covered by a STANREC.
2. The approval process is initiated by the TA/DTA, facilitated by the TA/DTA staff and the NSO and consists of the following steps:
 - a. TA/DTA staff, in consultation with the NSO, shall perform a check on the format and terminology of the FD and AD;
 - b. TA/DTA staff shall submit the FD and the AD to the TA/DTA for approval to initiate the approval process. With this approval the TA/DTA confirms that the FD meets the requirements addressed in the ST and decides on the allocated time for approval (silence procedure);
 - c. TA/DTA staff shall submit the FD, the AD, and information on allocated time for approval to the NSO;
 - d. the NSO shall distribute the FD and the AD with a request for approval to Allies, through their official channels;
 - e. the NSO shall include the FD and the AD into the NSDD.²⁷
3. When the time allocated for the approval process ends, the NSO shall assess if national objections to the promulgation have been raised.
4. Upon completion of the assessment, the NSO shall take one of the two following actions:
 - a. if no objections have been raised, promulgate the STANREC and covered Allied standards and update the NSDD accordingly;
 - b. if objections are raised, inform the TA/DTA staff. TA/DTA staff shall request the TA/DTA to take one of the two following actions:
 - resubmit the FD and the AD to the WG with guidance for further development and coordination at WG level; or
 - discontinue further work.
5. TA/DTA staff shall inform the NSO which shall update the NSDD.

²⁷ Non-NATO standards will usually not be made available in the NSDD. However, they will be identified to NSDD users via a link to the SDO owning the non-NATO standards.

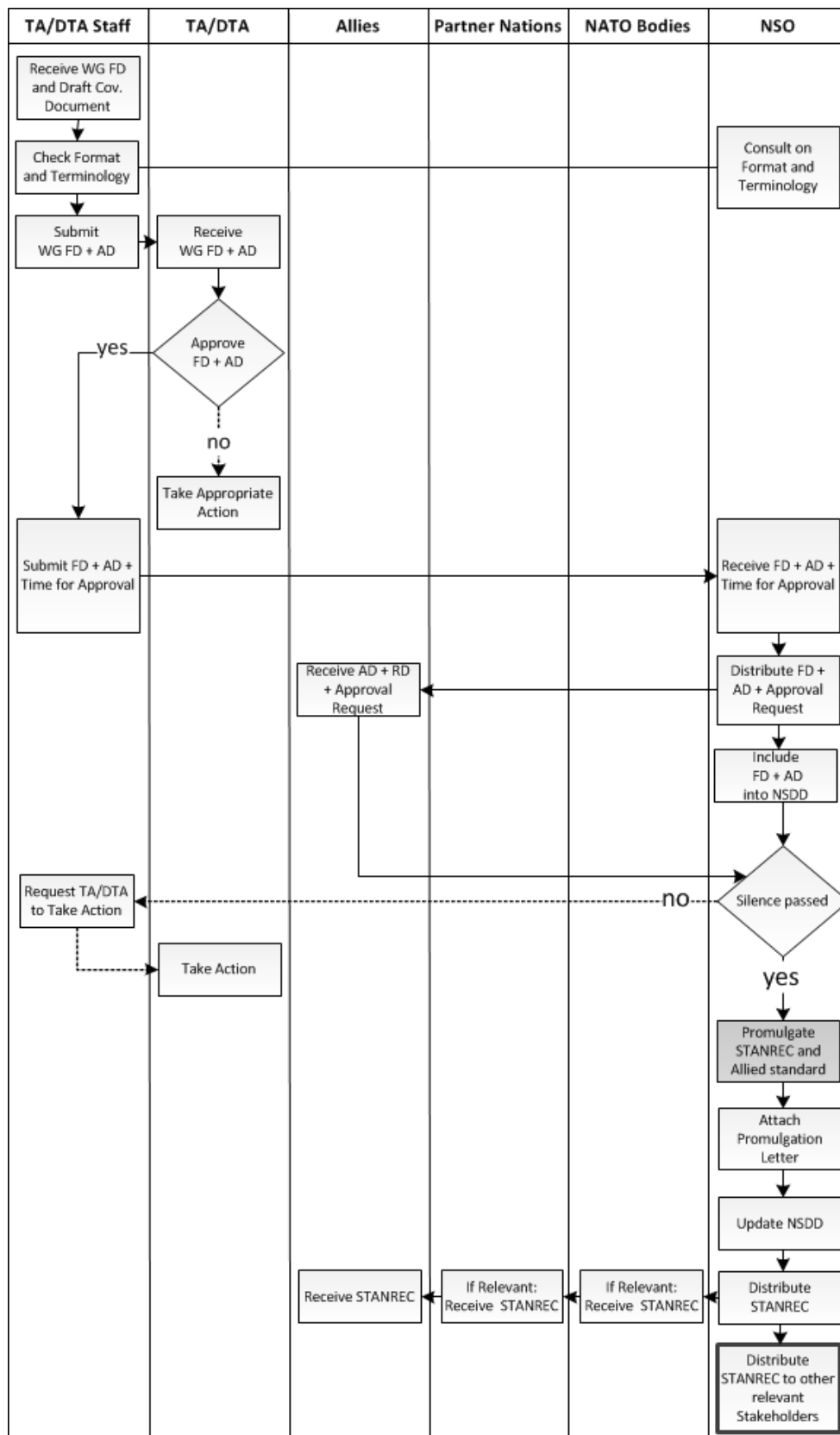


Figure 09 - STANREC Approval Process

2.5.5 Allied Administrative Publication Approval Process

Allied Administrative Publications (AAPs) which are not covered by a STANAG or a STANREC are approved using the silence procedure.

2.6 PHASE 5: NATO STANDARDIZATION DOCUMENTS PROMULGATION AND DISTRIBUTION

1. To promulgate a covering document and covered Allied standards, the NSO shall attach a letter of promulgation signed by the Director of the NSO to the NATO standardization documents.
2. The NSO shall distribute the covering document to all relevant stakeholders and update the NSDD accordingly.
3. Allies which have not responded to a ratification request within time allocated by the TA/DTA, shall respond at any time after promulgation.
4. Allies may update their responses at any time.

2.7 PHASE 6: NATO STANDARDIZATION DOCUMENTS IMPLEMENTATION AND USE

STANAGs or STANRECs come into force either at the date of promulgation by the Director of the NSO or at the NED which was established by the TA/DTA (for STANAGs only).

2.7.1 Implementation of Allied Standards Covered by a STANAG

1. An Allied standard covered by a STANAG is implemented when the requirements defined in the STANAG section "implementation of the agreement" are met.²⁸
2. Allies shall provide implementation details through the electronic reporting tool (e-Reporting). Details on implementation reporting are provided at annex E.
3. In the event an Ally determines an Allied standard cannot be implemented as indicated in its ratification response, it shall update it.
4. When assessing implementation, Allies may consider the following questions:
 - a. For operational standards. Has the standard been included in national doctrines, regulations, etc.? Has it been included in education, training, exercise and evaluation (ETEE) programmes? Has implementation been tested/checked? Has any inconsistency been identified during implementation? Is the standard implemented only for multinational operations/exercises?

²⁸ *In NATO standardization, implementation is the performance of an obligation laid down in a NATO standardization agreement.*

- b. For materiel standards. Has the standard been included in national defence standards, national technical specification etc.? Has it been included in national procurement programmes? Has implementation been tested/checked? Has implementation been certified by means of specific testing for conformity or compliance with applicable standards before or on a receipt of equipment? Has any inconsistency been identified during implementation?

5. Identified NATO bodies reporting shall provide implementation details through the electronic reporting tool (e-Reporting). Information on implementation reporting through the e-Reporting tool is provided at annex E.

2.7.2 Use of Allied Standards Covered by a STANREC

Allies and NATO bodies should provide feedback to the NSO on the use of Allied standards covered by STANRECs through the electronic STANREC use reporting tool²⁹. If annex F is used, the NSO should record the feedback in the NSDD.³⁰ STANRECs are non-binding covering documents employed on a voluntary basis and do not require commitment of Allies to use the Allied standards covered.

2.7.3 Partners Nations' Adoption of STANAGs

1. Although they are not requested to ratify STANAGs, partner nations are invited to implement promulgated Allied standards, especially when planning to contribute to NATO capability building and/or NATO operations.

2. Partner nations are invited to provide their intentions related to the implementation of Allied standards covered by a STANAG through the electronic reporting tool (e-Reporting)³¹. Details on the e-Reporting are provided at annex E.

3. Partner nations are invited to update their implementation information, in particular when implementation is completed.

2.8 PHASE 7: NATO STANDARDIZATION DOCUMENTS REVIEW AND MAINTENANCE

1. NATO Standardization documents shall be reviewed at least every five years. TAs/DTAs staffs shall inform TAs/DTAs of upcoming review dates. "Review" is defined as *in NATO standardization, the activity of checking a NATO standardization document to determine whether it is to be retained unchanged, cancelled, replaced by suitable non-NATO standards, considered for transfer to a civil standards developing organization, incorporated into another NATO standardization document, updated to accommodate shortfalls, allocated to another working group or transferred to another tasking authority or delegated tasking authority*.³² TAs/DTAs shall take action to review NATO standardization documents.

²⁹ Until this function will be enabled within the NSDD feedback should be provided using the form at annex F.

³⁰ Once this function has been enabled within the NSDD, Allies and NATO bodies should provide feedback on the use of Allies standards covered by STANRECs through the electronic reporting tool.

³¹ Once this function has been enabled within the NSDD.

³² Definition in the process of being developed in accordance with the NATO Terminology Programme.

2. Any interested party may propose a modification of a NATO standardization document, out of the normal cycle through a modification proposal (ModP). Modification proposals may be initiated using the modification proposal format provided at annex G. The ModP shall be submitted by the author to the appropriate TA/DTA staff. TA/DTA staff shall inform the responsible TA/DTA which will take appropriate action.
3. TAs/DTAs shall assess the ModP and decide which action to take. Possible actions include:
 - a. immediate initiation of the revision of the standardization document concerned³³;
 - b. submission of the ModP to the WG with a request for a detailed analysis of the ModP and proposed way ahead;
 - c. submission of the ModP to the WG for consideration in the next upcoming review of the standardization document.
4. During the review the WG and the custodian shall take into consideration, among other things:
 - a. national reservations and comments provided by Allies as a result of the ratification or approval process;
 - b. modification proposals (ModP);
 - c. comments and observations raised by NATO bodies and partner nations;
 - d. evolution of relevant NATO agreed terminology;
 - e. NATO policies and procedures;
 - f. lessons identified/learned.
5. As a result of the review process, the WG shall recommend to the TA/DTA that the NATO standardization document should be:
 - a. cancelled;
 - b. replaced by suitable non-NATO standards;
 - c. considered for transfer to a civil SDO;
 - d. incorporated into another NATO standardization document, where appropriate;
 - e. updated to accommodate shortfalls (e.g. national reservations, comments, ModP, NATO bodies and partner nations observations, lessons);
 - f. allocated to another WG or transferred to another TA/DTA;
 - g. retained unchanged.
6. The review process also includes a review of the covering document.
7. The WG shall strive to achieve consensus on a way forward to recommend. If this is not possible, the WG Chairperson shall provide a report to the TA/DTA with the reason preventing the WG from recommending a way forward.

³³ If TAs/DTAs conclude that modifications to existing standardization documents are required, they should provide guidance to the WG and the custodian preferably using a revision task (RT) in accordance with the format at annex H. TAs/DTAs might also use a standardization task (ST) in accordance with the format provided at annex C if more detailed guidance is required.

8. TAs/DTAs shall decide on the recommended way forward. TA/DTA staffs shall inform the NSO which shall update the NSDD accordingly. Cancelled NATO standardization documents shall be retained in the NSDD. It is important to inform the NSO of the outcome of the review process, even when the NATO standardization document is retained unchanged. The review date is important to confirm currency and validity of NATO standardization documents promulgated several years in the past.

2.8.1 Allied Standards Update

If an Allied standard needs to be updated, the WG and the custodian shall advise the TA/DTA on whether the modifications to be made are minor or major in accordance with the table below. The TA/DTA shall decide on the nature of the modifications while approving the recommended way forward.

MODIFICATION	DESCRIPTION	RESULTS
minor	<p>AMENDMENT A minor change that has no significant impact on the use made by the interested parties of a standardization document. The amendment is approved by the appropriate TA/DTA.</p>	<p>New Version An amendment results in a new version of an Allied standard but not of its covering document. Example: ATP-99 Ed. A Ver.1 superseded by ATP-99 Ed. A Ver.2</p>
major	<p>REVISION A major change that has an impact on the use made by the interested parties of a standardization document. The revision is approved by a new ratification/approval process.</p>	<p>New Edition A revision results in a new edition of an Allied standard and of its covering document. Example: ATP-99 Ed. A Ver.1 covered by STANAG 6509 Ed. 2 superseded by ATP-99 Ed. B Ver.1 covered by STANAG 6509 Ed. 3.</p>

2.8.1.1 Minor Modifications

1. If the WG and the custodian assess that minor modifications are required, they shall proceed with the amendments to the Allied standard. The amendment of Allied standards shall be approved by the TA/DTA. An amendment results in a new version of an Allied standard but not of its covering document. Allied standards' versions are indicated by a number.

2. Parts of the Allied standard affected by changes shall always be identified by the custodian and shall be addressed in the promulgation letter.

2.8.1.2 Major Modifications

1. If the WG and the custodian assess that major modifications are required, they shall inform the TA/DTA and recommend a way ahead.

2. The TA/DTA shall approve the way ahead and provide guidance to the WG and the custodian for the revision of the Allied standard, preferably using a revision task (RT) in accordance with the format at annex H.

3. Once tasked by the responsible TA/DTA, the designated WG shall proceed to the revision of the Allied standard. The revision shall follow the steps described for the development of NATO standardization documents standards (see paragraph 2.4). A revision results in a new edition of the Allied standard and of its covering document. Allied standards' editions are indicated by a letter. Covering Documents editions are indicated by a number.

4. Parts of the Allied Standard affected by changes shall always be identified and shall be addressed in the promulgation letter.

2.8.2 Covering Documents Update

1. Major modifications to covering documents shall be made together and in accordance with major modifications to the covered Allied standards. This results in a new edition and implies a new ratification/approval process. If a STANAG is converted into a STANREC, the new STANREC shall keep the same number, its edition is incremented and supersedes the last edition of the STANAG. The same applies for the conversion of a STANREC into a STANAG. Covering Documents editions are indicated by a number. The conversion of a STANREC into a STANAG and vice versa implies a new ratification/approval process.

2. Minor modifications, such as an organization name, custodian information etc., to covering documents may be made. This will not result in a new edition or version of the covering document.

2.8.3 NATO Standardization Documents Cancellation

1. A WG may recommend to the TA/DTA cancellation of standardization documents when obsolete, absorbed into other standardization documents or otherwise no longer needed. The rationale for the cancellation may be identified in the ModP and shall be forwarded to the TA/DTA together with the recommendation for cancellation.

2. TAs/DTAs shall decide on the cancellation and inform the NSO which shall cancel the NATO standardization documents and update the NSDD accordingly.

3. Cancelled standardization documents shall be retained in the NSDD, including the letter of cancellation which shall include the rationale for cancellation and information about replacing standardization documents, if applicable.

2.9 FAST TRACK PROCEDURE

1. In case of an urgent standardization requirement for new or revised Allied Standards, the TA/DTA may expedite the process using the fast track procedure. No exceptional circumstance can be declared to rule against consensus. The use of the fast track procedure shall be of exceptional nature.
2. The requirement to use the fast track procedure shall be identified in the ST/RT and may be previously proposed in the SP (for bottom-up standardization only). The use of the fast track procedure shall be validated by the relevant TA/DTA.
3. The development/revision of Allied Standards using the fast-track procedure follows the same phases of the normal process (see paragraphs 2.4 and 2.8). TAs/DTAs shall keep the requirement for a fast process in mind when setting timelines and keep them as short as possible.
4. Due to their nature, Allied standards developed/revise using the fast track procedure are covered by a STANAG. The allocated time for ratification for these Allied standards shall be as short as possible. During the initiation of the ratification process, the TA/DTA shall define a suspense date for promulgation. Streamlined promulgation criteria for Allied standards developed/revise using the fast track procedure, shall be the absence of objection to promulgation at the end of the ratification process. If no objection to promulgation has been raised within the defined suspense date consensus is noted. The NSO shall promulgate the STANAG and covered Allied standard and update the NSDD accordingly.
5. As for the normal process, Allies which have not responded to a ratification request within time allocated by the TA/DTA, shall respond at any time after promulgation.
6. During the initiation of the ratification process, the TA/DTA should also define secondary criteria which should be used to review the standardization document developed using the fast track procedure. Secondary criteria should be decided by the responsible TA/DTA in accordance with the definition of promulgation criteria as addressed at paragraph 2.3.
7. NATO Standardization documents developed/revise using the fast track procedure shall be reviewed no later than two years from the date of promulgation. If secondary criteria defined by the TA/DTA are not met, the TA/DTA may decide to cancel the NATO standardization documents.
8. NATO Standardization documents developed/revise using the fast track procedure shall enter the normal review cycle (at least once every five years) after the first review.

2.10 STANDARD-RELATED DOCUMENTS (SRDs)

1. SRDs may be selected or developed to facilitate understanding and implementation of one or more Allied standards.
2. TAs/DTAs shall approve the content of SRDs and their links to one or more Allied standards either:
 - a. as part of a ratification or approval process package. SRDs shall be included as related documents within the covering document;

- b. by separate approval, if the SRD is planned to be linked to an already promulgated Allied standard.
3. TAs/DTAs shall inform the NSO which will update the NSDD accordingly.³⁴

³⁴ Non-NATO standards-related documents will usually not be made available in the NSDD. However, they will be identified to NSDD users via a link to the SDO owning the non-NATO standard-related documents.

CHAPTER 3 - NON-NATO (CIVIL AND DEFENCE) STANDARDS

3.1 INTRODUCTION

The aim of this chapter is to provide information on non-NATO standards, how to adopt, refer and quote non-NATO standards, cooperate with civil Standards Developing Organizations (SDOs) and transfer NATO standards to civil SDOs.

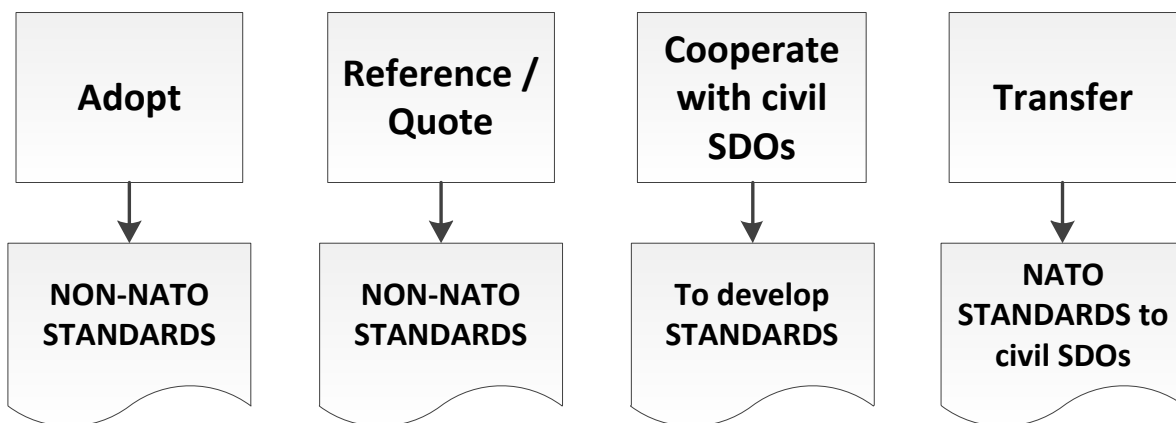


Figure 10 - Use of Non-NATO Standards

3.2 NON-NATO STANDARDS

1. A non-NATO standard is a standard developed outside NATO. Non-NATO standards includes civil standards and national and multinational defence standards:

- a. a *civil standard*³⁵ is a standard published by a civil standardizing body and made available to the public. Civil Standards are developed, established and coordinated by civil SDOs. Civil SDOs are unique organizations with specific interests and a variety of different memberships, standards development processes, voting and funding mechanisms. The standards produced by these SDOs reflect this variety;
- b. a defence standard is a standard developed by nations or group of nations in the defence field.

2. NATO adopts, refers and quotes suitable non-NATO standards in lieu of developing NATO standards to the maximum extent. As stated in paragraph 2.4.2, NATO shall only develop NATO standards where no suitable non-NATO standards exist.

3. If suitable, NATO cooperates with civil SDOs and transfers NATO standards to civil SDOs.

³⁵ This definition in the process of being developed in accordance with the NATO Terminology Programme.

3.3 NON-NATO STANDARDS ADOPTION

3.3.1 Identification of Suitable Non-NATO Standards

Upon receipt of a Standardization Task (ST) or Revision Task (RT) by the tasking authority (TA)/delegated tasking authority (DTA), the WG shall explore potential non-NATO standards suitable to respond to the standardization requirement specified in the ST/RT. In researching suitable non-NATO standards, the WG and the relevant TA/DTA may ask the support of experts in their national defence standardization management body, within the Standardization Management Group (SMG), or the NSO. If a suitable non-NATO standard is identified, the WG shall proceed with the selection phase. If no suitable non-NATO standard is identified, the WG shall proceed with the process described at paragraph 2.4.

3.3.2 Selection of Suitable Non-NATO Standards

1. If a suitable non-NATO standard is identified, the WG shall propose its selection to the TA/DTA. The selection should be based on the following criteria: suitability to respond to the standardization requirement identified in the ST, broad acceptance, accessibility, technical excellence and availability in one of the NATO official languages. In general, civil standards are preferred to defence standards.

2. If necessary, as part of a standardization solution, the WG/custodian shall modify or augment non-NATO standards by developing additional NATO standardization documents to be placed under the same covering document. The WG/custodian shall draft the appropriate covering document (RD or AD). Finally, the WG shall submit the proposed non-NATO standards, its additional NATO standardization documents, and related covering document (RD or AD) to TA/DTA staff.

3.3.3 Adoption of Suitable Non-NATO Standards

1. Adoption of a standard, with or without additional NATO standardization documents, is an expression of acceptance of a non-NATO standard for use by NATO. Selected non-NATO standards, any additional NATO standardization documents and the covering documents shall enter the ratification or approval process at paragraph 2.5. Once the STANAG or STANREC is promulgated, the selected non-NATO standards are adopted.

2. Note: Correlation with the development of NATO standards. A non-NATO standard under consideration by a WG correlates to a study draft. Once proposed to the relevant TA/DTA for selection, it correlates to a draft FD. Once selected by the relevant TA/DTA and accompanied by a covering document, it correlates to an approved FD and RD for a STANAG, or approved FD and AD for a STANREC. An adopted non-NATO standard correlates to a promulgated NATO standard.

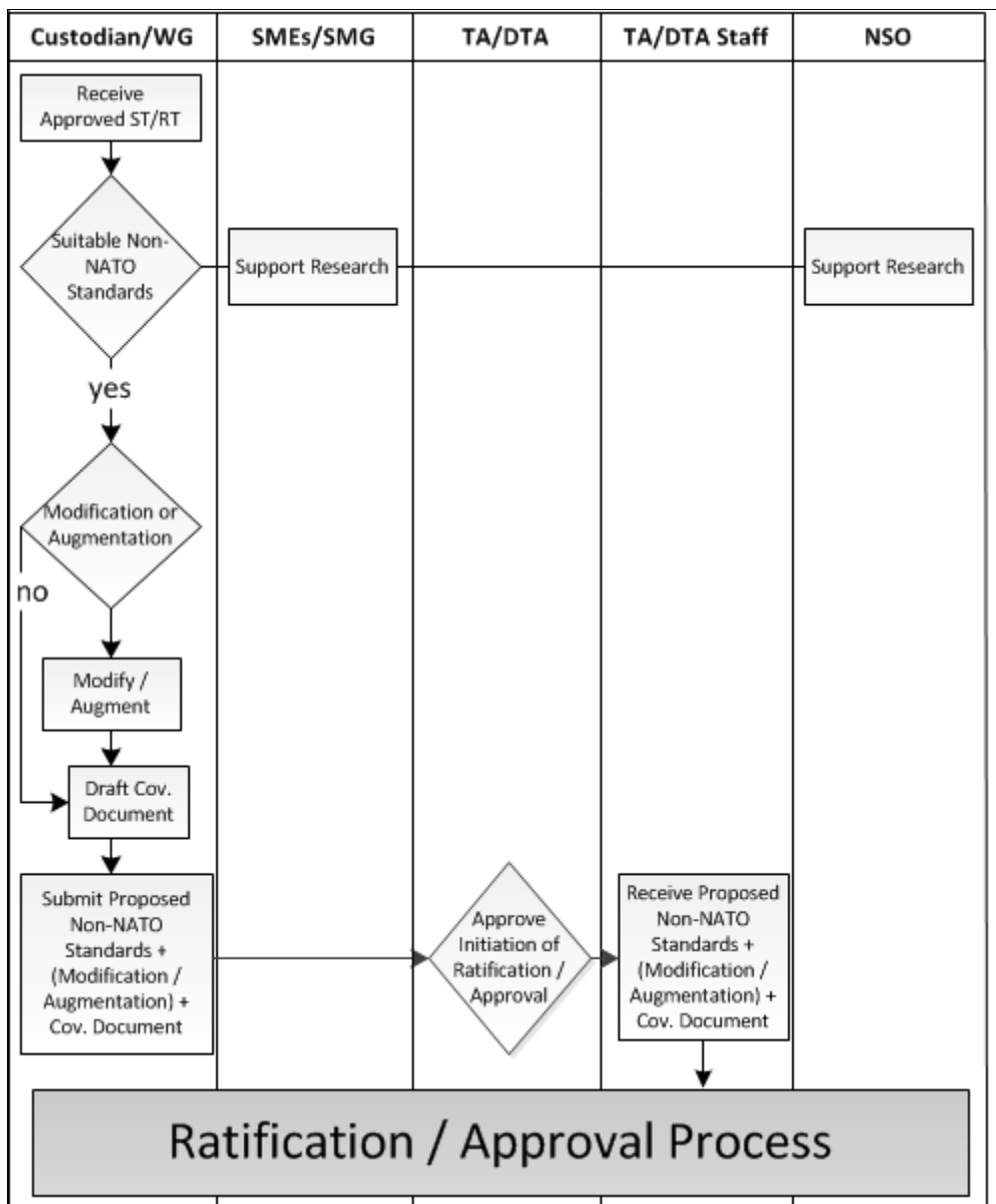


Figure 11 - Non-NATO Standards Adoption

3.4 COOPERATION WITH STANDARDS DEVELOPING ORGANIZATIONS (SDOs)

1. TAs/DTAs and their WGs may cooperate with SDOs to develop mutually beneficial standards. The level and frequency of cooperation is at the discretion of the TAs/DTAs, and decided upon on a case-by-case basis.

2. The co-development of standards follows the steps here described. In all cases, cooperation occurs based on the assumption that the product developed with the civil SDO can satisfy NATO standardization requirements.

3.4.1 Identification of Civil Standards Development Organizations

Upon receipt of a ST/RT by the TA/DTA, the designated WG shall follow the steps in paragraph 2.4.1. When a relevant civil SDO can be identified, the WG should investigate the possibility to develop standards in conjunction with the identified civil SDO. Where possible, the existence of appropriate and interested SDOs is suggested by Allies and NATO bodies in the SP/MODP and/or related SI responses. In researching appropriate and interested SDOs, the WG and the relevant TA/DTA may ask the support of experts in their national defence standardization management bodies, within the Standardization Management Group (SMG), or the NSO. If no appropriate and interested civil SDO is identified, the WG shall proceed with the process described at paragraph 2.4.1. If an appropriate and interested civil SDO is identified, the WG should proceed with the agreement phase.

3.4.2 Agreement with Civil Standards Development Organizations

If an appropriate and interested civil SDO is identified the WG should inform the relevant TA/DTA which should initiate formal contact. The co-development is regulated by an agreement between the parties. The NSO may support the TA/DTA in contacting the SDO and facilitating required cooperation.

3.4.3 Co-development

1. When agreement is reached between NATO and the civil SDO, the WG/custodian and the civil SDO develop the standard according to the agreement. Once the standard is finalized, the WG/custodian should draft the appropriate covering document (RD or AD). Finally, the WG should submit the standard and related covering document (RD or AD) to TA/DTA staff.
2. NATO endorsement shall allow entry to the ratification or approval process described at paragraph 2.5.

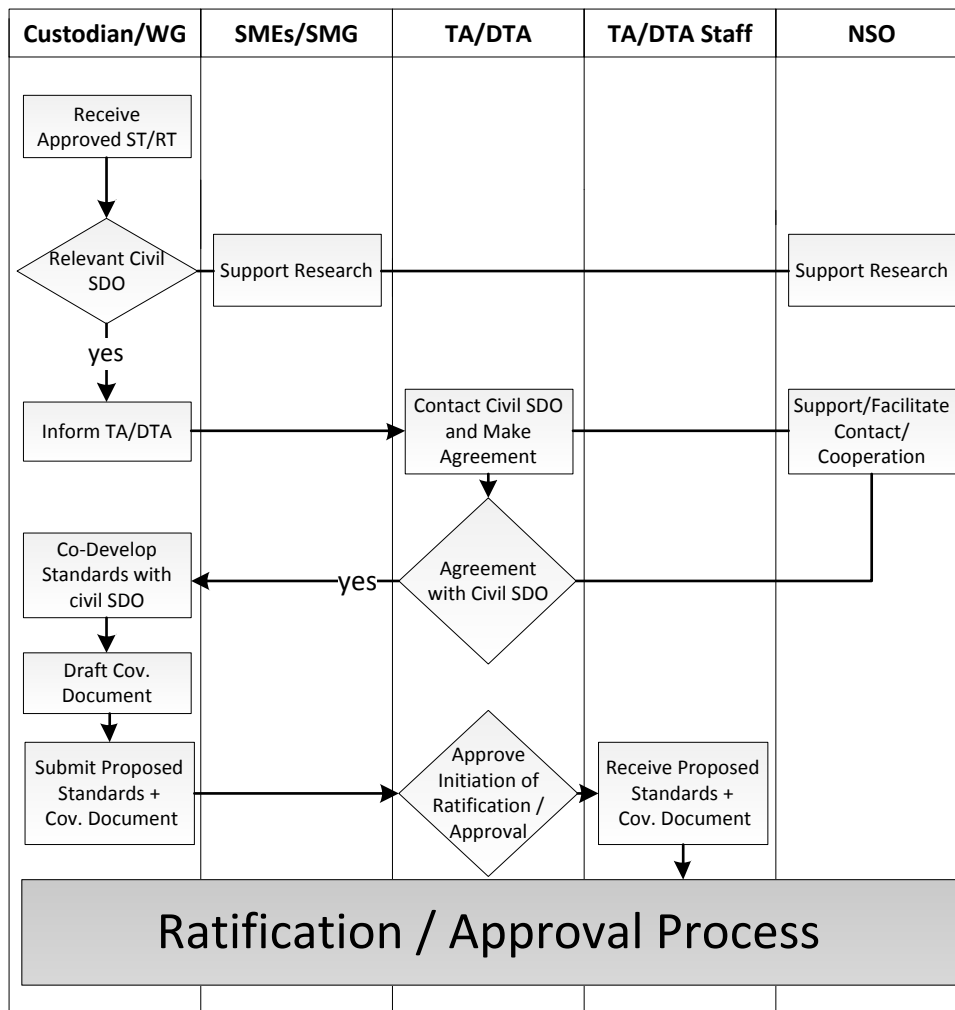


Figure 12 - Co-development of Standards with Civil SDOs

3.5 NON-NATO STANDARDS REFERENCING AND CONTENT REPRODUCTION

When drafting NATO standards, non-NATO standards might be referenced and content might be reproduced. Copyrights shall be respected in all cases.

3.5.1 Referencing

1. All referenced non-NATO standards shall be included as part of the list of references. If the owner of the non-NATO standard referenced provides a preferred method of reference, this method shall be followed. As a minimum, the name of the owner of the non-NATO-standard, the alphanumeric code assigned to the standard, the title and the date of its publication shall be included.

2. The specific use of referenced non-NATO standards shall be identified as follows:

- a. normative references are those directly referenced in the document as part of the requirement;
- b. informative references are those listed for information purposes only and are not part of any requirement (background information).

3. If a non-NATO standard is referenced as a normative reference in a NATO standard and therefore is meant to be implemented/used along with the NATO standard, it shall be clearly:
 - a. quoted in the STANAG section “Standard(s)” or the STANREC section “Recommendation”; and
 - b. addressed in the STANAG section “Implementation of the agreement” or the STANREC section “Use”.

3.5.2 Content Reproduction

1. The reproduction of content³⁶ from non-NATO standards shall be carried out only with the permission of the copyright holder. In most cases, the owner of the non-NATO standard will have a form available on its websites to request permission to reproduce content from its standard as well as the contact information of its copyrights office. If permission is granted, the source of the material shall be referenced in accordance with paragraph 3.5.1.
2. Depending on the amount of information reproduced, the intended audience, and the policies of the owner of the non-NATO standards, a fee may be required. The NSO may provide support in coordinating with the owner of the non-NATO standard.

3.6 TRANSFER OF NATO STANDARDS TO CIVIL STANDARDS DEVELOPING ORGANIZATIONS

In special circumstances, a TA/DTA may decide to transfer a NATO standard to a civil SDO. The transfer process should follow the steps below.

1. Selection. A WG may suggest, to the responsible TA/DTA, to transfer a NATO standard to a civil SDO. In deciding, the TA/DTA and the WG should research interested and appropriate SDOs. To do so, the WG and the TA/DTA may ask the support of experts in their national defence standardization management body, within the Standardization Management Group (SMG), or NSO.
2. Agreement. If an interested and appropriate civil SDO is identified, the WG should inform the relevant TA/DTA, which should initiate formal contact. The transfer is regulated by an agreement between the parties. The NSO may support the TA/DTA in contact with the civil SDOs and required cooperation.
3. Transfer. When agreement is reached, the selected NATO standard should be transferred to the civil SDO. The civil SDO may publish the standard, with or without modification, as a non-NATO standard. The original, transferred NATO standard should continue to be a NATO standard until it is cancelled or superseded by a new Allied standard.
4. Adoption. Once the civil SDO has published the transferred NATO standard as a non-NATO standard, the WG and the TA/DTA may decide to cancel the NATO standard and adopt the non-NATO standard as described at paragraph 3.3.

³⁶ Copyrighted information reproduced verbatim in a NATO standard.

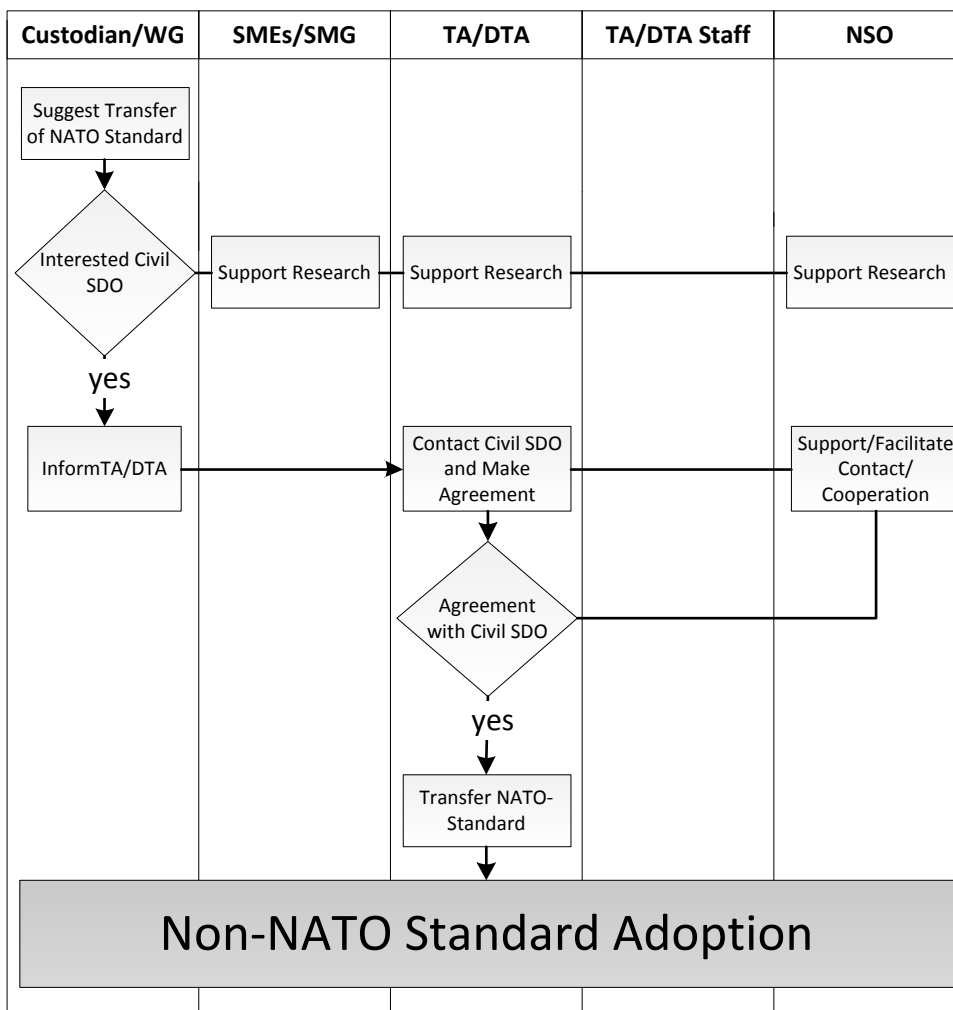


Figure 13 - Transfer of NATO Standards to Civil SDOs

LEXICON

AAP	Allied Administrative Publication
AD	approval draft
AP	Allied Publication
AEP	Allied Engineering Publication
AJP	Allied Joint Publication
ATrainP	Allied Education and Training Publication
C3	consultation, command and control
DTA	delegated tasking authorities
ETEE	education, training, exercise and evaluation
FD	final draft
ISO	International Organization for Standardization
ModP	modification proposal
MP	Multinational Publication
NAC	North Atlantic Council
NDPP	NATO Defence Planning Process
NED	NATO effective date
NSDD	NATO Standardization Documents Database
NSO	NATO Standardization Office
RD	ratification draft
RT	revision task
SD	study draft
SDO	standards developing organization
SI	standardization inquiry
SME	subject matter expert
SMG	Standardization Management Group
SP	standardization proposal
SRD	standards-related document
ST	standardization task
STANAG	NATO standardization agreement
STANREC	NATO standardization recommendation
TA	tasking authority
WG	working group

ANNEX A: STANDARDIZATION PROPOSAL FORMAT

<i>[Please insert NATO classification]</i>	
<p>This standardization proposal format is to be filled in by any interested party to initiate the standardization process through the bottom-up approach. If required the NATO Standardization Office (NSO) can assist the originator to ensure the standardization proposal (SP) addresses the required content and meets formatting requirements. Once completed, please submit to the appropriate tasking authority/delegated tasking authority (TA/DTA). In case of any uncertainty concerning the appropriate TA/DTA, please submit to the NSO.</p>	
1. Reference Number*: _____ <i>[For TA/DTA staff / NSO.]</i>	2. Date*: ____ <i>[Please insert the date of your proposal.]</i>
3. Originator*: ____ <i>[Please insert the name of your organization. E.g. NATO Command Structure element, NATO staff, national staff, etc.]</i>	
4. Tasking Authority / Delegated Tasking Authority: ____ <i>[Please insert the TA/DTA to which the proposal is submitted. In case of any uncertainty concerning the appropriate TA/DTA, please leave empty and submit to the NSO.]</i>	
5. Subject*: ____ <i>[Please insert the subject of your proposal.]</i>	
6. Standardization Need and Impact on Interoperability*: _____ <i>[Please describe the standardization deficiency observed and its impact on interoperability. E.g. sorties/missions lost or delayed, lack of appropriate supplies, lack of coordination, incompatibility of signals with IT systems, etc. Please also indicate how the deficiency has been observed. E.g. exercise, operation, etc.]</i>	
7. Urgency*: ____ <i>[Please indicate the time by when the proposed standardization solution should be developed.]</i>	
8. Fast Track Procedure: _____ <i>[Please indicate the requirement to use the fast-track procedure.]</i>	
9. Proposed Standardization Solution*: ____ <i>[Please provide a non-technical summary of the proposed standardization solution and the desired effect on the related subject area.]</i>	
10. Related Capabilities: _____ <i>[If known, please indicate the capabilities related to the proposed standardization solution.]</i>	
11. Level of Standardization: <i>[If known, please indicate the level of standardization to be achieved through the implementation of the proposed standardization solution.]</i> <input type="checkbox"/> Compatibility <input type="checkbox"/> Interchangeability <input type="checkbox"/> Commonality Additional information: _____ <i>[Please indicate any limitation]</i>	
12. Covering Document: <i>[If known, please indicate the intended covering document for the proposed standardization solution.]</i> <input type="checkbox"/> STANAG <input type="checkbox"/> STANREC	

13. Non-NATO Standardization Solutions: ____ <i>[If known, please indicate existing suitable non-NATO standardization solution that should be adopted by NATO or interested Standard Developing organizations for co-development.]</i>	
14. Working Group: _____ <i>[If known, please indicate which WG is best suited to develop the proposed standardization solution.]</i>	
15. Custodian: _____ <i>[If known, please indicate custodian of the standardization solution.]</i>	
16. Partner Nations' Involvement: _____ <i>[If known, please indicate which partner nations need/may be involved in the development and adoption of the proposed standardization solution.]</i>	
17. NATO Bodies' Involvement: _____ <i>[If known, please indicate which NATO bodies need/may be involved in the development and implementation/use of the proposed standardization solution.]</i>	
18. Engagement with Other Actors: ____ <i>[If, known, please indicate other actors that should be engaged in the development of the proposed standardization solution. E.g. industry, centre of excellence, etc.]</i>	
19. Classification And Release: _____ <i>[if known, please indicate the intended classification of the standardization solution. If classified, please provide guidance on the release of the proposed standardization solution or the creation of a supplement or of a multinational publication.]</i>	
20. Languages Required: <i>[Please indicate the language in which the proposed standardization solution needs to be available.]</i> <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Both	
21. Promulgation Criteria: ____ <i>[if known and applicable (STANAG only), please indicate the promulgation criteria for the proposed standardization solution.]</i>	
22. NATO Effective Date: _____ <i>If known, please indicate the need for a NATO effective date.]</i>	
23. Relationship to Existing NATO Documents: ____ <i>[If known, please indicate relationship to existing Allied Standards or other relevant NATO documents.]</i>	
24. Military services affected: ____ <i>[If known, please indicate the military services affected by the proposed standardization solution.]</i> <input type="checkbox"/> Joint <input type="checkbox"/> Air <input type="checkbox"/> Land <input type="checkbox"/> Maritime <input type="checkbox"/> Other	
25. Other information: ____ <i>[Please report any other information you consider relevant.]</i>	
26. Contact Information:	
27. Name and signature*:	
Name: _____	<i>[please provide your full name]</i>
Signature: _____	<i>[please sign]</i>

* These fields are mandatory.

ANNEX B: STANDARDIZATION INQUIRY FORM

<i>[Please insert NATO classification]</i>	
Once completed, please submit to the appropriate tasking authority/delegated tasking authority (TA/DTA). For top-down standardization, only PART 2. For bottom-up standardization, PART 1 and 2 for Allies. PART 2 for partner nations and NATO bodies.	
1. Reference Number: _____ <i>[Please copy the reference number from the standardization Proposal or draft standardization task.]</i>	2. Date: _____ <i>[Please insert the date of your response.]</i>
3. National document number: _____ <i>[Please provide national document number if required due to national procedures]</i> Date: _____ <i>[Please provide the date of the national document]</i>	
4. Respondent: _____ <i>[Please insert the name of your nation or NATO body on behalf of which you are responding.]</i>	
5. Tasking Authority / Delegated Tasking Authority: _____ <i>[Please copy the TA/DTA from the standardization proposal or draft standardization task.]</i>	
6. Subject: _____ <i>[Please copy the subject from the standardization proposal or draft standardization task.]</i>	

PART 1

7. Do you concur with the identified standardization deficiency and impact on interoperability? <input type="checkbox"/> Yes <input type="checkbox"/> No
8. Do you support the proposed standardization solution? <input type="checkbox"/> Yes, completely <input type="checkbox"/> Yes, with modification (see section below) <input type="checkbox"/> No If no, why? _____
9. How would you modify the proposal? _____ <i>[Please also indicate if you do not agree with the level of standardization proposed]</i>
10. Which covering document do you consider appropriate for the proposed standardization solution? <input type="checkbox"/> STANAG <input type="checkbox"/> STANREC Please explain: _____

PART 2

11 Do you have additional information on the standardization need and impact on interoperability identified? _____
12. Will you take part in the development of the standardization solution? <input type="checkbox"/> Yes, as a working group member <input type="checkbox"/> Yes, as custodian <input type="checkbox"/> No
13. Do you have information on capabilities related to the standardization solution? _____ <i>[Please indicate only if different from the standardization proposal or draft standardization task.]</i>
14. Do you know any existing suitable non-NATO standardization solution that should be adopted by NATO or interested civil Standard Developing organizations for co-development? _____ <i>[Please indicate only if different from the standardization proposal or draft standardization task.]</i>
15. Which working group do you think is best suited to develop the standardization solution? _____ <i>[Please indicate only if different from the standardization proposal or draft standardization task.]</i>
16. Do you know of any partner nations which may/need to be involved in the development and adoption of the standardization solution? Please provide appropriate information. _____ <i>[Please indicate only if different from the standardization proposal or draft standardization task.]</i>
17. Do you know of any NATO bodies' which may/need to be involved in the development and implementation/use of the standardization solution? _____ <i>[Please indicate only if different from the standardization proposal or draft standardization task.]</i>
18. Do you know of any other actors which might/need to be engaged in the development of the standardization solution? _____ <i>[Please indicate only if different from the standardization proposal or draft standardization task.]</i>
19. Which classification do you think the standardization solution should hold? If classified, is the creation of a supplement or multinational publication necessary/desirable? _____ <i>[Please indicate only if different from the standardization proposal or draft standardization task.]</i>
20. By when should the standardization solution be developed? _____ <i>[Please indicate only if different from the standardization proposal or draft standardization task.]</i>
21. In which language does the standardization solution need to be available? <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Both
22. For STANAG only, which promulgation criteria do you think is appropriate for the standardization solution? _____ <i>[Please indicate only if different from the standardization proposal or draft standardization task.]</i>
23. Do you think there is a need for a NATO effective date? Please provide appropriate information. _____ <i>[Please indicate only if different from the standardization proposal or draft standardization task.]</i>

24. Are you aware of any relationship to existing NATO documents? Please provide appropriate information. _____ *[Please indicate only if different from the standardization proposal or draft standardization task.]*

25. Which military services will be affected by the standardization solution? *[Please indicate only if different from the standardization proposal or draft standardization task.]*

Joint Air Land Maritime Other

26. Other information:____*[Please report any other information you consider relevant.]*

27. Contact Information:

28. Name and signature:

Name: _____ *[please provide your full name]*

Signature: _____ *[please sign]*

ANNEX C: STANDARDIZATION TASK FORMAT

<i>[Please insert NATO classification]</i>	
1. Reference Number: _____ <i>[Copy the reference number from the standardization proposal or assign a reference number.]</i>	2. Date: ____ <i>[Insert the date of the task.]</i>
3. Tasking Authority (TA)/Delegated Tasking Authority (DTA): ____ <i>[Insert the TA/DTA responsible for the task.]</i>	
4. Subject: ____ <i>[Insert the subject of the task.]</i>	
5. Standardization Need and Impact on Interoperability: ____ <i>[Describe the standardization deficiency and its impact on interoperability. E.g. sorties/missions lost or delayed, lack of appropriate supplies, lack of coordination, incompatibility of signals with IT systems, etc.]</i>	
6. Urgency: ____ <i>[Indicate the time by when the proposed standardization solution should be developed.]</i>	
7. Fast Track Procedure: _____ <i>[Indicate the requirement to use the fast track procedure.]</i>	
8. Standardization Solution: ____ <i>[Provide a non-technical summary of the standardization solution to be developed.]</i>	
9. Related Capabilities: ____ <i>[Indicate the capabilities related to the identified standardization solution.]</i>	
10. Level of Standardization: <i>[Indicate the level of standardization to be achieved through the implementation of the standardization solution.]</i> <input type="checkbox"/> Compatibility <input type="checkbox"/> Interchangeability <input type="checkbox"/> Commonality Additional information: _____ <i>[Indicate any limitation]</i>	
11. Covering Document: <i>[Indicate the covering document for the standardization solution.]</i> <input type="checkbox"/> STANAG <input type="checkbox"/> STANREC	
12. Non-NATO Standardization Solutions: ____ <i>[if known, indicate existing suitable non-NATO standardization solution that should be adopted by NATO or interested civil Standard Developing Organizations for co-development.]</i>	
13. Working Group: _____ <i>[Indicate the WG tasked to develop the identified standardization solution.]</i>	
14. Custodian: _____ <i>[Indicate custodian of the standardization solution.]</i>	
15. Partner Nations' Involvement: _____ <i>[Indicate which partner nations need/may be involved in the development and adoption of the standardization solution.]</i>	
16. NATO Bodies' Involvement: _____ <i>[Indicate which NATO bodies need/may be involved in the development and implementation of the standardization solution.]</i>	

17. Engagement with Other Actors: _____ <i>[Indicate other actors that should be involved in the development of the standardization solution. E.g. industry, centre of excellence, etc.]</i>
18. Classification and Release: _____ <i>[Indicate the intended classification. If classified, please provide guidance on the release of the standardization solution or the creation of a supplement or multinational publication.]</i>
19. Languages Required: <i>[Indicate the language in which the standardization solution needs to be available.]</i> <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Both
20. Promulgation Criteria: _____ <i>[For STANAG only, indicate the promulgation criteria for the standardization solution.]</i>
21. NATO Effective Date: _____ <i>[Indicate the need for a NATO effective date.]</i>
22. Relationship to Existing NATO Documents: _____ <i>[Indicate relationship to existing Allied standards or other relevant NATO documents.]</i>
23. Military Services Affected: _____ <i>[Indicate the military services affected by the identified standardization solution.]</i> <input type="checkbox"/> Joint <input type="checkbox"/> Air <input type="checkbox"/> Land <input type="checkbox"/> Maritime <input type="checkbox"/> Other
24. Other Information: _____ <i>[Use this field to provide additional guidance to the WG/Custodian.]</i>
25. Contact Information:
26. Signature: _____ <i>[ST should be signed by TA/DTA chair or secretary]</i>

ANNEX D: STANAG AND STANREC TEMPLATES

D.1. GENERAL STRUCTURE OF COVERING DOCUMENTS

1. STANAGs and STANRECs are documents drafted in both NATO official languages and depicted in two columns, English and French, respectively.
2. The long title of the STANAG or STANREC shall be consistent with the subject matter it covers.
3. The short title of the STANAG or STANREC is composed of the covering document type abbreviation and a unique four-digit identification number (for example, STANAG 7186 or STANREC 3838). This identification number is allocated by the NATO Standardization Office (NSO).
4. The cover page contains the type of standardization document (standardization agreement/standardization recommendation), the short title, the long title, the edition, promulgation date (month and year), NATO emblem, publishing authority and NATO copyright marker. The cover page also shows the overall classification of a STANAG or STANREC (if required) centered at the top and bottom of the page.
5. The NATO letter of promulgation (LOP) signed by the Director of the NSO, formally publishes a STANAG or STANREC. The LOP follows the cover.

[Insert NATO classification]
[Insérez la classification OTAN]

**STANDARDIZATION
AGREEMENT**

**ACCORD DE
NORMALISATION**

STANAG XXXX

ENGLISH TITLE

TITRE FRANÇAIS

EDITION/ÉDITION Y

Date/date



**NORTH ATLANTIC
TREATY ORGANIZATION**

**ORGANISATION DU TRAITÉ
DE L'ATLANTIQUE NORD**

Published by
the NATO STANDARDIZATION
OFFICE (NSO)

Publié par
le BUREAU OTAN
DE NORMALISATION (NSO)

© NATO/OTAN

[Insert NATO classification]
[Insérez la classification OTAN]

[Date]

[NSO REFERENCE/RÉFÉRENCE NSO]

LETTER OF PROMULGATION

LETTRE DE PROMULGATION

STATEMENT

The enclosed NATO standardization agreement (STANAG), which has been ratified by member nations, as reflected in the NATO Standardization Document Database (NSDD), is promulgated herewith.

L'accord de normalisation OTAN (STANAG) ci-joint, qui a été ratifié par les pays membres dans les conditions figurant dans la Base de données des documents de normalisation OTAN (NSDD), est promulgué par la présente.

ENACTMENT

This STANAG is effective [upon receipt or insert NATO effective date] for use by the participating nations and NATO bodies.

ENTRÉE EN VIGUEUR

Ce STANAG entre en vigueur [dès réception ou insérez la date d'entrée en vigueur OTAN] aux fins d'application par les pays et les organismes OTAN participants.

ACTIONS BY NATIONS

Nations are invited to examine their ratification of the STANAG and, if they have not already done so, advise the NSO of their intention regarding its ratification and implementation.

MESURES À PRENDRE PAR LES PAYS

Les pays sont invités à examiner l'état d'avancement de la ratification du STANAG et à informer, s'ils ne l'ont pas encore fait, le NSO de leur intention concernant sa ratification et sa mise en application.

Once implemented, Allies shall provide implementation details through the electronic reporting tool.

Dès que le STANAG est mis en application, les Alliés doivent fournir les informations y afférentes via l'outil de notification électronique.

SECURITY CLASSIFICATION

[Select the paragraph with the proper security classification]

CLASSIFICATION DE SÉCURITÉ

[Sélectionnez le paragraphe indiquant la classification de sécurité appropriée]

[This STANAG is a NATO [non-classified]/[UNCLASSIFIED] document to be handled in accordance with C-M(2002)60.]
or

[This STANAG is a [NATO RESTRICTED]/[NATO CONFIDENTIAL]/[NATO SECRET] document to be handled in accordance with C-M(2002)49.]

[Ce STANAG est un document OTAN [non classifié]/[SANS CLASSIFICATION] qui doit être traité conformément au C-M(2002)60.]
ou

[Ce STANAG est un document [NATO DIFFUSION RESTREINTE]/[NATO CONFIDENTIEL]/[NATO SECRET] qui doit être traité conformément au C-M(2002)49.]

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apply to member and partner nations, or NATO commands and bodies.

s'applique pas aux États membres ou aux pays partenaires, ni aux commandements et organismes de l'OTAN.

ADDITIONAL INFORMATION

[If modified STANAG / covered Allied standard, provide details on the changes in comparison to the previous standardization documents.]

INFORMATIONS SUPPLÉMENTAIRES

[Si le STANAG ou la norme interalliée qu'il couvre ont été modifiés, veuillez préciser les changements faits par rapport aux documents de normalisation antérieurs.]

Director NATO Standardization Office

**Directeur du Bureau OTAN de
normalisation**

STANAG XXXX Edition/Édition Y

[ENGLISH TITLE]

[TITRE FRANÇAIS]

AIM

The aim of this NATO standardization agreement (STANAG) is to respond to the following interoperability requirements.

BUT

Le présent accord de normalisation OTAN (STANAG) a pour but de répondre aux exigences d'interopérabilité suivantes.

INTEROPERABILITY REQUIREMENTS

[Summary of the interoperability requirements with their links to the related Allied capabilities – Start with “to” follow by a verb.]

EXIGENCES D'INTEROPÉRABILITÉ

[Résumé des exigences d'interopérabilité et de leurs liens avec les capacités interalliées concernées — commencez par un verbe à l'infinitif.]

AGREEMENT

Participating nations agree to implement the following standard(s).

ACCORD

Les pays participants conviennent de mettre en application la (les) norme(s) suivante(s).

STANDARD(S)

[Insert short and long titles of Allied and/or non-NATO standards covered.]

NORME(S)

[Insérez les titres abrégés et complets des normes interalliées ou non OTAN couvertes.]

OTHER RELATED DOCUMENTS

[Insert short and long titles of related NATO or external standardization documents.]

AUTRES DOCUMENTS CONNEXES

[Insérez les titres abrégés et complets des documents de normalisation OTAN ou extérieurs connexes.]

SUPERSEDED DOCUMENTS

[Select the proper paragraph]

DOCUMENTS ANNULÉS ET REMPLACÉS

[Sélectionnez le paragraphe approprié]

[This STANAG supersedes the following document(s):

List document(s): short title (e.g. STANAG xxxx), edition and date.]

[Le présent STANAG annule et remplace le(s) document(s) suivant(s) :

Énumérez le(s) document(s) : titre abrégé (par exemple STANAG xxxx), édition et date.]

or

ou

[This STANAG does not supersede any document.]

[Le présent STANAG n'annule et ne remplace aucun document.]

NATIONAL RATIFICATION RESPONSE

National responses are recorded in the NATO Standardization Document Database (NSDD). Allies shall provide ratification details through the electronic reporting tool (e-Reporting).

RÉPONSES NATIONALES AUX DEMANDES DE RATIFICATION

Les réponses nationales sont consignées dans la Base de données des documents de normalisation OTAN (NSDD). Les Alliés doivent rendre compte de leurs ratifications via de l'outil de notification électronique (e-Reporting).

IMPLEMENTATION OF THE AGREEMENT

[Provide guidance to assist nations and NATO bodies with the implementation of the covered Allied standards This should include a list of

MISE EN APPLICATION DE L'ACCORD

[Donnez des directives qui guideront les pays et les organismes OTAN dans la mise en application des normes interalliées couvertes.

specific actions, including qualification if necessary to be taken to complete implementation of the covered allied standards.] Celles-ci devraient comprendre une liste de mesures spécifiques, y compris, si nécessaire, dans le domaine de la qualification, à prendre pour aboutir à une mise en application complète des normes interalliées couvertes.]

[Indicate the normative references to be implemented along with the covered Allied Standards.] [Indiquez les références normatives à mettre en application parallèlement aux normes interalliées couvertes.]

Allies and NATO bodies shall provide implementation details through the electronic reporting tool (e-Reporting). Les Alliés et les organismes OTAN doivent rendre compte de leur mise en application via l'outil de notification électronique (e-Reporting).

OPTIONAL:

[Partner nations are invited to provide their implementation details through the electronic reporting tool (e-Reporting).] [Les pays partenaires sont invités à rendre compte de leur mise en application via l'outil de notification électronique (e-Reporting).]

NATO EFFECTIVE DATE (NED)

[Insert the NATO effective date (if applicable).]

FACULTATIF :

[Les pays partenaires sont invités à rendre compte de leur mise en application via l'outil de notification électronique (e-Reporting).]

DATE D'ENTRÉE EN VIGUEUR OTAN (NED)

[Insérez la date d'entrée en vigueur OTAN (le cas échéant).]

REVIEW

This STANAG is to be reviewed at least once every five years. The result of the review is to be recorded within the NSDD.

RÉEXAMEN

Le présent STANAG doit être réexaminé au moins une fois tous les cinq ans. Le résultat de ce réexamen doit être consigné dans la NSDD.

TASKING AUTHORITY

This STANAG is supervised under the authority of:

AUTORITÉ DE TUTELLE

Le présent STANAG est sous la responsabilité de :

[T/DTAWG]

FEEDBACK

Any comments concerning this STANAG shall be directed to:

INFORMATIONS EN RETOUR

Tous les commentaires concernant le présent STANAG doivent être adressés au :

**NATO Standardization Office
(NSO)**

**Bureau OTAN de normalisation
(NSO)**

**Boulevard Léopold III
1110 BRUXELLES – Belgique**

[Insert NATO classification]
[Insérez la classification OTAN]

**STANDARDIZATION
RECOMMENDATION**

**RECOMMANDATION DE
NORMALISATION**

STANREC XXXX

ENGLISH TITLE

TITRE FRANÇAIS

EDITION/ÉDITION Y

Date/date



**NORTH ATLANTIC
TREATY ORGANIZATION**

**ORGANISATION DU TRAITÉ
DE L'ATLANTIQUE NORD**

**Published by
the NATO STANDARDIZATION OFFICE
(NSO)**

**Publiée par
le BUREAU OTAN
DE NORMALISATION (NSO)**

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[Insert NATO classification]
[Insérez la classification OTAN]

[Date]

[NSO REFERENCE/RÉFÉRENCE NSO]

LETTER OF PROMULGATION

LETTRE DE PROMULGATION

STATEMENT

DÉCLARATION

The enclosed NATO standardization recommendation (STANREC), which has been approved by member nations, is promulgated herewith. La recommandation de normalisation OTAN (STANREC) ci-jointe, qui a été approuvée par les pays membres est promulguée par la présente.

ENACTMENT

ENTRÉE EN VIGUEUR

This STANREC is effective upon receipt for use by the participating nations and NATO bodies. Cette STANREC entre en vigueur dès réception aux fins d'application par les pays et les organismes OTAN participants.

ACTIONS BY NATIONS

MESURES À PRENDRE PAR LES PAYS

Nations are invited to use the Allied standard(s) covered by the STANREC and to provide feedback to the NSO on the use of the covered Allied standard(s). Les pays sont invités à appliquer la ou les normes interalliées couvertes par cette STANREC et à fournir des informations en retour au NSO quant à leur utilisation desdites normes.

SECURITY CLASSIFICATION

CLASSIFICATION DE SÉCURITÉ

[Select the paragraph with the proper security classification]

[Sélectionnez le paragraphe indiquant la classification de sécurité appropriée]

[This STANREC is a NATO [non-classified]/[UNCLASSIFIED] document to be handled in accordance with C-M(2002)60.]

[Cette STANREC est un document OTAN [non classifié]/[SANS CLASSIFICATION] qui doit être traité conformément au C-M(2002)60.]

or
[This STANREC is a [NATO RESTRICTED]/[NATO CONFIDENTIAL]/[NATO SECRET] document to be handled in accordance with C-M(2002)49.]

ou
[Cette STANREC est un document [NATO DIFFUSION RESTREINTE]/[NATO CONFIDENTIEL]/[NATO SECRET] qui doit être traité conformément au C-M(2002)49.]

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ADDITIONAL INFORMATION

[If the letter of promulgation covers a modified Allied standard, provide details on the changes in comparison to the previous standardization documents.]

INFORMATIONS SUPPLÉMENTAIRES

[Si la lettre de promulgation porte sur une norme interalliée modifiée, veuillez préciser les changements faits par rapport aux documents de normalisation antérieurs.]

Director NATO Standardization Office

**Directeur du Bureau OTAN de
normalisation**

STANREC XXXX Edition/Édition Y

[ENGLISH TITLE]

[TITRE FRANÇAIS]

AIM

The aim of this NATO standardization recommendation (STANREC) is to list recommended practices regarding:

[Summarize the standardization requirements being addressed by the STANREC.]

RECOMMENDATION

The following Allied and/or non-NATO standard(s) is (are) recommended:

STANDARD(S)

[Insert short and long titles of Allied and/or non-NATO standards covered.]

OTHER RELATED DOCUMENTS

[Insert short and long titles of related NATO or external standardization documents.]

SUPERSEDED DOCUMENTS

[Select the proper paragraph]

[This STANREC supersedes the following document(s):

List document(s): short title (e.g. STANAG xxxx), edition and date.]

or

[This STANREC does not supersede any document.]

USE

Member or partner nations and NATO bodies should provide feedback to the NSO on the use of Allied standards covered by a STANREC.

[Indicate the normative references to be implemented along with the covered Allied standards.]

BUT

La présente recommandation de normalisation OTAN (STANREC) a pour but de répertorier les pratiques recommandées concernant :

[Résumez les besoins de normalisation traités par la STANREC.]

RECOMMANDATION

La (les) norme(s) interalliées ou non OTAN suivante(s) est (sont) recommandée(s) :

NORME(S)

[Insérez les titres abrégés et complets des normes interalliées ou non OTAN couvertes.]

AUTRES DOCUMENTS CONNEXES

[Insérez les titres abrégés et complets des documents de normalisation OTAN ou extérieurs connexes.]

DOCUMENTS ANNULÉS ET REMPLACÉS

[Sélectionnez le paragraphe approprié]

[La présente STANREC annule et remplace le(s) document(s) suivant(s) :

Énumérez le(s) document(s) : titre abrégé (par exemple STANAG xxxx), édition et date.]

ou

[La présente STANREC n'annule et ne remplace aucun document.]

EMPLOI

Les pays membres ou partenaires et les organismes OTAN devraient fournir au NSO des informations en retour sur l'emploi des normes interalliées couvertes par les STANREC.

[Indiquez les références normatives à mettre en application parallèlement aux normes interalliées couvertes.]

REVIEW

This STANREC is to be reviewed at least once every five years. The result of the review is to be recorded within the NSDD.

TASKING AUTHORITY

This STANREC is supervised under the authority of:

RÉEXAMEN

La présente STANREC doit être réexaminée au moins une fois tous les cinq ans. Le résultat de ce réexamen doit être consigné dans la NSDD.

AUTORITÉ DE TUTELLE

La présente STANREC est sous la responsabilité de :

[TA/DTAWG]

FEEDBACK

Any comments concerning this STANREC shall be addressed to:

INFORMATIONS EN RETOUR

Tous les commentaires concernant la présente STANREC doivent être adressés au :

NATO Standardization Office (NSO)

Bureau OTAN de normalisation (NSO)

**Boulevard Léopold III
1110 BRUXELLES - Belgique**

ANNEX E: RATIFICATION RESPONSES AND E-REPORTING TOOL

E.1. RATIFICATION RESPONSES AND AMPLIFYING INFORMATION

On the basis of the analysis conducted in accordance with the criteria presented at paragraph 2.5.1, Chapter 2. Allies shall complete staffing for ratification and respond to ratification requests. Ratification responses are as follow.

E.2. RATIFYING AND IMPLEMENTING

1. This response indicates that an Ally is in full agreement with the STANAG and intends to implement the covered Allied standards within a specified timescale. It shall include the services that will implement³⁷ the covered Allied standards and provide the intended schedule or actual implementation date.
2. This response is counted positively towards the promulgation criteria.

E.3. RATIFYING AND IMPLEMENTING - WITH RESERVATIONS

1. This response indicates that an Ally is in general agreement with the STANAG but has concerns with specific areas, or has an impediment to complete full implementation of the covered Allied standards. It shall include the services that will implement³⁸ the covered Allied standards, provide the intended schedule or actual implementation date and the content of the reservations. It should include as much information as possible on the reservations and provide input for the review of the covered Allied standards in order to resolve existing national caveats.
2. An Ally responding “ratifying and implementing, with reservations” should periodically review its reservations to ensure they are still applicable, and update its response as necessary.
3. This response is counted positively towards the promulgation criteria.

E.4. RATIFYING, FUTURE IMPLEMENTATION

1. This response indicates that an Ally is in full agreement with the STANAG and intends to implement the covered Allied standards but is unable to give a specified timescale. It should include the services that will implement³⁹ the covered Allied standards.
2. An Ally responding “ratifying, future implementation” should change its response to “ratifying and implementing” as soon as it has an intended schedule or actual implementation date.
3. This response is counted positively towards the promulgation criteria.

³⁷ Allies ratifying and implementing are expected to implement the covered Allied standards in all services possessing the capability supported by the covered Allied standards.

³⁸ Allies ratifying and implementing are expected to implement the covered Allied standards in all services possessing the capability supported by the covered Allied standards.

³⁹ Allies ratifying and implementing are expected to implement the covered Allied standards in all services possessing the capability supported by the covered Allied standards.

E.5. RATIFYING, FUTURE IMPLEMENTATION - WITH RESERVATIONS

1. This response indicates that an Ally is in general agreement with the STANAG but has concerns with specific areas, or has an impediment to complete full implementation of the covered Allied standards. Additionally, this response indicates that an Ally intends to implement the covered Allied standards but is unable to give a specified timescale. It should include the services that will implement⁴⁰ the covered Allied standards. Additionally, it should include as much information as possible on the reservations and provide input for the review of the covered Allied standards in order to resolve existing national caveats.
2. An Ally responding “ratifying, future implementation – with reservation” should change its response to “ratifying and implementing – with reservation” as soon as it has an intended schedule or actual implementation date. An Ally should also periodically review its reservations to ensure they are still applicable, and update its responses as necessary.
3. This response is counted positively towards the promulgation criteria.

E.6. NOT RATIFYING

1. This response indicates that an Ally is not in agreement with the STANAG. It shall include amplifying information to ascertain whether there is an objection to promulgation or merely an inability of the Ally to implement the covered Allied standards. It should provide input for the review of the covered Allied standards in order to resolve existing national concerns preventing the Ally from ratifying.
2. “Not ratifying”, is effectively an abstention, does not count towards the promulgation, but does not stop the ratification process unless amplified by an objection. If an Ally objects to promulgation within the ratification time allocated by the TA/DTA, the process stops and the NATO standardization documents will be withdrawn from the ratification process and resubmitted by the NSO to the responsible TA/DTA.

E.7. NOT PARTICIPATING

1. This response indicates that an Ally has no involvement with the capability supported by the covered Allied standards, does not have the ability to staff the document, or does not wish to participate.
2. “Not participating” is effectively an abstention and is not counted towards the promulgation criteria.

E.8. AMPLIFYING INFORMATION

1. All of the above answers can include amplifying information. All Allied standards are reviewed at least every five years. Amplifying information provided with ratification responses shall be taken into consideration during review.

⁴⁰ Nations ratifying and implementing are expected to implement the covered Allied standards in all services possessing the capability supported by the covered Allied standards.

2. Amplifying information can be:
 - a. Reservations
A reservation describes the specific areas of the Allied standards that the Ally do not intend to implement or implement in full as requested in the STANAG.
 - b. Comments
A comment expresses an amplifying remark other than a reservation. Comments do not express limitation or restriction on implementation.
 - c. National implementation documents
List of national or services' publications, defence standards and technical specifications that incorporate the content of the Allied standards.

E.9. ALLIES RATIFICATION AND IMPLEMENTATION REPORTING THROUGH E-REPORTING TOOL

1. Allies shall provide responses to ratification request through the e-Reporting tool. This tool allows nations to directly input their ratification details and to update them, as necessary.
2. Allies shall also provide implementation reports through the e-Reporting tool. Their implementation assessment should consider the questions addressed at paragraph 2.7.1, Chapter 2.
3. Allies may receive multiple accounts, as specified by the respective Ally, with access rights for the e-Reporting tool.
4. In the e-Reporting tool, Allies will be requested to input the following information:
 - type of ratification (e.g. ratifying and implementing, not participating)
 - national ratification reference (e.g. NLD RAT PMI/20010144667, of/du 21.05.2014)
 - national implementation reference (e.g. NLD IMP PMI/20010154677, of/du 21.05.2015)
 - national implementing document (e.g. NLD Manual 298/7, of/du 30.08.2016 Chief of Defence)
 - intended date of implementation for Navy/Army/Airforce/Other
 - effective date of implementation for Navy/Army/Airforce/Other
 - comments
 - reservations
5. Non-classified NATO information may be provided through the e-Reporting tool on the NATO Secret Local Area Network (MINERVA/CRONOS) or the Internet (LRE). NATO Restricted and higher classification information shall be provided on the NATO Secret Local Area Network (MINERVA/CRONOS).
6. Comments and reservations provided in French should be translated into English within a week from their submission.

E.10. NATO BODIES IMPLEMENTATION REPORTING THROUGH E-REPORTING TOOL

1. NATO bodies shall provide their intentions related to the implementation of Allied Standards covered by STANAGs, through the e-Reporting tool. This tool allows NATO bodies to directly input their implementation details and to update them, as necessary.

2. NATO bodies may receive multiple accounts, as specified by the respective NATO body, with access rights for the e-Reporting tool.
3. In the e-Reporting tool, NATO Bodies will be requested to input the following information:
 - Implementation information
 - Intended date of Implementation
 - Observations

E.11. PARTNER NATIONS IMPLEMENTATION REPORTING THROUGH E-REPORTING TOOL

1. Partner nations are invited to provide their intentions related to the implementation of Allied Standards covered by STANAGs through the e-Reporting tool. This tool allows partner nations to directly input their implementation details and to update them, as necessary.
2. Partner nations may receive multiple accounts, as specified by the respective partner, with access rights for the e-Reporting tool.
3. In the e-Reporting tool, partner nations will be requested to input the following information:
 - Adoption Information
 - Intended date of Implementation
 - Observations

ANNEX F: STANREC USE FORM⁴¹

<i>[Please insert NATO classification]</i>	
This Use Form should be filled in per each STANREC by all Allies and NATO bodies. STANRECs are non-binding covering documents employed on a voluntary basis and do not require commitment of Allies to use the Allied standards covered. Once completed, please submit to the NATO Standardization office (NSO).	
1. STANREC number: _____	2. Date: _____ <i>[Please insert the date of your response.]</i>
3. Title: _____ <i>[Please insert the title of the STANREC.]</i>	
4. Respondent: _____ <i>[Please insert the name of your nation or NATO bodies on behalf of which you are responding.]</i>	
5. Is the reference STANREC used at present? <input type="checkbox"/> Yes , completely <input type="checkbox"/> Yes, with limitations (see section below) <input type="checkbox"/> No If no, why? _____	
6. What are the limitations to your use? _____ <i>[Please provide details]</i>	
5. Do you expect to use reference STANREC in the future? <input type="checkbox"/> Yes , completely <input type="checkbox"/> Yes, with limitations (see section below) <input type="checkbox"/> No If yes, when? _____ If no, why? _____	
6. Do you expect limitation to your future use? _____ <i>[Please provide details]</i>	
7. Other information: _____ <i>[Please report any other information you consider relevant.]</i>	
8. Contact Information:	

⁴¹ Once the function has been enabled within the NSDD, feedback on the use of STANRECs should be provided through the electronic STANREC use reporting tool.

ANNEX G: MODIFICATION PROPOSAL FORMAT

<i>[Please insert NATO classification]</i>	
This modification proposal format is to be filled in by any interested party to propose modification of a NATO standardization document out of the normal 5 years cycle. Once completed, please submit to the appropriate Tasking Authority/Delegated Tasking Authority (TA/DTA).	
1. STANAG/STANREC number: _____	2. Date: _____ <i>[Please insert the date of your proposal.]</i>
3. National document number: _____ <i>[Please provide national document number if required due to national procedures]</i> Date: _____ <i>[Please provide the date of the national document]</i>	
4. Originator: ___ <i>[Please insert the name of your organization. E.g. NATO Command Structure element, NATO staff, national staff, etc.]</i>	
5. Title: ___ <i>[Please insert the title of the specific NATO standardization documents.]</i>	
6. Proposal: <input type="checkbox"/> Cancel <input type="checkbox"/> Replace by suitable non-NATO standards <input type="checkbox"/> Considered for transfer to a civil standards-developing organization (SDO); <input type="checkbox"/> Incorporate into another NATO standardization document <input type="checkbox"/> Update <input type="checkbox"/> Minor (Amendment/New version) <input type="checkbox"/> Major (Revision/New edition) <input type="checkbox"/> Allocate to another working group (WG) <input type="checkbox"/> Transfer to another TA/DTA	
7. Rational for proposed modification: _____ <i>[Please provide details of your modification proposal and the desired effect on the related subject area.]</i>	
8. Other information: _____ <i>[Please report any other information you consider relevant.]</i>	
9. Contact Information:	
10. Name and signature: Name: _____ <i>[please provide your full name]</i> Signature: _____ <i>[please sign]</i>	

ANNEX H: REVISION TASK FORMAT

<i>[Insert NATO classification]</i>	
1. STANAG/STANREC number: _____	2. Date: ____ <i>[Insert the date of the task.]</i>
3. Reference number: _____ <i>[Please copy the reference number from the modification proposal.]</i>	
4. Tasking Authority (TA)/Delegated Tasking Authority (DTA): ____ <i>[Insert the TA/DTA responsible for the task.]</i>	
5. Title: ____ <i>[Insert the title of the STANAG/STANREC.]</i>	
6. Specific instructions for revision: _____	
7. Urgency: ____ <i>[Indicate the timeline for the completion of the task.]</i>	
8. Fast Track Procedure: _____ <i>[Indicate the requirement to use the fast track procedure.]</i>	
9. Level of standardization: <i>[Indicate the level of standardization to be achieved through the implementation of the revised standardization solution.]</i> <input type="checkbox"/> Compatibility <input type="checkbox"/> Interchangeability <input type="checkbox"/> Commonality Additional information: _____ <i>[Indicate any limitation.]</i>	
10. Covering document: <i>[Indicate the covering document for the revised standardization solution. If different from the current one.]</i> <input type="checkbox"/> STANAG <input type="checkbox"/> STANREC	
11. Non-NATO standardization solutions: ____ <i>[if known, indicate existing suitable non-NATO standardization solution that should be adopted by NATO or interested civil Standard Developing organizations for co-development.]</i>	
12. Working Group (WG): _____ <i>[Indicate the WG tasked to develop the revised standardization solution.]</i>	
13. Custodian: _____ <i>[Indicate custodian of the revised standardization solution.]</i>	
14. Partner nations' involvement: _____ <i>[Indicate which partner nations need/may be involved in the development and adoption of the revised standardization solution.]</i>	
15. NATO bodies' involvement: _____ <i>[Indicate which NATO bodies need/may be involved in the development and implementation of the revised standardization solution.]</i>	
16. Engagement with other actors: ____ <i>[Indicate other actors that should be involved in the development of the revised standardization solution. E.g. industry, centre of excellence, etc.]</i>	
17. Classification and release: _____ <i>[Indicate the intended classification. If classified, please provide guidance on the release of the revised standardization solution or the creation of a supplement or a multinational publication.]</i>	

<p>18. Languages Required: <i>[Indicate the language in which the revised standardization solution needs to be available.]</i> <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Both</p>
<p>19. Promulgation criteria: _____ <i>[For STANAG only, indicate the promulgation criteria for the revised standardization solution.]</i></p>
<p>20. NATO Effective Date: _____ <i>[Indicate the need for a NATO effective date and propose a date.]</i></p>
<p>21. Relationship to existing NATO documents: _____ <i>[Indicate relationship to existing Allied Standards or other relevant NATO documents.]</i></p>
<p>22. Military services affected: _____ <i>[Indicate the military services affected by the revised standardization solution.]</i> <input type="checkbox"/> Joint <input type="checkbox"/> Air <input type="checkbox"/> Land <input type="checkbox"/> Maritime <input type="checkbox"/> Other</p>
<p>23. Other information: _____ <i>[Report any other information you consider relevant.]</i></p>
<p>24. Contact Information:</p>
<p>25. Signature: _____ <i>[ST should be signed by TA/DTA chair or secretary.]</i></p>

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