Glossary Change Process

1. Users submit changes using an online form found on the M&S Glossary main web page. Users must submit name, organization, phone, email and:

1.1. To add or change acronym or term: new term, definition of term, authoritative source of term definition, justification for new term.

1.2. To delete acronym or term: term to delete, justification for deleting term.

2. The M&SCO will receive submissions and compile them.

3. The M&SCO will convene a Configuration Review Board (CRB), comprising of representatives of the DoD M&S Communities and Services, at least once every six months if changes to the M&S Glossary have been received.

4. In preparation for each CRB meeting, proposed changes will be posted to the M&S Glossary website at least two weeks prior, and notification will be sent to the members of the CRB. Last date for submissions to be discussed at the next CRB will be posted on the M&S Glossary website.

5. The CRB will review all submissions and make recommendations for changes to the M&S SC for final approval.

6. Once approved, the M&SCO will implement changes to the M&S Glossary website. If a submission is rejected, replies will be sent to the submitter with the adjudication of the comment and justification.