

When communicating with members of the military by phone or in correspondence, always address them by rank and last name. In other words, never address them by rank only. This applies to all Active Duty, Guard, and Reserve members including the Standby Reserve.

## Army

Designation	Rank	How to Address the Member
GA	General of the Army	"General"
GEN	General	"General"
LTG	Lieutenant General	"General"
MG	Major General	"General"
BG	Brigadier General	"General"
Col	Colonel	"Colonel"
LTC	Lieutenant Colonel	"Colonel"
MAJ	Major	"Major"
CPT	Captain	"Captain"
1LT	First Lieutenant	"Lieutenant"
2LT	Second Lieutenant	"Lieutenant"
CW2 - CW5	Chief Warrant Officer	"Chief"
WO1	Warrant Officer	"Mr., Mrs., Ms."
SMA	Sergeant Major of the Army	"Sergeant Major"
CSM	Command Sergeant Major	"Sergeant Major"
SGM	Sergeant Major	"Sergeant Major"
1SG	First Sergeant	"First Sergeant"
MSG	Master Sergeant	"Sergeant"
SFC	Sergeant First Class	"Sergeant"
SSG	Staff Sergeant	"Sergeant"
SGT	Sergeant	"Sergeant"
CPL	Corporal	"Corporal"
SPC	Specialist	"Specialist"
PFC	Private First Class	"Private or PFC"
PV2	Private	"Private"
PV1	Private	"Private"

## Marine Corps

Designation	Rank	How to Address the Member
Gen	General	"General"
LtGen	Lieutenant General	"General"
MajGen	Major General	"General"
BGen	Brigadier General	"General"
Col	Colonel	"Colonel"
LtCol	Lieutenant Colonel	"Colonel"
Maj	Major	"Major"
Capt	Captain	"Captain"
1stLt	First Lieutenant	"Lieutenant"
2ndLt	Second Lieutenant	"Lieutenant"
CWO2 - CWO5	Chief Warrant Officer	Chief Warrant Officer
WO1	Warrant Officer	Warrant Officer
SgtMajMC	Sergeant Major of the Marine Corps	"Sergeant Major"
SgtMaj	Sergeant Major	"Sergeant Major"
MGySgt	Master Gunnery Sergeant	"Master Gunnery Sergeant"
1stSgt	First Sergeant	"First Sergeant"
MSgt	Master Sergeant	"Master Sergeant"
GySgt	Gunnery Sergeant	"Gunnery Sergeant"
SSgt	Staff Sergeant	"Staff Sergeant"
Sgt	Sergeant	"Sergeant"
Cpl	Corporal	"Corporal"
LCpl	Lance Corporal	"Lance Corporal"
PFC	Private First Class	"PFC"
Pvt	Private	"Private"

## Navy

Designation	Rank	How to Address the Member
FADM	Fleet Admiral	"Admiral"
ADM	Admiral	"Admiral"
VADM	Vice Admiral	"Admiral"
RADM	Rear Admiral - Upper Half	"Admiral"
RDML	Rear Admiral - Lower Half	"Admiral"
Capt	Captain	"Captain"
CDR	Commander	"Commander"
LCDR	Lieutenant Commander	"Commander"
LT	Lieutenant	"Lieutenant"
LTJG	Lieutenant Junior Grade	"Lieutenant"
ENS	Ensign	"Ensign"
CWO2 - CWO5	Chief Warrant Officer	"Chief Warrant Officer"
WO1	Warrant Officer	"Mr., Mrs., Ms."
MCPON	Master Chief Petty Officer of the Navy	"Master Chief"
FLTCM	Fleet Master Chief	"Master Chief"
FORCM	Force Master Chief	"Master Chief"
CMDCM	Command Master Chief	"Master Chief"
MCPO	Master Chief Petty Officer	"Master Chief"
SCPO	Senior Chief Petty Officer	"Senior Chief"
CPO	Chief Petty Officer	"Chief"
PO1	Petty Officer, First Class	"Petty Officer"
PO2	Petty Officer, Second Class	"Petty Officer"
PO3	Petty Officer, Third Class	"Petty Officer"
AN	Airman	"Airman"
CN	Constructionman	" Constructionman "
DN	Dentalman	"Dentalman"
FN	Fireman	"Fireman"
HN	Hospitalman	"Hospitalman"
SN	Seaman	"Seaman"
AA	Airman Apprentice	"Airman"
CA	Constructionman Apprentice	"Constructionman"
DA	Dentalman Apprentice	"Dentalman"
FA	Fireman Apprentice	" Fireman"
HA	Hospitalman Apprentice	"Hospitalman"
SA	Seaman Apprentice	"Seaman"
AR	Airman Recruit	"Airman"
CR	Constructionman Recruit	"Constructionman"
DR	Dentalman Recruit	"Dentalman"
FR	Fireman Recruit	" Fireman"
HR	Hospitalman Recruit	"Hospitalman"
SR	Seaman Recruit	"Seaman"

## Air Force

Designation	Rank	How to Address the Member
Gen	General	"General"
Lt Gen	Lieutenant General	"General"
Maj Gen	Major General	"General"
Brig Gen	Brigadier General	"General"
Col	Colonel	"Colonel"
Lt Col	Lieutenant Colonel	"Colonel"
Maj	Major	"Major"
Cpt	Captain	"Captain"
1Lt	First Lieutenant	"Lieutenant"
2Lt	Second Lieutenant	"Lieutenant"
CMSAF	Chief Master Sergeant of the Air Force	"Chief"
CMSgt	Chief Master Sergeant	"Chief"
SMSgt	Senior Master Sergeant	"Sergeant"
MSgt	Master Sergeant	"Sergeant"
TSgt	Technical Sergeant	"Sergeant"
SSgt	Staff Sergeant	"Sergeant"
SrA	Senior Airman	"Airman"
A1C	Airman First Class	"Airman"
Amn	Airman	"Airman"

AB Airman Basic "Airman"

## Coast Guard

Designation	Rank	How to Address the Member
ADM	Admiral	"Admiral"
VADM	Vice Admiral	"Admiral"
RADM	Rear Admiral - Upper Half	"Admiral"
RDML	Rear Admiral - Lower Half	"Admiral"
Capt	Captain	"Captain"
CDR	Commander	"Commander"
LCDR	Lieutenant Commander	"Commander"
LT	Lieutenant	"Lieutenant"
LTJG	Lieutenant Junior Grade	"Lieutenant"
ENS	Ensign	"Ensign"
CWO-2 - CWO4	Chief Warrant Officer	"Chief Warrant Officer"
MCPOCG	Master Chief Petty Officer of the Coast Guard	"Master Chief"
Area CMC	Area Command Master Chief	"Master Chief"
Force CMC	Force Command Master Chief	"Master Chief"
CMC	Command Master Chief	"Master Chief"
MCPO	Master Chief Petty Officer	"Master Chief"
SCPO	Senior Chief Petty Officer	"Senior Chief"
CPO	Chief Petty Officer	"Chief"
PO1	Petty Officer, First Class	"Petty Officer"
PO2	Petty Officer, Second Class	"Petty Officer"
PO3	Petty Officer, Third Class	"Petty Officer"
AN	Airman	"Airman"
FN	Fireman	"Fireman"
SN	Seaman	"Seaman"
AA	Airman Apprentice	"Airman"
FA	Fireman Apprentice	"Fireman"
SA	Seaman Apprentice	"Seaman"
AR	Airman Recruit	"Airman"
FR	Fireman Recruit	"Fireman"
SR	Seaman Recruit	"Seaman"