

NAVY/COAST GUARD TITLES AND SALUTATIONS

<u>Paygrade</u>	<u>Formal Title</u>	<u>Abbreviation</u>	<u>Dear ---</u>
O-11	Fleet Admiral	FADM	<i>Not currently in use</i>
O-10	Admiral	ADM	Admiral
O-9	Vice Admiral	VADM	Admiral
O-8	Rear Admiral (Upper Half)	RADM	Admiral
O-7	Rear Admiral (Lower Half)	RDML	Admiral
O-6	Captain	CAPT	Captain
O-5	Commander	CDR	Commander
O-4	Lieutenant Commander	LCDR	Commander
O-3	Lieutenant	LT	Lieutenant
O-2	Lieutenant (Junior Grade)	LTJG	Lieutenant
O-1	Ensign	ENS	Ensign
W-5	Chief Warrant Officer	CWO5	Chief Warrant Officer
W-4	Chief Warrant Officer	CWO4	Chief Warrant Officer
W-3	Chief Warrant Officer	CWO3	Chief Warrant Officer
W-2	Chief Warrant Officer	CWO2	Chief Warrant Officer
W-1	Warrant Officer	<i>Not currently in use</i>	
E-9	Master Chief Petty Officer of the Navy**	MCPON	Master Chief
"	Fleet Master Chief Petty Officer	FLTCM	Master Chief
"	Force Master Chief Petty Officer	FORCM	Master Chief
"	CNO-Directed Command Master Chief Petty Officer	CNOCM	Master Chief
"	Command Master Chief Petty Officer	CMDCM	Master Chief
"	Chief of the Boat	COB	Master Chief
"	Master Chief Petty Officer	MCPO*	Master Chief
E-8	Senior Chief Petty Officer	SCPO*	Senior Chief
E-7	Chief Petty Officer	CPO*	Chief
E-6	Petty Officer First Class	PO1*	Petty Officer
E-5	Petty Officer Second Class	PO2*	Petty Officer
E-4	Petty Officer Third Class	PO3*	Petty Officer
E-3	Seaman (or Airman, Fireman, Constructionman, Hospitalman, Dentalman)	SN (or AN, FN, CN, HN, DN)	Seaman (or Airman, Fireman, Constructionman, Hospitalman, Dentalman)
E-2	Seaman Apprentice (or Airman Apprentice, Fireman Apprentice, etc.)	SA (or AA, FA, CA, HA, DA)	Seaman (or Airman, Fireman, Constructionman, Hospitalman, Dentalman)
E-1	Seaman Recruit (or Airman Recruit, Fireman Recruit, etc.)	SR (or AR, FR, CR, HR, DR)	Seaman (or Airman, Fireman, Constructionman, Hospitalman, Dentalman)

*Rating abbreviations (such as BMC or QM2, etc.) are used more often than the abbreviations CPO, PO2, etc.

**The Master Chief Petty of the Officer of the Coast Guard (MCPOCG) is addressed as "Dear Master Chief ____"

Use the "Abbreviation" column for addressees on letters and envelopes.
e.g.: LCDR Stephen Decatur USN

Use the "Dear" column (followed by person's surname) for salutations and introductions.
e.g.: Dear Commander Decatur:

MARINE CORPS TITLES AND SALUTATIONS

<u>Paygrade</u>	<u>Formal Title</u>	<u>Abbreviation</u>	<u>Dear ---</u>
O-10	General	Gen	General
O-9	Lieutenant General	LtGen	General
O-8	Major General	MajGen	General
O-7	Brigadier General	Bgen	General
O-6	Colonel	Col	Colonel
O-5	Lieutenant Colonel	LtCol	Colonel
O-4	Major	Maj	Major
O-3	Captain	Capt	Captain
O-2	First Lieutenant	1stLt	Lieutenant
O-1	Second Lieutenant	2ndLt	Lieutenant
W-5	Chief Warrant Officer	CWO5	Chief Warrant Officer
W-4	Chief Warrant Officer	CWO4	Chief Warrant Officer
W-3	Chief Warrant Officer	CWO3	Chief Warrant Officer
W-2	Chief Warrant Officer	CWO2	Chief Warrant Officer
W-1	Warrant Officer	WO	Warrant Officer
E-9	Sergeant Major of the Marine Corps	SgtMaj	Sergeant Major
E-9	Sergeant Major	SgtMaj	Sergeant Major
"	Master Gunnery Sergeant	MGySgt	Master Gunnery Sergeant
E-8	Master Sergeant	MSgt	Master Sergeant
"	First Sergeant	1stSgt	First Sergeant
E-7	Gunnery Sergeant	GySgt	Gunnery Sergeant
E-6	Staff Sergeant	SSgt	Staff Sergeant
E-5	Sergeant	Sgt	Sergeant
E-4	Corporal	Cpl	Corporal
E-3	Lance Corporal	LCpl	Corporal
E-2	Private First Class	PFC	Private First Class
E-1	Private	Pvt	Private

Use the "Abbreviation" column for addressees on letters and envelopes.

e.g.: GySgt John Basilone USMC

Use the "Dear" column (followed by person's surname) for salutations and introductions.

e.g.: Dear Gunnery Sergeant Basilone:

ARMY TITLES AND SALUTATIONS

<u>Paygrade</u>	<u>Formal Title</u>	<u>Abbreviation</u>	<u>Dear ---</u>
O-11	General of the Army	<i>Not currently in use</i>	
O-10	General	GEN	General
O-9	Lieutenant General	LTG	General
O-8	Major General	MG	General
O-7	Brigadier General	BG	General
O-6	Colonel	COL	Colonel
O-5	Lieutenant Colonel	LTC	Colonel
O-4	Major	MAJ	Major
O-3	Captain	CAPT	Captain
O-2	First Lieutenant	1LT	Lieutenant
O-1	Second Lieutenant	2LT	Lieutenant
W-5	Chief Warrant Officer	CW5	Chief Warrant Officer
W-4	Chief Warrant Officer	CW4	Chief Warrant Officer
W-3	Chief Warrant Officer	CW3	Chief Warrant Officer
W-2	Chief Warrant Officer	CW2	Chief Warrant Officer
W-1	Warrant Officer	WO1	Warrant Officer
E-9	Sergeant Major of the Army	SMA	Sergeant Major
"	Command Sergeant Major	CSM	Sergeant Major
"	Sergeant Major	SGM	Sergeant Major
E-8	Master Sergeant	MSG	Master Sergeant
"	First Sergeant	1SG	First Sergeant
E-7	Platoon Sergeant	PSG	Sergeant
"	Sergeant First Class	SFC	Sergeant
E-6	Staff Sergeant	SSG	Sergeant
E-5	Sergeant	SGT	Sergeant
E-4	Corporal	CPL	Corporal
E-4	Specialist	SP4	Specialist
E-3	Private First Class	PFC	Private
E-2	Private Second Class	PV2	Private
E-1	Private	PVT	Private

Use the "Abbreviation" column for addressees on letters and envelopes.
e.g.: SGT Alvin York USA

Use the "Dear" column (followed by person's surname) for salutations and introductions.
e.g.: Dear Sergeant York:

AIR FORCE TITLES AND SALUTATIONS

<u>Paygrade</u>	<u>Formal Title</u>	<u>Abbreviation</u>	<u>Dear ---</u>
O-11	General of the Air Force	<i>Not currently in use</i>	
O-10	General	Gen	General
O-9	Lieutenant General	Lt Gen	General
O-8	Major General	Maj Gen	General
O-7	Brigadier General	Brig Gen	General
O-6	Colonel	Col	Colonel
O-5	Lieutenant Colonel	Lt Col	Colonel
O-4	Major	Maj	Major
O-3	Captain	Capt	Captain
O-2	First Lieutenant	1st Lt	Lieutenant
O-1	Second Lieutenant	2nd Lt	Lieutenant
W-5	<i>No Warrants in the Air Force</i>		
W-4			
W-3			
W-2			
W-1			
E-9	Chief Master Sergeant of the Air Force	CMSAF	Chief
"	Command Chief Master Sergeant	CCM	Chief
"	First Sergeant*	1Sgt	Sergeant
"	Chief Master Sergeant	CMSgt	Chief
E-8	First Sergeant*	1Sgt	Sergeant
"	Senior Master Sergeant	SMSgt	Sergeant
E-7	First Sergeant*	1Sgt	Sergeant
"	Master Sergeant	MSgt	Sergeant
E-6	Technical Sergeant	TSgt	Sergeant
E-5	Staff Sergeant	SSgt	Sergeant
E-4	Senior Airman	SrA	Airman
E-3	Airman First Class	A1C	Airman
E-2	Airman	Amn	Airman
E-1	Airman Basic	AB	Airman

*There are E-7, E-8, and E-9 First Sergeants in the Air Force.

Use the "Abbreviation" column for addressees on letters and envelopes.

e.g.: Maj Gen Henry Arnold USAF

Use the "Dear" column (followed by person's surname) for salutations and introductions.

e.g.: Dear General Arnold: