

## Editorial, Graphics and Publishing Services

### How to Address Letters to Ranking Members of the Armed Forces

Did you know that ranking members of the U.S. Army are addressed differently from the same rank in the U.S. Navy? When sending out letters to the family or to the community that refer to a military officer or enlisted person, it is important to know what branch of the military he or she belongs to. Here is a useful reference when you need to find the right way to address a member of the military.

Army	Navy/Coast Guard	Marines	Air Force
General (GEN)	Admiral (ADM)	General (Gen)	General (Gen)
Lieutenant General (LTG)	Vice Admiral (VADM)	Lieutenant General (LtGen)	Lieutenant General (Lt Gen)
Major General (MG)	Rear Admiral-Upper H (RADM)	Major General (MajGen)	Major General (Maj Gen)
Brigadier General (BG)	Rear Admiral-Lower H (RDML)	Brigadier General (BGen)	Brigadier General (Brig Gen)
Colonel (COL)	Captain (CAPT)	Colonel (Col)	Colonel (Col)
Lieutenant Colonel (LTC)	Commander (CDR)	Lieutenant Colonel (LtCol)	Lieutenant Colonel (Lt Col)
Major (MAJ)	Lieutenant Commander (LCDR)	Major (Maj)	Major (Maj)
Captain (CPT)	Lieutenant (LT)	Captain (Capt)	Captain (Capt)
1 <sup>st</sup> Lieutenant (1LT)	Lieutenant Junior Grade (LTJG)	1 <sup>st</sup> Lieutenant (1stLt)	1 <sup>st</sup> Lieutenant (1st Lt)
2 <sup>nd</sup> Lieutenant (2LT)	Ensign (ENS)	2 <sup>nd</sup> Lieutenant (2 <sup>nd</sup> Lt)	2 <sup>nd</sup> Lieutenant (2 <sup>d</sup> Lt)
Sergeant Major	Master Chief Petty Officer	Sergeant Major	Chief Master Sergeant
Master Sergeant	Sen. Chief Petty Officer	Master Sergeant	Senior Master Sergeant
Sergeant 1 <sup>st</sup> Class	Chief Petty Officer	Gunnery Sergeant	Master Sergeant
Staff Sergeant	Petty Officer 1 <sup>st</sup> Class	Staff Sergeant	Technical Sergeant
Sergeant	Petty Officer 2 <sup>nd</sup> Class	Sergeant	Staff Sergeant
Corporal	Petty Officer 3 <sup>rd</sup> Class	Corporal	Senior Airman
Private 1 <sup>st</sup> Class	Seaman Apprentice	Private 1 <sup>st</sup> Class	Airman
Private	Seaman Recruit	Private	Airman Basic