



U.S. Navy Style Guide

Navy editors and writers should follow the most recent edition of the Associated Press Stylebook except as noted in this U.S. Navy Style Guide.

"A" school - Use double quotes throughout a story. If included in a quote, use single quotes: 'A' school.

abbreviations, acronyms - In general, avoid abbreviations or acronyms that the reader would not quickly recognize. For reference see the Navy Style Guide addendum at the bottom of this document. Spell out on first reference with the abbreviation in parenthesis. Some acronyms, such as NATO, can be used on first reference. Check the AP Stylebook.

- Do not use acronyms or abbreviations if there is only one reference to the subject or it is an uncommon term.

aboard vs. onboard – Use aboard when referencing events taking place on a ship or aircraft. Use onboard when discussing shore based events.

- The crew is aboard the ship.
- The memorial ceremony was held onboard Naval Station Norfolk.
- Also, a Sailor is stationed "on," "at," "is serving with" or "is assigned to" a ship. A Sailor does not serve "in" a ship.
- A ship is "based at" or "homeported at" a specific place. A plane is "stationed at" or is "aboard" a ship; is "deployed with" or is "operating from" a ship. Squadrons are "stationed at" air stations. Air wings are "deployed with" ships.

active duty (noun), active-duty (adjective) - Lower case on all references.

- As a noun, two words: Navy personnel serve on active duty.
- As an adjective, hyphenate: All active-duty personnel must participate.

acting - Lower case unless at the beginning of a sentence:

Acting Secretary of the Navy Sean J. Stackley took over for former Secretary of the Navy Ray Mabus. Sean J. Stackley is the acting secretary of the Navy.

Action words (conducts, performs, participates, prepares) – This is considered MILSPEAK and should be avoided. A dental technician doesn't perform a routine dental cleaning...He cleans teeth. Sailors don't conduct maintenance in a machinery room...They lubricate the fly-wheel on a specific piece of equipment.

ages - Don't use ages unless identifying a child or the age is relevant to the story (ie: profiles, obituaries, achievements unusual for the age.)

- Always use figures.
- (From AP) The girl is 15 years old; the law is 8 years old; the 101-year-old house.
- Use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun.



U.S. Navy Style Guide

- Examples: A 5-year-old boy, but the boy is 5 years old. The boy, 7, has a sister, 10. The woman, 26, has a daughter 2 months old. The race is for 3-year-olds. The woman is in her 30s (no apostrophe).

air wing - Use as two words.

aircraft - acceptable characterization of naval aviation platforms. Do not refer to military aircraft as "airplanes" or "planes."

aircraft designations - Always used as a letter(s) followed by a hyphen and number: SH-60B Sea Hawk or F/A-18E/F Super Hornet.

aircraft squadrons - Spell out full name of squadron on first reference. On second reference, use abbreviation and hyphenate.

- The "Warhawks" of Strike Fighter Squadron (VFA) 97 deployed aboard the aircraft carrier USS Carl Vinson (CVN 70). During their deployment, VFA-97 maintained a perfect safety record.

aircrew, aircrew member - one word.

Air Force One - Any U.S. Air Force aircraft carrying the president. The term is a call sign that applies only when the president is aboard the aircraft.

all hands, all-hands - Two words as noun: "He called all hands to the meeting." Hyphenate as an adjective or compound modifier: "They attended the all-hands call."

Alongside – one word

American flag, U.S. flag - Flag is lowercase.

amphibious assault ship - Do not capitalize, even when referring to a specific ship.

- The amphibious assault ship USS Nassau (LHA 4) is underway.

Anchors Aweigh - not Anchors Away

anti-aircraft, anti-submarine - hyphenate

Arabian Gulf - use instead of Persian Gulf per Commander, Naval Forces Central Command U.S. 5th Fleet.

armed forces - Capitalize only as a proper name (Armed Forces Day) or part of a title or when preceded by U.S., as in U.S. Armed Forces.



U.S. Navy Style Guide

Lowercase as a noun: the armed forces; hyphenate as an adjective: an armed-forces member.

at sea - Do not use "at sea" in place of the name of a body of water. If the location is undisclosed, say so, but reference a general body of water or U.S. fleet area of responsibility.

attribution - Identify the source of reported information; especially objective and opinioned-based statements. Include context in which comment was made if it is not apparent.

- Use "said" in quotes. Do not use "says."
- See "quotation marks."

battalion - Use numerals in unit names, spell out on first reference and abbreviate and hyphenate on second reference:

- Naval Mobile Construction Battalion (NMCB) 4; NMCB-4 (not NMCB FOUR)

battle group - Do not use "battle group." Rather, use "carrier strike group," "expeditionary strike group" or "amphibious ready group."

boat - Use to describe a submarine. Do not use to describe a ship.

boot camp - Use as two words.

burial at sea - Do not hyphenate.

call signs - Do not refer to individuals by call signs. Use full name and rank.

carrier strike group - Capitalize when used with the name of a ship. Precede name of strike group with "the."

- The Harry S. Truman Carrier Strike Group transits the Atlantic Ocean.
- The carrier strike group transits the Atlantic Ocean

change of command ceremony - Do not hyphenate.

chaplain - Chaplains are identified as "Cmdr. John W. Smith, a chaplain," in the first reference and as "chaplain" or by last name thereafter.

chief (select) - Use the service member's current rank: "Hospital Corpsman 1st Class Franklin Pierce will be promoted to chief petty officer next month." Do not use "select."

Chief of Naval Operations - Lowercase when referenced after an individual's name or when used alone. Uppercase before the name:

- Chief of Naval Operations Adm. John Richardson
- Adm. John Richardson, chief of naval operations.



U.S. Navy Style Guide

chief petty officer - Applies to Navy or Coast Guard personnel in pay grade E-7. Lowercase when referenced after an individual's name or when used alone.

Chiefs Mess – Capitalize and do not include apostrophe

cities/datelines - For cities that stand alone, use the list of datelines found in the AP Stylebook. Because of their strong Navy ties and frequent reference in stories, , Norfolk, Va., San Diego, Calif. and Pearl Harbor, Hawaii can stand alone, without states. Use AP Stylebook state abbreviations in datelines.

civilian titles - Use full name and title or job description on first reference. Capitalize the title or job description when it precedes an individual's name and do not use a comma to separate it from the name. Lower case titles when they follow the name or when not accompanied by one.

- Assistant Secretary of the Navy (Manpower and Reserve Affairs) Franklin R. Parker holds an all-hands call.
- Franklin R. Parker, assistant secretary of the Navy for manpower and reserve affairs, holds an all-hands call.
- Use only last names on second and all following references. This applies to both men and women.
- Do not precede with "The Honorable."
- Do not use courtesy titles such Mr., Mrs., Miss, or Ms.
- Other formal titles such as Dr., Sen. or Gov. should be used where applicable. Do not use such titles on second reference unless necessary to differentiate two people with the same last name.

close-in weapon system - Do not capitalize. CIWS is acceptable on subsequent references.

close proximity - Do not use; it's redundant. All proximity is close.

coalition - Do not capitalize.

- U.S. and coalition forces took part in the event.

Coast Guardsman - Capitalize in all references to U.S. Coast Guard, lower case foreign nations.

- U.S. Sailors and Coast Guardsmen are instrumental in patrolling the Caribbean Sea for drug smugglers.
- The local coast guardsmen work with Sailors to protect harbors.

commander in chief - Used only for the president. Capitalize only if used as a formal title before a name. Do not hyphenate.

commanding officer - Do not capitalize.



U.S. Navy Style Guide

- Capt. Tom Jones, commanding officer of the guided-missile cruiser USS Chosin (CG 65), welcomed the distinguished visitors aboard the ship.
- Commanding officer Capt. Mary Smith announced the ship would make a port visit to Key West, Fla.

CONUS - Continental United States. CONUS refers to the 48 contiguous states. It is not synonymous with United States. Do not use unless in a quote.

crew member - Use as two words. Do not use "crewman" or "crewmen." See service members.

currently – Avoid use. This term is redundant by nature. The ship is underway. Not – The ship is currently underway.

dates – Follow the guidelines in the AP Stylebook.

D-Day - D-Day was June 6, 1944, the day the Allies invaded Europe during World War II.

decommissioned ships/submarines - Include reference that ship or submarine is no longer active.

- “The decommissioned aircraft carrier USS Constellation (CV 64) will serve as a museum.”

departments - Do not capitalize

- The USS Carl Vinson engineering department....
- The engineering department....

dependent - Do not use when referring to family of military personnel. Use terms such as "family members," "wife," "husband," "spouse," "parent," "child," etc. "Dependent" is perceived as derogatory. Do not identify family members of military personnel by name in photo captions.

detachment - Abbreviate as "Det." in all references.

- Helicopter Anti-Submarine Squadron Light (HSL) 43, Det. 5 also participated in the exercise.

DESRON – destroyer squadron. Do not use unless as part of an official designation.

DEVRON – submarine development squadron

doctor - Navy doctors are identified as “Cmdr. John W. Smith, a Navy doctor/dentist/nurse, etc” in the first reference and by last name thereafter. See "military titles" section in AP Stylebook.

DOD/DoD – Department of Defense on first reference, DoD, or Pentagon is acceptable on second reference.



U.S. Navy Style Guide

dry dock (noun), dry-dock (verb) - Do not use as one word. (See dictionary)

E-1 through E-3 Sailors - The term refers to enlisted Navy members in pay grades E-1 to E-3. These Sailors are identified as seaman recruit (SR), seaman apprentice (SA) or seaman (SN). Capitalize when directly preceding a name. The community variations of this naming convention are airman, constructionman, fireman, hospitalman, or seaman. More information is available in the Navy Style Guide addendum at the end of this document.

effect, affect - Effect is to cause, affect is to produce an effect upon. (Websters)

ensure, insure - Ensure is a guarantee, while insure means to put insurance on something.

exercises – Capitalize uniquely named exercises, but only capitalize the descriptive word exercise if it is part of the official title of the exercise.

- Do not capitalize generic descriptors for exercises such as operational readiness exercise, joint task force exercise, composite training unit exercise.
- Use full title on first reference. Omit the word “exercise” on second reference: Exercise Kernal Potlatch 2016, Operation Imminent Thunder.
- On second reference use Kernal Potlatch or Imminent Thunder.
- If exercise is abbreviated, follow the rules under the entry "abbreviations and acronyms." Example: RIMPAC '18

fast-attack - Hyphenate when used as an adjective.

- The fast-attack submarine deployed in November.

first lady - Not a formal title, do not capitalize.

fleets - Use numerals and capitalize when referring to specific fleets (U.S. 6th Fleet, U.S. 3rd Fleet, U.S. 7th Fleet). Do not capitalize in common usage: We sent a message to the fleet.

fleetwide - Use as one word.

flight deck - Use as two words.

fo'c'sle - noun. A superstructure at or immediately aft of the bow of a vessel used as a shelter for stores, machinery, etc., or as quarters for Sailors. It can also be written as “forecastle.”

foreign cities - On first reference, the name of foreign cities are followed by the spelled-out name of the nation in which the city is located (e.g., Worms, Germany) unless listed in AP Style under datelines.



U.S. Navy Style Guide

foreign object debris/foreign object damage - Items picked up from a flight deck are foreign object debris. Foreign object damage results from debris that has impaired an aircraft.

- FOD is acceptable on second reference as long as the distinction between debris and damage is clear.

foreign service members - Do not capitalize the words soldier, sailor, airman, marine or coast guardsman when referring to foreign service members. If a foreign service member's rank corresponds to a U.S. rank, use AP style. If not, spell out the rank.

From – Use from to describe a service member's hometown or native country.

- Do not use "a native of."
- Use "assigned to" or "attached to" to describe a service member's affiliation with a military unit.

frontline/front line - Use as a noun; or use as an adjective.

- Troops on the front line need supplies. Frontline troops are the most in need.

general quarters - Lower case when spelled out: The crew stayed at general quarters for 18 hours. Do not use "GQ."

global war on terrorism - Do not capitalize. Not global war on terror.

gray - Not "grey," except greyhound.

guided-missile - Hyphenate when used as a compound adjective.

- The guided-missile cruiser is homeported in San Diego.
- The guided missile is loaded into a launch tube.

half-mast, half-staff - On ships and at naval stations ashore, flags are flown at "half-mast." Elsewhere ashore, flags are flown at "half-staff."

hangar, hanger - A "hangar" is a building, and a "hanger" is used for clothing.

-hawk (helicopters) Navy H-60 helicopters are generally called Sea Hawks. The following list from the Mission Design Series details each variant. For more information, please visit:

<https://s3.amazonaws.com/CHINFO/training/Aircraft+designations.pdf>

- Black Hawk: UH-60A, EH-60A, MH-60A, YEH-60B, UH-60C, EH-60C, MH-60K, EH-60L, MH-60L, UH-60L, UH-60M, UH-60P, UH-60Q, UH-60V, MH-60M



U.S. Navy Style Guide

- Sea Hawk: SH-60B, NSH-60B, YSH-60B, SH-60F, HH-60H, HH-60J, SH-60R, UH-60N, HH-60T, MH-60R, MH-60S, NSH-60R, CH-60S, YMH-60R, NSH-60F, UH-60N
- Pave Hawk: HH-60U
- Nighthawk: VH-60,
- Jayhawk: HH-60

helo - slang form of the word helicopter. Use only as part of a quote.

Here – Do not use “here” to describe a location. Use the actual location name.

HS - helicopter anti-submarine squadron.

HSL - helicopter anti-submarine squadron

Light hull numbers - See entry for "ship names."

Humvee - a trademarked abbreviation used for High Mobility Multipurpose Wheeled Vehicle

(HMMWV). Humvee is acceptable in all references.

in country - Service members arrive in country. Once there, they have an in-country presence.

in port - Use as two words.

knot - A "knot" is one nautical mile (6,076.10 feet) per hour. It's redundant to say "knots per hour." Always use figures.

- Winds were at 7 to 9 knots; a 10-knot wind.

liaison - Use "liaison" as a noun. Do not use the verb form "liaise," as it is not usually used appropriately or well.

lifestyle - Use as one word.

littoral combat ship - Do not capitalize when describing a ship.

- The littoral combat ship USS Freedom (LCS 1)...
- The Littoral Combat Ship program...

Marines - This is a proper noun. Capitalize when referring to U.S. forces (the U.S. Marines, the Marine Corps, a Marine). Lowercase when describing marines from other nations or the marine services. Do not use the abbreviation USMC.



U.S. Navy Style Guide

maritime security operations - lowercase when spelled out, uppercase acronym (MSO).

maritime strategy - lowercase

Mark - Do not use "MK" when referring to the word "Mark" in weapons or equipment.

- He worked on a Mark 50 torpedo.

master chief petty officer - Refers to Navy or Coast Guard personnel in pay grade E-9.

Master Chief Petty Officer of the Navy - Lowercase when referenced after an individual's name or when used alone. Use last name on second reference.

men - Do not use "men" if referring to a group of persons made up of men and women or a group of individuals whose genders are unknown. Use Sailors or Marines if the group is military or service members if several services are represented.

MIA - Missing in Action. MIA is acceptable on first reference.

midshipman - On first reference: Midshipman 1st Class John P. Jones (or 2nd Class, 3rd Class, 4th Class, if known). On subsequent reference(s): Jones.

- Note: military abbreviation is MIDN 1/C (or 2/C, 3/C, 4/C, respectively); 1/C are in their senior year of school (USNA or Navy ROTC), 2/C are juniors, 3/C are sophomores, 4/C are freshmen. "Midshipman" is singular; "midshipmen" is plural; term applies to both male and female.

military titles/job titles - Capitalize a military rank when used as a formal title before an individual's name on first reference. In subsequent references use only the last name. Use rate and rank for Navy and Coast Guard enlisted personnel. Do not use warfare designators unless relevant to the subject.

- Aviation Boatswain's Mate (Fuels) 3rd Class John Smith fuels an F/A-18E Super Hornet on the flight deck of the aircraft carrier USS Harry S. Truman (CVN 75). Sosa is part of a five-person team.
- Chief of Naval Operations Adm. John Richardson participates in a panel discussion with fellow sea service chiefs. Richardson is attending the conference as the Navy's representative.

Do not capitalize a title when used after a name.

- Cmdr. John Paul Jones, commanding officer of the guided-missile cruiser USS Arleigh Burke (DDG 51), holds an all-hands call.
- Kelly E. Fletcher, principal deputy chief information officer for the office of the Secretary of the Navy, attends a media training session at the Navy Office of Information.

Visit [here](#) for a list of rates.

military units - Use numerals for unit designations. See "aircraft," "fleets" and "ships."



U.S. Navy Style Guide

millimeter - May be abbreviated as mm when used with a numeral in first or subsequent references to film or weapons: 35 mm film, 105 mm artillery piece.

mine hunting - Use as two words.

minehunter - Use as one word.

missiles - Capitalize the proper name, but not the word missile: Titan II missile.

naval - lowercase

naval activities - Spell out and capitalize only when part of a proper name.

- Naval Station Rota, Spain

Do Not abbreviate on second reference. Use naval station, naval air station, naval weapons station, etc.

Navy Reserve - Capitalize when referring to the specific organization. Capitalize "Reserve" when referencing the U.S. Navy Reserve.

Navywide - Use as one word and always capitalize.

numbered fleets - Always refer to as digits and precede with "U.S."

- The ship is assigned to U.S. 6th Fleet.

numerals - In general, spell out one through nine. Use figures for 10 or above and whenever preceding a unit of measure or referring to ages of people, animals, events or things.

OEF, OIR - Operation Enduring Freedom, Operation Inherent Resolve. Do not add any number to these titles based on rotation status.

officer in charge - Do not hyphenate.

offload/off-load - One word as a noun and hyphenate as a verb. Do not use "upload" or "download"

- The offload took 12 hours.
- Deck department prepared to off-load pallets.

pay grade - Use as two words. Designations such as O-3, E-6, etc., are only used in reference to pay grades.

pendant - A short line and hooking device used to secure large objects (e.g., a cargo pallet or boat) to a towing or hoisting line.



U.S. Navy Style Guide

pennant - A long, tapering flag used for signaling and/or identification.

percentages - Use figures.

- The crew's donation to Toys for Tots increased 20 percent.

Persian Gulf - use Arabian Gulf. "Gulf" is acceptable in second reference. Note: The Arabian Sea is its own body of water and should not be confused with references to the Arabian Gulf.

petty officer - Applies to Sailors or Coast Guardsmen in pay grades E-4 to E-6.

pierside - Use as one word.

plankowner - One word.

Pre-Commissioning Unit – Use for a ship not yet commissioned.

- The littoral combat ship Pre-Commissioning Unit (PCU) Little Rock (LCS 9) is undergoing acceptance trials.

pre-positioned - Hyphenate when referencing equipment or ships placed somewhere at an earlier date.

- Supplies and equipment were pre-positioned in the Gulf.

President – (From AP) Capitalize president only as a formal title before one or more names: President Donald J. Trump, former Presidents Gerald R. Ford and Jimmy Carter. Lowercase in all other uses: The president said Monday he will look into the matter. He is running for president. Lincoln was president during the Civil War.

punctuation - When typing copy, leave only one space after all forms of punctuation. Avoid commas when possible. Follow guidelines in AP Stylebook.

quotation marks - The period and comma always go within the quotation marks. The dash, semicolon, question mark and exclamation point go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence.

- USS Defender (MCM 2) was awarded the Battle "E."
- "The crew performed superbly," said Lt. Cmdr. Charlie Brown.

rank – The first reference should include rank and first and last name. All subsequent references should be last name only.

- Always refer to Sailors by rank and not pay grade (e.g., Yeoman 2nd Class not E-5; Capt. or captain, not O-6. Follow the guidelines in the AP Stylebook listing for military titles.



U.S. Navy Style Guide

rate - Refers to enlisted pay grades, e.g., E-4, E-8. Spell out and do not use warfare designations. For more information, please see the addendum at the bottom of this style guide.

reenlist - Do not hyphenate between the double vowel.

refueling complex overhaul (RCOH) - lowercase when spelled out, do not use acronym.

replenishment-at-sea - lowercase; hyphenate

Reserve, Reservist(s) - Capitalize "Reserve" when referencing the U.S. Navy Reserve.

retired - Use retired before rank/rate and name. Do not capitalize. Do not use abbreviated after a name.

- They invited retired Boatswain's Mate 1st Class John D. Writer.

Sailor – Capitalize when referring to U.S. forces. Lower case foreign navies or merchant/civilian sailors.

Sea Hawk - Two words (ref: <https://s3.amazonaws.com/CHINFO/training/Aircraft+designations.pdf>)

SEAL - Sea, Air, Land. SEAL is acceptable on first reference. If plural, use SEALs.

Secretary of the Navy - Lowercase when referenced after an individual's name or when used alone. Use last name on second reference. Do not use SECNAV.

service members - Use as two words.

ship names - For first reference always include USS, the ship's name and the hull number: USS Harry S. Truman (CVN 75).

- There is no hyphen in the hull number. On second reference, use only the ship's name or reference as "the ship". Do not use "the" in front of a ship's name: "USS San Jose," not "the USS San Jose." Use "the" before the ship type: "the aircraft carrier USS George H.W. Bush (CVN 77).
- Exceptions: Do not use "USS" for ships before 1909, or if it is not yet in commission, or has been decommissioned and you are referring to the ship in its present state.

Ships' nicknames – Do not use. Correct example: "The aircraft carrier USS Dwight D. Eisenhower (CVN 69) is underway. Dwight D. Eisenhower will deploy to the U.S. 5th Fleet." Use only official names of ships, aircraft or people.

Ship names are not in all caps. USS Seattle, not USS SEATTLE.



U.S. Navy Style Guide

spokesperson - "Spokesman" or "spokeswoman" is preferred. Use "spokesperson" only if the gender of the individual is unknown. If possible, use a generic term instead: public affairs officer, representative, etc.

squadrons - Spell out on first reference and use numerals for the squadron's number: Fleet Air Reconnaissance Squadron (VQ) 1. On second reference, use the abbreviation (with a dash), e.g. VQ-1.

stand down/standdown - One word when used as a noun. Two words when used as a verb.

- The safety standdown was held Nov. 4.
- The officer in charge told him to stand down.

state names - See AP Stylebook. Use AP abbreviations in datelines and captions.

Submarine Force - use upper case when referring to Submarine Force, lower case when referring to submarine forces.

SUBRON – submarine squadron

team member - Use as two words.

theater security cooperation - lowercase when spelled out, do not use acronym.

time - Do not use military time unless quoted.

titles - Capitalize titles when used before a name only. See titles entry in AP Stylebook.

undersecretary - Use as one word.

underway - Use as one word.

VAQ - electronic attack squadron

VAW - carrier airborne early warning squadron

VFA - strike fighter squadron

VMFA - Marine strike fighter attack squadron

VP - patrol squadron

VRC - fleet logistics support squadron

VS - sea control squadron



U.S. Navy Style Guide

VT – training squadron

warfare qualifications – Do not use.

warfighter - Use as one word.

washdown - use as one word

watchstander, watchstanding - Use as one word.

Western Pacific -do not capitalize.

wide - nationwide, Navywide, fleetwide

woman, women - Preferred to "female."



U.S. Navy Style Guide

Addendum:

Rate - Refers to enlisted pay grades, e.g., E-4, E-8. Spell out and do not use warfare designations.

AB	Aviation Boatswain's Mate
ABE	Aviation Boatswain's Mate (Equipment)
ABF	Aviation Boatswain's Mate (Fuel)
ABH	Aviation Boatswain's Mate (Handling)
AC	Air Traffic Controlman
AD	Aviation Machinist Mate
AE	Aviation Electronics Mate
AG	Aviation Aerographer's Mate
AM	Aviation Structural Mechanic
AME	Aviation Structural Mechanic (Equipment)
AO	Aviation Ordnanceman
AS	Aviation Support Equipment Technician
AT	Aviation Electronics Technician
AW	Naval Air Crewman
AWF	Naval Air Crewman (Mechanical)
AWO	Naval Air Crewman (Operator)
AWR/AWS	Naval Air Crewman (Helicopter)
AWV	Naval Air Crewman (Avionics)
AZ	Aviation Maintenance Administrationman
BM	Boatswain's Mate
BU	Builder
CE	Construction Electrician
CM	Construction Mechanic
CMC	Command Master Chief
CS	Culinary Specialist
CSS	Culinary Specialist Submarine



U.S. Navy Style Guide

CT	Cryptologic Technician
CTI	Cryptologic Technician (Interperative)
CTM	Cryptologic Technician (Maintenance)
CTN	Cryptologic Technician (Networks)
CTR	Cryptologic Technician (Collection)
CTT	Cryptologic Technician (Technical)
DC	Damage Controlman
EA	Engineering Aid
EM	Electricians Mate
EMN	Electricians Mate (Nuclear)
EN	Engineman
EO	Equipment Operator
EOD	Explosive Ordnance Disposal Technician
ET	Electronics Technician
FC	Fire Controlman
FCA	Fire Controlman (Aegis)
FT	Fire Control Technician
GM	Gunner's Mate
GS	Gas Turbine Systems Technician
GSE	Gas Turbine Systems Technician (Electrical)
GSM	Gas Turbine Systems Technician (Mechanical)
HM	Hospital Corpsman
HT	Hull Maintenance Technician
IC	Interior Communications Electrician
IS	Intelligence Specialist
IT	Information System Technician
ITS	Information System Technician (Submarine)
LN	Legalman
LS	Logistics Specialist
LSS	Logistics Specialist (Submarine)



U.S. Navy Style Guide

MA	Master-at-Arms
MC	Mass Communication Specialist
MM	Machinist Mate
MN	Mineman
MR	Machinery Repairman
MT	Missile Technician
MU	Musician
NC	Navy Counselor
ND	Navy Diver
OS	Operations Specialist
PR	Aircrew Survival Equipmentman
PS	Personnel Specialist
QM	Quartermaster
RP	Religious Program Specialist
SB	Special Warfare Boat Operator
SH	Ship's Serviceman
SO	Special Warfare Operator
STG	Sonar Technician (Surface)
STS	Sonar Technician (Submarine)
SW	Steelworker
UT	Utilitiesman
YN	Yeoman
YN	Yeoman (Submarine)

MILITARY TITLES

ARMY

Commissioned Officers



U.S. Navy Style Guide

general	Gen.
lieutenant general	Lt. Gen.
major general	Maj. Gen.
brigadier general	Brig. Gen.
colonel	Col.
lieutenant colonel	Lt. Col.
major	Maj.
captain	Capt.
first lieutenant	1st Lt.
second lieutenant	2nd Lt.

Warrant Officers

chief warrant officer five (CW5)	Chief Warrant Officer 5
chief warrant officer four (CW4)	Chief Warrant Officer 4
chief warrant officer three (CW3)	Chief Warrant Officer 3
chief warrant officer two (CW2)	Chief Warrant Officer 2
warrant officer	Warrant Officer

Enlisted Personnel

sergeant major of the Army	Sgt. Maj. of the Army
command sergeant major	Command Sgt. Maj.
sergeant major	Sgt. Maj.
first sergeant	1st Sgt.
master sergeant	Master Sgt.
sergeant first class	Sgt. 1st Class
staff sergeant	Staff Sgt.
sergeant	Sgt.
corporal	Cpl.
specialist	Spc.
private first class	Pfc.
private	Pvt.

NAVY, COAST GUARD

Commissioned Officers

Adm.



U.S. Navy Style Guide

admiral	
vice admiral	Vice Adm.
rear admiral upper half	Rear Adm.
rear admiral lower half	Rear Adm.
captain	Capt.
commander	Cmdr.
lieutenant commander	Lt. Cmdr.
lieutenant	Lt.
lieutenant junior grade	Lt. j.g.
ensign	Ensign

Warrant Officers

chief warrant officer	Chief Warrant Officer
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Coast Guard Enlisted Personnel (for Navy use rates from chart above)

master chief petty officer of the Navy	Master Chief Petty Officer of the Navy
master chief petty officer	Master Chief Petty Officer
senior chief petty officer	Senior Chief Petty Officer
chief petty officer	Chief Petty Officer
petty officer first class	Petty Officer 1st Class
petty officer second class	Petty Officer 2nd Class
petty officer third class	Petty Officer 3rd Class
seaman	Seaman
seaman apprentice	Seaman Apprentice
seaman recruit	Seaman Recruit

MARINE CORPS

Ranks and abbreviations for commissioned officers are the same as those in the Army. Warrant officer ratings follow the same system used in the Navy. There are no specialist ratings.



U.S. Navy Style Guide

Marine Corps Enlisted Personnel

sergeant major of the Marine Corps	Sgt. Maj. of the Marine Corps
sergeant major	Sgt. Maj.
master gunnery sergeant	Master Gunnery Sgt.
first sergeant	1st Sgt.
master sergeant	Master Sgt.
gunnery sergeant	Gunnery Sgt.
staff sergeant	Staff Sgt.
sergeant	Sgt.
corporal	Cpl.
lance corporal	Lance Cpl.
private first class	Pfc.
private	Pvt.

AIR FORCE

Ranks and abbreviations for commissioned officers are the same as those in the Army.

Air Force Enlisted Personnel

chief master sergeant of the Air Force	Chief Master Sgt. of the Air Force
chief master sergeant	Chief Master Sgt.
senior master sergeant	Senior Master Sgt.
master sergeant	Master Sgt.
technical sergeant	Tech. Sgt.
staff sergeant	Staff Sgt.
senior airman	Senior Airman
airman first class	Airman 1st Class
airman	Airman
airman basic	Airman

PLURALS: Add “s” to the principal element in the title.

- Lts. John Jones and Robert Smith
- Capts. John Jones and Robert Smith



U.S. Navy Style Guide

- Aviation Boatswain's Mates (Handling) 2nd Class John Jones and Robert Smith

RETIRED OFFICERS: A military rank may be used in first reference before the name of a service member who has retired if it is relevant to a story. Do not use the military abbreviation "Ret." Instead, spell out "retired" just as "former" would be used before the title of a civilian.

- They invited retired Chief Boatswain's Mate John Smith.