

MILPERSMAN 5000-010

FORMS OF ADDRESSING MILITARY MEMBERS

Responsible Office	CNO (N00D)	Phone:	DSN	224-5465
			COM	(703) 614-5465
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Governing Directive	SECNAVINST 5216.5D DODD 5500.7 Of 30 Aug 93
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1. **Oral Communication**. The following will be used in oral communications in formal and informal situations:

If...	Then use... (may be used without last name)
O-10 (Admiral)	Admiral (last name)
O-9 (Vice Admiral)	Admiral (last name)
O-7/O-8 (Rear Admiral)	Admiral (last name)
O-6	Captain (last name)
O-5	Commander (last name)
O-4 (Lieutenant Commander)	Commander (last name)
O-3	Lieutenant (last name)
O-2 (Lieutenant Junior Grade)	Lieutenant (last name)
O-1	Ensign (last name)
WO/1/2/3/4	Warrant Officer (last name)
Commanding Officer of ship or station	Captain
Executive Officer of ship or station	Commander
E-9	Master Chief (last name)
E-8	Senior Chief (last name)
E-7	Chief (last name)
E-4 through E-6	Petty Officer (last name)
E-1 through E-3	Formal Situations: Last name is preceded by the appropriate title "Seaman," "Fireman," "Airman," etc. Informal Situations: Last name only

NOTE: In all cases it is also appropriate to communicate "Sir" or "Ma'am" when being addressed by naval officers or acknowledging orders.

2. **Written Communication.** Written forms of addressing members can be found in SECNAVINST 5216.5D, appendix A.

3. **In Connection with Commercial Enterprises.** Members, officer and enlisted, while on extended active duty, are prohibited from using their military titles in connection with any commercial enterprise. Refer to DODD 5500.7 for further information.