

Civil Air Patrol Grades, Abbreviations, etc.

Grade: Abbreviation: "Term of Address"
Colonel: Col: "Colonel"
Lieutenant Colonel: Lt Col: "Colonel"
Major: Maj: "Major"
Captain: Capt: "Captain"
First Lieutenant: 1st Lt: "Lieutenant"
Second Lieutenant: 2d Lt: "Lieutenant" (**Note:** It is not 2nd Lt)
Chief Master Sergeant: CMSgt: "Chief"
Senior Master Sergeant: SMSgt: "Sergeant"
Master Sergeant: MSgt: "Sergeant"
Technical Sergeant: TSgt: "Sergeant"
Staff Sergeant: SSgt: "Sergeant"
Senior Airman: SrA: "Cadet"
Airman First Class: A1C: "Cadet"
Airman: Amn: "Cadet"
Airman Basic: AB: "Cadet"

Please note for all NCO grades (Staff Sergeant through Chief Master Sergeant) you can also use the grade itself as a term of address:

Chief Master Sergeant: CMSgt: Chief or Chief Master Sergeant
Staff Sergeant: SSgt: Sergeant or Staff Sergeant

For **all** cadets, your grade is preceded by "cadet". Also your abbreviation is preceded by "C/". Finally, you are **not** addressed as "Cadet + term of address":

Cadet Major: C/Maj: "Major" (**not** Cadet Major)
Cadet Chief Master Sergeant: C/CMSgt: "Chief" (**not** Cadet Chief)
Cadet Senior Airman: C/SrA: "Cadet" (**not** Cadet Cadet)

Next topic is Signature elements: This is used when signing your name to a letter (whether it be military style or business), an email, a publication, or manual. You can review CAPR 10-1, but below is a condensation of it.

The correct signature element *should* be 2-line. That is it should only have two lines. Show your name in capital letters, grade in upper/lower case, and then the service abbreviation in capitals. Your duty title is shown on the second line in upper/lower case:

(NAME), Captain, CAP
Commander

There are two exceptions that allow a 3-line signature element. One exception is where if the document's heading did not include your organization's name. Then the element should be:

(NAME), Captain, CAP
Commander
(School) Cadet Squadron

The other exception is that only the National Commander and the CAP Executive Director have a standard 3-line signature element:

AMY S. COURTER
Major General, CAP
National Commander