## Standardized text preferred for specifying rank in index entries

Our search functions may in the future allow searching that includes rank. Thus, below are the preferred labels for a veteran's rank. It is not critical, but preferred that the labels below be used.

Following is a list of text used to describe the rank of WWII veterans. Various documents of the WWII era used different text to indicate the same rank. For example, for First Lieutenant: Lt; 1<sup>st</sup> Lt; 1<sup>st</sup> LT; 1<sup>st</sup> lt; 1 Lt, 1stlt, 1stlt, 1stlt, etc. While there may be some errors, we have attempted to standardize the text we use in indexing our database (there may be unintended exceptions). Thus, regardless of how a clerk may have entered the rank of First Lieutenant we try to use: "1st Lt". Sometimes all we know is Lieutenant in which cases we use "Lt". Often a veteran is or was known to his post war relatives and friends only by his highest rank; however, most are listed in some records as a lower rank – before he was promoted. While usually a good indication of rank at the time of the document, the only documents that are reliable are orders showing promotions (and occasionally reduction in rank.) Below is a list of text we endeavor to use for the various ranks:

Pvt	Private, 1 stripe (1-S)	WO	Warrant Officer
СрІ	Corporal (2-S)	cwo	Chief Warrant Officer
Tech 5	Technician corporal (2-S)	F/O	Flying officer (= flying warrant officer)
Sgt	Sergeant (3-S)	Lt	could refer to 1st or 2nd Lieutenant
Tech 4	Technician Sergeant (3-S with T)	2nd Lt	2 <sup>nd</sup> Lieutenant
S/Sgt	Staff Sergeant (4-S)	1st Lt	1 <sup>st</sup> Lieutenant
Tech 3	Technician staff Sergeant (4-S with T)	Captain, full title, we try to avoid abbreviations	
1st Sgt	First Sergeant (5-S)	Major,	full title, we try to avoid abbreviations
T/Sgt	Technical Sergeant (5-S)	Lt Col	Lieutenant Colonel
M/Sgt	Master Sergeant (6-S)	Colone	I, full title, we try to avoid abbreviations
		Genera	ıl, refers to any level of general