



**OFFICER TIG
NON-RECOMMENDATION
2LT TO 1LT AND WO1 TO CW2**



Name: _____ DOD: _____ Grade: _____
 DOR: _____ Promote to Rank: _____ Duty Status: M-DAY TECH AGR
 Branch/AOC: _____ Duty Para/LN: _____ DMOS: _____ Duty Title: _____
 IPSS-A Position Number: _____ Unit: _____ UIC: _____ MSC: _____
 Packet Submitted By: _____ Phone#: _____

<u>VERIFY THE FOLLOWING ITEMS:</u>	<u>WORKCENTER</u>	<u>COMMENTS/NOTES</u>	<u>INITIALS</u>
OFFICER NON-RECOMMENDED FOR PROMOTION			
NGB FORM 78	MSC/BN S1	See figures 4-2 through 4-24 for examples on completing NGB 78	
NGB FORM 0122E	MSC/BN S1	For verification of Initial Appointment (IA). Officer must have IA prior to promotion recommendation	
IPPS-A Qualification Skills Order	MSC/BN S1	BN S1 must have MOS updated in IPSS-A prior to promotion recommendation. Provide a copy of the order in the packet	
Promotion Information Record (PIR)	MSC/BN S1	Attach the updated PIR from IPSS-A. Position information must match the NGB Form 78	
DA 1059 (OBC/WOBC)	MSC/BN S1	All phases of OBC/WOBC 1059 required document(s) for NGB. Needs to be in the Officer's IPERMS file	
ATTRS Screen Shot	MSC/BN S1	Showing valid reservation for OBC reservation	
Individual Training Report (ITR)	MSC/BN S1	DTMS report showing ACFT within 12 months and HTWT within 6 months. See Appendix J in OPB SOP for instructions	
JACC FORM 597-4 (ECP Officers Only)	MSC/BN S1	Only required for Early Commissioning Program (ECP) Officers being promoted prior to completion of OBC. Needs to be in the Officer's IPERMS file	
DA 4856 (Developmental Counseling Form)	MSC/BN S1	Officer will be counseled on the non-recommendation for promotion and what they must do in order to be promoted/retained. See Figure 4-17 in OPB SOP for example	

Send packet as a PDF Portfolio via IPSS-A Customer Relationship Management (CRM)
CRM Naming Convention: "NON REC XXX O2/W2 RANK LAST NAME, FIRST NAME"

Figure 4-20, GAARNG G-1/HR Actions Branch 1 October 2024