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REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
GEORGIA ARMY NATIONAL GUARD
1000 HALSEY AVENUE SE, BLDG 447
MARIETTA GA 30060-4277

OFFICE SYMBOL

DATE

MEMORANDUM THRU Commander, Unit (Office Symbol), Unit Street Address, City, State, Zip

FOR The Adjutant General - Georgia, ATTN: NGGA-PEA, 1000 Halsey Avenue, Bldg 447, Marietta, GA 30060-4277

SUBJECT: # Months Non-Qualified Officer Extension Request

1. Reference: NGR 600-100, Paragraph 8-9.
2. Request approval of retention of 2LT First Last Name beyond # months time-in-grade (TIG) in order to complete branch qualification course.
3. Explain Situation
4. 2LT Last Name is reserved for Basic Officer Leadership Course (BOLC) starting DD MMM YYYY and ending DD MMM YYYY. Upon completion of BOLC, he/she will have ## months TIG as a non-qualified Officer.
5. POC for this memorandum is xxx...

Encl
NGB 78: #-#-# Month Extension

BATTALION COMMANDER
LTC, AV, GAARNG
Commanding