

INSTRUCTIONS FOR COMPLETING THE NGB FORM 78 WHEN REQUESTING AN EXTENSION FOR PROMOTION TO 1LT

Block 1a: NAME: Self-explanatory.
Block 1b: DoDID: Self-explanatory.
Block 1c: GRADE: O1 or O1E.
Block 1d: DUTY POSITION: List current duty position with paragraph and line exactly as shown in IPPSA.
Block 1e: UNIT: Complete unit address to include UIC, City, State and Zip code.
Block 2a: DOR 2LT/WO1: Enter date of appointment as 2LT.
<p>Block 2b: PROMOTION ELIGIBILITY DATE (PED) is the latter date of when all conditions for promotion have been met: TIG, ACFT, HT/WT and MILED.</p> <ul style="list-style-type: none"> ▪ 2LT - Enter date 18 months after initial appointment if requesting an extension from 18 - 24 months. See example 2. ▪ 2LT - Enter date 24 months after initial appointment if requesting an extension from 24 - 36 months. See example 5.
Block 2c: DATE OF ACFT: Self-explanatory. ACFT must be within 6 MOS (AGR) and 12 MOS (M-Day) of PED and in DTMS.
Block 2d: MONTHS IN GRADE: Number of months as of the date in Block 2e.
Block 2e: DATE FORWARDED TO APPROVING AUTHORITY: Enter date sent by requesting official.
Block 2f: Requesting official will check “is” or “is not” recommended block and select GEORGIA from dropdown menu.
<p>Block 2g: REMARKS:</p> <ul style="list-style-type: none"> ▪ 2LT - If requesting a 18-24 MOS extension for OBC, enter Request extension for completion of OBC Request extension from: YYYYMMDD Request extension to: YYYYMMDD Reserved for OBC YYYYMMDD to YYYYMMDD ▪ 2LT - If requesting a 24-36 MOS extension for OBC, enter Request extension for completion of OBC Request extension from: YYYYMMDD Request extension to: YYYYMMDD Reserved for OBC YYYYMMDD to YYYYMMDD • 2LT - If requesting an 18 - 24 MOS extension for any other reason, enter reasons why. • 2LT - If requesting a 24 - 36 MOS extension for any other reason, enter reasons why.
Block 2h: DATE: Enter date form signed
Block 2i: NAME/GRADE: Type name and grade of Supervisor/Rater recommending promotion
Block 2j: SIGNATURE: Digitally sign
Block 3a: Approving official will check “APPROVED” OR “DISAPPROVED” block.
Block 3b: REMARKS: If Officer is not recommended, state reasons.
Block 3c: DATE: Enter date form signed
Block 3d: NAME/GRADE: Type name and grade of commander approving promotion
Block 3e: SIGNATURE: Digitally sign. Must be an O5 or delegate with appropriate delegation memo attached.
Blocks 4-6: Will be completed by OPB.
Blocks 6a-6g: Will act as the promotion order if the officer was recommended and approved for promotion. These blocks will be completed by the State G-1 office prior to forwarding the promotion to NGB. The date in Block 6e will always be the same date as entered in block 2b.