

INSTRUCTIONS FOR COMPLETING THE NGB FORM 78 FOR PROMOTION TO 1LT/CW2

Block 1a: NAME: Self explanatory.
Block 1b: DoDID: Self-explanatory.
Block 1c: GRADE: O1, O1E OR W1.
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 or WO1.
<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> <p>IAW NGR 600-100 Para 8-9. ALL 2LTs will be considered for promotion at 18 months TIG.</p> <p>a. The unit commander must submit a NGB Form 78 for 2LTs requesting TAG grant an extension to 24 months if an officer fails to complete OBC at 18 months.</p> <p>(1) Waivers up to 36 months are granted only when an officer is enrolled in OBC through Army Training Requirements and Resources System (ATRRS). The start date must be prior to the first day of the 36th month and includes a statement which reflects separation proceedings-initiated NLT the end of the 36th month. The state will not separate officers who physically attend OBC at the 36th month.</p> <p>(2) IAW USC 14503 no extensions beyond 36 months are authorized. Discharge is required regardless of the reason for the officer found not qualified for promotion. The state will initiate separation proceedings no later than completion of 36 months of commissioned service with a separation date no later than 42 months of commissioned service.</p> <ul style="list-style-type: none"> ▪ 2LT - If OBC was completed prior to 18 months TIG, enter date that is 18 months after initial appointment (IA). See example 1. (i.e. IA= 20211101 PED = 20230501) ▪ 2LT - If 2LT did not report to OBC prior to 18 months TIG, initiate 18 to 24 month extension request. See example 2. ▪ 2LT - If reported to OBC prior to 18 months TIG, but completed OBC before 24 months TIG, enter date OBC complete. See example 3. (i.e. IA= 20211101 PED = 20231011) ▪ 2LT - If Officer is a Chaplain Candidate, enter date that is 18 months after initial appointment and state in remarks section that Officer is a Chaplain Candidate. See example 4. (i.e. IA= 20211101 PED = 20230501) ▪ If 2LT did not report to OBC prior to 24 months TIG, initiate 24 to 36 month extension request. See example 5. ▪ 2LT - If Officer commissioned through ECP, enter date that is 24 months after initial appointment and state in remarks section commissioning source. See example 6. (i.e. IA= 20211101 PED = 20231101) ▪ 2LT - If Officer is an Aviator currently enrolled and has not completed AV OBC, enter date that is 24 months after initial appointment and state in remarks section expected date of OBC completion. See example 7. (i.e. IA= 20211101 PED = 20231101) ▪ 2LT - If reported to OBC after 24 months TIG, but completed OBC before 36 months TIG, enter date OBC complete. See example 8. (i.e. IA= 20211101 PED = 20230510) ▪ WO1 - If WOBC complete prior to 24 months TIG, enter date that is 24 months after initial appointment. See example 9. (i.e. IA= 20211101 PED = 20231101) ▪ WO1 - If reported to WOBC prior to 24 months TIG, but completed WOBC after 24 months TIG, enter date WOBC was completed. See example 10. (i.e. IA= 20211101 PED = 20231215) ▪ WO1 - If WO1 was a 2 year TIG E7 prior to appointment, enter date 1 day after WOBC complete and explain in remarks block. See example 11. (i.e. IA= 20211101 PED = 20231005) ▪ WO1 - If WO1 was an E8 or E9 prior to appointment, enter date 1 day after WOBC complete and explain in remarks block. See example 12. (i.e. IA= 20211101 PED = 20230403)
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.

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<p>Block 2f: Requesting official will check “is” or “is not” recommended block and select GEORGIA from dropdown menu.</p>
<p>Block 2g: REMARKS: Add date OBC/WOBC completed ONLY. i.e. “OBC completed DD MMM YYYY.”</p> <p>EXCEPTIONS:</p> <ul style="list-style-type: none"> ▪ If previously granted an extension, enter “Previously granted an extension from DD MMM YYYY to DD MMM YYYY for (state reasons why). OBC completed DD MMM YYYY.” ▪ 2LT – If a Chaplain Candidate, enter “Officer is a Chaplain Candidate. BOLC Completion not required IAW PPOM 21-055 and NGR 600-100 Para 8-9e.” See example 4. ▪ 2LT- If an ECP, enter “Previously granted an extension from DD MMM YYYY to DD MMM YYYY for (state reasons why.) Officer’s Commissioning Source: ECP does not require completion of OBC IAW NGR 600-100 Para 8-9c.” See example 6. ▪ 2LT - If an Aviator, enter “Officer is an Aviator and will complete OBC on DD MMM YYYY. Completion of OBC not required IAW NGR 600-100 Para 8-9b.” ▪ WO1 - If Prior E7, enter “Officer was an E7 with two-year TIG at appointment as a WOC. Upon successful completion of WOBC, officer may be promoted to CW2 on the day following graduation. WOBC Completed: DD MMM YYYY.” See example 11. ▪ WO1 – If Prior E8 or E9, enter “Officer was an E8/or E9. Upon successful completion of WOBC, officer may be promoted to CW2 on the day following graduation. WOBC Completed: DD MMM YYYY.” See example 12.
<p>Block 2h: DATE: Enter date form signed</p>
<p>Block 2i: NAME/GRADE: Type name and grade of Supervisor/Rater recommending promotion</p>
<p>Block 2j: SIGNATURE: Digitally sign</p>
<p>Block 3a: Approving official will check “APPROVED” OR “DISAPPROVED” block.</p>
<p>Block 3b: REMARKS: If Officer is not recommended, state reasons.</p>
<p>Block 3c: DATE: Enter date form signed</p>
<p>Block 3d: NAME/GRADE: Type name and grade of commander approving promotion</p>
<p>Block 3e: SIGNATURE: Digitally sign. Must be an O5 or delegate with appropriate delegation memo attached.</p>
<p>Blocks 4-6: Will be completed by OPB.</p>
<p>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.</p>