

## INSTRUCTIONS FOR COMPLETING THE NGB FORM 78 FOR NON-RECOMMENDATION FOR PROMOTION TO 1LT/CW2

<b>Block 1a: NAME:</b> Self-explanatory.
<b>Block 1b: DoDID:</b> Self-explanatory.
<b>Block 1c: GRADE:</b> O1, O1E OR W1.
<b>Block 1d: DUTY POSITION:</b> List current duty position with paragraph and line exactly as shown in IPPSA.
<b>Block 1e: UNIT:</b> Complete unit address to include UIC, City, State and Zip code.
<b>Block 2a: DOR 2LT/WO1:</b> Enter date of appointment as 2LT or WO1.
<p><b>Block 2b: PROMOTION ELIGIBILITY DATE (PED)</b> 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"> <li>▪ 2LT - 1<sup>st</sup> Look: Enter date 18 months after initial appointment. <b>See example 13.</b></li> <li>▪ 2LT - 2<sup>nd</sup> Look: Enter date 24 months after initial appointment. <b>See example 14.</b></li> <li>▪ WO1- Enter date 24 months after initial appointment. <b>See example 15.</b></li> </ul>
<b>Block 2c: DATE OF ACFT:</b> Self-explanatory. ACFT must be within 6 MOS (AGR) and 12 MOS (M-Day) of PED and in DTMS.
<b>Block 2d: MONTHS IN GRADE:</b> Number of months as of the date in Block 2e.
<b>Block 2e: DATE FORWARDED TO APPROVING AUTHORITY:</b> Enter date sent by requesting official.
<b>Block 2f:</b> Requesting official will check “is” or “is not” recommended block and select GEORGIA from dropdown menu.
<p><b>Block 2g: REMARKS:</b></p> <ul style="list-style-type: none"> <li>▪ 2LT/WO1 - Enter reasons why.</li> </ul>
<b>Block 2h: DATE:</b> Enter date form signed
<b>Block 2i: NAME/GRADE:</b> Type name and grade of Supervisor/Rater recommending promotion
<b>Block 2j: SIGNATURE:</b> Digitally sign
<b>Block 3a:</b> Approving official will check “APPROVED” OR “DISAPPROVED” block.
<b>Block 3b: REMARKS:</b> If Officer is not recommended, state reasons.
<b>Block 3c: DATE:</b> Enter date form signed
<b>Block 3d: NAME/GRADE:</b> Type name and grade of commander approving promotion
<b>Block 3e: SIGNATURE:</b> Digitally sign. Must be an O5 or delegate with appropriate delegation memo attached.
<b>Blocks 4-6:</b> Will be completed by OPB.
<b>Blocks 6a-6g:</b> 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.