



OFFICER TIG PROMOTION/ EXTENSION 2LT TO 1LT AND WO1 TO CW2



Name: _____ DOD: _____ Grade: _____
 DOR: _____ Promote to Rank: _____ Duty Status (circle one): M-DAY TECH AGR
 Branch/AOC: _____ Duty Para/LN: _____ DMOS: _____ Duty Title: _____
 IPPS-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 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 IPPS-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 IPPS-A. Position information must match the NGB Form 78	
Security Clearance Memorandum	MSC/BN S1	Verification of Security Clearance memo signed by a security manager and continuous evaluation within 5 years	
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	
ATRRS Transcript Copy (Aviators Only)	MSC/BN S1	Only required for Aviators being promoted prior to completion of flight school. (AV OBC must show completion in ATRRS; Provide screenshot)	
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	
UACC 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	
Approved Extension Request	MSC/BN S1	Only required if previously granted a promotion extension. Needs to be in the Officer's IPERMS file	
2LT EXTENSION			
The following must be completed if not fully qualified at 18/24/36 months TIG			
NGB FORM 78	MSC/BN S1	See figures 4-2 through 4-24 for examples on completing NGB 78	
Waiver Request Memorandum	MSC/BN S1	A detailed request for an extension with mitigating circumstances will be attached	
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	
UACC FORM 597-4 (ECP Officers Only)	MSC/BN S1	Only required for Early Commissioning Program (ECP). Needs to be in the Officer's IPERMS file.	
ATRRS Screen Shot	MSC/BN S1	Showing valid reservation for OBC reservation	

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

****Time in Grade promotion packets can be submitted 60 days prior to reaching minimal TIG****