



TIME-IN-GRADE PROMOTION

1LT

Figure 4-1

1 March 2026



Section A: Administrative Data

NAME:	DOD:	GRADE:	DOR:	AOC:	BRANCH:
UIC:	POSN TITLE:	PARA/LIN:	POSITION #:	POSCO:	POSN GR:
DUTY STATUS:		PACKET COMPLETED BY:			
MDAY	AGR	TECH			
PACKET SUBMITTED TO OPM BY:				DATE	

Section B: These items will be reviewed in the system of record and verified by the Unit, Battalion, and Brigade for accuracy and eligibility.

REVIEWED ITEMS	COMMENTS/NOTES		INITIALS
Branch to Duty Verification	SM BR:	POSN BR:	
Individual Training Record	AFT DATE:	Pass/Fail:	
	HT/WT DATE:	Pass/Fail:	
	AFT must be within 12 months for MDAY and 6 months for AGR. HT/WT must be within 6 months		
Highest Civilian Education	LEVEL:	IPERMS:	
Individual Medical Record	PHA Date:	MRC:	
	PHA Date must be within 1 year. MRC must be 1/2/3.		

Section C: These documents will be provided to G1 OPM after review at the Unit, Battalion and Brigade S1.

REQUIRED ITEMS	DOC:	COMMENTS/NOTES	INITIALS
NGB Form 78	NGB78	See NGB 78 promotion example in OPM SOP.	
Last FEDREC Order	0122E	BR:	
Security Clearance Memo	Security	Statement of Understanding if clearance has not been awarded. CE date must be within 5 years.	
Highest Military Education	MILED	LEVEL: IPERMS:	
Early Commissioning Program (If applicable)	597-4	YES/NO: IPERMS:	
Flight Physical (If applicable)	Flight	Date:	

All required documents will be labeled as Last Name_DOC and added to a PDF Portfolio for submission to OPM.

RESET