



TIME-IN-GRADE EXTENSION CW2



Figure 4-4
1 October 2025

Section A: Administrative Data

NAME:	DOD:	GRADE:	DOR:	MOS:	
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
Reason for Extension Request		
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 extension example in OPM SOP.	
Last FEDREC Order	0122E	MOS	
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:	

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

RESET