

## JUNIOR OFFICER PROMOTION RECOMMENDATION

2LT TO 1LT and WO1 TO CW2

**NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_ **DOR:** \_\_\_\_\_  
**HOME PHONE:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_  
**UNIT:** \_\_\_\_\_ **UIC:** \_\_\_\_\_ **IPPSA POSN #:** \_\_\_\_\_  
**PARA/LINE:** \_\_\_\_\_ **DMOS:** \_\_\_\_\_ **DUTY TITLE:** \_\_\_\_\_  
**PROMOTION ELIGIBILITY DATE:** \_\_\_\_\_ **PROMOTE TO THE RANK OF:** \_\_\_\_\_  
**DUTY STATUS:** \_\_\_\_\_ **MSC POC/PHONE:** \_\_\_\_\_

<u>REQUIRED ITEMS:</u>	<u>WORKCENTER</u>	<u>COMMENTS/NOTES</u>	<u>INITIALS</u>
<b>OFFICER RECOMMENDED FOR PROMOTION</b>			
* NGB FORM 78	BN S1	Complete sections 1 through 3 by the attached instructions and example.	
* UPDATED PQR	BN S1	PQR from SIBX. Ensure the following fields are current: Security Clearance, MIL ED, CIV ED, Branch, Branch School completed, Physical data, APFT, and Height & Weight.	
* DA 1059	BN S1	For verification of completion of BOLC. Required document for NGB. Needs to be in the Officer's IPERMS file.	
DA Form 705	BN S1	Ensure Officer has a valid passing APFT within 12 months (AGRs are 6 months) of PED on NGB 78. The DA Form 705 isn't required to be submitted to OPB.	
* DA Form 5500 (If not in HT/WT compliance)	BN S1	Include DA Form 5500 for Body Fat %, (if not in compliance) Add an Discrepancy Letter if HT/WT differ on PQR and DA 705.	
* ATRRS Transcript Copy (Aviator's Only)	BN S1	Only required for Aviators being promoted prior to completion of flight school. (AV BOLC must show completion in ATRRS)	
CCWO (WO1's Only)	CCWO	Validates WO packets prior to submitting to OPB for processing	
<b>OFFICER NOT RECOMMENDED FOR PROMOTION</b>			
* NGB FORM 78	BN S1	Complete sections 1 through 3 by the attached instructions and example.	
Waiver Request Memorandum	BN S1	If recommending retention, a detailed request for retention with mitigating circumstances will be attached	
DA 4856 (Developmental Counseling Form)	BN S1	Officer will be counseled on the non-recommendation for promotion and what they must do in order to be promoted/retained.	

**Send packet minus the NGB 78 in a single scanned .pdf file via IPPSA Administrative Corrections PAR. Include the NGB 78 as a separate document.**