

## INSTRUCTIONS FOR COMPLETING NGB FORM 78

Block 1a: NAME: Self explanatory.
Block 1b: DoDID: Self-explanatory.
Block 1c: GRADE: O1 OR W1.
Block 1d: DUTY POSITION: List current duty position with paragraph and line.
Block 1e: UNIT: Complete unit address to include city and state.
Block 2a: Enter date of appointment as 2LT or WO1.
Block 2b: PED: See paragraph 4-3c.
Block 2c: DATE OF APFT: Self explanatory.
Block 2d: MONTHS IN GRADE: Self explanatory.
Block 2e: DATE FORWARDED TO APPROVING AUTHORITY: Enter date sent by requesting official.
Block 2f: Requesting official will check "is" or "is not" recommended block, and select State from dropdown menu.
Block 2g: REMARKS: Add date BOLC/WOBC completed. If Officer is not recommended, state reasons.
Block 2h: DATE: Enter date form signed
Block 2i: NAME/GRADE: Type name and grade of commander recommending promotion
Block 2j: SIGNATURE: Digitally sign
Block 3a: Approving official will check "APPROVED" OR "DISAPPROVED" block.
Block 3b: REMARKS: If Officer is not recommended, state reasons.
Block 3c: DATE: Enter date form signed
Block 3d: NAME/GRADE: Type name and grade of commander approving promotion
Block 3e: SIGNATURE: Digitally sign
Blocks 4-6 will be completed by G1.