

INSTRUCTIONS FOR COMPLETING THE NGB FORM 78R

Block 1a: NAME: Self explanatory.

Block 1b: DoDID: if known.

Block 1c: GRADE: 2LT/WO1.

Block 1d: DUTY POSITION: Self explanatory to include Paragraph and line.

Block 1e: UNIT: Complete unit address to include City and State.

Block 2a: 2LT DOR: Enter date of appointment as 2LT or WO1.

Block 2b: PED: Enter date 18 (2LT only) or 24 months from date of appointment to 2LT or WO1.

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 recommend/is not recommended block , select State from dropdown menu, add remarks (if required by PPOM), then sign and date the form and forward it to the approving official.

Block 3a through 3 e: The approving official will check is approved/is not approved block, add remarks (if required by PPOM), then sign and date the form and forward it to the State G-1.

BLOCK 4a THROUGH 5d WILL ONLY BE USED IF THE OFFICER IS NOT RECOMMENDED FOR PROMTION
BLOCKS 6a through 6g will act as the promotion order if the officer was recommend and approved for promotion.

States will determine through local policy the recommending and approval authorities for their State

States will also determine who can act in behalf of The Adjutant General for Blocks 4a through 5d when the officer is not recommended for promotion.