



STATE OF MARYLAND  
**MILITARY DEPARTMENT**  
FIFTH REGIMENT ARMORY  
BALTIMORE, MARYLAND 21201-2288

MDNG-AG-HRO

11 September 2007

HRO POLICY / GUIDANCE LETTER #41

SUBJECT: Technician Voluntary Requests for Change to Lower Grade

1. This policy letter formalizes a long standing practice of this agency regarding the appropriate rate of pay for a technician who voluntarily requests a change to lower grade.
2. The Code of Federal Regulations provides that when an employee voluntarily requests a change to a lower grade, the employee's agency can establish the employee's rate of pay in the lower grade within a range from step 1 of the lower grade to any step of the lower grade which does not exceed the rate of pay the employee is currently earning in the higher grade.
3. To ensure equitable and fair treatment of all employees, this agency's policy will be to set the rate of pay at an appropriate step at the lower grade which will ensure that the employee cannot realize a financial gain by a later promotion to their former (or higher) grade.
4. Exceptions to this policy will only be granted by The Adjutant General on a case by case basis when extremely unusual circumstances exist and when the action is clearly in the best interest of the Maryland National Guard.

FOR THE ADJUTANT GENERAL:

CHARLES C. BLACKISTON, III  
Colonel, MDANG  
Human Resource Officer

DISTRIBUTION:  
All Full-Time Support Managers/  
Supervisors (Army and Air)

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This HRO Policy/Guidance Letter supersedes HRO Policy/Guidance Letter # 41 dated 20 April 1993, Same subject.