

**Request for Voluntary Reduction in Grade, Upon Selection for AGR Position**

MEMORANDUM FOR Director of Human Resources, Ohio National Guard, ATTN: AGR Office

FROM: \_\_\_\_\_  
(applicant's current rank and full name)

SUBJECT: Voluntary Administrative Reduction in Grade, for the Purpose of Transferring to a Lower-graded Position and Entering the Active Guard Reserve Program (AGR)

1. I, \_\_\_\_\_, am applying for the following AGR position:  
(applicant's current rank and full name)

a. AGR Position Wing of Assignment: \_\_\_\_\_

b. AGR Position #: \_\_\_\_\_ AGR Job Announcement #: \_\_\_\_\_

c. Military Grade of AGR Position: \_\_\_\_\_

2. Because my current military grade exceeds the grade of the above position, I fully understand and acknowledge that I am volunteering to be administratively reduced in grade, if I am selected for this position. \_\_\_\_\_  
(initials)

4. I fully understand and acknowledge that I must be administratively reduced in grade **before** I am transferred to this position and **before** I enter the AGR program. \_\_\_\_\_  
(initials)

5. I fully understand and acknowledge that, by applying for the aforesaid AGR position and entry into the AGR program, I am requesting a **voluntary** administrative reduction in grade, that would be effected if I am selected for and accept an offer to fill this AGR position. I also fully understand that this reduction in grade—if effected—will be without prejudice and will NOT be for misconduct or for any other failure on my part. \_\_\_\_\_  
(initials)

6. I fully understand and acknowledge that if I do not volunteer for an administrative reduction in grade, I am not eligible to apply for the aforesaid AGR position. \_\_\_\_\_  
(initials)

7. By signing below, I attest that I am applying **voluntarily** for the aforesaid position and that am requesting to be voluntarily reduced in grade, if selected for that position; furthermore, by signing below, I attest that I was not coerced or pressured in any way—whatsoever—to apply for the aforesaid position. Further, my signature below attests to my understanding that if I had not voluntarily chosen to apply for the aforesaid position, there would have been no negative effect on my current military grade or — if applicable — my employment as a Title 32, Dual-Status, Military Technician (MILTECH) in the Ohio Air National Guard. Finally, my signature below attests that I understand that the same will be true if I am not selected for the position for which I am applying: i.e. If I am not selected for this position, my current grade will remain the same and—if applicable—my employment status as a MILTECH will not be affected in any way.

\_\_\_\_\_  
(applicant's current rank and full name)

\_\_\_\_\_  
(applicant's signature)

\_\_\_\_\_  
(signature date)