

**STATE OF WEST VIRGINIA
THE ADJUTANT GENERAL'S DEPARTMENT
CHARLESTON, WEST VIRGINIA 25311-1085**

**WV Human Resource Office Regulation
300-5**

1 October 2002

Employment

**REQUEST FOR LATERAL TRANSFER
OR CHANGE TO LOWER GRADE**

This regulation establishes the procedure for the West Virginia National Guard concerning a request for lateral transfer or change to lower grade. It is applicable to excepted and competitive military technicians as well as Air National Guard active guard/reserve (AGR) personnel assigned against a military technician position.

SUMMARY OF CHANGES: *This regulation supersedes WV Support Personnel Management Office Regulation Number 300-5, 1 February 1989. The applicability to Army National Guard AGR members has been deleted, Army AGR members adhere to guidelines within the Select Train Promote and Assign Program (STPA) of the Army AGR system. This regulation updates when and where necessary the change from Support Personnel Management Office (SPMO) to Human Resource Office (HRO). 3.a. (Added) Required submission of AGO Form 690-47-R-E and statement of supervisor duties. *Indicates revision from the previous edition.

1. General

The purpose of this regulation is to establish the procedure for the processing of an individual's request for a lateral transfer or a change to lower grade.

2. Definitions

- a. Lateral Transfer. A change from the current position to a different position with the exact same pay grade, i.e. General Schedule (GS)-06 to GS-06 or Wage Grade (WG)-09 to WG-09.
- b. Change to Lower Grade. A change from the current position to lower position in the same pay series, i.e., GS-06 to GS-05 or WG-09 to WG-08, or a change from one pay series to the other as determined by the representative rate. The representative rate for GS is Step 4 and for WG is Step 2. It is the representative rate that determines the nature of action, not the dollars actually received.
- c. Change to Higher Grade. There is no authorization for transfer to a higher graded position. All actions to a higher graded position as determined by the representative rate must be through merit procedures.

3. Procedures

- a. Individual: An individual requesting a lateral transfer or change to lower grade will submit a *AGO Form 690-47-R-E Application for West Virginia National Guard (WVNG) Technician Employment and a request in writing by memorandum through their immediate supervisor to HRO indicating the position to which he/she desires a transfer. The following statement will be included: As my current supervisor you are required by WV Human Resource Office Regulation 300-5, paragraph 3.b. to contact HRO/Staffing by telephone of this request immediately.

Supersedes WV Support Personnel Management Office Regulation Number 300-5, 1 February 1989
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- b. Current Supervisor: The individual's current supervisor will notify the Human Resource Office (HRO/Staffing) by telephone of the request immediately upon receipt.
- (1) If the position has been advertised the request will be returned to the individual without further action. *The individual will be made aware of advertisement and will be encouraged to submit an application for the advertised vacancy.
 - (2) If the position has not been advertised the request will be forwarded to the HRO for action.
- c. Human Resource Office (HRO):
- (1) If the position has been advertised no further action is required on the request. A memorandum for record will be prepared concerning date of receipt of the request and placed in the advertised vacancy announcement folder.
 - (2) If the position has not been advertised the announcement will be held until final action has been taken on the request.
 - (3) A request received (AGO Form 690-47-R-E and written memorandum) by HRO/Staffing will be reviewed to determine if the individual meets the qualifications for transfer to requested position.
 - (a) If the individual does not meet the required qualifications the request will be returned without further action. The position will be advertised at this time.
 - (b) If the individual meets the required qualifications for the position a Certificate of Referral will be prepared and forwarded to the interviewing official for action.
- d. Interviewing Official: Upon receipt of the Certificate of Referral the interviewing official will follow the procedures outlined in *WV Human Resource Office Regulation 300-1, Merit Placement Plan for Excepted and Competitive Technicians, Chapter 6. The interviewing official is to recommend selection or non-selection as deemed appropriate. Requests for lateral transfer or change to lower grade are not automatic and are subject to selection or non-selection.
- e. Human Resource Office: Upon receipt of the approval/disapproval of the Adjutant General, the HRO will take one of the following actions:
- (1) If the individual has been selected, accomplish the necessary process of lateral transfer or change to lower grade.
 - (2) If the individual was not selected, advertise the position as initially requested.

FOR THE GOVERNOR:

//Signed//
ALLEN E. TACKETT
Major General, WVARNG
The Adjutant General