

HRO GEARS SF 52 ROUTING LIST

(Current as of 26 July 2019)

*Please use the email listed below for the person identified in GEARS. With the T5 conversion, some individual's email have changed from .mil to .civ

Examples are below of the routing lists and assigned actions for each person and group.

**Please use the following naming scheme for "Packet Name": Personnel Action Type, Effective Date, and/or Suspense date, Employee's name (if applicable)

***Please place in Notifications: Col Denise K. Sweeney denise.k.sweeney.mil@mail.mil, CPT Ashley I. Brennan ashley.i.brennan.mil@mail.mil, Mr. James D. Miller james.d.miller178.civ@mail.mil, MSgt Celia T. Alosi celia.t.alosi.mil@mail.mil, MSgt Englecia Douglas englecia.r.douglas.mil@mail.mil

NOTE: Do not route Advance Leave, Donated Leave and FMLA Requests through GEARS. Send them by encrypted email to Ms. Stacey Mitchell stacey.a.mitchell6.mil@mail.mil and Mrs. Samantha Tellez samantha.l.tellez.mil@mail.mil.

Routing List 1:

AZNG HRO MGMT ANALYST (Group Box Name)

AZNG HRO CLASSIFICATION (Group Box Name)

AZNG HRO STAFFING (Group Box Name)

Routing List 2:

Mr. James (Jim) Miller james.d.miller178.civ@mail.mil

AZNG HRO MGMT ANALYST (Group Box Name)

AZNG HRO CLASSIFICATION (Group Box Name)

AZNG HRO BENEFITS (Group Box Name)

Routing List 3:

Mr. James (Jim) Miller james.d.miller178.civ@mail.mil

AZNG HRO BENEFITS (Group Box Name)

Routing List 4

AZNG HRO TRAINING (Group Box Name)

AZNG HRO MGMT ANALYST (Group Box Name)

AZNG HRO TRAINING (Group Box Name)

Routing List 5

AZNG HRO LABOR RELATIONS (Group Box Name)

AZNG HRO BENEFITS (Group Box Name)

Routing List 6

AZNG HRO HIERARCHY (Group Box Name)

Please use Routing List 1 for the following Personnel Actions:

- Request for Fill
- Excepted Appointment NTE (Temp Tech)
- Conversion to Appointment
- Promotion
- Temporary Promotion
- Change to Lower Grade
- Reassignment
- Position Change
- Extension to Temporary Appointment NTE
- Extension to Temporary Promotion NTE
- Recruitment Incentive
- Relocation Incentive
- Retention Incentive
- Detail



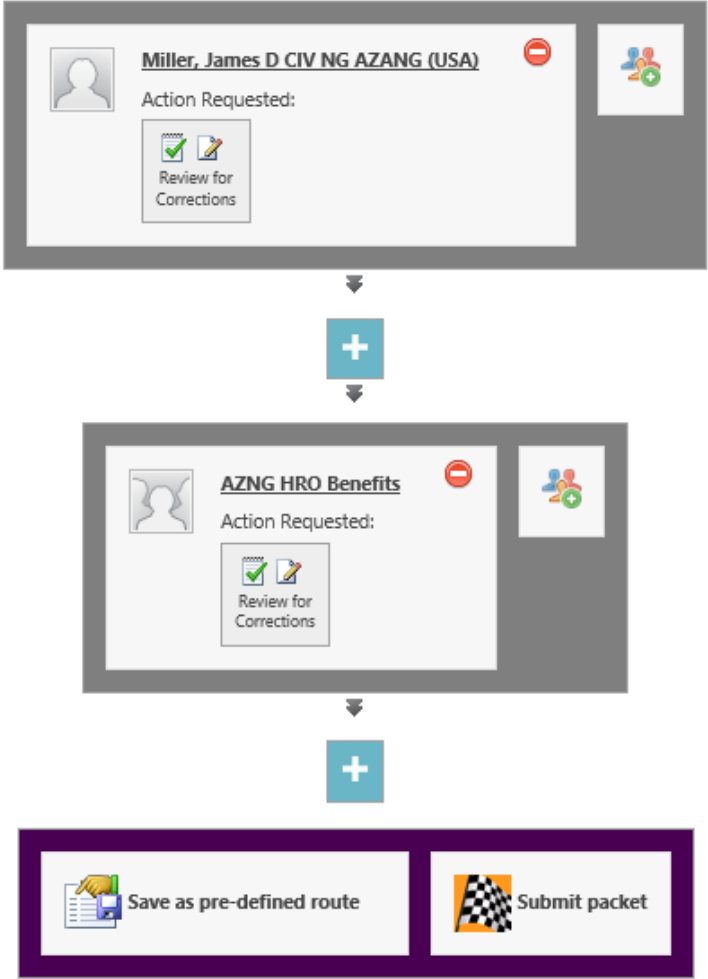
Please use Routing List 2 for the following Personnel Actions:

- Return to Duty
- Absent for Uniform Duty (AUS)
- Retirement
- Resignation
- Death
- Termination
- Personal Leave without Pay
- Name Change
- Change in Work Hours / Schedule (Full-time to Part-time; Part-time to Full-time)







Please use Routing List 3 for the following Personnel Actions:

- Time off Award
- Individual Cash Award RB
- Suggestion / Invention Award







Please use Routing List 4 for the following Personnel Actions
(ARNG ONLY):





Training Requests (SF 182s)

 **AZNG HRO TRAINING**  
Action Requested:
 Review for Corrections





 **AZNG HRO MGMT ANALYST**  
Action Requested:
 Review for Corrections



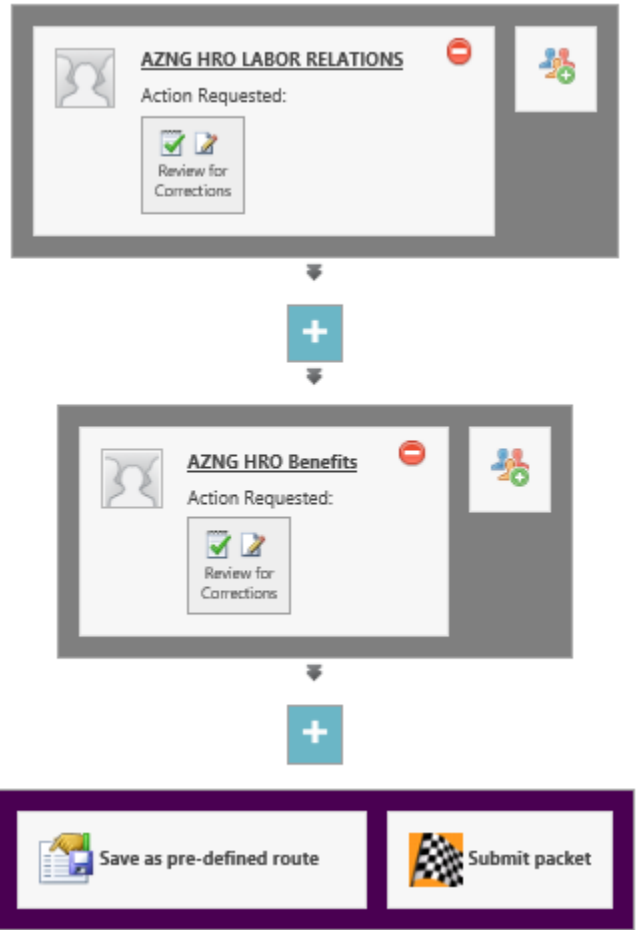
 **AZNG HRO TRAINING**  
Action Requested:
 Review for Corrections



 Save as pre-defined route  Submit packet

Please use Routing List 5 for the following Personnel Actions:

- Telework
- Letter of Reprimand
- Letter of Counseling
- Termination for Cause
- Suspensions
- Removal



Please use Routing List 6 for the following Personnel Actions:

Hierarchy Changes / Updates
Personnel Appraisal Issues

