

# HRO GEARS SF 52 ROUTING LIST

(Current as of 04 FEBRUARY 2022)

Please use the following naming scheme for “Packet Name”: Personnel Action Type, Effective Date / Suspense date, Employee’s name (if applicable), Unit / Workcenter

Example: TEMP PROMOTION (NTE 120 DAYS) – EFF: 01 NOV 2021 – SMITH, JANE - USPFO

Please place in Notifications: AZNG HRO NOTIFICATIONS (Group Box Name)

## 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:

AZNG HRO MGMT ANALYST (Group Box Name)

AZNG HRO CLASSIFICATION (Group Box Name)

AZNG HRO BENEFITS (Group Box Name)

## Routing List 3:

AZNG HRO AWARDS (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)

## Routing List 7

AZNG HRO LEAVE (Group Box Name)

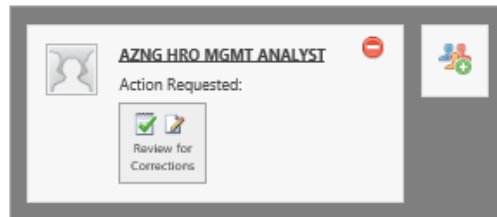
# Please use Routing List 1 for the following Personnel Actions:

- 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)

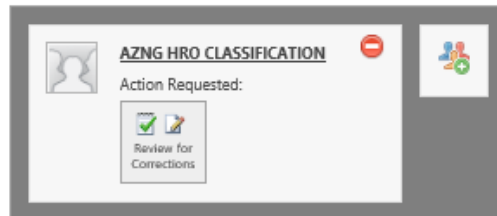


AZNG HRO MGMT ANALYST

Action Requested:

Review for Corrections

This card features a profile icon on the left, a red minus sign in the top right, and a group icon on the right. A 'Review for Corrections' button is centered below the title.

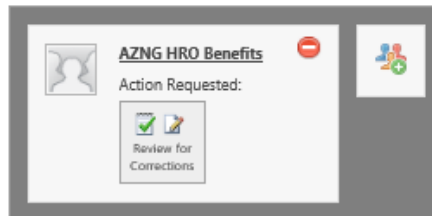


AZNG HRO CLASSIFICATION

Action Requested:

Review for Corrections

This card features a profile icon on the left, a red minus sign in the top right, and a group icon on the right. A 'Review for Corrections' button is centered below the title.

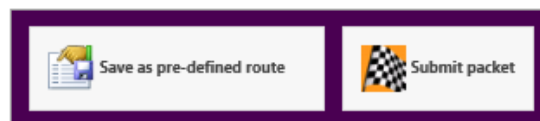


AZNG HRO Benefits

Action Requested:

Review for Corrections

This card features a profile icon on the left, a red minus sign in the top right, and a group icon on the right. A 'Review for Corrections' button is centered below the title.

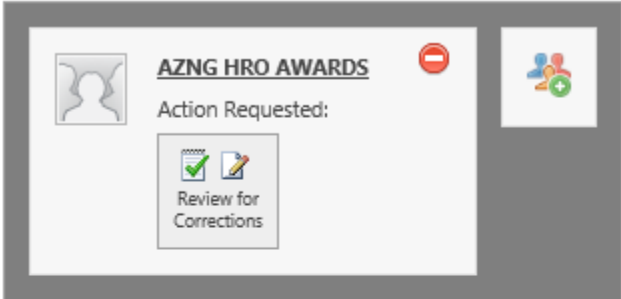


Save as pre-defined route      Submit packet

This block contains two buttons: 'Save as pre-defined route' with a document icon and 'Submit packet' with a checkered flag icon.

Please use Routing List 3 for the following Personnel Actions:

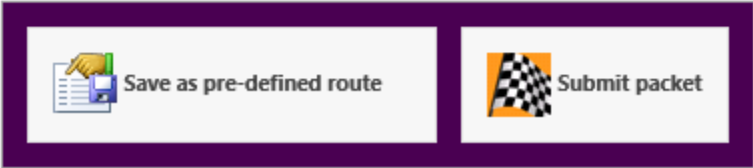
Awards (Time Off, On-the-Spot, Sustained Superior Performance (SSP), Quality Step Increase (QSI) and Suggestions)



AZNG HRO AWARDS

Action Requested:

Review for Corrections



Save as pre-defined route

Submit packet

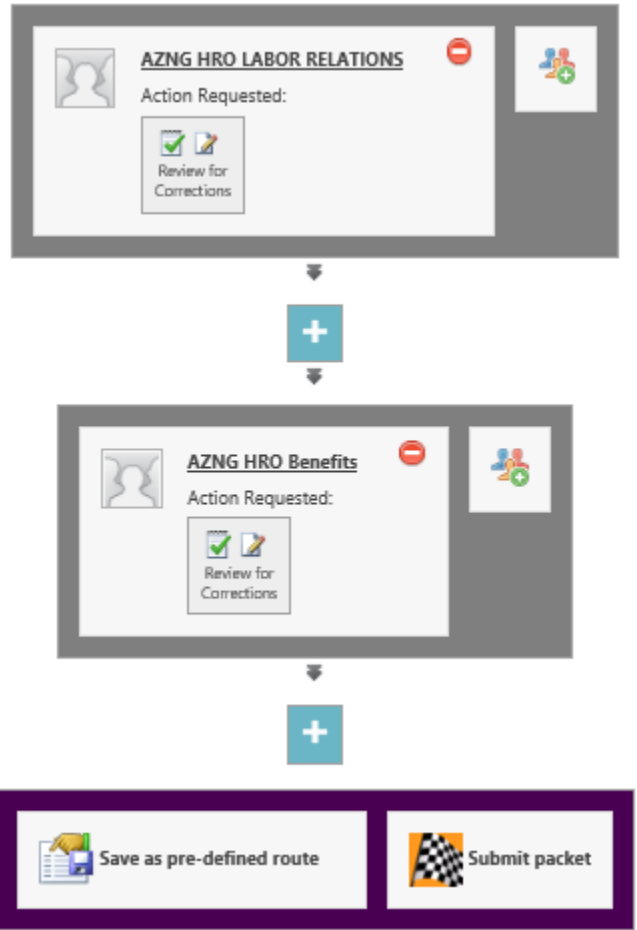
Please use Routing List 4 for the following Personnel Actions:

Training Requests (ARNG)  
T5 Civilian Training Requests (ANG)



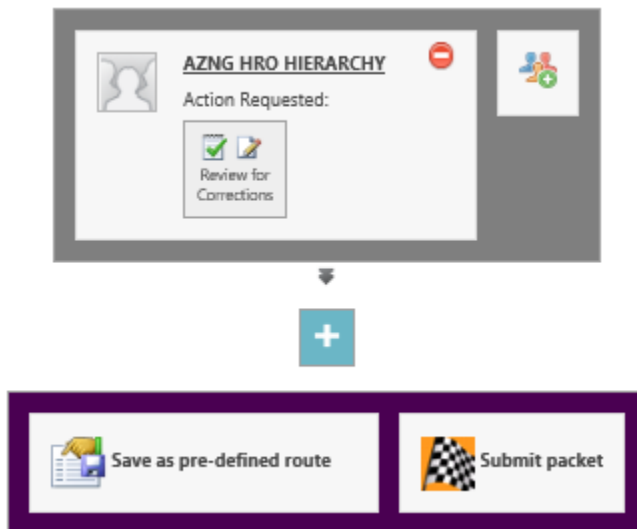
Please use Routing List 5 for the following Personnel Actions:

- 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



# Please use Routing List 7 for the following Personnel Actions:

Donated Leave Requests

Family and Medical Leave Act (FMLA) Requests

Paid Parental Leave Requests

Advanced Sick Leave Requests

