

HRO GEARS SF 52 ROUTING LIST

(Current as of 01 August 2021)

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)

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.civ@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:

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)

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



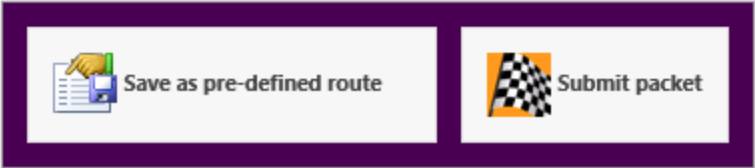
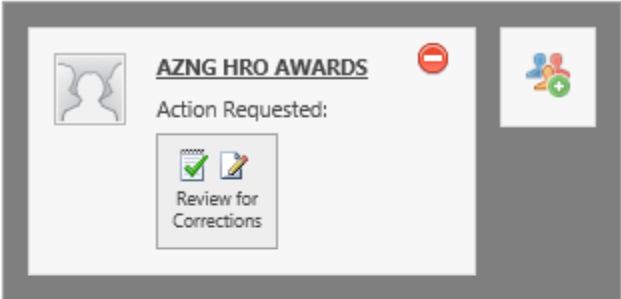
Please use Routing List 2 for the following Personnel Actions:

- 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:

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



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

