

# HRO GEARS SF 52 ROUTING LIST

(Current as of 06 DEC 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 Patrick J. McDonnell [patrick.j.mcdonnell14.mil@mail.mil](mailto:patrick.j.mcdonnell14.mil@mail.mil), LTC Thomas C. O'Sullivan [thomas.c.osullivan.mil@mail.mil](mailto:thomas.c.osullivan.mil@mail.mil), Mr. James D. Miller [james.d.miller178.civ@mail.mil](mailto:james.d.miller178.civ@mail.mil), MSgt Celia T. Alosi [celia.t.alosi.mil@mail.mil](mailto:celia.t.alosi.mil@mail.mil), MSgt Englecia Douglas [englecia.r.douglas.mil@mail.mil](mailto: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](mailto:stacey.a.mitchell6.mil@mail.mil) and Mrs. Samantha Tellez [samantha.l.tellez.mil@mail.mil](mailto: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](mailto: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](mailto: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)

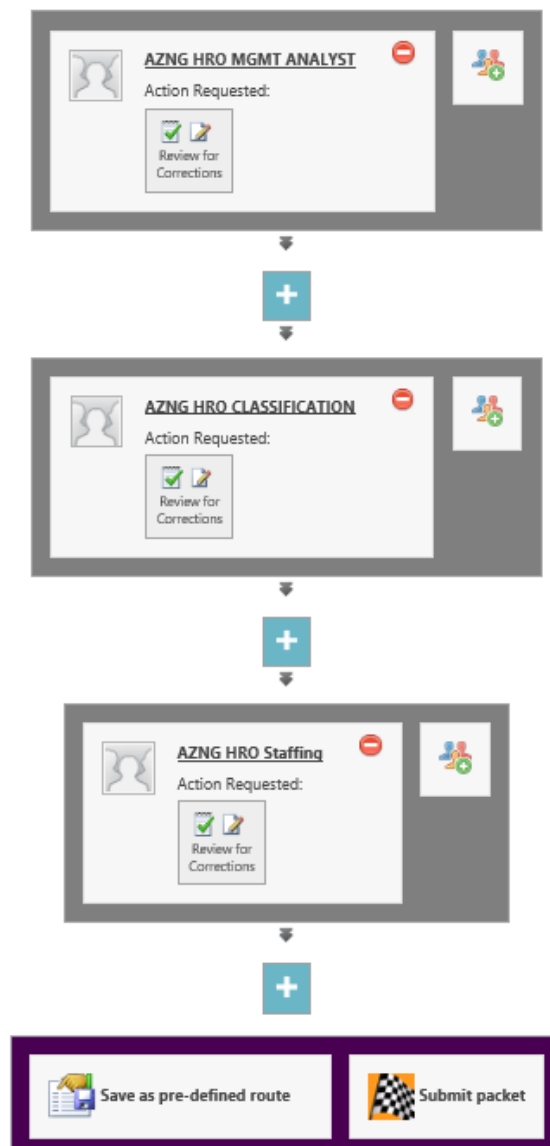
AZNG HRO BENEFITS (Group Box Name)

## Routing List 6

AZNG HRO HIERARCHY (Group Box Name)

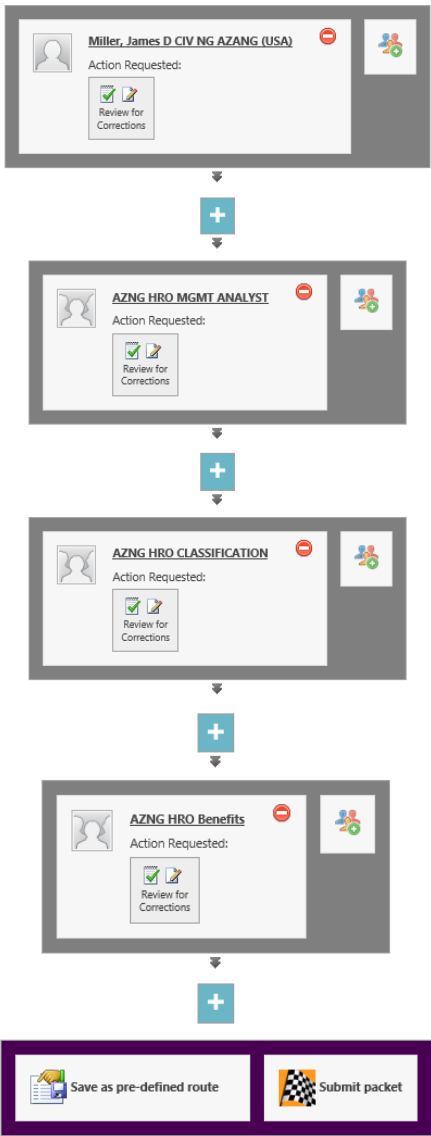
# Please use Routing List 1 for the following Personnel Actions:

- 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



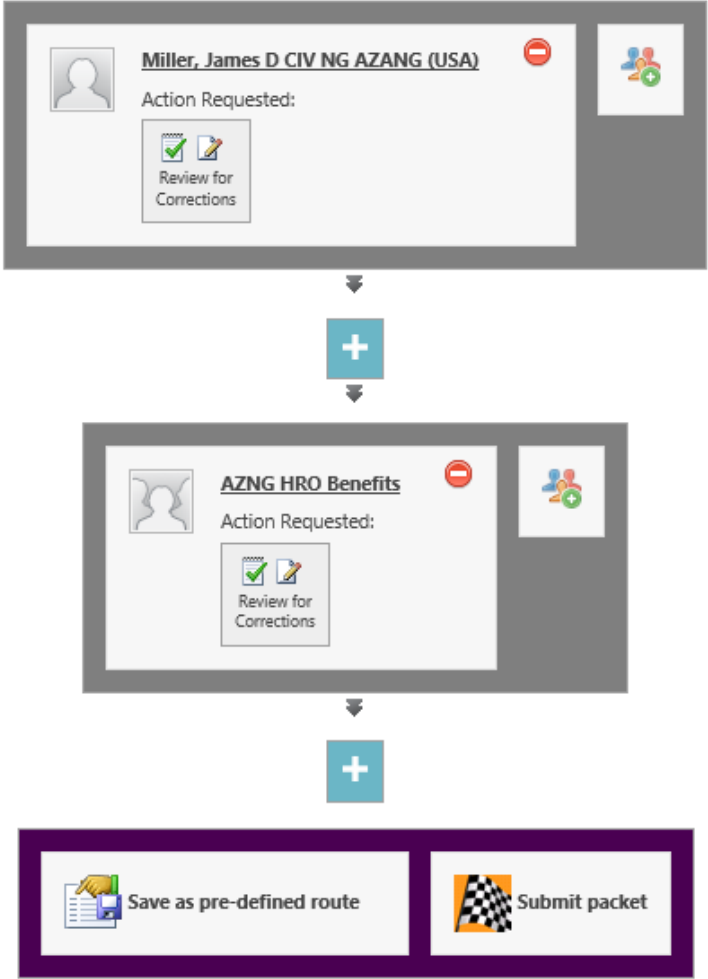
Please use Routing List 2 for the following Personnel Actions:

- 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)



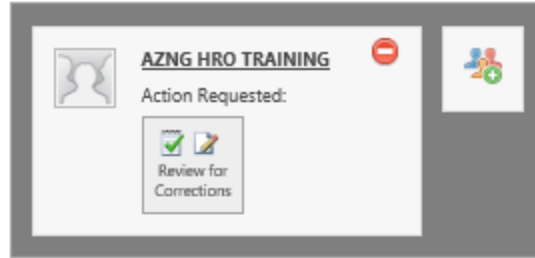
Please use Routing List 3 for the following Personnel Actions:

- 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)

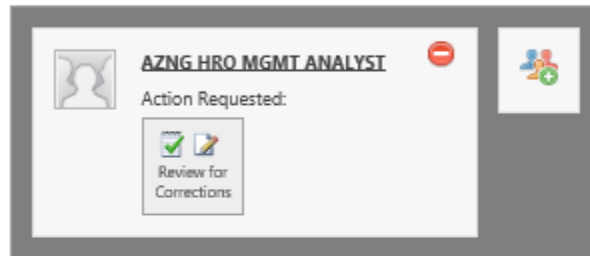


AZNG HRO TRAINING

Action Requested:

Review for Corrections

This routing card features a person icon on the left, a red prohibition sign on the right, and a group icon with a plus sign in the top right corner. The 'Action Requested' section contains a 'Review for Corrections' button with a checkmark and pencil icon.

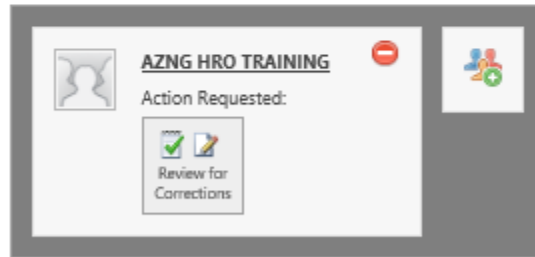


AZNG HRO MGMT ANALYST

Action Requested:

Review for Corrections

This routing card features a person icon on the left, a red prohibition sign on the right, and a group icon with a plus sign in the top right corner. The 'Action Requested' section contains a 'Review for Corrections' button with a checkmark and pencil icon.

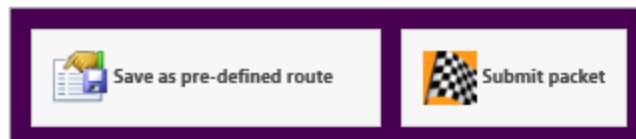


AZNG HRO TRAINING

Action Requested:

Review for Corrections

This routing card features a person icon on the left, a red prohibition sign on the right, and a group icon with a plus sign in the top right corner. The 'Action Requested' section contains a 'Review for Corrections' button with a checkmark and pencil icon.



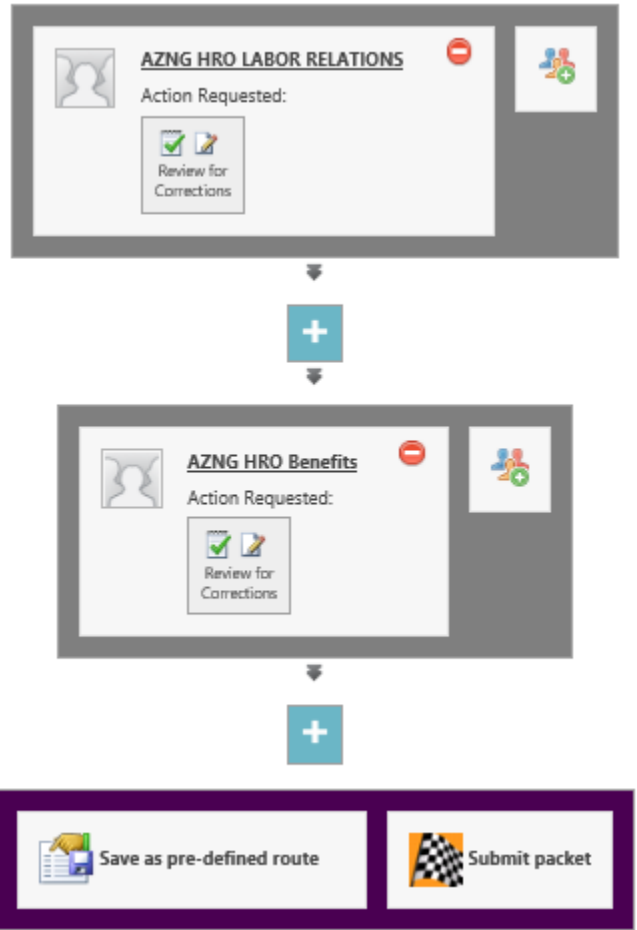
Save as pre-defined route

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 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

