HRO GEARS SF 52 ROUTING LISTS

(Current as of 05 OCTOBER 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)

Routing List 8
AZNG HRO RETIREMENTS (Group Box Name)

Routing List 9
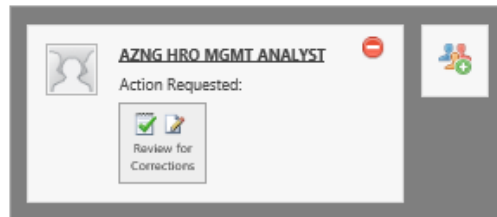AZNG HRO MILITARY BUYBACK (Group Box Name)

Please use Routing List 1 for the following Personnel Actions:

Request for Fill

Excepted Appointment NTE (Temp Tech) (T32 Positions Only)

Conversion to Appointment

Promotion

Temporary Promotion

Change to Lower Grade

Reassignment

Position Change (Abolish/Establish)

Extension to Temporary Appointment NTE

Recruitment/Relocation/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)

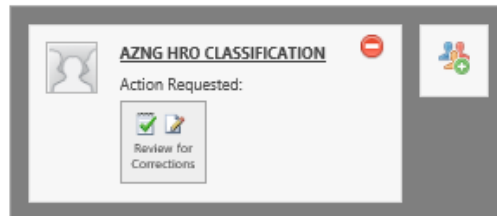**AZNG HRO MGMT ANALYST**
Action Requested:
☑ 📝
Review for Corrections
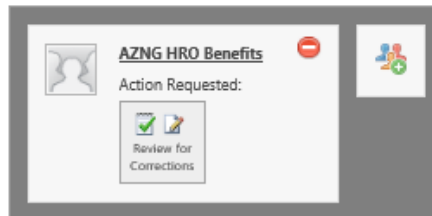
AZNG HRO CLASSIFICATION
Action Requested:
☑ 📝
Review for Corrections

AZNG HRO Benefits
Action Requested:
☑ 📝
Review for Corrections

Save as pre-defined route | Submit packet

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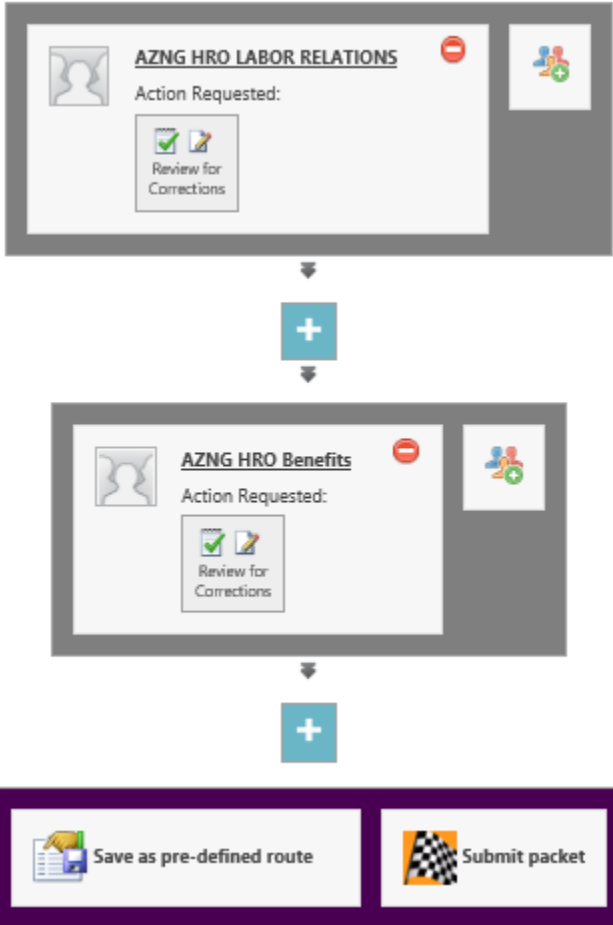
Please use Routing List 4 for the following Personnel Actions:

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

AZNG HRO LABOR RELATIONS

Action Requested:

Review for Corrections

AZNG HRO Benefits

Action Requested:

Review for Corrections

Save as pre-defined route   Submit packet

Please use Routing List 6 for the following Personnel Actions:

Hierarchy Changes / Updates
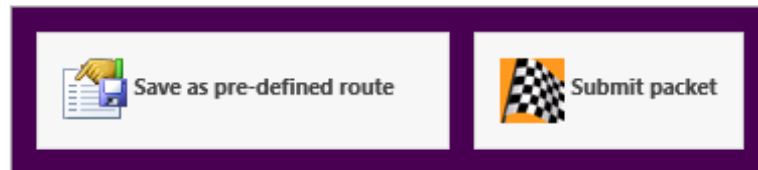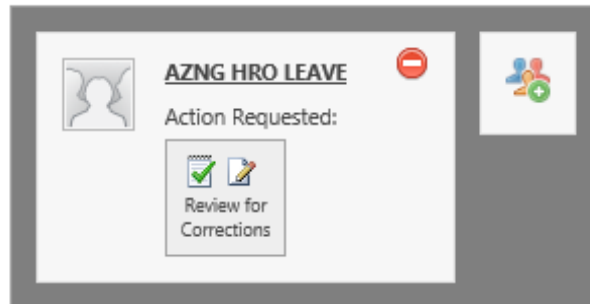Personnel Appraisal Issues
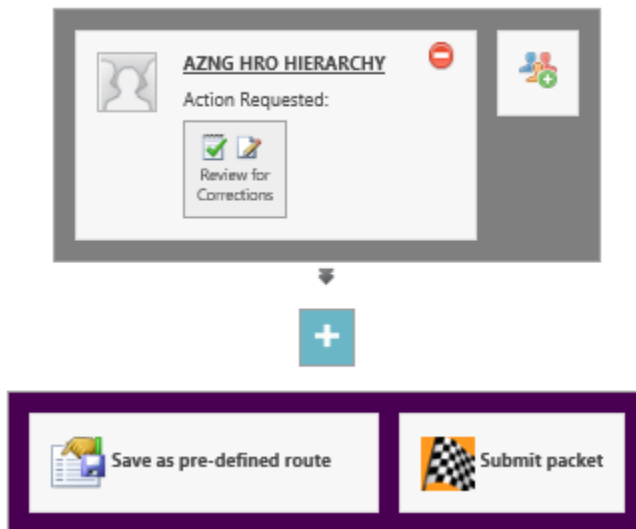
Please use Routing List 7 for the following Personnel Actions:

Donated Leave Requests
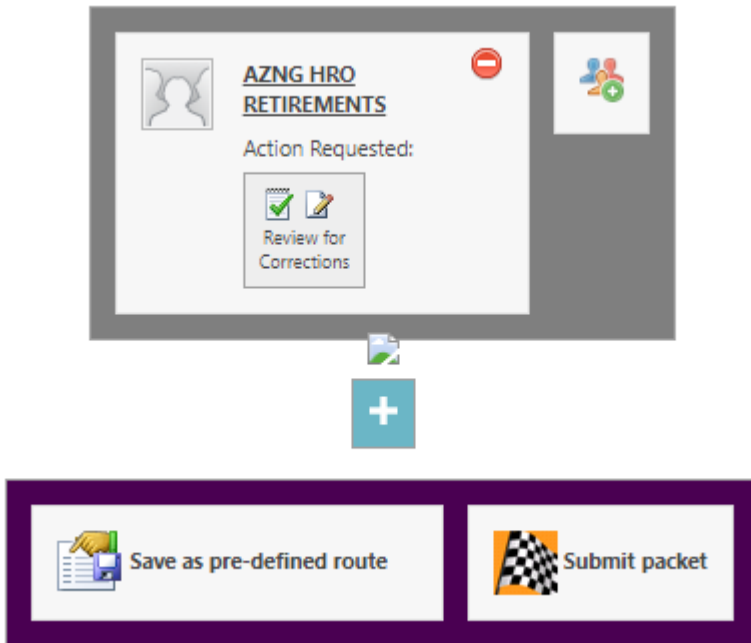Family and Medical Leave Act (FMLA) Requests
Paid Parental Leave Requests
Advanced Sick Leave Requests

Please use Routing List 8 for the following Personnel Actions:

Retirement Requests (Technician / T5)

Please use Routing List 9 for the following Personnel Actions:

Military Time Buy Back Requests (Technician / T5)