GEARS HOW TO

https://army.deps.mil/NETCOM/sites/GEARS5/Live/web/Home.aspx   (Depending on your CAC type you'll need to select your Email cert or your Authentication cert)

- Click on the link above or copy & paste into your web browser and select the tab that reads NEW PACKET
- In the PACKET NAME box type: **LastName, FirstName_Position Announcement Number (for example; Mouse, Mickey_012-34). Please note: portfolio formats are NOT accepted. Your application must be uploaded as a single pdf file.**
- Under PACKET TYPE click on MAKE A SELECTION: Select 'Other HR Actions'
- Under ORIGINATING ORGANIZATION: Select your organization – AIR FORCE – AIR NATIONAL GUARD – FLORIDA AIR NATIONAL GUARD (FLANG) – Lastly, select the unit you belong to (101 AOG, 114 SPCS, 125 FW, 131 TRF, 159 WF, 202 RHS, HQ FLANG). Ensure the box is checked that reads 'Make this my default organization' Click SELECT ORGANIZATION
- Click PROCEED TO THE NEXT STEP
- In the orange box that reads PACKET FILES click the plus (+) sign to upload/drag and drop your application (Please name your file **LastName, FirstName_Position Announcement Number (for example; Mouse, Mickey_012-34)**. Click CLOSE.
- Click PROCEED TO THE NEXT STEP
- In the PACKET DISCUSSION/INSTRUCTIONS type: attached is my application for MVA # (type the MVA number you are applying for). In the PACKET DUE BEFORE box: give at least 7 calendar days. In the EACH ACTION GIVEN box: leave the default of 3 days.
- Click ADD THE ROUTE
- Click ADD A USER/GROUP
- Type the following group name: HQ FLANG HRO
- Select Decision/Signature
- Click the 'blue' plus (+) sign
- Click ADD A USER/GROUP again
- Type YOUR last name, first name; select your name
- Select Concur/Nonconur
- Click SUBMIT PACKET
- In the Start packet Routing box UNCHECK 'Include Signature Files'
- Click START PACKET ROUTING
- Please make note of your Packet Name (# 10383606) a.k.a GEARS Routing Number

You will receive a GEARS reply when your application has been downloaded and filed by our office. Any questions please email the HRO distro box at: AGR Distro E-Mail: usaf.fl.125-fw.list.jfhq-fl-hro@mail.mil

Packet Information

Packet Name (# 10383606)

Sexton, Patricia_013-19

Packet Type

Other HR Actions

Originating Organization

Headquarters (FLANG)

ⓘ The information in this box can be viewed by everyone

Signature Files

Add only the documents here that require a signature, if any.

Packet Files

Sexton, Patricia_013-19.pdf

Signature Files

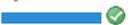Add only the documents here that require a si

Packet Files

Sexton, Patricia_013-19.pdf

Proceed to the next step »

Upload Packet Files   ×

File Name	Upload Status
Sexton, Patricia_013-19.pdf	▬▬▬▬ ✓

Browse to upload   » **Hint:** Hold Ctrl or Shift to select multiple files at once

Having issues? Try the original upload method.   ⊗ Close

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Sexton, Patricia_013-19

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Packet Files
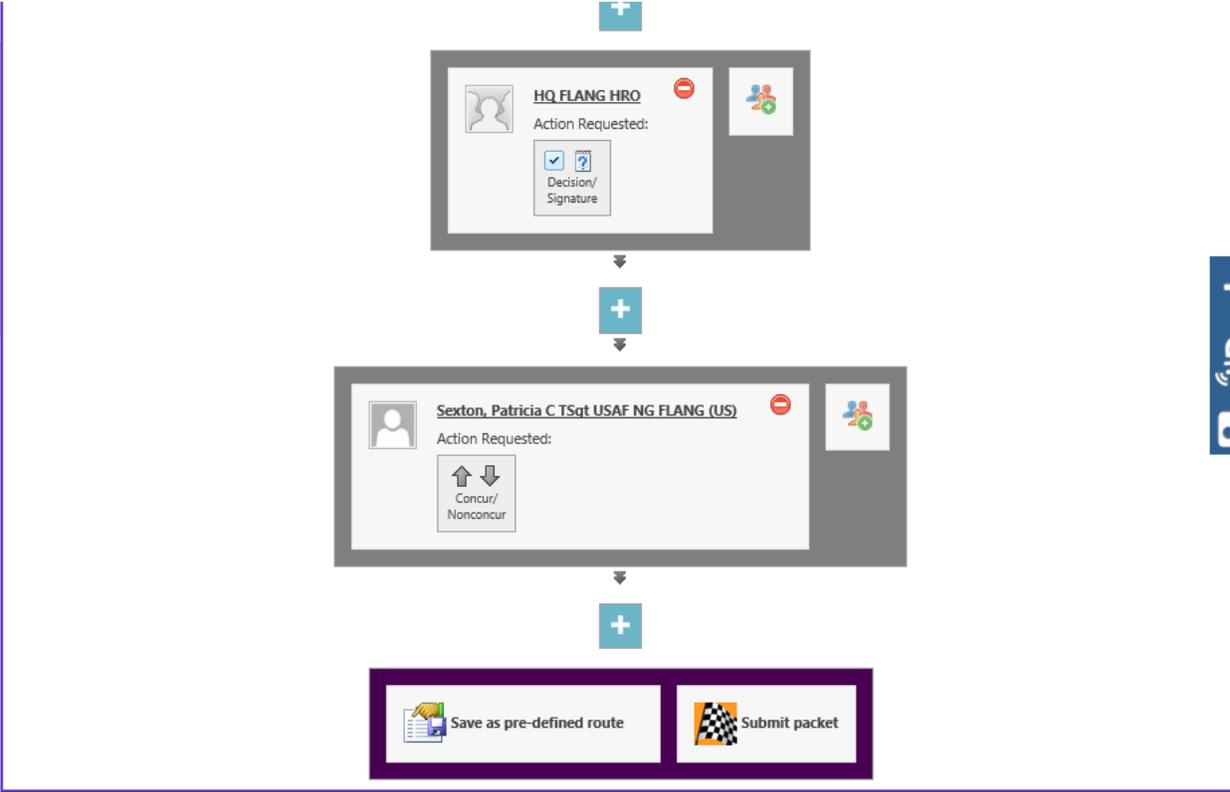Sexton, Patricia_013-19.pdf

Workflow Route

Sexton, Patricia C TSgt USAF NG FLANG (US)
Packet POC
Make someone else the POC

Packet Discussion/Instructions:
attached is my application for MVA 013-19

Packet Recommendation:
Add the recommendation box

Packet Due Before:
11/21/2018

Each Action Given:
3   Day(s)

Add the route »

HQ FLANG HRO
Action Requested:
☑ ❓
Decision/
Signature

Sexton, Patricia C TSgt USAF NG FLANG (US)
Action Requested:
⬆ ⬇
Concur/
Nonconcur

Save as pre-defined route   Submit packet

Start Packet Routing

Email Options

Do you want the files emailed to you at the end of the route?
Note: This email is not encrypted (PII will not be protected).
☐ Include Signature Files   ☐ Include Packet Files

✓ Start Packet Routing   ⊗ Close

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Sexton, Patricia_013-19