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March 12, 2018

MEMORANDUM

To: Circuit Executives
Federal Public/Community Defenders
District Court Executives
Clerks, United States Courts
Chief Probation Officers
Chief Pretrial Services Officers
Senior Staff Attorneys
Chief Circuit Mediators
Bankruptcy Administrators
Circuit Librarians
Human Resources Contacts

From: Patricia J. Fitzgibbons

A handwritten signature in cursive script, reading "Patricia J. Fitzgibbons".

RE: UPCOMING RELEASE OF AUTOMATED TRANSFER PROCESS IN HRMIS
(INFORMATION)

I am pleased to announce that an automated process for transfer personnel actions in the Human Resources Management Information System (HRMIS) will be available to all court units and offices effective **March 26, 2018**.

The Human Resources Office (HRO) and Administrative System Office (ASO) conducted a pilot of the solution with several court units. With this new process, transfer personnel actions will no longer require the submission of an AO 193: Request for Personnel Action form to the Court Human Resources Division's (CHRD) Staffing Services Branch (SSB). Automating the transfer process promotes a more efficient and secure paperless transaction environment.

Transfer personnel actions are effective on the first day of a pay period, except for the personnel action request 130B: Retention of Chambers Staff. Chapter 10, Section 2,

Sub-section N of the [Human Resources Manual](#) has been updated to reflect this process. Please share this information with your staff and colleagues.

We encourage everyone to review the resources on [JNet](#) and the [HRMIS Support Center](#) for more information about changes to the transfers business process and to review procedures for navigating HRMIS RDE.

We appreciate your support and welcome any feedback and suggestions. If you have any HRMIS related questions, please contact the HRMIS Help Desk at HRMIS_Help@ao.uscourts.gov or by phone at 202-502-1483.

cc: Joseph W. Bossi