



LEAF Centralized Package Processing

This job aid provides the steps required in Centralized Package Processing. This process is a single source intake tool for the submission of centralized packages and is intended to streamline the submission workflow and allow customers and leadership to view package status in real-time.

What You Do:	What the System Does:
Initiate a Request	
<ul style="list-style-type: none"> Select the following link to access the HCS LEAF Portal: https://leaf.va.gov/Other/101YA/VBA_Consolidated_Classification_Unit/ Access the LEAF Portal. 	Access request process via LEAF.
Select New Request/Start a new request icon at the top left of the screen.	Generate a new request document.
Populate and Submit a Request	
<p><i>Step 1: General Information</i></p> <ol style="list-style-type: none"> Select appropriate Service from the dropdown menu. Enter Title Request using the following naming convention: Service_Position title_Type of Request Example: LGY_Program Analyst_GS-15 Nomination 	<ol style="list-style-type: none"> Add Service Line information to the request. Provide Title for the request.
<p><i>Step 2: Type of Request</i></p> <ol style="list-style-type: none"> Select GS-15 Packages checkbox. Select Click here to Proceed. 	<ol style="list-style-type: none"> Choose the GS-15 request. Proceed to Step 3.
<p><i>Step 3: Requesting Point of Contact (POC)</i></p> <ol style="list-style-type: none"> Select the Organization/Service Line from the dropdown menu. Enter the requesting Point of Contact. Enter the Servicing Human Resource Center (HRC). Enter the Servicing Human Resources (HR) Specialist. Select Next Question to continue. 	<ol style="list-style-type: none"> Add the Services Line to the request. Enter the requestor's name from the organization submitting the package. Enter the name of the HR Center that provides service to the organization submitting the package. Enters the name of the servicing HR Specialist assigned to the organization submitting the package. Upload information and proceed to Step 4.



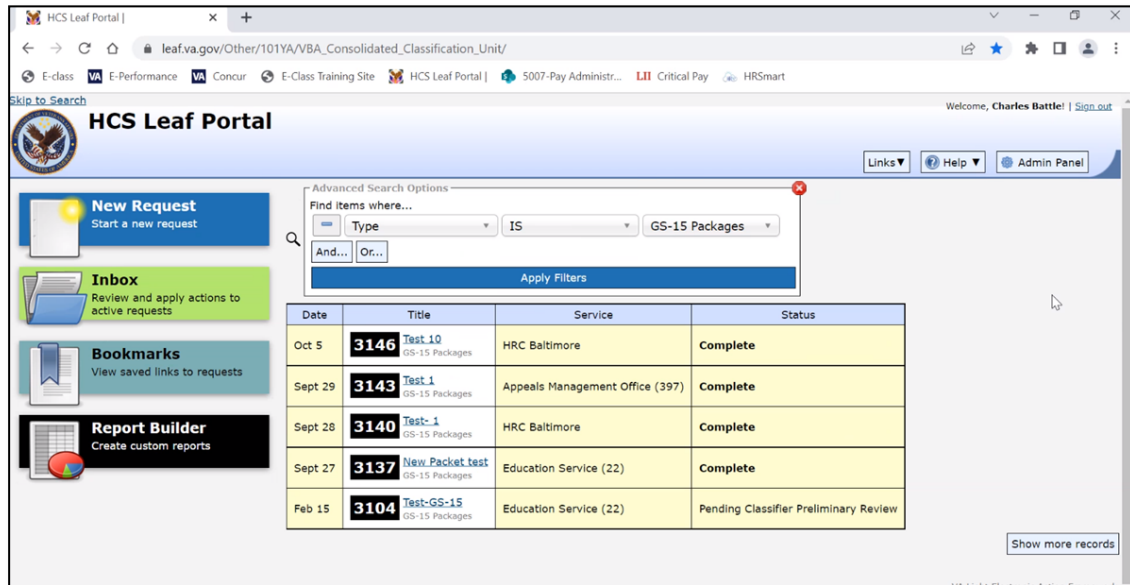
<i>What You Do:</i>	<i>What the System Does:</i>
<p><i>Step 4: Point of Contact (POC) Information</i></p> <ol style="list-style-type: none"> Select the Nature of Request. Enter the Requested Position Information (Title/Series/Grade). Enter the Position Location. Enter Employee/Applicant name. Select Next Question to continue. 	<ol style="list-style-type: none"> Provide the type of request. Identify the position. Provide the location of the position. Provide the full name of the applicant for consideration. Upload information and proceed to Step 5.
<p><i>Step 5: Requested Action</i></p> <p>Upload all required documents. Scroll down to upload all attachments.</p> <p>NOTE: Request is not processed if a required document is missing.</p> <ol style="list-style-type: none"> Select Choose File to attach the Certificate of Eligibles. Select Choose File to attach the Vacancy Announcement. Select Choose File to attach the Best Qualified (BQ) Matrix. Select Choose File to attach the Reference Checks (signed). Select Choose File to attach Background Investigation Select Choose File to attach the Nominee's Resume. Select Choose File to attach the Justification Memorandum (signed). Select Choose File to attach the Concurrence Sheet. Select Choose File to attach Form SF-50. Select Choose File to attach Form SF-52. Select Choose File to attach the Position Description and OF-8 (signed within the last 2 years). Select Choose File to attach the Organizational Chart (signed). Select Choose File to attach nominee's performance appraisals from the last two FYs. Select Next Question to continue. 	<p>Attach and upload all required documents:</p> <ol style="list-style-type: none"> Required document for package review Required document for package review Required document for package review Required document for package review Required information for security check request Required document for package review Required document for package review Required document for package concurrence Required document for package review Required document for package review Required document for package review Required document for package review Required document for package review Document upload and progression to Step 6

What You Do:	What the System Does:
<p>Step 6: Submit Request</p> <p>Select Submit Request.</p>	<p>Submit request for processing.</p>

Access HCS LEAF Portal

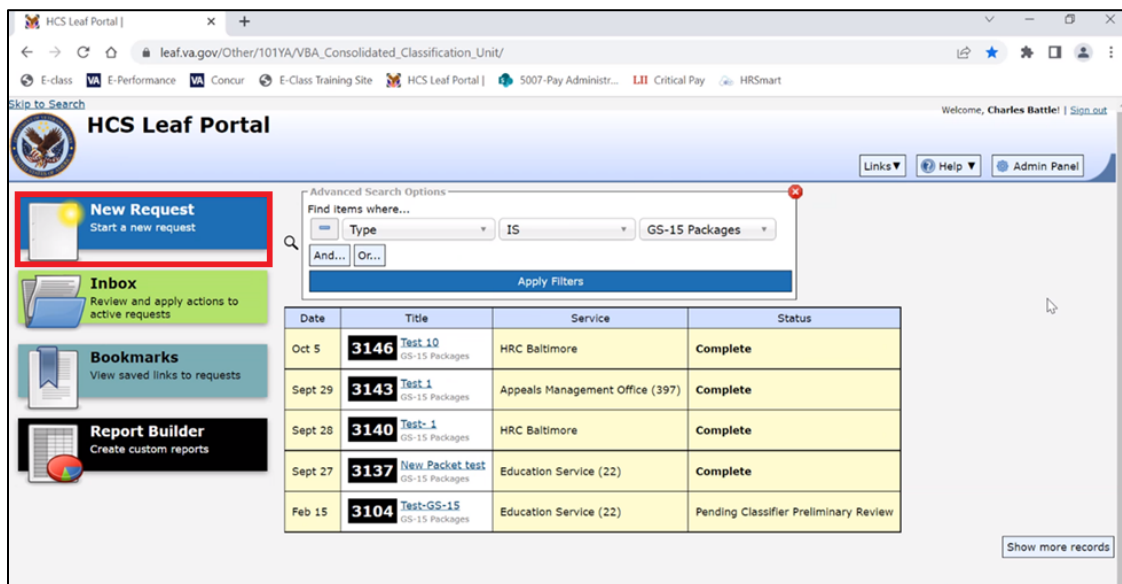
Select the following link to access the HCS LEAF Portal:

https://leaf.va.gov/Other/101YA/VBA_Consolidated_Classification_Unit/



Create a Request

Select **New Request/Start a new request** icon at the top left of the screen.



Step 1: General Information

- Select appropriate **Service** from the dropdown menu.
- Enter **Title of Request** using the following naming convention:
Service_Position title_Type of Request

HCS Leaf Portal

Welcome, **Charles Battle**, to the request website.
After clicking "proceed", you will be presented with a series of request related questions. Incomplete requests may result in delays. Upon completion of the request, you will be given an opportunity to print the submission.

Step 1 - General Information

Contact Info: John Doe (555) 555-5555

1a Service: Select an Option

1b Title of Request: Naming convention- Service, Position title and Type of Request

Step 2 - Select type of request

GS-15 Packages

Organizational Restructure/Update (Update/Modify Org Chart (Review Position Management and Classification Principles))

[Click here to Proceed](#)

VA Light Electronic Action Framework
Version 4.0.0 (PUBL)

Step 2: Type of Request

- Select **GS-15 Packages** checkbox.
- Select **Click here to Proceed**.

HCS Leaf Portal

Welcome, **Charles Battle**, to the request website.
After clicking "proceed", you will be presented with a series of request related questions. Incomplete requests may result in delays. Upon completion of the request, you will be given an opportunity to print the submission.

Step 1 - General Information

Contact Info: John Doe (555) 555-5555

Service: Select an Option

Title of Request: Naming convention- Service, Position title and Type of Request

Step 2 - Select type of request

2a GS-15 Packages

Organizational Restructure/Update (Update/Modify Org Chart (Review Position Management and Classification Principles))

2b [Click here to Proceed](#)

VA Light Electronic Action Framework
Version 4.0.0 (PUBL)

Step 3: Requesting Point of Contact (POC)

- Select the **Organization/Service Line** from the dropdown menu.
- Enter the **Requesting Point of Contact**.
- Enter the **Servicing Human Resource Center (HRC)**.
- Enter the **Servicing Human Resource (HR) Specialist**.
- Select **Next Question** to continue.

Form completion progress: 0% [Next Question](#)

3a **Requesting Point of Contact**

Organization/Service Line * Required
Under Secretary for Benefits (20)

Define Service Line if "Other" selected:

3b Requesting Point of Contact * Required

3c Servicing HRC * Required

3d Servicing HR Specialist * Required

[Previous Question](#) **3e** [Next Question](#)

Step 4: Point of Contact (POC) Information

- Select the **Nature of Request**.
- Enter the **Requested Position Information** (Title/Series/Grade).
- Enter the **Position Location**.
- Enter **Employee/Applicant** name.
- Select **Next Question** to continue.

Form completion progress: 24% [Next Question](#)

Nature of Request:

Nature of Request: * Required

Nomination

Nomination- Non-Competitive

Detail (Indicate days below)

Temporary Promotion

Ladder Promotion

4a

Detail Days

4b

Requested Position Information (i.e. title/series/grade) * Required

4c

Position Location * Required

4d

Employee/Applicant * Required

[Previous Question](#) 4e [Next Question](#)

Step 5: Requested Action

- a. Select **Choose File** to attach the **Certificate of Eligibles**.
- b. Select **Choose File** to attach the **Vacancy Announcement**.

Form completion progress: Next Question

47%

Package Documents

Certificate of Eligibles (Nomination packet only)- Provide a signed and dated listing of all the candidates referred for hiring selection. If more than one certificate was issued, please include all COE hiring certificates. The COE and BQ Matrix should reflect the same amount of candidates.

File Attachment(s)

Select File to attach: No file chosen

Maximum attachment size is **20MB**.

Vacancy Announcement (Nomination Packet Only)- Provide the job announcement used to perform recruitment for this position and posting on USAJOBS.

File Attachment(s)

Select File to attach: No file chosen

Maximum attachment size is **20MB**.

- c. Select **Choose File** to attach the **Best Qualified (BQ) Matrix**.
- d. Select **Choose File** to attach the **Reference Checks** (signed).

Form completion progress: Next Question

47%

Best Qualified (BQ) Matrix- (Nomination Packets Only)- Provide the signed and dated evaluation grid reflecting all candidates from all of the COE's. The document must show the total points scored for candidates below the cutoff score and each candidate's interview, writing sample, etc. The COE and BQ Matrix should reflect the same amount of candidates.

File Attachment(s)

Select File to attach: No file chosen

Maximum attachment size is **20MB**.

Reference Checks (Nomination Packet Only)-Provide Two signed reference checks. At a minimum, the nominee's current or last supervisor should be contacted for a reference. If the nominee is well known to the selecting official and has personal knowledge of the employee's track record, then the selecting official can document that as a justification for not having a reference check. Reference checks should include the following information:

- Name of the nominated candidate
- Name of the reference (must be the employee's current or last supervisor)
- Contact information of the reference
- Location of nominee's current or last place of work
- Summary of the reference check or questions asked (and any applicable scores)
- Signature of the selection official certifying the check was completed

File Attachment(s)

Select File to attach: No file chosen

Maximum attachment size is **20MB**.

- e. Select **Choose File** to attach the **Background Information**.
- f. Select **Choose File** to attach the **Nominee's Resume**.

Form completion progress: 47% Next Question

5e Background Investigation- Provide the nominee's place of birth (PoB), city and state, on VA Form 0235 to perform a required background security check with the Personnel Security Adjudication Center (PSAC) for all GS-15 package's. External candidates selected outside of VA will not have a VA Form 0235 submitted. The "Alternate Review Process" will apply and a BI will be initiated by Suitability office after final concurrence of the nomination and completion of the TJO by the HR Specialist. * Required

File Attachment(s)
Select File to attach: No file chosen
Maximum attachment size is 20MB.

5f Nominee's Resume- Provide the resume submitted by the applicant for the GS-15 package. * Required

File Attachment(s)
Select File to attach: No file chosen
Maximum attachment size is 20MB.

- g. Select **Choose File** to attach the **Justification Memorandum** (signed).
- h. Select **Choose File** to attach the **Concurrence Sheet**.

Form completion progress: 47% Next Question

5g Justification Memorandum- Provide the hiring official rationale for recommending the nominee. This document replaces the old requirement for both a Hiring Official Justification and a Merit Promotion Certificate (concurrence sheet). The document must be signed by the hiring official, District Director, business line Director. Please see check list for links
* Required

File Attachment(s)
Select File to attach: No file chosen
Maximum attachment size is 20MB.

5h USB / DUS / CoS Concurrence Sheet - Provide a completed concurrence sheet populated with the employee's name, position, title, grade, location and business line pertinent to the GS-15 position. * Required

File Attachment(s)
Select File to attach: No file chosen
Maximum attachment size is 20MB.

- i. Select **Choose File** to attach **Form SF-50**.
- j. Select **Choose File** to attach **Form SF-52**.

Form completion progress: 47% Next Question

5i SF-50 (most recent non-award)- Provide the most recent non-award SF-50 for the employee, non-redacted. If the selectee is not a current federal employee and/or does not have an SF-50, please indicate in notes. * **Required**

File Attachment(s)
Select File to attach: No file chosen
Maximum attachment size is **20MB**.

5j SF-52 (Signed)-Provide a completed SF-52 with the following fields filled out: Part A: Blocks 1, 3, 4, 5, & 6. Part B: Blocks 1 thru 3, Blocks 7, 8, 9, & 10, 14, 15, 16, 17, 18, and 22. In Part A, Block 5 needs to be signed by the requester or designated person filling out the SF-52 and Block 6 should be signed by the person authorizing the request. * **Required**

File Attachment(s)
Select File to attach: No file chosen
Maximum attachment size is **20MB**.

- k. Select **Choose File** to attach the **Position Description** and **OF-8** (signed within the last 2 years).
- l. Select **Choose File** to attach the **Organizational Chart** (signed).

Form completion progress: 47% Next Question

5k Position Description, including OF-8 (Signed within the last 2 years)- Position Description (PD), including OF-8 – Provide the current PD to include a signed, up to date OF-8. If the PD has not been reviewed and/or OF-8 not signed in over 2 years, please have a supervisor review the PD, initial and date Block 23b on the OF-8 and forward the documents to the Classification team at 'VBACO_OTM_CCU@va.gov' for an official PD review. * **Required**

File Attachment(s)
Select File to attach: No file chosen
Maximum attachment size is **20MB**.

5l Organizational Chart – Provide a current and approved, USB signed, organizational chart. * **Required**

File Attachment(s)
Select File to attach: No file chosen
Maximum attachment size is **20MB**.

- m. Select **Choose File** to attach nominee's **performance appraisals** from the last two FYs.
- n. Select **Next Question** to continue.

Form completion progress: 47% Next Question

5m

Performance Appraisals from the Last 2 FY's- Performance Appraisal – Provide a copy of the nominee's two most recent annual performance appraisal (0750) covering the last 24 months. Must provide an explanation in notes for missing appraisal periods not covering the last 24 months. If the selectee is not a current federal employee and/or does not have performance appraisals, please indicate in notes. * Required

File Attachment(s)

Select File to attach: No file chosen

Maximum attachment size is 20MB.

Previous Question 5n Next Question

Step 6: Submit Request

Select **Submit Request**.

HCS Leaf Portal

Main Page Links Help Admin Pa

Please review your request before submitting