



GS-15 PACKAGE UPLOAD TO LIGHT ELECTRONIC ACTION FRAMEWORK (LEAF) JOB AID

June 2024



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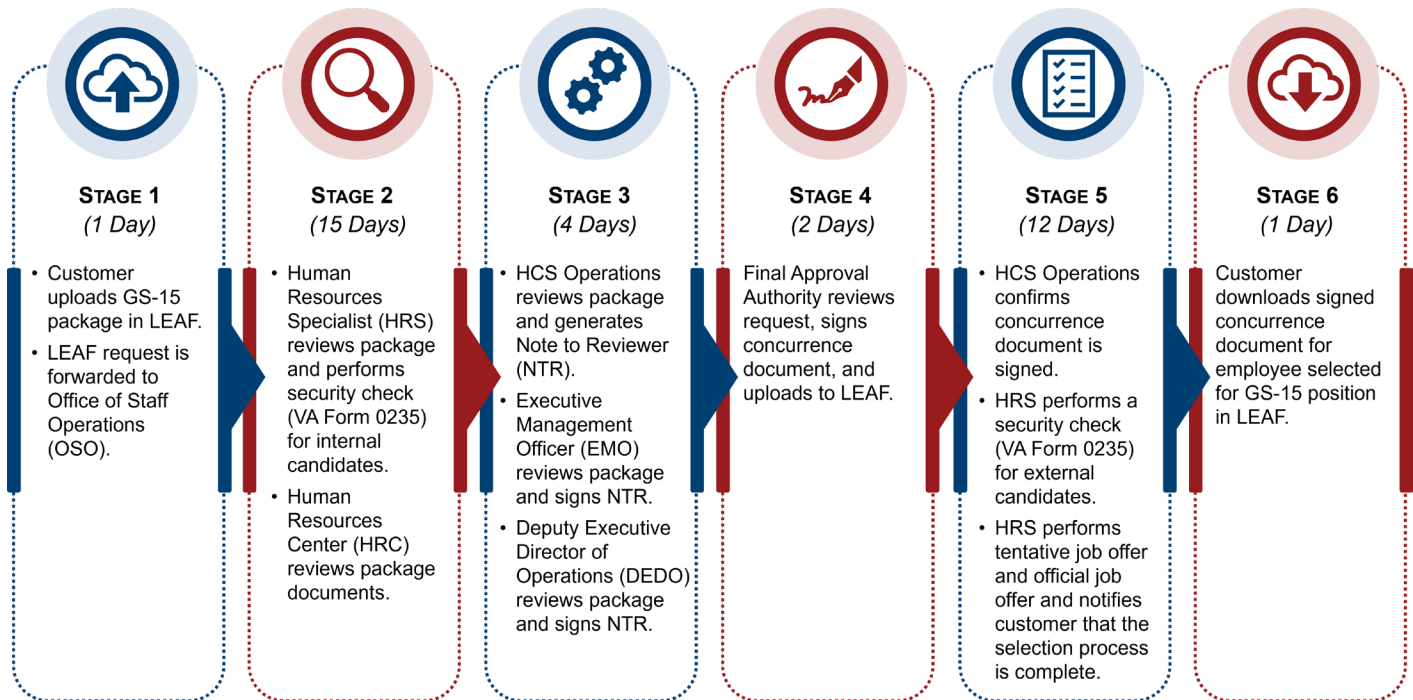


INTRODUCTION

This job aid documents the process for uploading a GS-15 package to Light Electronic Action Framework (LEAF). LEAF is a single-source intake tool for the submission of centralized packages and is intended to streamline the submission workflow, allowing customers and leadership to view package status in real time.

High-Level GS-15 Package Processing Workflow

The GS-15 package process consists of six stages, as shown in the diagram below. This process begins and ends with the customer (i.e., submitting office point of contact [POC]).



NOTE: Review times may increase if additional information/clarification from the customer is required.



GS-15 Package Checklist

Prior to submitting the GS-15 package, the customer reviews the GS-15 Package Checklist to ensure all required documents are up to date, signed (as required), and available for upload to LEAF. Required documents are contingent on the type of package, as shown in the following table.

Package Type	Required Documents
GS-15 Nomination (Competitive)	<ol style="list-style-type: none"> 1. Certificate of Eligible (COE) (annotated/signed) 2. Vacancy Announcement 3. Best Qualified (BQ) Matrix [selected candidates identified] (signed) 4. Reference Checks (signed) 5. VA Form 0235 6. Nominee’s Resume 7. Justification Memorandum 8. Concurrence Sheet (Under Secretary for Benefits [USB]/Chief of Staff [CoS]/Deputy Under Secretary [DUS]) 9. SF-50 (most recent non-award) 10. SF-52 (signed) 11. Position Description/OF-8 (signed within last 2 years) 12. Approved Organizational Chart (signed) 13. Performance Appraisals (covering 24 months)
GS-15 Nomination (Non-Competitive)	<ol style="list-style-type: none"> 1. Vacancy Announcement (Career Transition Assistance Plan [CTAP]) 2. Reference Checks (signed) 3. VA Form 0235 4. Nominee’s Resume 5. Justification Memorandum 6. Concurrence Sheet (USB/CoS/DUS) 7. SF-50 (most recent non-award) 8. SF-52 (signed) 9. Position Description/OF-8 (signed within last 2 years) 10. Approved Organizational Chart (signed) 11. Performance Appraisals (covering 24 months)



Package Type	Required Documents
GS-15 Temporary Promotion	<ol style="list-style-type: none">1. VA Form 02352. Nominee's Resume3. Justification Memorandum4. Concurrence Sheet (USB/CoS/DUS)5. SF-50 (most recent non-award)6. SF-52 (signed)7. Position Description/OF-8 (signed within last 2 years)8. Approved Organizational Chart (signed)9. Performance Appraisals (covering 24 months)
GS-15 Detail	<ol style="list-style-type: none">1. VA Form 02352. Nominee's Resume3. Justification Memorandum4. Concurrence Sheet (USB/CoS/DUS)5. SF-50 (most recent non-award)6. SF-52 (signed)7. Position Description/OF-8 (signed within last 2 years)8. Approved Organizational Chart (signed)9. Performance Appraisals (covering 24 months)

The LEAF application prevents customers from moving forward to the next step in the GS-15 package submission process until the required documents from the GS-15 Package Checklist are uploaded. The submitting office must ensure the nomination justification and required documents are completed and signed (as appropriate) before submitting a GS-15 package in LEAF. The following table describes the required documents.

NOTES:

- *Nomination justifications from a Business Line (BL) require the submitting Executive Director's or designee's signature.*
- *Nomination justifications from offices aligned under Office of Field Operations (OFO) require the submitting Regional Office (RO) Executive Director's or designee's signature and may require a combination of the District Office/Field Office Director's or designee's signature (refer to [OFO Standard Operating Procedure \[SOP\]](#)).*

Required Document	Description
<p>VA Form 0235 (Version Feb. 2021)</p>	<p>Form required for all GS-15 packages for the HRC to request a Security Clearance (SC) from the Personnel Security Adjudication Center (PSAC).</p> <ul style="list-style-type: none"> • Internal candidates must have VA Form 0235 submitted to PSAC at the front end of the GS-15 package process. • External candidates must have VA Form 0235 submitted to PSAC at the back end of the GS-15 package process. <p>NOTES:</p> <ul style="list-style-type: none"> • <i>Do not save VA Form 0235 as a final closed document. Saving as a final closed document will obstruct the ability of PSAC to perform a digital signature after the review process is completed. VA Form 0235 must remain in an editable mode after the required information is entered into the document.</i> • <i>An SC and a Background Investigation (BI) are two separate actions. VA Form 0235 is not used to request a BI.</i> <p>An external candidate (selected outside of VA) GS-15 package follows the Alternate Review Process:</p> <ol style="list-style-type: none"> 1. Package is submitted in LEAF for HR review and concurrence of external candidate from Final Approval Authority. 2. HRC completes TJO. 3. HRC initiates BI request. 4. Personnel Security & Suitability (PSS) notifies HR that the required level BI is submitted and scheduled. 5. HRC requests SC for external candidate after confirmation from PSS that the BI is submitted and scheduled. <p>NOTE: <i>Guidance for completing VA Form 0235 is provided in the Appendix of this job aid.</i></p>



Required Document	Description
COE	Signed and dated listing of all candidates referred for hiring selection. If more than one certificate was issued, include all COE hiring certificates.
Vacancy Announcement	(Nomination package only) Job announcement used to perform recruitment for position and posting on USAJOBS.
BQ Matrix	Signed and dated evaluation grid reflecting the best qualified of applications for all candidates from the COE list. The document must show total points scored for each candidate’s interview, writing sample, etc. The COE and BQ Matrix should reflect the same number of candidates.
Reference Checks	Documentation of two signed reference checks. At a minimum, the candidate’s current or last supervisor should be contacted for a reference. If the candidate is well known to the selecting official and has personal knowledge of the employee’s track record, then the selecting official can document that knowledge as justification for not having a reference check. Reference checks should include the following information: <ul style="list-style-type: none"> • Name of nominated candidate. • Name of reference (must be candidate’s current or last supervisor). • Contact information of reference. • Location of candidate’s current or last place of work. • Summary of reference check or questions asked (and any applicable scores). • Signature of selecting official certifying the check was completed.
Nominee’s Resume	Resume submitted by applicant for job announcement.
Justification Memorandum	Rationale provided to hiring official for recommending the nominee. The document must be signed by the hiring official (District Director or BL Director).
Concurrence Sheet (USB/CoS/DUS)	Completed concurrence sheet populated with candidate’s name, position, title (from OF-8 document), grade, location, and BL. Only the DUS or CoS signature block should be on the document.

Required Document	Description
SF-50	<p>Most recent non-award SF-50 form for the candidate (non-redacted).</p> <p>Add notes when submitting in LEAF if the candidate is not a current Federal employee and/or does not have an SF-50.</p>
SF-52	<p>Completed SF-52 with the following fields populated:</p> <ul style="list-style-type: none"> • Part A: Blocks 1, 3, 4, 5, and 6. <ul style="list-style-type: none"> ○ Block 5 signed by requestor or designated person populating SF-52. ○ Block 6 signed by person authorizing the request. • Part B: Blocks 1-3, 7, 8, 9, 10, 14, 15, 16, 17, 18, and 22.
Position Description (including signed OF-8)	<p>Current position description that includes signed, up-to-date OF-8.</p> <p>If the position description has not been reviewed and/or OF-8 is not signed, the supervisor must review it and initial and date Block 23b on OF-8. Updated documents must be forwarded to the Classification team at VBACO_OTM_CCU@va.gov for an official position description review. The OF-8 must be signed within the last 2 years for non-standard position descriptions and 4 years for national position descriptions.</p>
Organizational Chart	<p>Current and approved USB-signed organizational chart.</p> <p>Field Offices aligned under OFO will continue to follow their process of signing organizational charts.</p>
Performance Appraisals	<p>Copies of candidate’s two most recent annual performance appraisals (0750) covering the last 24 months.</p> <p>Packages must include an explanation in the notes for missing appraisal periods not covering 12 months. If more than two appraisals were completed during the 24-month period, all appraisals must be submitted. Add notes when submitting in LEAF if the candidate is not a current Federal employee and/or does not have performance appraisals.</p>

ACCESS LEAF

Select the following link: https://leaf.va.gov/VBA/101/hcs_oso_leaf_page/.

Office of Human Capital Services (HCS)
OSO Centralized Processing LEAF Portal

Links Help Sign out

New Request
Start a new request

Inbox
Review and apply actions to active requests

Bookmarks
View saved links to requests

Report Builder
Create custom reports

Date	Title	Service	Status
Feb 1	10 Service Position/Type of Request GS-15 Package		Not Submitted
Feb 1	8 Test #2 GS-15 Package		Completed selection process
Jan 25	3 LEAF Developer Console Access Request LEAF Developer Console		Approved

Show more records

VA Light Electronic Action Framework
Version 1.0.5 rPUBLIC

SUBMIT NEW GS-15 PACKAGE

Initializing the Request

1. Select **New Request** on the LEAF Home screen.

	Title	Service	Status
Feb 1	10 Service Position/Type of Request GS-15 Package		Not Submitted
Feb 1	8 Test #2 GS-15 Package		Completed selection process
Jan 25	3 LEAF Developer Console Access Request LEAF Developer Console		Approved

2. Observe the **New Request** screen.

NOTE: The Contact Info field autopopulates with the user's name and phone number, if available. This information cannot be changed.

Welcome, Employee Name, to the OSO Centralized Processing LEAF Portal 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: Employee Name

Priority: Normal

Title of Request: Please enter keywords to describe this request.

Step 2 - Select type of request

Select a form using the checkboxes below

GS-15 Package

[Click here to Proceed](#)

- 3. Ensure **Normal** is selected from the Priority dropdown menu.

NOTE: The Priority dropdown menu defaults to Normal, which is the only option available when submitting a GS-15 package in LEAF.

The screenshot shows the 'Office of Human Capital Services (HCS) OSO Centralized Processing LEAF Portal' interface. It features a navigation bar with 'Main Page', 'Links', and 'Help' buttons, and a 'Resource Request' button. A welcome message is displayed above two main steps. Step 1, 'General Information', includes fields for 'Employee Name', 'Priority' (set to 'Normal'), and 'Title of Request'. A red box highlights the 'Priority' dropdown menu, and a red arrow points to the 'Normal' option. Step 2, 'Select type of request', has a checkbox for 'GS-15 Package' and a 'Click here to Proceed' button. The footer indicates 'VA Light Electronic Action Framework Version 1.0.5 rPUBLIC'.

- 4. Type the request title in the **Title of Request** field.

NOTE: When entering the request title, include the Service Position.

This screenshot is similar to the previous one, showing the same portal interface. In Step 1, the 'Title of Request' field is now highlighted with a red box, and a red arrow points to it. The 'Priority' dropdown menu is no longer highlighted. The 'Click here to Proceed' button in Step 2 remains visible. The footer text is the same as in the previous screenshot.

5. Select the **GS-15 Package** checkbox.

The screenshot shows the 'Office of Human Capital Services (HCS) OSO Centralized Processing LEAF Portal' interface. At the top, there is a navigation bar with 'Main Page', 'Links', and 'Help' buttons, and a 'Resource Request' tab. A welcome message is displayed, followed by a 'Step 1 - General Information' section with input fields for 'Employee Name', 'Priority' (set to 'Normal'), and 'Title of Request'. The 'Step 2 - Select type of request' section contains a checkbox for 'GS-15 Package' which is highlighted with a red box and a red arrow pointing to it from the Step 1 section. A 'Click here to Proceed' button is visible at the bottom right of the Step 2 section.

6. Select **Click here to Proceed** to continue.

This screenshot is identical to the previous one, but the 'GS-15 Package' checkbox is now checked. A red arrow points from the Step 1 section to the 'Click here to Proceed' button, which is also highlighted with a red box. The 'VA Light Electronic Action Framework Version 1.0.5 rPUBLIC' text is visible at the bottom right of the page.

Requesting Point of Contact

7. Observe the **Requesting Point of Contact** screen.

The screenshot shows the 'Requesting Point of Contact' form in the Office of OSO Centralized Processing LEAF system. The form is titled 'Requesting Point of Contact' and includes a progress bar at the top showing '0%'. The form fields are as follows:

- Requestor Full Name * Required**: Searchable text input.
- Organization/Service Line * Required**: Dropdown menu with 'Select your organization'.
- Define Service Line if "Other" selected**: Text input.
- Servicing HRC * Required**: Dropdown menu with 'Select your Servicing HR Center'.
- Servicing HR Specialist * Required**: Searchable text input.
- Second Point of Contact * Required**: Searchable text input.
- Requesting Leadership * Required**: Searchable text input.
- Additional POC (optional)**: Searchable text input.

Annotations on the screenshot include:

- A box at the top left highlights the current section in the navigation menu: '1. Requesting Point of Contact...'. The annotation reads: 'Highlights current section of GS-15 package submission form currently being completed.'
- A box at the top center points to the progress bar: 'Indicates progress of submission form. (S)'.
- A box at the top right points to the 'Request #14' indicator: 'Indicates current request number for GS-15 package being submitted.'
- A box on the right side points to the 'Cancel Request' button: 'Allows current GS-15 package to be canceled.'

At the bottom of the form, there are 'Previous Question' and 'Next Question' buttons. The footer text reads: 'VA Light Electronic Action Framework Version 1.0.5 rPUBLIC'.

- Type the name of the requestor in the **Requestor Full Name** field and select the name from the autopopulated list that displays as the name is typed.

Office of Human Capital Services (HCS)
OSO Centralized Processing LEAF Portal

Sign out

Main Page Links Help

Request #14

Form completion progress: 0% Next Question

Requesting Point of Contact:

Requestor Full Name * Required

Name	Location	Contact
Last Name#1, First Name <i>Position</i>	VA Location	Email: Phone:
Last Name#2, First Name <i>Position</i>	VA Location	Email: Phone:
Last Name#3, First Name <i>Position</i>	VA Location	Email: Phone:
Last Name#4, First Name <i>Position</i>	VA Location	Email: Phone:
Last Name#5, First Name <i>Position</i>	VA Location	Email: Phone:
Last Name#6, First Name <i>Position</i>	VA Location	Email: Phone:

💡 Can't find someone? Trying searching their Email address

Organization/Service Line * Required

Select your organization

Define Service Line if "Other" selected:

Servicing HRC * Required

Select your Servicing HR Center

Servicing HR Specialist * Required

Second Point of Contact * Required

Tools

Show single page

Cancel Request



- 9. Select the Organization or Service Line from the **Organization/Service Line** dropdown menu.
NOTE: If Other is selected, the Define Service Line if "Other" selected field must be completed.

Office of Human Capital Services (HCS)
OSO Centralized Processing LEAF Portal

Form completion progress: 0% Next Question

Requesting Point of Contact:
Requestor Full Name * Required
username: vbaLastName#1F

Name	Location	Contact
Last Name#1, First Name Position	VA Location	Email: Phone:

Organization/Service Line * Required

Select your organization

- Select your organization
- Under Secretary for Benefits (20)
- Principal Deputy Under Secretary for Benefits (201)
- Chief of Staff (20A)
- Office of Human Capital Services (20M1)
- Office of Financial Management (24)
- Office of Equity Assurance (20EQ)
- Deputy Chief of Staff (20A1)
- Office of Performance Analysis & Integrity (20B)
- Office of Mission Support (20M3)

Tools: Show single page, Cancel Request

- 10. Select the Servicing HRC from the **Servicing HRC** dropdown menu.

Office of Human Capital Services (HCS)
OSO Centralized Processing LEAF Portal

Form completion progress: 0% Next Question

Requesting Point of Contact:
Requestor Full Name * Required
username: vbaLastName#1F

Name	Location	Contact
Last Name#1, First Name Position	VA Location	Email: Phone:

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

Define Service Line if "Other" selected:

Servicing HRC * Required

Select your Servicing HR Center

- Select your Servicing HR Center
- HRC Baltimore
- HRC Denver
- HRC Des Moines
- HRC Detroit
- HRC Jackson
- OSO Tiger Team

Additional POC (optional)

Tools: Show single page, Cancel Request

11. Type the name of the Servicing HRS in the **Servicing HR Specialist** field and select the name from the autopopulated list that displays as the name is typed.

Office of Human Capital Services (HCS)
OSO Centralized Processing LEAF Portal

Sign out

Main Page Links Help

Request #14

Form completion progress: 0% Next Question

Requesting Point of Contact:

Requestor Full Name * Required

Q username: vbaLastName#1F

Name	Location	Contact
Last Name#1, First Name <i>Position</i>	VA Location	Email: Phone:

Organization/Service Line * Required

Under Secretary for Benefits (20)

Define Service Line if "Other" selected:

Servicing HRC * Required

HRC Baltimore

Servicing HR Specialist * Required

Q | | x

Name	Location	Contact
Last Name#1, First Name <i>Position</i>	VA Location	Email: Phone:
Last Name#2, First Name <i>Position</i>	VA Location	Email: Phone:
Last Name#3, First Name <i>Position</i>	VA Location	Email: Phone:
Last Name#4, First Name <i>Position</i>	VA Location	Email: Phone:
Last Name#5, First Name <i>Position</i>	VA Location	Email: Phone:
Last Name#6, First Name <i>Position</i>	VA Location	Email: Phone:

Tools

Show single page

Cancel Request

→

12. Type the name of another POC in the **Second Point of Contact** field and select the name from the autopopulated list that displays as the name is typed.

Office of Human Capital Services (HCS)
OSO Centralized Processing LEAF Portal

Form completion progress: 0% Next Question

Requesting Point of Contact:

Requestor Full Name * Required
userName.vhachsAaronL

Name	Location	Contact
Last Name#1, First Name Position	VA Location	Email: Phone:

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

Define Service Line if "Other" selected:

Servicing HRC * Required
HRC Baltimore

Servicing HR Specialist * Required
username: vbaLastName#2F

Name	Location	Contact
Last Name#2, First Name Position	VA Location	Email: Phone:

Second Point of Contact * Required

le|

Name	Location	Contact
Last Name#1, First Name Position	VA Location	Email: Phone:
Last Name#2, First Name Position	VA Location	Email: Phone:
Last Name#3, First Name Position	VA Location	Email:

13. Type the name of requesting leadership in the **Requesting Leadership** field and select the name from the autopopulated list that displays as the name is typed.

Save Change
Next Question

Last Name#2, First Name <i>Position</i>	VA Location	Email: Phone:
---	----------------	------------------

Second Point of Contact * Required

Q username: vbaLastName#3F

Name	Location	Contact
Last Name#3, First Name <i>Position</i>	VA Location	Email: Phone:

Requesting Leadership * Required

Q la

Name	Location	Contact
Last Name#1, First Name <i>Position</i>	VA Location	Email: Phone:
Last Name#2, First Name <i>Position</i>	VA Location	Email: Phone:
Last Name#3, First Name <i>Position</i>	VA Location	Email: Phone:
Last Name#4, First Name <i>Position</i>	VA Location	Email: Phone:
Last Name#5, First Name <i>Position</i>	VA Location	Email: Phone:
Last Name#6, First Name <i>Position</i>	VA Location	Email: Phone:

Can't find someone? Trying searching their Email address

Additional POC (optional)

Q

Previous Question
Next Question

VA Light Electronic Action Framework
Version 1.0.5 rPUBLIC



14. Enter additional POCs in the **Additional POC** field, if needed.

Form completion progress: 0% Next Question

Pharmacy Technician Phone: (312) 569-7110

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

Define Service Line if "Other" selected:

Servicing HRC * Required
HRC Baltimore

Servicing HR Specialist * Required
username: vbaLastName#2F

Name	Location	Contact
Last Name#2, First Name Position	VA Location	Email: Phone:

Second Point of Contact * Required
username: vbaLastName#3F

Name	Location	Contact
Last Name#3, First Name Position	VA Location	Email: Phone:

Requesting Leadership * Required
username: vbaLastName#4F

Name	Location	Contact
Last Name#4, First Name Position	VA Location	Email: Phone:

Additional POC (optional)

Previous Question Next Question

VA Light Electronic Action Framework
Version 1.0.5 rPUBLIC

15. Select **Next Question**.

Second Point of Contact * Required
username: vbaLastName#3F

Name	Location	Contact
Last Name#3, First Name Position	VA Location	Email: Phone:

Requesting Leadership * Required
username: vbaLastName#4F

Name	Location	Contact
Last Name#4, First Name Position	VA Location	Email: Phone:

Additional POC (optional)

Previous Question Next Question

Customer Response | Nature of Request

16. Observe the **Customer Response | Nature of Request** screen.

Office of Human Capital Services (HCS)
OSO Centralized Processing LEAF Portal

Form completion progress: 29%

Customer Response | Nature of Request:

Package Type: * Required

- Nomination
- Nomination- Non-Competitive
- Detail (indicate days below)
- Temporary Promotion

Detail Days

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

Position Location (City & State) * Required

Candidate Name (First Last) * Required

Employee Type * Required

Select employee type

It is our goal to assist with "Building Strategic Partnerships Through Service." The LEAF GS-15 package review process begins and ends with the customer. We are requesting all customer internal actions (including documents confirmed as the most recent, updated, and signed as required) be completed before proceeding with uploading the supporting documents to the LEAF portal to enable a productive review of your GS-15 package. If at any time you have a question regarding the GS-15 package status, please review your LEAF submission. Please indicate your package is ready for review and concurrence. Thank you. * Required

Select your response

Tools: Show single page, Cancel Request

17. Select the **Package Type**.

Office of Human Capital Services (HCS)
OSO Centralized Processing LEAF Portal

Form completion progress: 29%

Customer Response | Nature of Request:

Package Type: * Required

- Nomination
- Nomination- Non-Competitive
- Detail (indicate days below)
- Temporary Promotion

Detail Days

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

Tools: Show single page, Cancel Request

18. Type the number of days in **Detail Days** field if Detail is selected as the Package Type.

Office of Human Capital Services (HCS)
OSO Centralized Processing LEAF Portal

Form completion progress: 29%

Customer Response | Nature of Request:

Package Type: * Required

Nomination
 Nomination- Non-Competitive
 Detail (indicate days below)
 Temporary Promotion

Detail Days

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

Position Location (City & State) * Required

Candidate Name (First Last) * Required

Employee Type * Required
Select employee type

19. Type the title, series, and grade in the **Requested Position Information** field.

Office of Human Capital Services (HCS)
OSO Centralized Processing LEAF Portal

Form completion progress: 29%

Customer Response | Nature of Request:

Package Type: * Required

Nomination
 Nomination- Non-Competitive
 Detail (indicate days below)
 Temporary Promotion

Detail Days

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

Position Location (City & State) * Required

Candidate Name (First Last) * Required

Employee Type * Required
Select employee type

20. Type the city and state associated with the position in the **Position Location** field.

The screenshot shows the 'Office of Human Capital Services (HCS) OSO Centralized Processing LEAF Portal' interface. The page title is 'Request #14'. A navigation menu on the left includes: 1. Requesting Point of Conta..., 2. Customer Response | Natur..., 3. Package Documents | Cust..., 4. HCS Operations Section | ..., 5. HRC Action (External Cand...). The main content area is titled 'Customer Response | Nature of Request:'. It contains several form fields: 'Package Type' with radio buttons for 'Nomination' (selected), 'Nomination- Non-Competitive', 'Detail (indicate days below)', and 'Temporary Promotion'; 'Detail Days' with an empty text box; 'Requested Position Information (i.e. title/series/grade) * Required' with a text box containing 'Title/Series/Grade'; 'Position Location (City & State) * Required' with a text box containing 'Baltimore, MD' (highlighted with a red box and a red arrow); 'Candidate Name (First Last) * Required' with an empty text box; and 'Employee Type * Required' with a dropdown menu showing 'Select employee type'. A 'Form completion progress' bar at the top indicates 29% completion, and a 'Next Question' button is visible. On the right, a 'Tools' panel includes 'Show single page' and 'Cancel Request'.

21. Type the candidate's name in the **Candidate Name** field.

This screenshot is identical to the previous one, but with the 'Candidate Name (First Last) * Required' field highlighted by a red box and a red arrow. The text 'FirstName LastName' is visible in the input field. The rest of the interface, including the navigation menu, form fields, and progress bar, remains the same.

22. Select the employee type from the **Employee Type** dropdown menu.

The screenshot shows the 'Office of Human Capital Services (HCS) OSO Centralized Processing LEAF Portal' interface. The page title is 'Request #14'. The form is titled 'Customer Response | Nature of Request' and shows a 'Form completion progress' of 29%. The form includes several required fields: 'Package Type' (with radio buttons for Nomination, Nomination- Non-Competitive, Detail, and Temporary Promotion), 'Detail Days' (text input), 'Requested Position Information (i.e. title/series/grade)', 'Position Location (City & State)', and 'Candidate Name (First Last)'. The 'Employee Type' dropdown menu is highlighted with a red box and a red arrow pointing to it. The dropdown options are 'Select employee type', 'Internal Candidate', and 'External Candidate'. A 'Tools' sidebar on the right contains 'Show single page' and 'Cancel Request' buttons. The bottom of the form has 'Previous Question' and 'Next Question' buttons.

23. Acknowledge that all GS-15 package review documents are ready for upload using the dropdown menu.

NOTE: Review the GS-15 Package Checklist for the GS-15 package, ensuring all required documents are prepared prior to submission. If No is selected, files may be uploaded, but the package is not submitted for processing until all required files are uploaded.

Office of Human Capital Services (HCS)
OSO Centralized Processing LEAF Portal

Form completion progress: 29% Next Question

Customer Response | Nature of Request:

Package Type: * Required

Nomination
 Nomination- Non-Competitive
 Detail (indicate days below)
 Temporary Promotion

Detail Days

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

Position Location (City & State) * Required

Candidate Name (First Last) * Required

Employee Type * Required

It is our goal to assist with "Building Strategic Partnerships Through Service." The LEAF GS-15 package review process begins and ends with the customer. We are requesting all customer internal actions (including documents confirmed as the most recent, updated, and signed as required) be completed before proceeding with uploading the supporting documents to the LEAF portal to enable a productive review of your GS-15 package. If at any time you have a question regarding the GS-15 package status, please review your LEAF submission. Please indicate your package is ready for review and concurrence. Thank you. * Required

Select your response
Select your response
Yes
No - I will add my supporting documents but not submit them for review

Next Question

24. Select **Next Question**.

Candidate Name (First Last) * Required

Employee Type * Required

It is our goal to assist with "Building Strategic Partnerships Through Service." The LEAF GS-15 package review process begins and ends with the customer. We are requesting all customer internal actions (including documents confirmed as the most recent, updated, and signed as required) be completed before proceeding with uploading the supporting documents to the LEAF portal to enable a productive review of your GS-15 package. If at any time you have a question regarding the GS-15 package status, please review your LEAF submission. Please indicate your package is ready for review and concurrence. Thank you. * Required

Yes

Previous Question **Next Question**

Package Documents | Customer Upload

25. Observe the **Package Documents | Customer Upload** screen.

NOTE: All required documents must be uploaded on this page in order to select Next Question or Previous Question. If a required document is missing from the package, the user logs out of LEAF to complete the document. Once the missing document is complete, the user logs into LEAF and resumes the Package Documents upload portion of the process that automatically displays upon login.

NOTE: Two links are available in the Security Check section to aid in the VA Form 0235 submission process.

- The *VA0235 Format and Instructions* link opens a document that provides guidance for the customer in completing VA Form 0235. This information is also included in the Appendix of this job aid.
- The *VA0235 Template* link displays VA Form 0235.

Office of Human Capital Services (HCS)
OSO Centralized Processing LEAF Portal

Sign out

Main Page Links Help

Request #14

1. Requesting Point of Conta...
2. Customer Response | Natur...
3. Package Documents | Cust...
4. HCS Operations Section | ...
5. HRC Action (External Cand...

Form completion progress:
57%

Next Question

Package Documents | Customer Upload:

Security Check (SC) using VA Form 0235 (version Feb 2021) – Provide the filled-out VA0235 here. The VA0235 is required for all GS-15 packages for the HRC to request a SC from the Personnel Security Adjudication Center (PSAC).

[VA0235 Format and Instructions](#) [VA0235 Template](#)

-Internal Candidates will have a VA Form 0235 submitted to PSAC at the front end of the GS-15 package process.

-External Candidates will have a VA Form 0235 submitted to PSAC at the back end of the GS-15 package process.

Important: Do not save the VA0235 as a final closed document. Saving as a final closed document will obstruct the ability of PSAC to perform a digital signature after the review process is completed. The VA0235 document must remain in an editable mode after the required information is entered into the document.

Note: A SC and a Background Investigation (BI) are two separate actions. VA0235 is not used to request a BI.

External Candidate (selected outside of VA) GS-15 package will follow the "Alternate Review Process" which includes 1) routing the package forward in LEAF for HR review and concurrence of the External Candidate from the Final Approval Authority, 2) HRC completing the TJO, 3) HRC initiating the Background Investigation (BI) request, 4) Personnel Security & Suitability (PSS) notification to HR that the required level BI is submitted & scheduled, 5) HRC requesting a SC for the External Candidate after confirmation from PSS that the BI is submitted & scheduled.

* Required * Sensitive

File Attachment(s)

Select File to attach: Choose File No file chosen

Maximum attachment size is 20MB.

(HRC Use Only) Date VA Form 0235 forwarded to PSAC for a Security Check (Internal Candidates).
Email VA Form 0235 to VHALITSICVA0235@va.gov
[Email template](#)

Tools

Show single page

Cancel Request

26. Select **Choose File** to upload VA Form 0235.

NOTE: PDFs are the preferred file type for attachments, unless the document is required to be in Microsoft Word or Excel format. All document types have a size limit of 20 MB.

NOTE: All file attachments with the Sensitive icon are considered sensitive documents, as they contain sensitive information (e.g., Social Security Number, date of birth). These files display in protected view once the files are uploaded and the request is saved. VA Form 0235, SF-50, and SF-52 are considered sensitive documents.

Office of Human Capital Services (HCS)
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Form completion progress: 57% **Next Question**

Package Documents | Customer Upload:

Security Check (SC) using VA Form 0235 (version Feb 2021) – Provide the filled-out VA0235 here. The VA0235 is required for all GS-15 packages for the HRC to request a SC from the Personnel Security Adjudication Center (PSAC).

[VA0235 Format and Instructions](#) [VA0235 Template](#)

- Internal Candidates will have a VA Form 0235 submitted to PSAC at the front end of the GS-15 package process.
- External Candidates will have a VA Form 0235 submitted to PSAC at the back end of the GS-15 package process.

Important: Do not save the VA0235 as a final closed document. Saving as a final closed document will obstruct the ability of PSAC to perform a digital signature after the review process is completed. The VA0235 document must remain in an editable mode after the required information is entered into the document.

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* Required * Sensitive

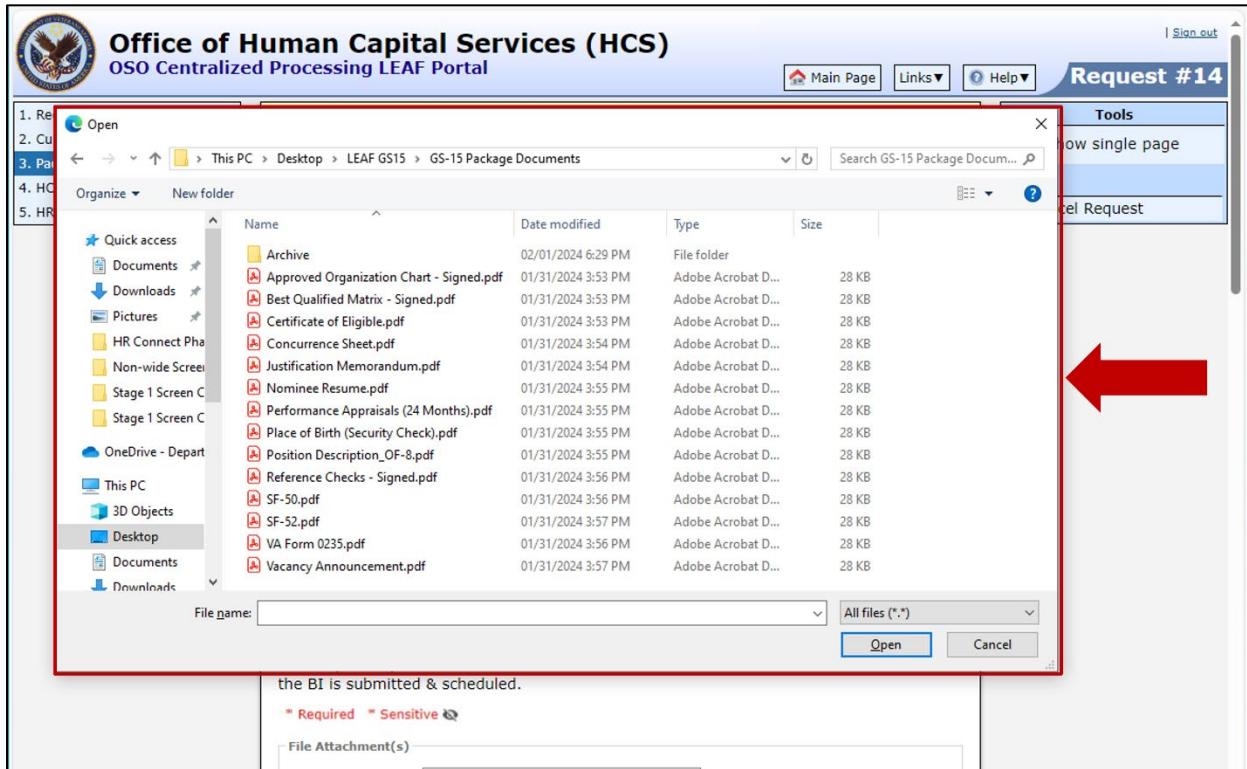
File Attachment(s)

Select File to attach: **Choose File**

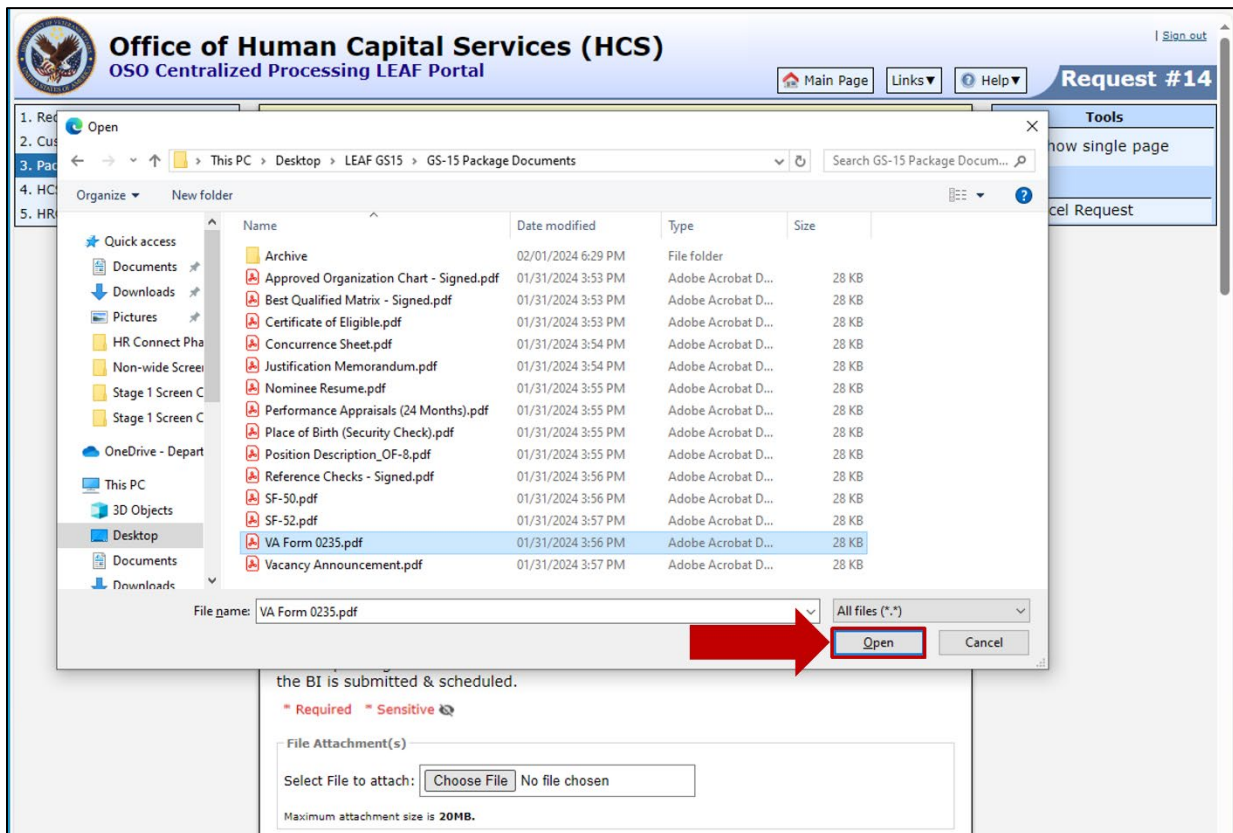
Maximum attachment size is 20MB.

(HRC Use Only) Date VA Form 0235 forwarded to PSAC for a Security Check (Internal Candidates).
Email VA Form 0235 to VHALITSICVA0235@va.gov
[Email template](#)

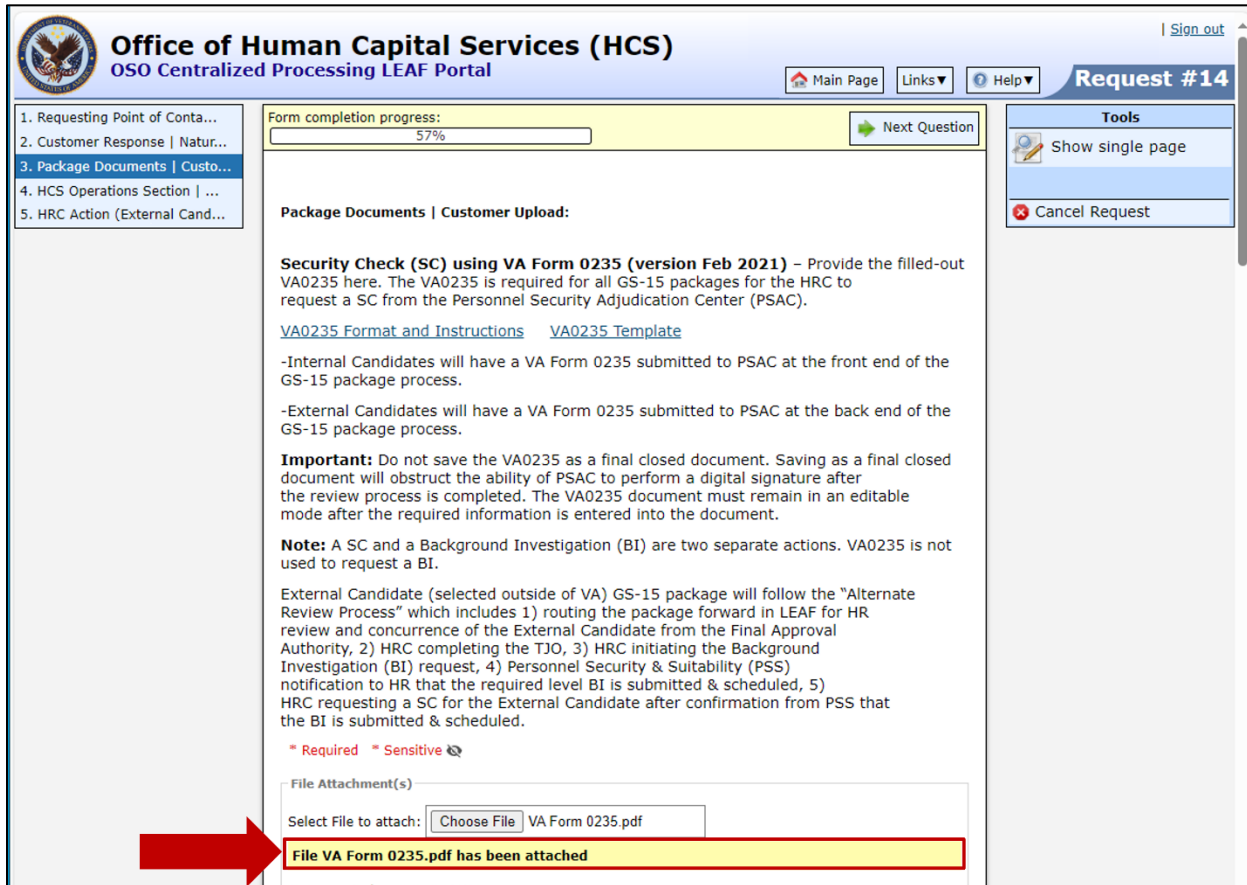
27. Select the file to upload from the Open dialog box.



28. Select **Open**.



29. Verify that the file is attached.



Office of Human Capital Services (HCS)
OSO Centralized Processing LEAF Portal

Form completion progress: 57% Next Question

Package Documents | Customer Upload:

Security Check (SC) using VA Form 0235 (version Feb 2021) – Provide the filled-out VA0235 here. The VA0235 is required for all GS-15 packages for the HRC to request a SC from the Personnel Security Adjudication Center (PSAC).

[VA0235 Format and Instructions](#) [VA0235 Template](#)

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Important: Do not save the VA0235 as a final closed document. Saving as a final closed document will obstruct the ability of PSAC to perform a digital signature after the review process is completed. The VA0235 document must remain in an editable mode after the required information is entered into the document.

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* Required * Sensitive

File Attachment(s)

Select File to attach: VA Form 0235.pdf

File VA Form 0235.pdf has been attached

30. Repeat the Attach File steps for the remaining required documents on the Package Documents | Customer Upload screen:

- a. COE (annotated/signed)
- b. Vacancy Announcement
- c. BQ Matrix (signed)
- d. Reference Checks (signed)
- e. Nominee's Resume
- f. Justification Memorandum
- g. Concurrence Sheet (USB/CoS/DUS)
- h. SF-50 (most recent non-award)
- i. SF-52 (signed)
- j. Position Description/OF-8 (signed within last 2 years)
- k. Approved Organizational Chart (signed)
- l. Performance Appraisals (covering 24 months)

NOTE: The GS-15 package cannot be submitted until all required files for the position are uploaded. Refer to the GS-15 Package Checklist for all required documents.

31. Verify that all required files are attached in the Package Documents | Customer Upload screen.

* Required

File Attachment(s)

Select File to attach: Position De...ion_OF-8.pdf

File Position Description_OF-8.pdf has been attached

Maximum attachment size is 20MB.

Organizational Chart – Provide a current, USB signed Organizational (Org) chart. Field offices aligned under OFO will continue to follow their process of signing Org charts.

* Required

File Attachment(s)

Select File to attach: Approved O... - Signed.pdf

File Approved Organization Chart - Signed.pdf has been attached

Maximum attachment size is 20MB.

Performance Appraisals from the Last 2 FY's - Provide a copy of the nominee's two most recent annual performance appraisals (0750) covering the last 24 consecutive months. Provide an explanation for appraisal periods not covering 12 months. Submit all appraisals if more than two appraisals were completed during the 24 months. Provide an explanation for missing performance appraisals. If the candidate is not a current federal employee and/or does not have performance appraisals, please indicate in the LEAF notes.

* Required

File Attachment(s)

Select File to attach: Performanc... Months).pdf

File Performance Appraisals (24 Months).pdf has been attached

Maximum attachment size is 20MB.

32. Select Next Question.

Select File to attach: Position De...ion_OF-8.pdf

File Position Description_OF-8.pdf has been attached

Maximum attachment size is 20MB.

Organizational Chart – Provide a current, USB signed Organizational (Org) chart. Field offices aligned under OFO will continue to follow their process of signing Org charts. * Required

File Attachment(s)

Select File to attach: Approved O... - Signed.pdf

File Approved Organization Chart - Signed.pdf has been attached

Maximum attachment size is 20MB.

Performance Appraisals from the Last 2 FY's - Provide a copy of the nominee's two most recent annual performance appraisal (0750) covering the last 24 consecutive months. Provide an explanation for appraisal periods not covering 12 months. Submit all appraisals if more than two appraisals were completed during the 24 month period. Provide an explanation for missing performance appraisals. If the candidate is not a current federal employee and/or does not have performance appraisals, please indicate in the LEAF notes. * Required

File Attachment(s)

Select File to attach: Performanc... Months).pdf

File Performance Appraisals (24 Months).pdf has been attached

Maximum attachment size is 20MB.

HCS Operations Section | Final Approval Authority Selection & Note To Reviewer (NTR) (Completed by OSO)

33. Observe the **HCS Operations Section | Final Approval Authority Selection & Note To Reviewer (NTR) (Completed by OSO)** screen.

NOTE: No customer action is required on this screen.

34. Select **Next Question**.

HRC Action (External Candidate only) | VA Form 0235 Upload – (Completed by HRC)

35. Observe the **HRC Action (External Candidate only) | VA Form 0235 Upload – (Completed by HRC)** screen.

NOTE: No customer action is required on this screen.

Office of Human Capital Services (HCS)
OSO Centralized Processing LEAF Portal

Request #14

1. Requesting Point of Conta...
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3. Package Documents | Cust...
4. HCS Operations Section | ...
5. HRC Action (External Cand...)

Save Change Next Question

HRC Action (External Candidate only) | VA Form 0235 Upload - (Completed by HRC):

(EXTERNAL CANDIDATES ONLY) Date VA Form 0235 forwarded to PSAC for A Security Check.
NOTE: HRC must receive confirmation from PSS that the BI is submitted & scheduled before requesting a SC for External Candidates.

Email VA Form 0235 to VHALITSICVA0235@va.gov

[Email template](#)

* Sensitive

File Attachment(s)

Select File to attach: Choose File No file chosen

Maximum attachment size is 20MB.

Date VA Form 0235 forwarded to PSAC

Previous Question Next Question

Tools
Show single page
Cancel Request

36. Select **Next Question**.

Office of Human Capital Services (HCS)
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Request #14

1. Requesting Point of Conta...
2. Customer Response | Natur...
3. Package Documents | Cust...
4. HCS Operations Section | ...
5. HRC Action (External Cand...)

Save Change Next Question

HRC Action (External Candidate only) | VA Form 0235 Upload - (Completed by HRC):

(EXTERNAL CANDIDATES ONLY) Date VA Form 0235 forwarded to PSAC for A Security Check.
NOTE: HRC must receive confirmation from PSS that the BI is submitted & scheduled before requesting a SC for External Candidates.

Email VA Form 0235 to VHALITSICVA0235@va.gov

[Email template](#)

* Sensitive

File Attachment(s)

Select File to attach: Choose File No file chosen

Maximum attachment size is 20MB.

Date VA Form 0235 forwarded to PSAC

Previous Question Next Question

Tools
Show single page
Cancel Request

Review and Submit

37. Review the information on the Request Review screen.

Office of Human Capital Services (HCS)
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[Main Page](#) | [Links](#) | [Help](#) | [Request #14](#) | [Sign out](#)

Please review your request before submitting

Submit Request

Service Position/Type of Request

GS-15 Package

Initiated by **User Name**

1 Requesting Point of Contact:

<small>Requestor Full Name</small>	<small>Organization/Service Line</small>	<small>Servicing HRC</small>
FirstName LastName#1	Under Secretary for Benefits (20) <small>Define Service Line if "Other" selected:</small>	HRC Baltimore Servicing HR Specialist FirstName LastName#2
<small>Second Point of Contact</small>	<small>Requesting Leadership</small>	<small>Additional POC (optional)</small>
FirstName LastName#3	FirstName LastName#4	Unassigned

2 Customer Response | Nature of Request:

<small>Package Type:</small>	<small>Requested Position Information (i.e. title/series/grade)</small>	<small>Position Location (City & State)</small>	<small>Candidate Name (First Last)</small>
Nomination	Title/Series/Grade	Baltimore	FirstName LastName
<small>Detail Days</small>	<small>Employee Type</small>	<p>It is our goal to assist with "Building Strategic Partnerships Through Service." The LEAF GS-15 package review process begins and ends with the customer. We are requesting all customer internal actions (including documents confirmed as the most recent, updated, and signed as required) be completed before proceeding with uploading the supporting documents to the LEAF portal to enable a productive review of your GS-15 package. If at any time you have a question regarding the GS-15 package status, please review your LEAF submission. Please indicate your package is ready for review and concurrence. Thank you.</p> <p style="text-align: center;">Yes</p>	

Tools

- [Edit this form](#)
- [View History](#)
- [Write Email](#)
- [Print to PDF BETA](#)
- [Add Bookmark](#)
- [Copy Request](#)
- [Cancel Request](#)

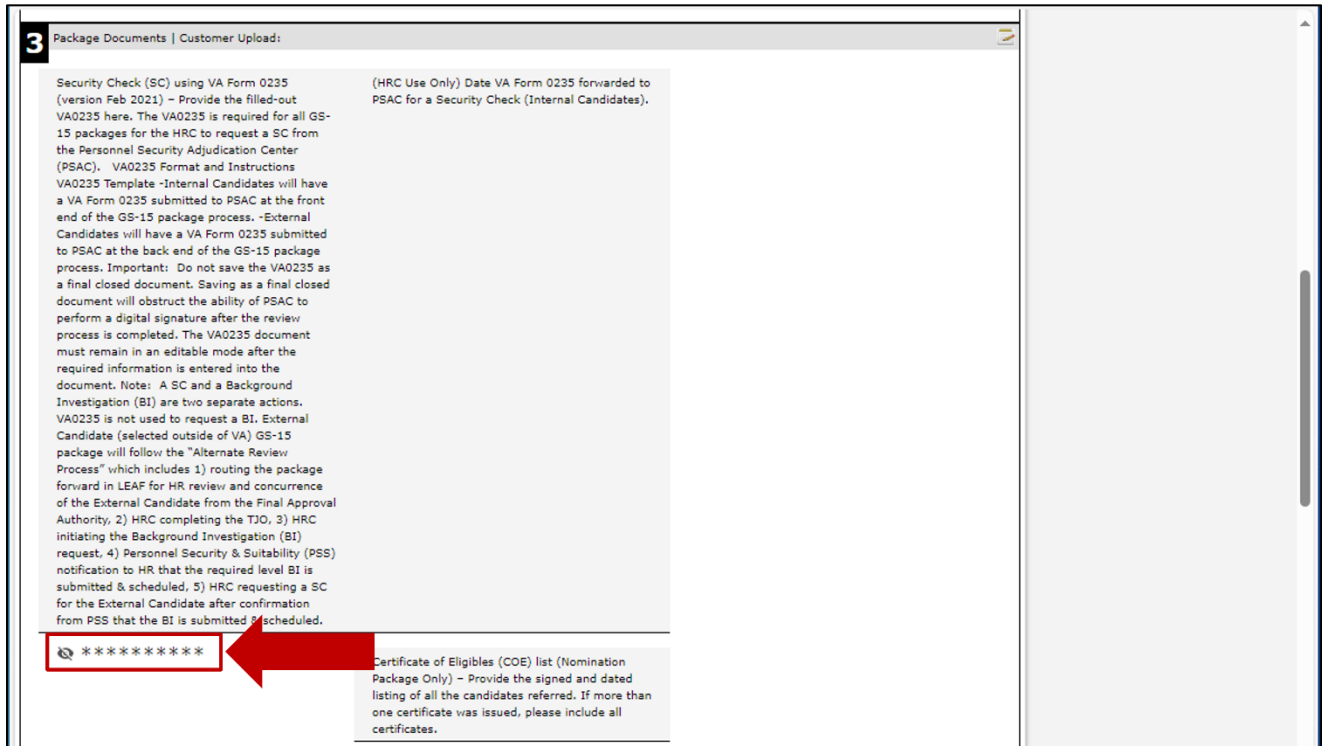
Internal Use

- [Main Request](#)
- [OSO HRC Assignment](#)

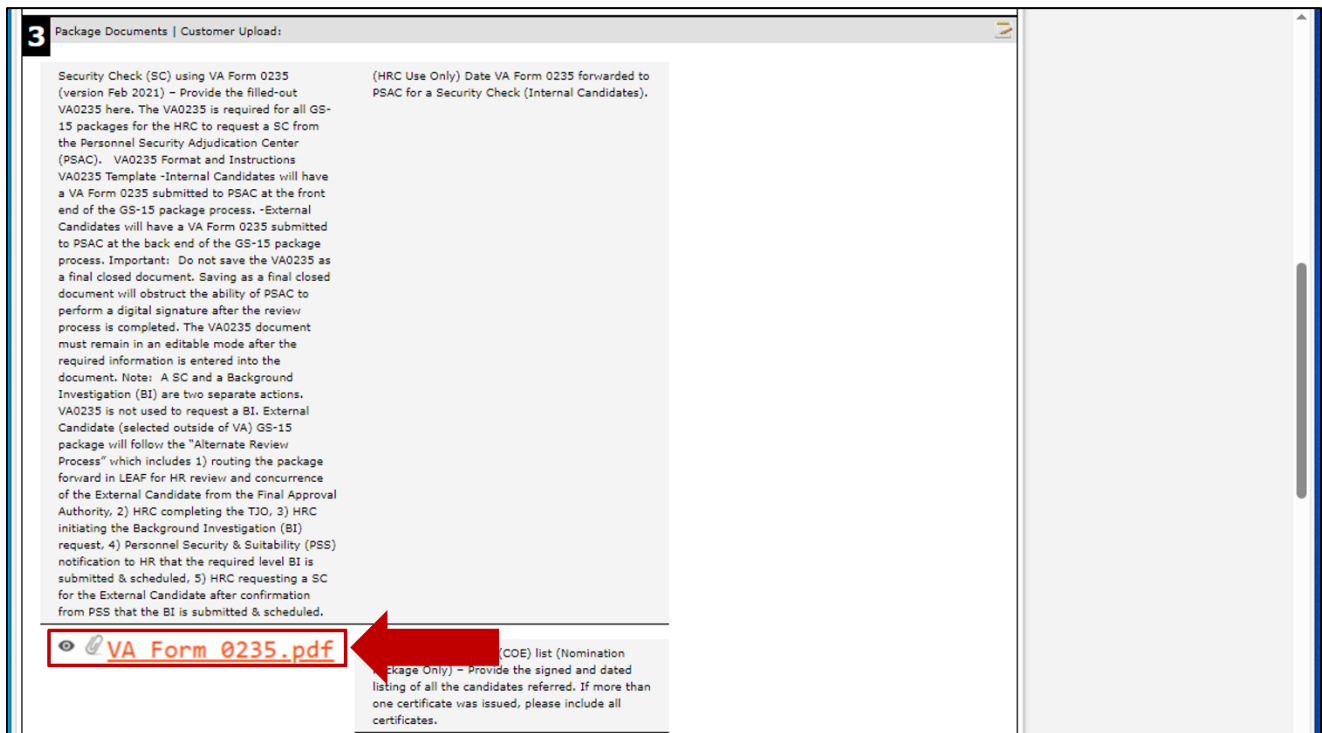
Security Permissions

- [You have read access](#)
- [You have write access](#)

38. Observe the protected view for sensitive documents.



39. Mouse over the protected view and observe the file name that displays.



40. Select **Edit this form** to update information, if needed.

NOTE: When editing the request, the Requesting Point of Contact screen displays. Users can advance through each screen of the request by selecting Save Request, then selecting Next Question.

The screenshot shows the 'Office of Human Capital Services (HCS) OSO Centralized Processing LEAF Portal' interface. At the top, there is a navigation bar with 'Main Page', 'Links', and 'Help' buttons, and a 'Request #14' indicator. A red banner at the top of the main content area contains the text 'Please review your request before submitting' and a 'Submit Request' button. A red arrow points from the 'Submit Request' button to the 'Edit this form' button in the 'Tools' sidebar on the right. The 'Tools' sidebar includes options like 'View History', 'Write Email', 'Print to PDF BETA', 'Add Bookmark', 'Copy Request', and 'Cancel Request'. Below the banner, the 'Service Position/Type of Request' section shows 'GS-15 Package' and 'Initiated by User Name'. The 'Requesting Point of Contact' section is numbered '1' and contains a form with fields for 'Requestor Full Name', 'Organization/Service Line', 'Servicing HRC', 'Requesting Leadership', and 'Additional POC (optional)'. The form is populated with placeholder text like 'FirstName LastName#1' and 'Under Secretary for Benefits (20) HRC Baltimore'.

41. Select **Submit Request** to submit the GS-15 package.

NOTE: Once Submit Request is selected, the HRC Operations team assigns the package to OSO Intake, which then assigns the package to servicing HRC Leadership for assignment to the HRS.

This screenshot is identical to the one above, showing the same HCS LEAF Portal interface. However, in this version, a red arrow points from the 'Please review your request before submitting' banner to the 'Submit Request' button, which is now highlighted with a red box. The 'Edit this form' button in the sidebar is no longer highlighted.

APPENDIX: VA FORM 0235 ENTERPRISE SUBMISSION FORMAT AND INSTRUCTIONS

All Servicing HRC and the HCS Tiger Team are designated as the submitting offices for VA Form 0235 (VA0235) for the customers they serve.

Customers must complete VA Form 0235 per the following guidance:

- FROM block: Use the following mailing address, making sure to enter your BL, District Office, or RO name on the third line:
DEPARTMENT OF VETERANS AFFAIRS
VETERANS BENEFITS ADMINISTRATION
<Insert BL, District Office, or RO name>
WASHINGTON, DC 20006
- INFORMATION REGARDING THE CANDIDATE block: Enter the Candidate's Full Name, Social Security Number, Date Of Birth, Place Of Birth (City and State), Current Position Held (do not provide the GS grade or civilian series in this block), and Position For Which the Candidate is Nominated (the GS grade and civilian series can also be provided in this block).
- ORGANIZATION block: Enter "Veterans Benefits Administration."
- STATION NUMBER block: Enter "101."
- RETURN THE COMPLETED FORM TO THE FOLLOWING block: Enter the VA email address of your Servicing HRS.
- ADDITIONAL COMMENTS block: Enter the authorized comments listed below.
 - Candidate is not currently in an "SES" or "SL" position.
 - Candidate is not being considered for promotion in an "SES" or "SL" position.

NOTE: No other comments or information is allowed in this block.

NOTE: BLs, District Offices, or ROs must not sign VA Form 0235. VA Form 0235 is signed by PSAC after the Security Check review is complete.

After the required information above is entered, save VA Form 0235 in Edit Mode to allow digital signatures. Upload the document to the Centralized Processing LEAF Portal when submitting a GS-15 package for review.

The standard follow-up time is a minimum of 5 business days for the Security Check request to be reviewed and processed by PSAC before a status check is requested by the HRS.

HRC Use Only:

Email VA Form 0235 to PSAC using VHALITSICVA0235@va.gov. No other documents will be included in the email. Allow 5 business days to pass before requesting a status from PSAC.