

GS-15 PACKAGE PROCESSING IN LIGHT ELECTRONIC ACTION FRAMEWORK (LEAF) JOB AID

June 2024



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INTRODUCTION

This job aid documents the procedure for processing a GS-15 package in 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.



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GS-15 Package Checklist

The GS-15 Package Checklist indicates the required documents for a GS-15 package. The required documents are contingent on the type of package, as shown in the following table.

Package Type	Required Documents				
GS-15 Nomination	1. Certificate of Eligible (COE) (annotated/signed)				
(Competitive)	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				
	 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	1. Vacancy Announcement (Career Transition Assistance Plan [CTAP])				
(Non-Competitive)	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	1. VA Form 0235			
Promotion	2. Nominee's Resume			
	3. Justification Memorandum			
	4. 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	1. VA Form 0235			
	2. Nominee's Resume			
	3. Justification Memorandum			
	4. 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 <u>OFO Standard Operating Procedure [SOP]</u>).

Required Document	Description
Required Document VA Form 0235 (Version Feb. 2021)	 Description Form required for all GS-15 packages for the HRC to request a Security Clearance (SC) from the Personnel Security Adjudication Center (PSAC). 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. NOTES: 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. An SC and a Background Investigation (BI) are two separate actions. VA Form 0235 is not used to request a BI. An external candidate (selected outside of VA) GS-15 package follows the Alternate Review Process:
	 Package is submitted in LEAF for HR review and concurrence of external candidate from Final Approval Authority. HRC completes Tentative Job Offer (TJO).
	3. HRC initiates BI request.
	 Personnel Security & Suitability (PSS) notifies HR that the required level BI is submitted and scheduled.
	HRC requests SC for external candidate after confirmation from PSS that the BI is submitted and scheduled.
	NOTE: Guidance for emailing VA Form 0235 to PSAC is provided in the Appendix of this job aid.









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	Documentation of two signed reference checks.				
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:				
	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	Rationale provided to hiring official for recommending the nominee.				
Memorandum	The document must be signed by the hiring official (District Director or BL Director).				
Concurrence Sheet	Completed concurrence sheet populated with candidate's name, position, title (from OF-8 document), grade, location, and BL.				
(USB/CoS/ DUS)	Only the DUS or CoS signature block should be on the document.				







Required Document	Description
SF-50	Most recent non-award SF-50 form for the candidate (non-redacted). Add notes when submitting in LEAF if the candidate is not a current Federal employee and/or does not have an SF-50.
SF-52	 Completed SF-52 with the following fields populated: Part A: Blocks 1, 3, 4, 5, and 6. 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)	Current position description that includes signed, up-to-date OF-8. 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.
Organizational Chart	Current and approved USB-signed organizational chart. Field Offices aligned under OFO will continue to follow their process of signing organizational charts.
Performance Appraisals	Copies of candidate's two most recent annual performance appraisals (0750) covering the last 24 months. 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.









STAGE 1

LEAF Access

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

Office of Human 050 Centralized Process	Capi	tal Services (HCS) NF Portal			<u>Sign out</u> Links▼
New Request	٩			Advanced Options	
Start a new request	Date	Title	Service	Status	
	Feb 1	10 Service Position/Type of Request GS-15 Package		Not Submitted	
Inbox Review and apply actions to active requests	Feb 1	8 Test #2 GS-15 Package		Completed selection process	
Bookmarks	Jan 25	3 LEAF Developer Console Access Request LEAF Developer Console		Approved	
View saved links to requests				Show more records]
Report Builder Create custom reports					







HCS Operations: OSO Intake

Once the customer has submitted the GS-15 package request in LEAF, the OSO Intake team receives a notification of the request submission, reviews the request for required documents, and assigns the package to Servicing HRC Leadership for assignment to an HRS.

1. Select View Request link in the LEAF notification email.



2. Type comments in the OSO Intake Comments field, if needed.

NOTE: Verify the Servicing HRC and Organization/Service Line on the request to assign the request to the correct HRC.

Office of Human Capital Services (HCS 050 Centralized Processing LEAF Portal)	E Help▼ Request #22
OSO Intake Comments: Sector Forward to HRC Baltimore Forward to HRC Detroit Forward to HRC Jac	enver Forward to HRC Des Moines ckson Forward to OSO Tiger Team	Tools View History nail Print to PDF BETA Add Bookmark Copy Request
Testing GS-15 Package	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	Cancel Request Comments Enter a notel Post
Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits (20) Define Service Line if "Other" selected:	Servicing HRC HRC Baltimore Servicing HR Specialist	Internal Use Main Request OSO HRC Assignment







3. Select the **Forward to HRC [Location]** option that matches the Servicing HRC listed on the request.

Office OSO Cer	e of Human Capita	I Services (HCS) ☆ Main Page Links▼	l Sign out
OSO Intake				Tools
Comments:				View History
				Write Email
	Farmand to URC Dat	time and the LUDG De		Print to PDF BETA
to Requestor	Forward to HRC Ba	Imore Forward to HRC De	niver Forward to HRC Des Molnes	Add Bookmark
	Forward to HRC I	Detroit Forward to HRC Jac	kson Forward to OSO Tiger Team	Copy Request
-				
lesting			Initiated by First Name Last Name#1	Cancel Request
GS-15 Package			Submitted Thursday, February 22, 2024	Comments
Requesting Point of Conta	ct:			Enter a note! Post
Requestor Full Name	Organization/Service Line		Servicing HRC	Internal Use
FirstName Last	Name#1 Under Secretary	for Benefits (20)	HRC Baltimore	Main Request
	Define Service Line if "Other"	selected:	Servicing HR Specialist	OSO HRC Assignment
			FirstName LastName#2	Security Permissions
Second Point of Contact	Requesting Leadership	Additional POC (optional)		Vou have read access
FirstName	FirstName LastName	4 Unassigned		You have write access
Customer Response Nat	ure of Request		-	
	Democrated Decision Information (1)			5
Package Type:	title/series/grade)	Position Location (City & Stat	e) Candidate Name (First Last)	
Nomination	Title, Series, Grade	Baltimore, MD	FirstName LastName	
Detail Days	Employee Type	It is our goal to assist with "Building St	trategic	
	Internal Candidate	package review process begins and en- customer. We are requesting all custon internal actions (including documents as the most recent, updated, and sign- required) be completed before proceed uploading the supporting documents to portal to enable a productive review of 15 package. If at any time you have a	ds with the mer confirmed ed as ling with b the LEAF your GS- question	

NOTE: HRC Baltimore is the Servicing HRC in this example.







STAGE 2

HRC Leadership: HRS Assignment

Servicing HRC Leadership receives a LEAF notification of the GS-15 package request and assigns it to an HRS for review and further action in LEAF.

1. Select View Request link in the LEAF notification email.









2. Select **OSO HRC Assignment** from the Internal Use menu.

Office OSO Cen	of Human Capital Services (HCS tralized Processing LEAF Portal)	e Help▼ Request #22
HRC Baltimore			Tools
Comments:			View History
s Return to Req	uestor Send to HRS - Ba	altimore Route to HCS Operations	Print to PDF BETA
			Add Bookmark
OSO Intake: Forwarded to	HRC Baltimore	Thursday, February 22, 2024	Copy Request
Testing		Initiated by First Name Last Name#1	Cancel Request
GS-15 Package		Submitted Thursday, February 22, 2024	Comments
Requesting Point of Contac	ti	N	Enter a note! Post
Requestor Full Name	Organization/Service Line	Servicing HRC	Internal Use
FirstName Last	Name#1 Under Secretary for Benefits (20)	HRC Baltimore	Main Request
	Define Service Line if "Other" selected:	Servicing HR Specialist	OSO HRC Assignment
		FirstName LastName#2	Security Permissions
Second Point of Contact	Requesting Leadership Additional POC (optional)		You have read access
FirstName LastName#3	FirstName LastName#4 Unassigned		You have write access
2 Customer Response Natu	ire of Request:	N	
Package Type:	Requested Position Information (i.e. Position Location (City & Sta title/series/grade)	te) Candidate Name (First Last)	
Nomination	Title, Series, Grade Baltimore, MD	FirstName LastName	
Detail Days	Employee Type It is our goal to assist with "Building S	Strategic	
	Internal Candidate package review process begins and er customer. We are requesting all custom laterer (individen derummeter	ar Gold nds with the mer	

3. Select the Edit icon for Section 1 OSO HRC Assignment.

M Office of H	uman Capital Services (HC	5)	Sign out
0S0 Centralized	d Processing LEAF Portal	A Main Page Links▼	Help▼ Request #22
HRC Baltimore			Tools View History Write Email
Return to Requestor	Send to HRS - I	Baltimore Route to HCS Operations	Add Bookmark
USU Intake: Forwarded to FIKC Balti	more	Inursday, rebruary 22, 2024	Copy Request
Testing GS-15 Package		Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	Cancel Request
Requesting Point of Contact:		2	Enter a note! Post
Requestor Full Name	Organization/Service Line	Servicing HRC	Internal Use
FirstName LastName#1	Under Secretary for Benefits (20) HRC Baltimore	Main Request
	Define Service Line if "Other" selected:	Servicing HR Specialist	OSO HRC Assignment
		FirstName LastName#2	Security Permissions
Second Point of Contact	Requesting Leadership Additional POC (optional)		You have read access





4. Type the name of the HRS in the **Type HR Spec Full Name** field and select the name from the autopopulated list.

NOTE: Employee name options populate in a table below the field as the name is typed.

Office of Huma OSO Centralized Proce	n Capital Services (HCS ssing LEAF Portal	5)	ge Links v (Sign out Helpy Request #22
HRC Baltimore Comments:	Food to Unit	Politicom Bouto to MCS OF	The stars	Tools View History Write Email Print to PDF
OSO Intake: Forwarded to HRC Baltimore Testing (OSO HRC Assign GS-15 Package 1 OSO HRC Assignment Type HR Spec Full Name Unassigned	Editing #22 Cancel OSO HRC Assignment Type HR Spec Full Name * Required First Name Last Name#6 Name Last Name#6, First Name Position Description Type HR Supervisor Full Name (optional) Q	save Ct	x 2024	Add Bookmark Copy Request Concel Request Comments Enter a notel Post Main Request OSO HRC Assignment Security Permissions You have read access You have write access

5. Type the name of the HRS in the **Type HR Supervisor Full Name** field and select the name from the autopopulated list, if needed.

NOTE: Employee name options populate in a table below the field as the name is typed.

Office of Human OSO Centralized Proces	n Capital Services (H ssing LEAF Portal	ICS)	Amain Page Links	▼ 0 Help▼	Sign out
HRC Baltimore				View Write	Tools History Email to PDF BETA
h Return to Requestor	Editing #22	DC Dalfimara Dau	It to UCC Operations	Add	Bookmark
OSO Intake: Forwarded to HRC Baltimore Testing (OSO HRC Assign GS-15 Package OSO HRC Assignment Type HR Spec Full Name Unassigned	So HRC Assignment Type HR Spec Full Name * Required First Name Last Name#6 Name Last Name#6, First Name Position Description Type HR Supervisor Full Name (optional) First Name Last Name#7	Location Email: Phone:	Save Change 20	24 Enter a not Main R OSO	Request Request Comments el Post Internal Use equest HRC Assignment
	Name Last Name#7, First Name Position Description	Location Email: Phone:	Contact	You H	rity Permissions have read access have write access t Electronic Action Framework Version 1.0.5 rPUBLIC







6. Select Save Change.

Office of Human OSO Centralized Proces	Capital Services	(HCS)	Main Page Links▼	Sign out Helpy Request #22
HRC Baltimore Comments:				Tools Image: Straight of the stra
Return to Requestor OSO Intake: Forwarded to HRC Baltimore Testing (OSO HRC Assign GS-15 Package	Editing #22 Cancel OSO HRC Assignment Type HR Spec Full Name * Required		× 2024	Add Bookmark Copy Request Concel Request Comments
1 OSO HRC Assignment Type HR Spec Full Name Unassigned	Name Last Name#6, First Name Position Description Type HR Supervisor Full Name (option First Name Last Name#7 Last Name#7, First Name Position Description	Location Co Email: Phone: al) Location Co Email: Phone:	ntact	Enter a notel Post Internal Use Main Request OSO HRC Assignment Security Permissions You have read access You have write access

7. Verify the correct HRS and HR Supervisor names display in the OSO HRC Assignment section.

NOTE: If the incorrect HRS name displays, select the Edit icon and choose a new HRS name.

Office of Human Capital Services (HC	S)	Sign out
		Tools
HRC Baltimore		S View History
comments.		Write Email
A Deturn to Degregator Send to HDS	- Baltimore Boute to HCS Operations	Print to PDF BETA
Send to HKS	- Baltimore Route to HCS Operations	Add Bookmark
OSO Intake: Forwarded to HRC Baltimore	Thursday, February 22, 2024	Copy Request
Testing (OSO HRC Assignment)	Initiated by First Name Last Name#1	S Cancel Request
GS-15 Package	Submitted Thursday, February 22, 2024	Comments
OSO HRC Assignment	N	Enter a note! Post
Type HR Spec Full Name Type HR Supervisor Full Name (optional)		Internal Use
FirstName LastName#6 FirstName LastName#7		Main Request
		OSO HRC Assignment
		Security Permissions
		Vou have read access
		You have write access
		VA Light Electronic Action Framework





8. Select Main Request from the Internal Use Menu.

Office of Human Capital Servi OSO Centralized Processing LEAF Portal	ces (HCS)	🛕 Main Page 🛛 Links 🔻	💽 Help	Request #22
HRC Baltimore Comments:			()	Tools View History Write Email
SO Intake: Forwarded to HRC Baltimore	Send to HRS - Baltimore	Route to HCS Operations		Print to PDF BETA Add Bookmark Copy Request
Testing (OSO HRC Assignment) GS-15 Package	Initiate Submit	d by First Name Last Name#1 ted Thursday, February 22, 2024 —		Comments
OSO HRC Assignment Type HR Spec Full Name Type HR Supervisor Full Name (optional) FirstName LastName#6 FirstName LastName#7				Internal Use ain Request OSO HRC Assignment
				Security Permissions You have read access You have write access

9. Type comments in the **HRC Comments** field, if needed.

Office of Human Capital Services (HCS OSO Centralized Processing LEAF Portal	<u>Sign e</u> Main Page Links▼	t
HRC Baltimore Comments: Send to HRS - Baltimore Send to HRS - Baltimore	Tools View History ail Print to PDF BETA	-
OSO Intake: Forwarded to HRC Baltimore	Thursday, February 22, 2024 Add Bookmark Copy Request	_
Testing GS-15 Package	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	st
Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits (20) Define Service Line if "Other" selected:	Servicing HRC HRC Baltimore Servicing HR Specialist	
Second Point of Contact Requesting Leadership Additional POC (optional) FirstName FirstName LastName#4 Unassigned LastName#3 LastName#4 Unassigned	FirstName LastName#6 Security Permissions You have read access You have write access	
2 Customer Response Nature of Request: Package Type: Requested Position Information (i.e. Position Location (City & Statitle/series/grade)	ate) Candidate Name (First Last)	







10. Select Send to HRS – [Location].

NOTE: The Send to HRS option reflects the assigned HRS's Servicing HRC, which is Baltimore in this example.

	e of Human Capita	Services (HCS	5)	Sign out
030 CEI		ortai	hain Page Links▼	Request #22
HRC Baltimore				Tools
Comments:				View History
				Write Email
				Print to PDF BETA
👆 Return to Req	uestor	Send to HRS - B	Baltimore Route to HCS Operations	Add Baakmark
OSO Intake: Forwarded to	o HRC Baltimore		Thursday, February 22, 202	Copy Request
Testing				Cancel Request
GS-15 Package			Initiated by First Name Last Name#1	
_			Submitted Thansday, February 22, 2024	Comments
Requesting Point of Conta	ct:		2	Enter a note! Post
Requestor Full Name	Organization/Service Line		Servicing HRC	Internal Use
FirstName Last	Name#1 Under Secretary	for Benefits (20)) HRC Baltimore	Main Request
	Define Service Line if "Other"	selected:	Servicing HR Specialist	OSO HRC Assignment
			FirstName LastName#6	Security Permissions
Second Baint of Contact	Pequeting Londership	Additional POC (optional)		You have read access
FirstName	FirstName LastNamet			Veu have write access
LastName#3	FIISCNAME LASCNAME	onassigned		Tou have write access
Customer Response Nat	ure of Request:		i i i i i i i i i i i i i i i i i i i	2
Package Type:	Requested Position Information (i.e. title/series/grade)	Position Location (City & St	tate) Candidate Name (First Last)	
Nomination	Title, Series, Grade	Baltimore, M	D FirstName LastName	
Detail Days	Employee Type	It is our goal to assist with "Building	Strategic	
	Internal Candidate	Partnerships Through Service." The L package review process begins and e customer. We are requesting all cust internal actions (including documents as the most recent, updated, and sig required) be completed before proce uploading the supporting documents portal to enable a productive review 15 package. If at any time you have mentioned to 00.15 ender	EAF GS-15 ends with the omer s confirmed ned as leding with to the LEAF of your GS- a question	



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HRS Assignment: Security Check

The HRS receives a LEAF notification that a GS-15 package request is ready for review. Once logged into LEAF, the HRS views the request and verifies whether the candidate is internal or external. Identifying this information determines when to add the VA Form 0235 date to the request:

- Internal candidate: VA Form 0235 is submitted to PSAC during this stage, and the submitted date is documented in LEAF.
- External candidate: VA Form 0235 is submitted by the HRS to PSAC once the TJO is accepted and the BI is scheduled.

During this stage, the HRS reviews the GS-15 package request to ensure documents are completed correctly in preparation for routing to HRC Leadership for concurrence.

1. Select View Request link in the LEAF notification email.









2. Use the scroll bar to display Section 3 Package Documents | Customer Uploads, where VA Form 0235 may be viewed.

Office of Human Capital Services (HCS OSO Centralized Processing LEAF Portal) [☆ Main Page] [Links▼]	l Sign out ♠
Assigned HR Specialist - Baltimore (HRS FirstName Last Name#6) Comments: State Return to Requestor	Package Review Complete	View H
HRC Baltimore: Sent to HRS - Baltimore	Thursday, February 22, 2024	Copy Request
Testing GS-15 Package	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	Cancel Request Comments Enter a notel Post
Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits (20) Define Service Line if "Other" selected:	Servicing HRC HRC Baltimore Servicing HR Specialist FirstName LastName#6	Internal Use Main Request OSO HRC Assignment Security Permissions
Second Point of Contact Requesting Leadership Additional POC (optional) FirstName FirstName LastName#4 Unassigned LastName#3 Unassigned Unassigned		You have read access

NOTE: Steps 3–9 apply to internal candidates only.

3. Select the attached VA Form 0235 for download.

NOTE: The file name displays in protected view until the user hovers over the link with the mouse.

Security Check (SC) using VA Form 0235 (HRC Use Only) Date VA Form 0235 forwarded to (version Fab 2021) - Provide the filled-out PSAC for a Security Check (Internal Candidates). Email VA Form 0223 is required for all C6- 13 packages for the RC to requesting a SC VAU235 Template -Internal Candidates will have a VA Form 0223 submitted to PSAC at the font end of the G5-15 package processExternal Candidates will have a VA Form 0235 submitted to PSAC for a Security CAU235 device of the G5-15 package processExternal Candidates will have a VA Form 0235 submitted to PSAC at the font end of the G5-15 package processExternal Candidates will have a VA Form 0235 submitted to PSAC at the font end of the G5-15 package processExternal Candidates will have a VA Form 0235 submitted to PSAC to perform a digital ignature after the review process is completed. The two 2435 document must remain in endetable mode after the required information is entered into the document. Note: A SC and a Background Investigation (B1) are two separate actions. VA0235 is not used to request a B1. External Candidates (B4C of US G5-15 package will fillow the Final Approval Authority 2) HRC completing the TD0. 3) HRC initiating the Background Investigation (B1) request. 4) Freeview and concurrence of the External Candidate for the request. 4) Freeview and concurrence of the External Candidate for the Final Approval Authority 2) HRC completing the TD0. 3) HRC initiating the Background Investigation (B1) request. 4) Freeview and concurrence of the External Candidate for the Final Approval Authority 2) HRC completing the TD0. 3) HRC initiating the Background Investigation (B1) request. 4) Freeview and concurrence of the External Candidate for the Final Approval Authority 2) HRC completing the TD0. 3) HRC initiating the Background Investigation (B1) request. 4) Freeview and concurrence of the External Candidate for the Final Approval Authority 2) HRC completing the TD0. 3) HRC initiating the Background I	Package Documents Customer Upload:		2	
forward in LEAF for HR review and concurrence of the External Candidate from the Final Approval Authority, 2) HRC completing the TDO, 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 SC	Package Documents Customer Upload: Security Check (SC) using VA Form 0235 (version Feb 2021) – Provide the filled-out VA023 here. The VA0235 is required for all G5- 15 packages for the HRC to request a SC from the Personnel Security Adjudication Center (PSAC). VA0235 Format and Instructions VA0233 Template -Internal Candidates will have a VA Form 0235 submitted to PSAC at the front end of the G5-15 package processExternal Candidates will have a VA Form 0235 submitted to PSAC at the back end of the G5-15 package process. Important: Do not save the VA0235 ac 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 aditable mode after the required information is entered into the document. Note: A SC and a Background Investigation (BI) are two separate actions. V40225 is not used to request a BI. External Candidate (selected outside of VA) GS-15 package vill follow the "Alternate Review Process" (which includes 1) routing the package	(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	3	
for the External Candidate after confirmation	VNUSS Is not used to request a BJ. 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 TIO, 3) HRC initiating the Background Investigation (BI) request, 4) Personnel Security & Sultability (PSS) notification to HR that the required level BI is submitted & scheduled, 5) HRC requesting a SC in the External Candidate after confirmation			



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4. Select **Save as** from the Downloads popup to save VA Form 0235.

ackage Documents Customer Upload:		E 1	What do you want to	do with VA Form 0235 (1)	
Security Check (SC) using VA Form 0235 version Feb 2021) - Provide the filled-out A0225 here. The VA0235 required for all GS- 15 packages for the HRC to request a SC from he Personnel Security Adjudication Center PSAC). VA0235 Format and Instructions A0235 Template -Internal Candidates will have a VA Form 0235 submitted to PSAC at the front and of the GS-15 package processExternal Candidates will have a VA Form 0235 submitted or PSAC in VA0235 Format and Instructions (A0235 Template -Internal Candidates will have a VA Form 0235 submitted to PSAC at the front and of the GS-15 package processExternal Candidates will have a VA Form 0235 submitted or PSAC in the back end of the GS-15 package process. Important: Do not save the VA0235 as final closed document. Saving as a final closed focument will obstruct the ability of PSAC to berform a digital signature after the review process is completed. The VA0235 document must remain in an editable mode after the equired information is entered into the focument. Note: A SC and a Background nivestigation (BI) are two separate actions. A0225 is not used to request a BL. External Candidate (selected outside VA) GS-15 backage will follow the "Alternate Review Process" which includes 1) routing the package orward in LEAF for HR review and concurrence of the External Candidate from the Final Approval Nuthority, 2) HRC completing the TD, 3) HRC initiating the Background Investigation (BI) equest, 4) Personnel Security & Suitability (PSS) inotification to HR that the required level BI is ubmitted & scheduled, 5) HRC requesting a SC or the External Candidate after confirmation rup RS that the BI is subilited & Scheduled.	(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	See	Open What do you want to Open more	Save as V do with V 235,pdf? Sav V	
◎ ∅ <u>VA Form 0235.pdf</u>	Certificate of Eligibles (COE) list (Nomination Package Only) – Provide the signed and dated listing of all the candidates referred. If more than one certificate was issued, please include all certificates.				

5. Select the **Edit** icon for Section 3 Package Documents | Customer Uploads once VA Form 0235 is mailed to PSAC.

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 (GSAC). VA0235 Format and Instructions VA0235 Termplate -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 VA0225 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 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 completion (BI) request, 4) Personnel Security & Suitability (PSS) notification to HR that the required level B1 is submitted & scheduled, 5) HRC requesting a SC for the External Candidate fare confirmation from PSS that the B1 is submitted & scheduled.	(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	
Q ******	Certificate of Eligibles (COE) list (Nomination Package Only) – Provide the signed and dated listing of all the candidates referred. If more than one certificate was issued, please include all certificates.	



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6. Select the (HRC Use Only) Date VA Form 0235 forwarded to PSAC for a Security Check (Internal Candidates) field.

	Editing #22	×	*
	Cancel	🔛 Save Change	
3 Package Documents Customer	Package Documents Customer Upload:		
Security Check (SC) using VA F (version Feb 2021) - Provide th VA0235 here. The VA0235 is re 15 packages for the HRC to reg	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).		
the Personnel Security Adjudica (PSAC), VA0235 Format and I	VA0235 Format and Instructions VA0235 Template		1
VA0235 Template -Internal Can a VA Form 0235 submitted to P end of the GS-15 package proc-	-Internal Candidates will have a VA Form 0235 submitted to PSAC at the front end of the GS-15 package process.		
Candidates will have a VA Form to PSAC at the back end of the process. Important: Do not sa	-External Candidates will have a VA Form 0235 submitted to PSAC at the back end of the GS-15 package process.		
a final closed document. Saving document will obstruct the abili perform a digital signature afte process is completed. The VAO2 must remain in an editable mo:	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.		
required information is entered document. Note: A SC and a B Investigation (BI) are two sepa	Note: A SC and a Background Investigation (BI) are two separate actions. VA0235 is not used to request a BI.		
VA0235 is not used to request. Candidate (selected outside of package will follow the "Alterna Process" which includes 1) rout forward in LEAP for HR review a of the External Candidate from Authority. 2) HRC completing th initiating the Background Inves request. 4) Personnel Security : notification to HR that the requ	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.		
submitted & scheduled, 5) HRC for the External Candidate after	* Required * Sensitive 🗞		
& *********	File Attachment(s)	Delete	
	Select additional 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 <u>VHALITSICVA0235@va.gov</u>		
Vacancy Announcement (Nomir Only) - Provide the job announ recruit for this position that was	Email template		
USAJOBS.			

7. Select the appropriate date from the calendar that displays.









8. Select Save Change.

	Editing #22	×	·
	S Cancel	🔛 Save Change	
3 Package Documents Customer	Package Documents Customer Upload:		
Security Check (SC) using VA F (version Feb 2021) - Provide th VA0235 here. The VA0235 is re 15 packages for the HRC to req	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).		
the Personnel Security Adjudica (PSAC), VA0235 Format and I	VA0235 Format and Instructions VA0235 Template		1
VA0235 Template -Internal Can a VA Form 0235 submitted to P end of the GS-15 package proc-	-Internal Candidates will have a VA Form 0235 submitted to PSAC at the front end of the GS-15 package process.		
Candidates will have a VA Form to PSAC at the back end of the process. Important: Do not sa	-External Candidates will have a VA Form 0235 submitted to PSAC at the back end of the GS-15 package process.		
a final closed document. Saving document will obstruct the abili perform a digital signature afte process is completed. The VA02 must remain in an editable moc	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.		
required information is entered document. Note: A SC and a B Investigation (BI) are two sepa	Note: A SC and a Background Investigation (BI) are two separate actions. VA0235 is not used to request a BI.		
VA0235 is not used to request : Candidate (selected outside of package will follow the "Alterns Process" which includes 1) rout forward in IEAP for HR review a of the External Candidate from Authority, 2) HRC completing t initiating the Background Inves request. 4) Personnel Security : notification to HR that the requ	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.		
submitted & scheduled, 5) HRC for the External Candidate after	* Required * Sensitive 🐼		
from PSS that the BI is submitt	File Attachment(s)		
Ø *******	∉ <u>VA Form 0235.pdf</u>	Delete	
	Select additional 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 <u>VHALITSICVA0235@va.gov</u>		
Vacancy Announcement (Nomin	Email template		
recruit for this position that wa: USAJOBS.	₫ 02/22/2024		
Vacancy Announcement (Nomin Only) - Provide the job announ recruit for this position that war USAJOBS.	File Attachment(s)	Delete	

9. Verify the date VA Form 0235 was mailed to PSAC in Section 3 Package Documents Customer Uploads.

Package Documents Customer Upload:		N
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	(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	
the Personnel Security Adjudication Center (PSAC). VA0235 Format and Instructions VA0235 Tamplate Internal Candidates will have	Thursday, February 22, 2024	
a VA255 rem 0235 submitted to PSAC at the front end of the GS-15 package processExternal 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 Background Investigation (C) the submitted package).	Certificate of Eligibles (COE) list (Nomination Package Only) - Provide the signed and dated listing of all the candidates referred. If more than one certificate was issued, please include all certificates. Certificate of Eligible.pdf	
VAQ25 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	Vacancy Announcement (Nomination Package Only) - Provide the job announcement used to recruit for this position that was posted on USAJOBS.	
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)	<pre>@Vacancy Announcement.pdf</pre>	



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NOTE: Steps 10–15 apply to both external and internal candidates.

10. Type comments in the **Comments** field to indicate the request status.

NOTE: The Comments field is small; users are advised to use the Notepad app to type comments, then copy and paste comments into the LEAF Comments field.

Office of Human Capital Services (HCS OSO Centralized Processing LEAF Portal)	© Help▼ Request #22
Assigned HR Specialist - Baltimore (HRS FirstName Last Name#6) Comments:	Package Review Complete	Tools View History Write Email Print to PDF PETA Add Bookmark
HRC Baltimore: Sent to HRS - Baltimore Testing CS-15 Backage	Thursday, February 22, 2024 Initiated by First Name Last Name#1	Copy Request
1 Requesting Point of Contact: Requestor Full Name Organization/Service Line	Submitted Thursday, rebruary 22, 202	Comments Enter a note! Post Internal Use
FirstName LastName#1 Under Secretary for Benefits (20) Define Service Line if "Other" selected:	HRC Baltimore Servicing HR Specialist FirstName LastName#6	Main Request OSO HRC Assignment Security Permissions
Second Point of Contact Requesting Leadership Additional POC (optional) FirstName FirstName LastName#4 Unassigned LastName#3 Exact Name#4 Unassigned		You have read access You have write access

11. Select Post.

Office of Human Capital Services (HC OSO Centralized Processing LEAF Portal	CS) [☆ Main Page] [Links▼]	l Sign out ● Help▼ Request #22
Assigned HR Specialist - Baltimore (HRS FirstName Last Name#6)		Tools View History
		Write Email
Seturn to Requestor	Package Review Complete	Add Bookmark
HRC Baltimore: Sent to HRS - Baltimore	Thursday, February 22, 2024	Copy Request
Testing GS-15 Package	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	Cancel Request
1 Requesting Point of Contact:	N N	VA Form 0235 to return. Post
Requestor Full Name Organization/Service Line	Servicing HRC	Internal Use
FirstName LastName#1 Under Secretary for Benefits (2	0) HRC Baltimore	Main Request
Define Service Line if "Other" selected:	Servicing HR Specialist	OSO HRC Assignment
	FirstName LastName#6	Security Permissions
Second Point of Contact Requesting Leadership Additional POC (optional)		You have read access
FirstName FirstName LastName#4 Unassigned LastName#3		You have write access



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12. Select **Ok** on the Note Posted Successfully window.

NOTE: The Comments posted to this field do not generate notifications from LEAF.

Office of Human Capital Services (HCS) OSO Centralized Processing LEAF Portal	Sign out Q Help▼ Request #22
Assigned HR Specialist - Baltimore (HRS FirstName Last Name#6)	Tools
Comments:	View History
	Write Email
Package Review Complete	Print to PDF BETA
	Add Bookmark
HRC Baltimore: Sent to HRS - Baltimore Thursday, February 22, 2024	Copy Request
Testing	8 Cancel Request
GS-15 Package Note Posted Successfully iry 22, 2024	Comments
Requesting Point of Contact: Your note has been posted. Please keep in mind this does not and patifications	Enter a note! Post
Requestor Full Name Organization/Service	Note Added by Name Feb 22 Package reviewed Waiting on
Heather Rodburg Under Sec	signed VA Form 0235 to return.
Define Service Lit	Internal Use
	Main Request
Second Point of Contact Requesting Leadersh	OSO HRC Assignment
Heather Rodburg Heather Rodburg Unassigned	Security Permissions
	You have read access
2 Customer Response Nature of Request:	You have write access

13. Verify that the comment displays below the Comments field.

Office of Human Capital Services (HCS OSO Centralized Processing LEAF Portal) ♠ Main Page Links▼	I Sign out ■ Help▼ Request #22
Assigned HP Specialist - Baltimore (HRS FirstName Last Name#6)		Tools
Commenter		S View History
		Write Email
		Print to PDF BETA
S Return to Requestor	Package Review Complete	Add Bookmark
HRC Baltimore: Sent to HRS - Baltimore	Thursday, February 22, 2024	
		Copy Request
Testing	Initiated by First Name Lost Name#1	😵 Cancel Request
GS-15 Package	Submitted Thursday, February 22, 2024	Comments
Requesting Point of Contact:	N	Enter a note! Post
Requestor Full Name Organization/Service Line	Servicing HRC	Note Added by Name Feb 22 Package reviewed. Waiting on
<pre>FirstName LastName#1 Under Secretary for Benefits (20)</pre>	HRC Baltimore	signed VA Form 0235 to return.
Define Service Line if "Other" selected:	Servicing HR Specialist	Internal Use
	FirstName LastName#6	Main Request
Second Point of Contact Requestion Leadership Additional POC (optional)		OSO HRC Assignment
FirstName FirstName LastName##		Security Permissions
LastName#3		Vou have read access
2 Customer Response Nature of Request:	2	You have write access



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14. Review the remaining GS-15 package documents for completeness and accuracy, using the **Return to Requestor** option if an issue with the document(s) is identified (e.g., mismatch between BQ Matrix and COE candidate lists) to return the request to the customer for correction.

NOTE: Add detailed comments to the Comments field to clearly communicate to the customer what action must be taken to correct the request.

Office of H 050 Centralized	uman Capital Services (HCS d Processing LEAF Portal) [☆ Main Page] Links▼ [l <u>Sign out</u> Q Help▼ Request #22
Assigned HR Specialist - B	altimore (HRS FirstName Last Name#6)		Tools View History Write Email
S Return to Requestor	Nore	Package Review Complete Thursday, February 22, 2024	Print to PDF BETA
Testing GS-15 Package		Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	Cancel Request
1 Requesting Point of Contact: Requestor Full Name	Organization/Service Line	Servicing HRC	Enter a notel Post Note Added by Name Feb 22 Package reviewed. Waiting on signed VA Form 0235 to return.
FirstName LastName#1	Under Secretary for Benefits (20) Define Service Line if "Other" selected:	HRC Baltimore Servicing HR Specialist FirstName LastName#6	Internal Use Main Request OSO HRC Assignment

NOTE: Steps 15–25 apply to internal candidates only.

15. Use the scroll bar to display Section 3 Package Documents | Customer Uploads.

Office of Human Capital Services (HCS 0S0 Centralized Processing LEAF Portal	♪)	I <u>Sign out</u> ● Help▼
Assigned HR Specialist - Baltimore (HRS FirstName Last Name#6) Comments:		View H
Seturn to Requestor HRC Baltimore: Sent to HRS - Baltimore	Package Review Complete Thursday, February 22, 2024	Add Bookmark
Testing GS-15 Package	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	Cancel Request Comments Enter a notel Post
Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits (20) Define Service Line if "Other" selected:	Servicing HRC HRC Baltimore Servicing HR Specialist	Note Added by Name Feb 22 Package reviewed. Waiting on signed VA Form 0235 to return.
Second Point of Contact Requesting Leadership Additional POC (optional)	FirstName LastName#6	Main Request OSO HRC Assignment
FirstName FirstName LastName#4 Unassigned LastName#3		Security Permissions



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16. Once VA Form 0235 returns from PSAC, select the **Edit** icon for Section 3 Package Documents | Customer Uploads to replace the original VA Form 0235.



17. Select **Delete** to remove the original VA Form 0235 attachment in the Editing # window.

Package Documents Customer	Editing #22	×	^
Security Check (SC) using VA F	8 Cancel	🔜 Save Change	
(version Feb 2021) – Provide th VA0235 here. The VA0235 is re 15 packages for the HRC to rec	Package Documents Customer Upload:		
the Personnel Security Adjudica (PSAC). VA0235 Format and I VA0235 Template -Internal Can a VA Form 0235 submitted to P and 6 the SC51 submitted to P	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).		
Candidates will have a VA Form	VA0235 Format and Instructions VA0235 Template		
a final closed document. Saving	-Internal Candidates will have a VA Form 0235 submitted to PSAC at the front end of the GS-15 package process.		
perform a digital signature after process is completed. The VA02	-External Candidates will have a VA Form 0235 submitted to PSAC at the back end of the GS-15 package process.		
required information is entered document. Note: A SC and a B Investigation (BI) are two sepa VA0235 is not used to request : Candidate (selected outside of	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.		
package will follow the "Alterna Process" which includes 1) rout forward in LEAF for HR review	Note: A SC and a Background Investigation (BI) are two separate actions. VA0235 is not used to request a BI.		
of the External Candidate from Authority. 2) HRC completing ti initiating the Background Invest request. 4) Personnel Security I notification to HR that the requi submitted & scheduled, 5) HRC for the External Candidate after from PSS that the BI is submitt	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)		
	& VA Form 0235.pdf	Delete	
	Select additional File to attach: Choose File No file chosen		
	Maximum attachment size is 20MB.		
Reference Check (Nomination P Provide two signed reference of minimum, the nominee's currer supervisor should be contacted the nominee is well known to t	(HRC Use Only) Date VA Form 0235 forwarded to PSAC for a Security Check (Internal Candidates). Email VA Form 0235 to <u>VHALITSICVA0235@va.gov</u> Email template		
official and has personal knowle employee's track record, then t			



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18. Select Yes in the Delete File? window.



19. Verify that the original VA Form 0235 is no longer attached.

NOTE: If the file is deleted in error, the removal is not permanent until Save Change is selected.

Package Documents Customer	Editing #22	×	
Charles Charle (SC) up and the	S Cancel	🔜 Save Change	
(version Feb 2021) - Provide th VA0235 here. The VA0235 is re 15 packages for the HRC to reg	Package Documents Customer Upload:		
the Personnel Security Adjudica (PSAC), VA0235 Format and I VA0235 Template -Internal Can a VA Form 0235 submitted to P and 6 the OC-15 and particle of P	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).		
Candidates will have a VA Form	VA0235 Format and Instructions VA0235 Template		
to PSAC at the back end of the process. Important: Do not say a final closed document. Saving	-Internal Candidates will have a VA Form 0235 submitted to PSAC at the front end of the GS-15 package process.		
perform a digital signature after process is completed. The VA02 must remain in an editable mor	-External Candidates will have a VA Form 0235 submitted to PSAC at the back end of the GS-15 package process.		
required information is entered document. Note: A SC and a B Investigation (BI) are two sepa VA0235 is not used to request : Candidate (selected outside of	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.		
package will follow the "Alterna Process" which includes 1) rout forward in LEAF for HR review a	Note: A SC and a Background Investigation (BI) are two separate actions. VA0235 is not used to request a BI.		
of the External Candidate from Authority, 2) HRC completing tr initiating the Background Inves request, 4) Personnal Security : notification to HR that the requ submitted & scheduled, 5) HRC for the External Candidate after from PSS that the BI is submitt	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 fright the Background Authority, 2) HRC completing the TJO, 3) HRC initiation the Background Investigation (BI) request, 4) Personnel Security & S bility (PSS) notification to HR that the required level BI is submit HRC requesting a SC for the External Candidate after the BI is submitted & scheduled.		
	* Required * Sensitive &		
	- File Attachment(s)		
	Select additional File to attach: Choose File No file chosen		
	Maximum attachment size is 20MB.		







20. Select Choose File.



21. Select the updated VA Form 0235 from the Open window.

the Charle (SC) weine wein	😵 Cancel				🔜 Save Change	
on Feb 2021) - Provide th						
)pen					×	
→ 🕤 ↑ 🔂 > This	s PC > Desktop > LEAF GS15 > GS-15 Package Documents		ע ט Se	arch GS-15 Packa	age Docum 🔎	
ganize 🔻 New folde	r				BE • ?	
^	Name	Date modified	Туре	Size	^	
Quick access	A Certificate of Eligible.pdf	01/31/2024 3:53 PM	Adobe Acrobat D	28 KB		
🔮 Documents 🖈	A Concurrence Sheet.pdf	01/31/2024 3:54 PM	Adobe Acrobat D	28 KB		
🖊 Downloads 🖈	Concurrence_Sheet_COS_Signed.pdf	01/31/2024 3:54 PM	Adobe Acrobat D	28 KB		
Pictures 🖈	Justification Memorandum.pdf	01/31/2024 3:54 PM	Adobe Acrobat D	28 KB		
GS-15 Package [A Nominee Resume.pdf	01/31/2024 3:55 PM	Adobe Acrobat D	28 KB		
Stane 1	NTR (GS-15 Nomination)_LP version.pdf	02/22/2024 3:51 PM	Adobe Acrobat D	272 KB		
	NTR (GS-15 Nomination)_LP version_DEDO_Signed.pdf	02/22/2024 3:51 PM	Adobe Acrobat D	272 KB		
Stage 2-6 Job Ali	NTR (GS-15 Nomination)_LP version_EMO_Signed.pdf	02/22/2024 3:51 PM	Adobe Acrobat D	272 KB		
Stages 2-6	A Performance Appraisals (24 Months).pdf	01/31/2024 3:55 PM	Adobe Acrobat D	28 KB		
OneDrive - Depart	Place of Birth (Security Check).pdf	01/31/2024 3:55 PM	Adobe Acrobat D	28 KB		
	Position Description_OF-8.pdf	01/31/2024 3:55 PM	Adobe Acrobat D	28 KB		
This PC	Reference Checks - Signed.pdf	01/31/2024 3:56 PM	Adobe Acrobat D	28 KB		
3D Objects	SF-50.pdf	01/31/2024 3:56 PM	Adobe Acrobat D	28 KB		
Desktop	SF-52.pdf	01/31/2024 3:57 PM	Adobe Acrobat D	28 KB		
Documents	A Form 0235.pdf	01/31/2024 3:56 PM	Adobe Acrobat D	28 KB		
Downloads	A Form 0235_PSAC.pdf	01/31/2024 3:56 PM	Adobe Acrobat D	28 KB		
h Music Y	Vacancy Announcement.pdf	01/31/2024 3:57 PM	Adobe Acrobat D	28 KB	~	1
File <u>n</u> a	me:		~ A	ll files (*.*)	~	
			Г	Open	Cancel	
				Zhan.		
	Select additional File to attach: Choose File No 5	rosen				
	Maximum attachment size is 20MB.					
		Store Courts of the	(Internal Constitution			
	(HRC Use Only) Date VA Form 0235 forwarded to	for a Security Check	(Internal Candidates).		



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22. Select Open.

ity Check (SC) using VA F	😵 Cancel				🔜 Save Change
n Feb 2021) - Provide th	Package Documents Customer Unload				
pen					×
⇒ × ↑ 📘 > Thi	s PC > Desktop > LEAF GS15 > GS-15 Package Documents		5 V	Search GS-15 Packa	age Docum 🔎
ganize 🔻 New folde	r				
^	Name	Date modified	Type	Size	^
Quick access	Certificate of Eligible.pdf	01/31/2024 3:53 PM	Adobe Acrobat [28 KB	
🗄 Documents 🖈	Concurrence Sheet.pdf	01/31/2024 3:54 PM	Adobe Acrobat [О 28 КВ	
🕹 Downloads 🖈	Concurrence_Sheet_COS_Signed.pdf	01/31/2024 3:54 PM	Adobe Acrobat [D 28 KB	
Pictures 🖈	Justification Memorandum.pdf	01/31/2024 3:54 PM	Adobe Acrobat [О 28 КВ	
GS-15 Package F	Nominee Resume.pdf	01/31/2024 3:55 PM	Adobe Acrobat [О 28 KB	
Change 1	NTR (GS-15 Nomination)_LP version.pdf	02/22/2024 3:51 PM	Adobe Acrobat [О 272 KB	
Stage I	NTR (GS-15 Nomination)_LP version_DEDO_Signed.pdf	02/22/2024 3:51 PM	Adobe Acrobat [О 272 КВ	
Stage 2-6 Job An	NTR (GS-15 Nomination)_LP version_EMO_Signed.pdf	02/22/2024 3:51 PM	Adobe Acrobat [О 272 KB	
Stages 2-6	Performance Appraisals (24 Months).pdf	01/31/2024 3:55 PM	Adobe Acrobat [28 KB	
OneDrive - Depart	Place of Birth (Security Check).pdf	01/31/2024 3:55 PM	Adobe Acrobat [О 28 КВ	
	Position Description_OF-8.pdf	01/31/2024 3:55 PM	Adobe Acrobat [О 28 KB	
This PC	Reference Checks - Signed.pdf	01/31/2024 3:56 PM	Adobe Acrobat [О 28 КВ	
3D Objects	SF-50.pdf	01/31/2024 3:56 PM	Adobe Acrobat [О 28 KB	
Desktop	A SF-52.pdf	01/31/2024 3:57 PM	Adobe Acrobat [О 28 KB	
Documents	A Form 0235.pdf	01/31/2024 3:56 PM	Adobe Acrobat [О 28 KB	
Downloads	A Form 0235_PSAC.pdf	01/31/2024 3:56 PM	Adobe Acrobat [D 28 KB	
h Music Y	Vacancy Announcement.pdf	01/31/2024 3:57 PM	Adobe Acrobat [D 28 KB	~
File na	me: VA Form 0235 PSAC.pdf			All files (*,*)	~
	arrent sess_ stellar				1000

23. Verify that the updated VA Form 0235 displays in the File Attachment(s) field.

 Startury Check (SC) and (Package Documents Customer	Editing #22	×	
 Access the set of the		🔇 Cancel	🗔 Save Change	
 Breastend Statustt Addatta (FAGL, WARDATE, Carbon C, SC) using VA Form 0235 (version Feb 2021) – Provide the filled-out VA20235 here. The VA0235 is required for all GS-15 packages for the HRC to request a SC from the Personnel Security Adjudication Center (PSAC). MA2023 Format and Instructions VA0235 Lemplate 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 required information is entered into the document. Mort and Instructions on 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 required information is entered into the document. Mort as C and a Background Investigation (BI) are two separate actions. VA0235 is not used to request a BL. External Candidate (selected outside of VA) GS-15 package will follow the "Alternate Review Process". External Candidate (selected outside of VA) GS-15 package will follow the "Alternate Review Process". Mort as a Conduction of the External Candidate to the External Candidate after the required information (BI) request a BL. External Candidate (Selected outside of VA) GS-15 package will follow the "Alternate Review Process". Mort as a Conduction of the External Candidate after the Final Approval Autority, 2) HRC completing the TJO, 3) HRC initiation he Background Investigation (BI) request, 4) Personnel Security & Scholutity (PSS) ontification to HR that the required level BI is submitted & scheduled. Required * Sensitive &	Security Check (SC) using VA F (version Feb 2021) - Provide th VA0235 here. The VA0235 is re 15 packages for the HRC to req	Package Documents Customer Upload:		
 VA0235 Format and Instructions VA0235 Template Autorstati Do net as final does document. Saving as a final closed document. Saving as a final closed document. Not: A SC and a More than the value of the CS-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 required information is entered into the document will obstruct the ability of PSAC to perform a digital signature after the required information is entered into the document. More table to the VA0235 is not used to request a BI. The X AC and a Background Investigation (B1) are two separate actions. VA0235 is not used to request a BI. External Candidate (Selected outside of VA) GS-15 package forward in LEAF for HR required information is entered into the document. More table to the VA0235 is not used to request a BI. External Candidate (Selected outside of VA) GS-15 package forward in LEAF for HR required information (B1) request, 4) Personnel Security & Secure (Initiat Ne Background Investigation (B1) request, 4) Personnel Security & Secure (Initiat Ne Background Investigation (B1) request, 4) Personnel Security & Secure (Initiat Ne Background Investigation (B1) request, 4) Personnel Security & Secure (Initiat Ne Background Investigation (B1) request, 4) Personnel Security & Secure (Initiat Ne Background Investigation (B1) request, 4) Personnel Security & Secure (Initiat Ne Background Investigation (B1) request, 4) Personnel Security & Secure (Initiat Ne Background Investigation (B1) request, 4) Personnel Security & Secure (Initiat Ne Background Investigation (B1) request, 4) Personnel Security & Secure (Initiat Ne Background Investigation (B1) request, 4) Personnel Security & Secure (Initiat Ne Background Investigation (B1) request, 4) Personnel Security & Secure (Initiat Ne Background Investigation (B1) request, 4) P	the Personnel Security Adjudica (PSAC). VA0235 Format and 1 VA0235 Template -Internal Can a VA Form 0235 submitted to P end of the GS-15 package proc	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).		
 Internal Candidates will have a VA Form 0235 submitted to PSAC at the front end of the GS-15 package process. Atternal Candidates will have a VA Form 0235 submitted to PSAC at the back 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. External Candidates will have a VA Form 0235 submitted to PSAC at the back 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. External Candidates will have a VA Form 0235 submitted to PSAC at the back end of the GS-15 package process. Mortant: 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 for ALthority. 2) HRC completing the TJO, 3) HRC initiate the Background Investigation (BI) request, 4) Personnel Security & so bility (PSS) notification to HR that the required level BI is submit & & scheduled, 5) HC requesting a SC for the External Candidate after the final Approval Authority. 2) HRC completing the TJO, 3) HRC initiate the Background Investigation (BI) request, 4) Personnel Security & so bility (PSS) notification to HR that the required level BI is submit & & scheduled, 5) HC requesting a SC for the External Candidate after the final Approval Authority. 2) HRC completing the TJO, 3) HRC initiate the Background Investigation (BI) request, 4) Personnel Security & so bility (PSS) notification to HR that the required level BI is submit & & scheduled, 5) File	Candidates will have a VA Form	VA0235 Format and Instructions VA0235 Template		
 -External Candidates will have a VA Form 0235 submitted to PSAC at the back 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. 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) HAC completing the T10, 3) HRC initiat the Background Investigation (BI) request, 4) Personnel Security & State the BI is submitted & scheduled. • ********* • ********* 	a final closed document. Saving	-Internal Candidates will have a VA Form 0235 submitted to PSAC at the front end of the GS-15 package process.		
required information is entered document, Note: A SC and a Investigation (BJ) are two separate actions. VA0235 is not uode 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. Note: A SC and a Background Investigation (BI) are two separate actions. VA0235 is not used to request a BI. External Candidate from Authority, 2J HC completing the TJO, 3J HC initiat the Background Investigation to HR that the Bit is submitted & scheduled. for the External Candidate for submitted & scheduled. 5) HKC for the External Candidate for Review Process" which includes 1) routing the package forward in LEAF for HR review and concurrence of the External Candidate from Authority, 2J HRC completing the TJO, 3J HRC initiat the Background Investigation to HR that the required level BI is submitted & scheduled. for the External Candidate first and the scheduled. for the External Candidate for submitted & scheduled. 5) HKC for the External Candidate for submitted & scheduled. 5) HKC for the External Candidate for submitted & scheduled. 5) HKC for the External Candidate for the External Candidate after the required level BI is submitted & scheduled. * Required * Sensitive & File Attachment(s) Select additional File to attach: Choose File VA Form 0235_PSAC.pdf File VA Form 0235_PSAC.pdf has been attached	perform a digital signature afte process is completed. The VA02 must remain in an editable mor	-External Candidates will have a VA Form 0235 submitted to PSAC at the back end of the GS-15 package process.		
Process [™] which includes 1 vreat Process [™] which includes 1 vreat of the External Candidate from Authority, 2) HRC completing the Background Investigation (BI) are two separate actions. VA0235 is not used to request a BI. External Candidate from initiating the Background Investigation (BI) are two separate actions. VA0235 is not used to request a BI. External Candidate from request, 4) Personnel Security solumited & scheduled, 5) HRC for the External Candidate after	required information is entered document. Note: A SC and a B Investigation (BI) are two sepa VA0235 is not used to request : Candidate (selected outside of	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.		
of the External Candidate from Authority. 2) HRC completing this initiating the Background Invergence of the External Candidate of VA) GS-15 package will follow the "Alternate Review Process" which includes 1) routing the package forward in LEAF for HR request. 4) Personnel Scurity: notification to HR that the required in the External Candidate fright the Final Approval Authority. 2) HRC completing the TJO, 3) HRC initiate the Background isobmitted & scheduled. 5) HRC for the External Candidate after for the External Candidate aft	package will follow the "Alterna Process" which includes 1) rout forward in LEAF for HR review a	Note: A SC and a Background Investigation (BI) are two separate actions. VA0235 is not used to request a BI.		
	of the External Candidate from Authority. 2) HRC completing the Initiating the Background Invest request, 4) Personnel Security is notification to HR that the requi submitted & scheduled, 5) HRC for the External Candidate after from PSS that the BI is submitt ******	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 initiat Investigation (BI) request, 4) Personnel Security & Scheduled, 5) notification to HR that the required level BI is submit & scheduled, 5) HRC requesting a SC for the External Candidate after the BI is submitted & scheduled.		
File Attachment(s) Select additional File to attach: Choose File VA Form 0235_PSAC.pdf File VA Form 0235_PSAC.pdf has been attached		* Required * Sensitive 🐼		
Select additional File to attach: Choose File VA Form 0235_PSAC.pdf File VA Form 0235_PSAC.pdf has been attached		File Attachment(s)		
File VA Form 0235_PSAC.pdf has been attached		Select additional File to attach: Choose File VA Form 0235_PSAC.pdf		
		File VA Form 0235_PSAC.pdf has been attached		
Maximum attachment size is 20MB.		Maximum attachment size is 20MB.		



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24. Select Save Change.



25. Verify that the updated VA Form 0235 displays in the Section 3 Package Documents Customer Uploads.

NOTE: Hover over the protected view with the mouse to verify the file name.

Package Documents Customer Upload:	2	
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	(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	
(PSAC). VA0235 Format and Instructions VA0235 Template -Internal Candidates will have	Thursday, February 22, 2024	
a VA Form 0235 submitted to PSAC at the front end of the GS-15 package processExternal 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. Savina as a final closed	Certificate of Eligibles (COE) list (Nomination Package Only) – Provide the signed and dated listing of all the candidates referred. If more than one certificate was issued, please include all certificates.	
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 senarate actions.	<pre> <u> @ Certificate of Eligible.pdf</u> </pre>	
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 1/26 for MP outpackage	Vacancy Announcement (Nomination Package Only) - Provide the job announcement used to recruit for this position that was posted on USAJOBS.	
orvero in Lear for no 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 is the Einenal Candidate Jake sector	<u>Vacancy Announcement.pdf</u>	
Tor the External Candidate after confirmation from PSS that the BI is submitted & scheduled. 	Best Qualified (BQ) Matrix (Nomination Package IV) - Provide the signed and dated evaluation of applications for all DE list, and showing the tral points scored for each candidate's	



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NOTE: Steps 26–28 apply to both internal and external candidates.

26. Use the scroll bar to return to the top of the Main Request screen.



27. Type comments in the **Assigned HR Specialist Comments** field once the security check is complete.

Office of Human Capital Services (HCS OSO Centralized Processing LEAF Portal) ☆ Main Page Links▼ [e Help▼ Request #22
Assigned HR Specialist - Baltimore (HRS FirstName Last Name#6)		Tools View History
Return to Requestor HRC Baltimore: Sent to HRS - Baltimore	Package Review Complete Thursday, February 22, 2024	Add Bookmark
Testing GS-15 Package	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	Cancel Request Comments Enter a notel Post
Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits (20) Define Service Line if "Other" selected:	Servicing HRC HRC Baltimore Servicing HR Specialist	Note Added by Name Feb 22 Package reviewed. Waiting on signed VA Form 0235 to return. Internal Use
Second Point of Contact Requesting Leadership Additional POC (optional) FirstName FirstName LastName#4 Unassigned LastName#3 LastName#4 Unassigned	FirstName LastName#6	Main Request OSO HRC Assignment Security Permissions You have read access
2 Customer Response Nature of Request: Package Type: Requested Position Information (i.e. Position Location (City & Statitle/series/grade)	te) Candidate Name (First Last)	You have write access



31

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28. Select Package Review Complete.

Office of Human Capital Services (HCS OSO Centralized Processing LEAF Portal)	Eleperative Request #22
Assigned HR Specialist - Baltimore (HRS FirstName Last Name#6) Comments: Documents verified and VA Form 0235 updated.		Tools View History Write Email
Return to Requestor HRC Baltimore: Sent to HRS - Baltimore	Package Review Complete	Add Bookmark
Testing GS-15 Package	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	Concel Request
Requesting Point of Contact: Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits (20)	Servicing HRC HRC Baltimore	Enter a note! Post Note Added by Name Feb 22 Package reviewed. Waiting on signed VA Form 0235 to return.

HRC Leadership: Concurrence

HRC Leadership receives a LEAF notification indicating that the HRS has completed their initial review of the GS-15 package request and that the package is ready for the next step in the review process. HRC Leadership reviews the request in LEAF. If HRC Leadership identifies any issues with the attached files, they can return the request to the assigned HRS. If the request contains no issues, HRC Leadership routes the request to HCS Operations.

1. Select View Request link in the LEAF notification email.









2. Review the attachments on the Main Request screen, as needed.

Office of Human Capital Services (HCS OSO Centralized Processing LEAF Portal	5)	<u>n out</u>
HRC Baltimore Comments:	Tools View History Write Email Print to PDF	
Send to HRS - E FirstName Last Name#6: Package Review Completed	Baltimore Route to HCS Operations Image: Comparison of the second seco	_
Comment: Documents verified and VA Form 2035 updated. Testing	Comments	
GS-15 Package Requesting Point of Contact:	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024 Package Review Completed Name	Post Feb 22
Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits (20)	Servicing HRC Documents verified and VA) HRC Baltimore Note Added by Name	Feb 22 on
Define Service Line if "Other" selected:	Servicing HR Specialist Signed VA Form 0235 to retuine FirstName LastName#6 Internal Use B Main Request B	um.
Second Point of Contact Requesting Leadership Additional POC (optional) FirstName FirstName LastName#4 Unassigned LastName#3 Value Value	OSO HRC Assignment	
2 Customer Response Nature of Request:	You have read access	

3. Type comments in the **HRC Comments** field.

Office of Human Capital Services (HCS OSO Centralized Processing LEAF Portal) ☆ Main Page Links▼	l <u>Sign out</u> Request #22
HRC Baltimore Comments: Comments: Cond to HDE	Itimara Rauta ta HCE Quarations	Tools View History ail Print to PDF BETA
FirstName Last Name#6: Package Review Completed Comment: Documents verified and VA Form 2035 updated.	Thursday, February 22, 2024	Add Bookmark Copy Request Concel Request
Testing SS-15 Package	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024 –	Comments Enter a note Package Review Completed Feb 2
Requesting Point of Contact: Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits (20) Define Service Line if "Other" selected:	Servicing HRC HRC Baltimore	Name Documents verified and VA Form 0235 updated. Note Added by Name Package reviewed. Waiting on signed VA Form 0235 to return.
Second Point of Contact Requesting Leadership Additional POC (optional) FirstName FirstName LastName#4 Unassigned	FirstName LastName#6	Internal Use Main Request OSO HRC Assignment
LastName#3 Customer Response Nature of Request:	2	Security Permissions



U.S. Department of Veterans Affairs



4. Select **Send to HRS** to return the request to the HRS if any issues with the attached files must be resolved.

NOTE: Ensure the information in the Comments field clearly communicates what action is required of the HRS to resolve the identified issue(s).

Office of Human Capital Services (HCS OSO Centralized Processing LEAF Portal)	<u>Sign out</u>
HRC Baltimore Comments: Send to HRS - Ba	Itimore Route to HCS Operations	Tools View History Write Email Print to PDF Print to PDF Add Bookmark
FirstName Last Name#6: Package Review Completed Comment: Documents verified and VA Form 2035 updated.	Thursday, February 22, 2024	Copy Request
Testing GS-15 Package	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	Comments Enter a note! Post
1 Requesting Point of Contact:	N	Package Review Completed Feb 22 Name Documents verified and VA
Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits (20) Define Service Line if "Other" selected:	Servicing HRC HRC Baltimore Servicing HR Specialist	Form 0235 updated. Note Added by Name Feb 22 Package reviewed. Waiting on signed VA Form 0235 to return.
Second Point of Contact Requesting Leadership Additional POC (optional)	FirstName LastName#6	Internal Use Main Request

5. Select Route to HCS Operations to move forward with processing the request.

Office of Human Capital Services (HCS) 050 Centralized Processing LEAF Portal) [Helpy Request #22
HRC Baltimore		Tools View History Write Email
Send to HRS - Ba FirstName Last Name#6: Package Review Completed Comment: Documents verified and VA Form 2035 updated.	Itimore Route to HCS Operations	Add Bookmark Copy Request Copy Request
Testing GS-15 Package Requesting Point of Contact:	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	Comments Enter a note! Post Package Review Completed Feb 22 Name Feb 22
Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits (20) Define Service Line if "Other" selected:	Servicing HRC HRC Baltimore Servicing HR Specialist	Documents verified and VA Form 0235 updated. Note Added by Name Package reviewed. Waiting on signed VA Form 0235 to return.
Second Point of Contact Requesting Leadership Additional POC (optional) FirstName FirstName LastName#4 Unassigned LastName#3 Value Value	FirstName LastName#6	Internal Use Main Request OSO HRC Assignment







STAGE 3

HCS Operations: Note to Reviewer (NTR) Initiation

HCS Operations receives a LEAF notification of the GS-15 package request. If the package is for an internal candidate, HCS Operations confirms that VA Form 0235 has been signed and uploaded to the request, reviews package documents for correctness, and confirms and assigns the Final Approval Authority in LEAF. HCS Operations then generates the NTR, which includes the appropriate purpose, employee and position and verifies the signature blocks for HCS Executive Management Team (EMT) concurrence. The NTR is then uploaded to the request in LEAF for signing by HCS EMO.

1. Select View Request link in the LEAF notification email.









2. Verify the **Organization/Service Line** and **Servicing HRC** to determine the Final Approval Authority.

Office of Human Capital Services (HCS) OSO Centralized Processing LEAF Portal	Main Page Links▼ (e Help▼ Request #22
HCS Operations		Tools View History Write Email Print to PDF BETA
FirstName Last Name#6: Package Review Completed Comment: FirstName LastName reviewed.	Thursday, February 22, 2024	Add Bookmark Copy Request Copy Request
Testing GS-15 Package	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	Comments Enter a notel Post Routed to HCS Operations Feb 22
Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits (20) Define Service Line if "Other" selected:	Servicing HRC HRC Baltimore Servicing HR Specialist FirstName LastName#6	Name FirstName LastName reviewed. Package Review Completed Feb 22 Name Documents verified and VA Form 0235 updated. Note Added by Name Note Added by Name Feb 22 Package reviewed. Waiting on Package reviewed.
Second Point of Contact Requesting Leadership Additional POC (optional) FirstName FirstName LastName#4 Unassigned LastName#3 Unassigned		signed VA Form 0235 to return.

3. Use the scroll bar to display Section 4 HCS Operations Section | Final Approval Authority Selection & Note To Reviewer (NTR).

Office of Human Capital Services (HCS OSO Centralized Processing LEAF Portal)	I <u>Sign out</u> Request #22
HCS Operations Comments:	Note to Reviewer Complete	Tools View H Write Email Print to PDF Print to PDF Add Bookmark
FirstName Last Name#6: Package Review Completed Comment: FirstName LastName reviewed.	Thursday, February 22, 2024	Copy Request
Testing GS-15 Package	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	Comments Enter a note! Post
1 Requesting Point of Contact: Requestor Full Name Organization/Service Line	Servicing HRC	Routed to HCS Operations Feb 22 Name FirstName LastName reviewed.
FirstName LastName#1 Under Secretary for Benefits (20) Define Service Line if "Other" selected:	HRC Baltimore	Package Review Completed Feb 22 Name Documents verified and VA Form 0235 updated.
Second Point of Contact Requesting Leadership Additional POC (optional)	FirstName LastName#6	Note Added by Name Feb 22 Package reviewed. Waiting on signed VA Form 0235 to return.
FirstName FirstName LastName#4 Unassigned LastName#3		Internal Use




4. Select the **Edit** icon for Section 4 HCS Operations Section | Final Approval Authority Selection & Note To Reviewer (NTR).

Final Approval Authority	NTR	
To be completed by OSO	No files attached.	
Action (External Candidate only) VA Form 0235 Uplo	ad - (Completed by HRC):	2
(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		
Email template		
Ø *******		
Date VA Form 0235 forwarded to PSAC		

5. Select the appropriate **Final Approval Authority** from the Final Approval Authority dropdown menu in the Editing # window.

aligned under OFO will contin process of signing Org charts.	Editing #22	×	4
@ Approved C	S Cancel	Save Change	
	HCS Operations Section Final Approval Authority Selection & Note To Reviewer (NTR) (Comple	ted by OSO):	
	Final Approval Authority		
Performance Appraisals from Provide a copy of the nomine-	To be completed by OSO		
annual performance appraisa the last 24 consecutive monti	NTR		
explanation for appraisal peri months. Submit all appraisals	File Attachment(s)		
appraisals were completed du months. Provide an explanation	Select File to attach: Choose File No file chosen		
current federal employee and performance appraisals, pleas	Maximum attachment size is 20MB.		
LEAF notes.			
@ <u>Performanc</u>			
4 HCS Operations Section Fina			
Final Approval Authority	HIR		
To be compl	eted by OSO No files attached.		
5 HRC Action (External Candidat	e only) VA Form 0235 Upload - (Completed by HRC):		
(EXTERNAL CANDIDATE 0235 forwarded to PSAC	S ONLY) Date VA Form for A Security Check .		
that the BI is submitted	ve continnation from Yes & scheduled before rnal Candidates, Email		
VA Form 0235 to VHALI Email template	TSICVA0235@va.gov		
@ *******	*		
Date VA Form 0235 f	onvarded to PSAC		



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6. Select Choose File.

aligned under OFO will contin process of signing Org charts	Editing #22	×	4
@ Approved C	S Cancel	🔜 Save Change	
	HCS Operations Section Final Approval Authority Selection & Note To Reviewer (NTR)	(Completed by OSO):	
Performance Appraisals from Provide a copy of the nomine annual performance appraisal the last 24 consecutive mont explanation for appraisal appraisals were completed du months. Provide an explanati- performance appraisals. If the current federal employee and performance appraisals. Jeas LEAF notes.	Chief of Staff v NTR File Attachment(s) Select File to attach: Choose File No file chosen Maximum attachment size is		
4 HCS Operations Section Fina			
Final Approval Authority To be compl-	eted by OSO No files attached.		

7. Select the appropriate NTR from the Open window.

Approved C					
	😣 Cancel			🔚 Save Cha	inge
	HCS Operations Section Final Approval Autho	rity Selection & Note To R	eviewer (NTR) (Co	mpleted by OS	io):
C Open					×
← → ~ ↑ □ > 1	his PC > Desktop > LEAF GS15 > GS-15 Package Docume	ents	✓ Č Sei	arch GS-15 Packag	ge Docum 🔎
Organize 👻 New fol	der				8== - ()
^	Name	Date modified	Туре	Size	^
Quick access	Archive	02/01/2024 6:29 PM	File folder		
🔮 Documents 🖈	Approved Organization Chart - Signed.pdf	01/31/2024 3:53 PM	Adobe Acrobat D	28 KB	
👆 Downloads 🖈	Best Oualified Matrix - Signed.pdf	01/31/2024 3:53 PM	Adobe Acrobat D	28 KB	
📰 Pictures 🛛 🖈	Certificate of Eligible.pdf	01/31/2024 3:53 PM	Adobe Acrobat D	28 KB	
GS-15 Package [A Concurrence Sheet.pdf	01/31/2024 3:54 PM	Adobe Acrobat D	28 KB	
HRS	Concurrence_Sheet_COS_Signed.pdf	01/31/2024 3:54 PM	Adobe Acrobat D	28 KB	
LEAF GS15	Justification Memorandum.pdf	01/31/2024 3:54 PM	Adobe Acrobat D	28 KB	
Ctage 2	A Nominee Resume.pdf	01/31/2024 3:55 PM	Adobe Acrobat D	28 KB	
Stage 5	NTR (GS-15 Nomination)_LP version.pdf	02/22/2024 3:51 PM	Adobe Acrobat D	272 KB	
📥 OneDrive - Depart	NTR (GS-15 Nomination)_LP version_DEDO_Signed.pd	df 02/22/2024 3:51 PM	Adobe Acrobat D	272 KB	
This DC	NTR (GS-15 Nomination)_LP version_EMO_Signed.pd	f 02/22/2024 3:51 PM	Adobe Acrobat D	272 KB	
	Performance Appraisals (24 Months).pdf	01/31/2024 3:55 PM	Adobe Acrobat D	28 KB	
3D Objects	Place of Birth (Security Check).pdf	01/31/2024 3:55 PM	Adobe Acrobat D	28 KB	
Desktop	Position Description_OF-8.pdf	01/31/2024 3:55 PM	Adobe Acrobat D	28 KB	
Documents	Reference Checks - Signed.pdf	01/31/2024 3:56 PM	Adobe Acrobat D	28 KB	
🕹 Downloads	🔊 SF-50.pdf	01/31/2024 3:56 PM	Adobe Acrobat D	28 KB	
h Music Y	SF-52.pdf	01/31/2024 3:57 PM	Adobe Acrobat D	28 KB	~
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"Building Strategic Partnerships Through Service"





8. Select Open.

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annual performance appraisa the last 24 consecutive monti-	NTR	
explanation for appraisal peri- months. Submit all appraisals	File Attachment(s)	
appraisals were completed du months. Provide an explanati-	Select File to attach: Choose File NTR (GS-1P version.pdf	
performance appraisals. If the current federal employee and	File NTR (GS-15 Nomination)_LP version.pdf has been attached	
performance appraisals, pleas LEAF notes.	Maximum attachment size is 20M8.	
@ <u>Performanc</u>		
4 HCS Operations Section Fina		
Final Approval Authority	nik.	
To be compl	eted by OSO No files attached.	
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10. Select Save Change.

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annual performance appraisa the last 24 consecutive month explanation for approxisal per- months. Submit all appraisals appraisals were completed du months. Provide an explanati- performance appraisals. If the current federal employee and performance appraisals, plass LEAF notes.	NTR File Attachment(s) Select File to attach: Choose File NTR (GS-1P version.pdf File NTR (GS-15 Nomination)_LP version.pdf has been attached Maximum attachment size is 20MB.	
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11. Verify the Final Approval Authority and NTR display in the Section 4 HCS Operations Section | Final Approval Authority Selection & Note To Reviewer (NTR).

explanation for appraisal periods not cove nonths. Submit all appraisals if more tha appraisals were completed during the 24 nonths. Provide an explanation for missir	ring 12 n two					
erformance appraisals. If the candidate urrent federal employee and/or does not erformance appraisals, please indicate ir EAF notes.	is not a : have h the					
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12. Use the scroll bar to return to the top of the Main Request screen.

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13. Type comments in the HCS Operations Comments field.

Office of Human Capital Services (HCS 050 Centralized Processing LEAF Portal) ♠ Main Page Links▼ (l Sign out ● Help▼ Request #22
HCS Operations Comments: First Name LastName reviewed.	Note to Reviewer Complete	Tools View History Iail Iail Iail Iail Iail
FirstName Last Name#6: Package Review Completed Comment: FirstName LastName reviewed.	Thursday, February 22, 2024	Add Bookmark Copy Request Copy Request Concel Request
Testing GS-15 Package Requesting Point of Contact:	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	Comments Enter a note! Post Routed to HCS Operations Feb 22
Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits (20) Define Service Line if "Other" selected:	Servicing HRC HRC Baltimore Servicing HR Specialist	FirstName LastName reviewed. Package Review Completed Feb 22 Name Documents verified and VA Form 0235 updated. Note Added by Name Feb 22
Second Point of Contact Requesting Leadership Additional POC (optional) FirstName FirstName LastName#4 Unassigned LastName#3 Value Value	FirstName LastName#6	Package reviewed. Waiting on signed VA Form 0235 to return.
2 Customer Response Nature of Request: Package Type: Requested Position Information (i.e. Position Location (City & Statitle/series/grade)	te) Candidate Name (First Last)	OSO HRC Assignment







14. Select Note to Reviewer Complete to forward the request to HCS EMO.

Office	e of Human Capita	Services (HCS)	Links	Bign out
HCS Operations			Than Page		Tools View History
Comments: First Name LastNam	e reviewed.				Write Email
FirstName Last Name#6: Pa	ackage Review Completed		Note to Reviewer Col	mplete ary 22, 2024	Add Bookmark
Comment: FirstName LastName r	eviewed.				Copy Request
Testing GS-15 Package			Initiated by First Name Last Na Submitted Thursday, Februar	me#1 y 22, 2024	Comments Enter a note! Post
Requesting Point of Conta Requestor Full Name	ct: Organization/Service Line		Servicing HRC	N	Routed to HCS Operations Feb 22 Name FirstName LastName reviewed.
FirstName Last	Name#1 Under Secretary Define Service Line if "Other"	for Benefits (20)	HRC Baltimore		Package Review Completed Feb 22 Name Documents verified and VA Form 0235 updated.
Second Point of Contact	Requesting Leadership	Additional POC (optional)	FirstName LastName	#6	Peo 22 Package reviewed. Waiting on signed VA Form 0235 to return.
FirstName LastName#3	FirstName LastName#	4 Unassigned			Internal Use Main Request
2 Customer Response National Package Type:	ure of Request: Requested Position Information (i.e. title/series/grade)	Position Location (City & Sta	te) Candidate Name (First Last)	<u> </u>	OSO HRC Assignment Security Permissions
Nomination Detail Days	Title, Series, Grade	Baltimore, MD It is our goal to assist with "Building S Partnerships Through Service." The LE	FirstName LastN	lame	You have read access You have write access
	Internal Candidate	package review process begins and en customer. We are requesting all custor internal actions (including documents as the most recent, updated, and sign required) be completed before process uploading the supporting documents to	ids with the mer confirmed ed as ding with o the LEAF former Co		







HCS Executive Management Team (EMT): Concurrence

The EMT receives a LEAF notification of the GS-15 package request, and the Track My Hire team prepares the request for review by the EMO. The EMO reviews the request, provides concurrence, signs the NTR, and routes the request to the Track My Hire team. The Track My Hire team then uploads the signed NTR and forwards the request to DEDO in LEAF.

1. Select View Request link in the LEAF notification email.

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Request ID#: 22 Request title: Testing Request status: Note to reviewer Completed			
Comments: First Name LastName reviewed.			
View Request: <u>https://leaf.va.gov/VBA/101/hcs_os</u>	o leaf page/?a=printview&recordID=22		
THIS IS AN AUTOMATED MESSAGE			







2. Use the scroll bar to display Section 4 HCS Operations Section | Final Approval Authority Selection & Note To Reviewer (NTR).

Office of Human Capital Services (HCS OSO Centralized Processing LEAF Portal)	<u>Sign out</u>
HCS EMT	Note to Reviewer Complete	Tools View H Write Email Print to PDF PETA
HCS Operations: Note to reviewer Completed Comment: First Name LastName reviewed.	Thursday, February 22, 2024	Copy Request
Testing GS-15 Package	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	Comments Enter a notel Post Note to reviewer Completed Feb 22
Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits (20) Define Service Line if "Other" selected:	Servicing HRC HRC Baltimore Servicing HR Specialist FirstName LastName#6	Name First Name LastName reviewed. Routed to HCS Operations Feb 22 Name FirstName LastName reviewed. Package Review Completed Feb 22 Name Documents verified and VA
Second Point of Contact Requesting Leadership Additional POC (optional) FirstName FirstName LastName#4 Unassigned LastName#3 FirstName FirstName		Note Added by Name Feb 22 Package reviewed. Waiting on signed VA Form 0235 to return.

3. Select the NTR file name to download the NTR for review and signing.

current federal employee and/or does not have performance appraisals, please indicate in the LEAF notes.	
<pre> @ Performance Appraisals (24 Months).pdf </pre>	
A HCS Operations Section Final Approval Authority Selection & Note To Reviewer (NTR) (Completed by OSO):	
Final Approval Authority NTR	
Chief of Staff @ <u>NTR (GS-15 Nomination) LP version.pdf</u>	
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4. Select the **Edit** icon for Section 4 HCS Operations Section | Final Approval Authority Selection & Note To Reviewer (NTR) once the EMO signs the NTR.

A HCS Operations Section Final Approval Authority Selection & Note To Reviewer (NTR) (Completed by OSO):	
Final Approval Authority NTR	
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5. Select **Delete** to remove the unsigned NTR.

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months. Submit all appraisals appraisals were completed du			
months. Provide an explanation performance appraisals. If the current federal employee and	@ <u>NTR (GS-15 Nomination) LP version.pdf</u>	Delete	
performance appraisals, plea: LEAF notes.	Select additional File to attach: Choose File No file chosen		
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6. Select Yes in the Delete File? window.



7. Select Choose File.

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explanation for appraisal peri- months. Submit all appraisals	NTR		
appraisals were completed du months. Provide an explanation	File Attachment(s)		
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8. Select the EMO-signed NTR from the Open window.

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9. Select **Open**.

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LIPS	Justification Memorandum.pdf	01/31/2024 3:54 PM	Adobe Acrobat D	28 KB		
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10. Verify that the EMO-signed NTR displays in the Editing # window.

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Performance Appraisals from Provide a copy of the nomine-	Final Approval Authority		
annual performance appraisa the last 24 consecutive month	Chief of Staff *		
explanation for appraisal per- months. Submit all appraisals	NTR		
appraisals were completed du months. Provide an explanati- performance appraisals. If the	File Attachment(s)		
current federal employee and performance appraisals, pleas	Select additional File to attach: Choose File NTR (GS-1Signed.pdf		
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11. Select Save Change.

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explanation for appraisal peri- months. Submit all appraisals	NTR	
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5 HRC Action (External Candidat	e only) VA Form 0235 Upload - (Completed by HRC):	
(EXTERNAL CANDIDATES 0235 forwarded to PSAC	S ONLY) Date VA Form for A Security Check -	
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requesting a SC for Exte VA Form 0235 to VHALI	mal Candidates. Email TSICVA0235@va.gov	
@ ********	*	

12. Verify that the updated NTR displays on the Main Request screen.







performance appraisais, please indicate in the	
LEAF notes.	
<pre>@Performance Appraisals (24 Months).pdf</pre>	
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Ø *****	
Date VA Form 0235 forwarded to PSAC	
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13. Use the scroll bar to return to the top of the Main Request screen.

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	
<pre> LEAF notes. @ Performance Appraisals (24 Months).pdf </pre>	
HCS Operations Section Final Approval Authority Selection & Note To Reviewer (NTR) (Completed by OSO):	
Chief of Staff @ <u>NTR (GS-15 Nomination)_LP version_EMO_Signed.pdf</u>	
5 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 B1 is submitted & scheduled before requesting a SC for External Candidates. Email VA Form 0235 to VHALITSICVA0235@va.gov Email template	
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14. Type comments in the HCS EMT Comments field.







Office of Human Capital Services (HCS OSO Centralized Processing LEAF Portal)	E Help▼ Request #22
HCS EMT	Note to Reviewer Complete	Tools View History ail Print to PDF BETA Add Bookmark
HCS Operations: Note to reviewer Completed Comment: First Name LastName reviewed.	Thursday, February 22, 2024	Copy Request
Testing GS-15 Package	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	Comments Enter a note! Post
Requesting Point of Contact: Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits	Servicing HRC HRC Baltimore	Note to reviewer Completed Feb 22 Name First Name LastName reviewed. Routed to HCS Operations Feb 22 Name FirstName LastName reviewed.
Define Service Line if "Other" selected: Second Point of Contact Requesting Leadership Additional POC (optional)	Servicing HR Specialist FirstName LastName#6	Package Review Completed Feb 22 Name Documents verified and VA Form 0235 updated. Note Added by Name

15. Select Note to Reviewer Complete to forward the request to the HCS DEDO.

Office of Human Capital Services (HCS OSO Centralized Processing LEAF Portal)	e Help▼ Request #22
HCS EMT Comments: NTR signed by EMC	Note to Reviewer Complete	Tools View History Write Email Print to PDF Print to PDF Add Bookmark
HCS Operations: Note to reviewer Completed Comment: First Name LastName reviewed.	Thursday, February 22, 2024	Copy Request
Testing GS-15 Package	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	Comments Enter a note! Post
Requesting Point of Contact: Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits (20)	Servicing HRC HRC Baltimore	Note to reviewer Completed Feb 22 Name First Name LastName reviewed. Routed to HCS Operations Feb 22 Name FirstName LastName reviewed.
Define Service Line if "Other" selected: Second Point of Contact Requesting Leadership Additional POC (optional)	Servicing HR Specialist FirstName LastName#6	Package Review Completed Feb 22 Name Documents verified and VA Form 0235 updated. Note Added by Name
FirstName FirstName LastName#4 Unassigned LastName#3 2 Customer Response Nature of Request:	R	Package reviewed. Waiting on signed VA Form 0235 to return.
Package Type: Requested Position Information (i.e. Position Location (City & Statitle/series/grade)	te) Candidate Name (First Last)	Main Request







HCS DEDO: Concurrence

The DEDO receives a LEAF notification of the GS-15 package request, reviews the documents, signs the EMO-signed NTR, and uploads the newly signed NTR in LEAF. The DEDO then forwards the request to HCS Operations for final review.

1. Select View Request link in the LEAF notification email.











2. Use the scroll bar to display Section 4 HCS Operations Section | Final Approval Authority Selection & Note To Reviewer (NTR).

Office of Human Capital Services (HCS OSO Centralized Processing LEAF Portal)	<u>Sion out</u> Help▼ Request #22
DEDO Comments: Send to Chief of Staff for Signature Send to DUS-ABD for Signature	e Send to DUS-OFO for Signature Send to DUS-OPO for Signature	Tools View H Image: Colspan="2">Image: Colspan="2" Image: Colspan="2" Ima
HCS EMT: Note to reviewer Completed Comment: NTR signed by EMO	Thursday, February 22, 2024	Cancel Request
Testing GS-15 Package	First Name Last Name#1	Comments Enter a note! Post Note to reviewer Completed Name Feb 22
Requesting Point of Contact: Requestor Full Name Organization/Service Line	Servicing HRC	NTR signed by EMO Note to reviewer Completed Feb 22 Name First Name LastName reviewed.
FirstName LastName#1 Under Secretary for Benefits (20) Define Service Line if "Other" selected:	HRC Baltimore Servicing HR Specialist	Routed to HCS Operations Feb 22 Name FirstName LastName reviewed.
Second Point of Contact Requesting Leadership Additional POC (optional) FirstName FirstName LastName## Unaccigned	FirstName LastName#6	Name Documents verified and VA Form 0235 updated. Note Added by Name Feb 22

3. Select the NTR file name to download the NTR for review and signing.

current federal employee and/or does not have performance appraisals, please indicate in the LEAF notes. <u>Performance Appraisals (24 Months).pdf</u>	
HCS Operations Section Final Approval Authority Selection & Note To Reviewer (NTR) (Completed by OSO):	
Chief of Staff @ <u>NTR (GS-15 Nomination)_LP version_EMO_Signed.pdf</u>	
RC 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	

	VA Light Electronic Action Framework Version 1.0.5 rPUBLIC ▼







4. Select the **Edit** icon for Section 4 HCS Operations Section | Final Approval Authority Selection & Note To Reviewer (NTR) once the DEDO signs the NTR.

performance appraisals. If the candidate is not a current federal employee and/or does not have performance appraisals, please indicate in the	
<pre> <u>LEAF notes.</u> <u> <u> <u> </u> <u> Performance Appraisals (24 Months).pdf</u> <u> </u> </u></u></pre>	
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Chief of Staff @ <u>NTR (GS-15 Nomination)_LP version_EMO_Signed.pdf</u> 5 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 Bl is submitted & Scheduled before	
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5. Select **Delete** to remove the EMO-signed NTR.

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"Building Strategic Partnerships Through Service"





6. Select **Yes** in the Delete File? window.



7. Select Choose File.

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5 HRC Action (External Candidate only (EXTERNAL CANDIDATES ONLY	() VA Form 0235 Upload - (Completed by HRC):	N	
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8. Select the DEDO-signed NTR from the Open window.

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10. Verify that the DEDO-signed NTR displays in the Editing # window.



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12. Verify that the updated NTR displays in Section 4 HCS Operations Section | Final Approval Authority Selection & Note To Reviewer (NTR).



13. Use the scroll bar to return to the top of the Main Request screen.

LEAF notes.	
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Chief of Staff	
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14. Type comments in the **DEDO Comments** field.

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HCS EMT: Note to reviewer Completed Comment: NTR signed by EMO	Thursday, February 22, 2024	Cancel Request
Testing	Initiated by First Name Last Name#1	Comments Enter a note! Post Note to reviewer Completed
GS-15 Package	Submitted Thursday, February 22, 2024	Name Feb 22 NTR signed by EMO Feb 24

15. Select **Send to Chief of Staff for Signature** to forward the request to the Final Approval Authority.

NOTE: The selected Send to option varies, depending on the Final Approval Authority designated on the request. The Final Approval Authority can be verified by scrolling to Section 4 at the bottom of the Main Request screen.

NOTE: If the Final Approval Authority pre-signed the Concurrence Sheet, HCS Operations notifies the DEDO and moves the package to Stage 5 in LEAF.

Office of Human Capital Services (HCS) 050 Centralized Processing LEAF Portal) [☆ Main Page] Links▼ [I Sign out ● Help▼ Request #22
DEDO Comments: Signed NTR. Send to Chief of Staff for Signature Send to DUS-ABD for Signature	Send to DUS-OFO for Signature Send to DUS-OPO for Signature	Tools View History Write Email Print to PDF Add Bookmark Copy Request
HCS EMT: Note to reviewer Comple Comment: NTR signed by EMO	Thursday, February 22, 2024	Cancel Request
Testing GS-15 Package	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	Enter a notel Post Note to reviewer Completed Feb 22 Name Feb 22
Requesting Point of Contact: Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits (20)	Servicing HRC HRC Baltimore	Note to reviewer Completed Feb 22 Name First Name LastName reviewed. Routed to HCS Operations Feb 22
Define Service Line if "Other" selected:	Servicing HR Specialist FirstName LastName#6	Name FirstName LastName reviewed. Package Review Completed Feb 22 Name Documents verified and VA
Second Point of Contact Requesting Leadership Additional POC (optional) FirstName FirstName LastName#4 Unassigned		Form 0235 updated. Note Added by Name Feb 22







STAGE 4

Final Approval Authority: Concurrence

The Final Approval Authority receives a LEAF notification of the GS-15 package request, reviews the request, and signs the Concurrence Sheet. The updated Concurrence Sheet is then uploaded to LEAF, and the request is forwarded to HCS Operations for confirmation.

1. Select View Request link in the LEAF notification email.









2. Use the scroll bar to display Section 3 Package Documents | Customer Uploads.

Office of Human Capital Services (HCS) OSO Centralized Processing LEAF Portal		<u>Sign out</u> Help▼ Request #22
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Requesting Point of Contact: Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits (20)	-	Signature Name Signature Name Signed NTR Note to reviewer Completed by Feb 22 Name NTR signed by EMO
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3. Select the Concurrence Sheet file name to download the file.









4. Use the scroll bar to return to the top of Section 3 Package Documents | Customer Uploads.



5. Select the **Edit** icon for Section 3 Package Documents | Customer Uploads.





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6. Use the scroll bar to navigate through the Editing # window.

B Package Documents Customer	Editing #22	×	^
Security Check (SC) using VA F	8 Cancel	🔜 Save Change	
(version Feb 2021) - Provide th VA0235 here. The VA0235 is re 15 packages for the HRC to req the December Security Adjudice	Package Documents Customer Upload:		
(PSAC). VA0235 Format and I VA0235 Template -Internal Can a VA Form 0235 submitted to P end of the GS-15 package proc	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).		
Candidates will have a VA Form to PSAC at the back end of the	VA0235 Format and Instructions VA0235 Template		
process. Important: Do not sa- a final closed document. Saving document will obstruct the abili	-Internal Candidates will have a VA Form 0235 submitted to PSAC at the front end of the GS-15 package process.		
perform a digital signature afte process is completed. The VA02 must remain in an editable moc	-External Candidates will have a VA Form 0235 submitted to PSAC at the back end of the GS-15 package process.		
required information is entered document. Note: A SC and a B Investigation (BI) are two sepa VA0235 is not used to request : Candidate (selected outside of ' package will follow the "Alterna	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.		
Process" which includes 1) rout forward in LEAF for HR review a	Note: A SC and a Background Investigation (BI) are two separate actions. VA0235 is not used to request a BI.		
Authority, 2) HRC completing the initiating the Background Invest request, 4) Personnel Security : notification to HR that the requi- submitted & scheduled, 5) HRC for the External Candidate after from PSS that the BI is submitt	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)		
		Delete	
	Select additional File to attach: Choose File No file chosen		
	Maximum attachment size is 20MB.		

7. Select **Delete** to remove the unsigned Concurrence Sheet.

	File Attachment(s)	
4 HCS Operations Section Final -	Justification Memorandum.pdf Delete	
Final Approval Authority	Select additional File to attach: Choose File No file chosen	
To be complete	Maximum attachment size is 20MB.	
NTR		
@ <u>NTR (GS-15</u>	Concurrence Sheet – Provide a completed concurrence sheet populated with the nominee's name, position, title (use the Official name from the OF-8 document), grade, location and business line. Only the DUS or COS signature block should be on this document.	
	* Required	
	File Attachment(s)	
5 HRC Final Action VA Form 023:	@ Concurrence Sheet.pdf	
Date TJO provided (All Ca	Select additional File to attach: Choose File No file chosen	
	Maximum attachment size is 20MB.	
	SF-50 - Provide the most recent non-award SF-50 for the candidate (non-redacted). If the selectee is not a current federal employee and/or does not have an SF-50, please indicate in the LEAF notes area.	
	File Attachment(s)	
	@ <u>Sr-Supar</u>	
	Select additional File to attach: Choose File No file chosen	stranic Action Framework
	Maximum attachment size is 20MB.	Version 1.0.5 rPUBLIC







8. Select Yes in the Delete File? window.



9. Select Choose File.

	- File Attachment(c)	
	Institucing Plate Delete	
4 Hus Operations Section Final /		
Final Approval Authority	Select additional File to attach: Choose File No file chosen	
To be complete	Maximum attachment size is 20MB.	
NTR		
@ <u>NTR (GS-15</u>	Concurrence Sheet – Provide a completed concurrence sheet populated with the nominee's name, position, title (use the Official name from the OF-8 document), grade, location and business line. Only the DUS or COS signature block should be on this document.	
	* Required	
	File Attachment(s)	
5 HRC Final Action VA Form 023	Select additional File to attach: Choose File No file chosen	
Date TJO provided (All Ca	Maximum attachment size is 20MB.	
	SF-50 - Provide the most recent non- employee and/or does not have an SF Required * Sensitive File Attachment(s)	
	Ø <u>SF-50.pdf</u> Delete	
	Select additional File to attach: Choose File No file chosen Maximum attachment size is 20MB.	
		ctronic Action Framework Version 1.0.5 rPUBLIC
	SF-52 - Provide a completed and signed 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 Director authorizing the request.	



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10. Select the signed Concurrence Sheet from the Open window.

алан (П. т. т.	PC > Decision > LEAF GS15 > GS 15 Decision Decision			Sourch GS 15 Deale	ana Daguma	
⇒ * T 🛄 > Ini	s PC > Desktop > LEAF GS15 > GS-15 Package Documents		~ 0	Search GS-15 Pack	age Docum D	
rganize 👻 🛛 New folde	er				855 - 2	
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Quick access	Archive	02/01/2024 6-20 DM	File felder			
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🕹 Downloads 🖈	Approved Organization Chart - Signed.pdf Best Qualified Matrix - Signed pdf	01/21/2024 2:52 DM	Adobe Acrobat D	20 KD		
E Pictures 🖈	Certificate of Fligible pdf	01/31/2024 3:53 PM	Adobe Acrobat D	20 KB		
GS-15 Package	Concurrence Sheet ndf	01/31/2024 3:54 PM	Adobe Acrobat D	28 KB		
Stage 2-6 Job Air	Concurrence Sheet COS Signed odf	01/31/2024 3:54 PM	Adobe Acrobat D	28 KB		
Change 2 - 0 500 All	Lustification Memorandum.pdf	01/31/2024 3:54 PM	Adobe Acrobat D	28 KB		
Stage 4	Nominee Resume.ndf	01/31/2024 3:55 PM	Adobe Acrobat D	28 KB		
Stages 2-6	NTR (GS-15 Nomination) LP version.pdf	02/22/2024 3:51 PM	Adobe Acrobat D	272 KB		
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This PC	Performance Appraisals (24 Months).pdf	01/31/2024 3:55 PM	Adobe Acrobat D	28 KB		
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				Open	Cancel	
	Select additional File to attach: Choose File	chosen				
	Maximum attachment size is 20MB.					

11. Select Open.

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🕂 Downloads 🖈	👃 Best Qualified Matrix - Signed.pdf	01/31/2024 3:53 PM	Adobe Acrobat D	28 KB	
📰 Pictures 🛛 🖈	Certificate of Eligible.pdf	01/31/2024 3:53 PM	Adobe Acrobat D	28 KB	
GS-15 Package E	Concurrence Sheet.pdf	01/31/2024 3:54 PM	Adobe Acrobat D	28 KB	
LEAF GS15	Concurrence Sheet_COS_Signed.pdf	01/31/2024 3:54 PM	Adobe Acrobat D	28 KB	
Stage 1 Screen C	Justification Memorandum.pdf	01/31/2024 3:54 PM	Adobe Acrobat D	28 KB	
Stage 2-6 Job Air	Nominee Resume.pdf	01/31/2024 3:55 PM	Adobe Acrobat D	28 KB	
stage z stos t t.	NTR (GS-15 Nomination)_LP version.pdf	02/22/2024 3:51 PM	Adobe Acrobat D	272 KB	
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= 2D Objects	Performance Appraisals (24 Months).pdf	01/31/2024 3:55 PM	Adobe Acrobat D	28 KB	- 199
SD Objects	Place of Birth (Security Check).pdf	01/31/2024 3:55 PM	Adobe Acrobat D	28 KB	
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Maximu	m attachment size is 20MB.				







12. Verify that the signed Concurrence Sheet displays in the Editing # window.

HCS Operations Section Final /		
Final Approval Authority	Select additional File to attach: Choose File No file chosen	
To be complete	Maximum attachment size is 20MB.	
NTR		
@ <u>NTR (GS-15</u>	Concurrence Sheet – Provide a completed concurrence sheet populated with the nominee's name, position, title (use the Official name from the OF-8 document), grade, location and business line. Only the DUS or COS signature block should be on this document.	
	* Required	
	File Attachment(s)	
5 HRC Final Action VA Form 023	Select additional File to attach: Choose File ConcurrencSigned.pdf	
Date TJO provided (All Ca	File Concurrence_Sheet_COS_Signed.pdf has been attached	
	Maximum attachment size is 20MB.	
	SF-50 - Provide the most recent non-award SF-50 for the care mployee and/or does not have an SF-50, please indicate in EAF notes area. ■ Required ■ Sensitive File Attachment(s) @ SF-50.pdf Delete	
	Select additional File to attach: Choose File No file chosen	
	Maximum attachment size is 20MB.	Version 1.0.5 rPUBLIC
	SE-53 Dravide a completed and cleaned SE-53 with the following fields filled out: Dart A: Diacks 1, 2, 4, 5, 9, 6, Dart B: Diacks 1,	

13. Select Save Change.

performance appraisals, please LEAF notes.	Cancel	A
@ Performance	Justification Memorandum - Provide the hiring official rationale for recommending the nominee. The document mos signed by the hiring official (District Director or business line Director).	
	* Required	
	File Attachment(s)	
4 HCS Operations Section Final /		
Final Approval Authority	Select additional File to attach: Choose File No file chosen	
To be complete	Maximum attachment size is 20MB.	
NTR		
@ <u>NTR (GS-15</u>	Concurrence Sheet – Provide a completed concurrence sheet populated with the nominee's name, position, title (use the Official name from the OF-8 document), grade, location and business line. Only the DUS or COS signature block should be on this document.	
	* Required	
	- File Attachment(s)	
5 HRC Final Action VA Form 023	Select additional File to attach: Choose File ConcurrencSigned.pdf	
Date IJO provided (All Ca	File Concurrence_Sheet_COS_Signed.pdf has been attached	
	Maximum attachment size is 20MB.	
	SF-50 - Provide the most recent non-award SF-50 for the candidate (non-redacted). If the selectee is not a current federal employee and/or does not have an SF-50, please indicate in the LEAF notes area.	
	* Required * Sensitive 🐼	
	File Attachment(s)	
	@ SF-50.pdf	
	Select additional File to attach: Choose File No file chosen	
	Maximum attachment size is 20MB.	Ctronic Action Framework Version 1.0.5 rPUBLIC







14. Verify that the signed Concurrence Sheet displays in the Section 3 Package Documents Customer Uploads.



15. Use the scroll bar to return to the top of the Main Request screen.





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16. Type comments in the Chief of Staff Comments field.

NOTE:

- The title of the Comments field varies, depending on the role of the Final Approving Authority.
- If needed, use the Note option to add the comment without advancing request to the • next stage in the candidate selection process.

Office of Human Capital Services (HCS 050 Centralized Processing LEAF Portal	►)	<u>Sign out</u> Request #22
Chief of Staff Comments: N	ote Send for continued processing	Tools View History il Print to PDF BETA Add Bookmark
DEDO: Sent to Chief of Staff for Signature Comment: Signed NTR	Friday, February 23, 2024	Copy Request
Testing GS-15 Package	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	Comments Enter a notel Post
1 Requesting Point of Contact: Requestor Full Name Organization/Service Line	Servicing HRC	Sent to Chief of Staff for Feb 23 Signature Name Signed NTR
FirstName LastName#1 Under Secretary for Benefits (20) Define Service Line if "Other" selected:	HRC Baltimore Servicing HR Specialist	Note to reviewer Completed by Feb 22 Name NTR signed by EMO Note to reviewer Completed by Feb 22

17. Select Send for continued processing to forward the request to HCS Operations for final confirmation.

Office of Human Capital Services (HCS OSO Centralized Processing LEAF Portal)
Chief of Staff Comments: Chief of Staff signed.	te Send for continued processing
DEDO: Sent to Chief of Staff for Signature Comment: Signed NTR	February 23, 2024
Iesting GS-15 Package 1 Requesting Point of Contact:	Initiated by First Inner Last Name#1 Submitted Thursday, February 22, 2024
Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits (20) Define Service Line if "Other" selected:	Servicing HRC Signed NTR HRC Baltimore Note to reviewer Completed by Feb Name Servicing HR Specialist Note to reviewer Completed by Feb





STAGE 5

HCS Operations: HRC Notification

HCS Operations receives a LEAF notification of the GS-15 package request and confirms the following package components:

- Information on the request, including attached documents.
- NTR signed by both the EMO and DEDO.
- Concurrence Sheet signed by Final Approval Authority.

HCS Operations then assigns the GS-15 package request to the Servicing HRC and the appropriate HRS.

1. Select View Request link in the LEAF notification email.









2. Use the scroll bar to display Section 3 Package Documents | Customer Uploads.

Office of OSO Centraliz	Human Capital Services (HCS zed Processing LEAF Portal)	0	Help v Request	<u>Sign out</u> #22
HCS Operations				Tools	
Comments:				Write Email	
				Print to PDF BETA	
Baltimore Package C	complete Stage Denver Package Complete Stage D	OSO TT Package Complete Stage		Add Bookmark	
	ackson Package Complete Stage	030 TT Package Complete Stage		Copy Request	
Chief of Staff: Sent for continued Comment: Chief of Staff signed.	processing	Friday, February 23, 2024	4	🛿 Cancel Request	
			1	Comments	
Testing		Initiated by First Name Last Name#1		Enter a note!	Post
GS-15 Package		Submitted Thursday, February 22, 2024		Sent for continued processing Name	Feb 23
Requesting Point of Contact:			3	Chief of Staff signed.	5-1-00
Requestor Full Name	Organization/Service Line	Servicing HRC		Signature by Name Signed NTR	PED 25
FirstName LastName	#1 Under Secretary for Benefits (20)	HRC Baltimore		Note to reviewer Completed by Name	Feb 22
	Define Service Line if "Other" selected:	Servicing HR Specialist		NTR signed by EMO	
		FirstName LastName#6		Note to reviewer Completed by Name	Feb 22
Second Point of Contact	Requesting Leadership Additional POC (optional)			First Name LastName rev	newed.

3. Select the attached **Concurrence Sheet** to view and verify the signature.









4. Use the scroll bar to return to the top of the Main Request screen.



5. Type comments in the HCS Operations Comments field.

HCS Operations Comments: Baltimore Package Complete Stage Detroit Package Complete Stage Detroit Package Complete Stage Jackson Package Complete Stage OSO TT Package Complete Stage Detroit Package Complete Stage Jackson Package Complete Stage OSO TT Package Complete Stage OSO TT Package Complete Stage Comments: Add Bookmark Copy Request Mid of Staff: Sent for continued processing Friday, February 23, 2024 Staff: Sent for continued processing Friday, February 23, 2024 Initiated by First Name Last Name#1 Staff: Sent of Contact: Requesting Point of Contact: FirstName LastName#1 Under Secretary for Benefits (20) Define Service Line if "Other" selected: Second Point of Contact Requesting LastName#1 Under Secretary for Benefits (20) Define Service Line if "Other" selected: Second Point of Contact Requesting LastName#4 Unassigned	Office of Human Capital Services (HCS) OSO Centralized Processing LEAF Portal)	l <u>Sign out</u> Request #22
hief of Staff: Sent for continued processing Friday, February 23, 2024 hief of Staff signed. Friday, February 23, 2024 Comment: Chief of Staff signed. Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024 Requesting Point of Contact: Comments Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits (20) Define Service Line if "Other" selected: Servicing HRC Second Point of Contact: Servicing HR Specialist FirstName FirstName LastName#4 Second Point of Contact: Servicing HR Specialist FirstName FirstName LastName#4 Second Point of Contact Requesting Leadership	HCS Operations Comments: Baltimore Package Complete Stage Denver Package Complete Stage Detroit Package Complete Stage Jackson Package Complete Stage	es Moines Package Complete Stage	Tools View History ail Print to PDF BETA Add Bookmark
Requesting Point of Contact: Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits (20) Define Service Line if "Other" selected: Servicing HRC Second Point of Contact Requesting Leadership Additional POC (optional) FirstName FirstName FirstName LastName#4 Uname Note to reviewer Completed by Feb 22 Name Note to reviewer Completed by Feb 22 Name Note to reviewer Completed by Feb 22 Name FirstName LastName reviewed.	Chief of Staff: Sent for continued processing Comment: Chief of Staff signed. Testing GS-15 Package	Friday, February 23, 2024 Initiated by First Name Last Name#1	Copy Request Concel Request Comments Enter a notel Post Sent for continued processing Feb 23
Second Point of Contact Requesting Leadership Additional POC (optional) FirstName LastName#4 Note to reviewer Completed by Feb 22 FirstName FirstName LastName#4 Unassigned Routed to HCS Operations by Feb 22	Requesting Point of Contact: Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits (20)	Servicing HRC HRC Baltimore	Name Chief of Staff signed. Sent to Chief of Staff for Signature by Name Signed NTR Note to reviewer Completed by Feb 22 Name
EirstName LastName reviewed	Second Point of Contact Requesting Leadership Additional POC (optional) FirstName FirstName LastName#4 Unassigned	Servicing HR Specialist FirstName LastName#6	NTR signed by EMO Note to reviewer Completed by Feb 22 Name First Name LastName reviewed. Routed to HCS Operations by Feb 22 Name FirstName LastName reviewed



U.S. Department

of Veterans Affairs





6. Select **Baltimore Package Complete Stage** to forward the GS-15 package request to the Servicing HRC and assigned HRS.

NOTE: The Package Complete Stage option depends on the Servicing HRC identified on the request.

Office of Human Capital Services (HCS) OSO Centralized Processing LEAF Portal	
HCS Operations	Tools
Commente:	View History
Verified Concurrence Sheet signature.	Write Email
Baltimore Package Complete Stage Denver Package Complete Stage	Des Moines Package Complete Stage
	Add Bookmark
	Copy Request
Chief of Staff: Sent for cone d processing	Friday, February 23, 2024
Comment: Chief of Staff signed.	
	Comments
Testing	Initiated by First Name Last Name#1
GS-15 Package	Submitted Thursday, February 22, 2024 Sent for continued processing Feb 23 Name
Requesting Point of Contact:	Chief of Staff signed.
2	Sent to Chief of Staff for Feb 23 Signature by Name
Requestor Full Name Organization/Service Line	Servicing HRC Signed NTR
Firstname Lastname#1 Under Secretary for Benefits (20) HRC Baltimore Note to reviewer Completed by Feb 22 Name
Define Service Line if "Other" selected:	Servicing HR Specialist NTR signed by EMO
	FirstName LastName#6 Note to reviewer Completed by Feb 22 Name
Second Point of Contact Requesting Leadership Additional POC (optional)	First Name LastName reviewed.
FirstName FirstName LastName#4 Unassigned LastName#3	Routed to HCS Operations by Feb 22 Name FirstName LastName reviewed.
Customer Response Nature of Request:	
Package Type: Requested Position Information (i.e. Position Location (City	y & State) Candidate Name (First Last) Portugation (First Last) Portuga
Nomination Title, Series, Grade Baltimore,	MD FirstName LastName Package reviewed. Waiting on
Detail Days Employee Type It is our goal to assist with "Building Strategic signed VA Form 0235 to return.	
Partnerships Through Service."	The LEAF GS-15 and ends with the Internal Use
customer. We are requesting all internal actions (including docu	I customer I customer I ments confirmed I a second se
as the most recent, updated, an	nd signed as OSO HRC Assignment



"Building Strategic Partnerships Through Service"





Servicing HRC: HRC Notification, Job Offer, Closeout, and Customer Notification

The HRS assigned to the request reviews the GS-15 package request in LEAF and confirms the signature on the Concurrence Sheet. Once all documents are verified for completeness, the HRS extends the TJO to the candidate (for both internal and external candidates).

For external candidates, the HRS updates the date that VA Form 0235 was sent to PSAC once the BI is scheduled. Upon receipt of the completed VA Form 0235 from PSAC, the HRS uploads the document to the request in LEAF.

Once the FJO is extended to the candidate (internal or external), the HRS completes the GS-15 package request.

1. Select View Request link in the LEAF notification email.










NOTE: Steps 2–7 apply to both internal and external candidates.

2. Use the scroll bar to display Section 3 Package Documents | Customer Uploads.

Office of Human Capital Services (HCS OSO Centralized Processing LEAF Portal)	l <u>Sign out</u>
Baltimore Assigned Specialist (HRS FirstName Last Name#6) Comments: Note Ca	ndidate Selection Process Complete	View H
HCS Operations: Baltimore Package Completed Stage Comment: Verified Concurrence Sheet signature.	Friday, February 23, 2024	Copy Request
Testing GS-15 Package	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	Comments Enter a note! Post
Requesting Point of Contact: Requestor Full Name Organization/Service Line	Servicing HRC	Baltimore Package Completed Feb 23 Stage Name Verified Concurrence Sheet signature.
FirstName LastName#1 Under Secretary for Benefits (20) Define Service Line if "Other" selected:	HRC Baltimore Servicing HR Specialist	Sent for continued processing Feb 23 Name Chief of Staff signed. Sent to Chief of Staff for Feb 23
Second Point of Contact Requesting Leadership Additional POC (optional) FirstName FirstName LastName#4 Unassigned	FirstName LastName#6	Signature by Name Signed NTR Note to reviewer Completed by Feb 22 Name

3. Select the **Edit** icon for Section 3 Package Documents | Customer Uploads.

3 Package Documents Customer Upload:			*
Security Check (SC) using VA Form 0235 (version Fab 2021) – Provide the filled-out VA0235 here. The VA0235 is required for all GS- 15 packages for the HRC to request a SC from	(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	1	
the Personnel Security Adjudication Center (PSAC). VA0235 Format and Instructions VA0235 Template -Internal Candidates will have	Thursday, February 22, 2024		
a VA Form 0235 submitted to PSAC at the front end of the G5-15 package processExternal 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. Savino as a final closed	Certificate of Eligibles (COE) list (Nomination Package Only) - Provide the signed and dated listing of all the candidates referred. If more than one certificate vas issued, please include all certificates.		
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 (B1) are two separate actions.		<u>pdf</u>	
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	Vacancy Announcement (Nomination Package Only) - Provide the job announcement used to recruit for this position that was posted on USAJOBS.		
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			I
from PSS that the BI is submitted & scheduled.	Best Qualified (BQ) Matrix (Nomination Package Only) – Provide the signed and dated evaluation grid reflecting the BQ of applications for all candidates from the COE list, and showing the total points scored for each candidate's interview, writing sample, etc. The number of candidates should match in the BQ Matrix and COE.		
	<u> Best Qualified Matrix - </u>	Signed.pdf	



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4. Use the scroll bar to navigate through the Editing # window.

Package Documents Customer	Editing #37	×	la l
Security Check (SC) using VA E	8 Cancel	🔛 Save Change	
(version Feb 2021) - Provide th VA0235 here. The VA0235 is re	Package Documents Customer Upload:		
15 packages for the HKC to req the Personnel Security Adjudica (PSAC). VA0235 Format and I VA0235 Template -Internal Can a VA Form 0235 submitted to P end of the GS-15 package proc Candidates will have a VA Form to PSAC at the back end of the process. Important: Do not sa a final closed document. Saving document will obstruct the abili perform a digital signature afte process is completed. The VA02 must remain in an editable moo required information is entered document. Note: A SC and a B	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	l	
VA0235 is not used to request a Candidate (selected outside of 1 package vill follow the "Alterna Process" which includes 1) rout	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		L
forward in LEAF for HR review a of the External Candidate from Authority. 2) HRC completing th initiating the Background Invest request, 4) Personnel Security in ortification to HR that the requires submitted & scheduled, 5) HRC for the External Candidate after from PSS that the BI is submitt	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. * Remuted * Sensitive b		
	File Attachment(s)	Delete	
	Select additional File to attach: Choose File No file chosen		

5. Select the **Concurrence Sheet file name** to view/verify the signature and download a copy.

	8 Cancel	🔜 Save Change	
	Official name from the OF-8 document), grade, location and business line. Only the DUS or COS signature block this document.	k should be on	
	* Required		
	File Attachment(s)	Delete	
	Select additional File to attach: Choose File No file chosen	Delete	
	Maximum attachment size is 20MB.		
	 SF-50 - Provide the most recent non-award SF-50 for the candidate (non-redacted). If the selectee is not a cur employee and/or does not have an SF-50, please indicate in the LEAF notes area. Required * Sensitive @ 	rrent federal	
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Nominee's Resume - Provide the submitted by the applicant for t announcement.	SF-52 - Provide a completed and signed SF-52 with the following fields filled out: Part A: Blocks 1, 3, 4, 5, & 6 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 person filling out the SF-52 and Block 6 should be signed by the Director authorizing the request. * Required * Sensitive File Attachment(s)	. Part B: Blocks 1 or designated	
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6. Select **Cancel** to close the Editing # window.

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	 SF-50 - Provide the most recent non-award SF-50 for the candidate (non-redacted). If the selectee is not a curemployee and/or does not have an SF-50, please indicate in the LEAF notes area. * Required * Sensitive ⊗ File Attachment(s) 	rent federal	
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Nominee's Resume - Provide the	SF-52 - Provide a completed and signed SF-52 with the following fields filled out: Part A: Blocks 1, 3, 4, 5, & 6 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 person filling out the SF-52 and Block 6 should be signed by the Director authorizing the request.	. Part B: Blocks 1 or designated	

NOTE: Steps 7-20 apply to External Candidates only.

7. Use the scroll bar to display Section 5 HRC Action (External Candidate only) | VA Form 0235 Upload – (Completed by HRC).





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8. Select the **Edit** icon for Section 5 HRC Action (External Candidate only) | VA Form 0235 Upload – (Completed by HRC) once the BI is scheduled for the external candidate and VA Form 0235 is submitted to PSAC.



9. Select the Date VA Form 0235 forwarded to PSAC field on the Editing # window.

Performance Appraisals from the L	Editing #22	×
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10. Select the appropriate date from the calendar that displays.

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Final Approval Authority Chief of Staff NTR	Date VA Form 0235 forwarded to PSAC	
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12. Verify that the date was added to the Date VA Form 0235 forwarded to PSAC field in Section 5 HRC Action (External Candidate only) | VA Form 0235 Upload – (Completed by HRC).

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Date VA Form 0235 forward Tuesday, Marc	:h 19, 2024		

13. Once VA Form 0235 returns from PSAC for the external candidate, select the **Edit** icon for Section 5 HRC Action (External Candidate only) | VA Form 0235 Upload – (Completed by HRC) to upload the document to the request.

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14. Select **Choose File** from the Editing # window.

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15. Select VA Form 0235 from the Open window.

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16. Select Open.

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17. Verify that VA Form 0235 displays in the Editing # window.

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Final Approval Authority	File VA Form 0235_PSAC.pdf has been attached	
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18. Select Save Change.

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Chief of Staff	Maximum attachment size is 20MB.		
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19. Verify that VA Form 0235 displays on the Main Request screen.

NOTE: Hover over the protected view with the mouse to verify the file name.

HCS Operations Section Final Approval Authority Selection & Note To Reviewer (NTR) (Completed by OSO):	N	
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20. Use the scroll bar to return to the top of the Main Request screen.



21. Type comments in the Assigned Specialist Comments field.

NOTE: If needed, use the Note option to add the comment to the request without finalizing the candidate selection process.

Office of Human Capital Services (HCS OSO Centralized Processing LEAF Portal)	Help
Baltimore Assigned Specialist (HRS FirstName Last Name#6)		Tools
Comments:		View History
		😒 Write Email
		Print to PDF BETA
Note Ca	ndidate Selection Process Complete	Add Bookmark
HCS Operations: Baltimore Package Completed Stage	Friday, February 23, 2024	Copy Request
Verified Concurrence Sheet signature.		Cancel Request
Tecting		
	Initiated by First Name Last Name#1	Comments
C2-12 Parkaĝe	Submitted Thursday, February 22, 2024	Enter a note! Post
Requesting Point of Contact:	N	Baltimore Package Completed Feb 23 Stage Name
Requestor Full Name Organization/Service Line	Servicing HRC	Verified Concurrence Sheet signature.
FirstName LastName#1 Under Secretary for Benefits (20)	HRC Baltimore	Sent for continued processing Feb 23
Define Service Line if "Other" selected:	Servicing HR Specialist	Chief of Staff signed.
	FirstName LastName#6	Sent to Chief of Staff for Feb 23 Signature by Name Signed NTR
Second Point of Contact Requesting Leadership Additional POC (optional)		Note to reviewer Completed by Feb 22
FirstName FirstName LastName#4 Unassigned		NTR signed by EMO







22. Select Candidate Selection Process Complete to complete the request.

Office	of Human Capita	l Services (HCS)		Sign out
OSO Cen	tralized Processing LEAF P	Portal	🏠 Main Page	Links	Help
Baltimore Assigned	Specialist (HRS FirstName Las	t Name#6)			Tools
Comments:	•				🤊 View History
Candidate accepted	final job offer.				Write Email
		Note	ndidate Selection Process Comp	lete	Print to PDF BETA
					Add Bookmark
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Verified Concurrence S	heet signature.				
					S Cancel Request
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GS-15 Package			Submitted Thursday, February 2	2, 2024	Enter a note! Post
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-					Stage by Name Verified Concurrence Sheet
Requestor Full Name	Organization/Service Line		Servicing HRC		signature.
FirstName Last	Name#1 Under Secretary	for Benefits (20)	HRC Baltimore		Sent for continued processing by Feb 23 Name
	Define Service Line if "Other"	selected:	Servicing HR Specialist		Chief of Staff signed.
			FirstName LastName#6		Sent to Chief of Staff for Feb 23 Signature by Name
Second Point of Contact	Requesting Leadership	Additional POC (optional)			Note to reviewer Completed by Feb 22
FirstName LastName#3	FirstName LastName#	4 Unassigned			Name NTR signed by EMO
Customer Response Natu	ure of Request:			2	Note to reviewer Completed by Feb 22
					First Name LastName reviewed.
Package Type:	Requested Position Information (i.e. title/series/grade)	Position Location (City & Sta	te) Candidate Name (First Last)		Routed to HCS Operations by Feb 22
Nomination	Title, Series, Grade	Baltimore, MD) FirstName LastNam	ne	FirstName LastName reviewed.
Detail Days	Employee Type	It is our goal to assist with "Building S	Strategic		Package Review Completed by Feb 22 Name
	Internal Candidate	Partnerships Through Service." The LE package review process begins and er customer. We are requesting all customer	AF GS-15 nds with the		Documents verified and VA Form 0235 updated.
		internal actions (including documents	confirmed		Note Added by Name Feb 22
		as the most recent, updated, and sign required) be completed before procee uploading the supporting documents t	ding with to the LEAF		signed VA Form 0235 to return.









STAGE 6

Customer: Notification/Completion

The customer receives a LEAF notification that the GS-15 package request is complete, downloads any necessary documents, and continues any required discussions directly with the assigned HRS at the Servicing HRC. The GS-15 package request is considered complete but remains accessible to the customer.

1. Select View Request link in the LEAF notification email.









2. Observe the Candidate Selection Process Completed screen.

NOTE: The customer may review the completed GS-15 package request and download any necessary files.

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050 Cen	tralized Processing LEAF P	Portal	♪	Help▼ Request #22	
Fir	st Name Last Name#6: Car	ndidate Selection Proce	ess Completed	Tools View History	
	Comment				
	Candidate			Add Bookmark	
Testing			Initiated by First Name Last Name#1	Copy Request	
GS-15 Package			Submitted Thursday, February 22, 2024	Cancel Request	
Requestor Full Name FirstName Last	Organization/Service Line	for Benefits (20)	Servicing HRC HRC Baltimore	Candidate Selection Process Feb 23 Completed Name Candidate accepted final job offer.	
	Define Service Line if "Other"	selected:	Servicing HR Specialist FirstName LastName#6	Baltimore Package Completed Feb 23 Stage by Name Verified Concurrence Sheet signature.	
Second Point of Contact	Requesting Leadership FirstName LastName#	Additional POC (optional)		Sent for continued processing by Feb 23 Name Chief of Staff signed.	
2 Customer Response National	ure of Request:		Ĵ.	Sent to Chief of Staff for Feb 23 Signature by Name Signed NTR	
Package Type:	Requested Position Information (i.e. title/series/grade)	Position Location (City & Sta	te) Candidate Name (First Last)	Note to reviewer Completed by Feb 22 Name	
Nomination Detail Days	Title, Series, Grade	Baltimore, MD It is our goal to assist with "Building S Partnerships Through Service" The LE	FirstName LastName	Note to reviewer Completed by Feb 22 Name First Name LastName reviewed.	
	Internal Candidate	package review process begins and en- package review process begins and en- customer. We are requesting all custor internal actions (including documents as the most necent, updated, and sign required) be completed before procees uploading the supporting documents to portal to enable a productive review of	d with the mer confirmed ed as Jing with the LEAF Fyour CS-	Routed to HCS Operations by Feb 22 Name FirstName LastName reviewed. Package Review Completed by Feb 22 Name	
		15 package. If at any time you have a regarding the GS-15 package status, r	question	Form 0235 updated.	

3. Select View History to view the GS-15 package request processing history.

Office of Human Capital Services (HCS OSO Centralized Processing LEAF Portal	5)	l Sign out ▲ Request #22
First Name Last Name#6: Candidate Selection Proc	ess Completed	Tools View History
Comment		Write Email
		Add Bookmark
Testing GS-15 Package	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	Copy Request
1 Requesting Point of Contact:	N	Comments
Requestor Full Name Organization/Service Line	Servicing HRC	Candidate Selection Process Feb 23 Completed Name





4. Observe the History of Request ID # window.

			Welcome.	Sign out
Office	Editor		×	
USU CEI	—			Request #22
	History of Request ID)#: 22		Tools
	Title of request: Testing			listory
	Timestamp	Action Taken		Email
	February 22, 2024. 10:53 AM	New Request Opened by Name		o PDF BETA
	February 22, 2024. 11:01 AM	Request Submitted: Submit by Name		ookmark
Testing	February 22, 2024. 11:01 AM	Email Sent: Recipient(s): Email addresses of recipients Subject: Action for Testing (#22) in		Request
GS-15 Package	February 22, 2024. 11:32 AM	OSO Intake: Forward to HRC Baltimore by Name		lequest
1 Requesting Point of Conta	February 22, 2024. 11:32 AM	Email Sent: Recipient(s): Email addresses of recipients Subject: Action for Testing (#22) in		comments ection Process Feb 23
	February 22, 2024. 12:57 PM	Email Sent: Recipient(s): Email addresses of recipients Subject: Action for Testing (#22) in		accepted final job
	February 22, 2024. 12:57 PM	HRC Baltimore: Send to HRS - Baltimore by Name		cage Completed Peb 23
Second Point of Contact	February 22, 2024. 2:17 PM	Note Added: by Name Comment: Package reviewed. Waiting on signed VA Form 0235 to return.		ued processing by Feb 23
	February 22, 2024. 3:09 PM	Email Sent: Recipient(s): Email addresses of recipients Subject: Action for Testing (#22) in		taff signed. f Staff for Feb 23
2 Customer Response Nat	February 22, 2024. 3:09 PM	Assigned HR Specialist - Baltimore: Package Review Complete by Name Comment: Documents verified and VA Form 0235 updated.		R
Package Type:	February 22, 2024. 3:27 PM	HRC Baltimore: Route to HCS Operations by Name Comment: FirstName LastName reviewed.		rer Completed by Peb 22 rg d by EMO
Detail Days	February 22, 2024. 3:27 PM	Email Sent: Recipient(s): Email addresses of recipients Subject: Action for Testing (#22) in		er Completed by Feb 22 e LastName reviewed.
	February 22, 2024. 4:02 PM	HCS Operations: Note to Reviewer Complete by Name Comment: First Name LastName reviewed.		Operations by Feb 22 ing LastName reviewed.
	February 22, 2024. 4:02 PM	Email Sent: Recipient(s): Email addresses of recipients Subject: Action for Testing (#22) in		v Completed by Feb 22 irg ts verified and VA
	February 22, 2024. 4:29 PM	HCS EMT: Note to Reviewer Complete by Name Comment: NTR signed by EMO		5 updated. Feb 22

5. Select **Print to PDF** to print the request to a PDF.

Office of Human Capital Services (HCS OSO Centralized Processing LEAF Portal) [☆ Main Page] Links▼ [l Sign out Request #22
First Name Last Name#6: Candidate Selection Proce Friday, February 23, 2024	ess Completed	Tools View History
Comment		Write Email
Testing GS-15 Package	Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024	Copy Request
Requesting Point of Contact: Requestor Full Name Organization/Service Line FirstName LastName#1 Under Secretary for Benefits (20)	Servicing HRC HRC Baltimore	Comments Candidate Selection Process Feb 23 Completed Name Candidate accepted final job offer.
Define Service Line if "Other" selected:	Servicing HR Specialist	Baltimore Package Completed Feb 23







6. Observe the GS-15 package request PDF.

$\begin{array}{c c c c c c c c c c c c c c c c c c c $	2 6	8	B 2	ŝ
Testing Request #22 GS-15 Package Initiated by First Name Last Name#1 OSO Centralized Processing LEAF Portal Submitted 2/22/2024				Î
First Name Last Name#6: Candidate Selection Process Completed by VBAPHILastName#6 2/23/2024				
1.2: Second Point of Contact * First Name Last Name#3 1.3: Servicing HRC * X HRC Baltimore 1.4: Servicing HR Specialist * First Name Last Name#6 1.5: Requesting Leadership * First Name Last Name#6				
First Name Last Name#4 1.6: Additional POC (optional) 1.7: Requestor Full Name * First Name Last Name#1 2: Customer Response Nature of Request:				
2.1: Package Type: * X Nomination 2.1.1: Detail Days 2.2: Requested Position Information (i.e. title/series/grade) * Title, Series, Grade				•







Email Template to Send VA Form 0235 to PSAC

To send an email to PSAC for VA Form 0235 review, use the following steps:

- 1. Select and open the template below to generate an email to PSAC.
- 2. Write the candidate's name in the Subject line and the email body (see example below).
- 3. Add your VA email address to the request.
- 4. Attach VA Form 0235 to the email as a file.
- 5. Send the request to PSAC.

NOTES:

- Do not add other documents to this request.
- Submit one candidate for each emailed request.
- Allow 5 business days to pass before requesting a status from PSAC.

PSAC Email Template

To: VHALITSICVA0235@va.gov

Cc: <Insert Sender's VA email address>

Subject: Security Check Request for: < Insert Candidate's Last Name, First Name>

Email content: Please see the security check request for *<Insert candidate's full name>*. This is not an SES or SL position. Thank you.

PSAC Email Example

回りつ	$\mathfrak{V} \downarrow \mathfrak{V}$	5 ▼ ▼ Security Check Request for: <insert candidate's="" first="" last="" name="" name,=""> - Message (HTML)</insert>	Ŧ			×
File Me	essage Inse	rt Draw Options Format Text Review Help 🔉 Tell me what you want to do				
lä - 🤝	Calibri (B	ody) \checkmark 11 \checkmark B I \underline{U} \swarrow \checkmark \underline{A} \checkmark \cdots $_{\overline{N}}$ $0 \checkmark$ \oslash \checkmark \underline{Z} \checkmark $ $ \square \checkmark	•	- ¹		~
\triangleright	Ţo	O VHALIT SIC VA0235;				
Send	<u>C</u> c	<insert address="" email="" sender's="" va=""></insert>				
	S <u>u</u> bject	Security Check Request for: <a>Insert Candidate's Last Name, First Name>		() N	lo Label 🚿	~

Please see the security check request for <*Insert the candidate's full name*>. This is not an SES or SL position. Thank you.



"Building Strategic Partnerships Through Service"

