



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

June 2024



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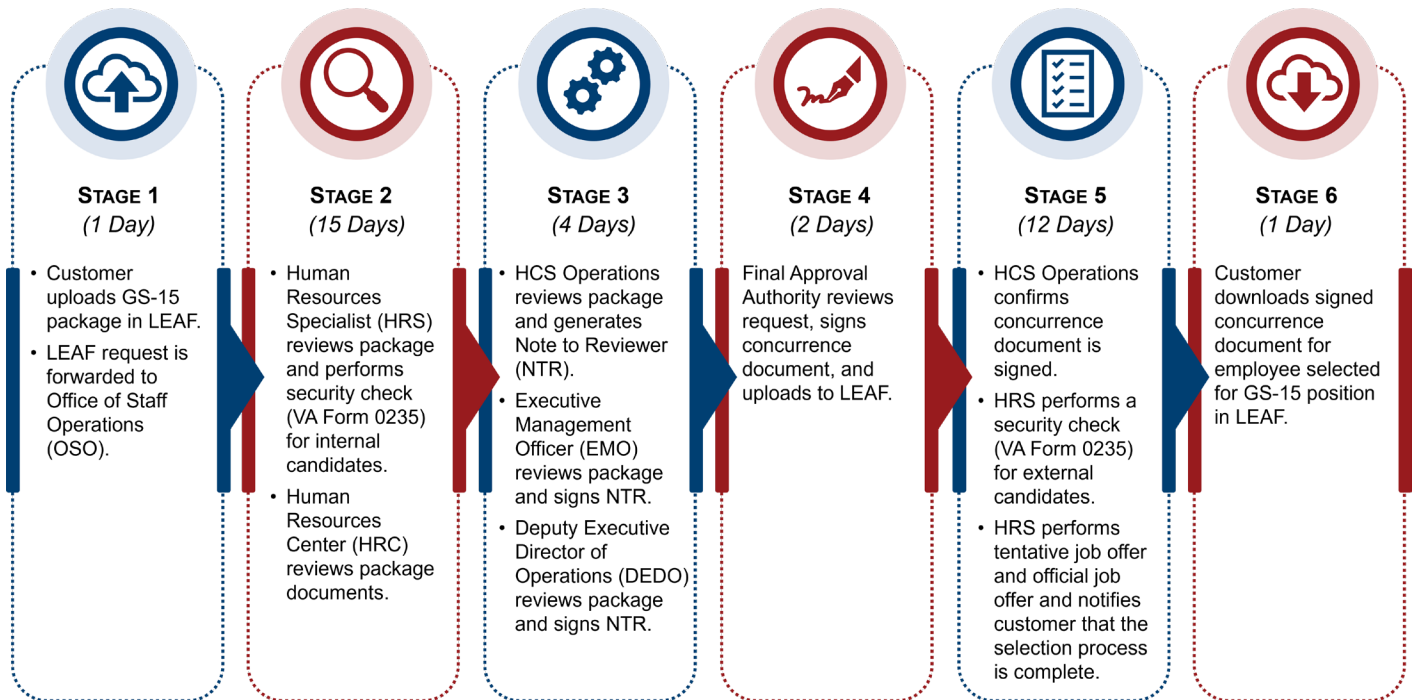
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INTRODUCTION

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.

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



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

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

NOTES:

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

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

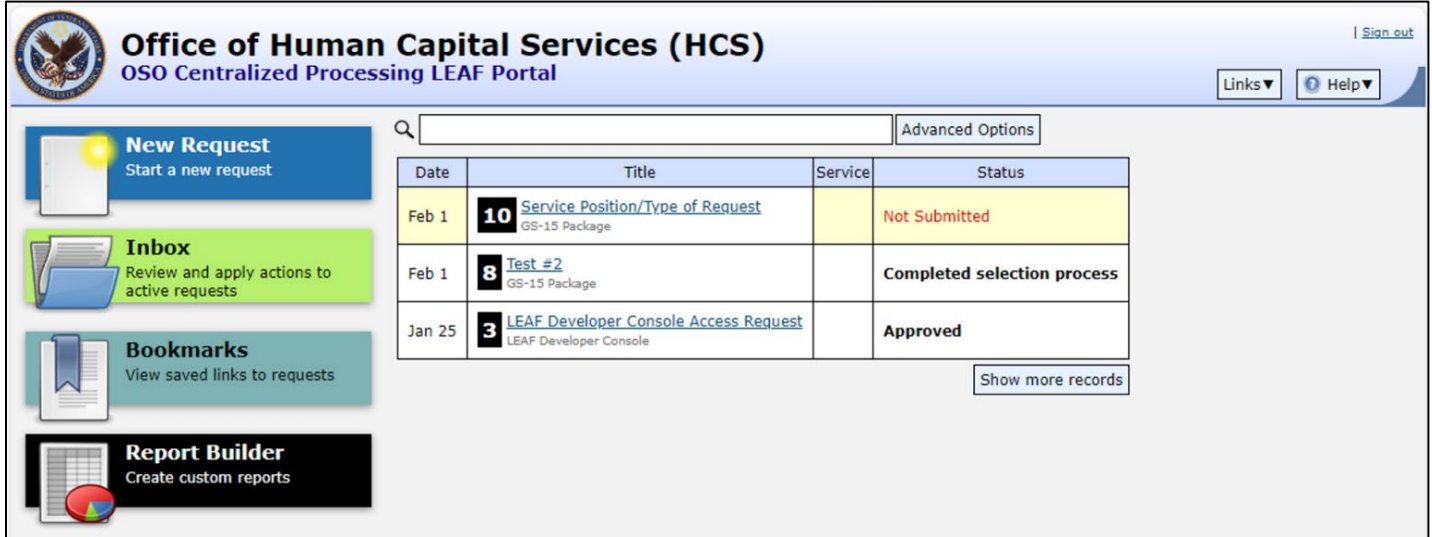
Required Document	Description
COE	Signed and dated listing of all candidates referred for hiring selection. If more than one certificate was issued, include all COE hiring certificates.
Vacancy Announcement	(Nomination package only) Job announcement used to perform recruitment for position and posting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

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

STAGE 1

LEAF Access

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



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

Sign out | Links | Help

New Request: Start a new request

Inbox: Review and apply actions to active requests

Bookmarks: View saved links to requests

Report Builder: Create custom reports

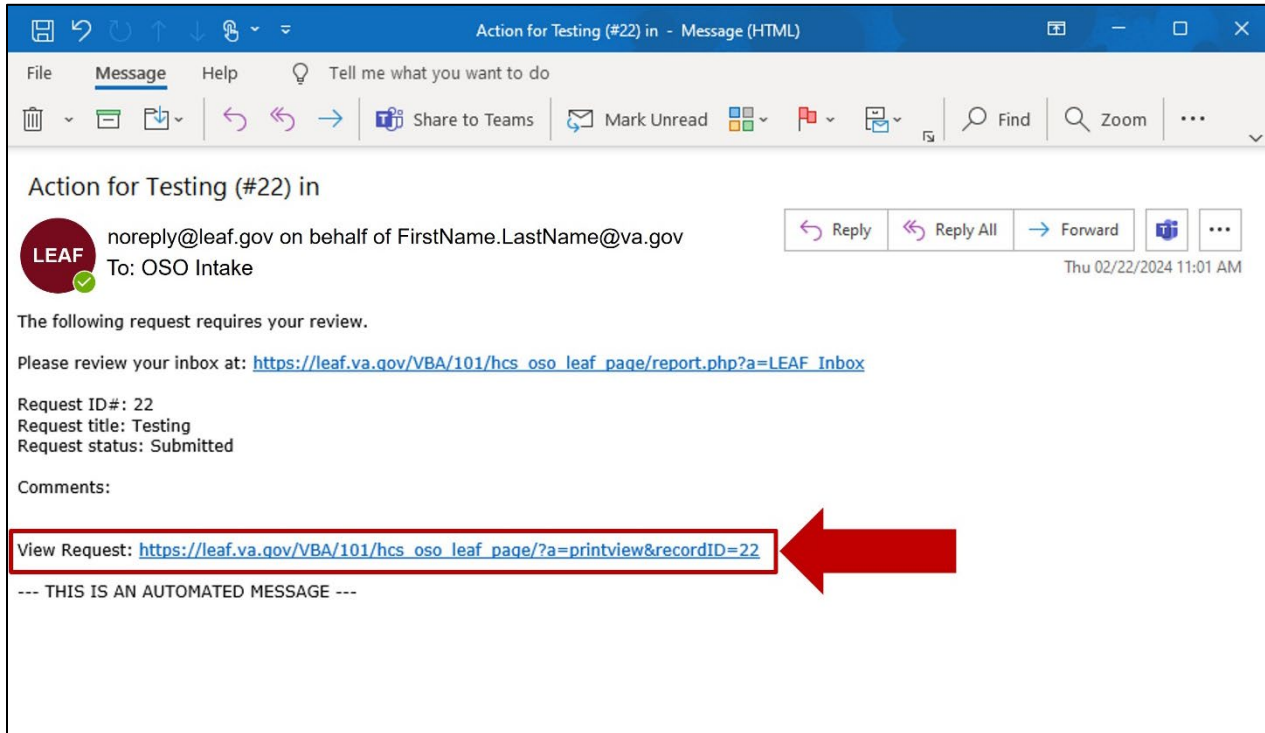
Date	Title	Service	Status
Feb 1	10 Service Position/Type of Request GS-15 Package		Not Submitted
Feb 1	8 Test #2 GS-15 Package		Completed selection process
Jan 25	3 LEAF Developer Console Access Request LEAF Developer Console		Approved

Show more records

HCS Operations: OSO Intake

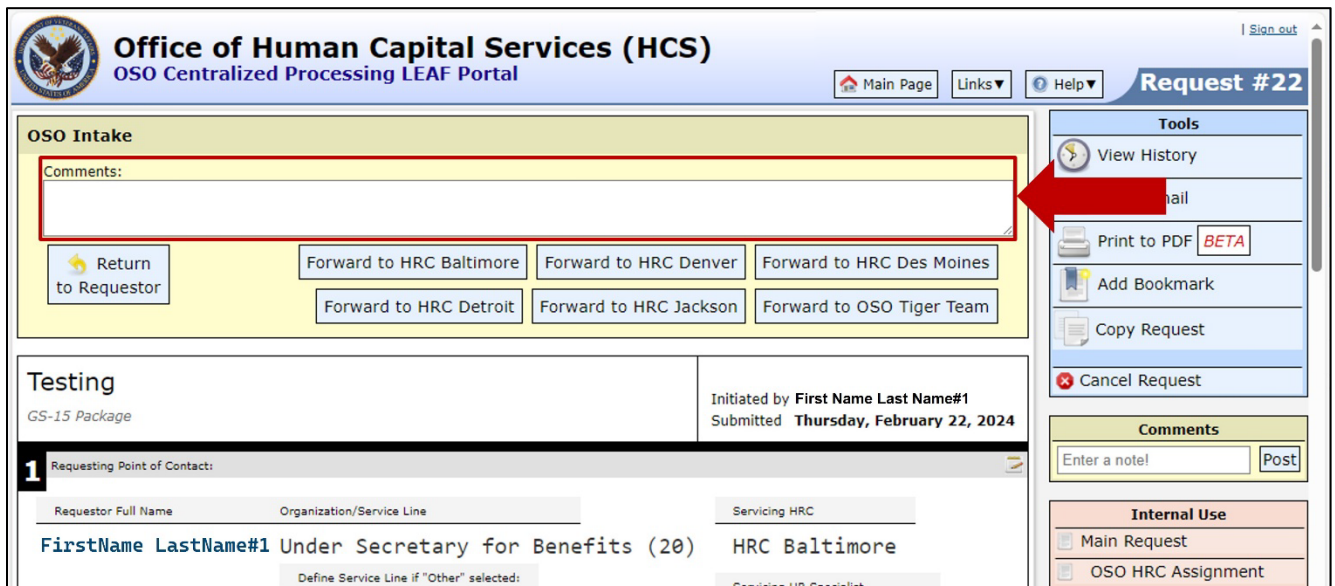
Once the customer has submitted the GS-15 package request in LEAF, the OSO Intake team receives a notification of the request submission, reviews the request for required documents, and assigns the package to Servicing HRC Leadership for assignment to an HRS.

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.



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

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

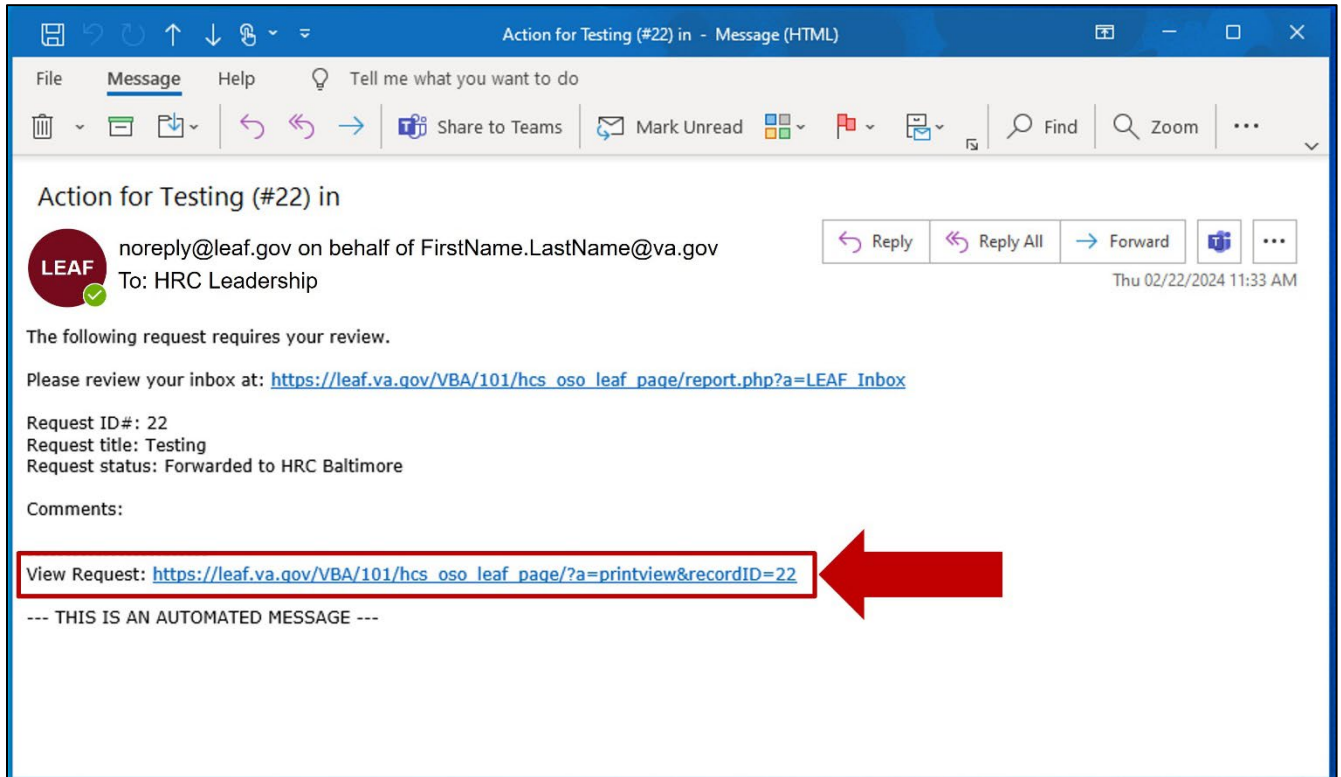
The screenshot displays the 'Office of Human Capital Services (HCS) OSO Centralized Processing LEAF Portal' for 'Request #22'. The 'OSO Intake' section features a 'Comments' field and a row of buttons for forwarding the request to various HRC locations: 'Return to Requestor', 'Forward to HRC Baltimore', 'Forward to HRC Denver', 'Forward to HRC Des Moines', 'Forward to HRC Detroit', 'Forward to HRC Jackson', and 'Forward to OSO Tiger Team'. A red arrow points to the 'Forward to HRC Baltimore' button. The 'Testing' section shows the request was initiated by 'First Name Last Name#1' on 'Thursday, February 22, 2024'. Under '1 Requesting Point of Contact', the 'Requestor Full Name' is 'FirstName LastName#1 Under Secretary for Benefits (20)' and the 'Servicing HRC' is 'HRC Baltimore', which is highlighted with a red box and a red arrow. The 'Second Point of Contact' is 'FirstName LastName#3' with 'Requesting Leadership' as 'FirstName LastName#4' and 'Additional POC (optional)' as 'Unassigned'. Under '2 Customer Response | Nature of Request', the 'Package Type' is 'Nomination', 'Requested Position Information' is 'Title, Series, Grade', 'Position Location' is 'Baltimore, MD', and 'Candidate Name' is 'FirstName LastName'. The 'Employee Type' is 'Internal Candidate'. A text box explains the goal of assisting with 'Building Strategic Partnerships Through Service' and lists required internal actions. On the right, a 'Tools' sidebar includes 'View History', 'Write Email', 'Print to PDF BETA', 'Add Bookmark', 'Copy Request', and 'Cancel Request'. Below that is a 'Comments' section with an 'Enter a note!' field and a 'Post' button. Further down are 'Internal Use' options for 'Main Request' and 'OSO HRC Assignment', and 'Security Permissions' showing 'You have read access' and 'You have write access'.

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.

The screenshot shows the 'Office of Human Capital Services (HCS) OSO Centralized Processing LEAF Portal' interface. The top navigation bar includes 'Main Page', 'Links', 'Help', and 'Request #22'. The main content area is divided into sections: 'HRC Baltimore' with a comments box and buttons for 'Return to Requestor', 'Send to HRS - Baltimore', and 'Route to HCS Operations'; 'OSO Intake: Forwarded to HRC Baltimore' dated Thursday, February 22, 2024; 'Testing' section for a 'GS-15 Package' initiated by 'First Name Last Name#1' on Thursday, February 22, 2024. Section 1, 'Requesting Point of Contact', contains a table with the following data:

Requestor Full Name	Organization/Service Line	Servicing HRC
FirstName LastName#1	Under Secretary for Benefits (20)	HRC Baltimore

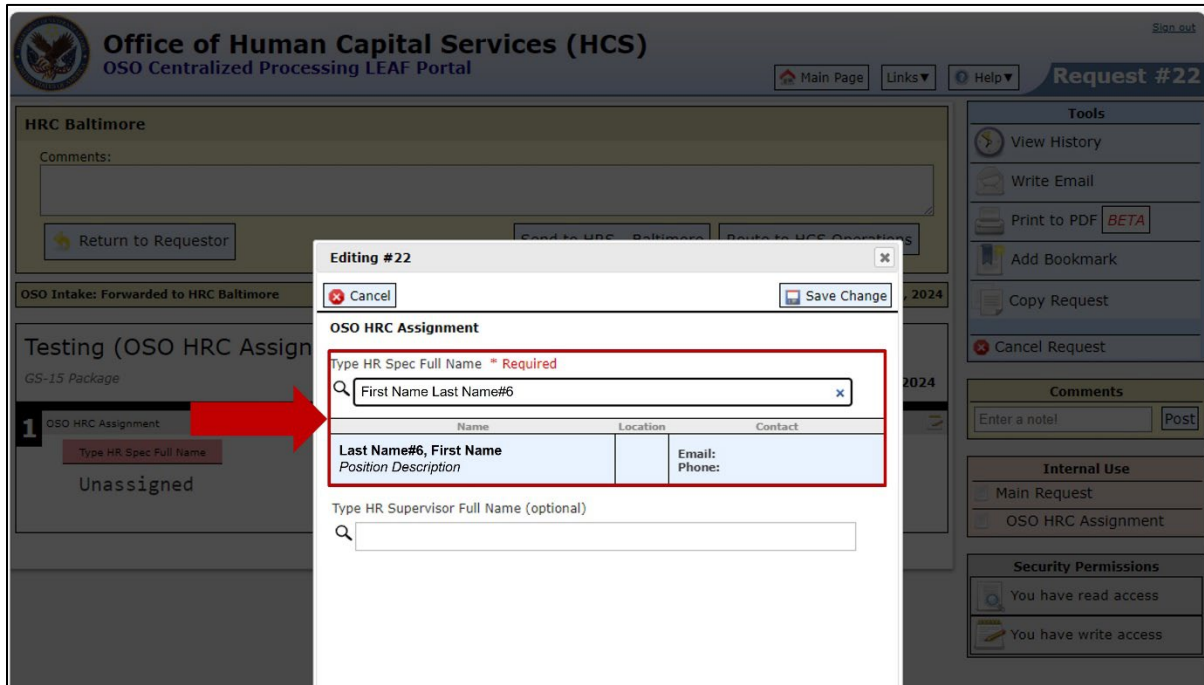
Below this table, the 'Servicing HR Specialist' is listed as 'FirstName LastName#2'. A red arrow points from this specialist name to the 'OSO HRC Assignment' option in the 'Internal Use' menu on the right-hand side. Other menu options include 'View History', 'Write Email', 'Print to PDF BETA', 'Add Bookmark', 'Copy Request', 'Cancel Request', and 'Security Permissions'.

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

This screenshot is identical to the one above, showing the same portal interface. The 'Internal Use' menu on the right is expanded, and a red arrow points to the 'Edit' icon (a pencil) next to the 'OSO HRC Assignment' option.

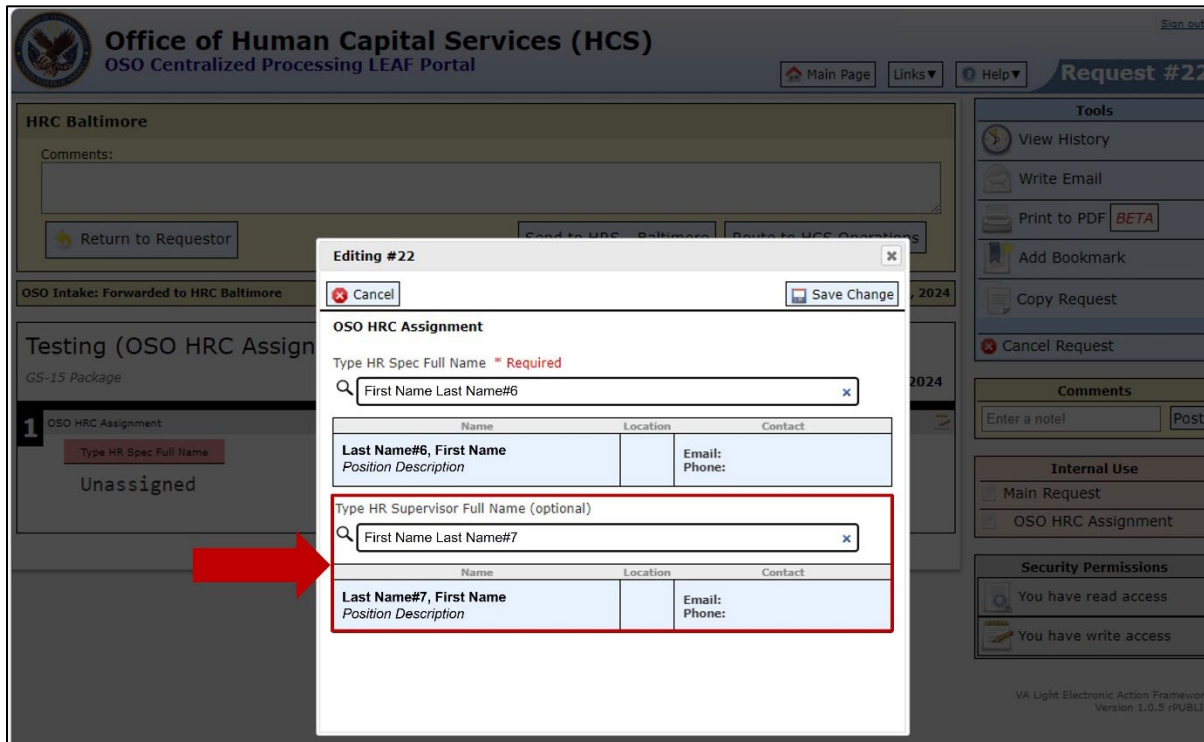
4. Type the name of the HRS in the **Type HR Spec Full Name** field and select the name from the autopopulated list.

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



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.



6. Select **Save Change**.

The screenshot shows the 'Editing #22' modal window in the HCS LEAF Portal. The modal contains the following fields and buttons:

- Buttons:** Cancel, Save Change (highlighted with a red box and a red arrow).
- Section: OSO HRC Assignment**
- Type HR Spec Full Name * Required:** A search input field with a magnifying glass icon and a close button (x).
- Table 1:**

Name	Location	Contact
Last Name#6, First Name Position Description		Email: Phone:
- Type HR Supervisor Full Name (optional):** A search input field with a magnifying glass icon and a close button (x).
- Table 2:**

Name	Location	Contact
Last Name#7, First Name Position Description		Email: Phone:

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.

The screenshot shows the 'Testing (OSO HRC Assignment)' section in the HCS LEAF Portal. The 'OSO HRC Assignment' table is highlighted with a red box, and a red arrow points to the 'First Name Last Name#7' entry.

The table contains the following data:

Type HR Spec Full Name	Type HR Supervisor Full Name (optional)
FirstName LastName#6	FirstName LastName#7

8. Select **Main Request** from the Internal Use Menu.

The screenshot shows the 'Office of Human Capital Services (HCS) OSO Centralized Processing LEAF Portal' interface. The page title is 'Request #22'. The main content area is titled 'HRC Baltimore' and contains a 'Comments' field. Below the comments field are buttons for 'Return to Requestor', 'Send to HRS - Baltimore', and 'Route to HCS Operations'. The status bar indicates 'OSO Intake: Forwarded to HRC Baltimore' on 'Thursday, February 22, 2024'. The main request details are 'Testing (OSO HRC Assignment)' initiated by 'First Name Last Name#1' and submitted on 'Thursday, February 22, 2024'. The request is categorized as 'GS-15 Package'. The 'Internal Use' menu on the right side of the page has 'Main Request' selected and highlighted with a red box. A red arrow points from the 'Main Request' option to the 'Comments' field.

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

This screenshot shows the same 'Request #22' page, but with the 'Main Request' option in the 'Internal Use' menu selected. The 'HRC Baltimore' section now has a red box around the 'Comments' field. A red arrow points from the 'Main Request' option in the menu to the 'Comments' field. The 'Requesting Point of Contact' section is visible, showing 'Requestor Full Name' as 'FirstName LastName#1', 'Organization/Service Line' as 'Under Secretary for Benefits (20)', and 'Servicing HRC' as 'HRC Baltimore'. The 'Second Point of Contact' section shows 'Requesting Leadership' as 'FirstName LastName#4' and 'Additional POC (optional)' as 'Unassigned'. The 'Customer Response | Nature of Request' section is also visible at the bottom.

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.

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

Request #22

HRC Baltimore

Comments:

Return to Requestor **Send to HRS - Baltimore** Route to HCS Operations

OSO Intake: Forwarded to HRC Baltimore Thursday, February 22, 2024

Testing
GS-15 Package

Initiated by **First Name Last Name#1**
Submitted **Thursday, February 22, 2024**

1 Requesting Point of Contact:

Requester Full Name	Organization/Service Line	Servicing HRC
FirstName LastName#1	Under Secretary for Benefits (20)	HRC Baltimore
Define Service Line if "Other" selected:		Servicing HR Specialist
		FirstName LastName#6
Second Point of Contact	Requesting Leadership	Additional POC (optional)
FirstName LastName#3	FirstName LastName#4	Unassigned

2 Customer Response | Nature of Request:

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

Tools

- View History
- Write Email
- Print to PDF **BETA**
- Add Bookmark
- Copy Request
- Cancel Request

Comments

Enter a note! Post

Internal Use

- Main Request
- OSO HRC Assignment

Security Permissions

- You have read access
- You have write access

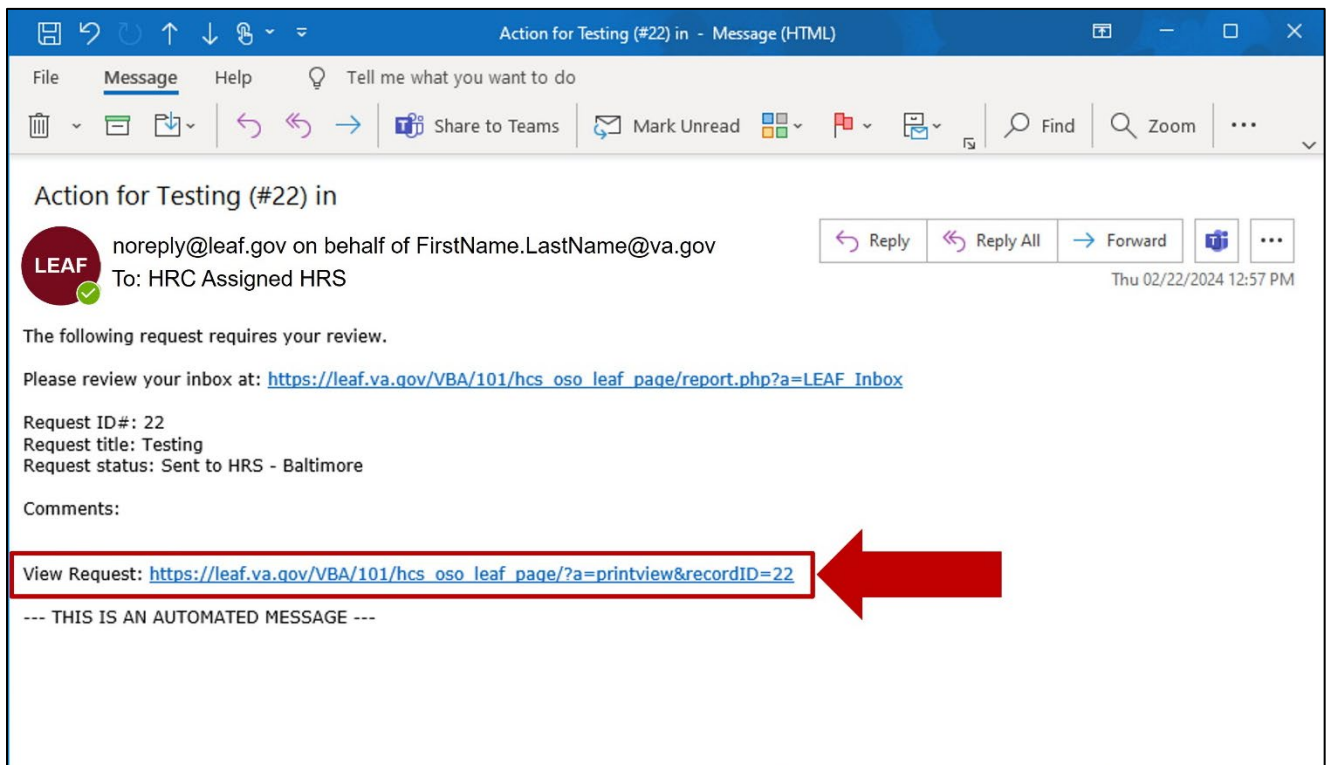
HRS Assignment: Security Check

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.



- 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

Request #22

Assigned HR Specialist - Baltimore (HRS FirstName LastName#6)

Comments:

Return to Requestor Package Review Complete

HRC Baltimore: Sent to HRS - Baltimore Thursday, February 22, 2024

Testing
GS-15 Package

Initiated by First Name LastName#1
Submitted Thursday, February 22, 2024

1 Requesting Point of Contact:

Requestor Full Name	Organization/Service Line	Servicing HRC
FirstName LastName#1	Under Secretary for Benefits (20)	HRC Baltimore
Define Service Line if "Other" selected:		
		Servicing HR Specialist FirstName LastName#6
Second Point of Contact	Requesting Leadership	Additional POC (optional)
FirstName LastName#3	FirstName LastName#4	Unassigned

Tools

- View History
- Write Email
- Print to PDF **BETA**
- Add Bookmark
- Copy Request
- Cancel Request

Comments

Enter a note! Post

Internal Use

- Main Request
- OSO HRC Assignment

Security Permissions

- You have read access
- You have write access

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

- 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.

3 Package Documents | Customer Upload:

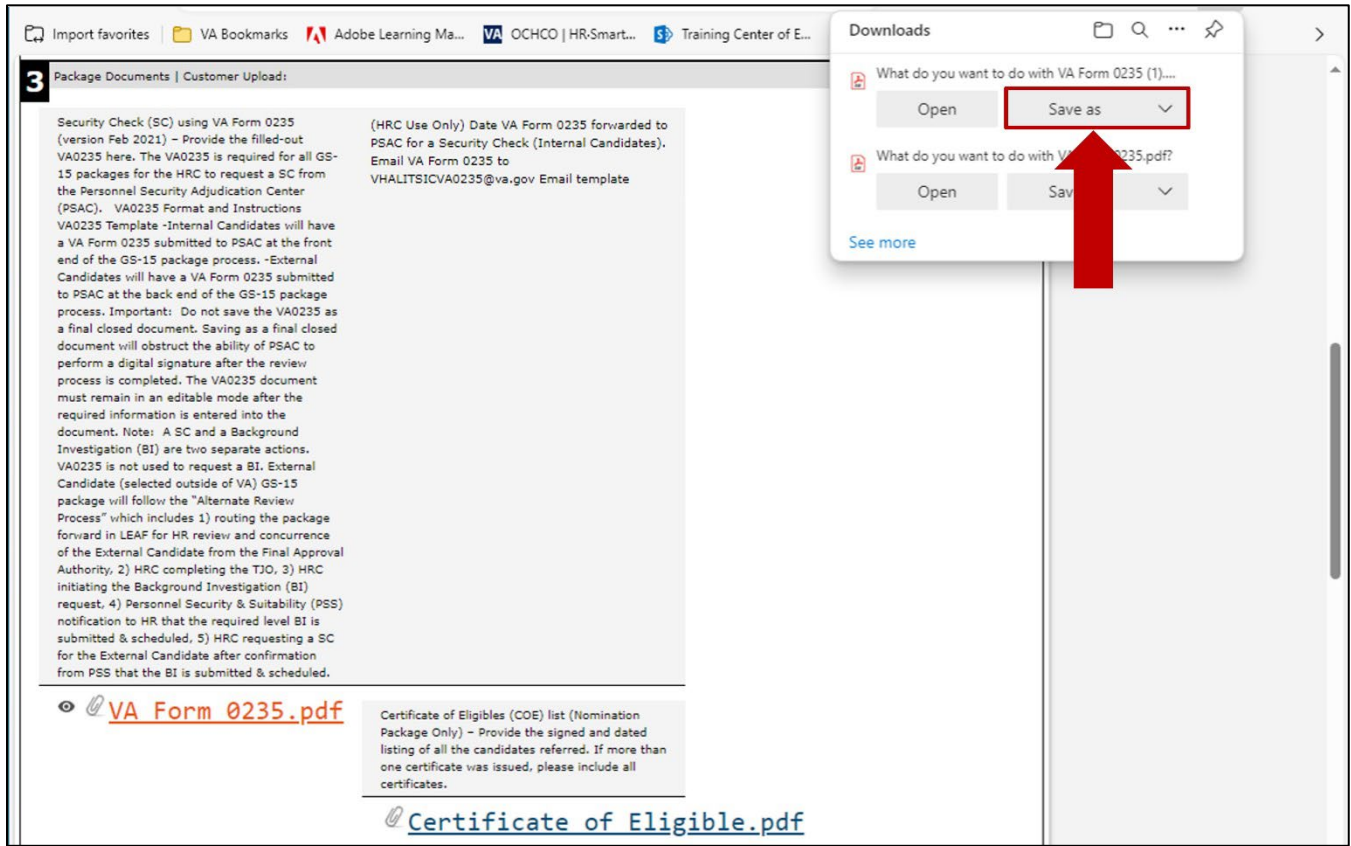
Security Check (SC) using VA Form 0235 (version Feb 2021) – Provide the filled-out VA0235 here. The VA0235 is required for all GS-15 packages for the HRC to request a SC from the Personnel Security Adjudication Center (PSAC). VA0235 Format and Instructions VA0235 Template -Internal Candidates will have a VA Form 0235 submitted to PSAC at the front end of the GS-15 package process. -External Candidates will have a VA Form 0235 submitted to PSAC at the back end of the GS-15 package process. Important: Do not save the VA0235 as a final closed document. Saving as a final closed document will obstruct the ability of PSAC to perform a digital signature after the review process is completed. The VA0235 document must remain in an editable mode after the required information is entered into the document. Note: A SC and a Background Investigation (BI) are two separate actions. VA0235 is not used to request a BI. External Candidate (selected outside of VA) GS-15 package will follow the "Alternate Review Process" which includes 1) routing the package forward in LEAF for HR review and concurrence of the External Candidate from the Final Approval Authority, 2) HRC completing the TJO, 3) HRC initiating the Background Investigation (BI) request, 4) Personnel Security & Suitability (PSS) notification to HR that the required level BI is submitted & scheduled, 5) HRC requesting a SC for the External Candidate after confirmation from PSS that the BI is submitted & scheduled.

(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

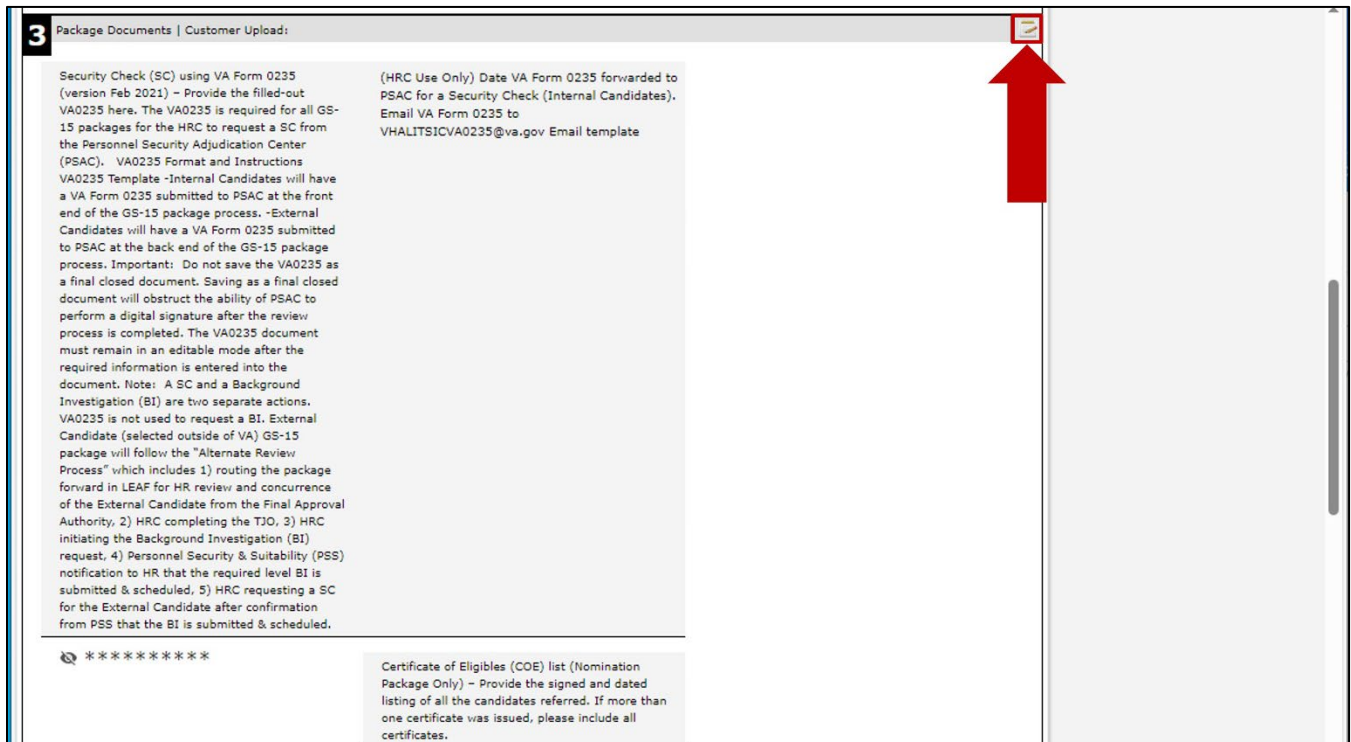
VA Form 0235.pdf

(Nominations Package Only) – Provide the signed and dated listing of all the candidates referred. If more than one certificate was issued, please include all certificates.

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



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



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

Editing #22

Package Documents | Customer Upload:

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

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

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

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

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

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

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

* Required * Sensitive

File Attachment(s)

VA Form 0235.pdf Delete

Select additional File to attach: 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 VAHALITSICVA0235@va.gov

[Email template](#)

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

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)

No file chosen Delete

February 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

8. Select **Save Change**.

Editing #22

Cancel Save Change

Package Documents | Customer Upload:

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

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

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

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

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

* Required * Sensitive

File Attachment(s)

VA Form 0235.pdf 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 VHALITSICVA0235@va.gov

[Email template](#)

02/22/2024

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

3 Package Documents | Customer Uploads:

Security Check (SC) using VA Form 0235 (version Feb 2021) – Provide the filled-out VA0235 here. The VA0235 is required for all GS-15 packages for the HRC to request a SC from the Personnel Security Adjudication Center (PSAC). VA0235 Format and Instructions VA0235 Template -Internal Candidates will have a VA Form 0235 submitted to PSAC at the front end of the GS-15 package process. -External Candidates will have a VA Form 0235 submitted to PSAC at the back end of the GS-15 package process. Important: Do not save the VA0235 as a final closed document. Saving as a final closed document will obstruct the ability of PSAC to perform a digital signature after the review process is completed. The VA0235 document must remain in an editable mode after the required information is entered into the document. Note: A SC and a Background Investigation (BI) are two separate actions. VA0235 is not used to request a BI. External Candidate (selected outside of VA) GS-15 package will follow the "Alternate Review Process" which includes 1) routing the package forward in LEAF for HR review and concurrence of the External Candidate from the Final Approval Authority, 2) HRC completing the TJO, 3) HRC initiating the Background Investigation (BI)

(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

Thursday, February 22, 2024

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](#)

Vacancy Announcement (Nomination Package Only) – Provide the job announcement used to recruit for this position that was posted on USAJOBS.

[Vacancy Announcement.pdf](#)

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

Request #22

Assigned HR Specialist - Baltimore (HRS FirstName Last Name#6)

Comments:

Return to Requestor | Package Review Complete

HRC Baltimore: Sent to HRS - Baltimore | Thursday, February 22, 2024

Testing
GS-15 Package

Initiated by First Name Last Name#1
Submitted Thursday, February 22, 2024

1 Requesting Point of Contact:

Requestor Full Name	Organization/Service Line	Servicing HRC
FirstName LastName#1	Under Secretary for Benefits (20)	HRC Baltimore
Define Service Line if "Other" selected:		Servicing HR Specialist
		FirstName LastName#6
Second Point of Contact	Requesting Leadership	Additional POC (optional)
FirstName LastName#3	FirstName LastName#4	Unassigned

Tools: View History, Write Email, Print to PDF BETA, Add Bookmark, Copy Request, Cancel Request

Comments: Enter a note! | Post

Internal Use: Main Request, OSO HRC Assignment

Security Permissions: You have read access, You have write access

11. Select **Post**.

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

Request #22

Assigned HR Specialist - Baltimore (HRS FirstName Last Name#6)

Comments:

Return to Requestor | Package Review Complete

HRC Baltimore: Sent to HRS - Baltimore | Thursday, February 22, 2024

Testing
GS-15 Package

Initiated by First Name Last Name#1
Submitted Thursday, February 22, 2024

1 Requesting Point of Contact:

Requestor Full Name	Organization/Service Line	Servicing HRC
FirstName LastName#1	Under Secretary for Benefits (20)	HRC Baltimore
Define Service Line if "Other" selected:		Servicing HR Specialist
		FirstName LastName#6
Second Point of Contact	Requesting Leadership	Additional POC (optional)
FirstName LastName#3	FirstName LastName#4	Unassigned

Tools: View History, Write Email, Print to PDF BETA, Add Bookmark, Copy Request, Cancel Request

Comments: VA Form 0235 to return. | Post

Internal Use: Main Request, OSO HRC Assignment

Security Permissions: You have read access, You have write access

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

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

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

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.

The screenshot shows the 'Office of Human Capital Services (HCS) OSO Centralized Processing LEAF Portal' interface for 'Request #22'. The page is titled 'Assigned HR Specialist - Baltimore (HRS FirstName Last Name#6)'. A red arrow points to the 'Return to Requestor' button in the 'Comments' section. Other visible elements include a 'Package Review Complete' button, a 'Tools' sidebar with options like 'View History', 'Write Email', and 'Print to PDF BETA', and a 'Comments' section with a 'Post' button. A note is visible: 'Note Added by Name Feb 22 Package reviewed. Waiting on signed VA Form 0235 to return.'

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

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

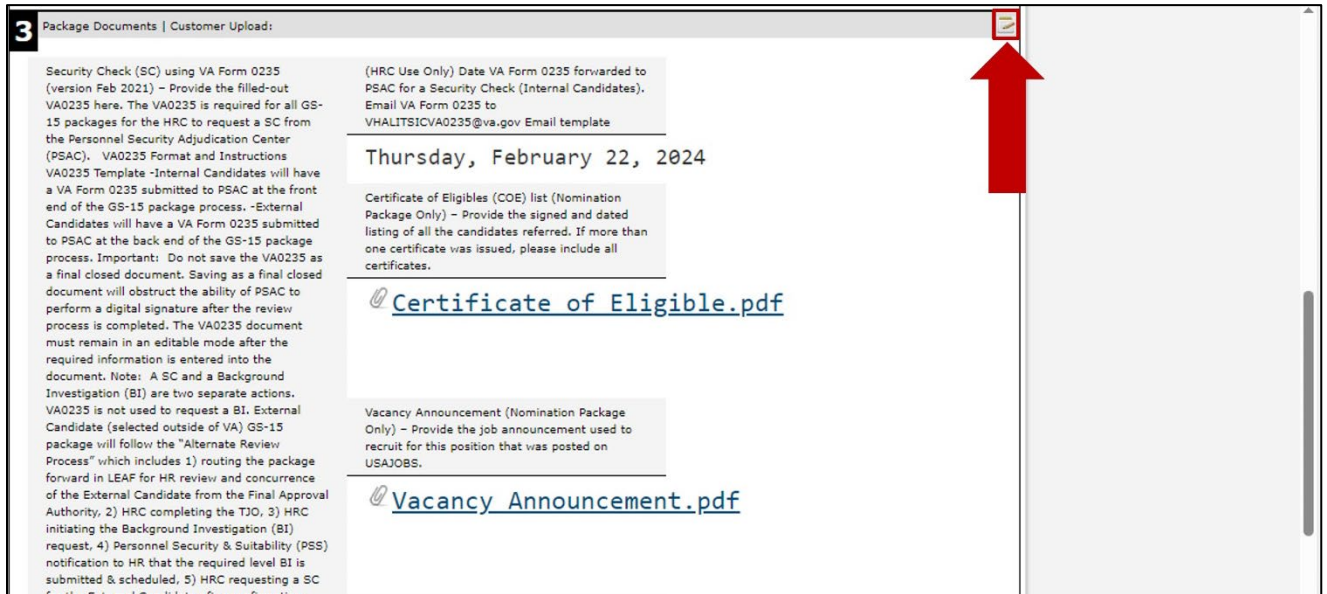
This screenshot shows the same HCS LEAF Portal interface as the previous one, but with a red arrow pointing to the vertical scroll bar on the right side of the page. The 'Return to Requestor' button is no longer highlighted. The 'Tools' sidebar and 'Comments' section are visible. The 'Internal Use' section shows 'Main Request' and 'OSO HRC Assignment'. The 'Security Permissions' section shows 'You have read access'. The main content area displays 'Testing' information and a 'Requesting Point of Contact' table with the following data:

Requestor Full Name	Organization/Service Line	Servicing HRC
FirstName LastName#1	Under Secretary for Benefits (20)	HRC Baltimore
	Define Service Line if "Other" selected:	Servicing HR Specialist
		FirstName LastName#6

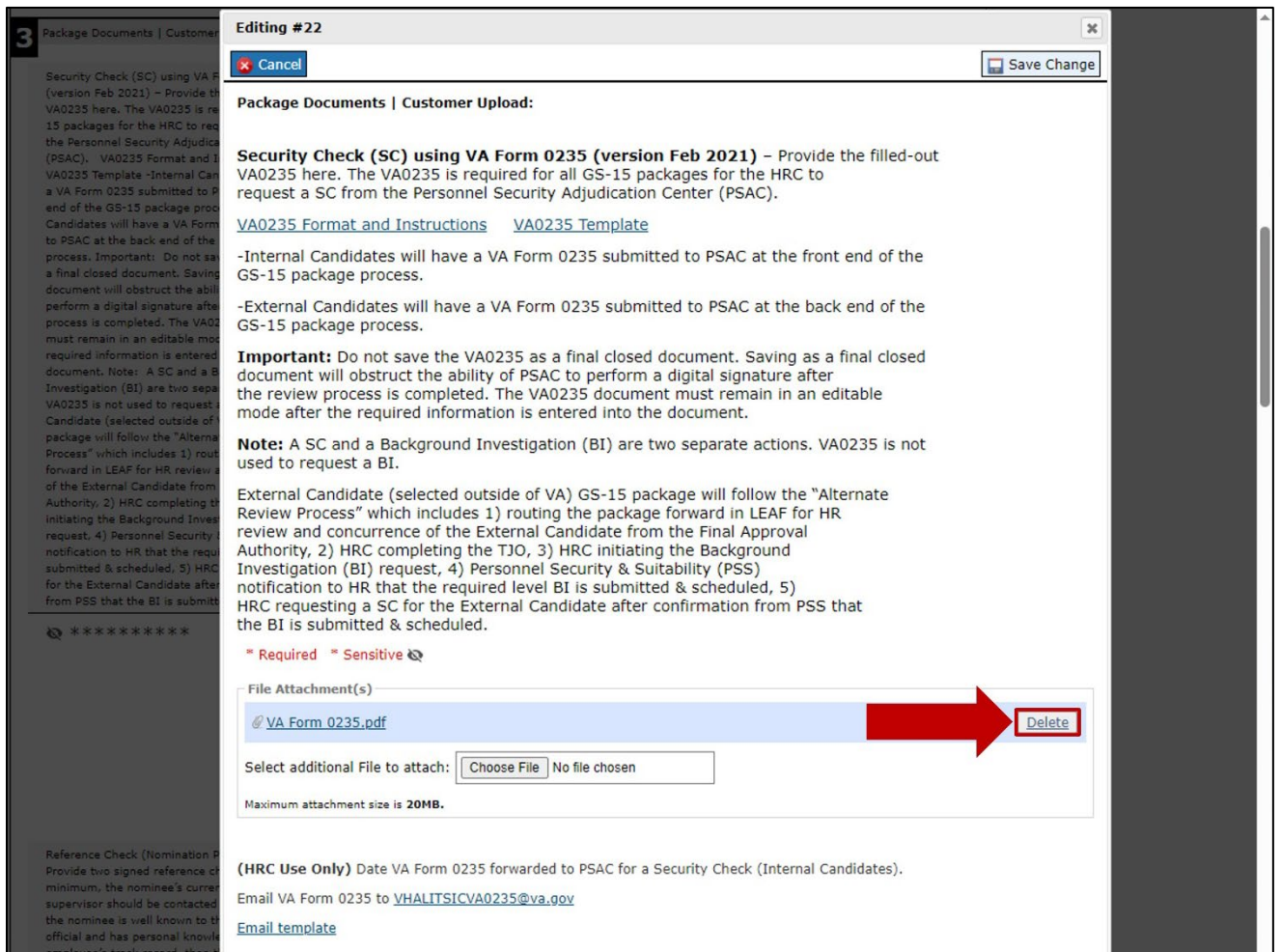
Below this table, there is a 'Second Point of Contact' table:

Second Point of Contact	Requesting Leadership	Additional POC (optional)
FirstName LastName#3	FirstName LastName#4	Unassigned

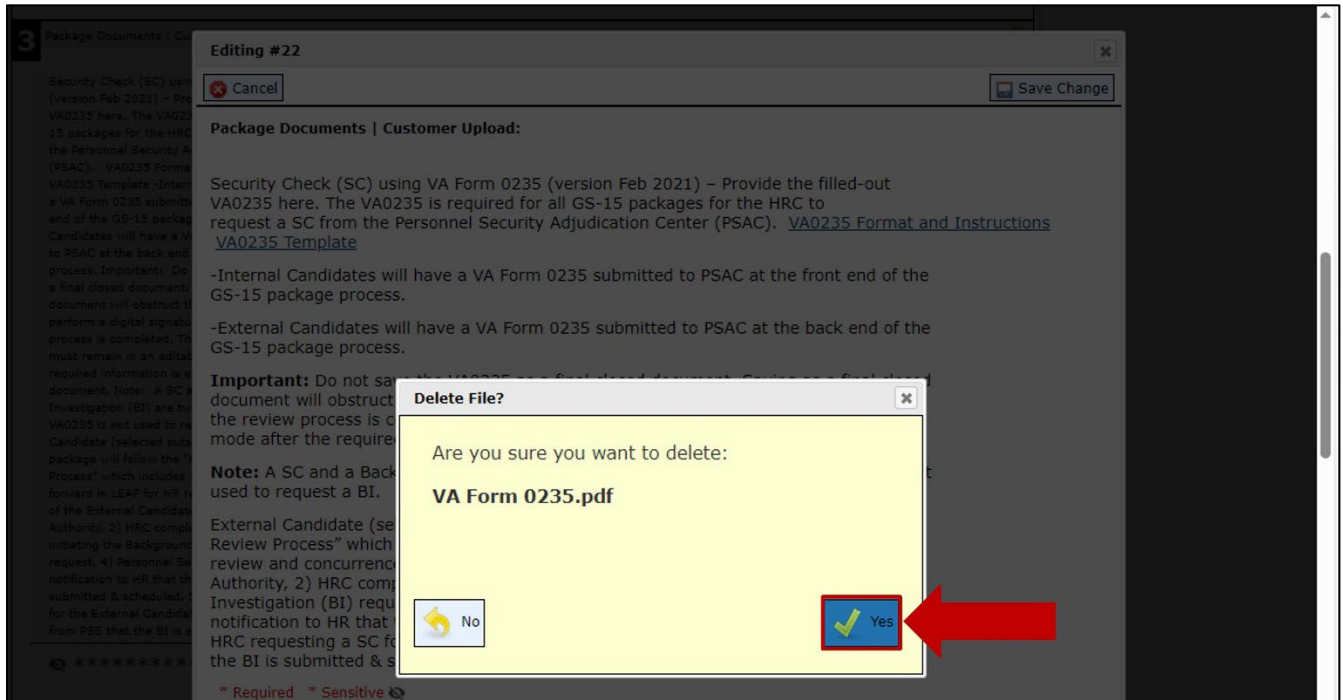
16. Once VA Form 0235 returns from PSAC, select the **Edit** icon for Section 3 Package Documents | Customer Uploads to replace the original VA Form 0235.



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

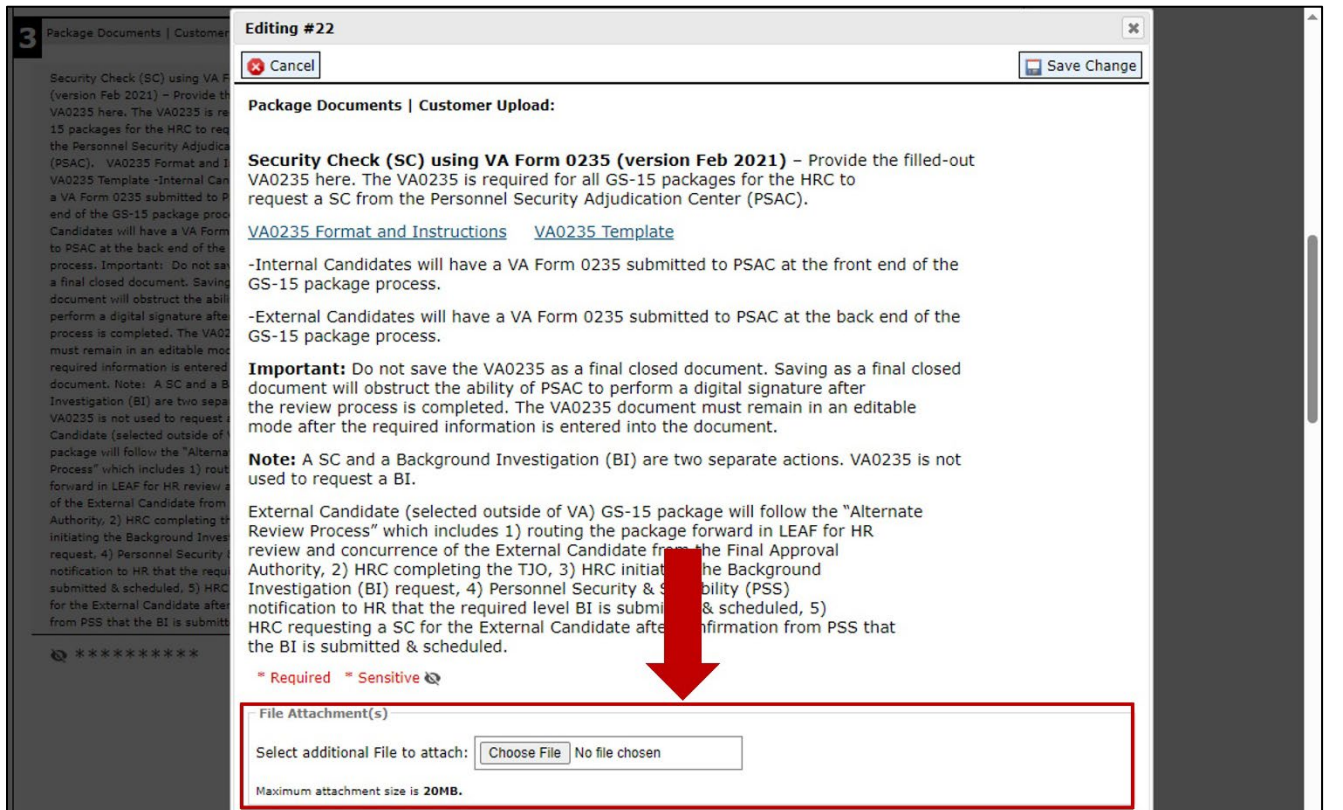


18. Select **Yes** in the Delete File? window.

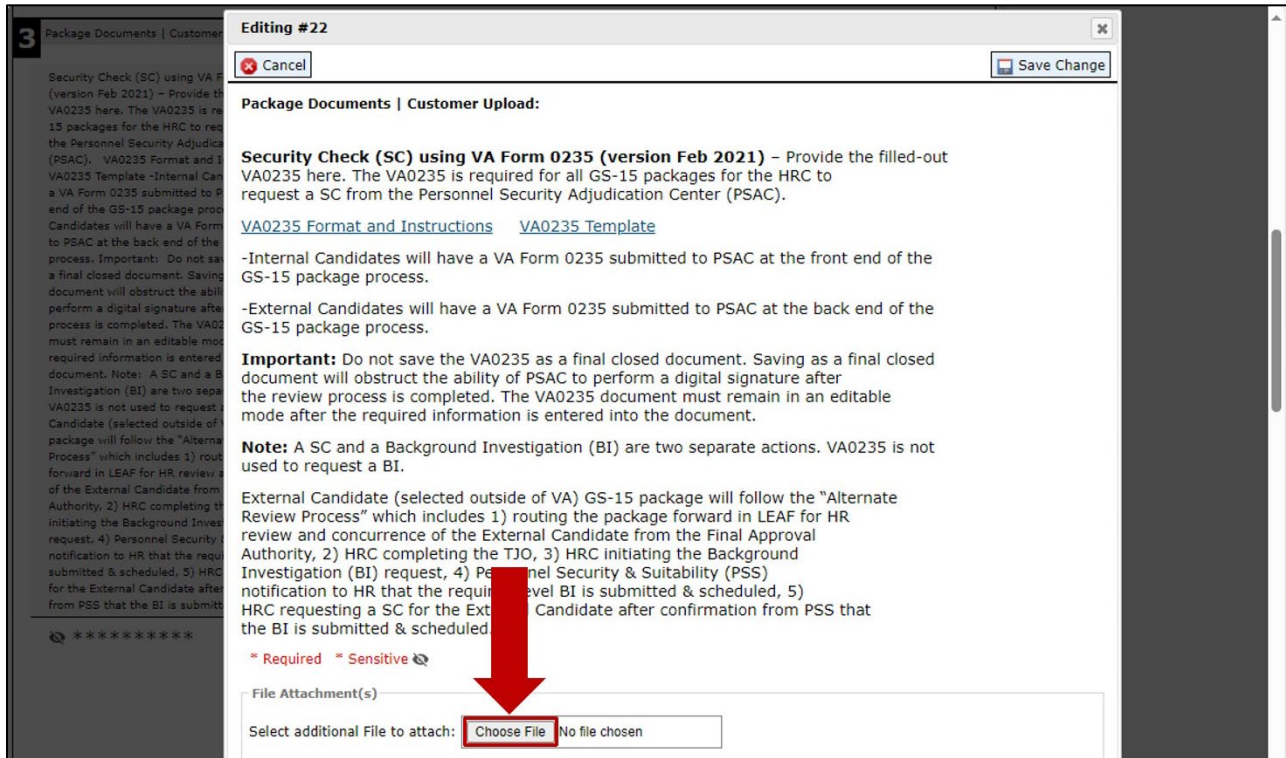


19. Verify that the original VA Form 0235 is no longer attached.

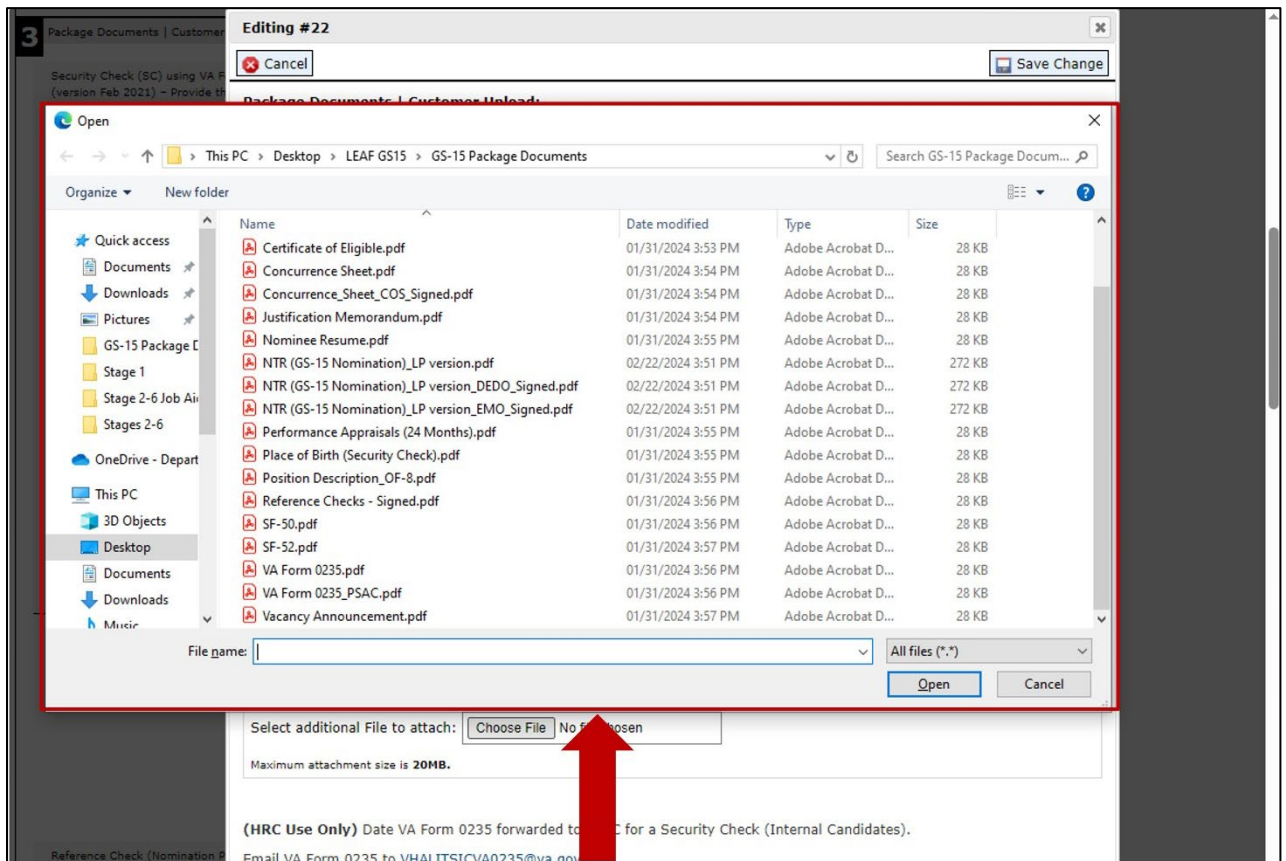
NOTE: If the file is deleted in error, the removal is not permanent until Save Change is selected.



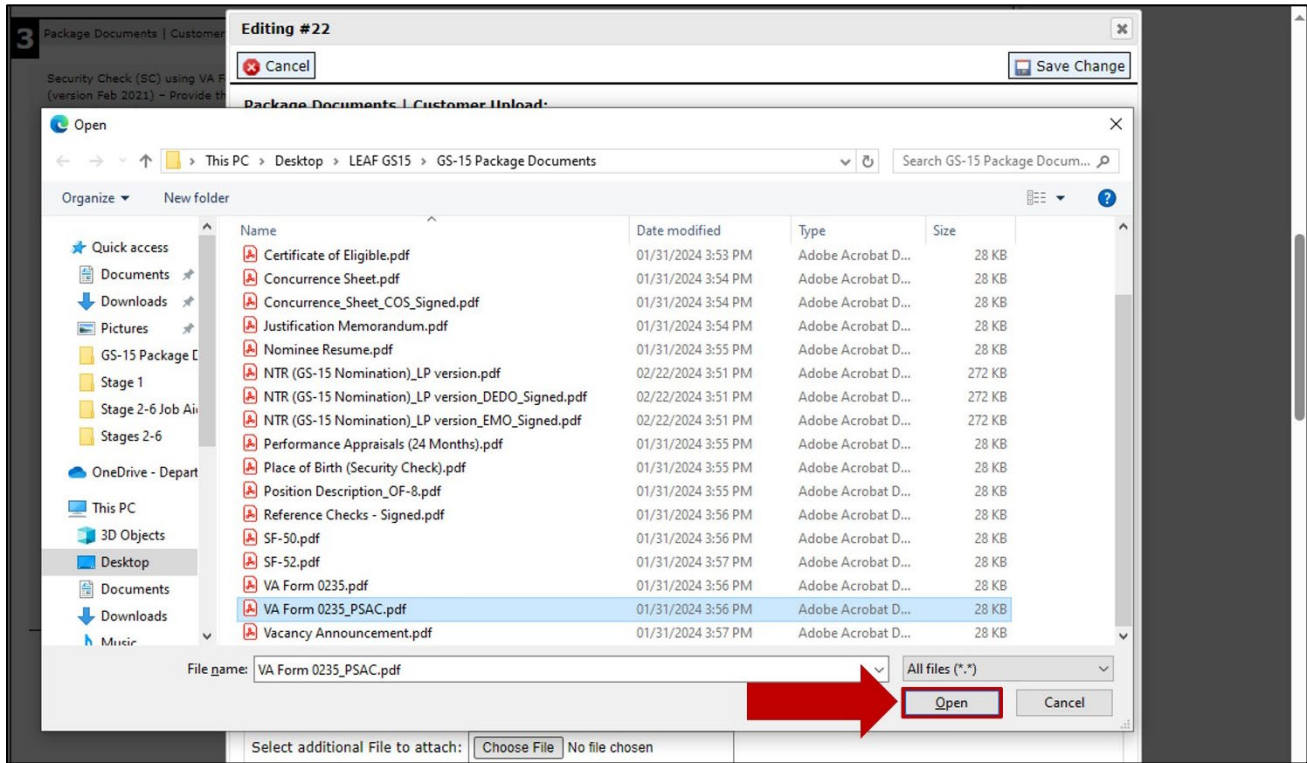
20. Select Choose File.



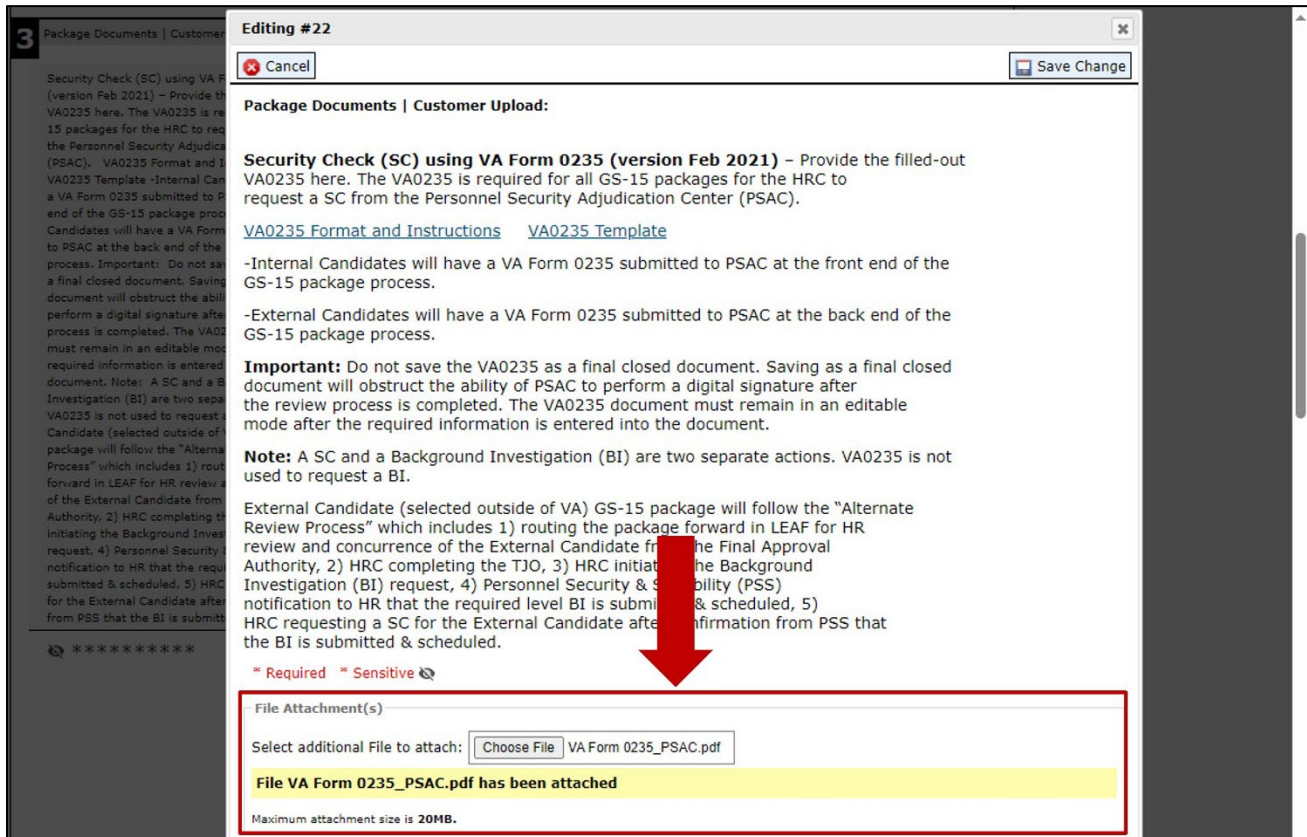
21. Select the updated VA Form 0235 from the Open window.



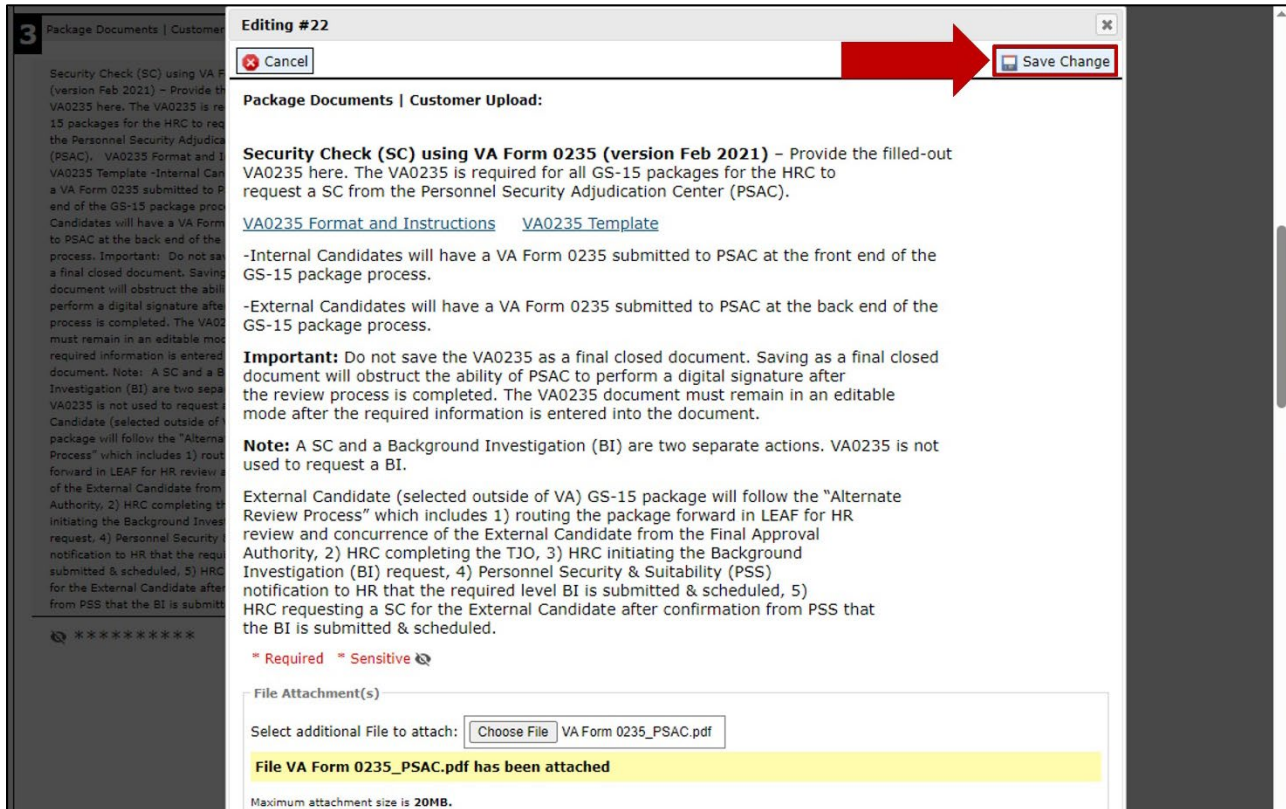
22. Select Open.



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

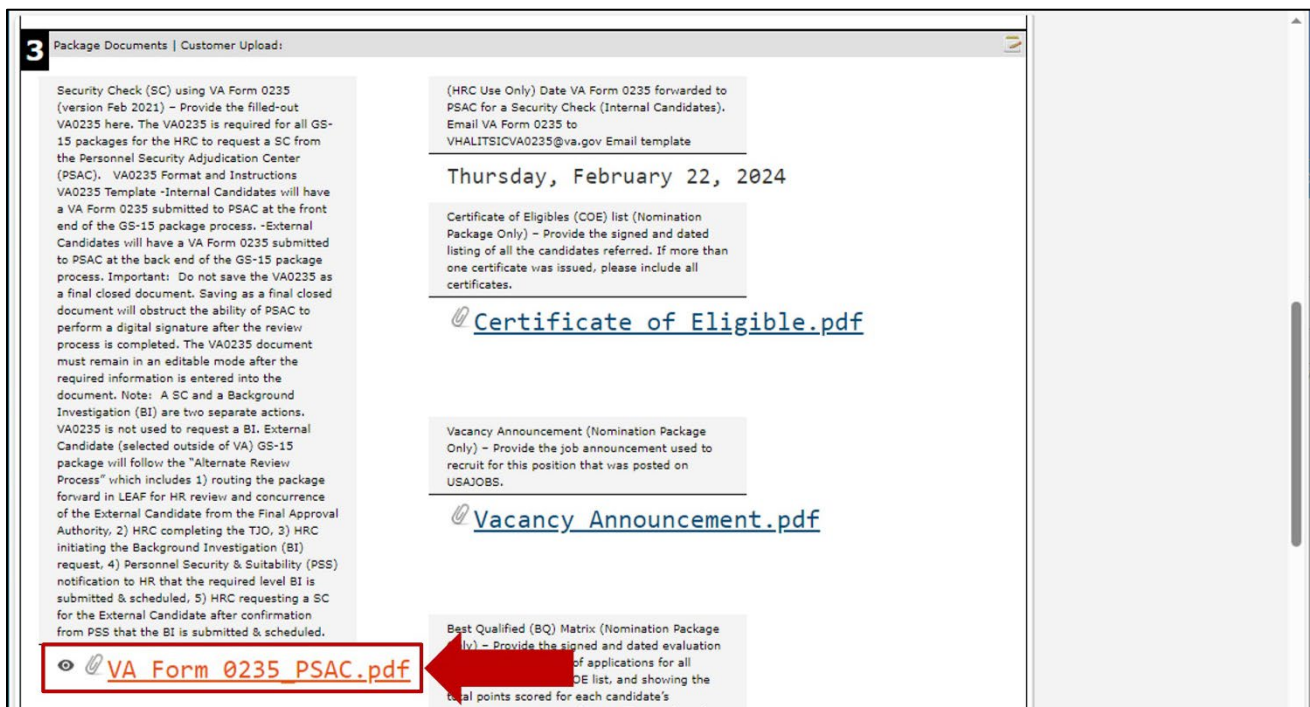


24. Select **Save Change**.



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.



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.

3 Package Documents | Customer Upload:

Security Check (SC) using VA Form 0235 (version Feb 2021) – Provide the filled-out VA0235 here. The VA0235 is required for all GS-15 packages for the HRC to request a SC from the Personnel Security Adjudication Center (PSAC). VA0235 Format and Instructions VA0235 Template -Internal Candidates will have a VA Form 0235 submitted to PSAC at the front end of the GS-15 package process. -External Candidates will have a VA Form 0235 submitted to PSAC at the back end of the GS-15 package process. Important: Do not save the VA0235 as a final closed document. Saving as a final closed document will obstruct the ability of PSAC to perform a digital signature after the review process is completed. The VA0235 document must remain in an editable mode after the required information is entered into the document. Note: A SC and a Background Investigation (BI) are two separate actions. VA0235 is not used to request a BI. External Candidate (selected outside of VA) GS-15 package will follow the "Alternate Review Process" which includes 1) routing the package forward in LEAF for HR review and concurrence of the External Candidate from the Final Approval Authority, 2) HRC completing the TJO, 3) HRC initiating the Background Investigation (BI) request, 4) Personnel Security & Suitability (PSS) notification to HR that the required level BI is submitted & scheduled, 5) HRC requesting a SC for the External Candidate after confirmation from PSS that the BI is submitted & scheduled.

(HRC Use Only) Date VA Form 0235 forwarded to PSAC for a Security Check (Internal Candidates). Email VA Form 0235 to VHALTICVA0235@va.gov Email template

Thursday, February 22, 2024

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](#)

Vacancy Announcement (Nomination Package Only) – Provide the job announcement used to recruit for this position that was posted on USAJOBS.

[Vacancy Announcement.pdf](#)

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

[VA Form 0235 PSAC.pdf](#)

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

Sign out

Main Page Links Help

Request #22

Assigned HR Specialist - Baltimore (HRS FirstName LastName#6)

Comments:

Return to Requestor Package Review Complete

HRC Baltimore: Sent to HRS - Baltimore Thursday, February 22, 2024

Testing
GS-15 Package

Initiated by **First Name Last Name#1**
Submitted **Thursday, February 22, 2024**

1 Requesting Point of Contact:

Requestor Full Name Organization/Service Line Servicing HRC

FirstName LastName#1 Under Secretary for Benefits (20) HRC Baltimore

Define Service Line if "Other" selected: Servicing HR Specialist

FirstName LastName#6

Second Point of Contact Requesting Leadership Additional POC (optional)

FirstName LastName#3 **FirstName LastName#4** Unassigned

2 Customer Response | Nature of Request:

Package Type: Requested Position Information (i.e. title/series/grade) Position Location (City & State) Candidate Name (First Last)

Tools

- View History
- Print to PDF **BETA**
- Add Bookmark
- Copy Request
- Cancel Request

Comments

Enter a note! Post

Note Added by Name Feb 22
Package reviewed. Waiting on signed VA Form 0235 to return.

Internal Use

- Main Request
- OSO HRC Assignment

Security Permissions

- You have read access
- You have write access

28. Select **Package Review Complete**.

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.

- 3. Type comments in the HRC Comments field.

- 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).

The screenshot shows the 'Office of Human Capital Services (HCS) OSO Centralized Processing LEAF Portal' interface. At the top right, it says 'Request #22'. The main content area is divided into sections. The top section is 'HRC Baltimore' with a 'Comments' field and three buttons: 'Return to Requestor', 'Send to HRS - Baltimore' (highlighted with a red box and a red arrow), and 'Route to HCS Operations'. Below this is a status bar for 'First Name Last Name#6: Package Review Completed' dated 'Thursday, February 22, 2024' with a comment: 'Documents verified and VA Form 2035 updated.' The next section is 'Testing' for a 'GS-15 Package', initiated by 'First Name Last Name#1' on 'Thursday, February 22, 2024'. Below that is a 'Requesting Point of Contact' section with a table:

Requestor Full Name	Organization/Service Line	Servicing HRC
First Name Last Name#1	Under Secretary for Benefits (20)	HRC Baltimore

Other fields include 'Define Service Line if "Other" selected:', 'Servicing HR Specialist', and 'First Name Last Name#6'. At the bottom, there are fields for 'Second Point of Contact', 'Requesting Leadership', and 'Additional POC (optional)'. On the right side, there is a 'Tools' sidebar with options like 'View History', 'Write Email', 'Print to PDF BETA', 'Add Bookmark', 'Copy Request', and 'Cancel Request'. Below that is a 'Comments' section with a 'Post' button and a 'Package Review Completed' note from Feb 22: 'Documents verified and VA Form 0235 updated.' At the bottom right, there is an 'Internal Use' section with 'Main Request' and 'OSO HRC Assignment' options.

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

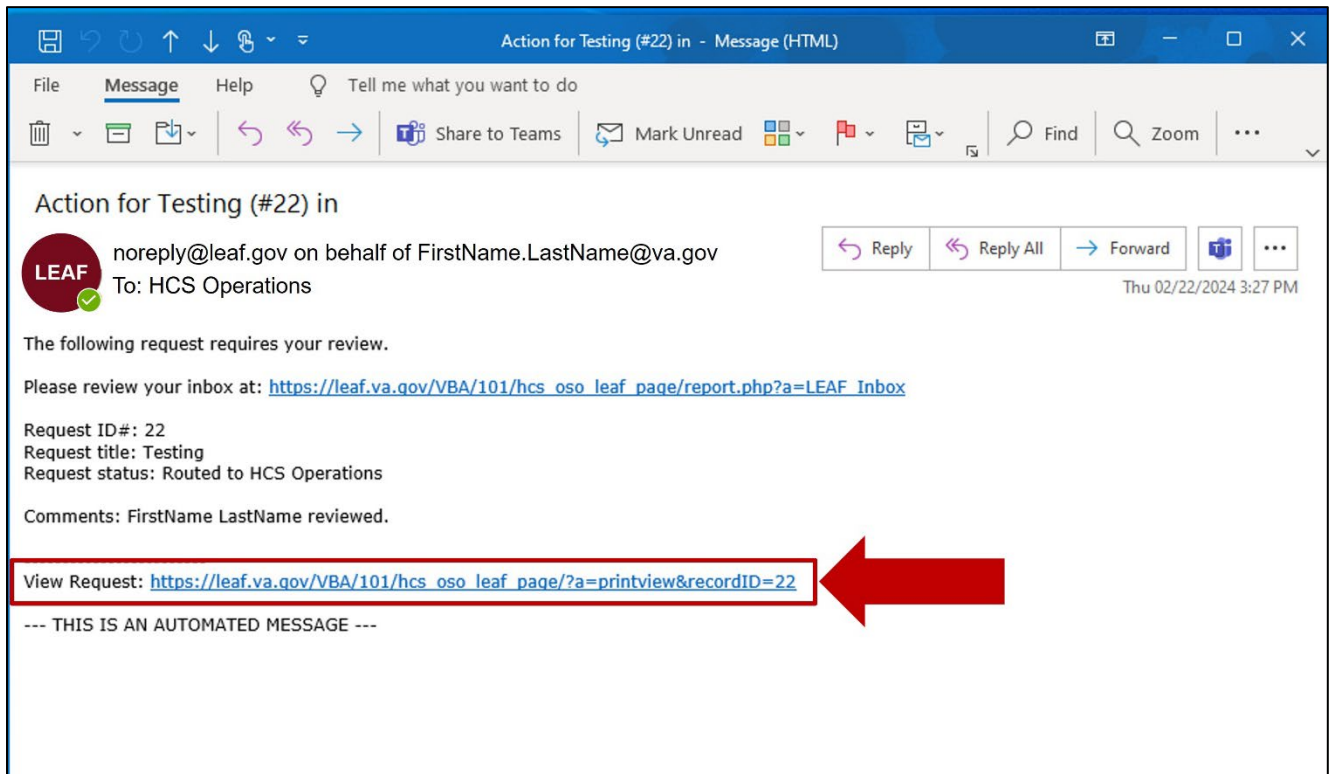
This screenshot is similar to the previous one, showing the same interface. In this view, the 'Route to HCS Operations' button in the 'HRC Baltimore' section is highlighted with a red box and a red arrow. The rest of the interface, including the status bar, testing section, and sidebar, remains the same as in the previous screenshot.

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.



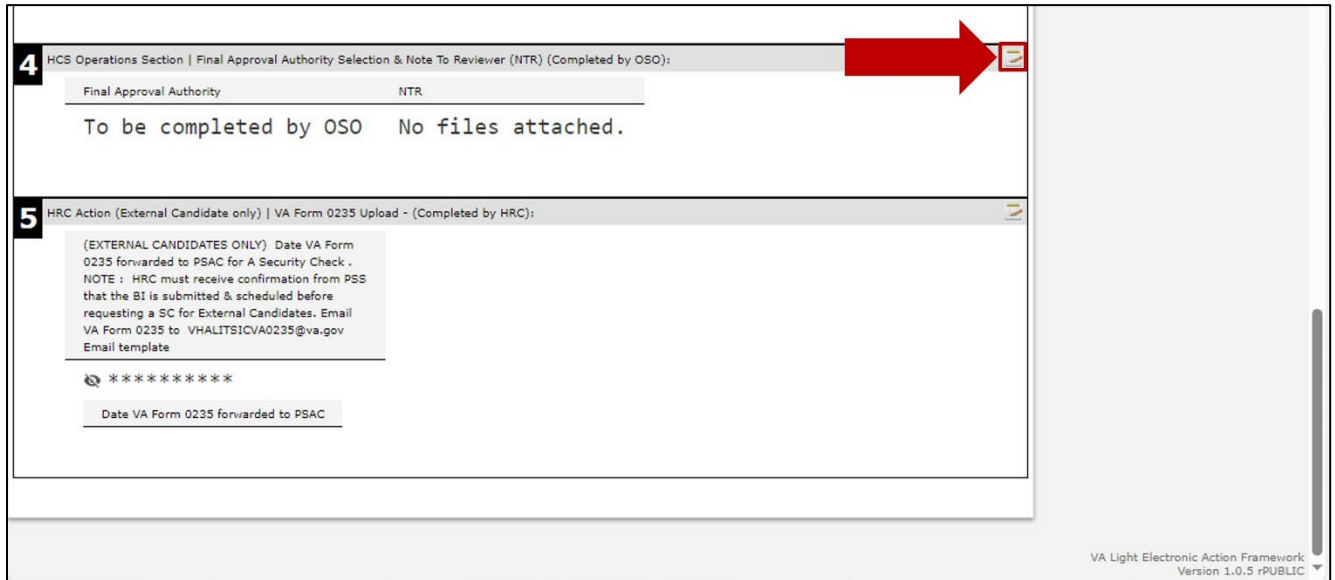
The screenshot shows an email window titled "Action for Testing (#22) in - Message (HTML)". The sender is "noreply@leaf.gov on behalf of FirstName.LastName@va.gov" with the subject "To: HCS Operations". The email content includes:

- A subject line: "Action for Testing (#22) in"
- A LEAF logo and a green checkmark.
- Text: "The following request requires your review."
- A link: "Please review your inbox at: https://leaf.va.gov/VBA/101/hcs_oso_leaf_page/report.php?a=LEAF_Inbox"
- Request details: "Request ID#: 22", "Request title: Testing", "Request status: Routed to HCS Operations"
- Comments: "Comments: FirstName LastName reviewed."
- A red box highlights the link: "View Request: https://leaf.va.gov/VBA/101/hcs_oso_leaf_page/?a=printview&recordID=22" with a red arrow pointing to it.
- Footer: "--- THIS IS AN AUTOMATED MESSAGE ---"

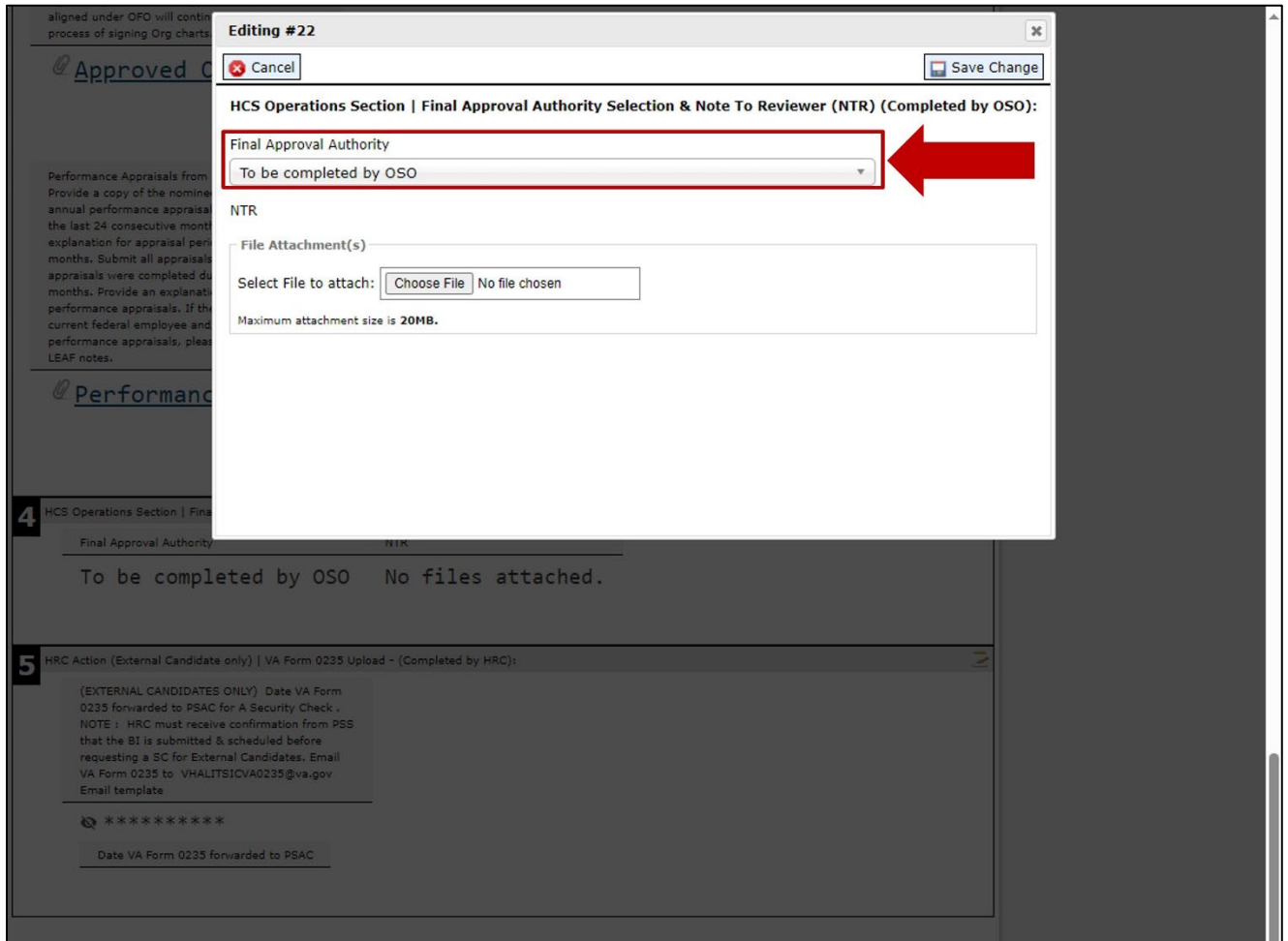
- Verify the **Organization/Service Line** and **Servicing HRC** to determine the Final Approval Authority.

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

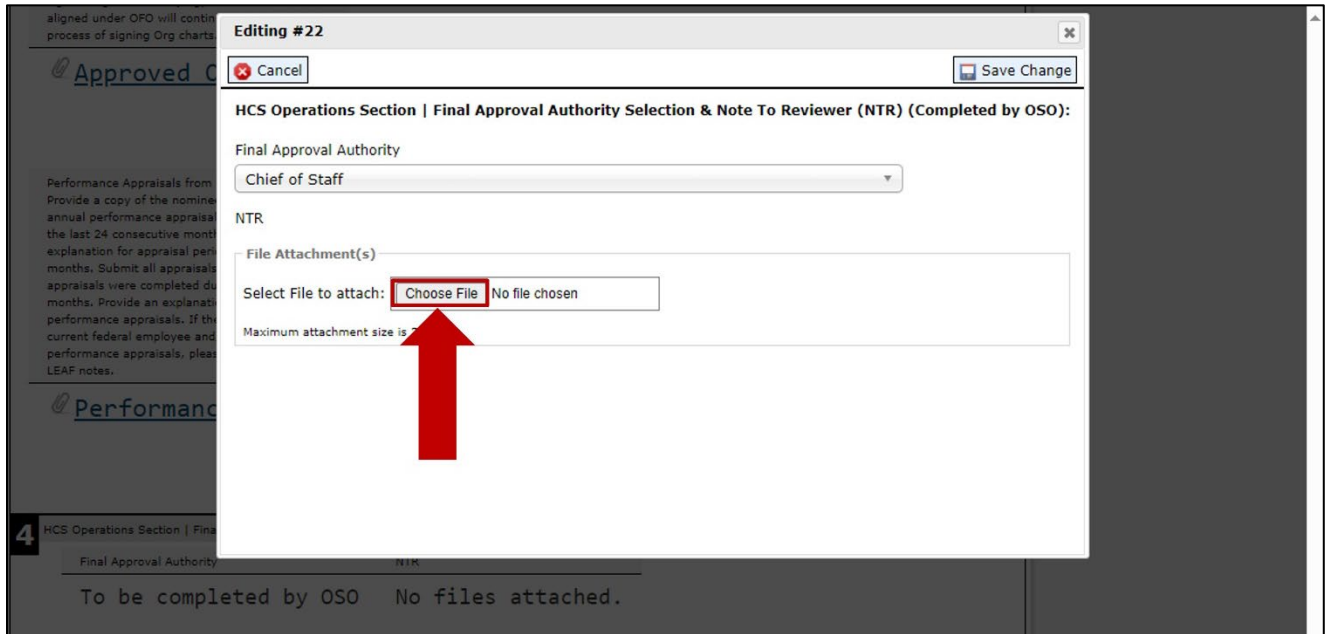
- 4. Select the **Edit** icon for Section 4 HCS Operations Section | Final Approval Authority Selection & Note To Reviewer (NTR).



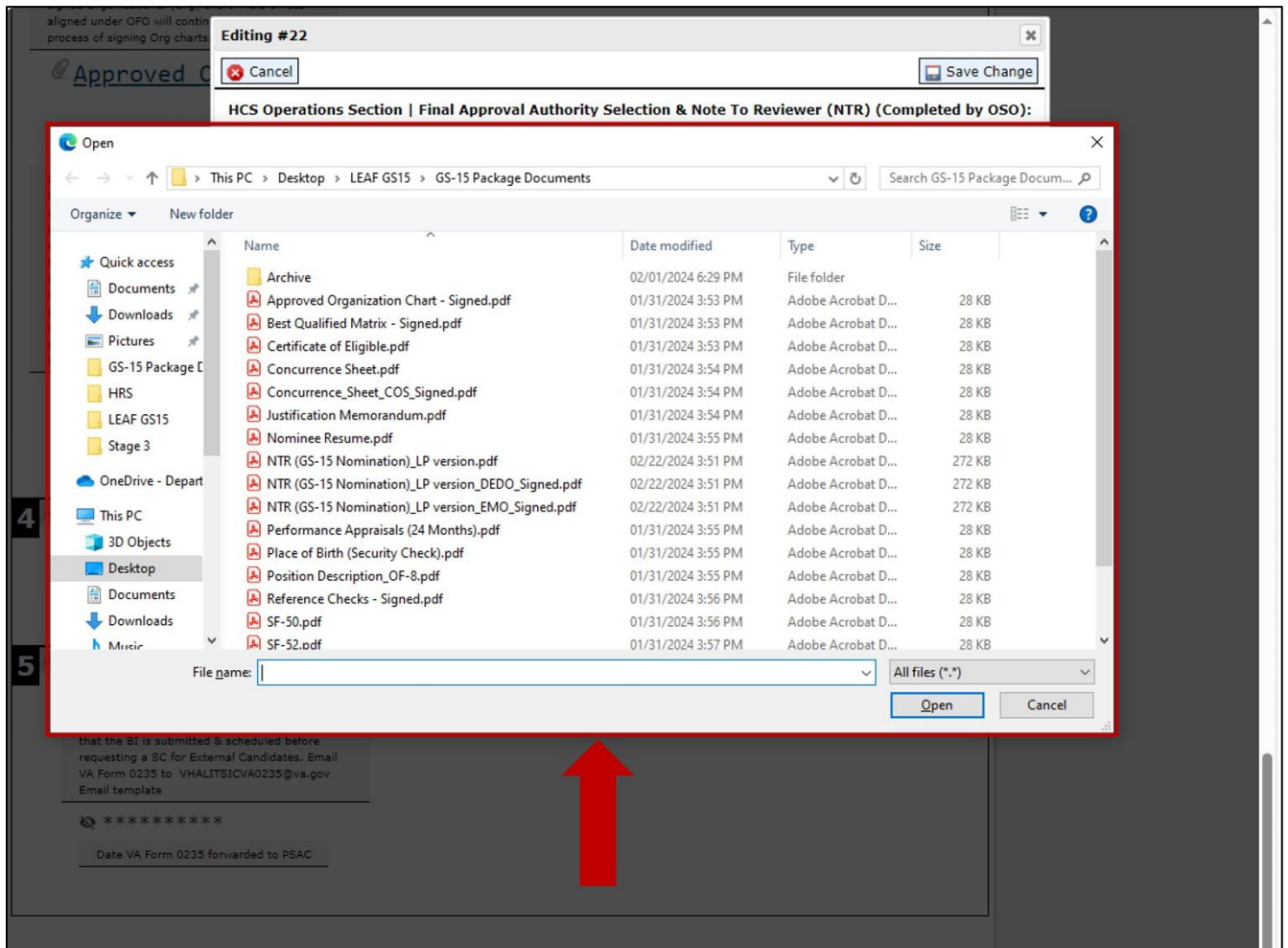
- 5. Select the appropriate **Final Approval Authority** from the Final Approval Authority dropdown menu in the Editing # window.



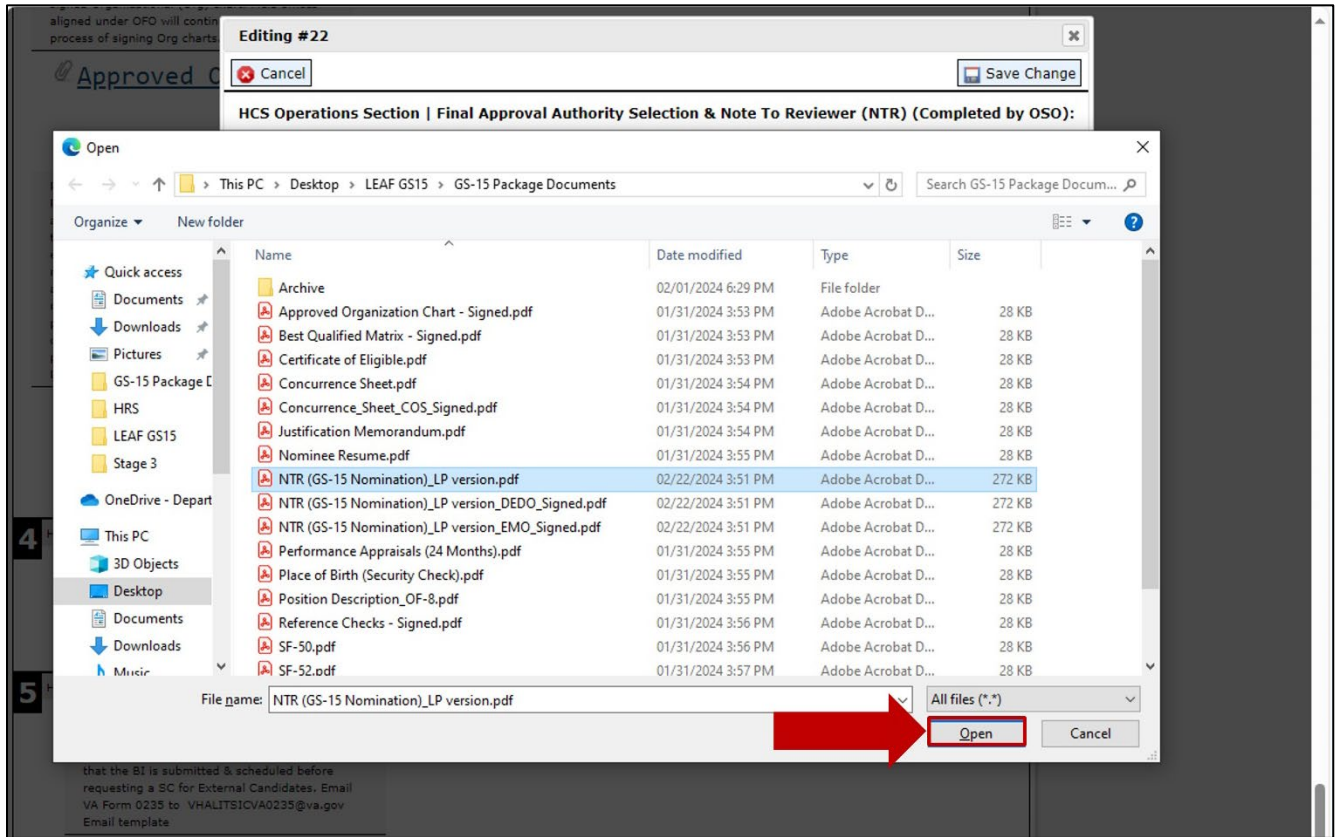
6. Select **Choose File**.



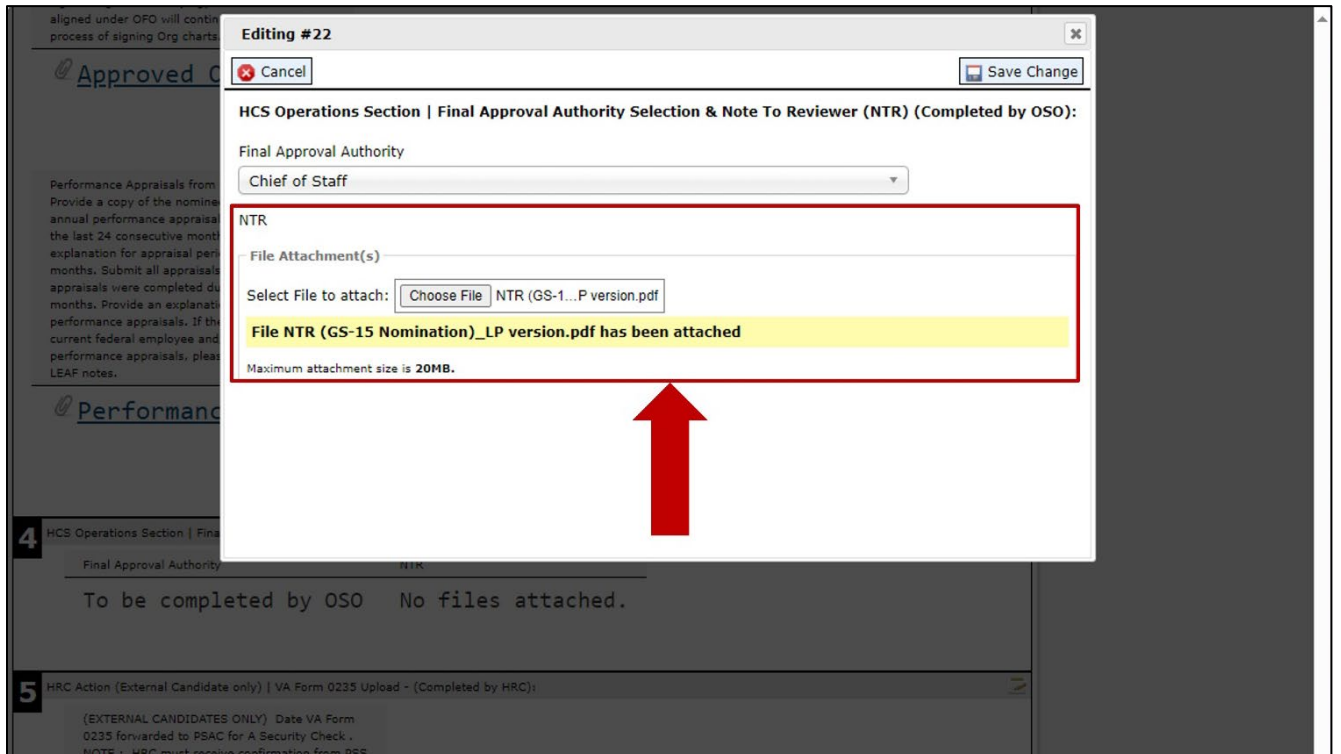
7. Select the appropriate NTR from the Open window.



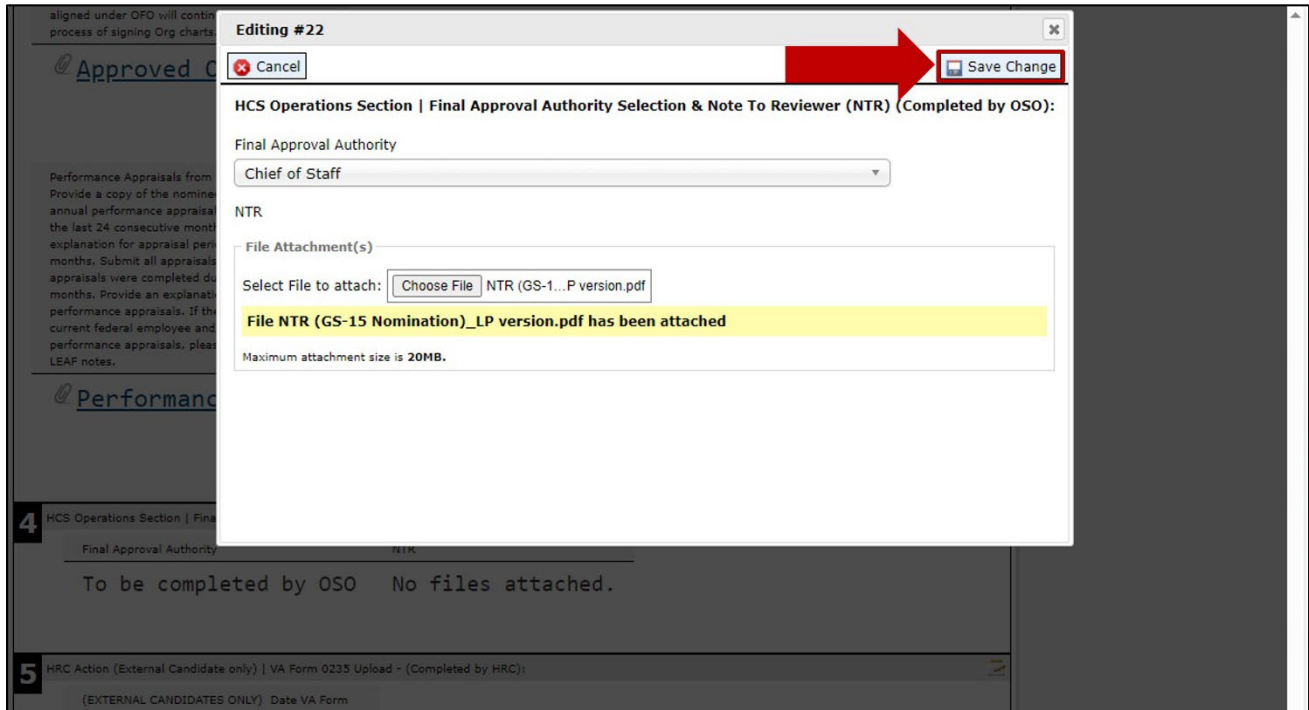
8. Select Open.



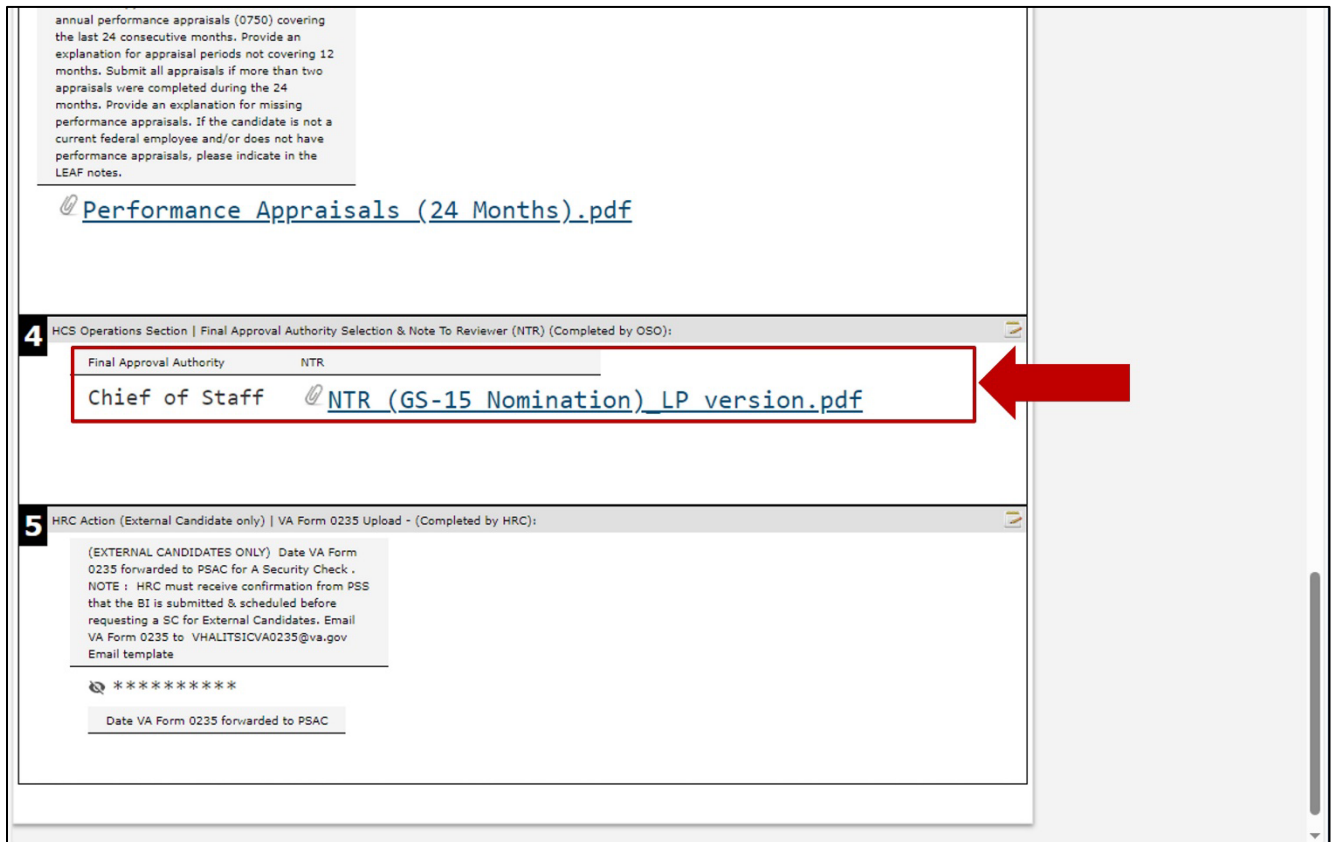
9. Verify that the NTR displays in the Editing # window.



10. Select **Save Change**.



11. Verify the Final Approval Authority and NTR display in the Section 4 HCS Operations Section | Final Approval Authority Selection & Note To Reviewer (NTR).



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

The screenshot shows a document upload interface. At the top, there is a text box with the instruction: "current federal employee and/or does not have performance appraisals, please indicate in the LEAF notes." Below this is a link for "Performance Appraisals (24 Months).pdf".

Section 4: HCS Operations Section | Final Approval Authority Selection & Note To Reviewer (NTR) (Completed by OSO):
 Final Approval Authority: NTR
 Chief of Staff | NTR (GS-15 Nomination)_LP version.pdf

Section 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 BI is submitted & scheduled before requesting a SC for External Candidates. Email VA Form 0235 to VHALITSICVA0235@va.gov Email template

 Date VA Form 0235 forwarded to PSAC

A red arrow points to the vertical scroll bar on the right side of the page.

13. Type comments in the HCS Operations Comments field.

The screenshot shows the "Office of Human Capital Services (HCS) OSO Centralized Processing LEAF Portal" interface. The page title is "Request #22".

HCS Operations

Comments:
 Note to Reviewer Complete

First Name Last Name#6: Package Review Completed Thursday, February 22, 2024
 Comment: First Name Last Name reviewed.

Testing
 GS-15 Package
 Initiated by First Name Last Name#1 Submitted Thursday, February 22, 2024

1 Requesting Point of Contact:

Requestor Full Name	Organization/Service Line	Servicing HRC
First Name Last Name#1	Under Secretary for Benefits (20)	HRC Baltimore
Define Service Line if "Other" selected:		Servicing HR Specialist
First Name Last Name#6		
Second Point of Contact	Requesting Leadership	Additional POC (optional)
First Name Last Name#3	First Name Last Name#4	Unassigned

2 Customer Response | Nature of Request:

Package Type:	Requested Position Information (i.e. title/series/grade)	Position Location (City & State)	Candidate Name (First Last)
---------------	--	----------------------------------	-----------------------------

Tools

- View History
- Print to PDF **BETA**
- Add Bookmark
- Copy Request
- Cancel Request

Comments

Enter a note! Post

Routed to HCS Operations Name Feb 22
 First Name Last Name reviewed.

Package Review Completed Feb 22
 Name Documents verified and VA Form 0235 updated.

Note Added by Name Feb 22
 Package reviewed. Waiting on signed VA Form 0235 to return.

Internal Use

- Main Request
- OSO HRC Assignment

Security Permissions

A red arrow points to the "Comments" input field in the HCS Operations section.

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

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

Sign out

Main Page Links Help

Request #22

HCS Operations

Comments:

First Name LastName reviewed.

Note to Reviewer Complete

FirstName LastName#6: Package Review Completed Thursday, February 22, 2024

Comment: FirstName LastName reviewed.

Testing
GS-15 Package

Initiated by **First Name Last Name#1**
Submitted **Thursday, February 22, 2024**

1 Requesting Point of Contact:

Requestor Full Name	Organization/Service Line	Servicing HRC
FirstName LastName#1	Under Secretary for Benefits (20)	HRC Baltimore
Define Service Line if "Other" selected:		
Servicing HR Specialist		
FirstName LastName#6		

Second Point of Contact	Requesting Leadership	Additional POC (optional)
FirstName LastName#3	FirstName LastName#4	Unassigned

2 Customer Response | Nature of Request:

Package Type:	Requested Position Information (i.e. title/series/grade)	Position Location (City & State)	Candidate Name (First Last)
Nomination	Title, Series, Grade	Baltimore, MD	FirstName LastName

Detail Days	Employee Type	
	Internal Candidate	<p style="font-size: x-small; margin: 0;">It is our goal to assist with "Building Strategic Partnerships Through Service." The LEAF GS-15 package review process begins and ends with the customer. We are requesting all customer internal actions (including documents confirmed as the most recent, updated, and signed as required) be completed before proceeding with uploading the supporting documents to the LEAF portal to enable a productive review of your GS</p>

Tools

- View History
- Write Email
- Print to PDF BETA
- Add Bookmark
- Copy Request
- Cancel Request

Comments

Enter a note! Post

Routed to HCS Operations Feb 22

Name: FirstName LastName reviewed.

Package Review Completed Feb 22

Name: Documents verified and VA Form 0235 updated.

Note Added by Name Feb 22

Package reviewed. Waiting on signed VA Form 0235 to return.

Internal Use

- Main Request
- OSO HRC Assignment

Security Permissions

- You have read access
- You have write access

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Listen Improve Facilitate Transform

"Building Strategic Partnerships Through Service"

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.

Action for Testing (#22) in

noreply@leaf.gov on behalf of FirstName.LastName@va.gov
To: Executive Management Team

Reply Reply All Forward

Thu 02/22/2024 4:02 PM

The following request requires your review.

Please review your inbox at: https://leaf.va.gov/VBA/101/hcs_oso_leaf_page/report.php?a=LEAF_Inbox

Request ID#: 22
Request title: Testing
Request status: Note to reviewer Completed

Comments: First Name LastName reviewed.

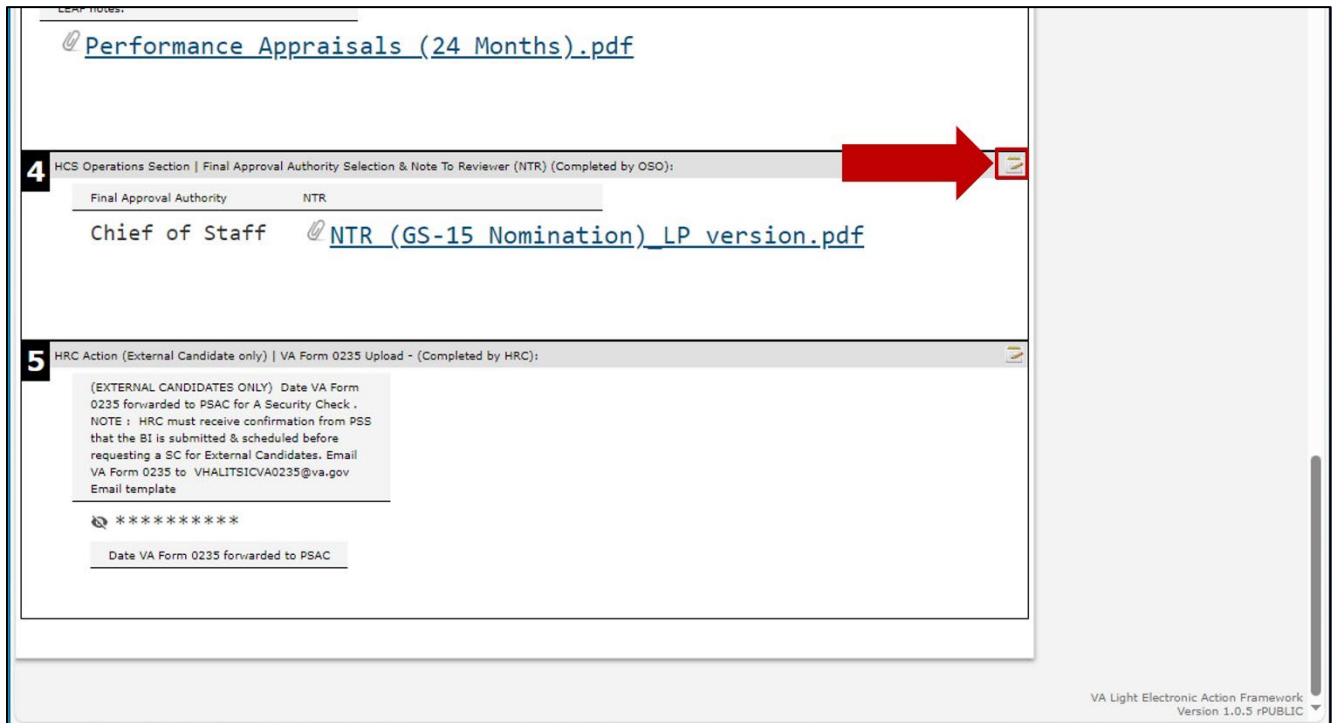
View Request: https://leaf.va.gov/VBA/101/hcs_oso_leaf_page/?a=printview&recordID=22

--- THIS IS AN AUTOMATED MESSAGE ---

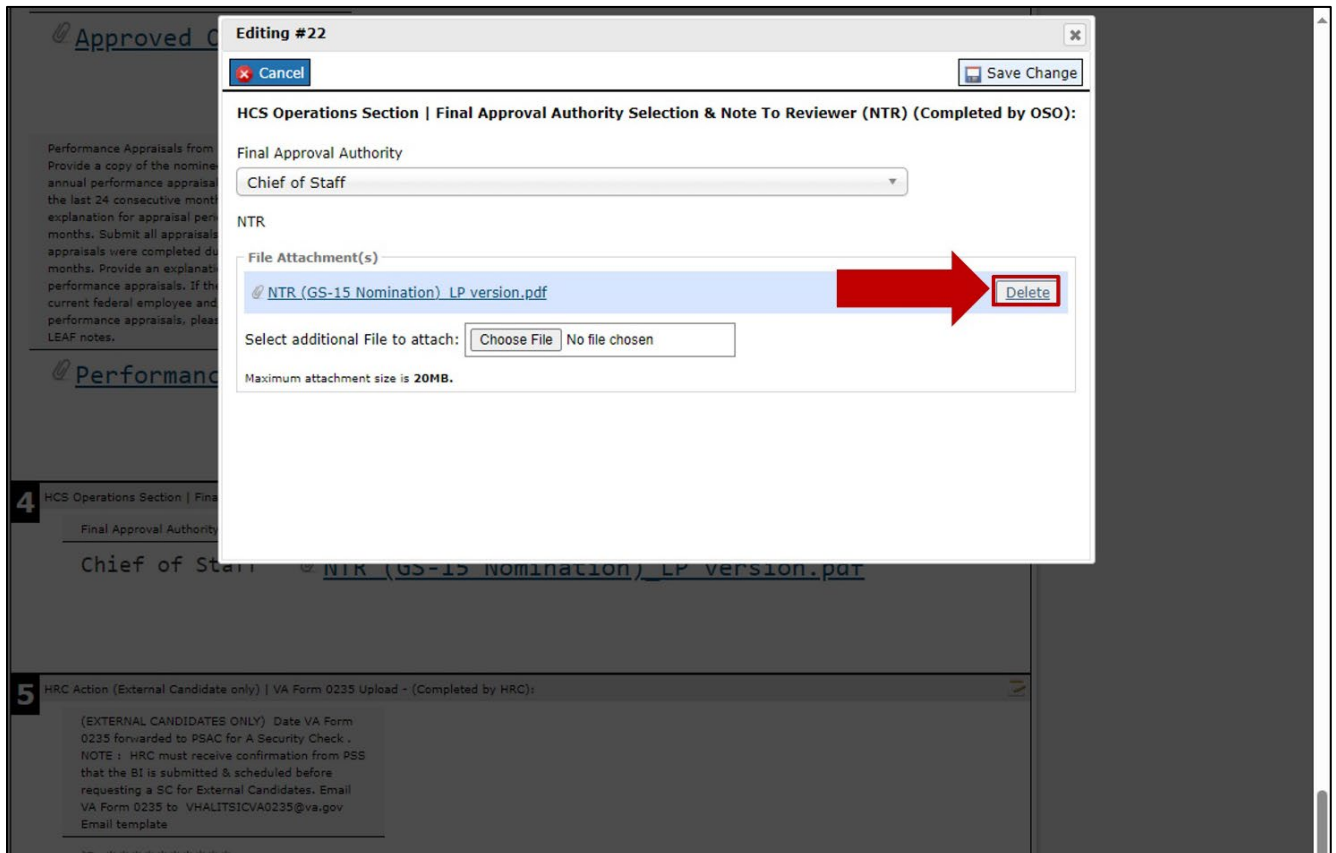
- Use the scroll bar to display Section 4 HCS Operations Section | Final Approval Authority Selection & Note To Reviewer (NTR).

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

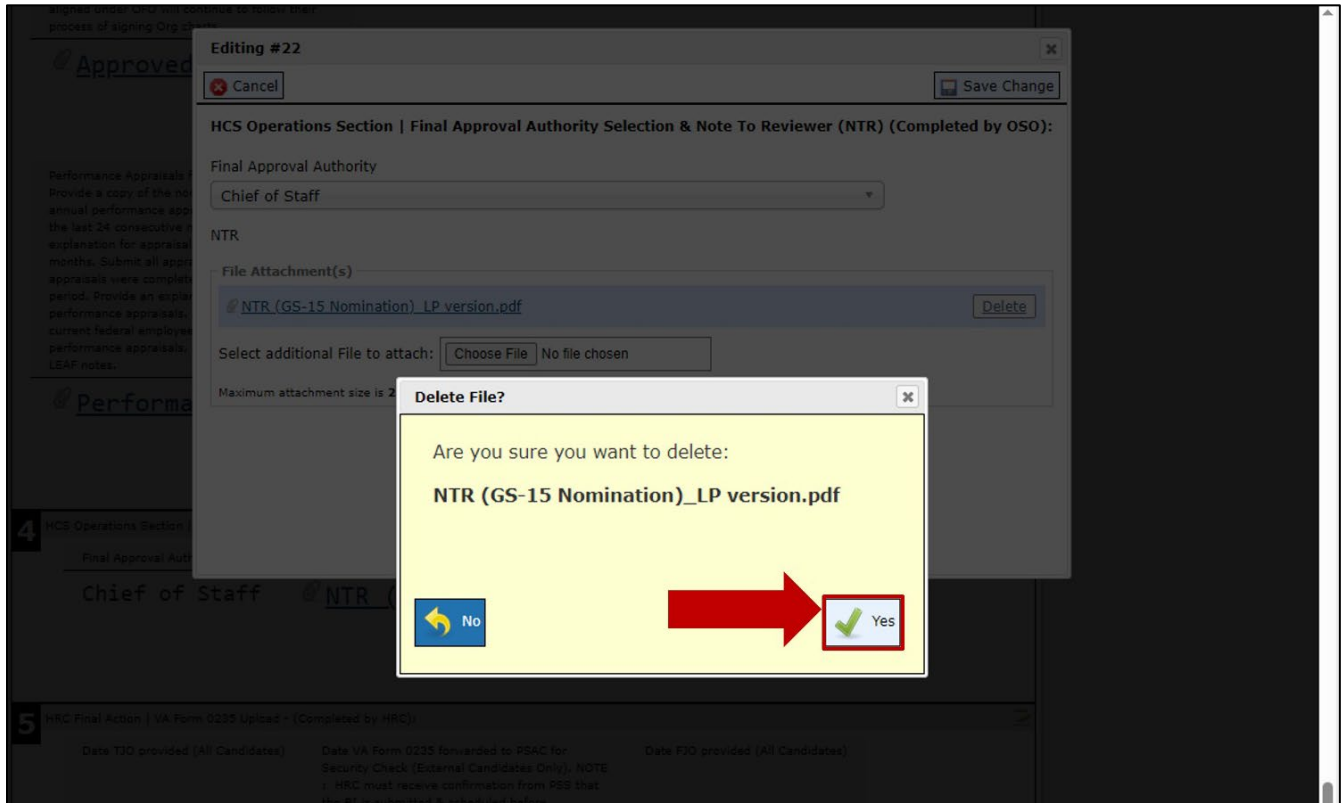
4. Select the **Edit** icon for Section 4 HCS Operations Section | Final Approval Authority Selection & Note To Reviewer (NTR) once the EMO signs the NTR.



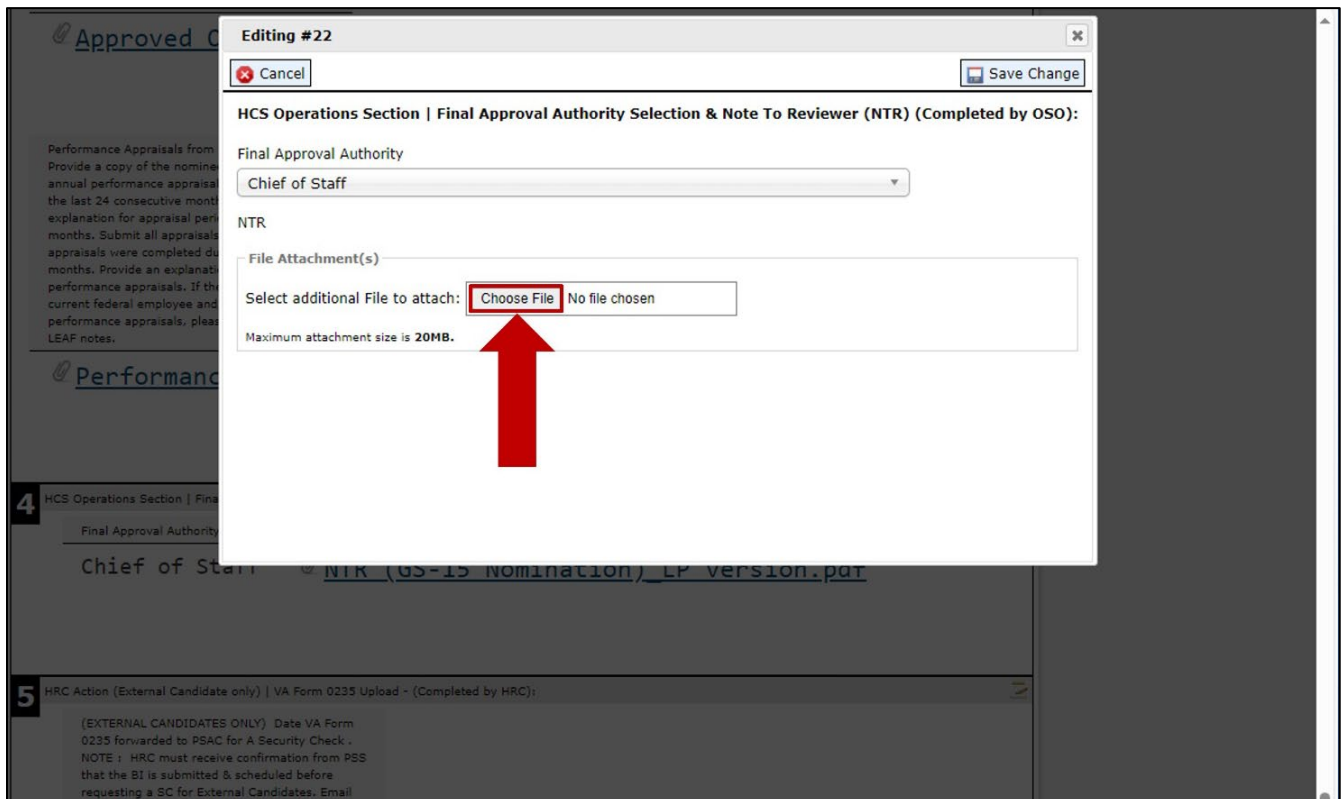
5. Select **Delete** to remove the unsigned NTR.



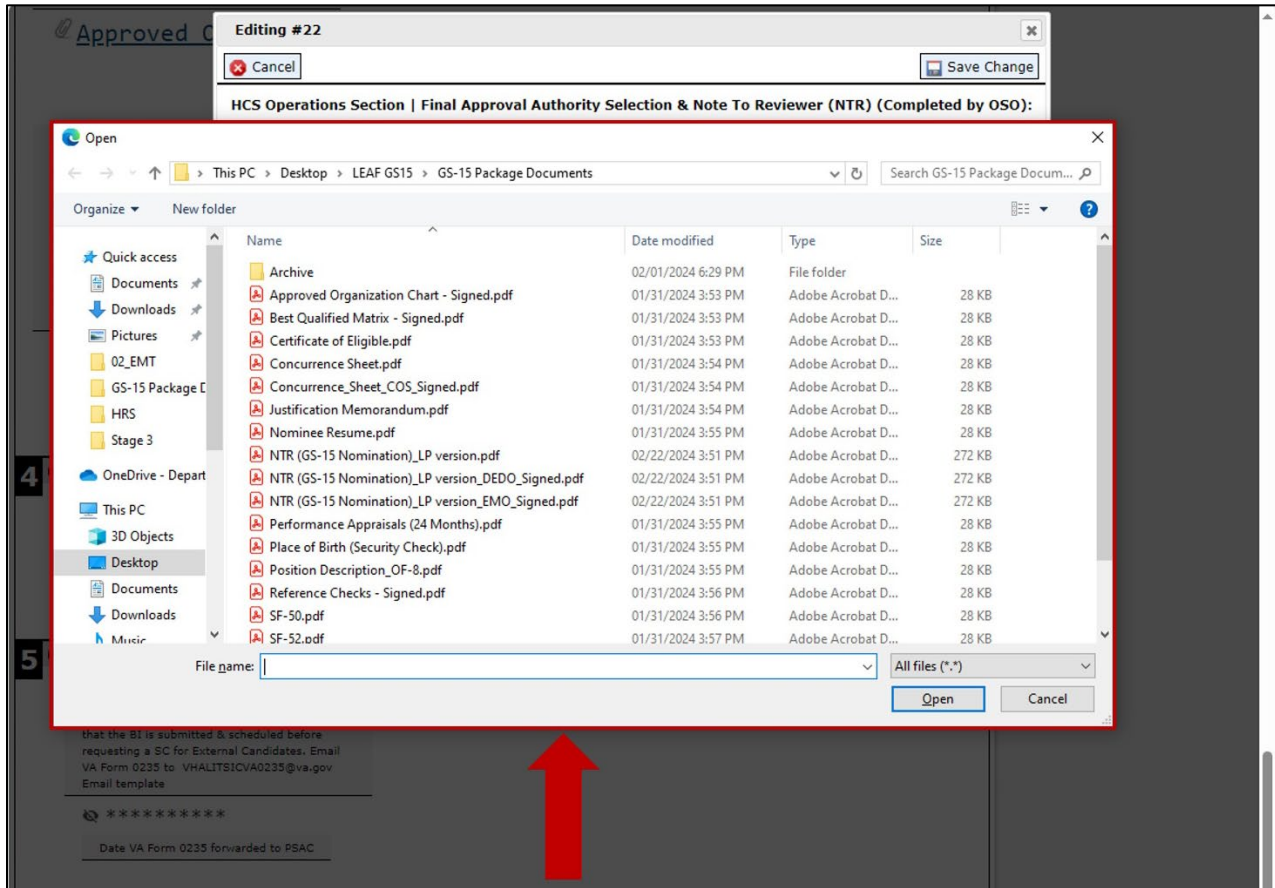
6. Select **Yes** in the Delete File? window.



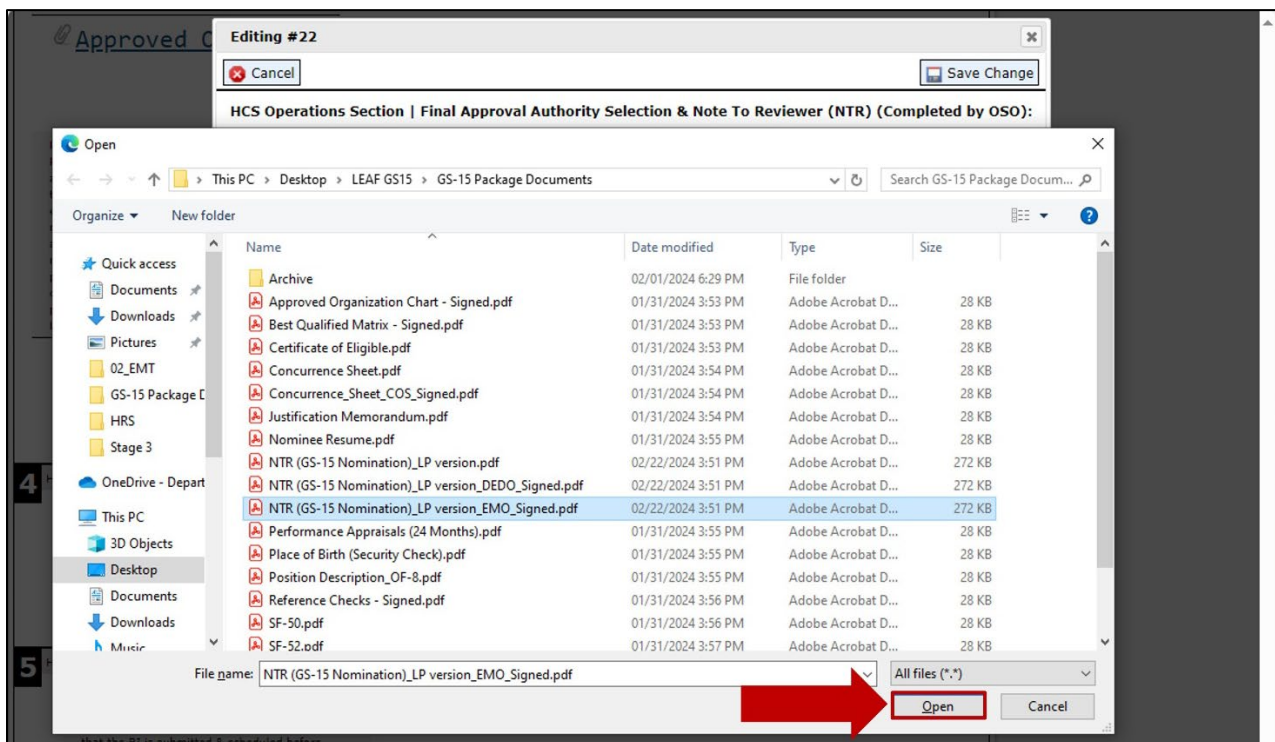
7. Select **Choose File**.



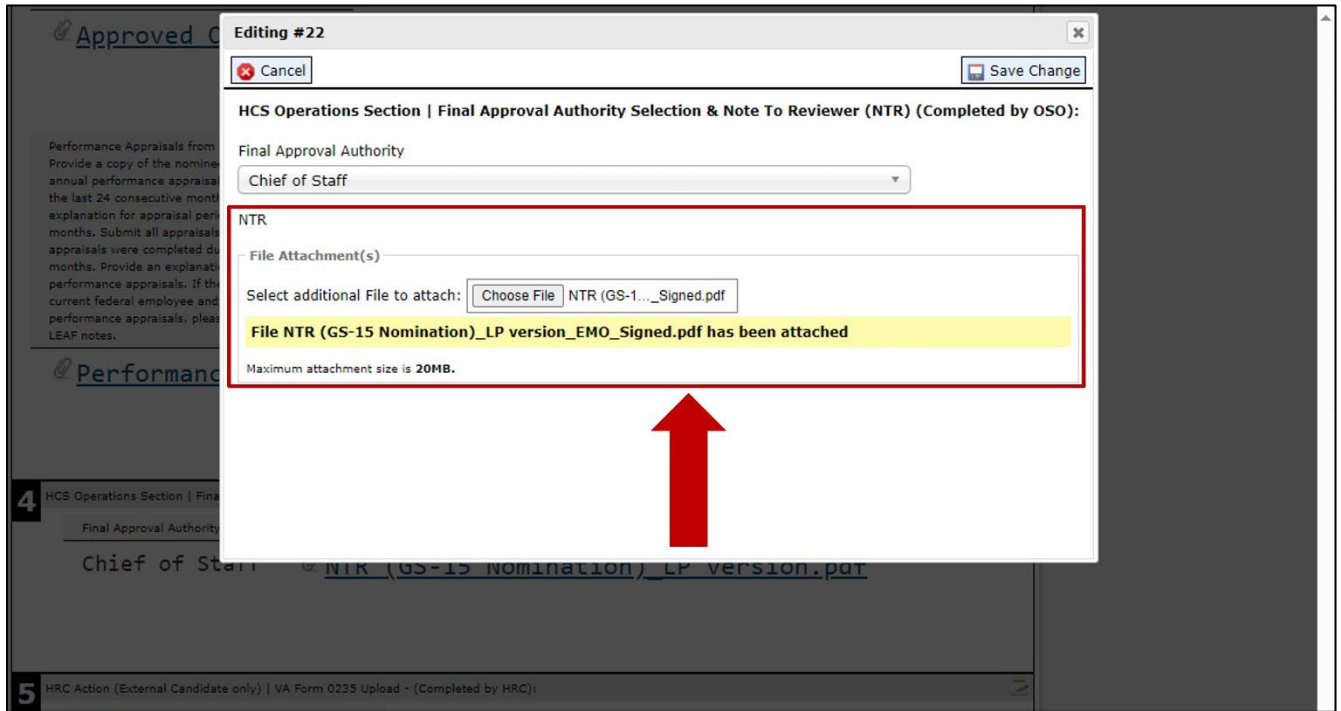
8. Select the EMO-signed NTR from the Open window.



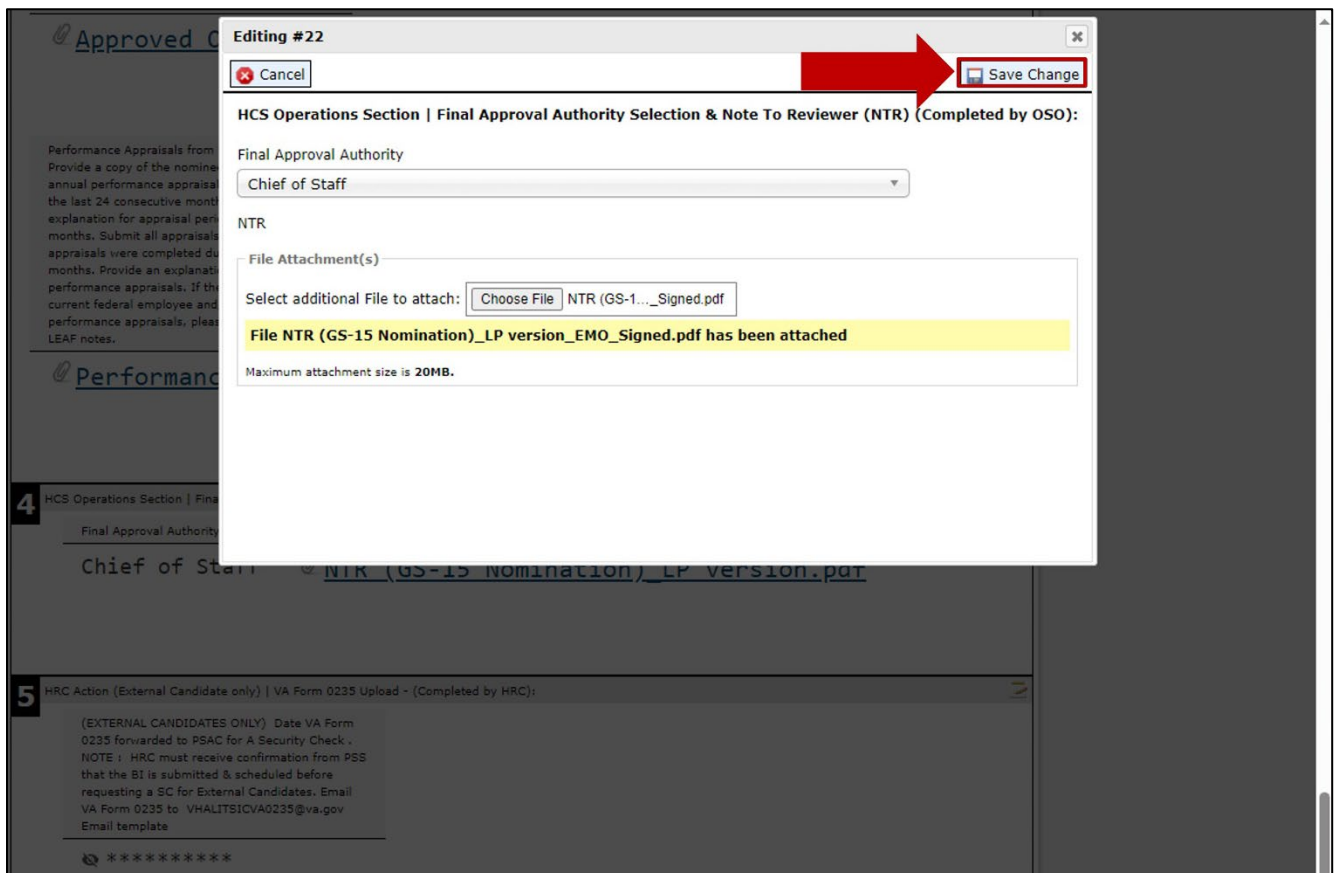
9. Select Open.



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



11. Select **Save Change**.



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

performance appraisals, please indicate in the LEAF notes.

[Performance Appraisals \(24 Months\).pdf](#)

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

Final Approval Authority: NTR

Chief of Staff [NTR \(GS-15 Nomination\)_LP version EMO Signed.pdf](#)

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 BI is submitted & scheduled before requesting a SC for External Candidates. Email VA Form 0235 to VHALITSICVA0235@va.gov
Email template

Date VA Form 0235 forwarded to PSAC

VA Light Electronic Action Framework
Version 1.0.5 rPUBLIC



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 LEAF notes.

[Performance Appraisals \(24 Months\).pdf](#)

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

Final Approval Authority: NTR

Chief of Staff [NTR \(GS-15 Nomination\)_LP version EMO Signed.pdf](#)

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 BI is submitted & scheduled before requesting a SC for External Candidates. Email VA Form 0235 to VHALITSICVA0235@va.gov
Email template

Date VA Form 0235 forwarded to PSAC

VA Light Electronic Action Framework
Version 1.0.5 rPUBLIC



14. Type comments in the **HCS EMT Comments** field.

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

Sign out

Main Page
Links
Help
Request #22

HCS EMT

Comments:

Note to Reviewer Complete

Tools

- View History
- Write Email
- Print to PDF BETA
- Add Bookmark
- Copy Request
- Cancel Request

HCS Operations: Note to reviewer Completed Thursday, February 22, 2024

Comment:
First Name LastName reviewed.

Testing
GS-15 Package

Initiated by **First Name Last Name#1**
Submitted **Thursday, February 22, 2024**

1 Requesting Point of Contact:

Requestor Full Name	Organization/Service Line	Servicing HRC
FirstName LastName#1	Under Secretary for Benefits (20)	HRC Baltimore
Define Service Line if "Other" selected:		Servicing HR Specialist
		FirstName LastName#6

Second Point of Contact	Requesting Leadership	Additional POC (optional)
FirstName LastName#3	FirstName LastName#4	Unassigned

Comments

Post

- Note to reviewer Completed** Feb 22

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 Form 0235 updated.
- Note Added by Name** Feb 22

Package reviewed. Waiting on signed VA Form 0235 to return.

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

Sign out

Main Page
Links
Help
Request #22

HCS EMT

Comments:

NTR signed by EMT

Note to Reviewer Complete

Tools

- View History
- Write Email
- Print to PDF BETA
- Add Bookmark
- Copy Request
- Cancel Request

HCS Operations: Note to reviewer Completed Thursday, February 22, 2024

Comment:
First Name LastName reviewed.

Testing
GS-15 Package

Initiated by **First Name Last Name#1**
Submitted **Thursday, February 22, 2024**

1 Requesting Point of Contact:

Requestor Full Name	Organization/Service Line	Servicing HRC
FirstName LastName#1	Under Secretary for Benefits (20)	HRC Baltimore
Define Service Line if "Other" selected:		Servicing HR Specialist
		FirstName LastName#6

Second Point of Contact	Requesting Leadership	Additional POC (optional)
FirstName LastName#3	FirstName LastName#4	Unassigned

Comments

Post

- Note to reviewer Completed** Feb 22

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 Form 0235 updated.
- Note Added by Name** Feb 22

Package reviewed. Waiting on signed VA Form 0235 to return.

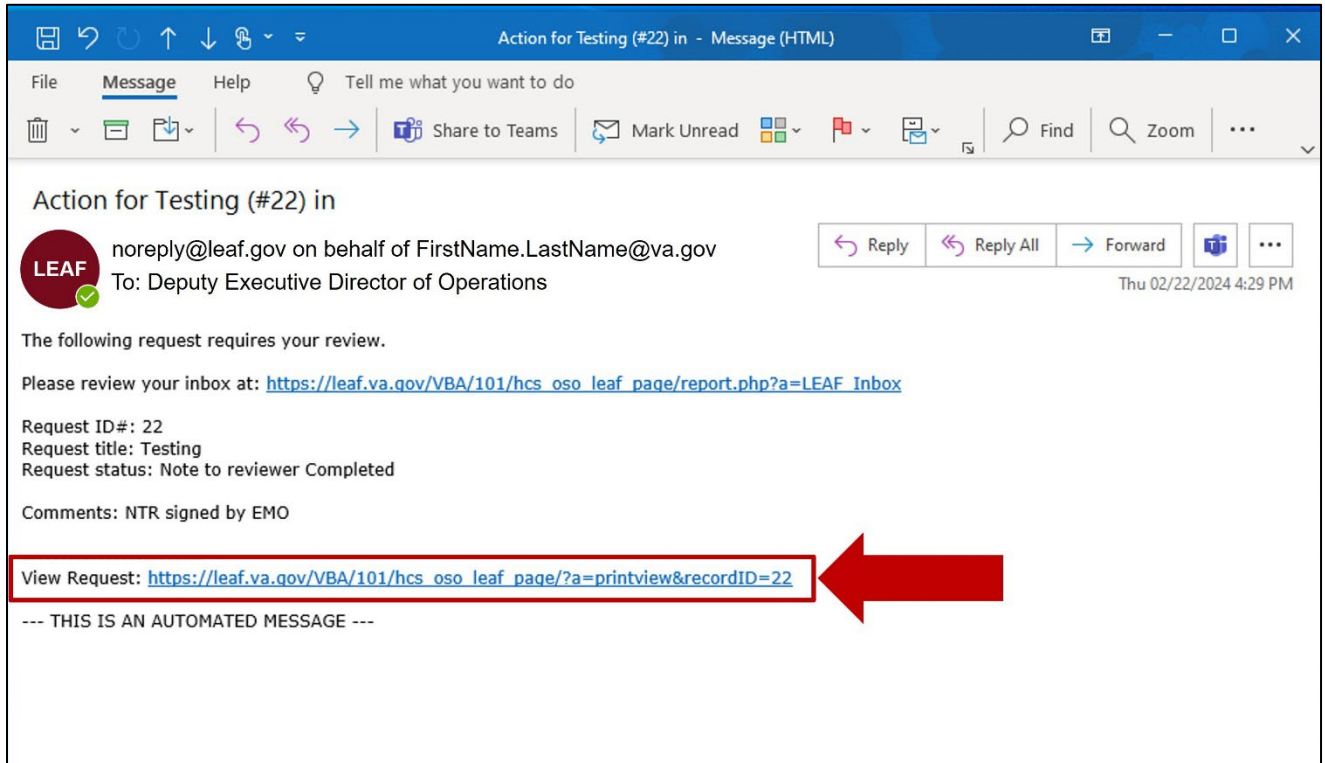
2 Customer Response | Nature of Request:

Package Type:	Requested Position Information (i.e. title/series/grade)	Position Location (City & State)	Candidate Name (First Last)
---------------	--	----------------------------------	-----------------------------

HCS DEDO: Concurrency

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

Request #22

DEDU

Comments:

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

HCS EMT: Note to reviewer Completed Thursday, February 22, 2024

Comment: NTR signed by EMO

Testing
GS-15 Package

Initiated by Heather Rodburg
Submitted Thursday, February 22, 2024

1 Requesting Point of Contact:

Requestor Full Name	Organization/Service Line	Servicing HRC
FirstName LastName#1	Under Secretary for Benefits (20)	HRC Baltimore

Define Service Line if "Other" selected:

Servicing HR Specialist: FirstName LastName#6

Second Point of Contact: Requesting Leadership: Additional POC (optional):
FirstName FirstName LastName#4 Unassigned

Tools

- View H...
- Write Email
- Print to PDF **BETA**
- Add Bookmark
- Copy Request
- Cancel Request

Comments

- Note to reviewer Completed Name NTR signed by EMO
- Note to reviewer Completed Name FirstName LastName reviewed.
- Routed to HCS Operations Name FirstName LastName reviewed.
- Package Review Completed Name Documents verified and VA Form 0235 updated.
- Note Added by Name

- 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.

[Performance Appraisals \(24 Months\).pdf](#)

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

Final Approval Authority: NTR: Chief of Staff

[NTR \(GS-15 Nomination\)_LP version EMO Signed.pdf](#)

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 BI is submitted & scheduled before requesting a SC for External Candidates. Email VA Form 0235 to VHALITS1CVA0235@va.gov Email template

Date VA Form 0235 forwarded to PSAC

VA Light Electronic Action Framework
Version 1.0.5 rPUBLIC

- 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 LEAF notes.

[Performance Appraisals \(24 Months\).pdf](#)

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

Final Approval Authority

Chief of Staff [NTR \(GS-15 Nomination\)_LP version_EMO_Signed.pdf](#)

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 BT is submitted & scheduled before requesting a SC for External Candidates. Email VA Form 0235 to VHALTSICVA0235@va.gov Email template

Date VA Form 0235 forwarded to PSAC

VA Light Electronic Action Framework
Version 1.0.5 rPUBLIC

- Select **Delete** to remove the EMO-signed NTR.

[Approved Organization Chart - Signed.pdf](#)

Performance Appraisals from the L... Provide a copy of the nominee's two annual performance appraisals (07 the last 24 consecutive months. Pr explanation for appraisal periods n months. Submit all appraisals if m appraisals were completed during months. Provide an explanation for performance appraisals. If the can current federal employee and/or d performance appraisals, please ind LEAF notes.

[Performance](#)

4 HCS Operations Section | Final App

Final Approval Authority

NTR

File Attachment(s)

[NTR \(GS-15 Nomination\)_LP version_EMO_Signed.pdf](#) **Delete**

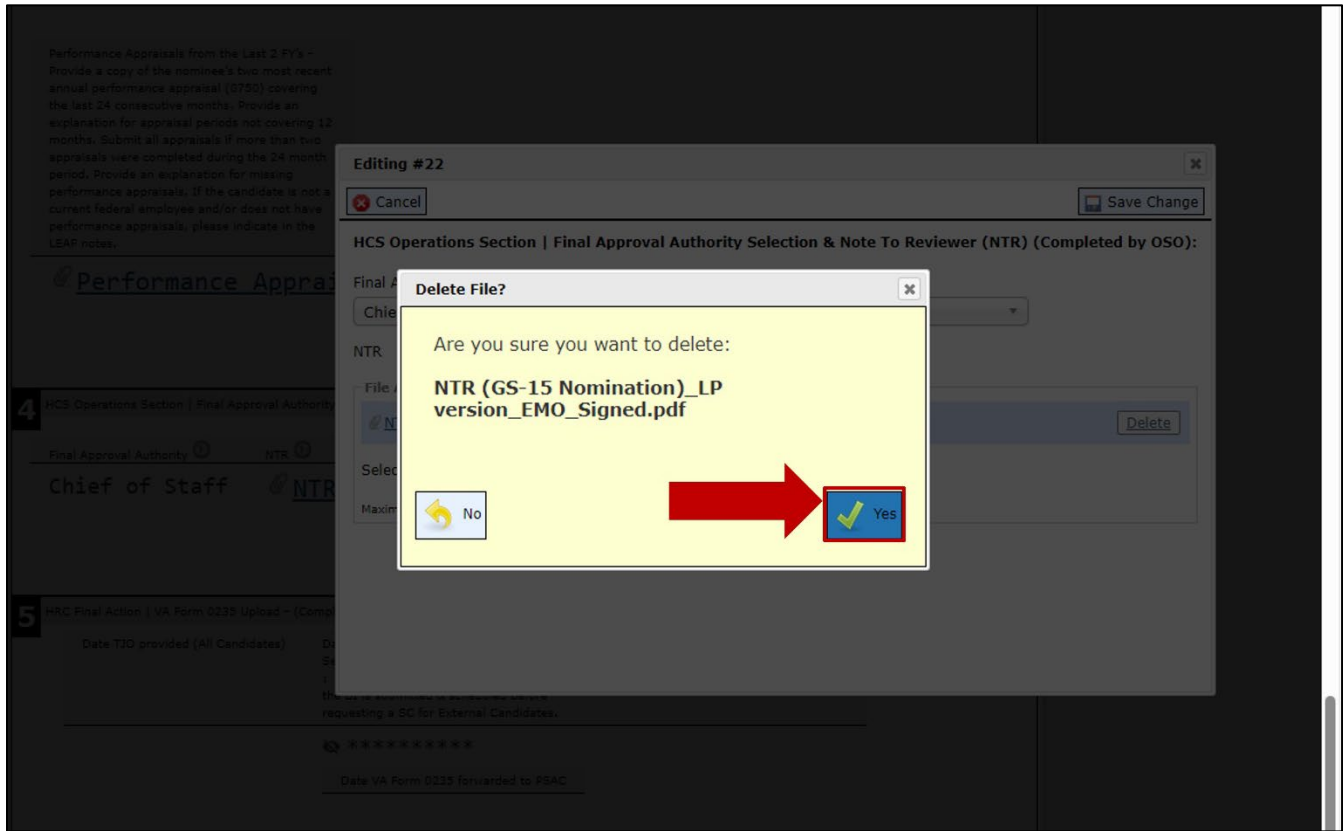
Select additional File to attach: No file chosen

Maximum attachment size is 20MB.

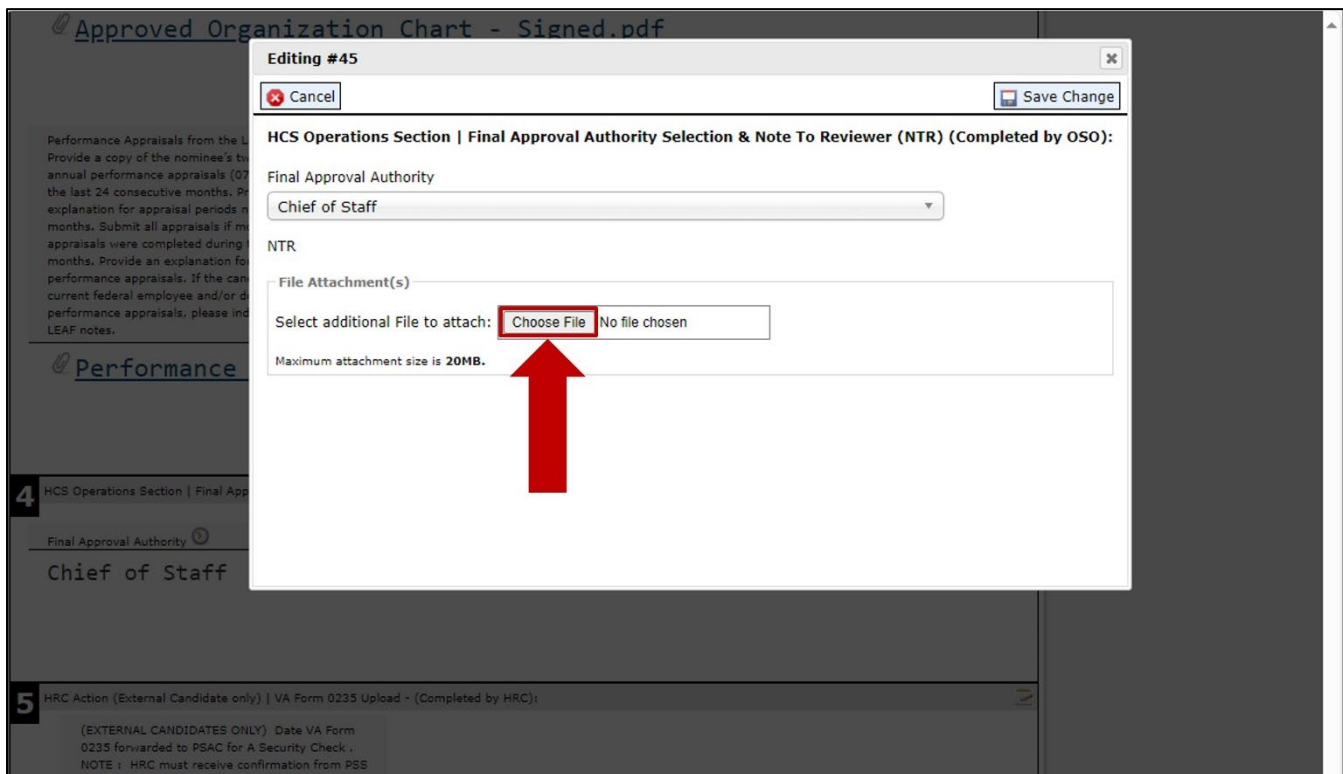
5 HRC Action (External Candidate only) | VA Form 0235 Upload - (Completed by HRC):

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

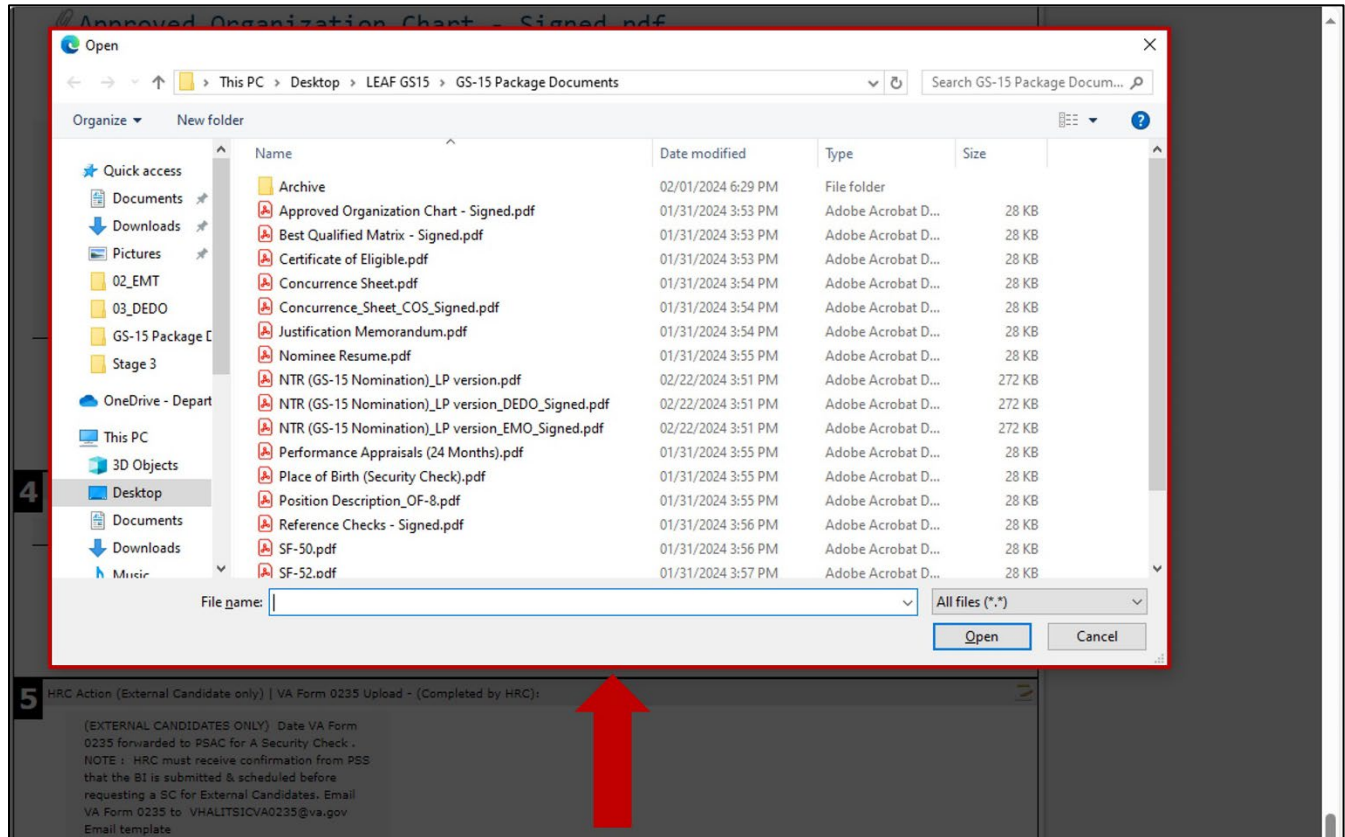
6. Select **Yes** in the Delete File? window.



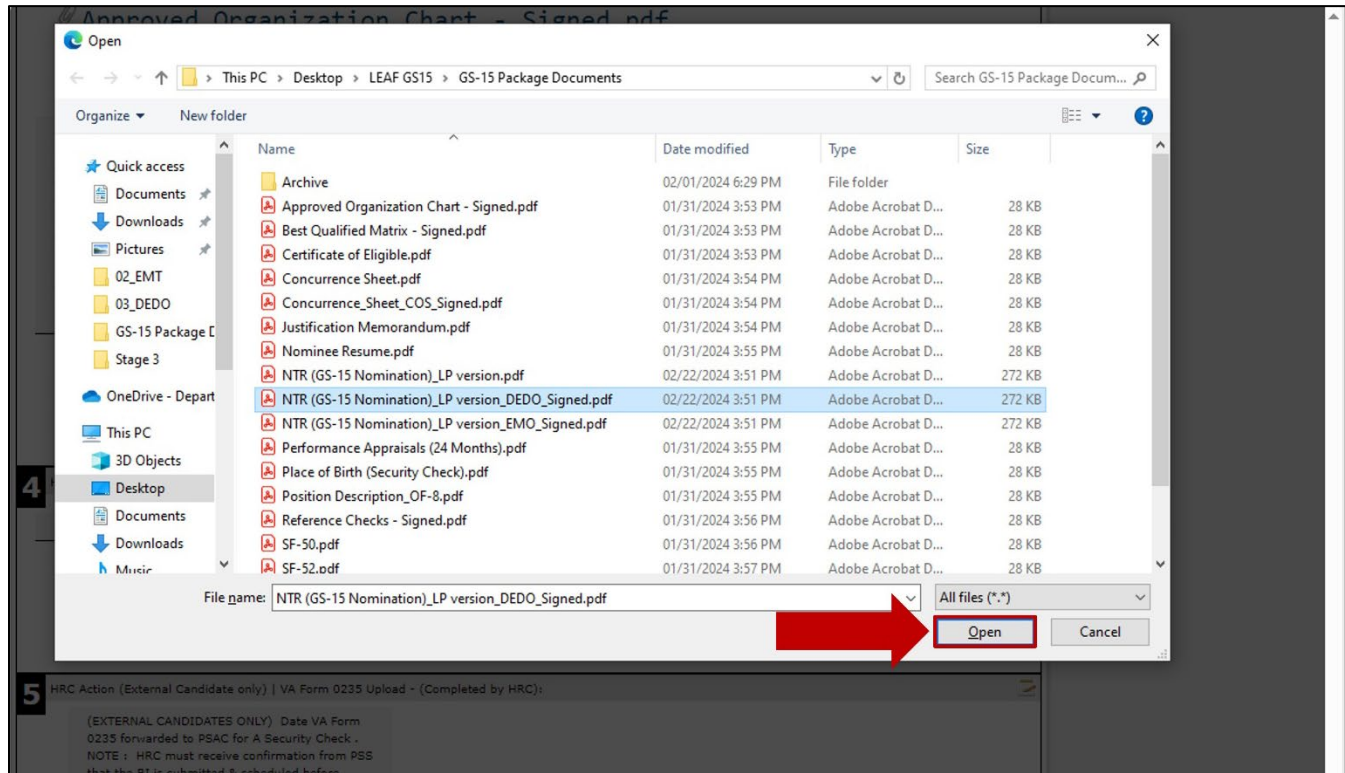
7. Select **Choose File**.



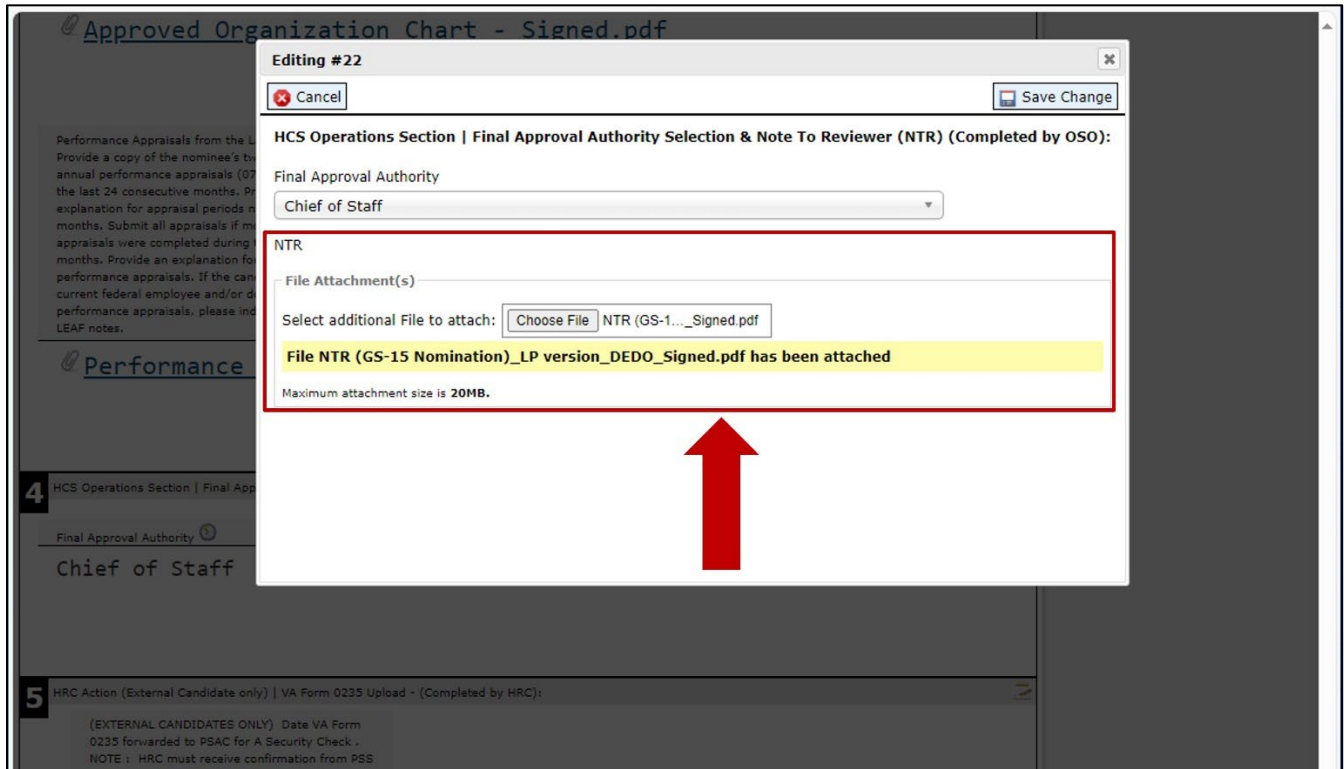
8. Select the DEDO-signed NTR from the Open window.



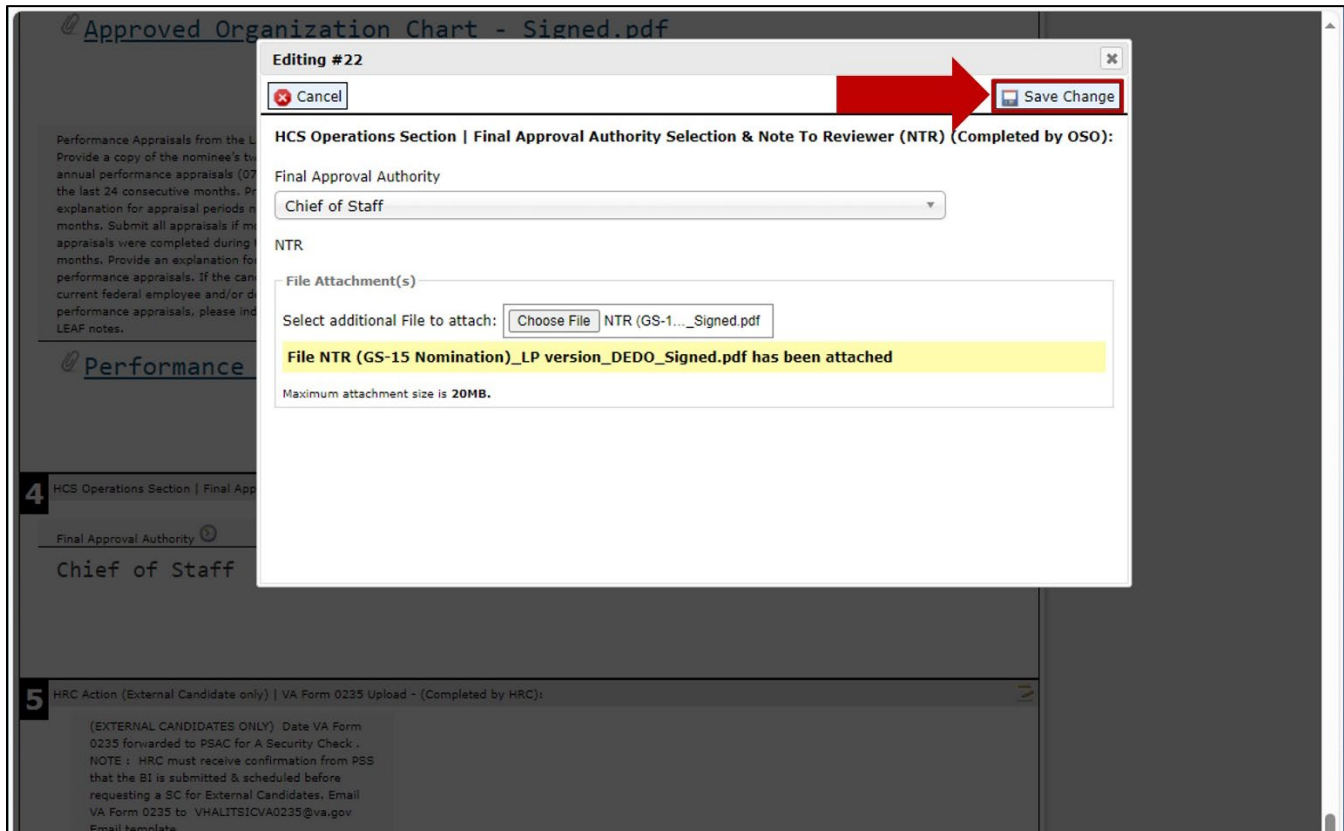
9. Select Open.



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



11. Select **Save Change**.



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

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

Final Approval Authority
Chief of Staff

NTR
[NTR \(GS-15 Nomination\)_LP version DEDO Signed.pdf](#)

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 BI is submitted & scheduled before requesting a SC for External Candidates. Email VA Form 0235 to VHALITSICVA0235@va.gov
Email template

Date VA Form 0235 forwarded to PSAC

VA Light Electronic Action Framework
Version 1.0.5 rPUBLIC

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

performance appraisals, please indicate in the LEAF notes.

[Performance Appraisals \(24 Months\)_pdf](#)

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

Final Approval Authority
Chief of Staff

NTR
[NTR \(GS-15 Nomination\)_LP version DEDO Signed.pdf](#)

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 BI is submitted & scheduled before requesting a SC for External Candidates. Email VA Form 0235 to VHALITSICVA0235@va.gov
Email template

Date VA Form 0235 forwarded to PSAC

VA Light Electronic Action Framework
Version 1.0.5 rPUBLIC

14. Type comments in the **DEDO Comments** field.

The screenshot shows the 'Office of Human Capital Services (HCS) OSO Centralized Processing LEAF Portal' for 'Request #22'. The 'DEDO' section has a 'Comments:' field highlighted with a red box. Below it are buttons for 'Send to Chief of Staff for Signature', 'Send to DUS-ABD for Signature', 'Send to DUS-OFO for Signature', and 'Send to DUS-OPO for Signature'. A red arrow points to the 'View History' button in the 'Tools' sidebar.

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.

The screenshot shows the same portal as above, but the 'Send to Chief of Staff for Signature' button is highlighted with a red box, and a red arrow points to it. The 'Comments:' field now contains the text 'Signed NTR.'. The 'Testing' section shows 'Initiated by First Name Last Name#1' and 'Submitted Thursday, February 22, 2024'. The bottom section shows the 'Requesting Point of Contact' details, including 'Requestor Full Name', 'Organization/Service Line', and 'Servicing HRC'.

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.

The screenshot shows an email window titled "Action for Testing (#22) in - Message (HTML)". The email is from "noreply@leaf.gov on behalf of FirstName.LastName@va.gov" and is addressed to "Final Approval Authority". The email content includes:

- A subject line: "Action for Testing (#22) in"
- A LEAF logo and a green checkmark.
- Text: "The following request requires your review."
- A link to review the inbox: https://leaf.va.gov/VBA/101/hcs_oso_leaf_page/report.php?a=LEAF_Inbox
- Request details: "Request ID#: 22", "Request title: Testing", "Request status: Sent to Chief of Staff for Signature"
- Comments: "Signed NTR"
- A red box highlights the "View Request" link: https://leaf.va.gov/VBA/101/hcs_oso_leaf_page/?a=printview&recordID=22, with a red arrow pointing to it.
- Footer: "--- THIS IS AN AUTOMATED MESSAGE ---"

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

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.

not having a reference check. Reference checks should include the following information: •Name of the nominated candidate •Name of the reference (must be the employee's current or last supervisor) •Contact info of the reference •Location of nominee's current or last place of work •Summary of the reference check or questions asked (and any applicable scores) •Signature of the selection official certifying the check was completed

[Reference Checks - Signed.pdf](#)

Justification Memorandum - Provide the hiring official rationale for recommending the nominee. The document must be signed by the hiring official (District Director or business line Director).

[Justification Memorandum.pdf](#)

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.

[Concurrence Sheet.pdf](#)

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.

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.

Position Description (PD) & OF-8 (Signed) - Provide the current PD and the signed OF-8. If the PD has not been reviewed and/or OF-8 not signed, please have a Supervisor review the PD, and have the PD signed by the Supervisor.

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

Security Check (SC) using VA Form 0235 (version Feb 2021) - Provide the filled-out VA0235 here. The VA0235 is required for all GS-15 packages for the HRC to request a SC from the Personnel Security Adjudication Center (PSAC). VA0235 Format and Instructions VA0235 Template -Internal Candidates will have a VA Form 0235 submitted to PSAC at the front end of the GS-15 package process. -External Candidates will have a VA Form 0235 submitted to PSAC at the back end of the GS-15 package process. Important: Do not save the VA0235 as a final closed document. Saving as a final closed document will obstruct the ability of PSAC to perform a digital signature after the review process is completed. The VA0235 document must remain in an editable mode after the required information is entered into the document. Note: A SC and a Background Investigation (BI) are two separate actions. VA0235 is not used to request a BI. External Candidate (selected outside of VA) GS-15 package will follow the "Alternate Review Process" which includes 1) routing the package forward in LEAF for HR review and concurrence of the External Candidate from the Final Approval Authority, 2) HRC completing the TJO, 3) HRC initiating the Background Investigation (BI) request, 4) Personnel Security & Suitability (PSS) notification to HR that the required level BI is submitted & scheduled, 5) HRC requesting a SC for the External Candidate after confirmation from PSS that the BI is submitted & scheduled.

(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

Thursday, February 22, 2024

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](#)

Vacancy Announcement (Nomination Package Only) - Provide the job announcement used to recruit for this position that was posted on USAJOBS.

[Vacancy Announcement.pdf](#)

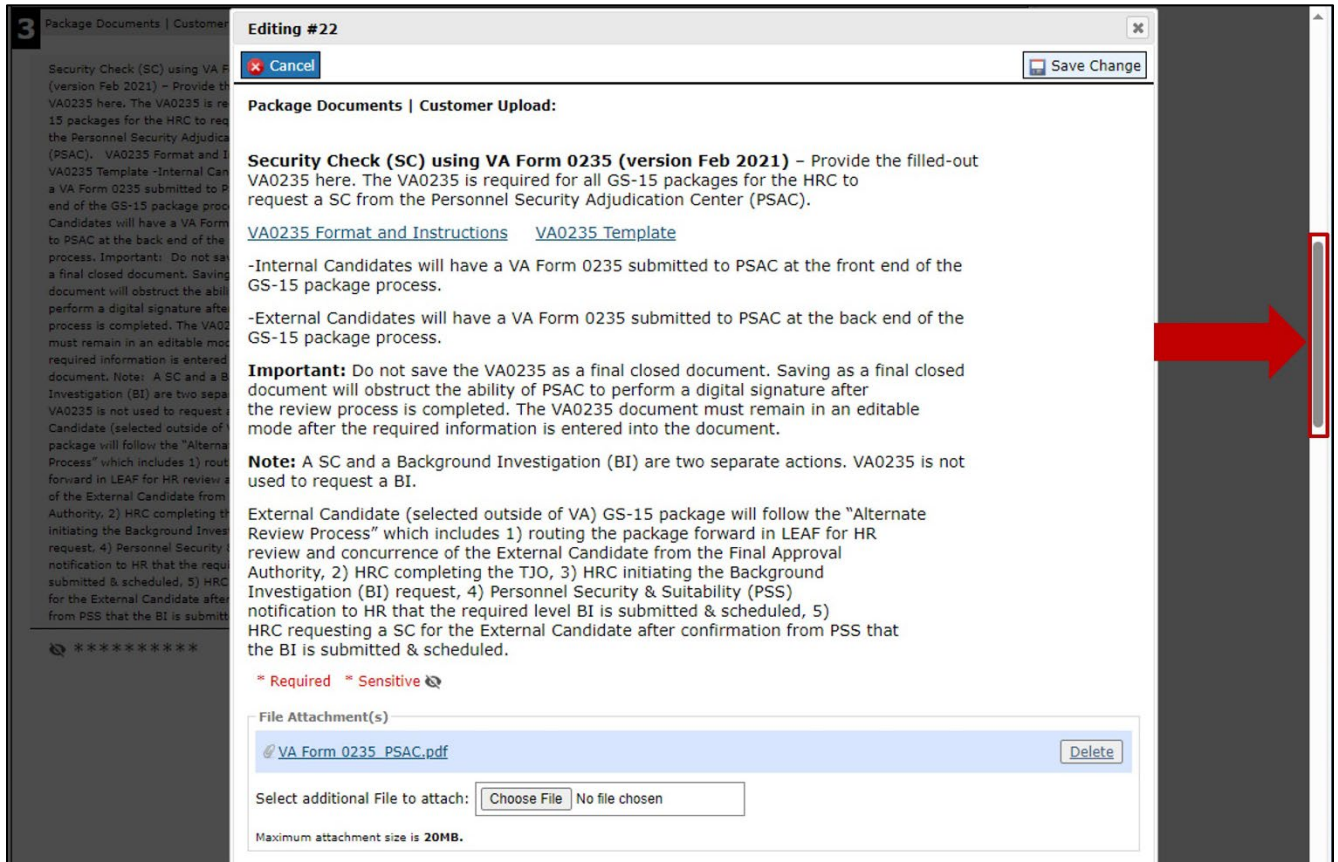
Best Qualified (BQ) Matrix (Nomination Package Only) - Provide the signed and dated evaluation grid reflecting the BQ of applications for all candidates from the COE list, and showing the total points scored for each candidate's interview, writing sample, etc. The number of candidates should match in the BQ Matrix and COE.

[Best Qualified Matrix - Signed.pdf](#)

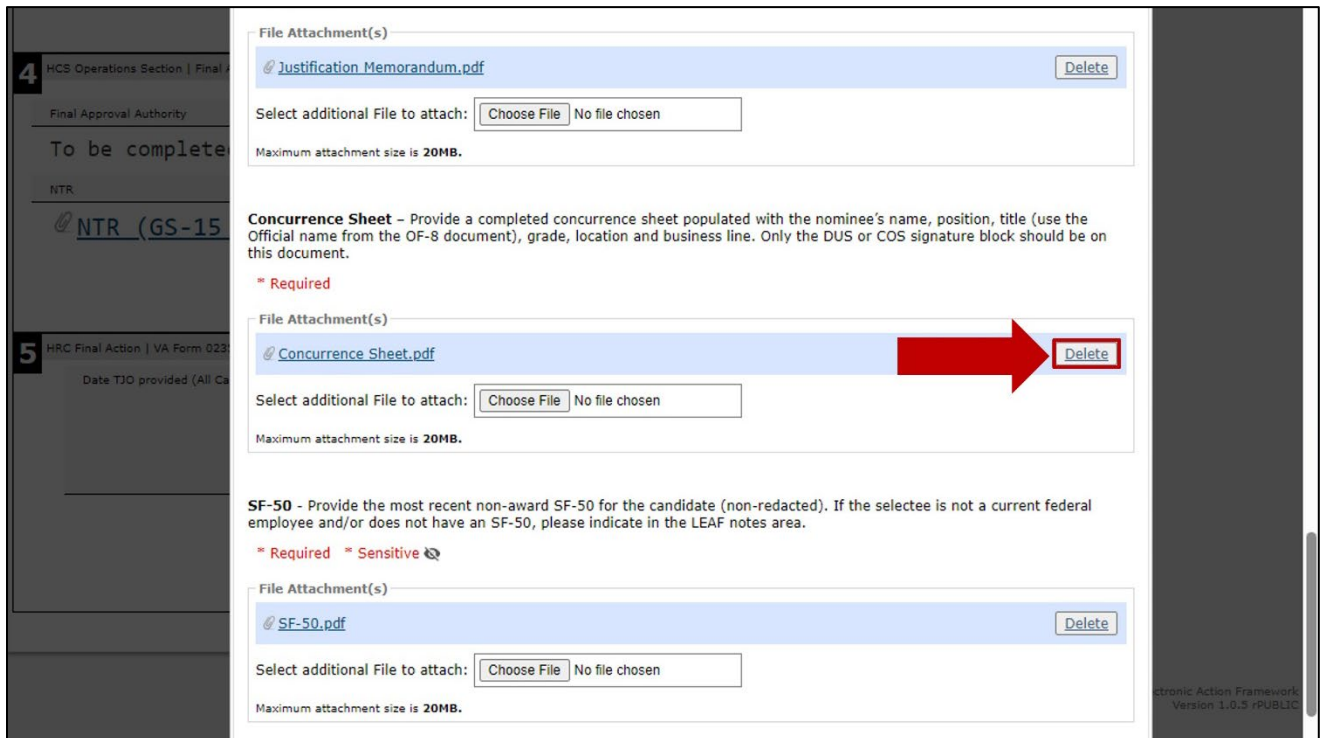
61

"Building Strategic Partnerships Through Service"

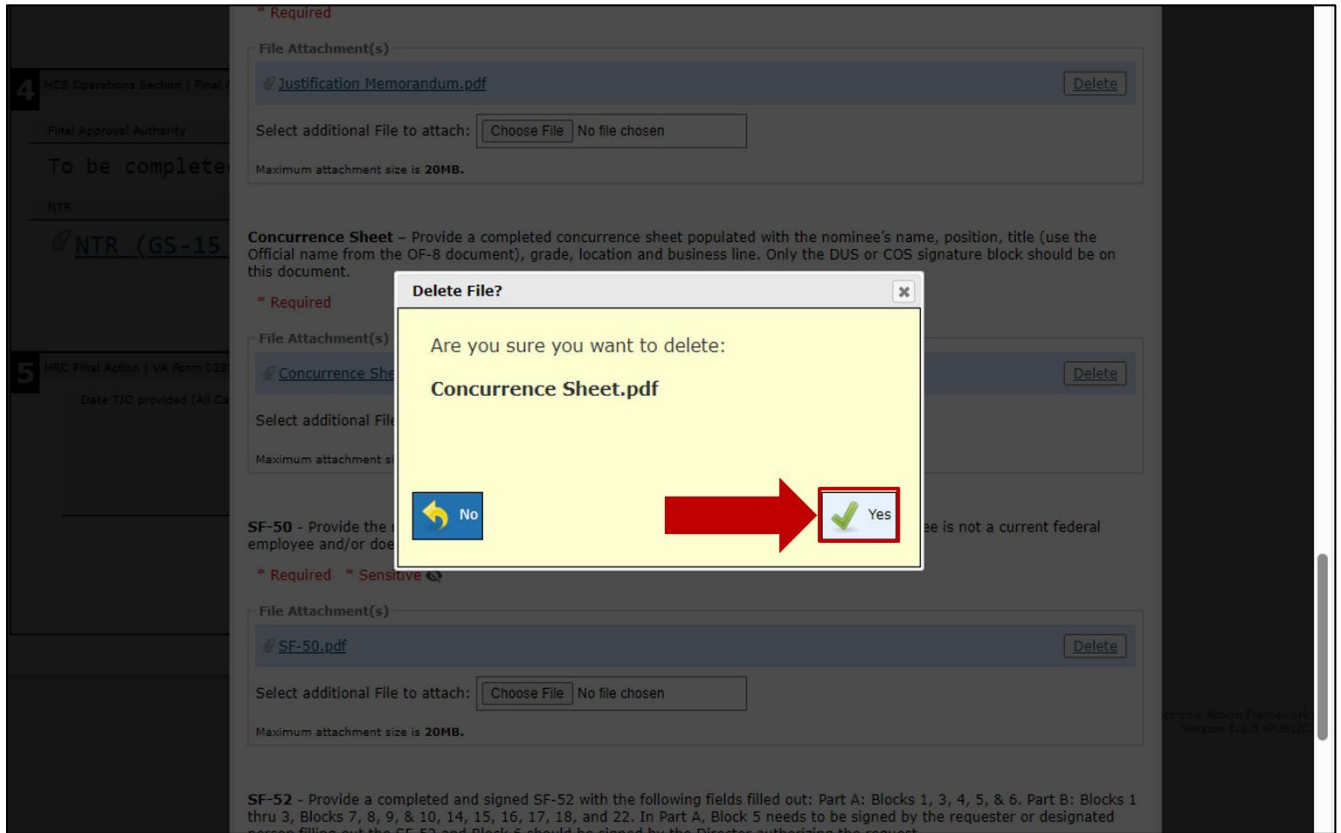
6. Use the scroll bar to navigate through the Editing # window.



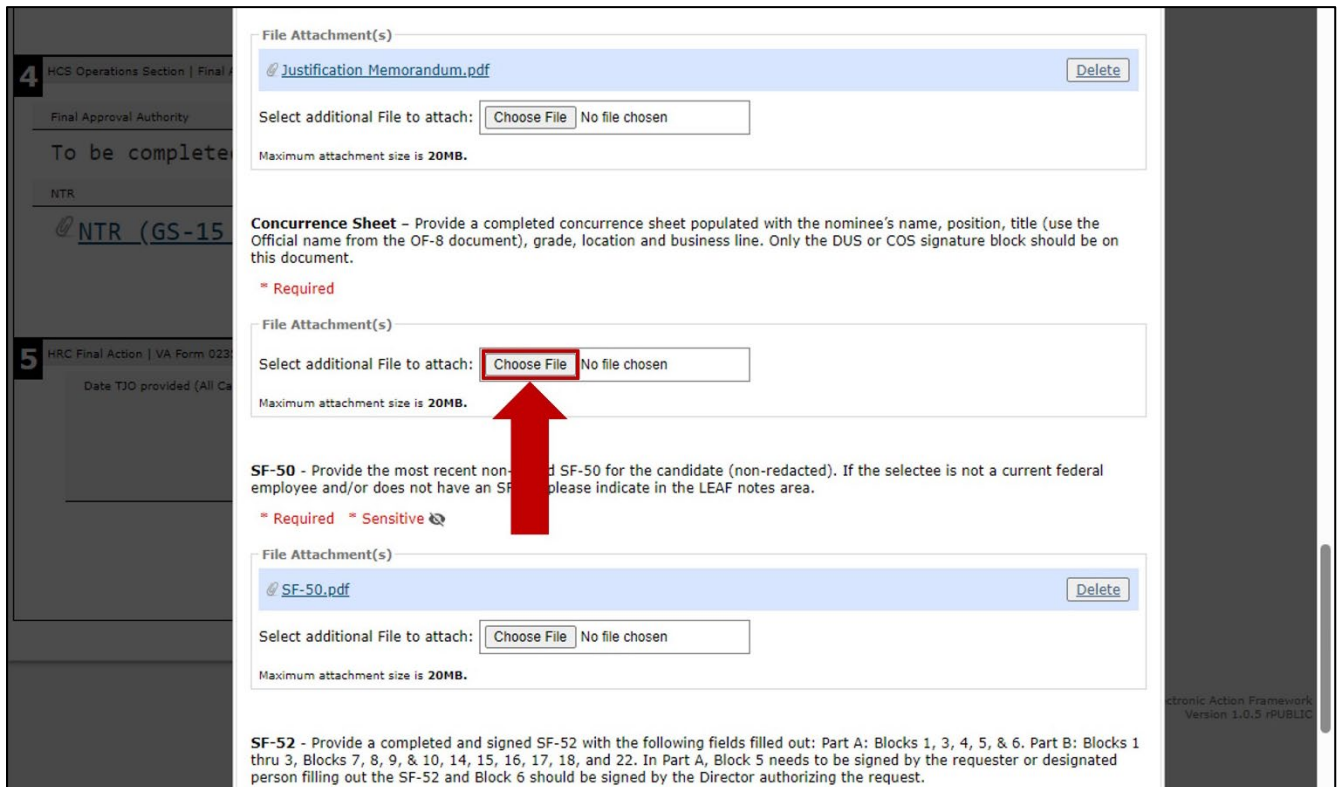
7. Select **Delete** to remove the unsigned Concurrence Sheet.



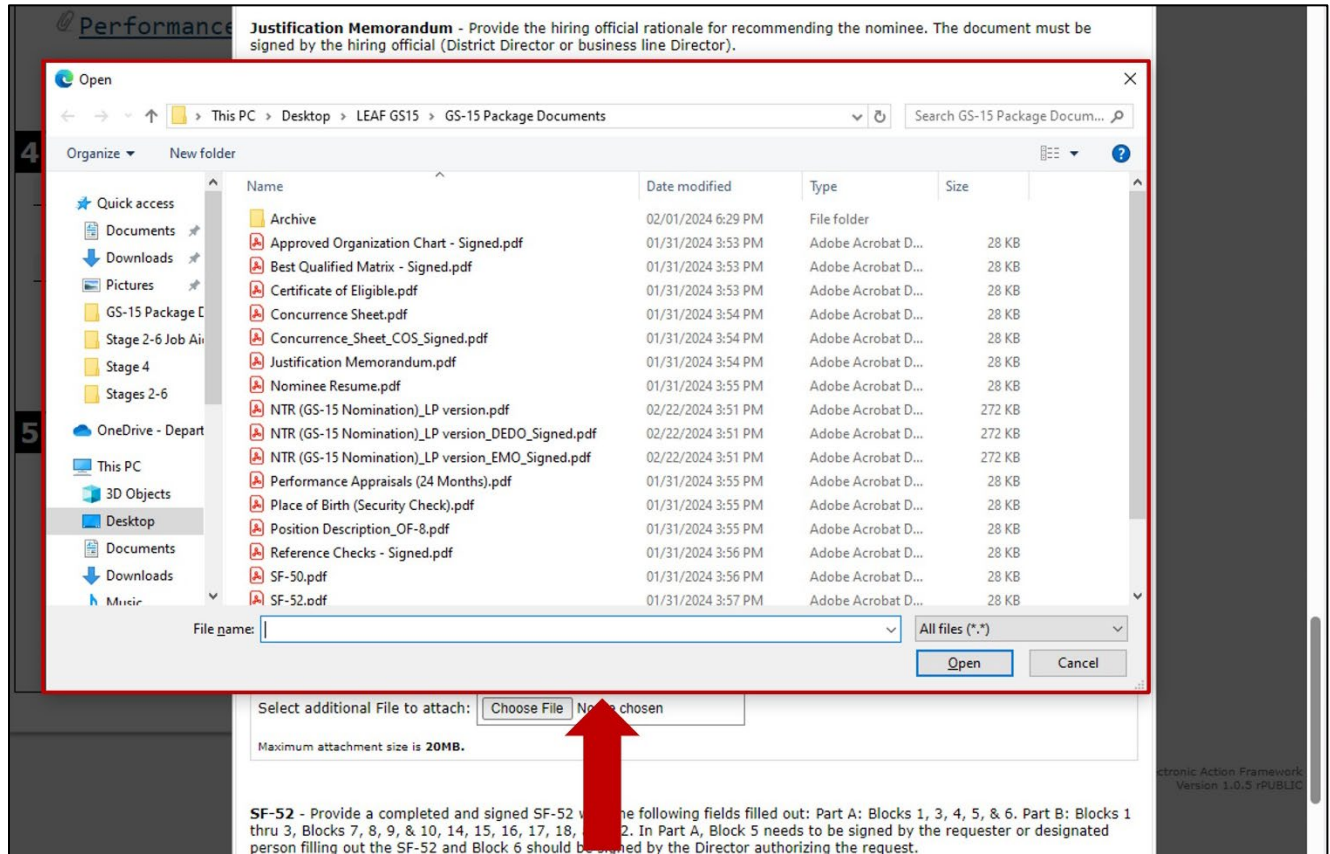
8. Select **Yes** in the Delete File? window.



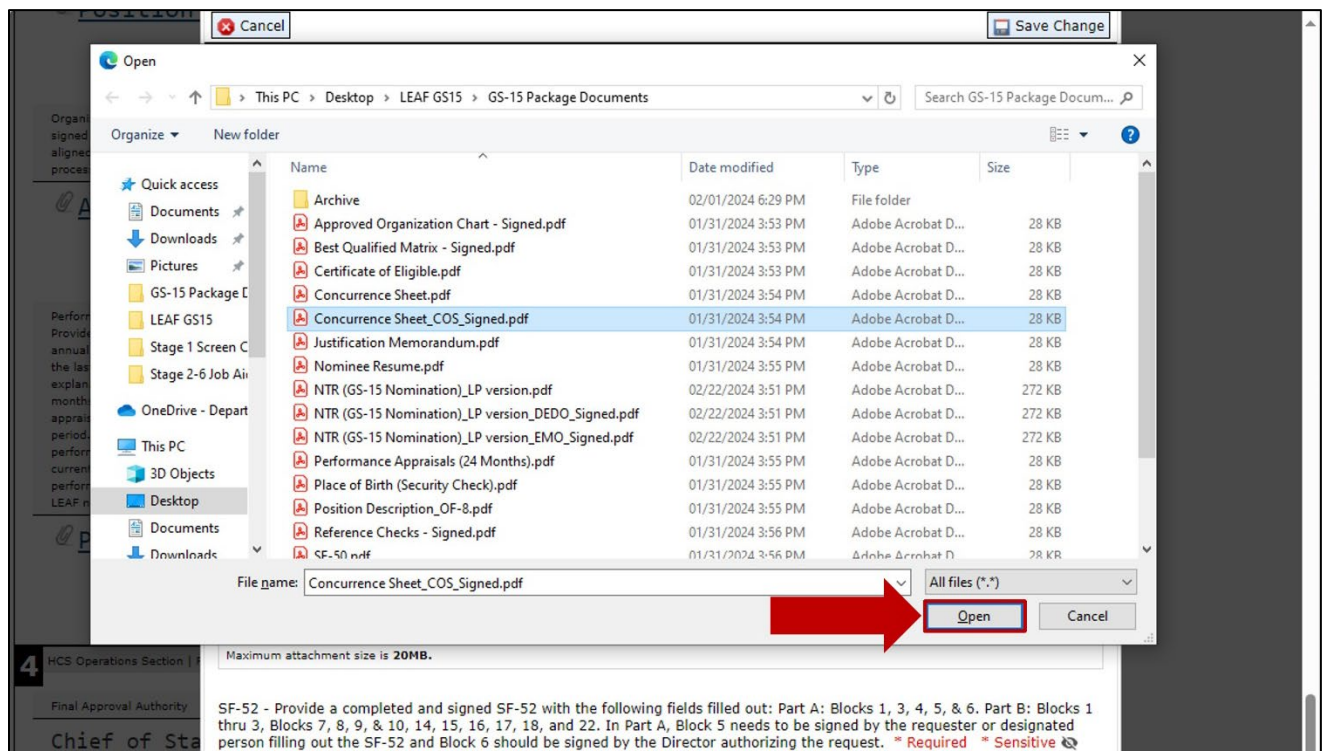
9. Select **Choose File**.



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



11. Select Open.



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

4 HCS Operations Section | Final Approval Authority

To be complete

NTR

5 HRC Final Action | VA Form 023 Date TJO provided (All Ca

Justification Memorandum.pdf Delete

Select additional File to attach: No file chosen

Maximum attachment size is 20MB.

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)

Select additional File to attach: Concurrenc..._Signed.pdf

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 Delete

Select additional File to attach: No file chosen

Maximum attachment size is 20MB.

SF-50 - Provide a completed and signed SF-50 with the following fields filled out: Part A; Blocks 1, 2, 4, 5, 8, 6; Part B; Blocks 1

Electronic Action Framework Version 1.0.5 (PUBLIC)

13. Select **Save Change**.

performance appraisals, please LEAF notes.

4 HCS Operations Section | Final Approval Authority

To be complete

NTR

5 HRC Final Action | VA Form 023 Date TJO provided (All Ca

Justification Memorandum - Provide the hiring official rationale for recommending the nominee. The document must be signed by the hiring official (District Director or business line Director).

* Required

File Attachment(s)

Justification Memorandum.pdf Delete

Select additional File to attach: No file chosen

Maximum attachment size is 20MB.

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)

Select additional File to attach: Concurrenc..._Signed.pdf

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 Delete

Select additional File to attach: No file chosen

Maximum attachment size is 20MB.

Electronic Action Framework Version 1.0.5 (PUBLIC)

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

Justification Memorandum.pdf

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.

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.

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.

Position Description (PD) & OF-8 (Signed) - Provide the current PD and the signed OF-8. If the PD has not been reviewed and/or OF-8 not signed, please have a Supervisor review the PD, initial and date Block 23b on the OF-8 and forward the documents to the HCS Classification team at "VBACO_OTM_CCU@va.gov" for an official PD review. The standard for the OF-8 is signed within the last two years for non-standard PDs and four years for National PDs.

Concurrence Sheet COS Signed.pdf

Position Description OF-8.pdf

Organizational Chart - Provide a current, USB

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

Justification Memorandum.pdf

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.

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.

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.

Position Description (PD) & OF-8 (Signed) - Provide the current PD and the signed OF-8. If the PD has not been reviewed and/or OF-8 not signed, please have a Supervisor review the PD, initial and date Block 23b on the OF-8 and forward the documents to the HCS Classification team at "VBACO_OTM_CCU@va.gov" for an official PD review. The standard for the OF-8 is signed within the last two years for non-standard PDs and four years for National PDs.

Concurrence Sheet COS Signed.pdf

Position Description OF-8.pdf

Organizational Chart - Provide a current, USB signed Organizational (Org) chart. Field offices aligned under OFD will continue to follow their

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)
OSO Centralized Processing LEAF Portal

Request #22

Chief of Staff

Comments:

Note Send for continued processing

DEDU: Sent to Chief of Staff for Signature Friday, February 23, 2024

Comment: Signed NTR

Testing
GS-15 Package

Initiated by First Name Last Name#1
Submitted Thursday, February 22, 2024

1 Requesting Point of Contact:

Requestor Full Name	Organization/Service Line	Servicing HRC
FirstName LastName#1	Under Secretary for Benefits (20)	HRC Baltimore
Define Service Line if "Other" selected:		Servicing HR Specialist

Tools

- View History
- Print to PDF BETA
- Add Bookmark
- Copy Request
- Cancel Request

Comments

Enter a note! Post

Sent to Chief of Staff for Signature Name Signed NTR Feb 23

Note to reviewer Completed by Name NTR signed by EMO Feb 22

Note to reviewer Completed by Name 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

Request #22

Chief of Staff

Comments:

Chief of Staff signed.

Note Send for continued processing

DEDU: Sent to Chief of Staff for Signature February 23, 2024

Comment: Signed NTR

Testing
GS-15 Package

Initiated by First Name Last Name#1
Submitted Thursday, February 22, 2024

1 Requesting Point of Contact:

Requestor Full Name	Organization/Service Line	Servicing HRC
FirstName LastName#1	Under Secretary for Benefits (20)	HRC Baltimore
Define Service Line if "Other" selected:		Servicing HR Specialist

Tools

- View History
- Write Email
- Print to PDF BETA
- Add Bookmark
- Copy Request
- Cancel Request

Comments

Enter a note! Post

Sent to Chief of Staff for Signature by Name Signed NTR Feb 23

Note to reviewer Completed by Name NTR signed by EMO Feb 22

Note to reviewer Completed by Name First Name LastName reviewed. Feb 22

STAGE 5

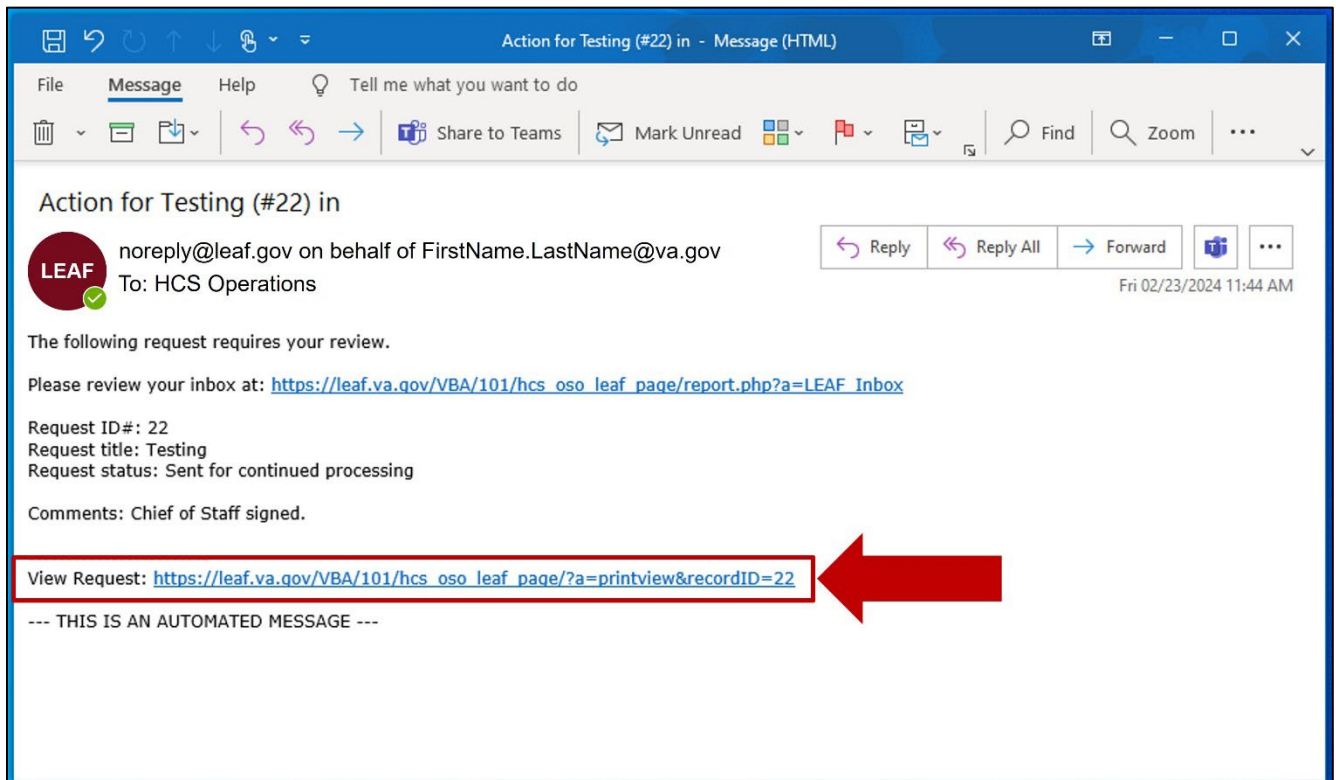
HCS Operations: HRC Notification

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.

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.

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.

[Concurrence Sheet COS Signed.pdf](#)


Position Description (PD) & OF-8 (Signed) - Provide the current PD and the signed OF-8. If the PD has not been reviewed and/or OF-8 not signed, please have a Supervisor review the PD, initial and date Block 23b on the OF-8 and forward the documents to the HCS Classification team at "VBACO_OTM_CCU@va.gov" for an official PD review. The standard for the OF-8 is signed within the last two years for non-standard PDs and four years for National PDs.

[Position Description OF-8.pdf](#)

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

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.

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.



5. Type comments in the HCS Operations Comments field.

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

Request #22

HCS Operations

Comments:

Baltimore Package Complete Stage | Denver Package Complete Stage | Des Moines Package Complete Stage
Detroit Package Complete Stage | Jackson Package Complete Stage | OSO TT Package Complete Stage

Chief of Staff: Sent for continued processing Friday, February 23, 2024

Comment: Chief of Staff signed.

Testing
GS-15 Package

Initiated by **First Name Last Name#1**
Submitted **Thursday, February 22, 2024**

1 Requesting Point of Contact:

Requestor Full Name	Organization/Service Line	Servicing HRC
FirstName LastName#1	Under Secretary for Benefits (20)	HRC Baltimore
Define Service Line if "Other" selected:		Servicing HR Specialist
		FirstName LastName#6
Second Point of Contact	Requesting Leadership	Additional POC (optional)
FirstName LastName#3	FirstName LastName#4	Unassigned

2 Customer Response | Nature of Request:

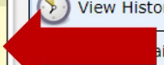
Tools

- View History
- Print to PDF **BETA**
- Add Bookmark
- Copy Request
- Cancel Request

Comments

Enter a note [Post]

- Sent for continued processing Feb 23
Name: Chief of Staff signed.
- Sent to Chief of Staff for Signature by Name Feb 23
Signed NTR
- Note to reviewer Completed by Feb 22
Name: NTR signed by EMO
- Note to reviewer Completed by Feb 22
Name: First Name LastName reviewed.
- Routed to HCS Operations by Feb 22
Name: First Name LastName reviewed.
- Package Review Completed by Feb 22



- 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

Request #22

HCS Operations

Comments:
Verified Concurrence Sheet signature.]

Baltimore Package Complete Stage | Denver Package Complete Stage | Des Moines Package Complete Stage
 Detroit Package Complete Stage | Jackson Package Complete Stage | OSO TT Package Complete Stage

Chief of Staff: Sent for continued processing Friday, February 23, 2024
 Comment: Chief of Staff signed.

Testing
GS-15 Package

Initiated by **First Name Last Name#1**
Submitted Thursday, February 22, 2024

1 Requesting Point of Contact:

Requestor Full Name	Organization/Service Line	Servicing HRC
FirstName LastName#1	Under Secretary for Benefits (20)	HRC Baltimore

Define Service Line if "Other" selected: _____
 Servicing HR Specialist: FirstName LastName#6

Second Point of Contact: _____
 Requesting Leadership: FirstName LastName#4
 Additional POC (optional): Unassigned

2 Customer Response | Nature of Request:

Package Type	Requested Position Information (i.e. title/series/grade)	Position Location (City & State)	Candidate Name (First Last)
Nomination	Title, Series, Grade	Baltimore, MD	FirstName LastName

Detail Days: _____
 Employee Type: Internal Candidate

It is our goal to assist with "Building Strategic Partnerships Through Service." The LEAF GS-15 package review process begins and ends with the customer. We are requesting all customer internal actions (including documents confirmed as the most recent, updated, and signed as

Tools

- View History
- Write Email
- Print to PDF **BETA**
- Add Bookmark
- Copy Request
- Cancel Request

Comments

Enter a note! [Post]

- Sent for continued processing Name Feb 23
Chief of Staff signed.
- Sent to Chief of Staff for Signature by Name Feb 23
Signed NTR
- Note to reviewer Completed by Name Feb 22
NTR signed by EMO
- Note to reviewer Completed by Name Feb 22
First Name LastName reviewed.
- Routed to HCS Operations by Name Feb 22
FirstName LastName reviewed.
- Package Review Completed by Name Feb 22
Documents verified and VA Form 0235 updated.
- Note Added by Name Feb 22
Package reviewed. Waiting on signed VA Form 0235 to return.

Internal Use

- Main Request
- OSO HRC Assignment

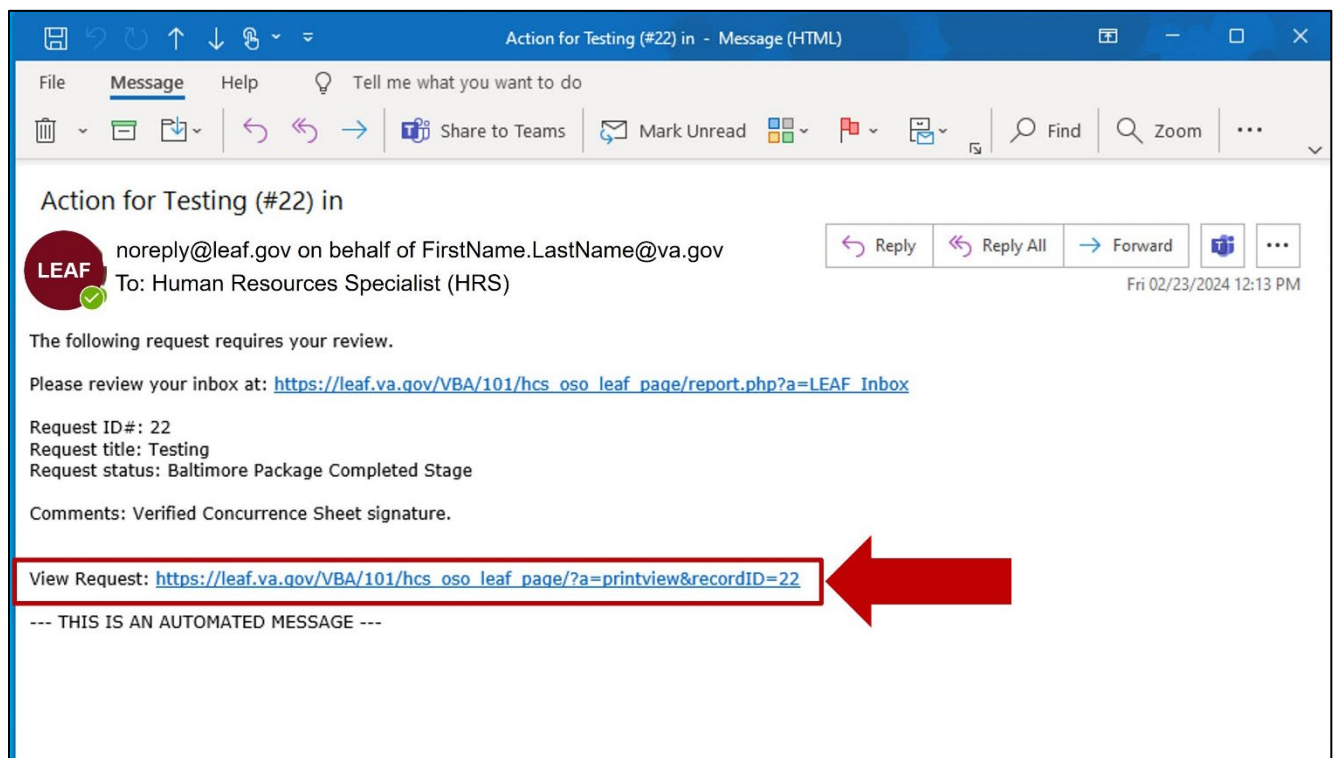
Servicing HRC: HRC Notification, Job Offer, Closeout, and Customer Notification

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

Request #22

Baltimore Assigned Specialist (HRS FirstName LastName#6)

Comments: [Text Area] Note Candidate Selection Process Complete

HCS Operations: Baltimore Package Completed Stage Friday, February 23, 2024

Comment: Verified Concurrence Sheet signature.

Testing
GS-15 Package

Initiated by **First Name Last Name#1**
Submitted **Thursday, February 22, 2024**

1 Requesting Point of Contact:

Requestor Full Name	Organization/Service Line	Servicing HRC
FirstName LastName#1	Under Secretary for Benefits (20)	HRC Baltimore
Define Service Line if "Other" selected:		Servicing HR Specialist
FirstName LastName#6		

Second Point of Contact	Requesting Leadership	Additional POC (optional)
FirstName LastName#3	FirstName LastName#4	Unassigned

Tools

- View History
- Write Email
- Print to PDF BETA
- Add Bookmark
- Copy Request
- Cancel Request

Comments

Enter a note! Post

- Baltimore Package Completed Stage Name** Feb 23
Verified Concurrence Sheet signature.
- Sent for continued processing Name** Feb 23
Chief of Staff signed.
- Sent to Chief of Staff for Signature by Name** Feb 23
Signed NTR
- Note to reviewer Completed by Name** Feb 22
NTR signed by EMO

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 Feb 2021) – Provide the filled-out VA0235 here. The VA0235 is required for all GS-15 packages for the HRC to request a SC from the Personnel Security Adjudication Center (PSAC). VA0235 Format and Instructions VA0235 Template -Internal Candidates will have a VA Form 0235 submitted to PSAC at the front end of the GS-15 package process. -External Candidates will have a VA Form 0235 submitted to PSAC at the back end of the GS-15 package process. Important: Do not save the VA0235 as a final closed document. Saving as a final closed document will obstruct the ability of PSAC to perform a digital signature after the review process is completed. The VA0235 document must remain in an editable mode after the required information is entered into the document. Note: A SC and a Background Investigation (BI) are two separate actions. VA0235 is not used to request a BI. External Candidate (selected outside of VA) GS-15 package will follow the "Alternate Review Process" which includes 1) routing the package forward in LEAF for HR review and concurrence of the External Candidate from the Final Approval Authority, 2) HRC completing the TJO, 3) HRC initiating the Background Investigation (BI) request, 4) Personnel Security & Suitability (PSS) notification to HR that the required level BI is submitted & scheduled, 5) HRC requesting a SC for the External Candidate after confirmation from PSS that the BI is submitted & scheduled.

(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

Thursday, February 22, 2024

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](#)

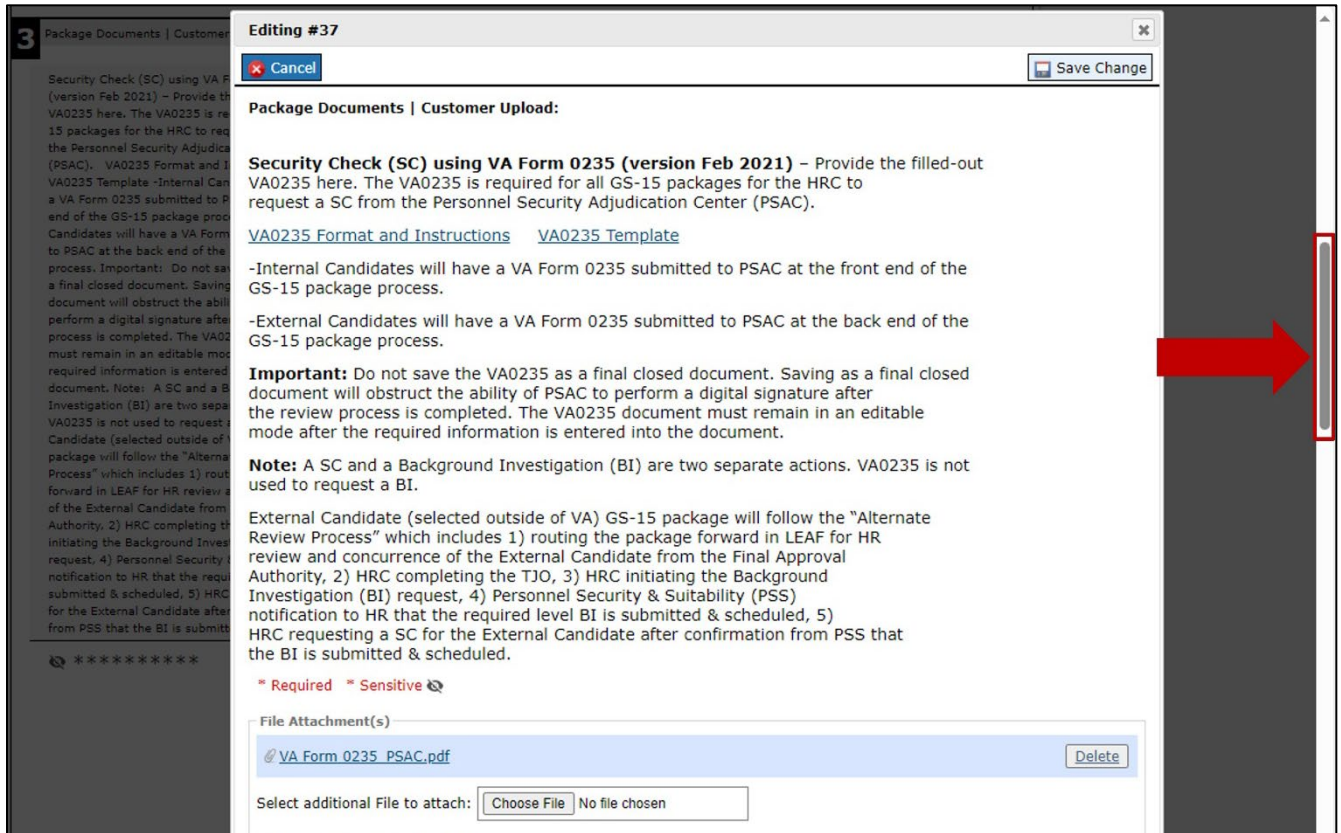
Vacancy Announcement (Nomination Package Only) – Provide the job announcement used to recruit for this position that was posted on USAJOBS.

[@ Vacancy Announcement.pdf](#)

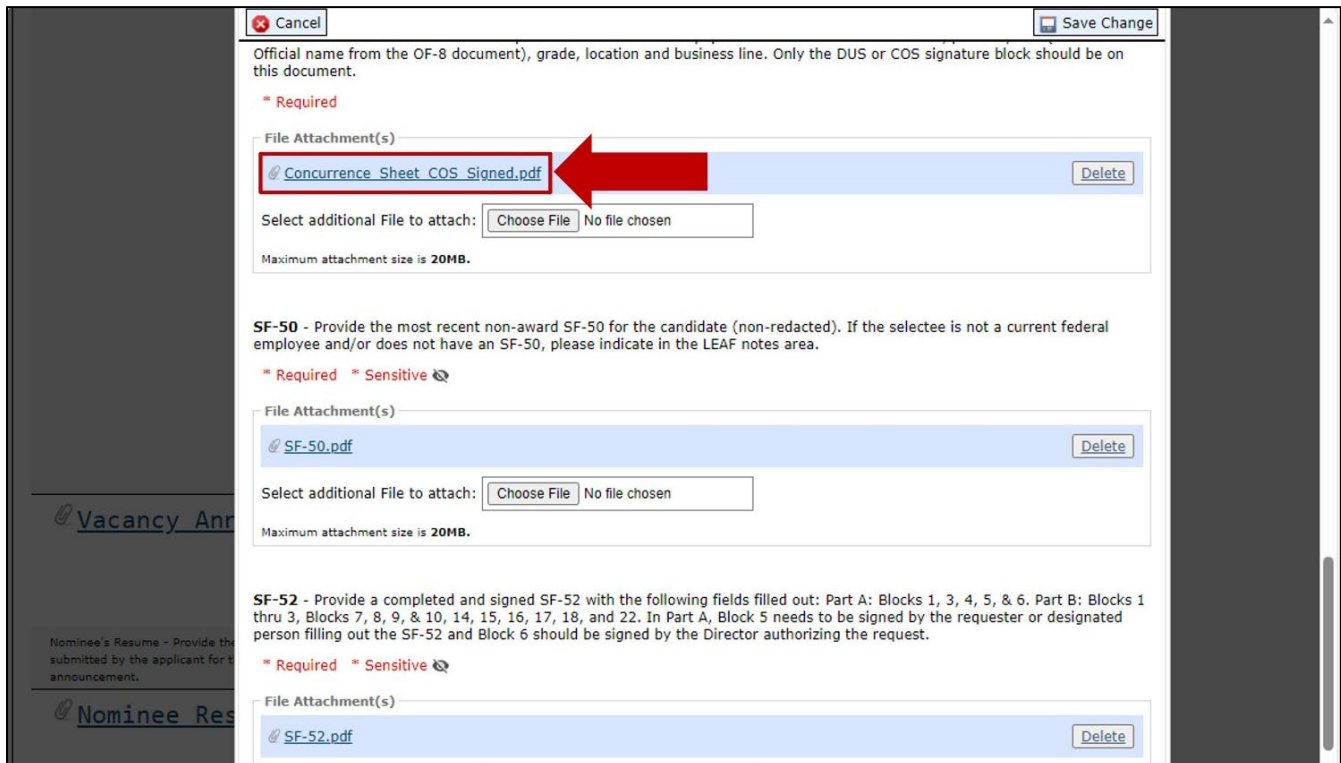
Best Qualified (BQ) Matrix (Nomination Package Only) – Provide the signed and dated evaluation grid reflecting the BQ of applications for all candidates from the COE list, and showing the total points scored for each candidate's interview, writing sample, etc. The number of candidates should match in the BQ Matrix and COE.

[@ Best Qualified Matrix - Signed.pdf](#)

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



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



6. Select **Cancel** to close the Editing # window.

The screenshot shows a web form with a 'Cancel' button highlighted by a red box and a red arrow pointing to it. The form contains several sections:

- A header with 'Cancel' and 'Save Change' buttons.
- A text area with instructions: 'Official name from the OF-8 document), grade, location and business line. Only the DUS or COS signature block should be on the document.'
- A 'Required' label.
- An attachment list with 'Concurrence Sheet COS Signed.pdf' and a 'Delete' button.
- A 'Select additional File to attach:' field with 'Choose File' and 'No file chosen' options.
- A note: 'Maximum attachment size is 20MB.'
- An instruction: '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.'
- Labels: '* Required' and '* Sensitive'.
- Another attachment list with 'SF-50.pdf' and a 'Delete' button.
- Another 'Select additional File to attach:' field.
- Another 'Maximum attachment size is 20MB.' note.
- An instruction: '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.'

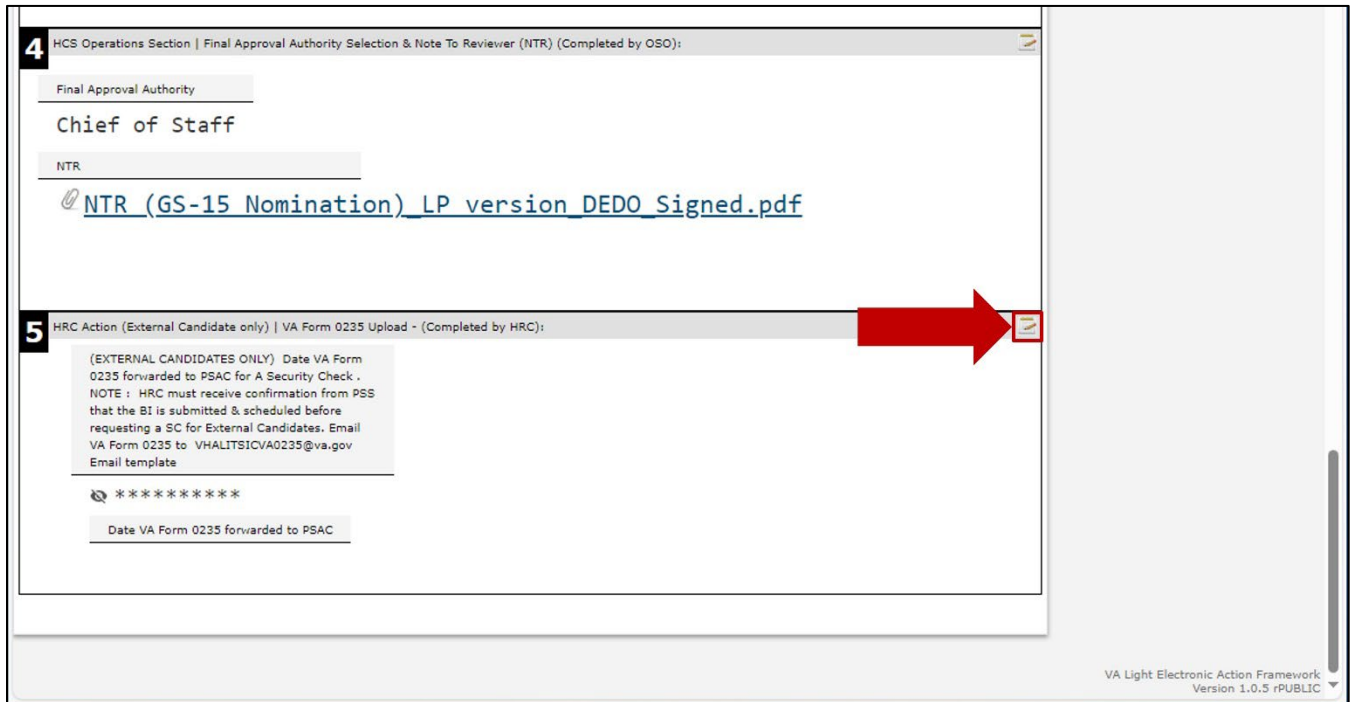
NOTE: Steps 7-20 apply to External Candidates only.

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

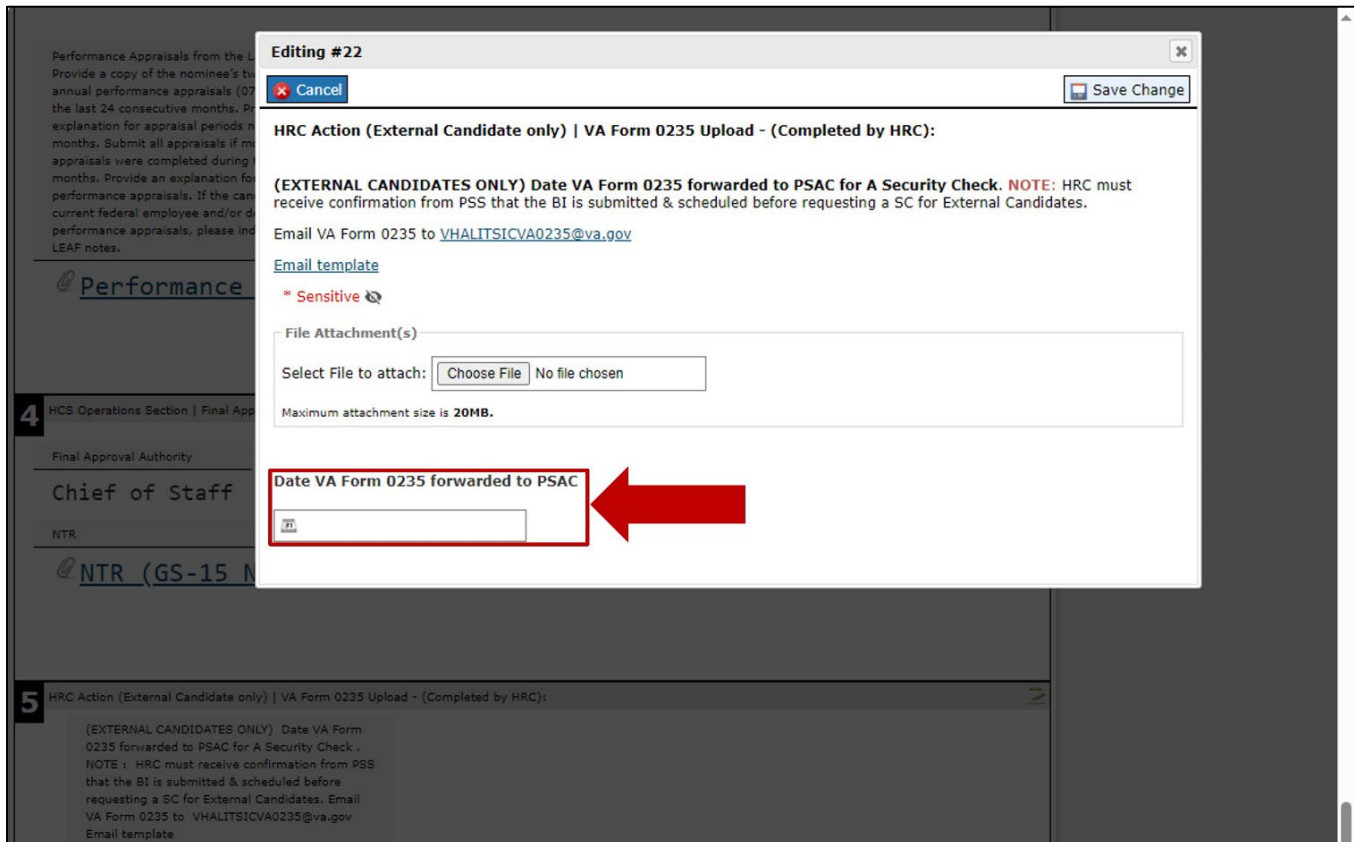
The screenshot shows a document viewer interface with a scroll bar on the right side, indicated by a red arrow. The document content includes:

- A header: '3 Package Documents | Customer Upload:'.
- Text: 'Security Check (SC) using VA Form 0235 (version Feb 2021) - Provide the filled-out VA0235 here. The VA0235 is required for all GS-15 packages for the HRC to request a SC from the Personnel Security Adjudication Center (PSAC). VA0235 Format and Instructions VA0235 Template -Internal Candidates will have a VA Form 0235 submitted to PSAC at the front end of the GS-15 package process. -External Candidates will have a VA Form 0235 submitted to PSAC at the back end of the GS-15 package process. Important: Do not save the VA0235 as a final closed document. Saving as a final closed document will obstruct the ability of PSAC to perform a digital signature after the review process is completed. The VA0235 document must remain in an editable mode after the required information is entered into the document. Note: A SC and a Background Investigation (BI) are two separate actions. VA0235 is not used to request a BI. External Candidate (selected outside of VA) GS-15 package will follow the "Alternate Review Process" which includes 1) routing the package forward in LEAF for HR review and concurrence of the External Candidate from the Final Approval Authority, 2) HRC completing the TJO, 3) HRC initiating the Background Investigation (BI) request, 4) Personnel Security & Suitability (PSS) notification to HR that the required level BI is submitted & scheduled, 5) HRC requesting a SC for the External Candidate after confirmation from PSS that the BI is submitted & scheduled.'
- Text: '*****'.
- Text: '(HRC Use Only) Date VA Form 0235 forwarded to PSAC for a Security Check (Internal Candidates). Email VA Form 0235 to VHALTISICVA0235@va.gov Email template'.
- Date: 'Thursday, February 22, 2024'.
- Text: '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.'
- Attachment: 'Certificate of Eligible.pdf'.
- Text: 'Vacancy Announcement (Nomination Package Only) - Provide the job announcement used to recruit for this position that was posted on USAJOBS.'
- Attachment: 'Vacancy Announcement.pdf'.
- Text: '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.'
- Attachment: 'Best Qualified Matrix - Signed.pdf'.
- Footer: 'Reference Check (Nomination Package Only) -' and 'Nominee's Resume - Provide the resume'.

- 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.



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

Editing #22

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

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

Email VA Form 0235 to VHALITSICVA0235@va.gov

[Email template](#)

* Sensitive

File Attachment(s)

Select File to attach: No file chosen

Maximum attachment size is 20MB.

Date VA Form 0235 forwarded to PSAC

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11. Select **Save Change**.

Editing #22

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

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

Email VA Form 0235 to VHALITSICVA0235@va.gov

[Email template](#)

* Sensitive

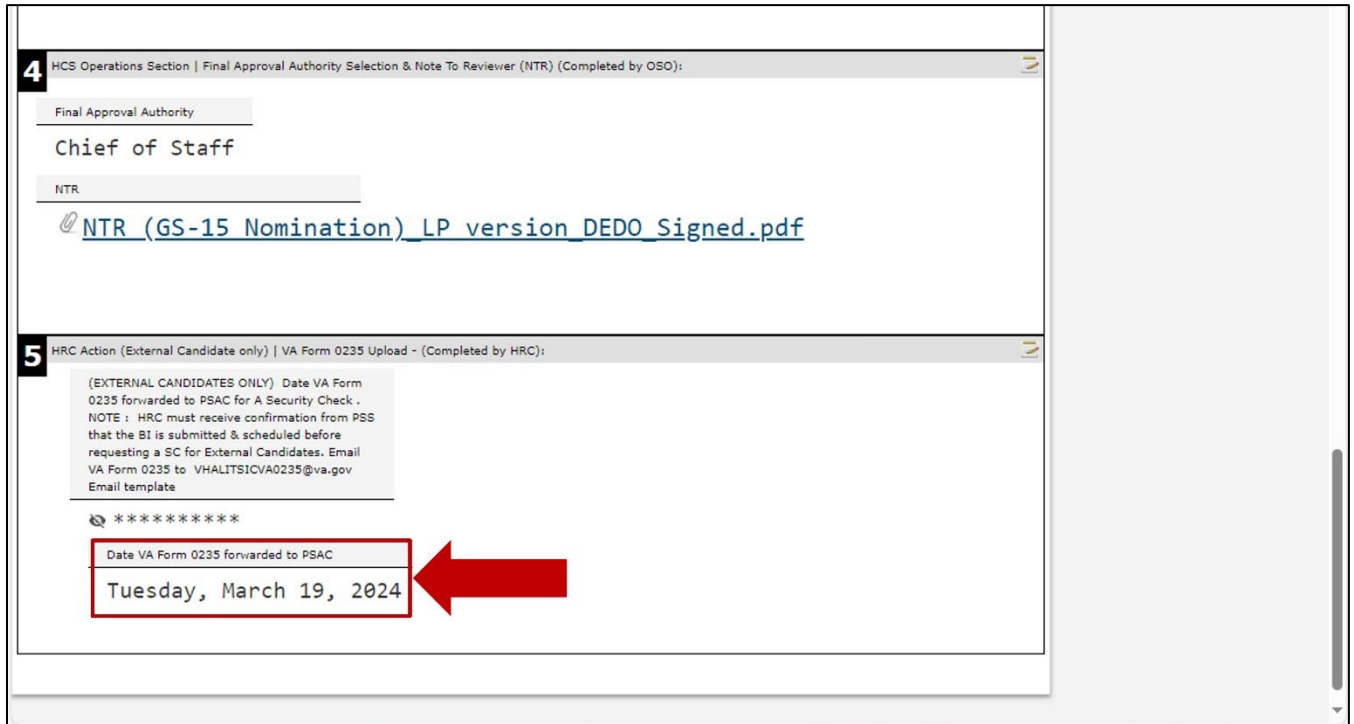
File Attachment(s)

Select File to attach: No file chosen

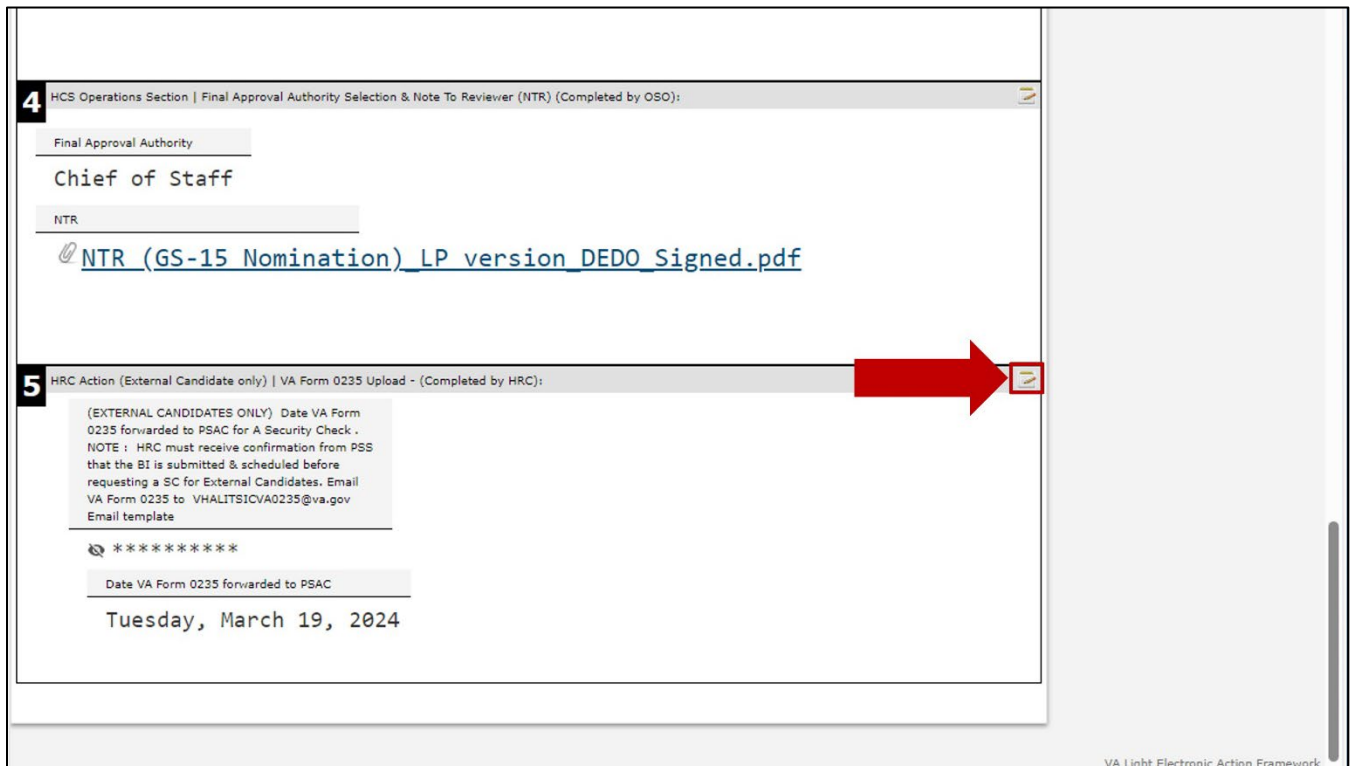
Maximum attachment size is 20MB.

Date VA Form 0235 forwarded to PSAC

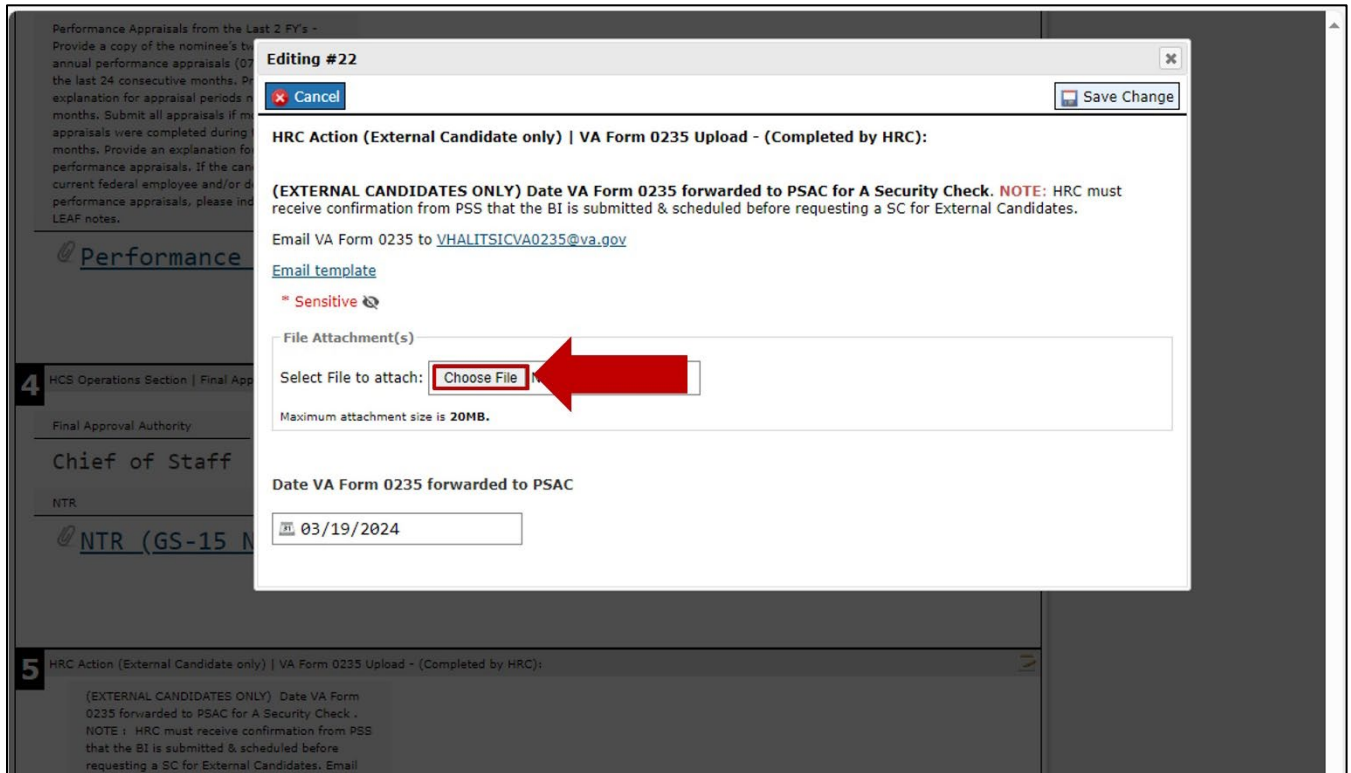
12. Verify that the date was added to the Date VA Form 0235 forwarded to PSAC field in Section 5 HRC Action (External Candidate only) | VA Form 0235 Upload – (Completed by HRC).



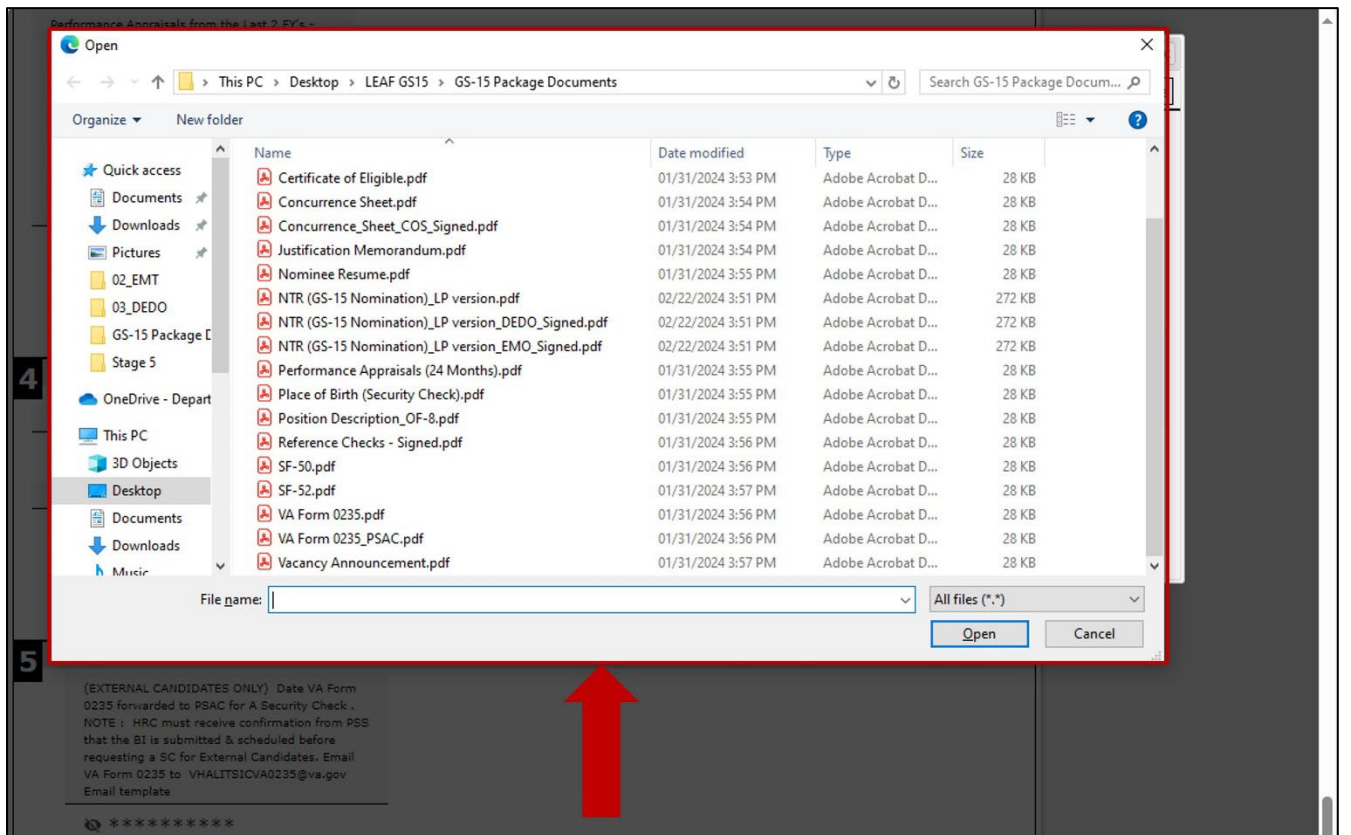
13. Once VA Form 0235 returns from PSAC for the external candidate, select the **Edit** icon for Section 5 HRC Action (External Candidate only) | VA Form 0235 Upload – (Completed by HRC) to upload the document to the request.



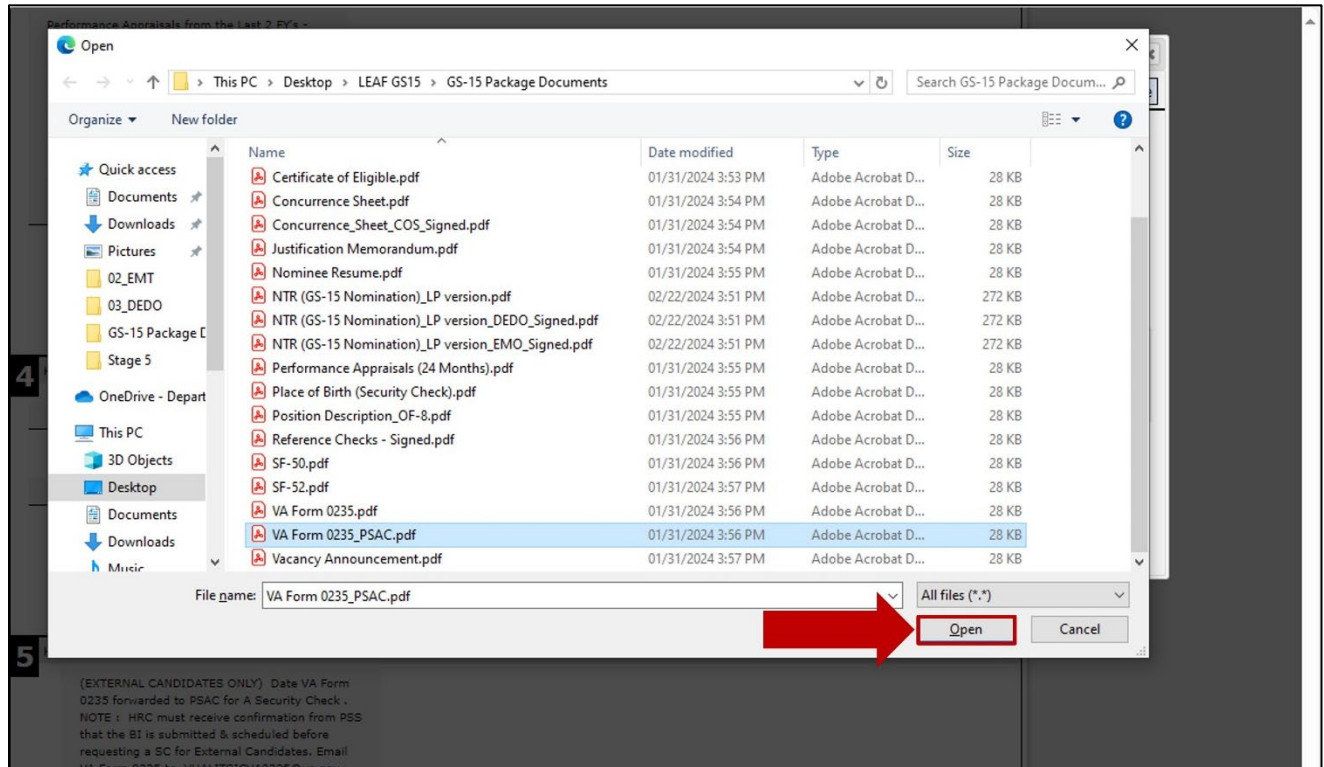
14. Select **Choose File** from the Editing # window.



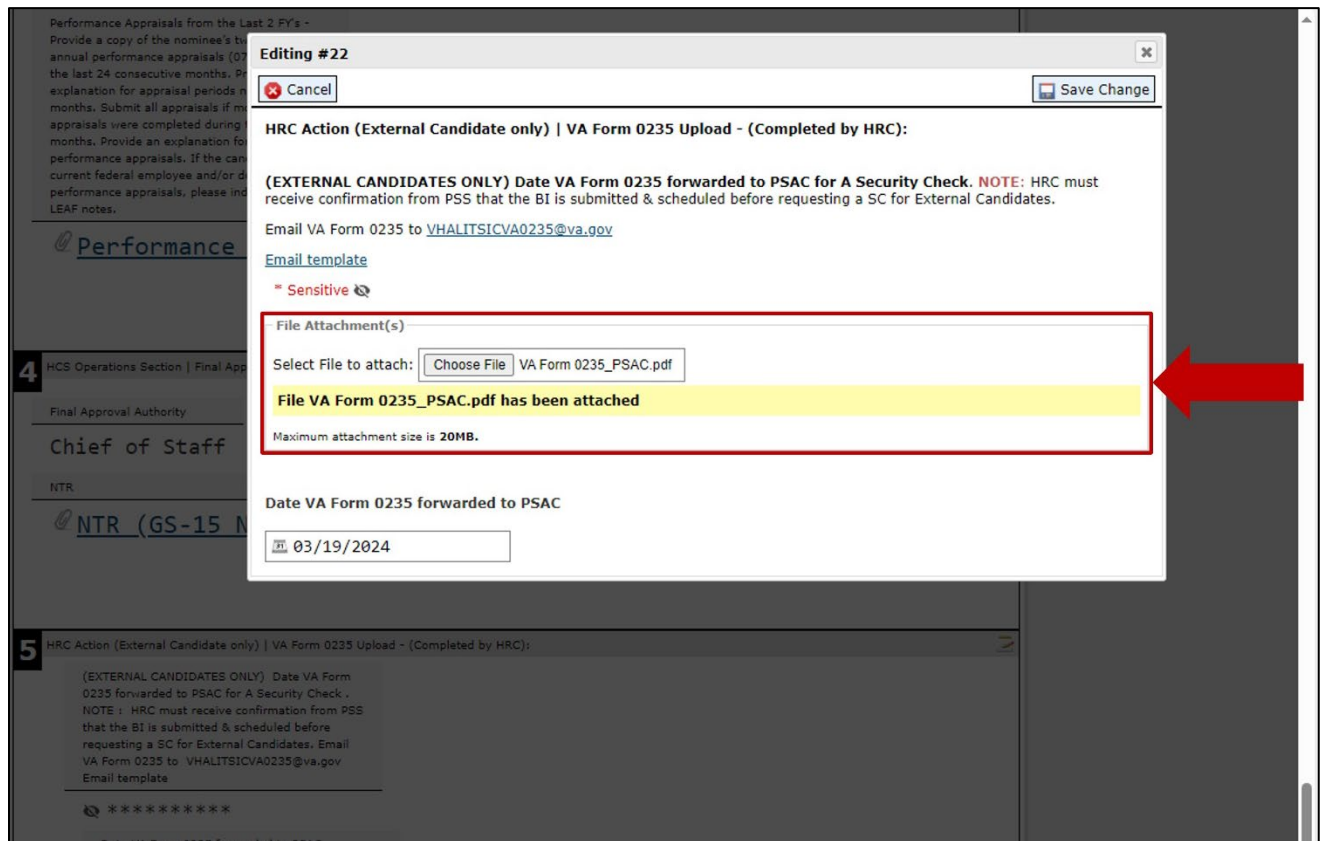
15. Select **VA Form 0235** from the Open window.



16. Select Open.



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



18. Select **Save Change**.

Performance Appraisals from the Last 2 FY's -
Provide a copy of the nominee's to annual performance appraisals (07 the last 24 consecutive months. If explanation for appraisal periods in months. Submit all appraisals if no appraisals were completed during months. Provide an explanation for performance appraisals. If the current federal employee and/or performance appraisals, please include LEAF notes.

Editing #22

Cancel Save Change

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

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

Email VA Form 0235 to VHALITSICVA0235@va.gov

[Email template](#)

* Sensitive

File Attachment(s)

Select File to attach: Choose File VA Form 0235_PSAC.pdf

File VA Form 0235_PSAC.pdf has been attached

Maximum attachment size is 20MB.

Date VA Form 0235 forwarded to PSAC

03/19/2024

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.

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

Final Approval Authority

Chief of Staff

NTR

[NTR \(GS-15 Nomination\)_LP version DEDO Signed.pdf](#)

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 BI is submitted & scheduled before requesting a SC for External Candidates. Email VA Form 0235 to VHALITSICVA0235@va.gov
Email template

[VA Form 0235 PSAC.pdf](#)

Date VA Form 0235 forwarded to PSAC

Tuesday, March 19, 2024

https://leaf.va.gov/VBA/101/hcs_oso_leaf_page/file.php?form=45&id=65&series=1&file=0

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

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

Final Approval Authority
Chief of Staff

NTR
[NTR \(GS-15 Nomination\)_LP version_DEDO_Signed.pdf](#)

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 BI is submitted & scheduled before requesting a SC for External Candidates. Email VA Form 0235 to VHALITSICVA0235@va.gov Email template

Date VA Form 0235 forwarded to PSAC
Tuesday, March 19, 2024

VA Light Electronic Action Framework
Version 1.0.5 rPUBLIC

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

Request #22

Baltimore Assigned Specialist (HRS FirstName LastName#6)

Comments:

Note Candidate Selection Process Complete

HCS Operations: Baltimore Package Completed Stage Friday, February 23, 2024

Comment: Verified Concurrence Sheet signature.

Testing
GS-15 Package

Initiated by First Name Last Name#1
Submitted Thursday, February 22, 2024

1 Requesting Point of Contact:

Requestor Full Name	Organization/Service Line	Servicing HRC
FirstName LastName#1	Under Secretary for Benefits (20)	HRC Baltimore
Define Service Line if "Other" selected:		Servicing HR Specialist
		FirstName LastName#6
Second Point of Contact	Requesting Leadership	Additional POC (optional)
FirstName LastName#3	FirstName LastName#4	Unassigned

Tools

- View History
- Write Email
- Print to PDF **BETA**
- Add Bookmark
- Copy Request
- Cancel Request

Comments

Enter a note! Post

- Baltimore Package Completed Stage Name Feb 23
Verified Concurrence Sheet signature.
- Sent for continued processing Name Feb 23
Chief of Staff signed.
- Sent to Chief of Staff for Signature by Name Feb 23
Signed NTR
- Note to reviewer Completed by Name Feb 22
NTR signed by EMO

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

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

Sign out

Main Page Links Help

Request #22

Baltimore Assigned Specialist (HRS FirstName LastName#6)

Comments:

Candidate accepted final job offer.]

Note Candidate Selection Process Complete

HCS Operations: Baltimore Package Completed Stage Friday, February 23, 2024

Comment:

Verified Concurrence Sheet signature.

Testing
GS-15 Package

Initiated by **First Name LastName#1**
Submitted **Thursday, February 22, 2024**

1 Requesting Point of Contact:

Requestor Full Name	Organization/Service Line	Servicing HRC
FirstName LastName#1	Under Secretary for Benefits (20)	HRC Baltimore
Define Service Line if "Other" selected:		Servicing HR Specialist
FirstName LastName#6		

Second Point of Contact	Requesting Leadership	Additional POC (optional)
FirstName LastName#3	FirstName LastName#4	Unassigned

2 Customer Response | Nature of Request:

Package Type:	Requested Position Information (i.e. title/series/grade)	Position Location (City & State)	Candidate Name (First Last)
Nomination	Title, Series, Grade	Baltimore, MD	FirstName LastName
Detail Days	Employee Type	<p>It is our goal to assist with "Building Strategic Partnerships Through Service." The LEAF GS-15 package review process begins and ends with the customer. We are requesting all customer internal actions (including documents confirmed as the most recent, updated, and signed as required) be completed before proceeding with uploading the supporting documents to the LEAF portal to enable a seamless review of your GS-15 package.</p>	
	Internal Candidate		

Tools

- View History
- Write Email
- Print to PDF BETA
- Add Bookmark
- Copy Request
- Cancel Request

Comments

Enter a note! Post

- Baltimore Package Completed Stage by Name** Feb 23
Verified Concurrence Sheet signature.
- Sent for continued processing by Name** Feb 23
Chief of Staff signed.
- Sent to Chief of Staff for Signature by Name** Feb 23
Signed NTR
- Note to reviewer Completed by Name** Feb 22
NTR signed by EMO
- Note to reviewer Completed by Name** Feb 22
First Name LastName reviewed.
- Routed to HCS Operations by Name** Feb 22
FirstName LastName reviewed.
- Package Review Completed by Name** Feb 22
Documents verified and VA Form 0235 updated.
- Note Added by Name** Feb 22
Package reviewed. Waiting on signed VA Form 0235 to return.

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Listen Improve Facilitate Transform

"Building Strategic Partnerships Through Service"

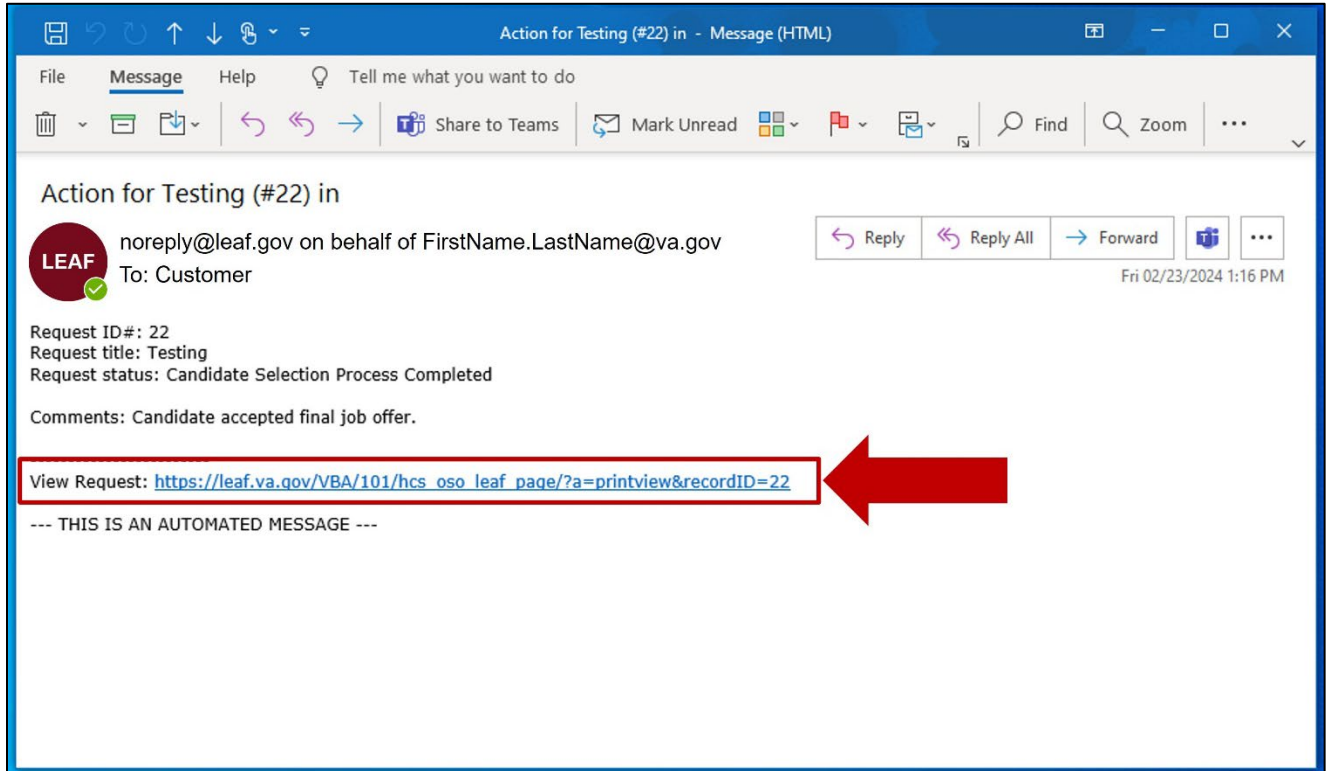
U.S. Department of Veterans Affairs

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.



- Observe the Candidate Selection Process Completed screen.

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

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

Request #22

First Name Last Name#6: Candidate Selection Process Completed
Friday, February 23, 2024

Comment: Candidate accepted final job offer.

Testing
GS-15 Package

Initiated by First Name Last Name#1
Submitted Thursday, February 22, 2024

1 Requesting Point of Contact:

Requestor Full Name	Organization/Service Line	Servicing HRC
FirstName LastName#1	Under Secretary for Benefits (20)	HRC Baltimore
Second Point of Contact		Requesting Leadership
FirstName LastName#3	FirstName LastName#4	Unassigned

2 Customer Response | Nature of Request:

Package Type:	Requested Position Information (i.e. title/series/grade)	Position Location (City & State)	Candidate Name (First Last)
Nomination	Title, Series, Grade	Baltimore, MD	FirstName LastName
Detail Days	Employee Type	Internal Candidate	

Tools:

- View History
- Write Email
- Print to PDF **BETA**
- Add Bookmark
- Copy Request
- Cancel Request

Comments:

- Candidate Selection Process Completed Name: Candidate accepted final job offer.
- Baltimore Package Completed Stage by Name: Verified Concurrence Sheet signature.
- Sent for continued processing by Name: Chief of Staff signed.
- Sent to Chief of Staff for Signature by Name: Signed NTR.
- Note to reviewer Completed by Name: NTR signed by EMO.
- Note to reviewer Completed by Name: First Name LastName reviewed.
- Routed to HCS Operations by Name: FirstName LastName reviewed.
- Package Review Completed by Name: Documents verified and VA Form 0235 updated.

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

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

Request #22

First Name Last Name#6: Candidate Selection Process Completed
Friday, February 23, 2024

Comment: Candidate accepted final job offer.

Testing
GS-15 Package

Initiated by First Name Last Name#1
Submitted Thursday, February 22, 2024

1 Requesting Point of Contact:

Requestor Full Name	Organization/Service Line	Servicing HRC
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Tools:

- View History
- Write Email
- Print to PDF **BETA**
- Add Bookmark
- Copy Request
- Cancel Request

Comments:

- Candidate Selection Process Completed Name

4. Observe the History of Request ID # window.

Timestamp	Action Taken
February 22, 2024. 10:53 AM	New Request Opened by Name
February 22, 2024. 11:01 AM	Request Submitted: Submit by Name
February 22, 2024. 11:01 AM	Email Sent: Recipient(s): Email addresses of recipients Subject: Action for Testing (#22) in
February 22, 2024. 11:32 AM	OSO Intake: Forward to HRC Baltimore by Name
February 22, 2024. 11:32 AM	Email Sent: Recipient(s): Email addresses of recipients Subject: Action for Testing (#22) in
February 22, 2024. 12:57 PM	Email Sent: Recipient(s): Email addresses of recipients Subject: Action for Testing (#22) in
February 22, 2024. 12:57 PM	HRC Baltimore: Send to HRS - Baltimore by Name
February 22, 2024. 2:17 PM	Note Added: by Name Comment: Package reviewed. Waiting on signed VA Form 0235 to return.
February 22, 2024. 3:09 PM	Email Sent: Recipient(s): Email addresses of recipients Subject: Action for Testing (#22) in
February 22, 2024. 3:09 PM	Assigned HR Specialist - Baltimore: Package Review Complete by Name Comment: Documents verified and VA Form 0235 updated.
February 22, 2024. 3:27 PM	HRC Baltimore: Route to HCS Operations by Name Comment: FirstName LastName reviewed.
February 22, 2024. 3:27 PM	Email Sent: Recipient(s): Email addresses of recipients Subject: Action for Testing (#22) in
February 22, 2024. 4:02 PM	HCS Operations: Note to Reviewer Complete by Name Comment: First Name LastName reviewed.
February 22, 2024. 4:02 PM	Email Sent: Recipient(s): Email addresses of recipients Subject: Action for Testing (#22) in
February 22, 2024. 4:29 PM	HCS EMT: Note to Reviewer Complete by Name Comment: NTR signed by EMO

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

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

Request #22

First Name Last Name#6: Candidate Selection Process Completed
Friday, February 23, 2024

Comment
Candidate accepted final job offer.

Testing
GS-15 Package

Initiated by **First Name Last Name#1**
Submitted **Thursday, February 22, 2024**

Tools

- View History
- Write Email
- Print to PDF BETA**
- Add Bookmark
- Copy Request
- Cancel Request

Comments

- Candidate Selection Process Completed Name
Candidate accepted final job offer. Feb 23
- Baltimore Package Completed Feb 23

Requesting Point of Contact:
Requestor Full Name: **FirstName LastName#1** Organization/Service Line: **Under Secretary for Benefits (20)** Servicing HRC: **HRC Baltimore**

6. Observe the GS-15 package request PDF.

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Testing
GS-15 Package
OSO Centralized Processing LEAF Portal

Request #22
Initiated by First Name Last Name#1
Submitted 2/22/2024

First Name Last Name#6: Candidate Selection Process Completed by VBAPHILastName#6 2/23/2024

1: Requesting Point of Contact:

1.1: Organization/Service Line *

Under Secretary for Benefits (20)

1.1.1: Define Service Line if "Other" selected:

1.2: Second Point of Contact *

First Name Last Name#3

1.3: Servicing HRC *

HRC Baltimore

1.4: Servicing HR Specialist *

First Name Last Name#6

1.5: Requesting Leadership *

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: *

Nomination

2.1.1: Detail Days

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

Title, Series, Grade

APPENDIX

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

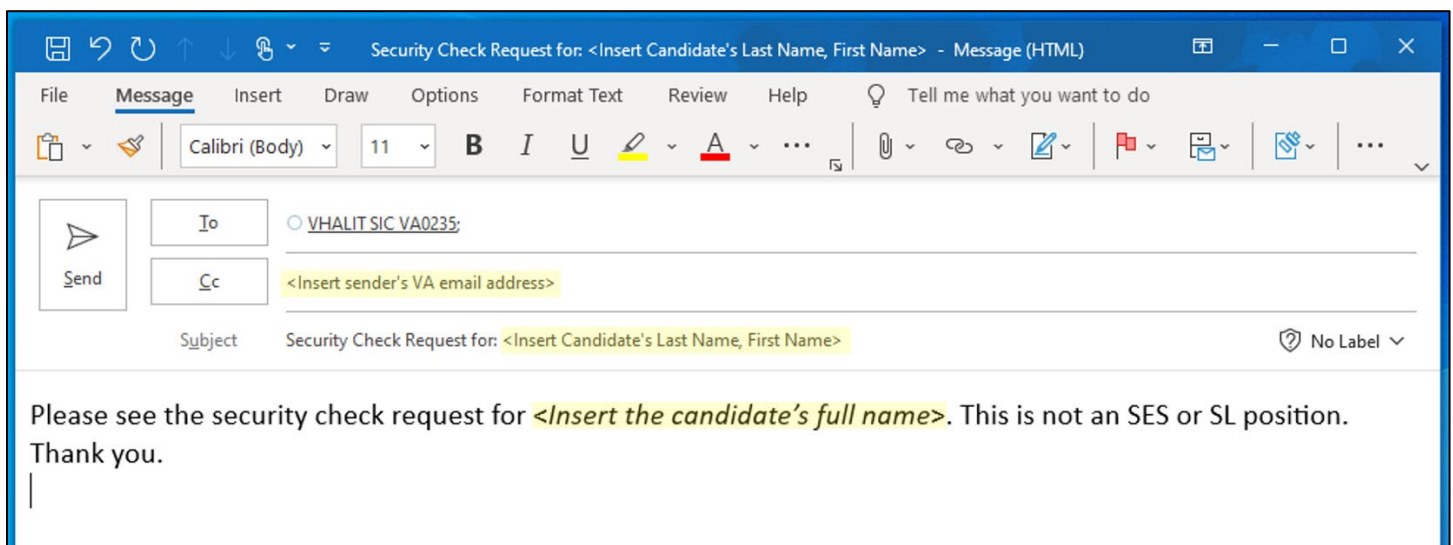
To: VHALITSICVA0235@va.gov

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



Security Check Request for: <Insert Candidate's Last Name, First Name> - Message (HTML)

File Message Insert Draw Options Format Text Review Help Tell me what you want to do

Calibri (Body) 11 B I U A

To: VHALIT SIC VA0235:

Cc: <Insert sender's VA email address>

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

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