



HCS LEAF Organizational Chart Process (OCR) Flow Script

Slide 1 – HCS LEAF Organizational Chart Process Flow

Slide one, welcome to HCS LEAF Organizational Chart Process Flow Training. This video training will provide you with an overview of the request process within LEAF.

Slide 2 - Course Overview and Objective

Slide two, Course Overview and Objective, the purpose of this training is to provide step by step instruction on requesting a new organizational chart and process flow.

The training will cover the steps in requesting a new organization chart.

After completing this training, you will be able to request a new organizational chart using the HCS LEAF Portal.

Slide 3 –Access

Slide three, prior to starting a new request you need to access the HCS LEAF Portal.

Slide 4 –Create a Request

Slide four, after accessing LEAF select New Request. This will start a seven-step procedure for creating an Organizational Chart Process Flow.

Slide 5 – Step 1: General Information

Slide five, the first step is to provide the general information for the request. Enter your contact Information, Name and Phone Number, Select the drop down box and choose your Service Organization, and lastly enter the Title of your request. The title will allow you to check the status of your request later.

Once completed continue to step two.

Slide 6 - Step 2: Select Type of Request

Slide six, step two requires you to select the organization restructure update check box. Then select the green arrow click here to proceed button to continue.

Slide 7 - Step 3: Point of Contact Information

Slide seven, step three requires three main fields for Point of Contact Information or POC. Select the drop down menu and choose your organizational service line, Enter your HR Liaison or department POC name, and lastly enter the Service Line POC. It is highly recommended to complete the remaining information. Define Service Line if "Other" selected, HR POC phone number, Organization Leadership, Senior Leadership POC Phone Number and add an additional POC if required.

Once completed Select Next Question in the bottom right corner to continue.



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Slide 8 - Step 4: Requested Action

Slide eight, step four requested action, Enter your justification for the organizational changes. Make sure your justification includes the reasons, and total overall changes. Example: Establishing new org structure adding team A, B, C, or related text. You will need to select one of four Nature of Request options, select the most accurate radio button prior to Selecting Next Question to continue.

Note: All changes require new signature other than minor changes. Minor changes or updates involve changes that do not change the grades, FTE numbers, or overall structure of the organization (Example: changing a GS-0301-13 to a GS-0343-13)

Slide 9 - Step 5: Current Organization Information

Slide nine, step five provides your current organization information. Attach a word document of your Mission Statement by selecting the Attach Additional File button and choosing your file to upload. Required per VA handbook 5003 Position Management.

Enter the number of full-time equivalent employees impacted by your request.

Enter the Position Description or PD Number, Number of Full Time Equivalent or FTE/employees impacted.

Select Next Question to continue.

Slide 10 - Step 6: Current and Proposed Organization Chart

Slide ten, step six, you are required to upload both your current organizational chart and your proposed chart.

Select the Attach Additional File button to upload each of these documents then select Next Question.

Slide 11 - Step 7 Submit Request

Slide eleven, step seven, prior to submitting your request take a moment to review the information provided is accurate. Once you are satisfied the information is accurate select the Submit Request button.



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Slide 12 – Organizational Chart Process Map

Slide twelve, Organization Chart Process Map. This chart explains the 30 day workflow model for VBACO Business Lines and Staff Offices.

As you will see on Slide 12, there are four stages in the workflow process. The number on each stage represents the processing days for each.

The first stage should take 1 day, the customer initiates the request Organizational Chart Changes into LEAF for review and approval,

The second stage takes 12 days, LEAF routs Organizational Chart changes through the classification, manpower, and Senior Leadership for review, approvals, and signatures.

The third stage takes 16 days, LEAF will notify HCS once all approvals are confirmed and finalized.

The fourth stage takes two days, Updated Organizational Charts will be added to the SharePoint site. This stage is completing and uploading into the system.

The link to access completed organizational charts are included with the attached job aid associated with this training in TMS.

Slide 13 – Request Status

Slide 13, to check the status of your request access LEAF. The status of each request is searchable by request title and or by using the vertical scroll bar.

Slide 14 - Summary

Congratulations you have completed the Organization Chart Process Flow training!

You should now be able to request a new Organizational Chart using the HCS LEAF Portal.

For additional assistance, please take time to download and review the Organizational Chart Process Review Job Aid.

Make sure you complete the level one survey to receive credit for this training.