

**CLASSIFICATION STANDARD OPERATING PROCEDURE
SUBMITTING A CLASSIFICATION REQUEST - ORD**

SOP CSSU-008

Classification Shared Service Unit (CSSU)

Functional Area(s):
Classification

Signatory Authority

Director, Human Resources Operations Office (HROO) CSSU

Effective Date:
August 10, 2023

Responsible Owner:

Deputy Director, CSSU

Recertification Date:
August 31, 2028

1. PURPOSE AND AUTHORITY

a. The purpose of this standard operating procedure (SOP) is to establish procedures for submitting a classification request for Office of Research and Development (ORD) field activities. This SOP must be followed by supervisors and support staff who submit classification requests.

b. Authority to classify positions under the General Schedule (5 USC 51) and Federal Wage System (5 USC 53) is delegated (i.e., Delegated Classification Authority (DCA)) as indicated in Part I.3. of VA Handbook 5003.

2. PROCEDURES

a. **Submitting a Classification Request in Light Electronic Action Framework (LEAF).** See Appendix A.

b. **Returning a Classification Request in LEAF.** See Appendix B.

3. RESPONSIBILITIES

a. **Office of Research and Development (ORD) Supervisor, management official or representative/designee.** Responsible for submitting all necessary materials with classification requests in the Classification LEAF system for position classification review.

b. **HROO CSSU staff.** Responsible for assigning Classification LEAF requests for position classification action (e.g., reviews, evaluations, documentation).

4. DEFINITIONS

a. **Classification Light Electronic Action Framework (LEAF).** The automated classification workload system used to submit classification requests.

b. **Pen and Ink Changes.** Non-substantive changes to an existing PD that do not materially affect the grade-controlling major duties, qualifications, Official Title, Pay Plan/System, Occupational Series, Grade and/or other related elements of a position.

c. **Position Descriptions (PDs).** The official documentation of management’s assignment of duties, level of responsibilities, and supervisory relationships within a position classified based on OPM and other (e.g., Agency) applicable guidelines such as laws, regulations, policies, standards, and directives.

d. **Redescription.** Substantive changes to an existing PD that materially affect the grade-controlling major duties, qualifications, Official Title, Pay Plan/System, Occupational Series, Grade and/or other related elements of a position.

5. REFERENCES

- a. 5 USC Chapter 51 (Classification)
- b. 5 USC Chapter 53 (Prevailing Rate Systems)
- c. [VA Handbook 5003 \(Position Classification, Job Grading, and Position Management\)](#)
- d. Classification LEAF site: [WMC-HROO Classification SSU | \(va.gov\)](#)
- e. [VHA Classification SOP, 05-Classification-001](#)

6. REVIEW AND RECERTIFICATION

SOPs must be reviewed upon recertification or when there are changes to the governing documents, systems, or organization, whichever occurs earlier. Authors will be required to review existing SOPs or policies two years following the latest signature date. Recertification (review and approval by Signatory Authority) will be required five years following the latest signature date.

7. SIGNATORY AUTHORITY

JON
DEMAREST
for Adam D. Mann
Director, HROO CSSU

Digitally signed by JON
DEMAREST
Date: 2023.08.10 14:09:04
-04'00'

Date Approved: August 10, 2023

Review Date: August 31, 2025

Recertification Date: August 31, 2028

Appendices:

[Appendix A: ORD Submitting a Classification Request in Leaf](#)

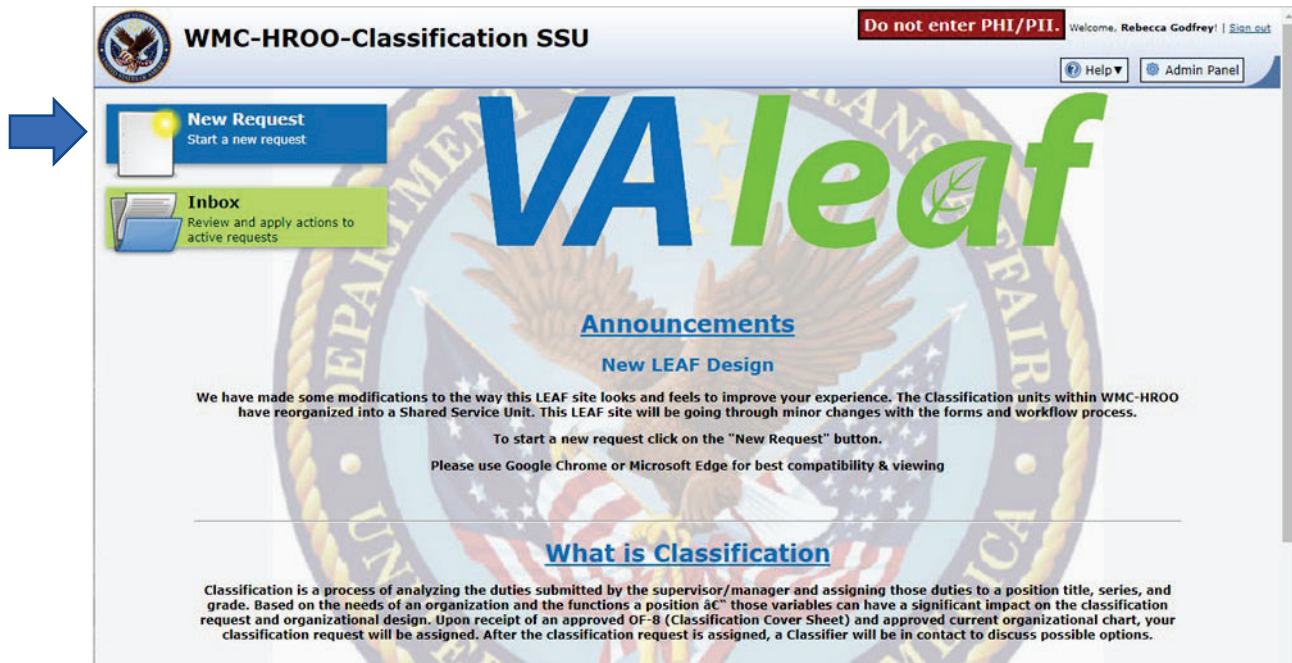
[Appendix B: Returning a Classification Request in Leaf](#)

ORD SUBMITTING A CLASSIFICATION REQUEST IN LEAF

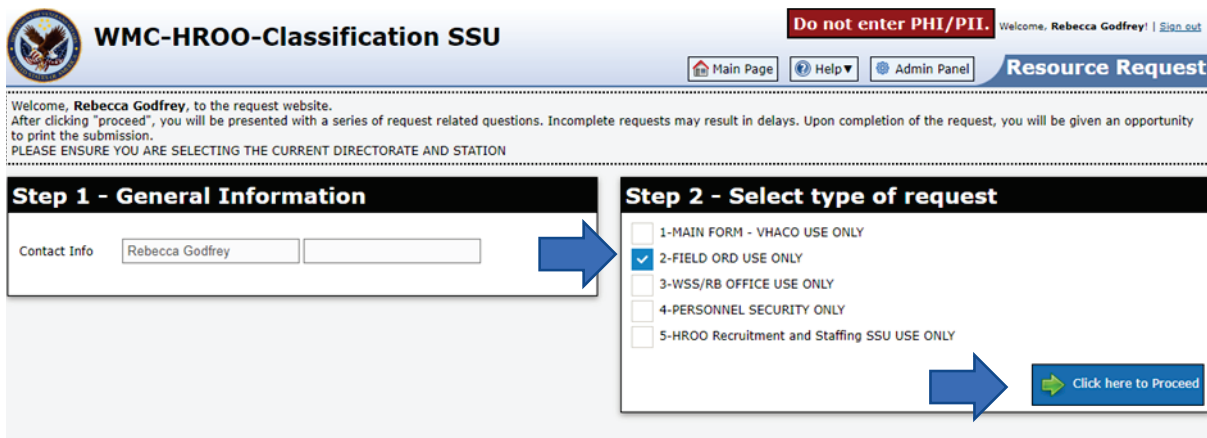
1. Go to the Classification Light Electronic Action Framework (LEAF) site at:

<https://leaf.va.gov/NATIONAL/742/HR/>.

2. Select “New Request: Start a new request” by clicking on it once with your mouse.



3. On the landing page you will see your name and telephone number already populated as it appears in the Global Address List on the left-hand side. Select “FIELD ORD USE ONLY” on the right-hand side and then “Click here to Proceed” to go to the next screen.



4. Begin filling out the form fields. Required fields will show * Required

Form completion progress: 0% Next Question

Contact/Organizational Information & Position Description Action Type

A/DUSH Office * Required
(14) Discovery, Education and Affiliate Networks (DEAN)

Program Office * Required
(14RDF) Research and Development Field

Section Within Program Office

Duty Station Code * Required
523 - Boston HCS

Is Position Telework Eligible * Required
No

Funding Source * Required
Research Funded Position 0161

Position Encumbered * Required
Vacant

Type your name in the “Point of Contact” box.

Point of Contact (First & Last Name)

Q

Use the free text box to enter any comments you would like the CSSU Team to see.

Details of the Request/Comments/Questions(Number of FTEE, Is This Position Permanent, Temporary, or Intermittent?)

Details of the request; background information about the position; number of FTEE; HRSmart PN(s); permanent, temporary, or intermittent; supervisory/nonsupervisory. Any other information that is important to the position.

[formatting options](#)

- 5. Choose the files to upload to the request. Documents will include an Org Chart, PD in MS Word, OF-8, Current PD, Completed Panel Forms (4670 If Applicable), ORD/CSP Approval Message, Subordinate Staff Position Descriptions if Supervisory, and Additional Items As Needed. Then click the Next Question link to go to the next page.

Attach Documents Here(Org Chart, PD in MS Word, OF-8, Current PD, Completed Panel Forms (4670) If Applicable, ORD Approval If Applicable, Subordinate Staff Position Descriptions if Supervisory & Additional Items As Needed)

File Attachment(s)

Select File to attach: No file chosen

Maximum attachment size is 20MB.

Completed Request(Classification Use Only)

File Attachment(s)

Select File to attach: No file chosen

Maximum attachment size is 20MB.

- 6. Submit your request by clicking the “Submit Request” button.

WMC-HROO Classification SSU

Do not enter PHI/PII. Welcome, Jessica Zahn | Sign out

Main Page Links Help Admin Panel Request #1590

Please review your request before submitting

Select One - Program Off.: Select One

Classification Request Form (SSU Version) Initiated by Jessica Zahn

1 Contact/Organizational Information & Position Description Action Type

ADUSH Office	Program Office	Duty Station Code	Point of Contact (First & Last Name)	Details of the Request/Comments(Number of FTEE, Is This Position Permanent, Temporary, or Intermittent?)
(13) Community Care	(13DO) Delivery Operations	135	Larry Gouge	3 FTEE; permanent positions
Section Within Program Office		Point of Contact Telephone Number/Extension		Attach Documents Here (Org Chart, PD in MS Word, OF-8, Current PD, WSS(MMO) Forms if Applicable & Additional Items As Needed)
Veteran and Family Member Programs (VFHP)		Supervisor		Org_Chart.pdf
		Jon Demorest		OF8.pdf
				PD in Word.docx
				WSS (MMO) Approval.pdf

Tools

- Edit this form
- View History
- Write Email
- Print to PDF BETA
- Add Bookmark
- Cancel Request

Internal Use

- Main Request
- Classification Use Only

Administrative Tools

- Change Service
- Change Form(s)
- Change Initiator

Security Permissions

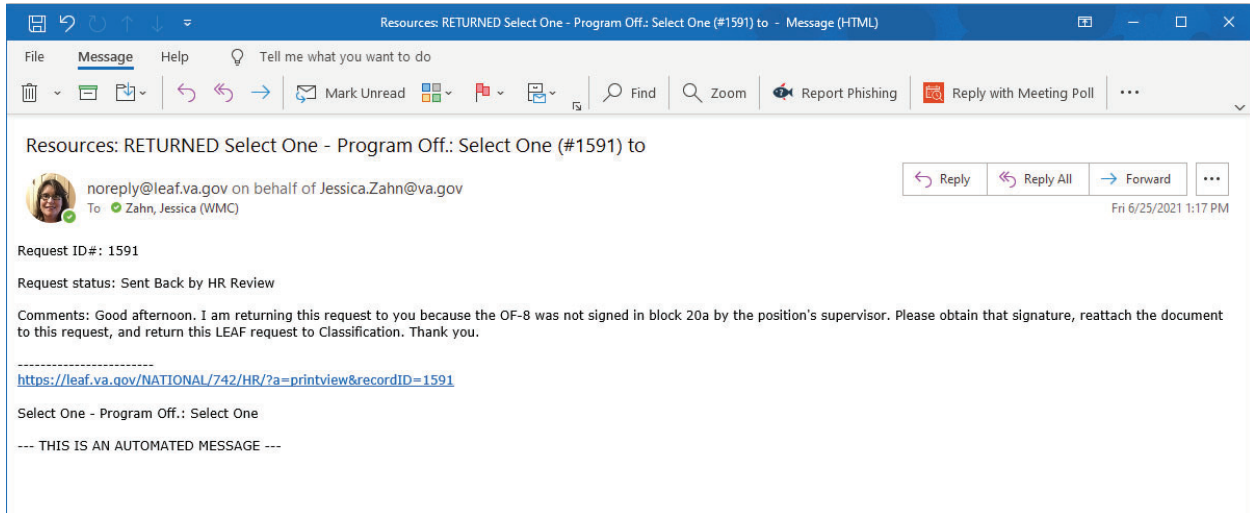
- You have read access
- You have write access

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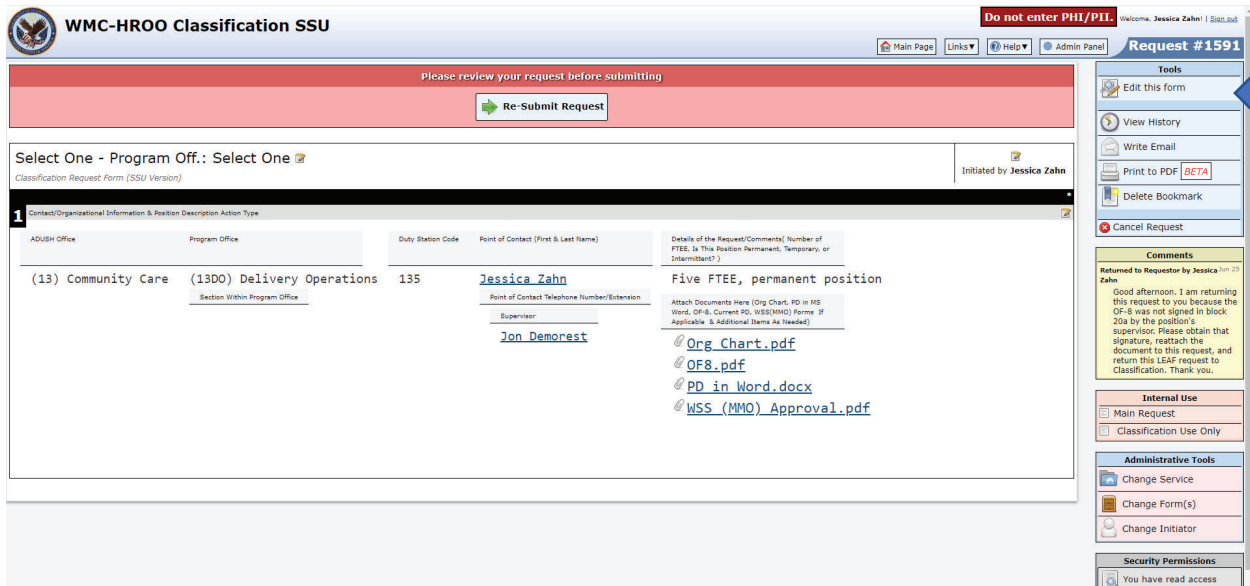
- 7. You will then receive a confirmation email reflecting that your classification request was submitted.

RETURNING A CLASSIFICATION REQUEST IN LEAF

1. When additional information is needed (e.g., a draft proposed PD needs be revisions), the Classification LEAF request will be returned to the initiator of the request. The initiator will receive an email from the LEAF system noting the details of what is needed. Please click the hyperlink in the email to be returned to the LEAF request. NOTE: Only the initiator will be able to make revisions; if a change to the initiator is needed, please contact Classification to effect that change.



2. You will then be returned to your Classification LEAF request. Click the small notebook with the pencil icon in the top right-hand corner of the section to make edits to the Classification LEAF request.



3. An editable page will pop-up for making any necessary revisions.

Name **Location** **Contact**

Zahn, Jessica R. HR Specialist (Classification)	WNC, HROO (10646) - Classification SSU	Email: Jessica.Zahn@va.gov Phone: 759-350-1831
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Point of Contact Telephone Number/Extension

Supervisor
Q username:VHABACDemor

Name **Location** **Contact**

Demorest, Jon P. Supervisory Human Resources Specialist (Classification)	WNC, HROO (10646) - Classification SSU	Email: Jon.Demorest@va.gov Phone: (299) 213-7019
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Details of the Request/Comments(Number of FTEE, Is This Position Permanent, Temporary, or Intermittent?)

Five FTEE, permanent position

Attach Documents Here(Org Chart, PD in MS Word, OF-8, Current PD, WSS(MMO) Forms If Applicable & Additional Items As Needed)

File Attachment(s)

- Org Chart.pdf [Delete]
- OF8.pdf [Delete]
- PD in Word.docx [Delete]
- WSS (MMO) Approval.pdf [Delete]

Attach Additional File

Internal Use

- Main Request
- Classification Use Only

Administrative Tools

- Change Service
- Change Form(s)
- Change Initiator

Security Permissions

- You have read access
- You have write access

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4. Save changes by clicking “Save Change” at the top righthand corner of the pop-up page.

Editing #1591 [Cancel] [Save Change]

Contact/Organizational Information & Position Description Action Type

ADUSH Office * Required
(13) Community Care

Program Office * Required
(13DO) Delivery Operations

Section Within Program Office

Duty Station Code * Required
135

Point of Contact (First & Last Name)
Q username:vhahrczahn

Name **Location** **Contact**

Zahn, Jessica R. HR Specialist (Classification)	WNC, HROO (10646) - Classification SSU	Email: Jessica.Zahn@va.gov Phone: 759-350-1831
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Point of Contact Telephone Number/Extension

Supervisor
Q username:VHABACDemor

Name **Location** **Contact**

Demorest, Jon P. Supervisory Human Resources Specialist (Classification)	WNC, HROO (10646) - Classification SSU	Email: Jon.Demorest@va.gov Phone: (299) 213-7019
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Details of the Request/Comments(Number of FTEE, Is This Position Permanent, Temporary, or Intermittent?)

Five FTEE, permanent position

Do not enter PHI/PII Welcome, Jessica Zahn | Sign Out

Request #1591

Tools

- Edit this form
- View History
- Write Email
- Print to PDF [PDF]
- Delete Bookmark
- Cancel Request

Comments

Returned to Requestor by Jessica Zahn

Good afternoon. I am returning this request to you because the OF-8 was not signed in block 20a by the position's supervisor. Please obtain that signature, reattach the document to this request, and return this LEAF request to Classification. Thank you.

Internal Use

- Main Request
- Classification Use Only

Administrative Tools

- Change Service
- Change Form(s)
- Change Initiator

Security Permissions

- You have read access
- You have write access

- 5. You will then be directed back to the request. Click the “Re-Submit Request” button in the top center of the screen.