

# NARA Notice 2020-129: Performance Management Guidance During COVID-19



## Notice

**To:** All Employees.

**Attention supervisors:** If you have employees who do not have access to a computer, please ensure that those employees receive a copy of this notice. This includes employees on LWOP or paid leave.

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This notice provides guidance to rating officials on assessing performance during the COVID-19 pandemic and to employees on what to expect during the remainder of the FY 2020 performance period.

Due to the COVID-19 pandemic, many employees will not be able to meet the critical elements and performance standards that were established in their performance plans at the beginning of the performance year. Rating officials must review all of their employees' FY 2020 performance plans to ensure that all critical elements and performance standards can be met by the employee, considering the COVID-19 facility closures and the extended period of reduced operations during NARA's phased reopening. Rating officials should assume that NARA will not return to full operations by the end of the FY 2020 performance year.

Rating officials who determine that an employee cannot meet one or more critical elements due to NARA's COVID-19 response must either amend the employee's performance plan with the attached addendum form or issue a revised performance plan **no later than June 30, 2020**. This deadline will ensure that the employee has the required 90 days to perform against the updated standard before the end of the performance year. No changes are required if an employee is capable of performing her or his job duties and critical elements. Employees are encouraged to communicate with their rating officials if they face any challenges completing their work assignments.

### Performance Plan Addendum

If an employee is not able to perform against one or more critical elements in her or his performance plan, the rating official should amend the employee's performance plan using the attached addendum form, NA Form 3020B, PMS Performance Plan Addendum. The addendum form includes general language that allows the employee to be rated against her or his existing critical elements, but only for the times when the employee was provided with work assignments. This allows the employee to receive credit for work performed during the FY 2020 performance year and does not require the rating official to issue a new performance plan.

The rating official should identify the applicable critical elements in the "Critical Element" column, retain the language provided in the "Key Activity" column and copy it to all relevant rows, and copy "Strategic Goal" and "Specific Strategy" from the employee's performance plan. (If that information is not in the employee's performance plan, record "N/A" in the relevant space.)

The rating official should complete the addendum and discuss it with the employee by phone or video conversation **by June 30, 2020**. The rating official should sign the addendum, save the file with the employee's

performance plan, and send a copy to the employee through the employee's NARA or personal email (if available). Because the addendum does not change any critical elements, the employee and reviewing official are not required to sign.

### **Revised Performance Plan**

The rating official has the discretion to revise and re-issue an employee's performance plan. The rating official should consider revising the employee's performance plan instead of preparing an addendum if there were significant changes in the employee's duties or if the employee is performing additional work during the pandemic that cannot be documented under an existing critical element. The rating official must ensure that the employee will have at least 90 calendar days to demonstrate performance, beginning on the date that the revised plan is issued.

The rating official should complete the revised performance plan and discuss it with the employee by phone or video conversation **by June 30, 2020**. Revised plans require the signature of the rating official, reviewing official, and the employee. Rating officials can note, "COVID-19, employee unavailable to sign" in the employee signature block after completing her or his performance discussion with the employee. The rating official must send a copy to the employee through the employee's NARA or personal email (if available).

### **Performance Appraisals**

Guidance will be provided for completing performance appraisals closer to the end of the performance year. Rating officials must not consider time spent on a reasonable accommodation, weather and safety leave status, or teleworking with limited access or capability to perform core functions when rating performance. This time should not negatively impact an employee's performance rating.

Thank you for your continued dedication to our mission in these challenging times.

[Valorie Findlater](#)

Acting Chief Human Capital Officer

Attachment:

[NA Form, 3020B PMS Performance Plan Addendum](#)

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### **If you have questions about this notice, contact:**

[Ovnelle Millwood](#), Director, Workforce Strategy and Analysis

[ovnelle.millwood@nara.gov](mailto:ovnelle.millwood@nara.gov)

Room 1330

National Archives at College Park

Phone: 301-837-3467

Fax: 301-837-3533