

MEMORANDUM OF UNDERSTANDING
between
National Archives and Records Administration
and
American Federation of Government Employees Council 260

The Performance Management System is administered in accordance with Article 18 Performance Management System of the National Agreement of 2019, Merit Systems Principles, NARA policy, as well as all Federal statutes and regulations. The Agency will administer the Performance Management System in a way so that it does not engage in Prohibited Personnel Practices.

The agency will deploy a performance management system in FY 2022. The parties have agreed to revise the method for determining performance ratings. The level of ratings for each individual element and the summary rating are outstanding, highly successful, fully successful, minimally satisfactory, and unacceptable. The narratives will be converted using a derivation formula with each rating assigned points.

The points assigned for each rating are:

Outstanding = 5

Highly Successful = 4

Fully Successful = 3

Minimally Satisfactory = 2

Unacceptable = 1

The performance management system will calculate the summary rating by adding and averaging the points. The scale for assigning the summary rating is:

Outstanding = 4.5-5.00

Highly Successful = 3.5-4.49

Fully Successful = 3.00-3.49

Minimally Satisfactory = 2.00-2.99

Unacceptable = 1.00-1.99

Note: Exceptions to the formula: If an employee receives minimally satisfactory (MS) on one or more critical elements regardless of the average point score, they cannot receive a summary rating higher than Fully Successful (FS). A summary rating of Unacceptable will be assigned if any critical element is rated Unacceptable.

NARA

AFGE Council 260