

PERFORMANCE MANAGEMENT SYSTEM - PERFORMANCE APPRAISAL
(General Schedule and Prevailing Rate employees)

NAME BRIAN EBERS	OFFICE AFN-MCSB
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TITLE, SERIES, AND GRADE
ARCHIVES TECHNICIAN, GS 1421-5

TYPE OF APPRAISAL: ☒ Annual ☐ Interim

Interim appraisal because of:

- ☐ Reassignment
☐ Detail

☐ Change in plan
☐ Change in rater
☐ Other

ANNUAL APPRAISAL PERIOD 10/01/2020 To 9/30/2021	INTERIM APPRAISAL PERIOD (if applicable) To
SUMMARY PERFORMANCE RATING <input checked="" type="checkbox"/> Outstanding (O) <input type="checkbox"/> Highly Successful (HS) <input type="checkbox"/> Fully Successful (FS) <input type="checkbox"/> Minimally Satisfactory (MS) <input type="checkbox"/> Unacceptable (U) <input type="checkbox"/> Unable to rate (N/A)	PERFORMANCE AWARD RECOMMENDATION Award Type <input type="checkbox"/> Cash <input type="checkbox"/> Time-Off
	WGI DETERMINATION <input checked="" type="checkbox"/> WGI will be granted <input type="checkbox"/> WGI will be denied
	QSI RECOMMENDATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

RATING OFFICIAL COMMENTS (Optional):

THANK YOU FOR ALL YOU DO FOR THE CORE AND TEAM. YOUR EFFORTS DO NOT GO UNNOTICED.

Veronica Phillips, Coach, Core 5 Team B	<i>Veronica Phillips</i>	10/22/2021
Printed name	Signature	Date

REVIEWING OFFICIAL APPROVAL AND COMMENTS

Thank you for your hard work!

Kelly Brandt, Assistant Manager, Core 5	<i>Kelly Brandt 10/26/2021</i>	
Printed name	Signature	Date

DISCUSSED WITH EMPLOYEE: Brian Ebers

Employee's Signature

Brian Ebers	Covid-19, Employee unavailable to sign	
Printed name	Signature	Date

CRITICAL ELEMENT 1.

Execution and Results – Completes work assignments in areas of transfer, reference, relocation or transshipment, accessioning, and disposition. Covers major duties section of position description.

APPRAISAL 1.

Due to COVID-19, performance in the critical element(s) will be rated only for the period work assignments are performed. Employee unable to perform duty. Addendum issued for this Critical Element.

Mr. Ebers completed 1,162 cases in 446 hours for a Standard Daily Average (SDA) of 20.84. Accuracy could not be rated during this rating period due to being in a training status.

ELEMENT RATING:☐ O☐ HS☐ FS☐ MS☐ U☒ N/A

CRITICAL ELEMENT 2.

Technical Capability - Exhibits technical knowledge in the areas of accessioning, description, digitization/online access, holdings security, preservation, processing, reference, research room, and special access through the quality/accuracy of work completed and the application of policies and procedures. Demonstrates familiarity and working knowledge of unit and NARA holdings, systems, procedures, and practices. Demonstrates ability to organize, prioritize, and manage multiple assignments. Covers factor level descriptions from position description.

APPRAISAL 2.

Due to COVID-19, performance in the critical element(s) will be rated only for the period work assignments are performed. Employee unable to perform duty. Addendum issued for this Critical Element.

Pre-Processing: 2.2

In-Core Medium Priority Cases: 0.5

In-Core Separation Document cases: 1.3

Suspense could not be rated during this rating period due to being in a training status.

ELEMENT RATING:☐ O☐ HS☐ FS☐ MS☐ U☒ N/A

CRITICAL ELEMENT 3.

Collaboration & Communication - Builds and maintains an environment that is responsive to customer needs, exhibits ability to communicate effectively, manages projects, and fosters collaboration with NARA staff and external stakeholders. Covers factor level descriptions from position description.

APPRAISAL 3.

Due to COVID-19, performance in the critical element(s) will be rated only for the period work assignments are performed.

While the National Archives and Records Administration was in a closed status throughout FY21, Mr. Ebers was assigned telework tasks to complete from home. During this time, he participated in virtual team meetings where he actively communicated his concerns and suggestions. He also attended virtual Core and Center meetings regularly. Mr. Ebers completed 8 training classes and numerous audio books in the Learning Management Systems (LMS) and all mandatory training courses, often ahead of schedule. He also broadened his knowledge of the National Archives by watching YouTube videos from the Archives YouTube page. These videos served as an invaluable tool for understanding both the Organization's rich history and its importance today in the work performed. Additionally, Mr. Ebers actively participated on the Internal Collaboration Network (ICN) by reviewing, commenting and posting information regularly.

In February 2021, Mr. Ebers volunteered to go into the building multiple times a week, including overtime, to help with Scanning POD work. This was a new initiative of scanning records into the Case Management Reporting System (CMRS) to make work available for remote workers. During this time, he was able to scan an outstanding 2,980 documents for requests in an effort to "Make Access Happen" by helping to bring down the overall backlog. In April of 2021, Mr. Ebers began training on Correspondence casework while still a part of the Scanning POD. While juggling both positions, he attended all training classes in a timely manner and proactively kept on top of his queues. He also engaged with his Expert Technicians when faced with difficulties or challenges to make sure his casework was correct. These actions allowed Mr. Ebers to take advantage of a promotion opportunity to a GS-5.

In August of 2021, an additional team was created and stationed at the Prevedel Building in Overland, MO in an effort to allow for more onsite hours and assist in bringing down the growing backlog. This team was composed of volunteers from around the Center. Mr. Ebers volunteered to assist the team. In his time at Prevedel, he attended additional training classes, effectively communicated in team meetings, and completed an impressive 555 cases. In doing so, he was able to achieve NARA's strategic goal of "Connect with Customers" by answering these requests in a timely manner. Without Mr. Ebers' dedication and commitment to NARA'S core values, the Prevedel team would not have been as successful.

ELEMENT RATING:☒ O☐ HS☐ FS☐ MS☐ U☐ N/A