## Narrative Statement Overview for Employee

A narrative statement is a brief narrative description of an employee's performance, accomplishments and contributions during the current appraisal period when it is known that the rating official ceases to exercise duties resulting from a job change by the rating official or the employee. A narrative statement is not a rating of record.

# When is a Narrative Statement Prepared?

The length of time an employee serves under an approved performance plan determines what is required when an employee or supervisor leaves the organization.

A narrative statement is required if an employee has:

- been assigned to a specific supervisor.
- performed under an approved performance plan for 90 calendar days.
- more than 90 calendar days left in the appraisal cycle.

## Who Participates in a Narrative Statement?

- A rating official will:
  - $\checkmark$  indicate the start date and end date of the period being assessed.
  - ✓ prepare a rating official assessment specifically for the narrative statement.
  - $\checkmark$  document communication of the narrative statement to the employee.
- An employee will:
  - ✓ prepare an employee input (voluntary but strongly encouraged) specifically for the narrative statement.
  - $\checkmark$  acknowledge the narrative statement.

## **Creating a Narrative Statement**

#### **Steps to Create a Narrative Statement**

1. On the *MyPerformance Main Page*, select the performance plan you want to create a narrative statement for, make sure **Action** column reflects **Update** and select **Go** button. You must have ownership of the approved performance plan to make any changes.

**NOTE**: The Current Status is Plan Approved.

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Figure 1 - MyPerformance Main Page>Create Narrative Statement

2. The *Step 1: Plan Details* page is displayed as pictured below in Figure 2. Select the *Narrative Statements* tab to create your narrative statement. If you need to get out of the tool at this time, you should select the **Choose an Action** list of values (LOV) drop down arrow, select **Return to Main Page**, followed by **Go** button.

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For additional guidance, select Nee	d Help?				
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Figure 2 – Plan>Step 1: Plan Details>Navigate to Narrative Statements Tab

3. The *Narrative Statements* page is displayed as pictured in Figure 3. Select the **Create Narrative Statement** button to create a narrative statement.

Plan Progress Reviews Annual Appraisal Narrative Statements Reports/Forms		
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Figure 3 – Narrative Statements>Create Narrative Statement

4. An Information message will display as pictured below. Select **No** to go back or **Yes** to proceed with the creation of the narrative statement.

(1) Information	•	
A narrative statement is not to be used for capturing the end of cycle assessments and recommended ratings. Do you wish to continue?	1	ŀ
	No Yes	

Figure 4 - Information Message

5. The *Create/Update Narrative Statement* page is displayed. There are two sub tabs on this page: *Assessments and Communication and Acknowledgments*.

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Figure 5 - Create/Update Narrative Statement>Assessments and Communication and Acknowledgments

6. Employees can provide written input about their performance accomplishments for supervisors to consider in evaluating each of the performance elements and overall performance accomplishments. Select the radio button next to the performance element and standards you want to enter your input. The *Show My Journal* link allows you to cut and paste any information you entered to track your job accomplishments during the appraisal period.

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Figure 6 - Create/Update Narrative Statement>Assessments> Enter Employee Input

Table 1 - Decision Table for Narrative Statement

If You	Then
Want to go to the next performance element to enter your input	Select the Go to Next Performance Element button Go to Next Performance Element
Want to go back to the top of the page after you have finished with your	Select Go Back to Top of the Page button

input	Go Back to Top of Page
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7. At this point you have completed your narrative statement and are ready to transfer it the rating official for review. There is no further action for you at this time on the *Communication and Acknowledgments* tab. Select **Go Back to Narrative Statements** button to return to the *Narrative Statements* tab.

Create/Update Narrative Statement	Go Back to Namative Statements
Employee Information	
Employee Name EHRUS Anjegevent, Didpvpoegpa N Show Employee Details	
Narrative Statement Information	
A namative statement is required when an employee has performed under an approved performance plan for at least 50 calendar days and there	are more than 90 calendar days left in the appraisal cycle. This namative statement will be considered by the incoming supervisor.
Namative Statement Initiator EBRIS Anjgivequt, Oldpvpogga N Namative Statement Statem	Namative Statement Number 1
Assessments Communication and Acknowledgments	
This screen allows you to view communication status of your namative statement and, if available acknowledge namative statement.	
Select Show AI Details link to see communication information (date, method, etc.) and Hele AI Details link to collapse all steps.     Select Details to see communication information for auch step and Hele Table to collapse step.     Select DetAils Hele AI Details link to accele the set of th	Employee does not acknowledge Narrative Statement until Step 1 has been completed.
or additional guidance, select Need Help?	
1080	
Show Al Details (Hide Al Details Details Tanks	Status
Stat 1 Poten Official - Deciment Common Costs Environment	Not Started

Figure 7 - Create/Update Narrative Statement>Communication and Acknowledgments>Go Back to Narrative Statement

8. Your initiated narrative statement is now displayed in the table. At this point, you can update or delete your narrative statement.

Plan Prog	ress Reviews Annual Appraisal Narrative Sta	tements Reports/Forms						
						- Choo	se an Action	🖌 🙆
Employee	Information							
Show Emp	ame EHRIS Aejąjsvązt, Didpvpuągpz N loyee Details							
This screen a	allows you to create, update or view completed narral	tive statements. A narrative statement	is completed wh	en you change duties that require y	ou be placed on a new performance plan or	when the rating official changes prior to the	e end of the performance cy	cle.
<ul> <li>Selec</li> <li>Selec</li> <li>Selec</li> </ul>	t Create Namative Statement button to create a nam it Update button under Action column to update a nam it View History button under Action column to view a	ative statement. rative statement. completed narrative statement.						
For additional	I guidance, select Need Help?							
H 2 3	0							
Number	Created By	Creation Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	EHRIS Aejąjsvązt, Dldpvpuggpz N	05-Jul-2016	Initiated				Update	10

Figure 8 – Narrative Statements>Update/Delete Narrative Statement

**NOTE**: There can only be one narrative statement in progress.

9. To transfer your performance plan/appraisal to the rating official, first select **Choose an** Action LOV drop down arrow depicted in the red box below. Second, select **Transfer to Rating Official**. Lastly select the **Go** button to the right.

Plan Progre	ess Reviews Annual Appraisal Narrative Statement	s Reports/Forms						
Employee In Employee Nar > Show Emplo	formation ne EHRIS Aejqisvqzt, Didpvpuqqpz N yee Details					- Choose an Ad	tion	GO
This screen all performance of Select Select For additional	lows you to create, update or view completed narrative sta ycle. Create Narrative Statement button to create a narrative st Update button under Action column to update a narrative View History button under Action column to view a comple guidance, select Need Help?	tements. A narrative state atement, statement, teed narrative statement,	ment is comple	eled when you change duties that req	ire you be placed on a new performance p	lan or when the rating official char	nges prior to the end of the	
a a 🕞	¢	Constant Data	01.1.1	Our second sector Data		6		
1	EHRIS Aejąjsvązt, Dłdpvpuągpz N	09-Aug-2016	Initiated	Communication Date	Communication Method	Employee Ack Date	Update De	3660

Figure 9 - Narrative Statements>Choose an Action

Plan Prog	ress Reviews Annual Appraisal Narrative	Statements Reports/Forms							,
Employee In Employee Na >Show Employee	nformation me EHRIS Aejąjsvązt, Didpvpuągpz N cyce Details					Transfer to R Return to Ma	n Action	el Reviewer	Go
This screen a performance • Select • Select • Select For additional	litives you to create, update or view completed na cycle. I Create Narrative Statement button to create a n Ubdate button under Action column to update a View History button under Action column to view (guidance, select Need Help?	rrative statements. A narrative st arrative statement, narrative statement, v a completed narrative statemen	tatement is com	leted when you change duties t	hat require you be placed on a new perfo	rmance plan or when the rating official o	hanges prior to the en	f of the	
8 <b>2</b> 5	Created By	Creation Date	Chabur	Communication Date	Communication Method	Employee Ark Date	Action	Dalata	
1	EHRIS Aeigisvazt, Didovougapz N	09-Aug-2016	Initiated	Communication Date	Communication Metrod	Employee Ack Date	Update	1	

Figure 10 - Narrative Statements>Choose an Action>Transfer to Rating Official

10. You have the option to transfer to the rating official with or without e-mail notification. If you chose to enter comments in the **Message to Rating Official** area, your message will show up in the e-mail. Select the **Transfer to Rating Official without E-mail Notification** or **Transfer to Rating Official with E-mail Notification** button to transfer your performance plan to your rating official.

Employee Notification to Rating Official - EHRIS Caaohu, Crdqdd I	
	Cancel Transfer to Rating Official without E-mail Notification Transfer to Rating Official with E-mail Notification
Message to Rating Official	
This screen allows you to send a message to your Rating Official (RO) regarding your performance plan/appraisal. The no	tification can be sent with or without an email message.
<ul> <li>To provide additional information to the RO, enter a message in the text box below Message to Rating Official and if you choose not to send a message, select Transfer to Rating Official without E-mail Notification button. You will re- Select Cancel button at loop right corner to go back to previous screen without making any changes. For additional audiance, select Need Heip?     </li> </ul>	select Transfer to Rating Official and Notify by E-mail button at top right corner. seed to contact the RO directly.
Enter comments here to Rating Official	^
	Spell Check
Notice: You are about to contact EHRIS Caaohu, Crdqdd I by e-mail. Due to the unencrypted nature of this e-mail commun	nication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

Figure 11 – Narrative Statements>Employee Notification to Rating Official

11. You will be returned to the *MyPerformance Main Page* and will receive a confirmation that the appraisal has been submitted to the rating official. Your performance plan/appraisal is now displayed under Appraisals of (employee name) section on the *MyPerformance Main Page* as pictured in Figure 12. You no longer have ownership and can only view your performance plan/appraisal.



NOTE: The current status is Narrative Statement in Progress.

# **Reviewing and Editing Performance Input for Narrative Statement**

After the narrative statement has been created by either you or your rating official, it may require edits and further input from either you or your rating official. Your edits can only be for the employee input.

#### **Steps to Review and Edit Narrative Statement**

1. At the *MyPerformance Main Page*, select the performance plan/appraisal you want to edit your narrative statement input, make sure **Action** column reflects **Update** and select the **Go** button. You must have ownership of the performance plan to make any changes.

NOTE: The Current Status is Narrative Statement in Progress.

Employee	
	MyPerformance Main Page
	Need Help?
	<b>Warning:</b> This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.
From the Main Page, you can o Completed Plans/Appraisals' lir	create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show nk located at the bottom of this page.
To create a Performance Plan	To complete other actions described above:
<ul> <li>Select 'Choose a Plan</li> <li>Select Approvide Plan</li> </ul>	Type'   Select an option from the Action column
Select Appraisal Plan	spee Select the 'Go' button
<ul> <li>Select the 'Go' button</li> </ul>	
Important: To become familiar	with the columns, select the 'Need Help?' link.
Appraisals of EHRIS Aejgis	vqzt, Didpvpuqgpz N
	Create New Plan
	Choose a Plan Type V Go
Records Displayed 10 V	M 2 G A
Employee Name Cur	n por a constraint anno a constraint anno a constraint anno anno anno anno anno anno anno an
EHRIS Aejąjsvązt, EHR Didovnu popz N. Dido	RIS Aejgisvqzt, EHRIS Caaohu, Crdqdd 2017 189 21-Apr-2016 DoD Approved Narrative Statement in Update V Co

Figure 13 - MyPerformance Main Page>Update Narrative Statement in Progress

2. The *Plan Details* page is displayed as pictured below in Figure 14. Select *Narrative Statements* tab to update your narrative statement.

Plan Progress Reviews Annual Ap	praisal Narrative Statements Reports/Forms				
Step 1: Plan Details Step 2: Mission	Goals Step 3: Performance Elements and Standa	rds Step 4: Approvals and Acknow	vledgments		
				Choose an Action	
Contains Information				Choose an Action	00
Employee Name EHRIS Aejqjsvqzt b Show Employee Details	t, Didpvpuqgpz N				
This screen allows you to view and cha Step 1: Plan Details	ange the details of your performance plan/appraisal.				
Verify the appraisal dates and re Select Save and Continue butto	ating official and higher level reviewer names are cor on at the bottom right corner to move to Step 2: Missio	rect, and, if applicable, make the ner on Goals.	essary changes.		
TIP: Choose an Action - located at the	top right corner - allows for selection of other actions	s throughout the performance cycle.			
For additional guidance, select Need H	Help?				
* Appraisal Type A * Appraisal Period Start Date * Appraisal Period End Date * Appraisal Effective Date Rating Official Name Higher Level Reviewer	Annual Appraisal - DoD V II-Mar-2016 6 II-Mar-2017 6 HRIS Caachu, Crdqdd I HRIS Cazfx, Duszaxwycpcok C	Performance Plan Approval Date Plan Last Modified Date Created By	21-Apr-2016 09-Aug-2016 EHRIS Caaohu, Crdqdd I		
					Save and Continue

Figure 14 – Plan>Step 1: Plan Details>Navigate to Narrative Statements Tab

3. The *Narrative Statements* page is displayed as pictured in Figure 15. Select the **Update** button under the **Action** column to edit your narrative statement input.

Plan Progr	ress Reviews Annual Appraisal Narrative S	tatements Reports	/Forms								
						Choose an Action	Go				
Employee I	nformation										
Employee Na Show Empl	Employee Name EHRIS Aejqjsvqzt, Didpvpuqgpz N >Show Employee Datals										
This screen a prior to the er	llows you to create, update or view completed nan d of the performance cycle.	rative statements. A n	arrative state	ment is completed when you o	hange duties that require you be p	laced on a new performance plan or	when the rating official changes				
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For additiona	guidance, select Need Help?										
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Number	Created By	Creation Date	Status	Communication Date	Communication Method	Employee Ack Date	Action Delete				
1	EHRIS Aejąjsvązt, Dldpvpuągpz N	09-Aug-2016	Initiated				Update				

**Figure 15** – *Narrative Statements>Update Narrative Statement* 

4. The *Create/Update Narrative Statements* page is displayed. Select the radio button next to the performance element and standards you want to edit your input.

	iane DR	15 Aejojiwoget, Elidpopooggae N			
>Show Emp Namphics Gr	proyee Details Internent Info	s wmation			
	at statement in a	not and other to environ the confermal scale	a so provided authorization for	and least M a single data and there are store that M assimilar data.	be as the processed starts. This mentions attaineness will be considered by the procession appendix
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		Narrative Statement 50	itin Initiated		
Assessmen	te Corena	recation and Acknowledgments			
This screen al	fillows you to v	vew your performance elements and standards of	and provide input.		
- Select	the Radio ba	aton next to the performance element you want t	to view and order performance input		
<ul> <li>Select</li> </ul>	Co lo Next P	ruman tink to refer to or copy and paste any input Performance Element button at bottom right com	intornation below the Employee ing er to go to the rivot performance ele	put heading ment	
<ul> <li>Select</li> <li>Select</li> </ul>	the Cohenur	ncation and Acknowledgments tab to go to Namative Statements faultion at kills not come to	munication and Acknowledgments. I go back to Namative Statements to	e	
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0	2	Performance Element 2	Approved	Critical	
0	3	Padomance Elament 3	Approved	Otical	
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Figure 16 - Create/Update Narrative Statement>Assessment>Update Employee Input

5. At this point you have made all of the changes for your performance and are ready to transfer it to the rating official for review. There is no action for you, the employee, on the *Communications and Acknowledgments* tab. Select **Go Back to Narrative Statements** button to return to the *Narrative Statements* tab.



Figure 17 - Create/Update Narrative Statement>Communication and Acknowledgments>Go Back to Narrative Statements

6. To transfer your performance plan/appraisal to the rating official, first select the **Choose an** Action LOV drop down arrow depicted in the red box below. Second, select **Transfer to Rating Official**. Lastly select the **GO** button to the right.

			The provident of the						
							- Choose	an Action	2
Employee I	information								
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<ul> <li>Select</li> </ul>	t Create Narrative Statement huttr	to create a parrative state	ment						
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<ul> <li>Select</li> </ul>	t view History button under Action	column to view a completed	a narrative stateme	int.					
or additiona	I guidance, select Need Help?								
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Figure 19 - Narrative Statements>Choose an Action>Transfer to Rating Official

7. You have the option to transfer to the rating official with or without e-mail notification. If you choose to enter comments in the **Message to Rating Official** area, your message will show up in the e-mail. Select the **Transfer to Rating Official without E-mail Notification** or

**Transfer to Rating Official with E-mail Notification** button to transfer your performance plan to your rating official.

Employee Notification to Rating Official - EHRIS Caaohu, Crdqdd I	Cance Transfer to Bating Official without E-mail Notification Transfer to Rating Official with E-mail Notificatio
Message to Rating Official	
This screen allows you to send a message to your Rating Official (RO) regarding your performance plan/appraisal. The notification can be sent wit • To provide additional information to the RO, enter a message in the text box below Message to Rating Official and select Transfer to Ratin • If you choose not to serve a message, select Transfer to Rating Official without below Message to Rating Official and select Transfer to Rating • Select Cancel button at top right corner to go back to previous screen without making any changes. For additional guidance, select Need Help?	ith or without an email message. 19 Official and Notify by E-mail button at top right corner. directly.
Enter comments here to Rating Official	Ĵ
Notice: You are about to contact EHRIS Caaohu, Crdqdd I by e-mail. Due to the unencrypted nature of this e-mail communication, please do not in	Spell Check include any non-public information such as social security numbers or privacy act information in your e-mail.

Figure 20 – Narrative Statements>Employee Notification to Rating Official

8. You will be navigated to the *MyPerformance Main Page* and will receive a confirmation that the appraisal has been submitted to the rating official. You no longer have ownership and can only view your performance plan.

**NOTE**: The Current Status is Narrative Statement in Progress.

MyPerformance Main Page Pro	vide Guest Feedback My	Journal								
Confirmation The appraisal has been submit	ted to the rating official.									
Employee										
				MyPerform	ance Main Pag	e				
										Need Help?
	Warning: This a system. Unauthor	pplication is designed rized release of classi	l for sensitive u fied information	inclassified pe n is a violation	rsonnel informatio of law and may l	n only. D ead to pr	o NOT ente osecution.	er classified information i	1 this	
From the Main Page, you can create located at the bottom of this page.	, update and view your Per	formance Plans; view and pr	int part or an entire	plan after it is crea	fed; and track the statu	s of a plan. 1	You can also se	arch for completed plans by sele	ting the 'Show Comple	sted Plans/Appraisals* link
To create a Performance Plan:	To complete of	her actions described above								
<ul> <li>Select 'Choose a Plan Type'</li> <li>Select Associated Plan Type</li> </ul>	<ul> <li>Select a</li> </ul>	n option from the Action col	umn							
Select the 'Go' button	Select t	he 'Go' button								
Important: To become familiar with	the columns, select the 'Nee	ed Help? link.								
Appraisals of EHRIS Aejqjsvqzt,	Didpvpuqgpz N									
									Create New Plan	
								-Choose a Plan Type	-	✓ Go
Records Displayed 10 V	2 🗟 🕸									
Employee Name	Current Owner 🗠	Rating Official Name 🛆	Appraisal Year 🗠	Appraisal ID 🗠	Plan Approval Date	Туре	Plan Status 🛆	Current Status 🛆	Action	
EHRIS Aejąjsvązt, Dłdpvpuągpz N	EHRIS Caaohu, Crdqdd I	EHRIS Caachu, Crdqdd I	2017	189	21-Apr-2016	DoD	Approved	Narrative Statement in Progres	View	V Go

Figure 21 - MyPerformance Main Page>View Narrative Statement in Progress

## Acknowledging Receipt of Narrative Statement

After the rating official has finalized his narrative statement assessments and rating official has documented communication to employee, he or she will transfer the performance plan/appraisal to you. You will acknowledge that the rating official discussed your work performance and its link to organizational effectiveness. Acknowledging the narrative statement was communicated to you does not mean you agree with it; you are merely acknowledging it was communicated to you by your supervisor.

As described earlier, the typical steps in the narrative statement process are as follows. The steps covered in this section are bold and italicized:

1. The employee or rating official creates the narrative statement, transfers to employee to enter input, and rating official enters performance narratives for each performance element and standard(s).

2. The employee and rating official edit and/or add to the input and/or performance narratives as needed. This process may involve multiple rounds of editing and transfers between the employee and rating official before the narrative statement is communicated to the employee.

3. The rating official documents communication to employee and transfers the narrative statement to the employee for acknowledgment.

# 4. The employee reviews the narrative statement and acknowledges that it was communicated to him or her by the rating official.

## Table 2: Narrative Statement Communication and Acknowledgment Steps

The below table provides the steps to be taken for documenting communication of the narrative statement to the employee and employee acknowledging receipt.

Step Number	Performer	Approval Step	Status	Description
1	Rating Official	Document Communication to Employee	Not Started	
			Completed	RO has entered communication method and date and transferred to the employee or proceeded to Step 4
2	Employee or	Document Employee	Not Started	
	Rating Official	Acknowledgment	Completed	Employee acknowledged receipt or RO has entered communication method and date

#### **Communication and Acknowledgement Steps**

## Steps to Acknowledge Receipt of Narrative Statement

1. At the *MyPerformance Main Page*, select the performance plan/appraisal that needs to have the narrative statement acknowledged, make sure **Action** column reflects **Update** and select the **Go** button. You must have ownership of the performance plan to make any changes.



imployee											
				MyPerform	nance Main Pa	age					
										Need I	telp?
	Warning: information prosecution	This application is d in in this system. Una n.	lesigned for se authorized rele	ensitive uncla ase of classi	ssified personne fied information	l informa is a viola	tion only. tion of law	Do NOT enter class and may lead to	ified		
rom the Main Page, you ca ompleted Plans/Appraisals	n create, update and ' link located at the bo	view your Performance Pla ttom of this page	ins, view and print	part or an entire	plan after it is created	and track	the status of a	plan. You can also searc	h for completed plar	ns by selectin	g the "Show
lo create a Performance Pl	an. T	o complete other actions d	escribed above:								
Select 'Choose a Pla	an Type'	Select an option from	n the Action column	n							
Select Appraisal Pla     Select the 'Go' butto	n type	Select the 'Go' button	n								
mportant: To become fami	lar with the columns,	select the 'Need Help?' link	é.								
Appraisals of EHRIS Aejo	jsvqzt, Didpvpuqgpa	t N									
								Cre	ate New Plan		
								Choose a Plan Type-		~	Go
Records Displayed 10											
Employee Name A	urrent Owner 🛆	Rating Official Name 🛆	Appraisal Year	Appraisal ID 🗠	Plan Approval Date	△ Type △	Plan Status	Current Status	Action	_	-
								the second s	-		

Figure 22 - MyPerformance Main Page>Update Narrative Statement in Progress

2. The *Plan Details* page is displayed as pictured below in Figure 23. Select *Narrative Statements* tab to acknowledge receipt of your narrative statement.

In Proyect Devices Annual	Anoraisal Narrative Statements Donned	te Ecome			
Step 1: Plan Details Step 2: Miss	ion Goals Step 3: Performance Elements a	nd Standards Step 4: Approvals and Acknow	viedgments		
				- Choose an Action	▼
Employee Name EHRIS Aejqjsv Show Employee Details	qzt, Didpvpuqgpz N				
This screen allows you to view and Step 1: Plan Details • Verify the appraisal dates ar • Select Save and Continue b	change the details of your performance plan/a drating official and higher level reviewer nam utton at the bottom right corner to move to Ste	ppraisal. les are correct, and, if applicable, make the ne p 2: Mission Goals.	essary changes.		
TIP: Choose an Action – located at For additional guidance, select Nee	the top right corner – allows for selection of ot d Help?	her actions throughout the performance cycle.			
<ul> <li>Appraisal Type</li> <li>Appraisal Period Start Date</li> <li>Appraisal Period End Date</li> <li>Appraisal Effective Date Rating Official Name Higher Level Reviewer</li> </ul>	Annual Appraisal - DoD V 04-Apr-2016 31-Mar-2017 01-Jun-2017 EHRIS Caaohu, Crdqdd I EHRIS Caarb, Duszaxwycpcok C	Performance Plan Approval Date Plan Last Modified Date Created By	21-Apr-2016 09-Aug-2016 EHRIS Caaohu, Crdqdd I		
					Save and Cont

Figure 23 – Plan>Step 1: Plan Details>Navigate to Narrative Statements Tab

3. The Narrative Statements page is displayed as pictured in Figure 24. Select the Update

button under the **Action** column.

Plan Pro	gress Reviews Annual Appraisal Na	rrative Statements	Reports/Forms							
						Choose an Action		~	Go	
Employee	Information									
Employee Name EHRIS Aejqisvqzt, Didpvpuqgpz N Show Employee Dotails										
This screen prior to the	This screen allows you to create, update or view completed narrative statements. A narrative statement is completed when you change duties that require you be placed on a new performance plan or when the rating official changes prior to the end of the performance cycle.									
Sele     Sele     Sele	ect Create Narrative Statement button to cre oct Update button under Action column to u ect View History button under Action column	eate a narrative stat pdate a narrative sta n to view a complete	ement. stement. id narrative statement.							
For addition	nal guidance, select Need Help?									
a 2 🗆	5 <b>\$</b>									
Number	Created By	Creation Date	Status	Communication Date	Communication Method	Employee Ack Date	Action Dele	te .		
1	EHRIS Aejąjsvązt, Dldpvpuągpz N	09-Aug-2016	Pending Empl Acknowledgment	09-Aug-2016	Face to Face		Update			

**Figure 24** – *Narrative Statements*>*Update Narrative Statements* 

4. Before you acknowledge receipt, you will be able to view the rating official assessments on each of your performance elements and standards by selecting the *Assessments* tab.

5. Select *Communication and Acknowledgments* tab to acknowledge receipt of narrative statement. *Step 2: Employee – Acknowledgment* under Details / Tasks shows pending employee acknowledgment and the **Acknowledge Receipt** button is available for selection. Select **Acknowledge Receipt** button.

Create/Update Narrative Statement			
		Go Back to Narrative	Statements
Employee Information			
Employee mornauon			
Employee Name EHRIS Aejąjsvązt, Didpvpuągpz N Show Employee Details			
Narrative Statement Information			
A narrative statement is required when an employee has performed under an approver be considered by the incoming supervisor.	d performance plan for at least 90 calendar days and the	ere are more than 90 calendar days left in the appraisal cycle. This narrative s	statement will
Narrative Statement Initiator EHRIS Aejqisvqzt, Narrative Statement Status Pending Empl Ackr	Didpypuqgpz N nowledgment	Narrative Statement Number 1	
Assessments Communication and Acknowledgments			
This screen allows you to view communication status of your narrative statement and, if Select Show All Details link to see communication information (date, method, etc Select Show link to see communication information for each step and Hide link to Select Go Back to Narrative Statement's button in the top right hand corner to go Select the Acknowledge Receipt, if available. For additional guidance, select Need Help?	available acknowledge narrative statement. .) and Hide All Details link to collapse all steps. collapse step. back to Narrative Statements.		
12 2 5 <b>\$</b>			
Show All Details   Hide All Details			
Details Tasks	Status	Action	
Step 1: Rating Official - Document Communication to Employee	Completed	Step 1 completed	
Step 2: Employee - Acknowledgment	Pending Empl Acknowledgment	Acknowledge Receipt	

Figure 25 – Create/Update Narrative Statement>Communication and Acknowledgments>Acknowledge Receipt

6. When you select **Acknowledge Receipt** a Date box is available. You can manually enter the date or use the calendar icon. Enter the date you are acknowledging and select the **Save** button.

Create/Update Narrative Statement								
			Go Back to Narrative Statements					
Employee Information								
Employee Name EHRIS Aejqjsvqzt, Didpvpuqgpz N Show Employee Details								
Narrative Statement Information								
A narrative statement is required when an employee has performed under an approved performar will be considered by the incoming supervisor.	nce plan for at least 90 calendar days and	there are more than 90 calendar days left in the	appraisal cycle. This narrative statement					
Narrative Statement Initiator Narrative Statement Status Pending Empl Acknowledgme	pz N nt	Narrative Statement Number	1					
Assessments Communication and Acknowledgments								
This screen allows you to view communication status of your narrative statement and, if available and	cknowledge narrative statement.							
Select Show All Details link to see communication information (date, method, etc.) and Hide All Details link to collapse all steps.     Select Show link to see communication information for each step and Hide link to collapse step.     Select Go Back to Narrative Statements button in the top right hand corner to go back to Narrative Statements.     Select He Acknowledge Receipt, if available.								
For additional guidance, select Need Help?								
X 2 5 4								
Show All Details   Hide All Details								
Details Tasks	Status	Action						
Step 1: Rating Official - Document Communication to Employee	Completed	Step 1 completed						
Step 2: Employee - Acknowledgment	Pending Empl Acknowledgment	Acknowledge Receipt						
Date 🔯								
		Cancel Save						
· · · · · · · · · · · · · · · · · · ·								

Figure 26 - Create/Update Narrative Statement>Communication and Acknowledgments>Acknowledge Receipt Date

7. *Step 2: Employee – Acknowledgment* under Details / Tasks is completed. You have just successfully acknowledged receipt of your narrative statement. Select **Go Back to Narrative Statements** button to go back to *Narrative Statements* tab.

Create/Update Narrative Statement	
	Go Back to Narrative Statements
Employee Information	
Employee Name EHRIS Aejgisvqzt, Didpvpuqgpz N > Show Employee Details	
Narrative Statement Information	
A narrative statement is required when an employee has performed under an approved performance plan for at least 90 calendar be considered by the incoming supervisor.	days and there are more than 90 calendar days left in the appraisal cycle. This narrative statement will
Narrative Statement Initiator EHRIS Aejqisvqzt, Didpvpuqgpz N Narrative Statement Status Completed	Narrative Statement Number 1
Assessments Communication and Acknowledgments	
This screen allows you to view communication status of your narrative statement and, if available acknowledge narrative statement • Solect Show All Datails link to see communication information (date method, etc.) and Hide All Datails link to collapse all st	t.
Select Show link to see communication information for each step and Hide link to collapse step.     Select Go Back to Narrative Statements button in the top right hand comer to go back to Narrative Statements.     Select The Acknowledge Roceipt, if available.	
For additional guidance, select Need Help?	
X 2 6 ¢	
Show All Details LHirle All Details Details   Tasks	Statuc
Step 1: Rating Official - Document Communication to Employee	Completed

Figure 27 - Create/Update Narrative Statement>Communication and Acknowledgments>Go Back to Narrative Statements

8. Since the narrative statement was acknowledged, the Narrative Statement is complete and the **Action** reflects **View History**. To return to the *MyPerformance Main Page*, first select **Choose an Action** LOV drop down arrow depicted in the red box below. Second, select **Return to Main Page**. Lastly select the **Go** button to the right.

Employee	e Information					Change Rating Transfer to Rat	Official or Higher Level ing Official	Reviewer
Show Em	Name EHRIS Aejąjsvązt, Didpvpuągpz ployee Details	Return to Main	Task Property Return to Man Page					
his screen vior to the	allows you to create, update or view comp end of the performance cycle.	leted narrative statement	s. A narrative sta	tement is completed when ye	ou change duties that require you I	e placed on a new performance	plan or when the rating	official changes
<ul> <li>Seli</li> <li>Seli</li> <li>Seli</li> </ul>	ect Create Namative Statement button to cre ect Update button under Action column to u ect View History button under Action column	eate a namative statemen pdate a namative statemen s to view a completed na	t. int. rative statement.					
Sele     Sele     Sele     or additor	ect Create Namative Statement button to cre oct Update button under Action column to u ect View History button under Action column nal guidance, select Need Help?	eate a namative statemen pdate a namative stateme n to view a completed na	t. reit. rative statement.					
Sele     Sele     Sele     Sele     or addition	ect Create Namative Statement button to cr ect Update button under Action column to u ect View History button under Action column nal guidance, select Need Help?	eate a namative statemen pdate a namative statemen n to view a completed na	t. Int. mative statement.			Create Narra	dive Statement 1125 2	- F3 - Q
Sele     Sele     Sele     Sele     Sele     Number	ect Cheate Narrative Statement button to or ct Update button under Action column to us ct View History button under Action column al guidance, select Need Help? Created By	eate a narrative statemen pdate a narrative statemen to view a completed nar Creation Date	t. ort. rative statement. Status	Communication Date	Communication Method	Create Nana Employee Ack Date	tive Statement   115 c	Delete

Figure 28 - Narrative Statements - View History and Choose Action>Return to Main Page

9. At the *MyPerformance Main Page*, the Current Status reflects Narrative Statement Completed. Employee still has ownership of the performance plan/appraisal.

MyPerformance Main Page	Provide Guest Feedba	ack My Journal	<u>.</u>	<u> </u>							
Employee											
MyPerformance Main Page											
<b>Warning</b> : This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in formation in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.								ified	Need Help?		
From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the "Show Completed Plans/Appraisals" link located at the bottom of this page.									show		
To create a Performance Plan	in: To co	mplete other actions des	scribed above:								
<ul> <li>Select 'Choose a Plan</li> <li>Select Appraisal Plan</li> </ul>	n Type'	Select an option from	the Action column	1							
Select the 'Go' button	1	<ul> <li>Select the 'Go' button</li> </ul>									
Important: To become familia	ar with the columns, sele	ct the "Need Help?" link.									
Appraisals of EHRIS Aejojs	svqzt, Didpvpuqgpz N										
								Crea	ate New Plan		
							C	hoose a Plan Type		✓ G0	
Records Displayed 10	] IN 2 5 🕸										
Employee Name Cu	urrent Owner 🛆 🛛 Ra	ating Official Name 🛆 🖊	Appraisal Year 🛆	Appraisal ID 🛆	Plan Approval Date	Туре △	Plan Status	Current Status A	Action		
EHRIS Aejąjsvązt, EH Dldpvpuągpz N Dld	IRIS Aejąjsvązt, EH dpvpuągpz N I	IRIS Caaohu, Crdqdd 2	017	189	21-Apr-2016	DoD	Approved	Narrative Statement Completed	Update	<b>v</b>	Go

Figure 29 - MyPerformance Main Page>Narrative Statement Completed