

# Reclamation Manual

Policy/Directives and Standards

**TEMPORARY RELEASE**

*(Expires 09/06/2025)*

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## Evaluation Report Template

### Header - (Servicing HR Office's Region) Evaluation Report

#### **Executive Summary**

Give a brief overview of the evaluation and its purpose, citing the authority for conducting the evaluation (i.e., Personnel Bulletin No. 19-10, as well as our interagency delegated examining agreement with OPM – DOI-1) and other objectives such as ongoing efforts to help improve HR practices and identify best practices to be shared across the Department and with OPM. Discuss the review period covered by the evaluation and the areas of the HCF that focused on (i.e., Talent Management, Performance, etc.) and provide a summary.

#### **Talent Management**

Provide a written narrative of the major findings with required actions, along with citations and recommended actions.

#### **Performance Management**

Provide a written narrative of the major findings with required actions, along with citations and recommended actions.

#### **Delegated Examining**

Provide a written narrative of the major findings with required actions, along with citations and recommended actions.

#### **DE Accountability**

Provide a written narrative of the major findings with required actions, along with citations and recommended actions.

#### **Conclusion**

Provide an overall conclusion of the audit.