

# Reclamation Manual

Directives and Standards

**TEMPORARY RELEASE**

*(Expires 09/30/2026)*

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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.