

## RECOMMENDATION OF EVALUATION PANEL

**INSTRUCTIONS:** The Evaluation Panel is responsible for forwarding the completed form to the Training Officer for appropriate action. For promotion or target position assignment, a SF 52 (*Request for Personnel Action*) should accompany this form. The original of this form should be attached to the SF 52 and submitted through the Training Officer to the Director, Personnel Operations Division or Regional Personnel Officer for necessary action and filing in the Trainee's Official Personnel Folder.

Trainee's Name	Current Position, Grade	Organization, Location
----------------	-------------------------	------------------------

**EVALUATION PANEL STATEMENT AND RECOMMENDATION** (*Enter GSA Order number and check appropriate box*)

We, the undersigned members of an evaluation panel, established in accordance with GSA Order \_\_\_\_\_ attest that we are familiar with the contents of the GSA Order and/or training and development program, and have examined the evidence developed to show the trainee's progress in relation to his/her Individual Development Plan.

By examination of the trainee, and/or by inquiring of persons with whom the trainee has come in contact on his/her work assignments, and by review of documentary evidence, we find that the trainee has achieved an

- be promoted to the next appropriate grade.
- be assigned to the target position.

PANEL MEMBERS SIGNATURE	TITLE	DATE
1.		
2.		
3.		
4.		
5.		

Training Officer Verification	<p>I verify that the requirements of the training program referred to above which are applicable to this trainee were met.</p> <p style="text-align: right;">             _____              Signature           </p> <p style="text-align: right;">             _____              Date           </p>
-------------------------------	---