

MAIL MANAGEMENT OVERSIGHT

| IDENTIFICATION | |
|--|--|
| Printed Name: | Signature: |
| Designated Receiving Official <input type="checkbox"/> Yes <input type="checkbox"/> No | Supervisor Acknowledgement (Signature): |
| MAIL TYPE | |
| Check one that applies: <input type="checkbox"/> Letter <input type="checkbox"/> Flat <input type="checkbox"/> Parcel/Package Size: _____ | |
| Explanation of Opening: | |
| Date & Time Opened: _____ : _____ <small>(MM/DD/YY) <input type="checkbox"/> AM <input type="checkbox"/> PM</small> | Opened for Security Screening <input type="checkbox"/> Yes <input type="checkbox"/> No |
| RECIPIENT | |
| Check Appropriate: <input type="checkbox"/> Human Resources (Privacy Act) <input type="checkbox"/> Equal Employment Office (Privacy Act) <input type="checkbox"/> Non Administrative Law Enforcement Employee <input type="checkbox"/> Acquisitions (Sealed Bid) Solicitation Number: _____ Contract Officer Re-Seal the Envelope: Document with this form Reference FAR 14-402 (B) <input type="checkbox"/> Recipient Not Identified | |