

# Reclamation Manual

## Policy/Directives and Standards

7-2531 (07-2018)  
Bureau of Reclamation



### MAIL MANAGEMENT OVERSIGHT

RECLAMATION  
*Managing Water in the West*

<b>IDENTIFICATION</b>	
Printed Name: <input type="text"/>	Signature: <input type="text"/>
Designated Receiving Official <input type="checkbox"/> Yes <input type="checkbox"/> No	Supervisor Acknowledgement (Signature): <input type="text"/>
<b>MAIL TYPE</b>	
Check on that applies: <input type="checkbox"/> Letter <input type="checkbox"/> Flat <input type="checkbox"/> Parcel/Package Size: <input type="text"/>	
Explanation of Opening: <input type="text"/>	
Date & Time Opened: <input type="text"/> <input type="text"/> <input type="checkbox"/> AM <input type="checkbox"/> PM	Opened for Security Screening <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>RECIPIENT</b>	
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: <input type="text"/> Contract Officer Re-Seal the Envelope: Document with this form Reference FAR 14-402 (B) <input type="checkbox"/> Recipient Not Identified	