

Mailing Instructions for FED LOG Sponsorship

The Sponsoring PCO will assemble and mail the FED LOG Sponsorship packet to include:

- 1) The sponsorship letter on Government Letterhead
- 2) The completed and signed Non-Disclosure Agreement
- 3) The pertinent contract pages with the required contract information

Note the letter and the Non-Disclosure Agreement must be hand signed and by the same Procurement Contracting Officer.

Mail to the Subscriptions Team via US POSTAL SERVICE with original handwritten signatures to

Logistics Information Services
BFEA Subscriptions Team
74 Washington Ave., N.
Battle Creek, MI 49037-3084

The Sponsored FED LOG Subscription will not be established without the original signature copies.