

## **FED LOG Sponsorship Information**

FED LOG is a 'take-with' mobile media product and contains technical data, proprietary manufacturers' data, trade secrets, and stock numbers codified by countries other than the U.S., access to which is under the control of the Department of Defense (DoD) and identified For Official Use Only (FOUO). FOUO data contained in FED LOG falls under legal control of the Government and is requires safeguarding and dissemination controls pursuant to and consistent with law, regulations and government-wide policies. The data out-put is to be managed in accordance with the applicable records management laws and regulations. All discs must be rendered inoperable prior to disposal or recycling. All data is considered sensitive and access is limited to *authorized users*.

Unauthorized distribution of this product or its contents is strictly prohibited and may be punishable by civil and criminal penalties. Proprietary manufacturers' data and NON-US Stock Numbers are contained on the disc(s), neither of which are releasable to the general public, and are provided only on a need to know basis.

### **ELIGIBILITY REQUIREMENTS**

To be eligible for FED LOG, the private sector company must be under contract with the U.S. Government or a NATO or NATO sponsored country to do research, perform repairs on Government equipment (ships, planes, etc.), develop a weapon system, develop technical publications, and/or provide ADP/IT/Logistics support for the U.S. Government.

If a specific contract or grant requires a private sector company or organization to be given access to FED LOG in order to carry out the duties and functions of the United States (U.S.), FED LOG may be provided to them. The specific contract must require the Contractor to assist in the performance of Governmental functions of the U.S.

To gain the use and purchase of FED LOG a Government Contractor or Grantee must be authorized in writing by their Contracting Officer (CO). The CO authorizes FED LOG as a requirement for a specific contract or grant in support of the United States Government; as a restricted product, FED LOG must be controlled and not used for any other purpose. This means that the contractor can only use the FED LOG product for the fulfillment and/or to perform the service under the specified contract.

### **CONTRACTING OFFICER**

Only a Contracting Officer (CO) from the issuing government service or agency of the specific contract has the authority to initial and authorize a Government Contractor to use and purchase FED LOG. The CO is the authoritative source of the contract, and make determinations regarding the information required to fulfil the contract. The use is limited to the fulfillment of the sponsored contract per the Non-Disclosure Agreement (NDA).

FED LOG Sponsorship is at the discretion and prerogative of the CO. The CO may revoke this sponsorship at any time. The FED LOG access is solely the responsibility of the CO. The CO authorizes the Government Contractor to receive, use and purchase the FED LOG product and its disposition.

It is the CO's responsibility to ensure the contractor is aware of the FOUO Protocol including the non-releasability and disposal requirements of the FED LOG discs and products. This awareness is to be established prior to the initial delivery and for the annual renewal. The CO is responsible to ensure the contractor protects the FED LOG data, FED LOG product and the limited access to FED LOG. The CO is responsible for the security, use and disposal of all monthly copies.

The CO is responsible for the annual renewal and re-authorization of the FED LOG Subscription. Any changes to sponsored FED LOG subscription to authorized mailing address, the media or quantity of FED LOG must be in writing to the Subscription Team by the CO. The CO may delegate renewal authority to the Administrative Contracting Officer (ACO) as specified in the original sponsorship letter.

<http://www.dla.mil/HQ/InformationOperations/Offers/Services/Customer-Outreach/subscriptions/OrderGovtContractor/>

### **FED LOG SPONSORSHIP REQUIREMENTS**

Please use the link for the [Sponsorship Requirements](#) for FED LOG

The FED LOG sponsorship is not transferable from one contract to another. Each new contract requiring FED LOG needs its own sponsorship. If the sponsored subscription has lapse for 9 months or more without renewal a new sponsorship will be required.

### **FISCAL YEAR SUBSCRIPTION**

The Logistics Information Service Subscriptions are based on the fiscal year (Oct-Sep) cycle. However, if the contract expires mid-fiscal year the subscription will also expire at that time. A re-authorization is necessary to continue to the end of the current fiscal year (Sept.) or the end of contract/Task Order whichever comes first. The CO/ACO is to complete the Notice of Contract Extension with the pertinent Contract pages and email to [subscriptions@dla.mil](mailto:subscriptions@dla.mil).

Please use the link [Notice of Contract Extension](#) for re-authorization for FED LOG

### **SUBSCRIPTION CHANGES**

Any Changes to the sponsored subscription involving the any part of the authorized mailing address, the media and quantity must be authorized in writing by the CO/ACO to the Subscription Team. This can be done by email to [subscriptions@dla.mil](mailto:subscriptions@dla.mil).

### **CONTRACT CHANGES**

Each new Contract requiring FED LOG will require its' own sponsorship documentation. If the contractors name changes a new NDA and Contract pages are required.

### **SUBSCRIPTION RENEWAL**

All FED LOG Subscriptions will undergo a renewal notification and re-authorization process generated from the Subscription Team 90 days prior to the new fiscal year. Copies of the Sponsorship documents should be retained by the CO/ACO and the contractor for the duration fo the sponsorship. Annual renewal requires the CO/ACO and Government Contractor's to review terms of the sponsorship and requires their handwritten signature.

### **OTHER FED LOG FACTS**

- FED LOG access and use is limited to the specific contract and is not to be used for other contracts being fulfilled at the same or different locations.
- Logistics Information Services cannot provided or mail FED LOG to Sub-Contractors
- Having a previous subscription to FED LOG is not justification to continue receiving the FED LOG
- FED LOG discs cannot be retained after the contract expiration. The provided disposition instructions should be executed upon the contract expiration. No Exceptions are permitted.
- The software contained on FED LOG is provided under license to the DLA logistics Information Service for the services authorized by that license.
- Duplication, copying or other use of the software contained of the FED LOG Discs without permission of the software owner may violate U.S. or International copyright law or international copyright convention, treaty or other bilateral instrument.

<http://www.dla.mil/HQ/InformationOperations/Offers/Services/Customer-Outreach/subscriptions/OrderGovtContractor/>

**CUSTOMER ASSISTANCE**

The Customer Interaction Center provides Customer Assistance and can direct your request to the Subscription Team regarding Subscription Issues.

Customer  
Interaction Center

74 Washington Ave N  
Battle Creek MI 49037-3084

Toll Free: 1-877-DLA-CALL (1-877-352-2255)

DSN CONUS: XX-877-352-2255

DSN OCONUS: XX-877-352-2255

Commercial: (269) 704-7921

Email: [dlacontactcenter@dla.mil](mailto:dlacontactcenter@dla.mil)