

## Contract Documentation Requirements

Where a DoD contract requires that FED LOG information be provided to a contractor or grantee, the contract or grant instrument will include a provision addressing the requirements for safeguarding the data\*. The contract or grant instrument will include a prohibition on secondary uses of any FED LOG data by the contractor, grantee, or their employees, subcontractors, or affiliates. In addition, the contract or grant instrument will address disposal of the FOUO information upon termination or end of the instrument. Disposal may be by return to the Agency, destruction by the contractor, or other suitable method that ensures the data is protected from improper disclosures.

Specific and pertinent pages of the contract or grant documentation are to be included in the FED LOG Sponsorship packet.

The contract may be: Standard Form 1449, Solicitation/Contract/Order for Commercial Items; DD Form 1155, Order for Supplies or Services; or Standard Form (SF) 26 Award/Contract or other contract or grant instrument. If the contract or grant is written in a language other than English a full translation in mandatory.

The contract or grant pages must contain:

- A. Face page must have contractual basics
  - a. Contract number
  - b. Government issuing/administering office address
  - c. Government CO signature
  - d. Contractor name and address
  - e. Contractor POC signature
  - f. Contract expiration date (optional)
- B. Page(s) showing the period of performance.
- C. Page(s) showing the statement of requirement for the:
  - a. Use or disclosure of government-furnished information; and/or
  - b. Provisioned or furnished technical/or logistic information data, documentation and/or information; and
  - c. Requirement necessitating the FED LOG product; and
  - d. A provision addressing
    - i. The requirements for safeguarding; and
    - ii. The prohibition on secondary uses of any FOUO data.

Per DoD 5200.01, Volume 4