

## **Mailing Instructions for FED LOG Sponsorship**

The Sponsoring Contracting Officer 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 Contracting Officer.

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

DLA INFORMATION OPERATIONS  
AHBC Subscriptions Team 1-7-7C  
74 Washington Ave North  
Battle Creek, MI 49037-3084

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