

RENEWALS AND SUBSCRIPTION CHANGES

SUBSCRIPTION RENEWAL

All active FED LOG Subscriptions will undergo an annual renewal notification and re-authorization process generated from the DLA Subscriptions Team 90 days prior to the new fiscal year. If the renewal notice has not been received by July contact the Subscriptions Team or the DLA Customer Interaction Center.

It is recommended that copies of the Sponsorship documents be retained by the CO/ACO and the contractor for the duration of the sponsorship/subscription. Annual renewal requires the CO/ACO and Government Contractor's to review terms of the sponsorship and requires their handwritten signature.

FISCAL YEAR SUBSCRIPTION

The Logistics Information Services Subscriptions are based on the fiscal year (October -September). However, if the contract expires mid-fiscal year the subscription will too. A re-authorization is necessary to continue to the end of the current fiscal year (September.) or the end of contract/Task Order whichever comes first. The CO is to complete the Notice of Contract Extension with the pertinent Contract pages and email to subscriptions@dla.mil.

Please refer to the [Notification for Contract Modification or Expiration](#) for re-authorization for FED LOG until the end of the current fiscal year. Each Sponsored Subscription are required to undergo an annual renewal and re-authorization process.

SUBSCRIPTION CHANGES

Any Changes to the sponsored subscription involving the any part of the authorized mailing address, or the media and quantity must be authorized in writing by the CO to the Subscription Team.

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.