

Sponsorship Requirements

Contracting Officer (CO) at the government contract issuing agency must sponsor the contractor and authorize them to use and purchase FEDLOG, the CO Sponsor are to provide the following:

- A. **Sponsorship Letter** written and signed by the U.S.CO on Government letterhead.

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

- B. **Non-Disclosure Agreement (NDA)** for FED LOG Per DFARS 227.7103-7 (Use and Non-disclosure agreement) binds the Contractor to: control access to the product for use by authorized personnel only; ensures FOUO protection measures are in place; and the disposition requirements for FED LOG during the life of the contract and expiration of the contract. No part of the Non-Disclosure Agreement is negotiable. [Contractor Non-Disclosure Agreement](#)

- C. **Contract Pages** are the pertinent pages of the contract or grant are required to accompany the sponsorship documents.

Please use the link for the [Contract requirements](#) for FED LOG.

- D. The Sponsoring CO will assemble the sponsorship package and provide to the Subscriptions Team via US POSTAL SERVICE with original signature. It will 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

Please use the link for the [Sponsorship Mailing information](#) FED LOG.

The sponsored FED LOG Subscription will not be established until the signed hard copy documents are received. A draft copies may be submitted for review to the Subscription team via email subscriptions@dlamail.

PLEASE NOTE:

- These requirements have been revised and are effective as of 1 April 2017.
- DLA Information Operations cannot provide or mail FED LOG to Sub-Contractors
- Having a previous Subscription is not justification for continuance of subscription
- The FED LOG discs cannot be retained after the contract expiration. The disposition instruction should be executed upon the contract/option expiration. No exception
- The software contained on FED LOG is provided under license to the DLA Information Operations for the purposes authorized by that license
- Duplication, copying, or other use of the software contained on this product without the permission of the software owner may violate U.S. or international copyright law, or international copyright treaties