

## Sponsorship Letter Requirements effective 03/20/2019

The initial FED LOG Sponsorship letter must be written on their Official Government letterhead and signed by the Contracting Officer (CO). All the following criteria listed below is mandatory.

1. The letter must be on Official Government letterhead and addressed to:  
DLA INFORMATION OPERATIONS  
HBE SUBSCRIPTION TEAM 1-7-7C  
74 WASHINGTON AVE N  
BATTLE CREEK MI 49037-3084
2. The letter must declare the contractor name, specific contract number, expected period of performance and current option expiration date (MM/YY).
3. The letter must state the CO is sponsoring the contractor and authorizing the contractor to use and purchase FED LOG for the specific contract only.
4. The letter must clearly describe why the contractor needs the For Official Use Only FED LOG product for the accomplishment of an authorized government purpose. FED LOG contains proprietary information as well as information requiring safeguarding or that requires dissemination controls. If the contractor does not require access to the FOUO information contained in FED LOG, the PUB LOG product that removes the FOUO information but otherwise mirrors the FED LOG product will be provided.
5. The letter must state that the CO and contractor have read, discussed, and signed a non-disclosure agreement (NDA) and it is included with the sponsorship letter.
6. The letter must state the contractor understands the NDA is a binding agreement and the sponsoring CO is responsible for the contractor's adherence to all FOUO protocol and the FED LOG access requirements. The renewal CO/ ACO resumes this responsibility (see #10).
7. The letter must state the contractor will pay for the annual subscription.
8. The letter must list the Point of Contact (POC) including their name, telephone and email address, who will be responsible for receipt of the monthly discs.
9. The letter must list the financial Point of Contact (POC) including their name, telephone and email address, who will be responsible for subscription payment.
10. The letter must state disposition instructions of the FED LOG product during the contract and upon completion or termination of the contract. (Suggest a secure library for 3-6 months during contract duration and complete destruction at completion or termination) Retention of FED LOG after the contract expiration is not permissible and a violation of FOUO storage, distribution and handling instructions. The renewal CO/ACO assumes this responsibility.
11. The sponsoring CO may determine renewal of FED LOG subscriptions under the specified contract may be authorized by another CO or Administrative Contracting Office (ACO). This delegated authority is to be stated in the sponsorship letter and will require the CO/ACO to ensure the protection of the FED LOG disc in accordance with FOUO procedures. This delegation should be made known to the contractor and the duties known to the subsequent CO/ACO.
12. The letter must be hand signed and have the same signature on the NDA. At this time electronic signatures is not acceptable. (DLA Sponsors contact the Subscription Team)