

**Procedure for Obtaining For Official Use Only**  
**(FOUO) Attachments to Solicitation**  
**W56HZV12R00034**

1. Submit the Non-Disclosure Agreement (NDA) form found at:  
<http://contracting.tacom.army.mil/majorsys/JointLogInt/JLI.htm>. Ensure the CAGE code is included in the subject line of this submittal, on the form and that the form is physically signed.
2. Locate the announcement containing the documents on Federal Business Opportunities. Direct links are available at  
<http://contracting.tacom.army.mil/majorsys/JointLogInt/JLI.htm> or search at [www.fbo.gov](http://www.fbo.gov) for draft solicitation W56HZV12R0034
3. Log into FBO using your existing account or create a new account.
4. After logging in, click on the files that you want to open using the links on the right side of the page.
5. FBO will prompt you for your firms MPIN (Marketing Partner ID Number). This is tied to your CAGE code. Contact the CCR helpdesk if you have issues locating this.
6. Once the requests have been made, an automated email will be generated to the Government reviewer. The CAGE code will be confirmed by Security. Once this is complete, the Government approver will approve the access in FBO. You will receive an automated email and can then access the documents.

Contact the FBO Helpdesk (Click – “Contact Us” at [www.fbo.gov](http://www.fbo.gov)) for issues with the FBO site