

School Letterhead

(OFFICE SYMBOL)

DATE

MEMORANDUM FOR

TRADOC Capability Manager – The Army Distributed Learning Program (ATIC-ID), Fort Eustis, VA 23604-5166

TRADOC Capability Manager – The Army Distributed Learning Program (ATIC-IM/*courseware manager name*), Fort Eustis, VA 23604-5166

SUBJECT: GFI Certification for *xxx* course

1. PURPOSE: To provide certification of availability for all Government Furnished Information (GFI) required for future DLETP contract development of the *xxx* course as specified in the attached checklist (enclosure 1).
2. All GFI required to support the contract development of *xxx* course under the DLETP contract is available. The GFI is complete, current, and will be provided to potential contractors at least two weeks prior to the submission of the Delivery Order Execution Plan. The GFI will be made available at the following location: *[Delete this information in brackets when you submit memo: (example: GFI will be made available on AKO DLKN site at <<https://www.us.army.mil/suite/kc/991830>> .; on the ftp site at <https://xxx>, on the xxx school portal at xxx, made available via DVD 2 weeks prior to Delivery Order Execution Plan request.)]*
3. Point of contact is *xxxx*.

AUTHORITY LINE:

Encl

Name  
COL, *xxx*  
Director, Training and Development