MEMORANDUM FOR (Key Spouse Name)

FROM: (\_\_\_/CC) Rank and Name

SUBJECT: Key Spouse (KS) Appointment

1. You have been appointed as Key Spouse for the (Name of Unit).
2. As a Key Spouse representing our unit, you will be required to:
3. Complete eight (8) modules of Key Spouse Initial Training (approximately 6 hours), or Virtual Initial Training, if applicable
4. If previously completed required Initial Training, then complete standardized Refresher

Training (1 hour), designed for KSs and KSMs returning to official KS/KSM duties

following a PCS to a new duty location

1. Attend continuing education opportunities to remain current on local resources and

 trends both on and off the installation, and relevant to the KSP

1. Complete Annual Training on Suicide Awareness and Sexual Assault Prevention and Response (SAPR)

All required training is provided by the Airman and Family Readiness Center (A&FRC).

(Commander’s signature block)

 NAME EMAIL ADDRESS PHONE NUMBER

Key Spouse Name

I, Key Spouse Name, accept appointment as (name of unit) KS volunteer. The above named Key Spouse agrees to protect personally identifiable information (PII), adhere to the Privacy Act of 1974 and exercise Operations Security.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Key Spouse Signature Date

Cc: CCF/Chief/Superintendent

The above named KS completed Initial Key Spouse Training or Refresher Training.

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A&FRC Staff Signature Date