



**DEPARTMENT OF THE AIR FORCE
17TH TRAINING WING (AETC)
GOODFELLOW AIR FORCE BASE TEXAS**



MEMORANDUM FOR (name of KS/KSM)

FROM: (UNIT/CC)

SUBJECT: (FOUO) Key Spouse (KS) / Key Spouse Mentor (KSM) Appointment

1. You have been appointed as a KS/KSM for the (name of the Unit).

2. As a KS/KSM representing our unit, you are required to complete 9 modules of Initial Training (approximately 6 hours) or the one-hour Refresher Training (if you completed Initial Training after September 1, 2013) and quarterly continuing education offered by the Airman and Family Readiness Center (A&FRC).

(Commander's signature block)

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>
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I, First Name, Last Name, accept appointment as (Unit) Key Spouse Volunteer. The above name KS/KSM agrees to protect Personal Identifying Information (PII).

(Key Spouse Signature)	Date
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cc: CSS/CCF/KS/KSM

Airman and Family Readiness Center use only.

VERIFICATION OF TRAINING

The above named unit KS/KSM volunteer completed the Initial / Refresher (circle one) Key Spouse Training and can be officially recognized as _____ Unit Key Spouse. Continuing education / training will be offered, at a minimum, quarterly.

(A&FRC Staff Signature)	Date
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17 FSS Airman and Family Readiness Center