

MEMORANDUM FOR

FROM: _____ /CC

SUBJECT: Key Spouse Mentor (KSM) Appointment

1. You have been appointed as Key Spouse Mentor for
2. As a Key Spouse representing our unit, you will be required to:
 - a. Complete eight (8) modules of Key Spouse Initial Training (approximately 6 hours)
 - b. 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
 - c. Attend continuing education opportunities to remain current on local resources and trends both on and off the installation, and relevant to the KSP
 - d. Complete Annual Training on Suicide Awareness and Sexual Assault Prevention and Response (SAPR)

All trainings are provided by the Airman and Family Readiness Center (A&FRC).

(Commander Signature Block)

1st Ind,

I, _____, accept appointment as a _____ KSM volunteer.
The above named Key Spouse Mentor agrees to protect personally identifiable information (PII), adhere to the Privacy Act of 1974 and exercise Operations Security.

Key Spouse Mentor Signature

Date

Cc: CCF/Chief/Superintendent

The above named KSM completed Initial Key Spouse Training _____ or Refresher Training

A&FRC Staff Signature

Date