



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE DISTRICT OF WASHINGTON

MEMORANDUM FOR

FROM: _____ /CC

SUBJECT: Key Support Liaison (KSL) Appointment

1. You have been appointed as Key Support Liaison for
2. As a Key Support Liaison representing our unit, you will be required to:
 - a. Complete eight (8) modules of Key Support Initial Training (approximately 6 hours)
 - b. If previously completed required Initial Training, then complete standardized Refresher Training (1 hour), designed for KSLs and KSMLs returning to official KSL/KSML 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 CKSP
 - d. Complete Annual Training on Suicide Awareness and Sexual Assault Prevention and Response (SAPR).

All trainings are provided by the Military and Family Readiness Center (M&FRC).

_____ Commander Signature Block

1st Ind,
I, _____, accept appointment as a Key Support Liaison volunteer.
The above-named Key Support Liaison agrees to protect personally identifiable information (PII), adhere to the Privacy Act of 1974 and exercise Operations Security.

_____ Key Support Liaison Signature _____ Date

The above-named KSL completed the _____ training on _____.

_____ M&FRC Staff Signature _____ Date