

MEMORANDUM FOR

FROM: /CC

SUBJECT: Key Spouse (KS) Appointment

1. You have been appointed as Key Spouse 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).

1st Ind,

I, \_\_\_\_\_, accept appointment as a \_\_\_\_\_ 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 \_\_\_\_\_.

\_\_\_\_\_  
A&FRC Staff Signature

\_\_\_\_\_  
Date