



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE PERSONNEL CENTER  
JOINT BASE SAN ANTONIO-RANDOLPH TEXAS

(USE YOUR INSTALLATION LETTERHEAD)

X Aug XX

MEMORANDUM FOR

FROM:

SUBJECT: Key Support Mentor (KSM) Appointment

1. You have been appointed as a Key Support Mentor for the \_\_\_\_\_
2. As a KSM representing our unit, you will be required to:
  - a. Complete five (5) modules of Key Support Liaison Initial Training virtually or in person at the Military and Family Readiness Center (M&FRC).
  - b. Key Support Mentor Training (1 hr)
  - c. Volunteers who complete the training virtually are required to complete an Immersion training (1hr) at the M&FRC covering installation specific information.
  - d. If required Initial and Mentor Training were completed at a previous installation, only completion of Immersion Training (1 hr) is required.
  - e. Attend continuing education opportunities to remain current on local resources and trends both on and off the installation, and relevant to the Commander's Key Support Program (CKSP)
  - f. Complete Annual Training on Suicide Awareness and Sexual Assault Prevention and Response (SAPR)

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

FIRST M. LAST, Rank, USAF  
Duty Title

1st Ind,

I, \_\_\_\_\_, accept appointment as \_\_\_\_\_ KSM volunteer. The above-named KSM agrees to protect personally identifiable information (PII), adhere to the Privacy Act of 1974 and exercise Operations Security.

\_\_\_\_\_  
Key Support Mentor Signature

\_\_\_\_\_  
Date

Cc: CCF/Chief/Superintendent

The above named KSM completed Initial Key Support Liaison Training, Immersion Training and Mentor Training.

\_\_\_\_\_  
M&FRC Staff Signature

\_\_\_\_\_  
Date