



DEPARTMENT OF THE AIR FORCE
SQUADRON
HURLBURT FIELD FLORIDA

MEMORANDUM FOR MILITARY & FAMILY READINESS CENTER

FROM: (___/CC) Rank and Name

SUBJECT: Key Spouse/Key Spouse Mentor Appointment Letter

1. The following person(s) have been appointed as a Key Spouse/Key Spouse Mentor for the (Unit), in accordance with DAFI 36-3009, paragraph 4.9.2., *Military and Family Readiness Centers, Key Spouse Program*

<u>Name</u>	<u>Email Address</u>	<u>Phone Number</u>

2. As a key spouse representing our unit, you will be required to complete eight (8) modules of Key Spouse Initial Training (approx. 6hrs). If previously completed required Initial Training, then complete the standardized Refresher Training (1 hour), designed for KSs and KSMs returning to official KS/KSM duties following a PCS to a new duty location. You must also attend continuing education opportunities to remain current on local resources and trends both on and off the installation and relevant to the Key Spouse Program. Finally, you must complete annual training on Suicide Awareness and Sexual Assault Prevent and Response (SAPR). All trainings are provided by the Military & Family Readiness Center.

Commander

Military & Family Readiness Center use only.

VERIFICATION OF TRAINING

The above named unit spouse volunteers have completed the Key Spouse Training Program and can be officially recognized as (squadron info) Key Spouses.

M&FRC

Date