

Organizational Letterhead

MEMORANDUM FOR (Name of Key Spouse Mentor)

FROM: (____/CC) Rank and Name

SUBJECT: Key Spouse Mentor (KSM) Appointment

1. You have been appointed as a Key Spouse Mentor for the (name of the unit).
2. As a Key Spouse Mentor representing our unit, you will be required to:
 - a. Complete eight (8) modules of the KSP Initial Training (approximately 6 hours)
 - b. OR, complete the standardized Refresher Training (1 hour) - Intended for KSs and KSMs returning to official KS/KSM duties following a PCS to a new duty location
 - c. Complete Mentor Training (1 hour), effective April 2018
 - d. Complete Annual Training on Suicide Awareness and Sexual Assault Prevention and Response (SAPR)
 - e. Also, to remain current on local resources and trends both on and off the installation, the A&FRC provides opportunities for KSMs to attend continuing education on various topics relevant to the KSP.

(Commander's signature block)

1st Ind,

I, _____, accept appointment as (name of unit) 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.

Phone: _____ Email: _____

Key Spouse Mentor Signature

Date

Cc: CCF/Chief/Superintendent

The above named KSM completed Initial KS, KSM and/or Refresher Training

A&FRC Staff Signature

Date

