(USE YOUR INSTALLATION LETTERHEAD)

X Aug XX

MEMORANDUM FOR

FROM:

SUBJECT: Key Support Liaison (KSL) Appointment

1. You have been appointed as a Key Support Liaison for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. As a KSL representing our unit, you will be required to:

a. Complete five (5) modules of Key Support Initial Training virtually or in person at the Military and Family Readiness Center (M&FRC).

b. Volunteers who complete the training virtually are required to complete an Immersion training (1 hr) at the M&FRC covering installation specific information.

c. If required Initial Training was completed at a previous installation, only completion of

 Immersion Training (1 hr) is required.

d. 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)

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Support Liaison Signature Date

Cc: CCF/Chief/Superintendent

The above named KSL completed Initial Key Support Liaison Training and Immersion Training.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

M&FRC Staff Signature Date