(USE YOUR INSTALLATION LETTERHEAD)

MEMORANDUM FOR X April XX

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:
	1. Complete five (5) modules of Key Support Liaison Initial Training virtually or in person at the Military and Family Readiness Center (M&FRC).
	2. Key Support Mentor Training (1 hr)
	3. Volunteers who complete the training virtually must complete an Immersion Training (1hr) at the M&FRC covering installation specific information.
	4. If Initial Training was completed at a previous installation, only Immersion Training (1 hr) is required.
	5. Attend continuing education to remain current on local resources, trends on and off the installation, and relevant to the Commander’s Key Support Program (CKSP)
	6. Annual completion of Suicide Awareness and Sexual Assault Prevention and Response (SAPR).
3. All training courses are provided/coordinated by the M&FRC.

FIRST M. LAST, Rank, USAF

Duty Title

1st Ind,

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_accept appointment as \_\_\_\_\_\_\_\_\_\_\_\_\_KSM volunteer. The above-named KSM agrees to safeguard all Personally Identifiable Information (PII) and Controlled Unclassified Information (CUI), comply with the Privacy Act of 1974, DoDI 5200.48 and exercise Operations Security standards at all times.

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

Key Support Mentor Signature Date

 Spouse \_Family Member

 Active Duty Federal Civilian

 Other \_\_\_\_\_\_\_

Cc: CCF/Chief/Superintendent

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

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

M&FRC Staff Signature Date