



Appointment Letter

MEMORANDUM FOR **INSERT ORGANIZATION ADDRESS**

FROM:

SUBJECT: Key Spouse Appointment Letter

1. The following individual is appointed as the **INSERT UNIT NAME** Key Spouse. The appointment is contingent upon completion of Key Spouse Program training and expires in one year, effective training date.

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE NUMBER</u>
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2. The Key Spouse acts in an official capacity and may be given access to Privacy Act information to carry out certain tasks. The **INSERT UNIT NAME** will assign duties and provide supervision.

(Commander's signature block)

cc: CSS
Key Spouse

AIRMAN AND FAMILY READINESS CENTER USE ONLY

VERIFICATION OF TRAINING

The above named unit spouse volunteer completed the Key Spouse Training Program and is officially recognized as **INSERT UNIT NAME** Key Spouse. Continuing education/training offered, at a minimum, quarterly.

_____ NAME Community Readiness Consultant (Installation Name) Airman and Family Readiness Center	_____ DATE
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