



**CUI**  
**DEPARTMENT OF THE AIR FORCE**  
**1ST SPECIAL OPERATIONS WING (AFSOC)**  
**HURLBURT FIELD FLORIDA**

xx Month 2024

MEMORANDUM FOR MILITARY & FAMILY READINESS CENTER

FROM: (\_\_\_/CC) Rank and Name

SUBJECT: Commander's Key Support Program Appointment Letter

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

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

2. As a Key Support Liaison representing our unit, you will be required to complete Key Support Liaison Initial Training. If previously completed required Initial Training, then complete the standardized Immersion Training, designed for Key Support Liaison 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 Commander's Key Support 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.**

<p>VERIFICATION OF TRAINING</p> <p>The above-named unit spouse volunteers have completed the Commander's Key Support Program and can be officially recognized as Key Support Liaison.</p>	
<p>_____</p> <p>M&amp;FRC STAFF</p>	<p>_____</p> <p>Date</p>