

Appendix A

## SAMPLE APPOINTMENT LETTER

### Organization's Letterhead

Date

MEMORANDUM FOR (Organization Address)

FROM:

SUBJECT: Key Spouse Appointment Letter

1. The following individual is appointed as the (name of unit) Key Spouse. This appointment is contingent upon completion of Key Spouse Program training and expires in one year, effective training date.

Name

Address

Phone Number

2. The Key Spouse acts in an official capacity and may be given access to Privacy Act information to carry out certain tasks. The (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 (unit name) Key Spouse. Continuing education/training offered, at a minimum, quarterly.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
Date

Community Readiness Consultant

(Installation Name) Airman and Family Readiness Center