

KEY SPOUSE (KS) POSITION DESCRIPTION

The Key Spouse (KS) is a volunteer selected and appointed in writing by the Unit Commander (CC) to act as an official unit readiness representative. The KS serves as a trusted agent between unit leadership and families. The KS works with unit leadership and the Key Spouse Mentor (KSM) to plan, coordinate and execute the unit KS program through two-way communication and community information and referral.

The KS serves as the focal point for communication with spouses/families and actively markets the program through visibility at unit CC calls unit or base events, and by deliberate communication through phone, e-mail or social networks. Through leadership and community connections, the KS effectively communicates unit information and community resources to families. The KS is an advocate for families.

Through two-way communication and a direct connection to unit leadership via deliberate and regular meetings and interactions, the KS, alongside the KSM, advocates for unit needs and concerns, and assists the CC in identifying unit strengths and challenges. All KSs/KSMs are volunteers and accountable to the CC (or designee), not another KS/KSM; thus both have equal status regardless of their experience level or time of service and one is not to be appointed as lead or supervisor over another.

In an official capacity, the KS collaborates with unit leadership to build or maintain a unit communication roster with basic family contact information needed to communicate with unit families. KS volunteers are, IAW 10 USC 1588, required to comply with the Privacy Act of 1974 (10 USC 1588(d) (C)), and as such, providing KSs with access to Privacy Act Information is not a prohibited disclosure as long as the disclosure is in connection with the performance of official duties as a Key Spouse; and information is protected by utilizing the Privacy Act of 1974 cover sheet.

KEY SPOUSE DUTIES AND RESPONSIBILITIES:

- Provides peer-to-peer support to unit families.
- Serves as communication link between unit leadership and families.
- Offers information/referral to families on community agencies and resources.
- Recruits and encourages new Air Force spouses to attend Heart Link.
- Protects Personally Identifiable Information (PII) and complies, IAW 10 USC 1588, with the Privacy Act of 1974 (10 USC 1588(d) (C)).
- Will use Privacy Act of 1974 cover sheet.
- Welcomes new families to the unit and cultivates relationships within the unit.
- Actively participates in unit and installation functions.
- Tracks volunteer hours and information disseminated.
- Submits resignation to unit CC when necessary.

Desired Qualities: Effective oral and written communication skills; ability to adhere to privacy and confidentiality guidelines; willingness and ability to complete required training; a positive outlook on the military lifestyle; willingness to support new and experienced military spouses; is empathetic and caring and has keen organizational skills and attention to detail.

Required Training:

1. One-time completion of standardized KSP Initial Training (8 Modules, 6 hours)
2. Standardized Refresher Training (1-hour, required recurring training only upon PCSing), developed for KSs and KSMs returning to official KS/KSM duties (signed appointment letter by a unit commander) following a PCS to a new duty location
3. To remain current on community programs/resources for families, it is highly recommended that KSs participate in quarterly continuing education opportunities provided by the A&FRC.
4. Annual Suicide Awareness Training
5. Annual Sexual Assault Prevention and Response (SAPR) Training