



Key Spouse Position Description

PURPOSE: The primary purpose of this position is to work with unit leadership to plan, coordinate, and execute the squadron's KEY SPOUSE Program. This program impacts mission readiness and retention by ensuring families have appropriate information and resources to meet their needs. The Key Spouse is appointed, in writing, by the Unit Commander.

The unit maintains a roster of assigned unit families that generally includes names, addresses, and phone numbers. What is included in the roster will vary from unit to unit, and may require the Key Spouse to make additional enhancements. The First Sergeant or the CC's designee will provide the Key Spouse with a sanitized list of names with "need-to-know" information. The roster is limited to Key Spouse assigned families and is to be used for Key Spouses' duties only. When providing these official services, Key Spouse volunteers are, IAW 10 USC 1588, considered to be employees of the Federal Government for purposes of the Privacy Act (see 10 USC 1588(d)(C)). As a result, giving them access to Privacy Act information (rosters) is not a prohibited disclosure so long as the disclosure is in connection with the performance of their volunteer services as Key Spouses.

ELIGIBILITY: Spouse of a unit member (military or civilian) or a civilian employee

DUTIES AND RESPONSIBILITIES:

1. Provides peer-to-peer support to unit families
2. Serves as a link between unit leadership and families
3. Provides information and referral assistance to families during crisis
4. Welcomes families and cultivates relationships within the squadron
5. Maintains and updates community resources and services
6. Actively participates in unit's Hails & Farewells, squadron functions, spouses group functions, and A&FRC meetings/training
7. Tracks and maintains a unit family call log; records action taken and provides feedback regarding family readiness issues
8. Troubleshoots issues and reports back to families and/or unit team
9. Serves as a role model/mentor for unit spouses
10. Attends scheduled meetings with the Unit Commander and/or First Sergeant and provides feedback regarding family readiness issues
11. Record volunteer hours and information disseminated on a data spreadsheet
12. Attends program meetings with other unit spouses and Airman & Family Readiness Center

OTHER DUTIES MAY INCLUDE:

1. Provides newsletter input
2. Distributes unit's newsletter to families
3. Performs other unit-related duties as determined by unit leadership

DESIRED SKILLS: Good communicator. Optional, knowledgeable of Microsoft Word, Excel, PowerPoint, and Publisher. Professional; person of integrity and standards; adheres to privacy and confidentiality guidelines, and loyal to leadership

REQUIRED: 6 hours of Initial Key Spouse training consisting of nine modules. Continued quarterly education requirements to remain current on Air Force and command trends/issues, such as suicide prevention, resiliency, sexual assault prevention and response. Participation in the Heart Link new spouse orientation is recommended but not required.