

KEY SPOUSE POSITION DESCRIPTION

(Optional Use at Unit Discretion)

PURPOSE: The primary purpose of this position is to work with unit leadership to plan, coordinate, and execute the unit'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

DUTIES AND RESPONSIBILITIES:

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

Other Duties May Include:

- Provides newsletter input
- Distributes unit's newsletter to families
- 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: 12 hours of training (KEY SPOUSE Program Course, Heart Link Orientation, and Suicide Awareness). Continuing education to remain current on Air Force and command trends/issues.