

## **THE KEY SPOUSE PROGRAM TOOLKIT**



# THE KEY SPOUSE PROGRAM TOOLKIT

*Thank you for volunteering your time and talents to the Key Spouse Program (KSP)! Whether you are starting a new KSP from the ground up or working in an existing program, this toolkit will aid you as you work in support of Department of the Air Force (DAF) families. In this toolkit you will find general information on the program, instructions for how to build and run a program, as well as customizable templates. This toolkit is designed to keep your KSP running smoothly and consistently with programs across the DAF, while having the flexibility to fit diverse units. Please tailor these templates to fit the needs of your individual unit. Thank you for all you do to support our military families.*

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## HOW TO EDIT TEMPLATES

**Create a new document** or email and simply copy and paste the content you want to use.

**Add in your personal touches.** Be sure to personalize **ALL BOLD** content. If the content is in a **HEADING**, be sure to edit any portion in **[brackets]**. Delete any of the *italicized* instructions at the top of each template that you do not want to appear on your final document. Ask your commander (CC), first sergeant, aka "shirt," or Unit Program Coordinator (UPC) to get an image of your unit patch or logo to personalize your documents.

To **replace an image**, right click on the image and choose "replace image" or "change picture" then select your own image of a key spouse, unit families, or squadron logo or patch.

To **insert new images**, choose insert > upload an image from your computer then choose the image from your files and place it where you want it - top left, right or center is best. To move the image a bit more freely you can choose format and place the image above or below the text. This will help keep the image from disrupting your content.

Be sure to **save your file** in a folder accessible to you and/or your key spouse team and label it appropriately. For example: [901stKeySpouse-QrtlyMeetingAgenda.docx](#) Some KS teams like to create an email address specifically for their KSP in order to stay organized and give multiple team members access.



Prefer Google Docs? Download that version [here](#).

## **ABOUT THE KEY SPOUSE PROGRAM**

*Understanding the purpose and structure of the KSP will help you to better support yourself, your community, and make your program more effective.*

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### **MISSION**

To provide information and resources to military spouses, supporting families in successfully navigating throughout the military lifecycle.

### **VISION**

The Air Force Family--empowered and resilient.

### **What is the Key Spouse Program?**

The KSP leverages volunteers to provide grassroots support to families at every unit in the DAF. When DAF families feel supported, Airmen are better able to serve the mission. At its core, the KSP exists to take care of families during all of the stages of military life. The program can be adapted based on the unit's location, needs, and mission – with unit leadership dictating how the KS team implements the program to ensure the best support for families. Key Spouses are community builders who volunteer to provide unit families with the information and resources they need to thrive.

### **What is a Key Spouse (KS)?**

The KS is an official member of the unit's command team who contributes to unit readiness by promoting efficient and effective communication between unit leadership, KSM, and unit spouses/families. The KS acts in two directions: to disseminate information to families for unit leadership and to advocate to unit leadership for family needs. The KS should be visible within the unit so that families know they are available as a resource and support.

### **What is a Key Spouse Mentor (KSM)?**

The role of the KSM is to serve as an advisor to the KS. This is not a supervisory role, but a supportive role. The KSM should be a volunteer who is knowledgeable of the military lifestyle. A KSM is equipped with a high functioning understanding of installation agencies, units, senior AF leadership, and spouse networks. A KSM possesses specialized skills of advocacy, influence, community awareness, and Air Force connections in line with the Air Force vision. The unit CC may choose whomever they deem qualified to perform as a KSM. There is no requirement for a KSM to be the Unit CC's spouse, nor a requirement for the KSM to have previously served as a KS.

### **Who supports you?**

The KSP is a commander's program, so you should always feel welcome to reach out to your commander for support. Due to busy tempos, commanders might provide you a point of contact (POC) within the unit to help you. This can include, but is not limited to, the first sergeant, Senior Enlisted Leader, Unit Program Coordinators (UPC), unit KSM, and/or a service member within the unit. You will also find support with your Key Spouse Program Coordinator at your local Airman and Family Readiness Center (M&FRC). The M&FRC can give you names and contacts of other KSs and KSMs on your base who can also support you



in your efforts. Additionally, there are several excellent unofficial networking groups on Facebook. You should never feel alone in this position.

### **Who do you support?**

As a Key Spouse, you support anyone in your unit who supports a service member. Most frequently you will support spouses and children, but the program is flexible enough to support anyone supporting a service member in your unit.

### **What will it do for your community?**

In this role, you will support spouses and families by increasing awareness of information and resources, giving your families an official communication link to unit leadership, and advocating for your families. Additionally, key spouses make families within their unit feel seen and heard. This results in greater home life satisfaction, which in turn, results in improved readiness and retention.

### **What can the KSP do for you?**

The key spouse role can provide you with personal benefits in addition to serving your community. Becoming a key spouse often equips you with friends and a built in support network. There is well documented evidence that volunteering to serve others gives the volunteer a boost in their own mental health. Additionally, the role can provide you with volunteer hours, training, and skills that can further your ambitions outside of the program.

### **Who is eligible?**

A KS can be any volunteer from within the unit, appointed by the commander, including a spouse (enlisted or officer), civilian, or service member. The more important considerations are the qualities needed for the role. Commanders should look for someone who is an effective speaker with good written communication skills and organizational capabilities. They should have the ability to adhere to privacy and confidentiality guidelines and the willingness and ability to complete the required training. Lastly, and perhaps most importantly, they should possess a positive outlook on the military lifestyle, a willingness to support new and experienced military spouses, and an empathetic and caring demeanor.

### **Key Spouse Responsibilities**

- Provide peer-to-peer support to unit families
- Protect personal information
- Serve as a link of communication between unit leadership and families
- Offer information and referrals to families on community agencies and resources
- Welcome new families to the unit
- Cultivate relationships within the unit
- Participate in unit and installation functions
- Record volunteer hours
- Disseminate information



## BECOMING A KEY SPOUSE

Key spouses find their way to the KS role in a variety of ways. Sometimes they are asked directly by unit leadership to be part of the program. Sometimes they take the initiative and ask to be appointed. However they come to the program, the following steps detail the process to officially become a key spouse.

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- Commander completes [appointment letter](#) for new key spouse.
- New key spouse signs the completed [appointment letter](#), then completes the [consent form](#) and [volunteer form DD2793](#).
- Make an appointment with the KSP coordinator at your local M&FRC to connect and schedule training in order to obtain your training certificates.

### **Required Standardized Trainings:**

Initial Training  
KS Mentor Training  
\*Refresher Training

### **Annual Requirements:**

Suicide Awareness  
Sexual Assault Prevention and Response (SAPR)

### **Networking & Education Opportunities:**

Additional networking and training events hosted by your local M&FRC [Key Spouse Engagement Series](#) is a DAF-wide training to equip you with information and resources to remain mission ready.

*\*If the new key spouse has done training before, they will do a refresher training instead of the initial training. If training was completed at a previous assignment and you are unable to locate certifications, contact the KSP coordinator at your local M&FRC as they may be able to look them up.*

- Ensure your unit leadership and your KSP Coordinator have copies of your appointment letter, consent form, [volunteer form DD2793](#), and training certificates. Keep copies of all documents for your records.
- KSP coordinator will sign the appointment letter and email it to the commander and/or first sergeant. *Ask them to cc you on the email to confirm receipt.*



## BUILDING A NEW PROGRAM

- Schedule a meeting with your commander (CC) via the Unit Program Coordinator (UPC). At this meeting, find out your commander's vision for the program.
  - What are the leadership's expectations and priorities for their unit's KSP?
  - What role will the CC, first sergeant, chief, superintendent, or SNCO play?
  - Who will be the unit POC for KSs to contact?
  - Who will ensure KSs know about incoming families? How often should spouse rosters be updated?
  - What are the CC's expectations for a crisis response plan?
  - What types of situations does the CC want reported back to the unit?
  - What administrative support is available?
  - Will the CC give the KS/KSM a tour of the unit with introductions to key service members?
  - How will the unit fund the program as needed for supplies and family activities?
  - When and how often should the KS/KSM meet with leadership?
- Schedule recurring meetings with your key spouse team
  - KSs should attend these meetings (see [agenda template](#))
  - Commanders and first sergeants may choose to attend
  - Separate quarterly meetings with leadership are recommended to update leadership and gain direction
- Determine priorities of program based on KSP guidelines, CC's priorities, and needs of your unit
- Ask unit leadership to send out the [key spouse contact form](#)
- Work with unit leadership to obtain the following rosters in order to create the key spouse roster
  - Unit Roster - Everyone within the unit
  - Gains Roster - Everyone coming into the unit
  - Deployment Roster - Families with a member deploying



## KEY SPOUSE CONTACT FORM (FROM THE LEADERSHIP)

One of the most important and challenging aspects of the KSP is creating an accurate spouse roster. Ask your unit leadership to send this form out to the unit to collect spouse contacts.

### [INSERT YOUR UNIT HERE] KEY SPOUSE CONTACT FORM



The mission of the **UNIT** Key Spouse Program is to ensure that your families have access to the information and resources that they need. You do not need to be married to the person you put on this form. Our KSP is happy to support anyone supporting you. With this information, our key spouses will reach out, explain the program, and offer support. Even if your support person prefers no communication, it is still a priority for us to have their name and contact information for emergency purposes. By giving us this information, you are empowering the team to best support your family regularly and/or in the event of an emergency.

Sponsor's Name/Rank \_\_\_\_\_

Single     Married    Other \_\_\_\_\_

Name of spouse, significant other, or support person \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Preferred Method of Contact: Phone | Email | Text

If applicable, children's name, age, and any special needs or allergies?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate any special assistance your family may require.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The information herein is For Official Use Only (FOUO) which must be protected under the Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties. This worksheet will be maintained for 2 years by the UNIT Key Spouses then destroyed.*



## KEY SPOUSE CONTACT FORM (FROM THE KEY SPOUSE)

This form is intended to be used for your KSP to gather roster information directly from families. Consider handing out this form at any unit events and/or emailing directly to spouses.

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### [INSERT YOUR UNIT HERE] KEY SPOUSE CONTACT FORM

The mission of the **UNIT** Key Spouse Program is to ensure that your family has access to the information and resources that you need. You do not need to be married to be part of our program. Our KSP is happy to support anyone supporting military members. With this information, our key spouses will reach out, explain the program, and offer support. Even if you prefer no communication, it is still a priority for us to have your name and contact information for emergency purposes. By giving us this information, you are empowering the team to best support your family regularly and/or in the event of an emergency.

RIGHT CLICK  
TO REPLACE  
THIS IMAGE

Sponsor's Name/Rank \_\_\_\_\_

Single     Married    Other \_\_\_\_\_

Name of spouse, significant other, or support person  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Preferred Method of Contact: Phone | Email | Text

If applicable, children's name, age, and any special needs or allergies?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have any additional information you think we should be made aware of or any comments you would like to leave with the Key Spouse Program please do so below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you like information about becoming a key spouse? Yes | No

*The information herein is For Official Use Only (FOUO) which must be protected under the Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties. This worksheet will be maintained for 2 years by the UNIT Key Spouses then destroyed.*





## KEY SPOUSE INITIAL CONTACT EMAIL TEMPLATE

*Consider using this template to write a welcome email to all spouses in your unit. Simply copy and paste the content below into a new email and fill in your own information in any section that has bold or italicized text. Welcoming all families as they are assigned to your unit will help build community and connection and will give new families access to needed resources upon arrival. Please change any wording to suit your unit and your voice. Keep in mind that some spouses may respond better to a shorter text or call.*

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Hello **Spouse's name**,

Welcome to the **unit name** family! My name is **insert name** and I will be your key spouse. As your key spouse, I can help connect you to resources and information that you might need while you are here. I am also your go-to person within the unit, so please feel free to reach out with any questions or concerns you may have. Issues I can help you navigate include (but are not limited to): childcare, education, healthcare, housing, employment, etc.

To get you started, please check out the resources we have attached for you. **Consider including a welcome packet with basic information about the unit and the base, a Meet Your KS Flier, Meet Your Leadership Flier, and a quick reference guide with commonly used local resources and Facebook groups. There are numerous templates in this toolkit to help you build these resources. The Thrive Guide and other helpful resources can be found at [www.fiveandthrive.org](http://www.fiveandthrive.org).**

We also recommend you join our social media via the links below if you would like to stay connected. **Add any spouse Facebook, Instagram, Twitter, GroupMe, etc links here.**

I will reach out to you occasionally to check in and to offer resources and information. If you prefer not to be contacted by our key spouse team or if you prefer a specific kind or amount of contact, please reply to this email and let me know. We will keep your information on file for emergency use only and will happily respect your request.

I am looking forward to meeting you and your family! Please feel free to reach out if there is anything I can do for you!

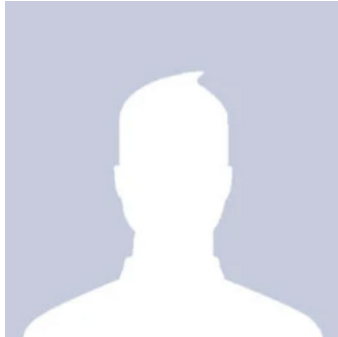
Respectfully,  
**Your Name**  
**[Unit name] Key Spouse**  
**123-456-7890**



## MEET THE [UNIT NAME] KEY SPOUSES

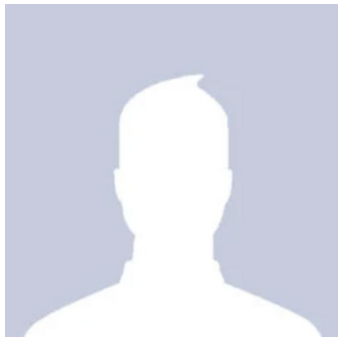
*It is important to show up both in person and digitally so that families in your unit think of you as a resource and reach out in times of need.*

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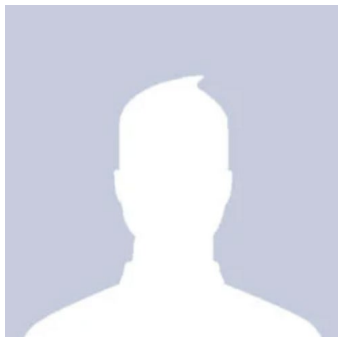
Replace these prompt paragraphs with a small 2-3 sentence bio about each key spouse. They should say a little bit about themselves, their family and friends, and/or things they like to do. Be sure to include the reason they became a key spouse.

**Jane Doe**  
[Unit] Key Spouse  
janedoe@gmail.com  
123-456-7890



To replace these placeholder images with an image of your unit Ks, right-click on the image and choose "replace" then you will be prompted to select an image from your computer.

**John Doe**  
[Unit] Key Spouse  
johndoe@gmail.com  
123-456-7890



Families are more likely to come to you if they know a little bit about you. Consider adding personal information here to help families feel more comfortable reaching out to your KSP.

**John Doe Jr.**  
[Unit] Key Spouse  
johndoe@gmail.com  
123-456-7890

### ***Reasons you might reach out to your key spouse***

**Information and Resources** - help finding resources for childcare, education, support, etc

**Communication** - letting leadership know of any issues you may be having

**Connection** - meeting new friends, finding support during TDY's, deployments, etc

**Emergency Support** - if you don't know who to turn to, call your key spouse

**[www.facebook.com/yourspousepagehere](http://www.facebook.com/yourspousepagehere)**

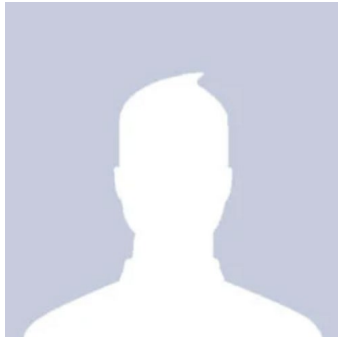
**[@YourInstagramHandleIfApplicable](#)**



## MEET THE [UNIT NAME] LEADERSHIP TEAM

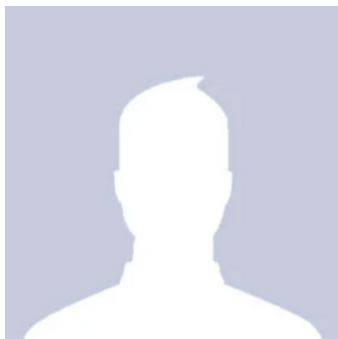
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RIGHT CLICK  
TO REPLACE  
THIS IMAGE



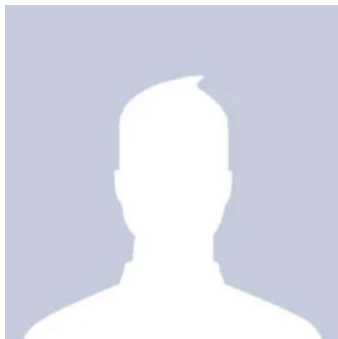
Replace these prompt paragraphs with a small 2-3 sentence bio about each member of your unit's leadership team to introduce them to your families. Spouses and families may feel more comfortable with their unit if they know the leadership supporting them.

**Col. John Doe**  
[Unit] Commander  
Office phone number



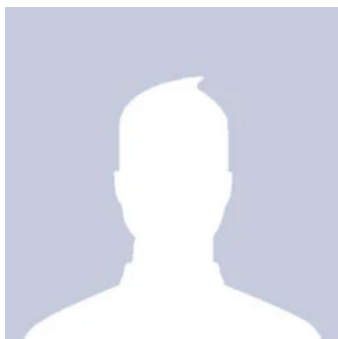
To replace these placeholder images with an image of your unit Ks, right click on the image and choose "replace" then you will be prompted to select an image from your computer. If the images move after you have typed your personal information you can simply drag them up or down to space them properly.

**John Doe**  
[Unit] Senior Enlisted Leader (SEL)  
johndoe@gmail.com  
123-456-7890



Consider adding some friendly, personal information to make spouses feel more comfortable with unit leadership.

**John Doe Jr.**  
[Unit] First Sergeant  
johndoe@gmail.com  
123-456-7890



Here you could highlight any other service member in the unit who might support the KSP. This could include the UPC, DO, flight chiefs, flight commanders, etc.

**John Doe III.**  
Other [Unit] Position  
johndoe@gmail.com  
123-456-7890

[www.facebook.com/yourunitpagehere](http://www.facebook.com/yourunitpagehere)  
[@YourInstagramHandleIFapplicable](#)



## KEY SPOUSE MEETING AGENDA

Unit key spouses should meet regularly to share information, troubleshoot challenges, and ensure that all families in the unit are being taken care of. Please consider using this agenda to help structure your key spouse meetings. These meetings may include leadership, or leadership might choose to meet separately with key spouse mentors. If leadership attends the meeting, ensure they have a few minutes to speak.

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## [INSERT YOUR SQUADRON NAME HERE] KEY SPOUSE MEETING AGENDA

[INSERT DATE & TIME]

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### ATTENDANCE

List the names of all in attendance, key spouses, commander, first sergeant, guests, etc.

### PREVIOUS/UPCOMING MEETING

Recap the previous meeting and determine a date, time, and location for your next meeting.

### ROSTER MANAGEMENT

Discuss how to stay aligned with the sponsorship program to ensure you are capturing all incoming spouses (even before their arrival). Review changes to the roster, shred old copies, and distribute new copies at each quarterly meeting.

### DEPLOYMENTS

Collaborate with the first sergeant to track which members are deployed, their unit and rank, the dates, their spouse info (name, phone, email, children), and who will be responsible for keeping in contact and how often. The M&FRC Readiness NCO can also help you with deployment support.

### SPOUSE COMMUNICATION

Discuss any communication that has occurred between spouses and key spouses. Ask your KSs if they are logging this communication and if they need support in any specific situations. Continue to check in with your assigned spouses on a regular basis unless they have requested not to be contacted.

### SOCIAL MEDIA CONTENT CALENDAR

Discuss upcoming content that will go on Facebook, Instagram, LinkedIn, or your website to support the community with information about squadron and base activities as well as general engagement ideas. **Be very mindful of OPSEC and Personally Identifiable Information (PII) when sharing information.**

### UPCOMING EVENTS

Discuss upcoming events, including logistics and a plan for execution. Determine who will be POC, event date, time, location and description.

### ACTION ITEMS

Assign specific tasks to individual key spouses so it is clear who is accomplishing each task.



## KEY SPOUSE SOCIAL MEDIA CONTENT CALENDAR

This example is meant to serve as a location to plan and compile information sharing among your squadron spouses. It can be on social media, via email, text, or on a website. **In any case please be mindful of OPSEC and PII.** Examples of posts to plan ahead of time are squadron events, fun weekly recurring posts to promote interaction i.e. fun fact Friday, throwback Thursday, etc. In certain platforms, posts can be scheduled to post ahead of time.

SOCIAL MEDIA CONTENT CALENDAR EXAMPLE				
MONTH	DAY	TOPIC	CONTENT	KS
JULY	Sundays	On Tap This Week	Post information collected from base agencies like upcoming events and activities.	Aliyah
	Fridays	Fun Fact Friday	Post a fun random fact to engage the community.	Casey
	As Needed	Relevant Information That Pops Up	Back to School information, travel advisories, COVID-19 guidance changes, etc.	Mark
	1st of the Month	Upcoming Squadron Event/Activity	Information specific to the unit regarding upcoming activities.	Tyler
	July 4th	Independence Day	You can enter specific content in this section to allow the KS to copy and paste the post.	Trinity
	July 8th	Fourth of July Event Follow Up Post (with pics)	Our squadron had an amazing time at our Fourth of July Bash last weekend. Thank you to all the volunteers who helped make the event a true success. Happy Fourth!!	Adam
	As Needed	Information from M&FRC	Share updates from M&FRC and FSS event calendars. Use their content to keep things consistent.	Danielle



## OFFICIAL KEY SPOUSE FOLDER CONTENT

Many key spouses like to keep their information organized in a folder. Below you will find common KSP documents to keep in your folder. Contact your Key Spouse Program coordinator at your local M&FRC for more resources. Because the folder will most likely contain PII, be sure to use a PII cover page and always keep it in a safe and protected place. This includes digital and physical copies of any records.

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### Items provided in this document:

Key Spouse Appointment Letter  
Key Spouse Resignation Letter  
Volunteer Hours Log  
Spouse Communication Log

Statement of Consent  
OPSEC/Social Media  
KSP AFI Guidance

### Other items that could be in your Key Spouse folder and where to find them:

Volunteer form DD2793

Meet the Key Spouse(s)

#### PII Cover Page

Use this cover page on top of any document that contains PII. PII is defined as any information about an individual maintained by an agency that can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc.

#### **Spouse Roster**

Spouse contact information is FOR OFFICIAL USE ONLY (FOUO) which must be protected under the Freedom of Information Act (Title 5 United States Code Section 552) and/or the Privacy Act of 1974. Unauthorized disclosure or misuse of this PII may result in disciplinary action, criminal and/or civil penalties.

#### **Training Certificate**

You will receive these once you have completed KSP training. Keep your certificates for when you PCS to a new location because they carry over from unit to unit. If training was completed at a previous assignment and you are unable to locate certifications, contact the KSP coordinator at your local M&FRC as they may be able to look them up.

#### **Local Helping Agencies Matrix**

Ask for one of these at your local M&FRC or SAPR office.

#### **Monthly Calendar of Events**

You can obtain this from the M&FRC or FSS.

#### **Local Resources**

Check with your M&FRC for local resources relevant to your families.



## KEY SPOUSE APPOINTMENT LETTER

*This letter needs to be filled out and signed by you and your commander. Next, send it to the Key Spouse Program coordinator at your M&FRC to sign. Ensure your commander has a completed copy and keep a copy for your own records.*

---

Memorandum for: **Name of Key Spouse**

From: **CC Rank and Name**

Date: **Today's Date**

Subject: Key Spouse (KS) Appointment

1. You have been appointed as a key spouse for the **Name of Unit**.
2. As a key spouse representing our unit, you will be required to:
  - a. Complete eight (8) modules of key spouse Initial Training (approximately 6 hours) or Virtual Initial Training, if applicable
  - b. If previously completed required Initial Training, then complete standardized Refresher Training (1 hour), designed for KSs and KSMs returning to official KS/KSM duties following a PCS to a new duty location
  - c. Attend continuing education opportunities to remain current on local resources, trends both on and off the installation, and relevant to the KSP
  - d. Complete Annual Training on Suicide Awareness and Sexual Assault Prevention and Response (SAPR)

All training is provided by the Airman and Family Readiness Center (M&FRC).

### (Commander's signature block)

1<sup>st</sup> Ind,

I, \_\_\_\_\_, accept appointment as **Name of Unit** KS volunteer. The above-named key spouse agrees to protect personally identifiable information (PII), adhere to the Privacy Act of 1974, and exercise Operations Security.

\_\_\_\_\_  
Key Spouse Signature

\_\_\_\_\_  
Date

The above-named KS completed Initial Key Spouse Training or Refresher Training.

\_\_\_\_\_  
M&FRC Staff Signature

\_\_\_\_\_  
Date



## KEY SPOUSE RESIGNATION LETTER

*This letter needs to be filled out and signed by you and then sent to your commander and to the Key Spouse Program coordinator at your M&FRC. Keep a copy for your own records.*

---

Memorandum for: **Name of Key Spouse**

From: **CC Rank and Name**

Date: **Today's Date**

Subject: Key Spouse (KS) Resignation

1. I hereby resign my appointment as the KS for **Name of Unit**, effective **date**.
2. Please accept my heartfelt thanks for the opportunity to volunteer in this capacity and serve the men and women of the (insert unit name).

---

Key Spouse Signature

---

Date







## SPOUSE COMMUNICATION LOG

Use this form to keep track of any communications you have with unit families. No personally identifiable information (PII) data should be documented in writing nor maintained on this document.

\_\_\_\_\_  
**Volunteers Name**

\_\_\_\_\_  
**Unit**

\_\_\_\_\_  
**Unit Commander**

\_\_\_\_\_  
**Unit First Sergeant**

Name	Contact	Date	Time	Length	Purpose, outcome, follow up





## OPSEC & PERSEC

Operations Security (OPSEC) is a war fighting capability used to identify and protect military “bits and pieces” of sensitive information from people who wish to do us harm. This sensitive information, if collected by an adversary, can provide indicators pointing to our future activities and give them an advantage. It is not being dramatic to state that lapses of OPSEC can lead to mission failure and even the death of military members. Adversaries see military family members as soft targets and an easy source of useful information. Personal Security (PERSEC) is identifying, controlling, and protecting information about your life. This is the kind of information that everyone— regardless of military connection— should be careful about. Remember to use good judgment with what you post on social media, while keeping OPSEC and PERSEC in mind.

### ***Do not share...***

- Specific information about the mission of assigned units
- Specific dates and locations of deployments
- Your service member’s specific job on the internet
- Your service member’s exact location overseas
- Anything about unit morale or equipment
- Anything about deployment schedules or itineraries
- Exact dates your service member is scheduled to return

*Note: This is not an all-inclusive list. Ask your unit leadership for more information about specific OPSEC guidelines for your unit.*



## **AFI36-3009, AIRMAN AND FAMILY READINESS CENTERS, 4 November 2022, Section 4.9.2-4.9.2.9**

4.9.2. The Key Spouse Program.

4.9.2.1. Unit commanders will establish, promote, maintain, and support the Key Spouse Program. (T-1)

4.9.2.2. Commanders (or equivalent Directors) at the Numbered Air Force, MAJCOM, FLDCOM, and DAF 2-letter organization levels, as well as the Chief of Staff of the Air Force and the Chief of Space Operations, may designate their spouses and/or the spouses of their Vice Commanders (or equivalent) and Senior Enlisted Advisors as honorary Key Spouses for their respective organizations in accordance with guidance within DoDI 1100.21, Voluntary Services in the Department of Defense, and any DAF supplement thereto. See paragraph 4.9.2.8 for completion of DD Form 2793, Volunteer Agreement for Appropriated Fund Activities & Non Appropriated Fund Instrumentalities.

4.9.2.3. Key Spouse coins may be procured by Centers using appropriated funds for commanders, or designees, to issue to Key Spouses as a mission accomplishment award or on-the-spot recognition for exceptional effort or achievements as a command volunteer per DAFMAN 65-605V1. Commanders, or designees, may obtain Key Spouse coins from the installation Center.

4.9.2.4. Promotional items in support of the Key Spouse Program are limited to business cards printed on government computers with government-purchased card stock and promotional items with little to no intrinsic value, such as pens, key fobs, and magnets that are imprinted with useful Key Spouse Program information and used to promote program awareness and to publicize services.

4.9.2.5. Key Spouses may be reimbursed (if funds are available) for their purchase of shirts bearing the Key Spouse Program insignia, using nonappropriated funds, for their wear at events (e.g., installation family days) where it is important for the general public to identify Key Spouse Program volunteers; and for Key Spouse orientation and recognition events, per AFMAN 34-201, as support for Special Morale and Welfare purposes.

4.9.2.6. Centers will provide initial Key Spouse training at least quarterly, or more frequently if needed, using DAF standardized Key Spouse training curriculum. (T-3) For ARC: initial and annual training is provided as required.

4.9.2.7. Centers should provide networking and education opportunities to compliment initial Key Spouse Training on a quarterly basis, at a minimum, or as requested by installation leadership.

4.9.2.8. Key Spouse volunteers will complete DD Form 2793, before performing Key Spouse duties in accordance with DoDI 1100.21. (T-0) The unit in which the volunteer serves will maintain a copy of the DD Form 2793. (T-0)

4.9.2.9. The RegAF Key Spouse of the Year award recognizes the contributions of an outstanding Key Spouse volunteer each year. This award is for appointed Key Spouse volunteers only who meet criteria described in the special trophies and awards database (<https://access.afpc.af.mil/>). AF/A1SAA is responsible for ensuring the Key Spouse of the Year is recognized appropriately to include a certificate and lapel pin.



## GLOSSARY

<b>AFI</b>	Air Force Instruction
<b>M&amp;FRC</b>	Military & Family Readiness Center
<b>CC</b>	Commander
<b>DAF</b>	Department of the Air Force (includes the Space Force)
<b>FOUO</b>	For Official Use Only
<b>FSS</b>	Force Support Squadron
<b>KS</b>	Key Spouse
<b>KSM</b>	Key Spouse Mentor
<b>KSP</b>	Key Spouse Program
<b>M&amp;FRC</b>	Military & Family Readiness Center (M&FRC equivalent at a joint base)
<b>PII</b>	Personally Identifiable Information
<b>POC</b>	Point of Contact
<b>SAPR</b>	Sexual Assault Prevention and Response
<b>UPC</b>	Unit Program Coordinator

This toolkit was made for key spouses, by key spouses. If you have suggestions or additional tools or templates that are helpful in maintaining your Key Spouse Program, we would love to hear about them. Please email your ideas to the Thrive Team at [ThriveTeam22@gmail.com](mailto:ThriveTeam22@gmail.com). We look forward to seeing the amazing things you've been using to make your program run smoothly. Thank you for volunteering your time and talents to the Key Spouse Program!

