



BUILDING THE TEAM

The Key Spouse Program is a Commander's program. The Key Spouse Program is a volunteer resource that operates within a military framework to enhance unit family readiness. The chain of command and its 'chain of communication' work in much the same way. It allows for effective communication and issue resolution.

WHO IS ON YOUR TEAM?

The team is comprised of the Commander, the First Sergeant, the Key Spouse Mentor, the Key Spouse, and the Airman & Family Readiness Program Manager (A&FRPM). Commanders may also elect to include a Chief, Superintendent and/or a Senior Non-Commissioned Officer (SNCO) as a member of the Key Spouse leadership team.

Commander (CC)

Commanders determine and prioritize Key Spouse roles and responsibilities based on unit demographics and needs. The Commander's responsibilities include, but are not limited to the following:

- Determines the goals and objectives of unit Key Spouse(s).
- Establishes and maintains the unit's Key Spouse Program.
- Selects/appoints/replaces Key Spouse(s).
- Schedules a recurring meeting with unit Key Spouse to discuss unit needs, concerns, or trends.
- Provides resource support.
- Encourages unit spouse/family participation.
- Supports Key Spouse meetings/functions.

First Sergeant (CCF) or (Chief, Superintendent and/or SNCO)

The First Sergeant may be appointed by the Commander to monitor the Key Spouse Program and serve as the Commander's Key Spouse primary point of contact.

- Assists the Commander in establishing the unit Key Spouse Program.
- Primary point of contact.
- Link between Commander and Key Spouse.
- Briefs Key Spouse on what constitutes Personal Identifiable Information (PII).
- Meets with Key Spouse(s) regularly.
- Assists with administrative and logistical support.
- Provides access to updated rosters.



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Key Spouse Mentor (KSM)

The role of the Key Spouse Mentor is to serve as an advisor to the Key Spouses. This is NOT a supervisory role, but a supportive role. A Key Spouse Mentor is equipped with a high functioning understanding of installation agencies, units, senior ANG leadership and spouse/family networks.

- Works with A&FRPM to schedule trainings.
- Mentors junior spouses/family members.
- Takes strategic vs. tactical program perspective.
- Advocates unit concerns.
- Attends continuing education training to remain current on resources and installation trends.
- Encourages spouse/family interactions with each other/unit.
- Recognizes contributions of Key Spouse(s).

Key Spouse (KS)

The Key Spouse contributes to unit readiness by promoting efficient and effective communication between unit leadership, Key Spouse Mentor, and unit spouses/families. The Key Spouse is a direct link to the Commander when establishing and building unit resilience and a sense of community.

- Meets with Commander to establish unit Key Spouse Program expectations.
- Completes mandatory Key Spouse Program Training.
- Attends continuing education training to remain current on resources and installation trends.
- Obtains basic contact information on unit families.
- Provides families information on installation and community events.
- Provides referral information on base and community resources as needed.
- Meets with the Commander and First Sergeant regularly.

Airman and Family Readiness Program Manager (A&FRPM)

- Provides oversight and assistance.
- Provides information and referral support.
- Provides continuing education and training opportunities.
- Maintains a current roster of trained Key Spouses.