DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON D.C.

MEMORANDUM FOR ALMAJCOM/A1   JUN   9 2009

FROM: HQ AF/A1S
201 12th Street South, Ste 413
Arlington, VA 22202-4306

SUBJECT: 2009 Standardized Guidelines for Key Spouse Program

The Key Spouse Program is the official family readiness program that supports Airmen and their families during deployments, separations, and emergencies, as well as enhancing and encouraging regular communication between units and families. The program helps leadership, commanders and First Sergeants, connect with unit families through a system of volunteers who work to keep families informed, provide information and resources, and up channel any concerns back to leadership. Airman & Family Readiness Centers (A&FRC) provide oversight for this important program by offering training and resources, and in helping the Key Spouse unit volunteers make connections with other helping agencies.

We began a major revision of the program with the 4 Nov 08 AF/A1S memo that standardized the program name across the Air Force as "Key Spouse". In Feb 09, an IPT consisting of headquarters, MAJCOM, installation, and senior spouse representatives reviewed and updated all policy, guidance, training, and resources. These materials will be sent by electronic mail to your Airman and Family Services branches for distribution to all A&FRCs. They will be used to standardize the Key Spouse program at each installation.

By 1 Aug 09, forward your command plan for implementing the new materials at each installation. The plan will include each installation's proposal to identify, train, and/or retrain Key Spouses by 31 Dec 09. A follow-up report will be required by 18 Jan 10 on the results of the training and number of Key Spouses trained. The HQ USAF/A1S POC is Ms. Gretchen Shannon, Gretchen.shannon@pentagon.af.mil.

CHARLES E. MILAM
Director of Services
DCS/Manpower, Personnel and Services

cc: ALMAJCOM/A1S