

KEY SPOUSE / KEY SPOUSE MENTOR APPOINTMENT

The **Key Spouse / Key Spouse Mentor** is a volunteer who is formally appointed by the unit Commander and serves as a link between unit leadership and their military families.

Key Spouses come to the role in a variety of ways: volunteering themselves or being asked by leadership. Regardless of how, the steps to officially become a Key Spouse are the same.

1. The unit Commander completes an interview and upon approval initiates an appointment letter for the new Key Spouse / Key Spouse Mentor.
2. New Key Spouse / Key Spouse mentor signs the completed appointment letter and completes a DD 2793 volunteer form which is then maintained at the unit during their tenure.
3. Key Spouse contacts the USAF Academy Military & Family Readiness Center to connect, and schedule required Key Spouse training with the Key Spouse Program (KSP) Training Coordinator.
4. The KSP coordinator at the M&FRC will sign the appointment letter upon completion of training and email it to the commander and/or first sergeant and provide a copy of the letter to the Key Spouse.

Initial Key Spouse training is completed in person or online and takes a proximally 6 hours to complete. This training is for newly appointed Key Spouses with no previous Key Spouse training or volunteer experience.

Key Spouse Refresher training is a 1-hour training session for newly appointed Key Spouses who have completed the initial training and served as a Key Spouse Volunteer at a previous duty assignment.

Key Spouse Mentor Training is for those who the commander appoints as a Key Spouse Mentor for their unit. This is usually an experienced military spouse with previous Key Spouse experience but is not a requirement.