



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

NOV 19 2012

MEMORANDUM FOR ALL MAJCOM A1

FROM: AF/A1S

SUBJECT: Support for the Air Force Key Spouse Program — Access to Information

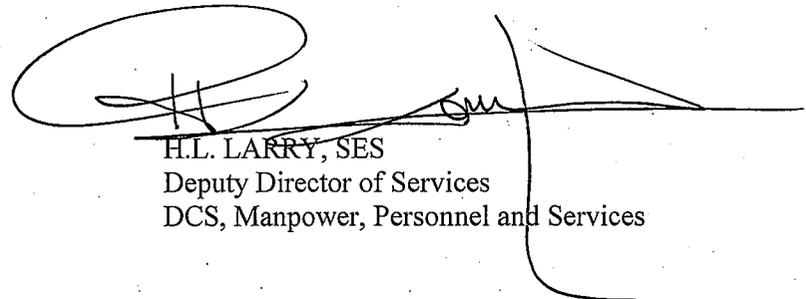
Request your continued support for the Air Force Key Spouse Program. The primary purpose of this program is to serve as a link between unit leadership and families, helping to ensure families have information and resources to meet their needs, which directly impact mission readiness.

Since the program's inception in 2009, many of our key spouses have continued to experience difficulty in obtaining contact rosters and information on the population they assist in serving. Each key spouse is an official volunteer, appointed by the unit commander, trained by the local Airmen and Family Readiness Centers, and are required to have signed a DD Form 2793, Volunteer Agreement Form.

Access to sponsor and family information was addressed by AF/JAA in April 2011 and resolved with the Key Spouse volunteers' program office, AF/A1SA. As a follow-on, A1SA provided guidance to the field clarifying Key Spouse volunteers could receive, for official purposes, non-Personally Identifying Information (PII) contained in rosters and other records, as well as appropriate PII information (e.g., home phone numbers) contained in unit personnel rosters and records that support the Key Spouse program.

Please ensure your Commanders and First Sergeants are aware that Key Spouses may have access to/copies of rosters and records, as needed, to support the Key Spouse Program. We appreciate your support as we work to take maximum advantage of our Key Spouse Program.

Our point of contact for the AF Key Spouse Program is Mr Carl R. Buchanan, AF/A1SAA, DSN 227-5107, carl.buchanan@pentagon.af.mil.



H.L. LARRY, SES
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cc:
AF/CCC
AFPC/SVI