



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

NOV 4 2008

MEMORANDUM FOR ALMAJCOM/A1S

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

SUBJECT: Standardization of Name and Guidelines for Key Spouse Program

A review of the personal and family readiness Key Spouse program identified the use of various names across MAJCOMs. The official Air Force name for this program is Key Spouse.

Consistent name recognition and branding across the Air Force will ensure families are aware of the program and have an opportunity to participate in this important readiness resource. AFI 36-3009, Airman and Family Readiness Centers (A&FRC), identifies the responsibility for A&FRCs to offer and/or provide Key Spouse training on a quarterly basis or as requested by installation unit leadership. To ensure the program meets the needs of our Airmen and their families, we will assemble a working group to review and revamp the Key Spouse program.

My staff will contact the Airman and Family Services Branch Chiefs in your commands to identify members for the working group, which will consist of headquarters, command, base, and AFPC staff. The working group will determine all of the elements necessary for a useful, consistent Key Spouse Program. My POC is Ms Gretchen Shannon, DSN 664-0196 or Gretchen.shannon@pentagon.af.mil.

A handwritten signature in black ink, appearing to read "Arthur J. Myers", is written over the typed name.

ARTHUR J. MYERS
Director of Services
DCS/Manpower, Personnel and Services