

Key Spouse Position Description

The Key Spouse is a volunteer selected and appointed in writing by the unit commander, to act as an official unit representative. The KS serves as a trusted agent between unit leadership and families. The KS works with unit leadership and KSM to plan, coordinate, and execute the unit KS program through two-way communication and community information and referral.

In an official capacity, the KS collaborates with unit leadership to build or maintain contact roster information to facilitate contact with spouses. The KS safeguards personal identifying information (PII). KS volunteers are, IAW 10 USC 1588, considered to be employees of the Federal Government for purposes of the Privacy Act (see 10 USC 1588(d)(C)). As a result, giving them access to Privacy Act information (rosters) is not a prohibited disclosure so long as the disclosure is in connection with the performance of their volunteer services as Key Spouse.

The KS serves as the focal point for communication with spouses and actively markets the program through visibility at unit commander's calls, unit or base events, and by deliberate communication through phone, email or social networks. Through leadership and community connections, the KS effectively communicates unit information and community resources to families.

The KS is an advocate for families. Through two-way communication and a direct connection to unit leadership via deliberate and regular meetings and interactions, the KS advocates for unit needs and concerns, and assists the commander in identifying strengths and successes.

KEY SPOUSE DUTIES AND RESPONSIBILITIES:

- Provides peer-to-peer support to unit families
- Protects personal information
- Serves as communication link between unit leadership and families
- Offers information/referral to families on community agencies and resources
- Welcomes new families to the unit and cultivates relationships within the unit
- Actively participates in unit and installation functions
- Records volunteer hours and tracks information disseminated

Desired Qualities: Effective oral and written communication skills; ability to adhere to privacy and confidentiality guidelines; willingness and ability to complete required training; a positive outlook on the military lifestyle; willingness to support new and seasoned military spouses; is empathetic and caring and has keen organizational skills.

Required Training: Completion of initial training and quarterly continuing education. A one hour refresher course is mandatory for KS/KSM upon relocation/PCS or as directed.