

**BY ORDER OF THE COMMANDER  
BEALE AIR FORCE BASE**

**BEALE AIR FORCE BASE INSTRUCTION  
36-3007**



**10 NOVEMBER 2011**

**Personnel**

**BEALE KEY SPOUSE PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 9 FSS/FSFR

Certified by: 9 MSG/CC  
(Colonel Douglas Barron)

Pages: 5

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This instruction implements the 9th Reconnaissance Wing (9 RW) Key Spouse Program at Beale AFB. It provides minimum guidelines for each unit commander to use to implement a tailored program to fit specific squadron needs. It further defines the responsibilities of the unit commander, the unit first sergeant, the Airman and Family Readiness Center (A&FRC) and the key spouse/mentor. A reference guide for commanders with additional information, forms, and tools to help implement and maintain this program is available from the Airman and Family Readiness Center. This policy applies to all squadrons assigned and attached to Beale AFB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using an AF Form 847, *Recommendation for Changes of Publication*: route AF Form 847s through your Group Publications and Forms Managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 36-363, *Management of Records*, disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://my.af.mil/afrims/afrims/afrims/rims.cfm>.

**1. Purpose** The purpose of the 9 RW Key Spouse Program is to enhance mission readiness through effective outreach, education, and support by unit leadership to its family members. It is designed as a partnership between squadron leadership, appointed key spouses/mentors, and the Airman and Family Readiness Center to address family readiness concerns. By empowering a volunteer key spouse/mentor to serve as a vital communications link between the command structure and its families, squadron leadership will have a direct connection with family members to pass on vital information of upcoming squadron activities and deployment related issues. As a result, families become more self-reliant with knowledge of the available resources. Furthermore, they are better prepared for deployment and should be ready to deal with

emergencies more effectively. Each squadron will use the following guidelines to develop their individual programs. These guidelines will help standardize the overall wing program and develop a network among individual squadrons to guarantee support to all Team Beale families, especially in times of deployments and crises.

## **2. Responsibilities defined**

### **2.1. Squadron Commander:**

2.1.1. Establishes Key Spouse Program. Conveys to appointed key spouse/mentor expectations, guidelines, and parameters of the program.

2.1.2. Appoints, in writing, the squadron key spouse(s)/mentor and provides letter of appointment to Airman and Family Readiness Program Community Readiness Consultant.

2.1.3. Briefs selected key spouse/mentor on roles and responsibilities.

2.1.4. Ensures key spouse/mentor attends basic and quarterly Key Spouse Program training at the Airman and Family Readiness Center upon their appointment.

2.1.5. Introduces key spouse/mentor to squadron membership.

2.1.6. Ensures key spouse/mentor involvement with family and deployment activities.

2.1.7. Ensures key spouse/mentor is aware of the commander's and first sergeant's open-door policy to discuss special needs and issues.

2.1.8. Limits each key spouse appointment to a one-year term with the option to renew unless circumstances dictate otherwise. Appointment and dismissal of a key spouse/mentor must be done in writing and is the right and responsibility of the commander.

2.1.9. If there is a change of command during the key spouse's/mentor's term, the new commander may reappoint the current key spouse/mentor or select a new one.

2.1.10. As a member of the commander's staff, the commander should include the key spouse/mentor in planning meetings and unit activities.

2.1.11. Provides necessary resources to effectively perform duties.

2.1.11.1. Office space, meeting space, and storage space, if feasible.

2.1.11.2. Phone support and resources.

2.1.11.3. Office supplies and access to equipment (e.g., necessary computer hardware and software to support database management and word processing/desktop publishing software) are essential.

2.1.11.4. Use of official mail. Mailings must carry the return address of the squadron.

2.1.12. Ensure key spouse/mentor contributions are recognized through formal recognition and appreciation programs.

### **2.2. First Sergeant**

2.2.1. Serves as main point of contact for routine issues and support.

2.2.2. Assists the commander in recruiting.

2.2.3. Coordinates training with the Airman and Family Readiness Center.

2.2.4. Provides key spouse/mentor with roster of unit and family member contact information gathered from the Family Information Sheet.

2.2.5. Educates key spouse/mentor on privacy concerns and responsibilities.

2.2.6. Works closely with key spouse/mentor to ensure a consistent, two-way information flow between the unit and its families.

### **2.3. Airman and Family Readiness Center (A&FRC)**

2.3.1. Overall focal point for the Key Spouse Support Program.

2.3.2. Provides program oversight and coordination for all family readiness issues.

2.3.3. Provides all key spouses with basic training and quarterly support/training meetings.

2.3.4. Provides training, support, and referral services to all commanders, first sergeants, and key spouses.

### **2.4. Key Spouse Mentor**

2.4.1. The key spouse mentor is a knowledgeable and experienced spouse who provides support, encouragement and leadership.

2.4.2. The mentor acts as an advocate and supports and encourages key spouses.

2.4.3. Attends wing/group/unit key spouse meetings, leads key spouse meetings and ensures issues and unit family readiness concerns are a priority

### **2.5. Key Spouse**

2.5.1. The key spouse must be a unit member's spouse. Ideal candidates should be mature, trustworthy, an effective communicator, and have a positive attitude about the Air Force. They will implement the program in compliance with the expectations, guidelines and goals outlined by unit leadership.

2.5.2. Serves as a communication link between the squadron leadership and families. Establishes a communications network among unit families.

2.5.3. Welcomes all incoming members and families to the squadron and Team Beale.

2.5.4. Provides information on referral services and squadron activities to family members.

2.5.5. Maintains a family readiness roster.

2.5.6. Provides the commander/first sergeant feedback regarding family readiness concerns and unit morale and welfare issues.

2.5.7. Attends Airman and Family Readiness Center Basic Key Spouse Training upon appointment. Also attends Quarterly Key Spouse Briefing.

PAUL H. MCGILLICUDDY, Brigadier  
General, USAF  
Commander, 9th Reconnaissance Wing

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFMAN 33-363, *Management of Record*, 1 March 2008

***Forms Prescribed***

Beale AFB Form 13, *Family Information Sheet*

***Forms Adopted***

AF Form 847, *Recommend for Change of Publication*