



Commander Key Spouse Cliff Notes

- With every new Command CC Appoints Key Spouse via Appointment letter
(appointee must have email and phone number)
- Email Appointment letter to carrie.hamann.1@us.af.mil or 1SOFSS.FSH@us.af.mil
- MFRC will check the system for training and reach out to the newly appointed Key Spouse via email and/or phone
- MFRC will provide required training IAW DAFI 36-3009
- CC maintains a file for each of their appointed Key Spouses- to include the Volunteer Form DD 2793
- After initial contact MFRC will provide quarterly opportunities for continuing education and SAPR training. MFRC will also provide resource information via Hurlburt Field Key Spouse Facebook page and email *SAPR and suicide awareness training are due annually for every Key Spouse*
- CC provides updated appointment letter when: He/She takes command, appoints new Key Spouse, releases a Key Spouse or when a Key Spouse resigns.

