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**References:**

**AFI 36-3009, Airman & Family  
Readiness Centers**

**AFMAN 34-201, Use of  
Nonappropriated Funds**

**AFI 65-601 V1,  
Budget Guidance & Procedures**



# **KEY SPOUSE PROGRAM FUNDING**

**For questions contact your local  
installation:**

**Airman/Military & Family  
Readiness Center**

**FSS Resource Management  
Flight**



## Key Spouse Program (KSP)

Key Spouse Program, a Commander's unit readiness program, is an integral element of the mission to ensure Air Force military readiness and resiliency. To carry out the program successfully, it is necessary to provide Key Spouses with means to publicize and promote KSP.

This brochure outlines specific items, products, and services that can be purchased by two funding types—appropriated funding (APF) and nonappropriated funding (NAF).

Secretary of the Air Force Office of the General Counsel's memo, *Authority to Use Appropriated Funds (APF) to Buy Key Spouse Program items*, 22 May 2017, provides clarity on use of government funds. Copy of the memo is available at installation Airman & Family Readiness Centers.

When using APFs, the Necessary Expense Rule (NER) must be followed, which translates to the following: Items are... *“reasonably necessary to carry out an authorized function or will contribute materially to the accomplishment of that function, and is not otherwise prohibited by law....”*

## Appropriated Funds (APF)

### **Pens, Pencils, Magnets, Key Chains/ Fobs/Plastic Tags, Jar Grip Openers, Wall Calendars, Mugs, and Note Pads**

Purchase of low-cost items is authorized if items are imprinted with information promoting KSP program awareness and publicize services.

### **Water Bottles, Tote Bags, and Buttons**

Purchase of these items must convey information about the KSP and be widely used.

### **Business Cards**

Personalized business cards may be created and printed using government resources.

### **KS Name Tags**

Name tags imprinted with Key Spouse name and title may be purchased.

### **Coins and Lapel Pins**

Coins and pins may be purchased for recognition purposes. Must follow guidance in A&FRC, AFI 36-3009 and Budget Guidance & Procedures, AFI 65-601V.

## Nonappropriated Funds (NAF)

### **Key Spouse Uniform Shirts**

Funding may be approved as part of the annual NAF budgeting process by the installation Nonappropriated Fund Council.

### **Key Spouse Recognition Program**

Funding for light refreshments at one annual event from Special Morale & Welfare (SM&W) Funds. Not to exceed \$3 per person or \$400, whichever is less.

### **Key Spouse Orientation Program**

Funding for light refreshments at one annual event from Special Morale & Welfare (SM&W) Funds. Not to exceed \$3 per person or \$400, whichever is less.

