APPENDIX F - COMMANDER'S KEY SPOUSE CHECKLIST

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| **Key Spouse Program Basics** | **Notes** | | |
| Review CSAF Memo |  | | |
| Determine unit KSP goals and KS roles/responsibilities (See pages 4-6) | Include appropriate KS roles in the unit disaster preparedness plan; in addition, ensure KS role during events involving casualties are clearly identified as well. | | |
| Customize the KS Position Description to reflect unit specific roles/responsibilities (See page 16) |  | | |
| Determine the number of KSs needed to support unit (recommended ratio is 1 KS per 100 unit members) |  | | |
| Determine/identify additional local requirements | (ID unique needs of unit/wing/installation) | | |
| **Key Spouse Interviews** | **Due** | **Complete** | **Notes** |
| Design the interview format (phone, in-person, panel, etc.) |  |  |  |
| Prepare a list of questions |  |  |  |
| If using a panel to interview, identify panel members and provide each with the question list; discuss ROEs |  |  |  |
| Review candidates and schedule interview time/date |  |  |  |
| Contact candidates |  |  |  |
| Conduct interview(s) |  |  |  |
| Check references |  |  |  |
| Evaluate candidate(s) |  |  |  |
| Select KS applicant(s) who will be the best fit for the unit |  |  |  |
| Follow up with all candidates |  |  |  |
| **Key Spouse Appointment** | **Due** | **Complete** | **Notes** |
| May assign the Chief, Superintendent, First Sergeant, SNCO or other Officer designee as the KS Program POC (note: some units may be comprised of more officers than enlisted) |  |  |  |
| Set up a volunteer file for each new KS appointee |  |  |  |
| Introduce new appointee to the unit KSP "team" (enlisted and/or officer POCs, Key Spouse Mentor, and other KSs); provide unit tour |  |  |  |
|  |
| Reiterate roles/responsibilities and convey types of issues/events which can be handled by the KS versus those which should be elevated to unit leadership |  |  |  |
| Discuss logistical support with new appointee |  |  |  |
| Complete appointment letter and forward copy to local A&FRC KSP POC |  |  |  |
| Ensure KS understands training requirements and completes |  |  |  |

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| mandatory initial KS training at the A&FRC |  |  |  |
| Meet with KS following initial training to validate they received a copy of the KS Desktop Guide and to determine whether they have questions as a result of the training |  |  |  |
| Ensure KS receives regularly updated unit rosters to include inbound/outbound/deploying personnel and their families (rosters should include assigned Air Reserve Component (ARC) members as well |  |  |  |
| **Continued Support** | **Due** | **Complete** | **Notes** |
| Ensure unit members/families are aware of the KSP; introduce the KS to unit members/families and ensure they know how to contact the KS |  |  |  |
| Conduct recurring meetings with the unit's KSP team to reexamine program effectiveness, and identify concerns/ issues |  |  |  |
| Recommend KS utilize support networks outside the unit as well - i.e., other KSs (even Group/Wing level), A&FRC , etc. |  |  |  |
| Set up ongoing KS recognition and appreciation |  |  |  |