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| **Prior To KS Appointment** :. ,- | **Completion Date** | | |
| Meet with CC/CCF to discuss KS Program |  | | |
| Review the KS Desktop Reference Guide |  | | |
| Inform CC or CCF of interest to become a KS |  | | |
| Request an official interview with the CC or designee |  | | |
| Acquire references and inform them they may be contacted |  | | |
| Complete required paperwork/forms |  | | |
| **KS Required Training***.* , | - **Due** | **Completed** | - **Notes** |
| Attend Required/Designated Trainings: |  |  |  |
| KS Overview |  |  |  |
| Communication |  |  |  |
| Generational Diversity |  |  |  |
| Social Media/Operational Security |  |  |  |
| Deployment |  |  |  |
| Disaster Preparedness |  |  |  |
| Personal Identifying Information |  |  |  |
| Resilience |  |  |  |
| **KS Continuing ,Education** | - **Due** | **Completed** | **Notes** |
| Installation and Community Resources |  |  |  |
| Heart Link |  |  |  |
| Additional Resilience Training |  |  |  |
| Suicide Awareness |  |  |  |
| Sexual Assault Prevention Response |  |  |  |
| AFRC and ANG 101 (where applicable) |  |  |  |
| Additional training as required |  |  |  |
| Obtain Unit Recall Rosters |  |  |  |
| **Action items·** ; · ·· ·· | **Due** | **Completed '** | **Notes** |
| Tour of the building (where permitted) with the Commander First Sergeant, so that introductions can be made as well as a General feel for the section. |  |  |  |
| Meet with outgoing KS for turn-over of information/folders , etc. |  |  |  |
| As new KS, send out introduction e-mail to unit spouses, helping to verify accurate contact information AND schedule initial meeting with all unit spouses. Key Spouse business card or make POC information available. |  |  |  |
| Prior to deployments, schedule meeting with spouses of deployed members, to know their plans during deployment |  |  |  |
| Establish rapport with CSS Personnel |  |  |  |
| Attend Commanders Calls and meetings as required |  |  |  |
| Consult with Mentor Spouse and meet with other unit KS's/KSM's regularly |  |  |  |
| **\*Learn unit Battle Rhythm (Exercises, deployments, trainings)** |  |  |  |
| Develop personal KS goals |  |  |  |
| ***\*As Needed/Per Commander's Approval*** |  |  |  |