



Meeting with Unit Leadership Suggested Questions

The purpose of this document is to provide suggested talking points for meetings with the Commander & First Sergeant.

1. The unit's mission and how it relates to the Wing's Mission:

2. Commander's/First Sergeant's expectations and priorities for the Key Spouse Program:

3. The role of the First Sergeant:

4. The points of contact for information and support:

5. Frequency of roster updates; system of notification for new arrivals:

6. The Commander's expectations in responding to emergency/crisis situations:

7. Types of situations, statistical data, the Commander wants reported:



Meeting with Unit Leadership Suggested Questions

8. Administrative support (e.g., access to phone lines, newsletters, answering machines, e-mail, etc.):

9. Logistics support available to include desk, computer, phones, etc., if required:

10. Request unit tour