**Key Spouse (KS) Checklist…How am I Doing?**

\_\_\_\_ **Do you understand what the KSP is?** If no, please read the KS Guide found at:

<https://www.afpc.af.mil/Benefits-and-Entitlements/Key-Spouse-Program/>

\_\_\_\_ **Do you know what your unit’s mission is and what difficulties, struggles the members/families may have/face**? If no, you need to advocate to the unit leadership to explain it in a meeting.

\_\_\_\_ **Do you know what the KS roles and responsibilities are?** If no, read the KS guide, but also have the unit leadership explain what they are. Lastly, ask other KS, KSM, and/or the Airman & Family Readiness Center (A&FRC) for assistance.

\_\_\_\_ **Do you know your unit leadership (Commander, First Sergeant, Superintendent & KSM)?** If no, ask your unit for a meeting to meet them all and explain what they do. You need to feel your part of that team to be successful and feel included.

\_\_\_\_ **Do you know who the KS, KSM, and other spouses are in your unit?**  If no, ask unit leadership for a unit roster and find out who is maintaining it.

\_\_\_\_ **Do you know when your unit is having Commander Calls, Resiliency Days, True North events, other unit activities?** If no, your unit leadership needs to include you. Without your vital support and inclusion, you cannot truly be valued and appreciated.

 \_\_\_\_ **Are you comfortable communicating with your unit?** If no, ask other KS, KSM, and/or the A&FRC for suggestions to get more comfortable.

\_\_\_\_ **Did you get all the training you needed when you were appointed?** If no, did you complete the KS initial training and any follow-on continued education training? If yes, then reach out to the A&FRC for assistance/additional training.

\_\_\_\_ **Do you feel you have the resources readily available to handle the unit’s members if they come to you for aid?** If no, have you read the resources section of the KS Guide, asked unit leadership for resources/information, downloaded the Team Minot App, and talked with your A&FRC? If yes, please provide feedback to the A&FRC because it needs to be addressed! Human compassion and the ability to be able to share/relate concerns, frustrations, etc and even seek aid/advice is at the forefront of what the KSP stands for.

\_\_\_\_ **Are you utilizing the communication log, volunteer tracking log, unit roster, key spouse checklist, privacy act sheet?** If no, did your unit provide these as they are in the KS guide? You should not have to print this as your role falls under an official position within the unit’s family readiness. If you require other low-cost items to do your job, the unit should be able to utilize their funds.

\_\_\_\_ **Do you feel appreciated?** Has the unit recognized anyone in the KSP with a coin/label, certificate of appreciation, , submitted an award for Key Spouse of the Year (KSoY) or Volunteer Excellence Award? If no, please speak with your unit leadership, KSM, or the A&FRC to learn more.

\_\_\_\_ **Do you feel the unit’s KSP is successful?**  If no, have you reviewed the KSP “Tips and Success Stories” in the KS guide, as well as reached out to other KS, KSMs, and the A&FRC for assistance. If yes, please provide feedback to the A&FRC to incorporate/share it.

\_\_\_\_ **Are you frustrated, tired, and feel your tackling the program along?** If so, do not be! It is a Commander’s program and more than likely, the concerns just need to be addressed with unit leadership.