

**APPENDIX R - KEY SPOUSE CHECKLIST**

PRIOR TO THE OFFICIAL KS APPOINTMENT	Completion Date		
Meet with CC/CCF to discuss KS Program			
Review the KS 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			
Obtain official appointment letter and sign (ensure A&FRC representative also signs letter prior to returning to unit CC)			
Complete required paperwork/forms (Consent Form, DD Form 2793, etc.)			
<b>AFTER OFFICIAL KS APPOINTMENT:</b>			
<b>KS REQUIRED TRAINING</b>	<b>Due</b>	<b>Completed</b>	<b>Notes</b>
<b>1. Attend and Complete Standardized KSP Initial Training (Classroom or Virtual):</b>			
KSP Overview			
Communication			
Generational Diversity			
Social Media and Operations/Cyber Security			
Deployment			
Disaster Preparedness			
Information Security			
Resilience			
<b>2. Complete Standardized AF Refresher Training (following PCS only)</b>			
<b>KS ANNUAL TRAINING (REQUIRED)</b>	<b>Due</b>	<b>Completed</b>	<b>Notes</b>
Suicide <i>Awareness</i> Training			
Sexual Assault Prevention Response (SAPR)			
<b>KS CONTINUING EDUCATION (Not limited to)</b>	<b>Due</b>	<b>Completed</b>	<b>Notes</b>
Heart Link			
Deployment Readiness			
Crisis and Disaster Response/Preparedness			
Additional Resilience Training			
AFRC and ANG 101 (where applicable)			
<b>Additional Trainings:</b>			

ACTION ITEMS	Due	Completed	Notes
Tour of the building (where permitted) with the Commander or First Sergeant, so that introductions can be made to active duty members and allowing for an opportunity to gain insight on the unit			
Meet with outgoing KS for turn-over of information/folders, obtain passwords/access to unit KSP Gmail accounts, etc.			
As new KS, send out introductory e-mail to unit families, helping also verify accurate contact information			
Schedule an initial meeting with families to provide unit information, along with KS contact information (i.e., business card, unit information flyer, etc.)			
Prior to deployments, schedule a meeting with deployed family members to obtain information regarding their plans during deployment, as well as sharing your communication plan with deployed family members throughout the deployment			
Establish rapport with Commander's Support Staff (CSS)			
Obtain "basic" contact information only on unit families (requires coordination with CC, CCF, Chief, Superintendent and/or a SNCO assist in developing a "communication roster" in order to perform KS duties			
Attend CC Calls and meetings as required			
Consult with unit KSM to develop a plan to meet and network regularly with other unit KSs and KSMs			
Learn Unit's Battle Rhythm (exercises, deployments, trainings)			
Develop personal KS goals <b>(as needed and per CC's Approval)</b>			
Track accomplishments which positively impact a unit's mission, for potential Key Spouse of the Year (KSOY) award submission			
Track unit and volunteer community service accomplishments that are of a sustained, direct and consequential nature for potential Volunteer Excellence Award (VEA) submission			

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