

PROGRAM OVERVIEW

Key Support Liaisons & Mentors are appointed by the unit commander to perform a vital communication role between the unit and its families.

Key Support Liaisons assist families in finding and utilizing the base and community resources.

Key Support Liaisons provide support to the families of military members during their time of need.

Key Support Liaisons follow Privacy Act, confidentiality, and mandatory reporting guidelines.

Key Support Liaisons : Connect, Listen, Inform, Support, and Advocate

They do not: Counsel, Supervise, Gossip, Babysit, Party Plan

Key Support Mentors: Advocate for the program and volunteers in it.

They do not: Supervise volunteers



RESOURCES

American Red Cross 1-800-733-2767 (emergency notification/travel)

Chaplains 701-723-2456 (nonmedical counseling & religious services)

Community Childcare Coordinator 701-723-6662 (childcare options)

Domestic Violence Hotline 800-799-7233 (DV resources)

DoD Safe Helpline 1-877-995-5247 &/or <https://safehelpline.org>

Exceptional Family Member Program (EFMP), <https://>

www.militaryonesource.mil/family-relationships/special-needs

Employee Assistance Program (EAP), 1-800-222-0364 &/or

www.FOH4You.com, code: USAF

Family Advocacy 701-723-5096 (new parents support classes & more)

First Sergeant (contact M&FRC for phone number)

Health and Wellness Center 701-723-5399 (health information & resources)

Legal Office 701-723-3026 (legal resources, citizenship, etc)

M&FRC 701-723-3950 (employment, finances, & much more)

Military OneSource 1-800-342-9647 & <https://www.militaryonesource.mil>

Military Family Life Counselor (MFLC) 701-723-3950

Military/Veterans Crisis Line 1-800-273-8255

National Suicide Prevention Lifeline 1-800-273-8255 &/or

www.suicidepreventionlifeline.org

Project Bee (Women's Shelter) 701-838-1812

Sexual Assault Prevention Response (SAPR) 701-723-7272

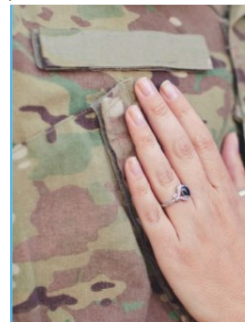
School Liaison Office 701-723-1447 (school information & resources)

TRICARE 844-866-9378 or <https://www.tricare-west.com>

WIC 701-723-2118 (supplemental food support)

Other Resources:

- Obtain "Helping Agency Matrix"
- Subscribe to 5 FSS page
- Download "Team Minot App"



Official unit volunteer program established to connect & support military families

Air Force Commander's Key Support Program Website:
<https://www.afpc.af.mil/Military-and-Family/Key-Spouse-Program/>

Join the Team Minot Key Support FB page

Contact The Military & Family Readiness Center for More Information:

291 PEACEKEEPER PLACE

MINOT AFB, ND 58704

Phone: 701-723-3950

Email:

5fss.family.support@us.af.mil

www.5thforcesupport.com

Find us on FB!



TO BECOME KSL/KSM

1. Meet with unit leadership—expectations, unit mission, etc
2. Be appointment in writing by the commander
3. Fill out a volunteer form (DD 2793) with the unit
4. Complete initial Key Support Program Training. I (Either in-person with M&FRC or at <https://millearning.militaryonesource.mil>)
5. Ensure training certificate is turned into M&FRC & unit
6. Read the AFPC KSP Guide at <https://www.afpc.af.mil/Military-and-Family/Commanders-Key-Support-Program/>

JUST STARTING OUT

1. Review the key support program continuity book for the unit
2. Meet with other key support volunteers in the unit (& or base)
3. Determine what you will be doing to support the unit, such as contacting spouses, managing the unit Facebook age, etc
4. Ensure your known—share your contact information on key support flyers, posters in the unit, sent an introductory email, post on Facebook, etc.
5. Acquire all available resources to support spouses

HOW TO MAINTAIN THE PROGRAM

1. Be available to answer questions/connect with resources
2. Be approachable & make connections
3. Complete annual key support program training (suicide awareness & sexual assault prevention response)

HOW TO STEP DOWN

Let the key support mentor, unit leadership, & M&FRC know your stepping down. This can be done through email, phone call, or in-person.

BEST PRACTICES

1. Provide a “welcome to the unit” card, gift from unit booster club funds, in-person/email “warm welcoming” with information about the area, like a sponsor packet
2. Ensure the sponsors are obtaining spouse information for you. Recommend completing the sponsor training.
3. Ensure the unit deployment managers are obtaining spouse information before deployer's leave so you can stay in touch with their families
4. Put up CKSP information (flyers/cards) in the Commanders Support Staff area, and across the unit
5. Ensure the First Sergeant, Superintendent, Commander knows who you are, has your contact information.
6. Attend any/all available unit functions to communicate your role and who you are, such as Commanders Calls, Luncheons, meetings, etc
7. Coordinate function to build spouse support/trust (attend Spouse's Welcome w/ unit spouses)
8. Coordinate time to meet up with other KSL & KSM's
9. Record what works & doesn't work

FUNDING

Units can use units APF (appropriated funds to support office supplies (printing program flyers, business cards/card stock, printing paper/ink, brochures, etc as long as used to support the CKSP.

There is no pot of money to fund events. Units will need to utilize private organizations, such as the booster club or enlisted spouses club for assistance.

TRAINING

Initial Key Support Program training (virtual &/or in-person options)

Initial Key Support Mentor training (in-person)

Resilient Training Assistance (RTA) (multi-day course)

Master Resilient Trainer (MRT) (multi-day course)

Sexual Assault Prevention & Response Training (annual)

Suicide Awareness (annual) <https://www.resilience.af.mil/Programs/Equipping-Families/>

