Appendix L

KEY SPOUSE (KS) “GETTING STARTED” CHECKLIST

First Things First

____ Review KS Continuity Binder

____ Identify Unit Team

  Commander ___________________________ Phone #______________
  Commander’s Spouse ___________________ Phone #______________
  First Sergeant _________________________ Phone # ______________
  CRC _________________________________ Phone #______________

KS Training/Appointments

____ Completed Initial Training on ________________

____ Signed Volunteer Agreement, DD Fm 2793

____ Started Volunteer Hours Log

____ Completed Initial Suicide Awareness on ________________

____ Completed Heart Link on ________________

____ Completed Unit Team Appointment on ________________

____ Completed Unit CRC Appointment on ________________

____ Schedule Initial Commander’s Call Attendance ______________

Resources

____ Obtain KS Business Cards (Airman & Family Readiness Center)

____ Obtain/post Key Spouse poster/flyer for unit bulletin board (Unit)

____ Obtain Alpha Roster (Unit)

____ Obtain Deployment Roster (Unit)

____ Obtain Newcomers Roster (Unit)

____ Prepare Newcomers’ Welcome Letter (Template, KS Continuity Binder)