

Appendix C

MEETING WITH UNIT LEADERSHIP: SUGGESTED QUESTIONS

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

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

2. The 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:

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

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

10. Request unit tour!