

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)