**Key Spouse Mentor (KSM) Checklist…How am I Doing?**

\_\_\_\_ **Do you understand what the KSP is?** If no, please read the KS Guide found at:

<https://www.afpc.af.mil/Benefits-and-Entitlements/Key-Spouse-Program/>

\_\_\_\_ **Do you know what your unit’s mission is and what difficulties, struggles the members/families may have/face**? If no, you need to advocate to the unit leadership to explain it in a meeting.

\_\_\_\_ **Do you know what the KSM roles and responsibilities are?** If no, read the KSM guide, but also have the unit leadership explain what they are. Lastly, ask other KSM and/or the Airman & Family Readiness Center (A&FRC) for assistance.

\_\_\_\_ **Do you know your unit leadership (Commander, First Sergeant, Superintendent & KSM)?** If no, ask your unit for a meeting to meet them all and explain what they do. You need to feel your part of that team to be successful and feel included.

\_\_\_\_ **Do you know who the KS, KSM, and other spouses are in your unit?**  If no, ask unit leadership for a unit roster and find out who is maintaining it. .

\_\_\_\_ **Do you know when your unit is having Commander’s Calls, Resiliency Days, True North events, other unit activities?** If no, your unit leadership needs to include you. Without your vital support and inclusion, you cannot truly be valued and appreciated.

\_\_\_\_ **Are you comfortable communicating with your unit KS?** If no, ask other KSM, and/or the A&FRC for suggestions to get more comfortable.

\_\_\_\_ **Did you get all the training you needed when you were appointed?** If no, did you complete the KS initial training and the KSM training as well as any follow-on continued education training? If yes, then reach out to the A&FRC for assistance/additional training.

\_\_\_\_ **Do you feel you have the resources readily available to assist the unit’s KS if they come to you for aid?** If no, have you read the resources section of the KS Guide, asked unit leadership for resources/information, downloaded the Team Minot App, and talked with your A&FRC? If yes, please provide feedback to the A&FRC because it needs to be addressed! Human compassion and the ability to be able to share/relate concerns, frustrations, etc and even seek aid/advice is at the forefront of what the KSP stands for.

\_\_\_\_ **Are your KS utilizing the communication log, volunteer tracking log, unit roster, key spouse checklist, privacy act sheet?** If no, ask the unit leadership to print them for the KS as their role falls under an official position within the unit’s family readiness. If you require other low-cost items to do your job, the unit should be able to utilize their funds.

\_\_\_\_ **Do you feel the unit KS are appreciated?** Has the unit recognized anyone in the KSP with a coin, submitted an award for Key Spouse of the Year (KSoY) or Volunteer Excellence Award? If no, please advocate to unit leadership.

\_\_\_\_ **Do you feel the unit’s KSP is successful?**  If no, have you reviewed the KSP “Tips and Success Stories” in the KSM guide, as well as reached out to other KS, KSMs, and the A&FRC for assistance. If yes, please provide feedback to the A&FRC.

\_\_\_\_ **Are you frustrated, tired, and feel your tackling the program along?** If so, do not be! It is a Commander’s program and more than likely, the concerns just need to be addressed with unit leadership.