



Date _____

Key Spouse Program Progress Report for (example, Aug – Oct)

Dear Commander's Name:

Below are the Key Spouse program highlights from Aug - Oct:

Meetings

- (7 Oct) – Booster Club planning
- Booster Club/Holiday Party (4 Sept, 23 Oct)
- Key Spouse and 1st Sergeant (25 Aug)
- Shop NCOICs, Superintendents, and Fire Chiefs (Sept – Oct) – assistance with deployed family outreach

Training

- Attended Key Spouse Quarterly Training (8 Aug)

Events Attended

- SSgt Sparkey's Going Away (8 Aug)
- Family Day Patriot Park (8 Aug)
- MSgt Smoo's Retirement (25 Aug)
- Tri-Wing Sports Event Ball Hockey (27 Aug)
- Key Spouse Appreciation Social (24 Sept)
- Squadron's Bowling Event (Sept-Oct)

Outreach

- Presented AFRC Key Spouse program to unit's name personnel on Wingman Day and during a Commander's Call
- Advertised at least 29 basewide and community events, programs, and/or workshops; job vacancies; resources; spiritual and physical fitness opportunities through the unit's name and Family Facebook group and responded to each request for more information within a day
- Spent the months of Aug – Sept familiarizing oneself with shop functions and getting to know personnel and their families
- Personally contacted each deployed spouse monthly through Facebook, phone/voicemail, and/or e-mail

“Pulse” and Trends

- Unit members were not in-processing with the key spouse, even though the Key Spouse is on the in-processing checklist. However, two unit members have now in-processed with the Key Spouse during this quarter, a 200% increase. Additionally, I have requested that my name, location, and correct contact information be added to the current in-processing checklist.

Hot Items for Consideration

- I am having an extremely difficult time getting spouses' contact information before unit members deploy. This is partly due to my lack of access to updated deployed rosters that clearly denote married personnel. For this large rotation, I ended up asking the shop supervisors, chiefs, and the deployment manager to utilize the recall rosters to help me ask the spouses if they would like to be contacted by me while their spouse was gone. If this step was completed (negative replies included) during personnel's out-processing before deploying, then this minor administrative burden on their supervisors could be relieved.

Volunteer Hours

- There were 47 total hours of administration, communication with spouses, and participation in unit functions and events accounted for the months of Aug – Oct.

I am available through my cell phone at xxx-xxx-xxxx and my work phone, xxx-xxx-xxxx.

Thank you for your time for and attention to the Key Spouse program.

Very respectfully,

Key Spouse Name

Unit/Squadron Key Spouse is Appointed With