

## KS STATEMENT OF UNDERSTANDING

### COMMANDER'S/KEY SPOUSE STATEMENT OF UNDERSTANDING

*The purpose of this document is to serve as an agenda for the initial meeting between the Key Spouse, Commander, First Sergeant, Chief, Superintendent and/or SNCO to certify that the KS/KSM understands and agrees on the guidelines and parameters of the program.*

1. Discuss the unit mission and how it folds into the installation mission.
2. What are the CC/CCF/Chief/Superintendent/SNCO expectations/priorities for the KSP?
3. What is the role of the First Sergeant, Chief, Superintendent or SNCO in the KSP?
4. Who are the POCs that the Key Spouse should call upon for information and support?
5. How often are rosters updated? How will Key Spouses know if new families arrive?
6. What are the Commander's expectations for a crisis response plan?
7. What types of situations does the Commander want reported to him/her?
8. What administrative support is available?
9. Will the CC give the Key Spouse a tour of the unit with introduction to key service members?
10. How will the unit fund the program as needed?

I, \_\_\_\_\_ understand and agree to the guidelines and parameters discussed in this document and promise to abide by them.

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Key Spouse Signature

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Date

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CC Signature

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Date