



**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON FORT HAMILTON
113 SCHUM AVENUE
BROOKLYN NEW YORK 11252**

AMIM-HAW-WC

Policy Letter #20

1 August 2024

MEMORANDUM FOR RECORD

SUBJECT: Child and Youth Services (CYS) School Liaison Officer (SLO) Protocol

1. References:

- a. Department of Defense Instruction Youth Services Policy (DoDI 6060.04 Youth Policy) dated 04 Dec 2019.
- b. Army School Liaison Handbook V20.
- c. Child and Youth Liaison, Education & Outreach Services Evaluation Tool 2003.

2. The SLO scope of responsibilities will include:

- a. Serve as primary advisor to Commander/Commander Staff on matters relating to schools and School Liaison Services (SLS).
- b. Function as installation subject matter expert for youth education and school issues.
- c. Manage, coordinate, and implement SLS.
- d. Inform and assist parents on youth education and school issues.
- e. Develop solutions in partnership with local schools, installation organizations and community organizations to facilitate the education experience of military children and youth.
- f. Collaborate with local schools, installation organizations and community organizations to facilitate the education experience of military children and youth.

3. Access to the Commander: In agreement with CYS Coordinator and the Director of Family Morale Welfare and Recreation (FMWR), the SLO's contact with Garrison Commander will be primarily by email or as requested.

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4. Methods and frequency of contact with the Commander:

a. The SLO will follow established chain of command protocol with the primary method of contact via email. Contact will be made as needed.

b. The SLO will update the Garrison Commander on school issues.

5. Level of interface by the SLO with local school systems and military community agencies is provided below:

a. Interfaces with the local schools at the principal level and downward, with support for the district office as necessary. Primary point of contact (POC) at each school will be the Principal or the Assistant Principal who contacts school district staff when necessary or called upon.

b. Has authority to initiate the process to establish partnerships with military community agencies and off post community agencies that are designated to support partnerships in education and youth education transition issues. Formal written agreements will require appropriate review before finalized.

c. Routinely attends monthly school board meetings as time permits.

d. Represents SLS at the Newcomers Briefing presented by Army Community Services (ACS).

e. Routinely attends ACS Relocation Assistance Coordinating Committee (RACC) and Exceptional Family members Program (EFMP) meetings each quarter.

f. Routinely attends Multi Inclusion Accommodation Team (MIAT) meeting.

g. Facilitate quarterly youth sponsorship committee meetings with appropriate coordinators.

6. The SLO will represent the Garrison Commander upon request.

7. POC is Ms. Lisa Sheehan at lisa.m.sheehan12.naf@army.mil or (718)-630-4805.


Melissa M. Cantwell
COL, MP
Commanding