



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ  
UNIT 23152  
APO AE 09067-3152

IMRP-ZA

22 JUL 2020

MEMORANDUM FOR RECORD

SUBJECT: School Liaison Officer Protocol

1. Purpose: This protocol establishes parameters for the function of the United States Army Garrison Rheinland-Pfalz (USAG-RP) School Liaison Officer, and lines of communication.

2. Scope of responsibilities:

a. The School Liaison Officer (SLO) is supervised by the Coordinator, Child and Youth Services (CYS), with additional direct tasking by the Director, Family and Morale, Welfare and Recreation, Deputy Commander, and Commander, USAG-RP, and serves as an essential component of the CYS program, with responsibility for the operation, integration, coordination, and oversight of all installation issues involving Department of Defense Education Activity (DoDEA) Europe, and their relationship to the local military community. The USAG-RP, SLO applies professional knowledge to spearhead the integration of military children into the DoDEA Europe system. The SLO provides program oversight and accountability for the safety and well-being of the children and youth IAW DoD, Army, and local policies and standards.

b. The SLO functions as an intermediary between and advocate for parents/youth and school administrators. The SLO assesses needs and serves as the focal point for gathering and disseminating information concerning schools, making referrals and locating points of contact as appropriate.

c. The SLO works closely with the CYS staff to successfully integrate CYS initiatives (technology labs, homework centers, and education transition efforts) with school resources to meet the needs of constituents.

d. The SLO serves as a member of appropriate installation and community councils, committees, and boards related to youth education and services to youth such as Discipline Committees, School Advisory Committees, School Advisory Boards, and others as assigned.

e. The SLO serves as a member of the CYS Program Plan Team to develop written strategies for program improvement. The SLO serves as a Subject Matter Expert (SME) to the Commander on matters of installation child and youth education.

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f. The SLO serves as the primary communication link between DoDEA Europe and the command, relaying concerns and issues for consideration and action. The SLO also coordinates all joint actions between the command and DoDEA Europe.

3. Access to Command Group and frequency of contact: SLO will advise Command immediately of any urgent school/youth related education issues at any time. Command will be advised/informed on routine issues via email and phone. The SLO is required to inform Directorates of any current school events/concerns.

4. Level of interface with local school systems, military and community agencies: Be highly visible in DoDEA schools and the community. Energize community support for DoDEA. Interface regularly with school administrators, parents, military, and community agencies. Also, the SLO may communicate regularly with the District Superintendent's staff as needed.

5. Representation of Command Group: The SLO functions as the Command point of contact for all school related and youth education issues and to represent the Commander as directed by appropriate authority.

6. POC for this protocol is Lynn Rice at [lynn.s.rice.naf@mail.mil](mailto:lynn.s.rice.naf@mail.mil).



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