



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
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AMIM-RPW-WC

18 December 2024

MEMORANDUM FOR DISTRIBUTION

SUBJECT: School Liaison Officer Protocol (Cmd Memo 2024-008)

1. References:

a. DoDI 6060.04, Youth Services (YS), 4 December 2019.

b. IMCOM Regulation 608-10-1, Child Development Services, 30 January 2023 (28 February 2023).

2. 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.

3. Scope of responsibilities:

a. The School Liaison Officer (SLO) is supervised by the Child and Youth Services (CYS) Coordinator, with additional direct tasking by the Director, Family and Morale, Welfare and Recreation, Deputy Commander, and Commander, 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 school system.

b. 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.

c. 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.

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.

4. Access to Command Group and frequency of contact: the SLO will advise Command within 24 hours of any urgent school/youth related education issues. The 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.
5. Interface with local school systems, military and community agencies: The SLO will be highly visible and encourage support in DoDEA schools and the community and will serve to energize community support for DoDEA. The SLO will also interface regularly with school administrators, parents, military, and community agencies. Additionally, the SLO may communicate with the District Superintendent's staff as needed.
6. 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.
7. POC for this protocol is the School Liaison Officer at DSN 314-541-9061.



JEFFERY C. HIGGINS
COL, IN
Commanding