DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 1755.3
N92

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NAVSUPPACT NAPLES INSTRUCTION 1755.3

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: SCHOOL LIAISON SERVICES

Ref: (a) NF-1701-04 Child & Youth Education Services, School Liaison Officer (SLO) Guidelines
(b) Navy SLO Handbook, 2009

1. Purpose. To establish procedures and responsibilities of the Naval Support Activity (NAVSUPPACT), Naples, Italy School Liaison Officer (SLO).

2. Scope. This Instruction applies to NAVSUPPACT Naples School Liaison Services (SLS) and School Liaison Officer.

3. Procedures.

a. The SLO scope of responsibilities:

(1) Serves as the primary advisor to Commander/command staff on matters relating to schools, education and SLS programs.

(2) Functions as installation subject matter expert for all youth education/school issues.

(3) Manages, coordinates, and implements SLS programs.

(4) Informs and assists parents on youth education and school issues.

(5) Develops solutions in partnership with local schools that ease barriers to successful education transitions for military-connected youth by:

(a) Working closely with school guidance counselors to assist military-connected families with their educational transitions.

(b) Creating avenues to increase public awareness of the transition support resources of the SLO.

(c) Creating a School Transition Resource Team (STRT) that addresses barriers that impact student transitions. The STRT will consist of educational and installation support personnel that work closely with family and student transition issues.

(6) Collaborates with local schools, installation organizations, and community organizations to facilitate the education experience of military children and youth by:

(a) Developing Partnerships in Education Programs linking installation resources with schools, the Child Development Center (CDC), the Youth Center and the School Age Care (SAC) Center to support student achievement.

(b) Working with Child and Youth Programs (CYP), School Age Care (SAC), Youth Services (YS), Morale Welfare and Recreation (MWR) and commanders to create educational support services for home school families.

(7) Works with local Commanders, educators and parents to facilitate educational issues to appropriate DoDEA-Europe leadership in the Mediterranean District and European theater by:

(a) Ensuring NAVSUPPACT Naples representation at District Advisory Council (DAC) meetings and Area Advisory Council (AAC) meetings.

b. Access communication to the Commanding Officer (CO).

(1) The direct supervisor for the SLO will be the installation Child and Youth Program (CYP) Coordinator. If an installation CYP coordinator is not available for supervision, the supervisory duties for the SLO program will be rendered by the Director of MWR.

(2) The SLO will have access and communicate to the CO through their chain of command as necessary to facilitate SLS programs.

(3) The CO will meet with the SLO as needed. Formal briefings, informal discussions, and written communication will be used to keep the Command informed of issues related to SLS and education.

(4) The SLO will attend weekly Department Head Meetings to relay appropriate educational concerns to the CO and department supervisors.

c. Level of interface with local school systems:

(1) The SLO will inform, interface, and coordinate with local school personnel that serve military children.

(2) The SLO will have access to the schools through the school principals, counselors, staff, and Parent Involvement Coordinators. All school administrators, principals, counselors, and staff may contact the SLO directly as needed via e-mail, phone calls, or personal contact.

d. Representation of Commanding Officer:

(1) In the absence of the CO/XO, the SLO will serve as the command representative at all local school advisory council (SAC) meetings, Parent, Teacher, Student Association Meetings, School Strategic Planning Committee meetings and all other designated committee meetings that may impact the military community.

(2) The SLO will represent the command at additional functions as determined by the CYP Coordinator, MWR Director and Commanding Officer.

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