



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY
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NAVSUPPACTNAPLESINST 1755.3A
N92
18 MAR 2019

NAVSUPPACT NAPLES INSTRUCTION 1755.3A

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 Guidelines
(b) Navy SLO Handbook, 2010
(c) Navy School Based Programming Guide, 2009

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

2. Cancellation. NAVSUPPACTNAPLESINST 1755.3

3. Scope. This instruction applies to NAVSUPPACT Naples SLO.

4. Procedures

a. The SLO scope of responsibilities:

(1) Serves as the primary advisor to Commanding Officer (CO)/command staff on matters relating to schools, education, and Child and Youth Education Services (CYES) programs.

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

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

(4) Adjudicate the Free and Reduced Meal Program.

(5) Informs and assists parents on youth education, school issues, and special education services.

(6) 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.

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(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.

(7) 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), SAC, Youth Services, Morale Welfare and Recreation (MWR), and commanders to create educational support services for home school families.

(8) Works with local commanders, educators, and parents to facilitate educational issues to appropriate DoDEA-Europe leadership in the Mediterranean District and European theater by ensuring NAVSUPPACT Naples representation at School Advisory Committee, Installation Advisory Committee, District Advisory Council meetings, and Area Advisory Council (AAC) meetings.

b. Access communication to the NAVSUPPACT Naples CO:

(1) The direct supervisor for the SLO will be the CDC Director with oversight. If the CDC Director with oversight is not available for supervision, the supervisory duties for the SLO program will be rendered by the MWR Director.

(2) The SLO will have access and communicate to the CO through their chain of command as necessary to facilitate CYES 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 monthly Tenant Command Briefs, and as needed, 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.

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(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.

(3) The SLO will coordinate the Naples Teen Advisory Council, a collaboration among school and installation personnel to communicate community needs and implement prevention/awareness programs to reduce risk behaviors among teens.

(4) The SLO will ensure deployment support services are offered to students at the schools and CYP programs.

d. Representation of NAVSUPPACT Naples CO:

(1) In the absence of the CO/Executive Officer, the SLO will serve as the command representative at all local school advisory council 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 CO.

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.

6. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire ten years after effective date unless reissued or canceled prior to the ten-year anniversary date, or an extension has been granted.


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Releasability and distribution:

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