

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY GARRISON VICENZA  
UNIT 31401 BOX 41  
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IMEU-VIC-MWC

17 November 2008

MEMORANDUM THRU:

Director, Family and Morale, Welfare and Recreation, USAG Vicenza

Coordinator, Child, Youth and Student Services, USAG Vicenza

FOR CYSS School Liaison Officer, USAG Vicenza

SUBJECT: Letter of Protocol

1. REFERENCES:

a. Army School Liaison Officer Handbook (Ver. 2.0), Section III-2, dated 23 July 2003.

b. Child, Youth and Student Services Outreach Evaluation Tool (ICYET) dated July 2008.

2. PURPOSE: The purpose of this agreement is to establish a written local protocol between the Garrison Commander, Director, Family and Morale, Welfare and Recreation, Schools Liaison Officer (SLO) and the Coordinator, Child, Youth and Student Services.

3. SCOPE OF RESPONSIBILITIES:

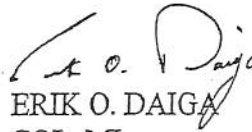
a. Serve as the primary advisor to the command on all matters relating to schools and school liaison services.

b. Function as the command's Subject Matter Expert for youth education/school issues.

c. Manage, coordinate, and implement School Liaison Transition Services.

d. Inform and assist parents on youth education and school issues.

- e. Develop solutions in partnership with local DoDDS Schools that ease the barriers to successful education transitions for military youth.
  - f. Collaborate with local DoDDS Schools, military and community organizations to facilitate the education experience of military children and youth.
  - g. Participate as a member of installation and community councils, committees and boards related to youth education and services to children/youth.
4. Access to the Commander Group and frequency of contact.
- a. Advise command directly on school/child/youth related issues.
  - b. Attend command staff meetings.
5. Level of interface with local school systems, military and community agencies.
- a. Maintain high visibility in DoDDS schools and the community.
  - b. Energize community support for DoDDS.
  - c. Interface regularly with school administrators, the school staff, parents, military and community.
  - d. Communicate regularly with the District Superintendent's staff.
  - e. Channel all communications with the District Superintendent through the command office.
6. The SLO represents the Commander as directed by appropriate authority.

  
ERIK O. DAIGA  
COL, MI  
Commanding