



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO 1755.3
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MARINE CORPS ORDER 1755.3

From: Commandant of the Marine Corps
To: Distribution List

Subj: SCHOOL LIAISON PROGRAM

Ref: (a) MCO P12000.11A
(b) MCO 1320.11E
(c) SECNAVINST 5720.47B
(d) DOD Directive 1020.1, "Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of Defense," November 21, 2003
(e) 42 U.S.C. 13041
(f) 18 U.S.C. 1913
(g) SECNAV M-5210.1

1. Situation. The education of military school-age children makes a positive contribution to readiness and retention. Military school age children are as mobile as their parents and face unique stresses and challenges associated with frequent moves between schools that operate under different educational systems and standards. The School Liaison Program (SLP) provides the critical link between commanders, communities, schools, and families of military school-age children to provide clarity and direction that is vital to assure all stakeholders operate cohesively in a standardized manner, per references (a) through (g).

2. Mission. Civilian communities, as well as Local Education Agencies (LEAs) and the Department of Defense Education Activity schools (DODEA), can be unfamiliar with specific impacts of military life that parents and their children experience. Those impacts are directly associated with the missions, life, and career events of Marines and their families. In response, the SLP mission is to identify and coordinate community resources to reduce the impact of the mobile lifestyle on military school-age children and families; to implement predictable support services that assist children/youth with relocations, life transitions, and achieving academic success; and to provide a wide range of resources that facilitate successful school transitions for parents, students, schools, commanders, and communities.

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3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Over the Marine parent's career, the average military school aged child (K-12) will transfer to a new school an estimated six to eight times. The SLP is intended to bolster LEA, DODEA, public, private, and home school awareness and increase sensitivity about military children's needs; coordinate available resources for installation changes that may affect LEAs (e.g. such as end strength changes, deployment impacts, military child population changes, etc.) and continually identify other issues concerning the education of military children. School Liaisons (SLs) are intended to function primarily as resource providers to military families and LEAs supplying critical information and referral services to support military school aged students. School liaisons are not education case managers/workers, but act in concert, connection, and communication with local education related agencies and USMC family service programs such as Exceptional Family Military Program (EFMP) and the Child, Youth, and Teen Program (CYTP) to assist parents with referrals and resources for educational concerns in specific cases, as appropriate. Parents and LEAs are responsible for the quality of education provided to students.

(2) Concept of Operations. The SLP operates as a military-civilian community communication and support program intended to support all military school age children (K-12) within the geographic region of the assigned Marine Corps installation. SLs maintain direct contact with LEAs in their geographic region in collaboration with Sister Services who may be serving in the area. SLs provide materials, services, training, or other supports that increase and enhance the LEA's awareness of the Marine Corps mission and educational needs of military families. The SLP coordinates with and supports other installation Marine Corps programs including: EFMP; CYTP; Lifelong Learning; Relocation Assistance Program; Family Readiness Officers (FROs); Marine Corps Family Team Building (MCFTB); and others to ensure the Marine family's awareness and accessibility of these programs at all levels. The SLP is entitled to utilize appropriated and non-appropriated funds and is a category B, Morale, Welfare and Recreation (MWR) activity. The program sponsor provides funding for staffing and Navy-Marine Corps Intranet (NMCI) seats. Installation Commanders shall provide administrative and operating funding support on an

annual basis to this program as is provided to other Community Liaison Programs or services. The SLP is intended to be aligned as a community liaison program. SLs should have easy access to installation commanders and are recommended to have a reporting hierarchy that is no lower than two levels below the commander.

(a) Child Abuse General Guidelines. SLs shall be fully aware of the Department of Defense (DOD) Child Abuse/Safety Violation Hotline. The DOD Child Abuse/Safety Violations Hotline phone is CONUS; (800) 336-4592 and OCONUS; (877) 351-8988).

(b) Child Abuse and Neglect Reporting. All SLs shall be trained in child abuse and neglect prevention techniques, identification, and reporting procedures as outlined in the DOD training. These training modules can be accessed through the local CYTP.

(c) Confidentiality of Records. All information about students, families, and staff shall be kept confidential. SLs shall be familiar with and comply with the Privacy Act and other protective safeguards of Personal Identifiable Information (PII). Questions on confidentiality shall be directed to their regional Marine Corps Community Services (MCCS) counsel. SLs shall not release PII information to schools absent a formal release from the parent per safeguards mandated in Family Educational Rights and Privacy Act (FERPA) and The Individuals with Disabilities Education Act (IDEA).

(d) K-12. SLs shall only be involved in organizational K-12 educational issues including transition into K-12 and transition to post-secondary education.

(e) Personnel/Provider Records. Records shall be kept by SLs to include documentation of favorable completion of training, most recent personnel action and other applicable documents.

(f) Funds Support. The Uniform Funding and Management (UFM) practice shall be used to the maximum extent possible and appropriate under the guidelines established.

(g) Legislative contact. SLs shall exemplify the highest standards of personal conduct and integrity. The provisions of reference (e) applies to School Liaison personnel, as do other DOD, Department of the Navy, and Marine Corps regulations pertaining to the conduct of DOD personnel. SLs interacting with non-federal entities (NFEs) (i.e., private

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organizations, businesses, and local and state governments) and members of Congress, may give rise to a variety of ethical and conduct issues covered by regulation or Federal law. Reference (f). The Anti-Lobbying Act, is a criminal statute applicable to all Federal employees and prohibits the use of appropriated funds (including the use of official employee time and Government resources) for activities that are intended or designed (directly or indirectly) to influence in any manner a member of Congress, a jurisdiction, or an official of any government (federal, state or local) to favor or oppose any legislation, law or appropriation. SLs are encouraged to seek guidance and advice from their respective Staff Judge Advocate (SJA) or MCCS counsel on any questions pertaining to standards of conduct and ethics. Also, SLs should seek guidance prior to participation in non-DOD advisory panels/committees, attendance at local and state government functions, and when responding to inquiries by officials of non-DOD agencies, local/state governments, and Members of Congress, or their representatives.

b. Subordinate Element Missions. Comply with the intent and content of this Order.

(1) Deputy Commandant, Manpower and Reserve Affairs (M&RA). Ensure overall policy compliance and oversight of the USMC School Liaison Program.

(2) Director, Personal and Family Readiness Division (MR)

(a) Act as the SLP sponsor.

(b) Develop strategic plans, policies, procedures and performance evaluation, standards, and metrics for execution and management of the SLP in the Marine Corps.

(c) Conduct program awareness and develop marketing plans.

(d) Serve as principal internal and external point of contact on all SLP matters.

(e) Represent the U.S. Marine Corps SLP to Federal and Congressional representatives.

(f) Monitor and assess program effectiveness with regard to the benefit to Marine Corps families and family readiness, and when appropriate, propose and implement policy in support of the SLP consistent with this instruction and mission.

(g) Assign a Headquarters Marine Corps (HQMC) SLP Manager.

(3) Director, Reserve Affairs Division (RA). Ensure that Reserve Affairs is aware of the SLP as it pertains to this Order prior to mobilization.

(4) Marine Corps Bases (MARCORBASES) and Marine Corps Combat and Development Command (MCCDC) Commanders. Provide oversight of installation School Liaison programs as appropriate.

(5) Commanding Generals, MCIEast and MCIWest

(a) Provide interpretation of USMC local policies as they apply to the region. Manage program processes to provide consistency and policy compliance.

(b) Review the progress and status of the School Liaison Program. Recommend improvements, as needed.

(c) Plan appropriated and non-appropriated budgets to fund administration of the SLP to include overhead expenses such as travel, training, and operation expenses supporting program delivery. Provide resources sufficient to meet requirements of this Order, including access to a telephone, an internet capable mobile communication device, and an NMCI computer for the Regional School Liaison (RSL). Ensure respective funding streams are identified in annual budgets using the Cost Account Code CAC for SL which is designated as SJH0. (Note: SJH0 is not an acronym).

(d) Coordinate with Sister Services and determine regional assignments of SLs to corresponding LEAs. This action is necessary to preclude over-representation of SL and approved support of LEAs.

(6) Installation Commanders

(a) Plan appropriated and non-appropriated budgets to fund administration of the SLP to include overhead expenses such as travel, training, and operations expenses supporting program delivery. Provide resources sufficient to meet the requirement of this Order including access to a telephone, an internet capable mobile communication device, and an NMCI computer.

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(b) Ensure an annual opportunity for parent input to review local trends and needs to make recommendations pertaining to the development of the SLP. Existing parent advisory groups may be used for this purpose, when possible, or an alternative may be established. A written protocol shall outline the local installation's procedure.

(c) Ensure information and education on the SL programs are regularly incorporated into unit Professional Military Education (PME) and Public Affairs Announcements (PAA) as appropriate.

(d) Support access to local resources (both non-appropriated and appropriated) to support the SLP. Implement programs to meet the educational needs of the military community within fiscal limitations. Establish partnerships with other agencies and organizations to enhance and expand accessibility of SL programs.

(e) Establish standard operating procedures (SOP's) that shall address all aspects of the SLP provided on the installation.

(7) Unit Commanders

(a) Implement applicable requirements of MCO 1755.3.

(b) Include information regarding SLP in PME as appropriate.

(c) Ensure unit Family Readiness Officers (FROs) have an awareness of and include the SLP as an identified resource.

(d) Notify the chain of command of school-age child education issues or SLP concerns as they are identified.

4. Administration and Logistics

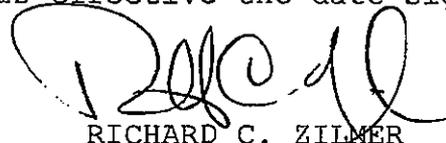
a. Recommendations concerning the contents of this Order may be forwarded to CMC (M&RA) via the appropriate chain-of-command.

b. Records created as a result of this directive shall include records management requirements to ensure the proper maintenance and use of records, regardless of format or medium, to promote accessibility and authorized retention per the approved records schedule and reference (g).

5. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



RICHARD C. ZILMER
Deputy ~~Commandant~~ for
Manpower and Reserve Affairs

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