



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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MCO 1755.3A
M&RA (MF)
1 July 2021

MARINE CORPS ORDER 1755.3A

From: Commandant of the Marine Corps
To: Distribution List

Subj: SCHOOL LIAISON PROGRAM (SLP)

Ref: See enclosure (1)

Encl: (1) References
(2) Glossary of Acronyms and Definitions

1. Situation. The Marine Corps School Liaison Program (SLP) is the link between military families, commanders, communities, and schools to improve educational outcomes, quality of life, and support operational readiness through education-based services. This Order establishes policy and guidance for the SLP in accordance with references (a) through (p). The SLP provides education based services to eligible service members and their families. The SLP shall be implemented in accordance with this Order.

2. Cancellation. MCO 1755.3

3. Mission. The SLP mission is to promote awareness of the unique educational needs of military connected children and facilitate successful school transitions. Installation School Liaisons (SLs) develop, coordinate, and engage in school and community partnership initiatives to foster academic success. SLs increase educator and community awareness of the Marine Corps mission. SLs serve as the commander's subject matter expert and point of contact for prekindergarten through 12th grade (preK-12) education related matters. SLs provide military families and student school transition and academic support information and resources.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. SLP will support all military school age children in grades preK-12. Prekindergarten is supported only when it is part of the public school local education agency (LEA) or Department of Defense Education Activity (DoDEA) grade configuration.

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The SLP does not include preschool or other child care programming options.

(2) Concept of Operations. The installation's SLP shall focus efforts on education matters including: school transitions, education options on and off the installation, deployment or separation support, academic achievement and planning, post-secondary preparation, and relocation.

(a) Installation commanders are authorized to assign the SL to other Departments within the command in order to meet mission requirements. When daily operational control of the SL is assigned to a supervisor outside of the MCCS organizational structure, the accountability and oversight of program compliance, in accordance with reference (a), and integration into Child and Youth Programs (CYP) shall remain with the installation MCCS Marine and Family Programs Director (M&FP).

(b) Report known or suspected child abuse and neglect involving military families, directly to the local child welfare services agency and the installation Family Advocacy Program.

(c) Background checks shall be completed on all SLP staff as a condition of employment. Documentation of favorable completion of the required check shall be maintained by the installation Human Resources office and be available for verification by inspectors.

b. Subordinate Element Tasks

(1) Deputy Commandant, Manpower and Reserve Affairs (DC M&RA) shall:

(a) Develop and issue policy guidance for the establishment, management, and evaluation of the SLP.

(b) Execute annual, unannounced inspections per reference (a).

(c) Designate a HQMC SLP manager to provide program oversight and guidance.

(d) Review this Order annually to ensure that it is necessary, current, and consistent with statutory authority.

(2) Commanding General, Marine Corps Installations Command (CG MCICOM) and Commanding General, Training and Education Command (CG TECOM) shall:

(a) Establish, implement, and operate an SLP that meets the intent and requirements of this Order.

(b) Ensure SLP services are available at each Installation.

(3) Installation Commanders shall:

(a) Establish, implement, and operate a SLP that meets the intent and requirements of this Order.

(b) Plan appropriated budgets via MCCA to fund administration and implementation of the SLP. The budget shall include overhead expenses such as travel, training, and operation expenses including access to a telephone, an internet capable mobile communication device, and a network capable computer.

(c) Support access to adequate and up to date local resources. These may include space and equipment such as computer hardware, computer software, and technical support.

(d) Provide SLP personnel adequate office space to provide routine and direct customer interactions.

(e) Publicize available education-based resources and offer ongoing outreach and information to ensure program visibility and awareness.

(f) SLs shall have direct communication with commanders and/or communication protocols to ensure command awareness of the educational needs of military children.

(g) Ensure local guidance is provided to address SLP needs. Local guidance shall follow the contents in this Order.

(h) Ensure installations comply with requests for SLP information and data necessary to support program evaluation requirements when requested through an official tasking system.

(4) Installation School Liaisons. SLs are the main effort supporting the SLP. SLs serve as the subject matter experts and command representatives for matters related to military connected school age child education. SLs shall:

(a) Serve as a critical information source for families, commanders, communities, education based entities, and schools. Parents and schools are responsible for the quality of education students receive.

(b) Provide family support through a variety of delivery models, i.e. e-mail, in person, outreach events, briefs, and phone calls, etc.

1. Gather relevant information to assess and gain a comprehensive understanding of the family's unique educational needs.

2. Identify issues that impact the education of all military children.

3. Identify education options, programs, and resources on and off military installations.

4. Refer families requesting special education support to local schools, community resources, or Exceptional Family Member Program (EFMP). Coordination with the EFMP should occur in order for SLs to identify macro level special education issues that affect military families.

5. Promote awareness and understanding of local, State, and federal education policies; Department of Defense (DoD) policies; and, Marine Corps regulations related to dependent children's education.

6. Coordinate with other installation programs to ensure non-duplicative services are provided to eligible service members and their families.

7. Coordinate with CYP and be knowledgeable of youth sponsorship opportunities on and off installation:

a. Connect families with information about new student transition programs and/or opportunities to connect with other school age children in the schools and surrounding community.

b. Participate in Welcome Aboard and PCS workshops to provide information and services upon family arrival and/or departure.

c. Respond to a service member's request for information on new student transition programs and/or opportunities, i.e. back to school events, new student orientations, social activities, etc.

(c) Serve as the subject matter expert and command representative for matters related to military connected school age child education.

1. Build education-based community capacity by creating a diverse network of partnerships and stakeholders to include Marines and family members, schools, commanders, installation programs, and community organizations.

2. Coordinate with SLs across installations and service branches. In cases of installations with overlapping service localities SLs must establish partnerships, promote referrals, and coordinate programming to avoid redundancy and maximize the use of resources to the greatest extent possible.

3. Increase awareness of the educational needs of Marines and family members with materials, services, training and/or other supports on and off installation.

4. Inform educators of installation changes that may impact schools.

5. Inform educators of funding sources related to the education of military school age children.

6. Maintain active and regular participation in local, district, and/or State level meetings to gain awareness and insight into needs and concerns of military children in preK-12 schools.

7. Recommend education focused military friendly practices.

8. Maintain ongoing and direct communication with schools and school leadership.

(d) Develop program plans and structure the SLP based on the installation's needs and command priorities:

1. Develop strategic outreach practices to inform authorized patrons of the SLP.

2. Ensure websites and social media activity for SLP follow DoD, Department of the Navy, and Marine Corps policies.

3. Ensure all communication with school boards, councils, non-federal entities, and community groups follow the DoD, Service branch, and local command policies.

4. Complete required, annual training every calendar year in the following areas:

a. Child abuse and neglect prevention techniques, identification, and reporting procedures.

b. Education trends and practices.

c. Supporting the mobile student.

d. Headquarters Marine Corps (HQMC) SLP sponsored training and other topics related to the basic operations of the SLP.

5. All newly hired SLs must complete "School Liaison Foundations" orientation training within 90 days of assignment. HQMC SLP will assign the training to new personnel via ETHOS.

(e) Terms applicable to this Order are defined in enclosure (2).

5. Administration and Logistics

a. Recommendations. Recommendations concerning the contents of this Order may be forwarded to Commandant of the Marine Corps, Deputy Commandant Manpower and Reserve Affairs, Marine and Family Programs via the appropriate chain of command.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

c. Records Management. Records created as a result of this directive shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per SECNAV M-5210.1 CH-1 to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

6. Command and Signal

a. Command. This Order is applicable to the Active Component, members of the Selected Marine Corps Reserve, their families and when authorized by law, other populations such as civilian personnel.

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



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References

- (a) DoD Instruction 6060.04, "Youth Services", December 4, 2019
- (b) MCO 5210.11F
- (c) MCO P12000.11A CH-5
- (d) MCO P1700.27B W/CH-1
- (e) MCO 1754.11
- (f) MCO 5720.77
- (g) DoD 5500.07-R CH-7, "Joint Ethics Regulations," November 17, 2011
- (h) MCO 5760.4C
- (i) SECNAVINST 5211.5F
- (j) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (k) DoD Instruction 1015.10 CH-1, "Military Morale, Welfare, and Recreation (MWR) Programs," May 6, 2011
- (l) DoD Instruction 5410.19, "Public Affairs Community Relations Policy Implementation," November 13, 2001
- (m) DoD Instruction 1342.22 CH-2, "Military Family Readiness," April 11, 2017
- (n) Unified Facilities Criteria (UFC) 4-730-01 CH-1 "Family Services Centers" June 20, 2006
- (o) SECNAV-M5210.1
- (p) 5 U.S.C. § 552a

Glossary of Acronyms and Definitions

1. Acronyms

CYP	Child and Youth Programs
DC M&RA	Deputy Commandant, Manpower and Reserve Affairs
DoD	Department of Defense
DoDEA	Department of Defense Education Activity
DON	Department of Navy
EFMP	Exceptional Family Member Program
HQMC	Headquarters Marine Corps
LEA	Local Education Agency
MCCDC	Marine Corps Combat Development Command
MCICOM	Marine Corps Installations Command
MCCS	Marine Corps Community Services
M&FP	Marine and Family Programs
MWR	Morale, Welfare, and Recreation
PCS	Permanent Change of Station
PII	Personally Identifiable Information
SL	School Liaison
SLP	School Liaison Program

2. Definitions

Department of Defense Education Activity (DoDEA): A Federally-operated school system responsible for planning, directing, coordinating, and managing prekindergarten through 12th grade educational programs on behalf of the Department of Defense.

Education based entities: Community or installation programs and organizations that focus on supporting the education of prek-12 students.

Education options: All available prekindergarten through 12th grade schooling choices as defined by the relevant SEA, DoDEA or LEA. This may include public, private, charter, magnet, virtual or homeschooling.

Educator: A person who educates others, i.e. a teacher, principal or other person involved in planning or directing prek-12th grade education.

Family support: A comprehensive and individualized service based on the family's needs. Family support is also defined as an integrated network of community based resources and services that strengthens the family unit.

Local Education Agencies (LEA): A public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a

city, county, township, school district, or other political subdivision, or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public elementary schools or secondary schools.

Non-federal entities: A non-Federal entity is generally a self-sustaining, non-Federal person or organization, established, operated and controlled by any individual(s) acting outside the scope of any official capacity as officers, employees or agents of the Federal Government. A non-Federal entity may operate on DoD installations if approved by the installation commander or higher authority under applicable regulations."

School age child: A child eligible for enrollment in kindergarten through grade 12 schools, and prekindergarten only when it is part of the public school LEA or DoDEA grade figuration. It does not include preschool or other child care programming options. Children eligible for special education services may be eligible to attend prekindergarten provided by LEAs, SEAs, and DoDEA.

Schools: LEAs, SEAs, DoDEA, and other education authorities that provide education options for school age children.

Special Education: Specially :designed instruction, at no cost to parents, to meet the unique needs of a child with a disability, including instruction conducted in the classroom, in the home, in hospitals and institutions, and in other settings.

State Education Agency (SEA): The State board of education or other agency or officer primarily responsible for the supervision of public elementary and secondary schools in the State. In the absence of this officer or agency, it is an officer or agency designated by the Governor or State law.

Youth Sponsorship: A coordinated service with other community organizations, installation programs, or school resources in support of youth moving to a new installation as a result of the military parents' permanent change of station.