

DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION
CHILD, YOUTH & SCHOOL SERVICES
STANDING OPERATING PROCEDURES (SOP)

IN/OUT PROCESSING PROCEDURES THROUGH SCHOOL SUPPORT SERVICES

1. Purpose. To establish a process to relay information on childcare and schools (K-12) to service members and their Families during in/out processing at Ft. Bragg, NC
2. References.
 - a. AR 600-8-101 In-and-Out Processing.
 - b. HQDA DAIM-ZA MSG, 011341Z Dec 98, Subject: POLICY FOR IN-AND-OUT PROCESSING.
3. Definitions.
 - a. School Liaison Officers (SLOs): Manage, coordinate, and facilitate education support services that maximize the opportunity for academic success for military children in transition.
 - b. Army Community Services (ACS): Assists Soldiers and their Families on and off post in meeting specific needs.
 - c. Permanent Change of Station (PCS): When a Soldier transfer his/her place of duty from one installation to another.
 - d. School-Transition: When a family moves a student from one school system to another as a result of a PCS move or when a student changes grade level (elementary/middle/high) as well as a change in schedule type (4x4, traditional schedule, etc..).
 - e. Interactive Counseling Center (ICC): A web based video conferencing system that allows Families and educational counselors to exchange information between sending and receiving schools.
 - f. Secondary Education Transition Student (SETS): a study of the impact of high school transition on Military connected students.
 - g. Memorandum of Agreement (MOA): An agreement between school systems that support Military Families in transition.
 - h. Interstate Compact: The purpose of this compact to remove barriers to educational success imposed on children of military families because of frequent moves and deployment of their

DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION
DFMWR, CHILD, YOUTH & SCHOOL SERVICES
IN/OUT PROCESSING PROCEDURES THROUGH SCHOOL SUPPORT SERVICES

parents. Signed by Governor Easley for NC as a state law that local public education agencies must adhere to.

4. Policy.

a. All in-processing Soldiers with accompanying children/youth (from infant to age 18) will in-process through Child, Youth and School Services for an explanation of childcare options and the services of School Support Services. (AR 600-8-101, 2-3)

b. Use of out-processing procedures and DA Form 137-2 are required for all Soldiers departing on a PCS and Soldiers transitioning from active duty (including demobilizing RC Soldiers). This form identifies the out-processing stations requiring clearance from all Soldiers departing. Each activity must complete the appropriate section of the form and confirm that the Soldier does or does not owe debt, state the amount if a debt is owed, complete the remaining required information, and sign (not initial) the appropriate space. Installations will determine how these clearance requirements will be accomplished (AR 600-8-101, 2-3)

c. Outreach Services and School Support Services are key players in the development and implementation of in/out processing for Child, Youth & School Services.

d. PCS Soldiers with accompanying children (from infant to age 18) will out-process through Child, Youth & School Services and School Support Services for an explanation of services available to ease the childcare and education/school transition.

5. General.

a. School Support Services (SSS) involvement in the PCS cycle.

(1) Prior to the Soldiers arrival the School Liaison Officer will:

(a) Ensure all pre-arrival contacts have School Support Services (SSS) information (i.e. housing and ACS).

(b) Include information on the School Support Services Website.

DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION
DFMWR, CHILD, YOUTH & SCHOOL SERVICES
IN/OUT PROCESSING PROCEDURES THROUGH SCHOOL SUPPORT SERVICES

(c) Network with other installation School Liaison Officers (SLO) to identify Families and encourage them to contact schools prior to arrival.

(d) Provide SLO/school information for installation welcome packets and Military Homefront.

(e) Distribute pre-move school transition checklist.

(2) Upon Arrival the SLO will:

(a) Conduct quarterly transition stations.

(b) Conduct new youth orientations.

(c) Brief at Installation Newcomers' Orientation.

(d) Educate parents on local school/installation policies, school registration, and home schooling.

(e) Distribute school information to all points of entry.

(3) While the Soldier is stationed at Fort Bragg, the SLO will:

(a) Educate parents and schools on SETS/MOA and the Interstate Compact.

(b) Provide information and referral on post-secondary education.

(c) Be an advocate.

(d) Conduct parent workshops.

(e) Refer families to Exceptional Family Member Program if the student has special needs.

(4) When Soldiers are preparing to depart, the SLO will:

(a) Brief out-processing Soldiers and Families.

(b) Advise Families about procedures for transferring school records.

DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION
DFMWR, CHILD, YOUTH & SCHOOL SERVICES
IN/OUT PROCESSING PROCEDURES THROUGH SCHOOL SUPPORT SERVICES

(c) Give Families the name and contact information for the SLO at the next duty station.

(d) Encourage Families to utilize Military Homefront and Interactive Counseling Centers (ICC), where available.

(e) Inform Soldiers about the "Stabilization Policy".

(f) Encourage youth and parents to request a sponsor.

b. In-Processing.

(1) To ensure that military personnel who are parents or guardians of school-age children give timely notification to local schools upon arrival and prior to departure, the SLO will:

(a) Ensure that school-related information is provided to all Soldiers in-processing into the XVIII Airborne Corps and brief spouses on a weekly basis. School related information is briefed to Soldiers in processing into the 82nd Airborne Division.

(b) Ensure that school-related information is placed at strategic locations throughout the installation, to include, Housing Referral Office, ACS Relocation Center, CYSS Parent Central Services, In-Processing Facilities, and Womack Army Medical Center Exceptional Family Member Program (EFMP).

(c) Ensure that the SLO website is linked to the local school systems.

(d) Brief school related information.

(e) Provide school-transition related information to schools.

(2) Parent Central Services will process Soldiers through Child, Youth & School Services for information on childcare, youth activities and referrals. Soldiers will be informed that registration packets can be picked up at Parent Central Station or downloaded from the internet at www.fortbraggmwr.com.

c. Out-Processing.

(1) To assist in timely notification of eminent PCS departures, the SLO will:

DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION
DFMWR, CHILD, YOUTH & SCHOOL SERVICES
IN/OUT PROCESSING PROCEDURES THROUGH SCHOOL SUPPORT SERVICES

(a) Brief personnel out-processing from the XVIII Airborne Corps on a monthly basis. (CONUS & OCONUS alternately)

(b) Ensure that school-related information is briefed to all Soldiers attending the XVIII Airborne Corps levy briefing on a weekly basis.

(c) Provide out-processing checklists (Appendix A) to schools.

(d) Ensure out-processing checklists are placed and maintained at the ACS relocation center, the Out-Processing facility, the CYSS wing outside of the registration office, and at schools with Military connected students.

(e) Ensure oral/written information is provided to the 18th Airborne Corps for dissemination at their weekly out-processing briefings.

(f) Sign the DA Form 137-2, Child, Youth & School Services/School Support Services section (Appendix B).

(2) Parent Central Services will verify Soldiers household balances in the Child and Youth Management System (CYMS). Any Soldier with an outstanding balance will be required to pay all expenses or CYSS will submit a DD 139 to garnish wages before central registration will stamp and sign clearing papers. For Soldiers ETSing, a DD 139 will not be submitted and payment must be made in full, cash or credit only. If a Soldier denies owing a balance, the center director from which child was attending will be contacted to verify the outstanding debt. Soldiers without a balance in CYMS will be cleared immediately.

6. Responsibilities.

a. The Child, Youth & School Services Coordinator has the overall responsibility of establishing policies and procedures.

b. The YESS Director will ensure that the School Liaison Officers provide appropriate information, through briefings or packets, to all Soldiers in and out processing.

c. The Outreach Services Director will ensure Parent Central Services staff provides current information on services available

DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION
DFMWR, CHILD, YOUTH & SCHOOL SERVICES
IN/OUT PROCESSING PROCEDURES THROUGH SCHOOL SUPPORT SERVICES

in Child, Youth and School Services, and that a clerk checks the household balance, signs, and stamps clearing papers.

d. The School Liaison Officers will provide accurate information to all Soldiers in and out processing.

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