

ANFB-PEF-L

SUBJECT: Standing Operating Procedure (SOP) - Fort Belvoir Partners in Education Program

1. References:

- a. PL 104-201, Section 1044, 23 September 1996.
- b. AR 608-1, 30 July 1997, Army Community Services Program, pages 1-48.
- c. DoD memorandum, 17 March 1998, Community Sharing of DoD Facilities.
- d. DA memorandum, 1 Sept 1998, America Goes Back to School.

2. Purpose. This SOP establishes guidelines for the operation of the Fort Belvoir Partners in Education (PIE) program.

3. Applicability. This SOP is applicable to active duty military personnel and Department of the Army civilians participating in the Fort Belvoir PIE program.

4. Responsibilities. Overall responsibility for the PIE program rests with the Chief, Soldier and Family Support Division (S&SFD).

- a. The School Liaison Officer (SLO) will do the following:

- (1) Inform PIE Unit Commanders and Supervisors of their responsibilities as PIE participants.

- (2) Organize and conduct annual training to PIE coordinators.

- (3) Chair the monthly General Steering Committee meetings consisting of representatives for each of the partnerships.

- (4) Publicize the PIE program to recruit new participants through special events and new commanders' briefings.

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(5) Organize the annual Teacher Appreciation/Memorandum of Understanding signing ceremony in October.

(6) Supply the following forms to the unit PIE coordinators: Information for Updating Address List (encl. 1); PIE Monthly Report (encl. 2); PIE Yearly Report (encl. 3); Fairfax County Public Schools PIE Evaluation Form (encl. 4); generic job descriptions for tutors and mentors (encls. 6 & 7); and the Partners in Education Volunteer Sign-up Form (encl. 8).

b. Unit commanders/supervisors will do the following:

(1) Sign Memorandum of Understanding with their partner school (encl. 5).

(2) Assign a unit PIE coordinator.

(3) Promote and encourage unit volunteers.

c. PIE coordinators will do the following:

(1) Inform unit commander/supervisor of events and activities.

(2) Meet with school points of contact to coordinate objectives and activities based on school's strategic plan.

(3) Attend monthly General Steering Committee meetings.

(4) Attend annual PIE coordinators' training.

(5) Recruit volunteers from their unit.

(6) Publicize events through garrison public affairs venues.

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(7) Submit the following reports to the SLO:  
Information for Updating Address List (encl. 1); PIE  
Monthly Report (encl. 2); PIE Yearly Report (encl. 3);  
Fairfax County Public Schools PIE Evaluation Form  
(encl. 4); and the Partners in Education Volunteer Sign-up  
Form (encl. 8).

d. Ensure PIE volunteers complete the Partners in  
Education Volunteer Sign-up Form (encl. 8), sign in and out  
of the school, and submit volunteer hours worked to the PIE  
coordinator. PIE mentor and tutors will sign the generic  
job descriptions (encls. 6 & 7) unless another job  
description is provided by the school, and complete school  
district requirements for background checks.

5. Procedures.

a. Administrative.

(1) SLO will complete the following:

(a) Maintain a database of partnerships  
including coordinators, supervisors, and school points of  
contact.

(b) Collect data from the PIE coordinators on  
the number of volunteers and hours worked on a monthly  
basis.

(c) Annually review and update PIE SOP.

(2) The unit PIE coordinator will submit the  
following reports to the SLO: Information for Updating  
Address List (encl. 1); PIE Monthly Report (encl. 2); PIE  
Yearly Report (encl. 3); Fairfax County Public Schools PIE  
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(3) The PIE volunteer will complete the and the Partners in Education Volunteer Sign-up Form (encl. 8), sign in and out of the school, and submit volunteer hours worked to the PIE coordinator. PIE mentors and tutors will sign the generic job descriptions (encls. 6 & 7) unless another job description is provided by the school. PIE mentors and tutors must comply with the local school tutor and mentor requirements as implemented at their partner school. One time or occasional logistic volunteers are not required to complete the PIE volunteer sign-up form.

6. Proponent. The proponent of this SOP is the SLO. Comments and suggestions can be sent to S&SFS, ATTN: SLO, 9655 Belvoir Road, Fort Belvoir, VA 22060-5561.

Coordinator, CYS





