



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, III CORPS AND FORT HOOD  
1001 761ST TANK BATTALION AVENUE  
FORT HOOD, TEXAS 76544-5000

**COMMAND POLICY**  
**IO-01**

AFZF-IO

**02 NOV 2009**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Hood's Adopt-A-School (AAS) Program

1. REFERENCE. III Corps, Phantom Warrior 2009-2011 Campaign Plan, 1 April 2009.
2. PURPOSE. The AAS contributes Military resources and services to schools in order to nurture the intellectual, emotional, social, and physical growth of children in the greater Fort Hood area, to increase public awareness of the Army's mission and to foster good relations.
3. APPLICABILITY. This policy applies to all major subordinate commands, units, and tenant activities across the Fort Hood Military Installation.
4. POLICY. The AAS Program is a III Corps and Fort Hood Commander's program, requiring constant involvement at all levels of command. I expect adopting unit Commanders to be personally involved with the leadership of their adopted schools in identifying requirements and providing support for these schools and our students. Every school in the Killeen Independent School District (KISD) and Copperas Cove Independent School District (CCISD) that wants to participate in the AAS program will have an active partnership with a unit/organization on Fort Hood. Some units may adopt more than one school.
5. AAS PROGRAM STANDARDS AND GUIDELINES:
  - a. Unit Standards and Responsibilities. Commanders of partnered units will:
    - (1) Designate a representative from their unit to plan and manage programs while maintaining contact with both the school and the Education Task Force (ETF). Unit AAS Program Point of Contact (POC) must be appointed voluntarily, be retainable for one year continuity, be enthusiastic and energetic, and share best practices.
    - (2) Ensure AAS Program activities focus on providing Soldier resources to teach, coach, mentor and inspire students.
    - (3) Ensure AAS Programs will continue when units are deployed through their respective rear detachments.

AFZF-IO

SUBJECT: Fort Hood's Adopt-A-School (AAS) Program

(4) Facilitate two-way support while being deployed. Deployed units can expect support from sponsored schools and must facilitate it. The AAS will execute a Transition of Authority (TOA) between AAS Program unit POCs and rear detachment AAS Program POCs. The TOA must include:

(a) Updated AAS unit POC list.

(b) Joint school visit and office call with the school's principal and AAS POC.

(c) Mutual agreement established during office call with school representatives outlining two-way support expectations (must include the minimum standards while deployed).

(5) Ensure unit AAS POCs attend routine training conducted by the Directorate of Family and Morale, Welfare and Recreation (DFMWR), Child, Youth and School (CYS) services, and the School Liaison Office (SLO) to ensure unit representatives are familiar with the AAS Program guidelines and reporting requirements.

(6) Ensure that the SLOs are provided up-to-date AAS Program unit POCs in order to maintain the positive outreach from Fort Hood into the community, making the "Great Place" greater.

(7) Report volunteer hours through unit representative by the 5th of each month to the SLO via email, [www.dmwr.cys.slo.distro@conus.army.mil](mailto:www.dmwr.cys.slo.distro@conus.army.mil) or fax to 287-7351.

b. Staff Responsibilities. The Deputy Commanding General, Fires and Effects (DCG) Fires and Effects, supervises the coordinating staff responsible for the AAS Program and the ETF. The DCG Fires and Effects will provide qualitative oversight and support the AAS Program by:

(1) Publishing AAS newsletter highlighting AAS activities.

(2) Maintaining program information on the Fort Hood website and other collaborative sites as applicable to share best practices.

(3) Forming the ETF made up of unit Commanders and their AAS POCs, partnered school representatives and other education stakeholders.

(4) Convening monthly ETF meetings to provide a forum for face-to-face information sharing and issue resolution.

AFZF-IO

SUBJECT: Fort Hood's Adopt-A-School (AAS) Program

c. **Garrison Responsibilities.** The DFMWR coordinates with the DCG Fires and Effects ETF lead for all matters related to the AAS Program. The DFMWR representative for AAS Program matters is the CYS services, SLO. The SLO will:

(1) Conduct training for unit representatives to ensure that program guidelines and reporting requirements are effectively implemented.

(2) Support the III Corps DCG Fires and Effects to ensure Fort Hood units are able to positively interface with the schools in the greater Fort Hood area.

(3) Provide the communications conduit between the schools and the Fort Hood Installation. The SLO will support the AAS Program by compiling partner unit story boards, sharing best practices, and tracking unit volunteer hours (for inclusion in the SLO monthly reports to the Garrison Commander and the Quarterly School Liaison Services Report to IMCOM West Region).

**6. MATH TUTORING INITIATIVE.** Part of the AAS Program is a math tutoring initiative designed to help students raise math scores on the Texas Assessment of Knowledge and Skills (TAKS) test. The requirements for the initiative are as follows:

a. Adopt-A-School units provide capable Soldiers as volunteer math tutors in their adopted schools.

b. Units coordinate with schools for specific needs.

c. Units identify volunteer Soldiers with requisite math skills and certify those tutors according to the following guidelines:

(1) Units conduct Local Records Check (LRC) on potential tutors.

(2) Commanders endorse Soldiers.

(3) Soldiers validate math skills through on-line testing on TAKS.

(4) Soldiers in need of "refresher" training can receive assistance through Education Services, or in coordination with Central Texas College (CTC) and Tarleton University.

(5) Tutors serve an initial two-week mentorship period with partner teacher.

AFZF-IO

SUBJECT: Fort Hood's Adopt-A-School (AAS) Program

- d. Soldiers meeting criteria above will be qualified to serve as tutors.
  - e. Units may arrange for tutor training with CTC.
7. MINIMUM STANDARDS WHILE DEPLOYED (OR IN THE FIELD).
- a. Monthly phone contact.
  - b. Monthly visit to the school.
  - c. Support school request or forward reclamation to higher rear detachment for assistance.
  - d. Be prepared to support other AAS Programs at discretion of higher Headquarters rear detachment.
  - e. Facilitate school's desire to provide for deployed Soldiers.
  - f. Report volunteer hours.
  - g. Ensure AAS signs remain current.
8. MINIMUM STANDARDS WHILE NOT DEPLOYED:
- a. At the beginning or prior to a new school year, conduct mutual agreement of support expectations that include recurring events and special events. This meeting will include the Commander or CSM, unit AAS POC, school Principal and AAS POC.
  - b. Support annual job fairs/bazaars with set-up (when requested), Soldier support, and static displays.
  - c. Weekly phone contact by Chain of Command and AAS POC.
  - d. Monthly visit to school by Chain of Command and AAS POC.
  - e. Report volunteer hours.
  - f. Ensure AAS signs remain current.

AFZF-IO

SUBJECT: Fort Hood's Adopt-A-School (AAS) Program

9. COORDINATING INSTRUCTIONS.

a. Units/Organizations will partner with schools as outlined in Enclosure 1 for Academic Year (AY) 09/10.

b. Units/Organizations will attend all scheduled and future ETF meetings.

c. All Units/Organizations will notify the SLO and the G-7 POC upon any school's desire not to participate in the Adopt-A-School Program. That Unit/Organization will then be re-assigned to another school if there are any schools still un-partnered at that time.

10. EXPIRATION. This policy memorandum remains in effect until superseded or rescinded.

Encl  
Adopt-A-School Matrix



ROBERT W. CONE  
Lieutenant General, USA  
Commanding

DISTRIBUTION:  
IAW FH Form 1853: A

No Unit Available to Adopt School or School Does Not Want to Participate			
Battalion / Squadron Level Organization	School	School District	Notes
57th SIG Battalion	Larver Elementary	Belton ISD	
61st MMA, 1st MED BDE, 3rd ESC	Lakewood Elementary	Belton ISD	
	Leon Heights Elementary	Belton ISD	Assigned 30 Jun 08
	Belton High School	Belton ISD	
	Liberty Middle School	Belton ISD	
	Southwest Elementary	Belton ISD	Assigned 30 Jun 08
2-4 OSAB, CAB, 4 ID	Belton High School	Belton ISD	Leaving Ft Hood 2011
2-5 CAV, 1 BCT, 1 CD	Pittie Elementary	Belton ISD	
3-82 FA, 2 BCT, 1 CD	Lake Belton Middle School	Belton ISD	
3-8 CAV, 3 BCT, 1 CD	Sparta Elementary	Belton ISD	
3-227 AVN, CAB, 3 CU	Waskow High School	Belton ISD	
3-227 AVN, CAB, 3 CU	Yule Elementary	Belton ISD	
455, 3rd ACR	St. Luke Junior High	Copperas Cove ISD	Will transfer to 62d Signal BN after arrival on post
518, 1 CD	Mrs. Stevens Elementary	Copperas Cove ISD	
1st BS*3, 1 BCT, 1 CD	Martin Wake Elementary	Copperas Cove ISD	
2-8 CAV, 1 BCT, 1 CD	Copperas Cove High School	Copperas Cove ISD	
1-82 FA, 1 BCT, 1 CD	Williams Ledger Elementary	Copperas Cove ISD	
8th EN BN, 36th FN, 3DE	Ta'nviv / M. A. Lewis Elementary	Copperas Cove ISD	
2-82 FA, 3BCT, 1 CD	Helthe Hultgood Elementary	Copperas Cove ISD	
4BCT, 1 CD	Crossroads High School	Copperas Cove ISD	
1-227 AVN BN, AVN BDE, 1 CD	Cove Junior High School	Copperas Cove ISD	
3rd ASOG	CR Community Intermediate School	Copperas Cove ISD	
3rd ASOG	Hollie Parsons Elementary	Copperas Cove ISD	
502nd MED CO, 3rd ESC	Florence Elementary	Florence ISD	
	Florence High School	Florence ISD	No unit Available
	Florence Intermediate School	Florence ISD	No unit Available
120th N BDE	Gatesville Primary School	Gatesville ISD	
120th N BDE	Gatesville Elementary School	Gatesville ISD	
120th N BDE	Gatesville Intermediate School	Gatesville ISD	
	Gatesville High School	Gatesville ISD	School does not want to participate in program No Unit Available
	Gatesville Jr High School	Gatesville ISD	School does not want to participate in program No unit Available
Audie Murphy Club	Audie Murphy School	Green ISD	
712th ASOG, 3rd ASOG	Bel County Juvenile Detention / Probation Center	Killeen ISD	Assigned 30 Jun 08
215th SPT BN, 38th 1 CD	Bellaire Elementary	Killeen ISD	
1-9 CAV, 4BCT, 1 CD	Brookview Elementary	Killeen ISD	
404th SPT BN (AVN), 4ID	Career & Tech Education (High School)	Killeen ISD	Assigned 30 Jun 08
2-3 ACR, 3rd ACR	Sedar Valley Elementary	Killeen ISD	
15th STB, 15th Sustainment BDE, 13th ESC	Clarke Elementary	Killeen ISD	Leaving Ft Hood 2011
115th SPT BN, 1BCT, 1 CD	Clear Creek Elementary	Killeen ISD	
1st 3 ACR	Clifton Park Elementary	Killeen ISD	Assigned 30 Jun 08
1-5 CAV, 2BCT, 1 CD	Duncan Elementary	Killeen ISD	
PHC, 13th ESC	East Ward Elementary	Killeen ISD	
Platoon Command (STP), 1 CD	Eastview Middle School	Killeen ISD	
6-9 CAV, 3BCT, 1 CD	Elison High School	Killeen ISD	
1-3 ACR	Farway Middle School	Killeen ISD	
3-3 ACR	Fowler Elementary	Killeen ISD	
1-3 ACR	Harker Heights Elementary	Killeen ISD	1st ACR: 1/2 ACR will take responsibility for school in 2009/10 Academic Year
2nd BS*8, 2BCT, 1 CD	Harker Heights High School	Killeen ISD	
569th Support BN (MSB), 41st Res BDE	Hay Branch Elementary	Killeen ISD	
4-8 CAV, 1 BCT, 1 CD	Hynes Alternating High School	Killeen ISD	Assigned 30 Jun 08
	Hynes Alternating Middle School	Killeen ISD	Assigned 30 Jun 08
1-4 ACR, 3rd ACR	Jarvis Elementary	Killeen ISD	1st ACR: 1/2 ACR will take responsibility for school in 2009/10 Academic Year
404th SPT BN, AVN, 4 ID	Ju. Cross Elementary	Killeen ISD	Leaving Ft Hood 2011
15th DET BN, 2 BCT, 1 CD	Killeen High School	Killeen ISD	1st ACR: 1/2 ACR will take responsibility for school in 2009/10 Academic Year
3rd ASOG, 3rd ASOG	Larry Hill Middle School	Killeen ISD	
6-5 ADA BN, 38th ADA BDE	Live Oak Ridge Middle School	Killeen ISD	
1-21 FA BN, 41st Res BDE	Martin Middle School	Killeen ISD	
3rd BS*8, 3BCT, 1 CD	Meadale Elementary	Killeen ISD	
2-20 FA BN, 41st Res BDE	Meadows Elementary	Killeen ISD	