

Intergroup Armed Services Liaison Officer (ASLO) February 2026

Purpose of the Role

To support the carrying of the Alcoholics Anonymous message to members of the Armed Services and veterans at Intergroup level, in line with AA Traditions, Concepts, and the AA service structure.

Read page 46 in The AA Service Handbook for Great Britain & Continental Europe 2025/2026

Key Responsibilities

- Act as the Intergroup point of contact for Armed Services enquiries
- Maintain liaison with local Armed Services units, welfare services, and veteran organisations
- Work closely with the Regional Armed Services Liaison Officer (RASLO)
- Ensure enquiries are responded to promptly and responsibly
- Provide reports to Intergroup and contribute to Regional reporting

Join national Armed Services 12th Stepper database

Getting Started – First Actions

- Confirm appointment with Intergroup Chair and Secretary
- Notify the Regional RASLO of your appointment
- Ensure access to role-based email or agreed contact method
- Read relevant sections of Service & Structure Handbooks
- Identify existing Armed Services contacts in the Intergroup area

Communication and Reporting

- Attend Intergroup meetings regularly
- Submit brief written reports on Armed Services liaison activity
- Attend Regional Armed Services Liaison meetings when invited
- Share experience, strength, and hope with other ASLOs

External Liaison

- Engage collaboratively and transparently with Armed Services and veteran organisations
- Prioritise existing contacts before developing new ones
- Observe anonymity, non-affiliation, and non-endorsement at all times
- Refer complex or regional matters to the RASLO

Information Governance

- Handle all personal data responsibly and confidentially
- Retain only information necessary for the role
- Obtain consent before sharing contact details
- Pass on information securely during handover

Leaving the Role and Succession

- Give reasonable notice to the Intergroup and RASLO
- Support identification of a successor

- Provide a clear handover of contacts and ongoing activity
- Transfer or delete access and data appropriately

Support

ASLOs are encouraged to seek support from the Regional RASLO, Intergroup officers, and other ASLOs. No ASLO is expected to carry out this service alone.

Quick Checklists

Onboarding:

- ☐ Appointment confirmed ☐ GSO notified ☐ Role email active
 - ☐ Directory access granted ☐ Intergroup ASLOs contacted ☐
- First report prepare

Offboarding:

- ☐ Region notified ☐ Successor supported ☐ Handover completed
- ☐ Email closed/transferred ☐ Directory access removed ☐ Final report submitted

Review this document Feb 2028