

## United States Army

### **A0608-10 CFSC**

#### **SYSTEM NAME:**

Child Development Services (CDS) (February 22, 1993, 58 FR 10002).

#### **SYSTEM LOCATION:**

Child Care Centers, Army-wide. Addresses may be obtained from the Commander, U.S. Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301.

#### **CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Any of the following who use Child Care Center services: Active duty and retired military personnel and their dependents; members of the Reserve components on active duty for training and their dependents; Department of the Army civilians overseas and their dependents overseas and in the Continental United States where local civilian resources are not available; and other designated personnel as determined by the commander.

#### **CATEGORIES OF RECORDS IN THE SYSTEM:**

Documents include, but are not limited to, parent's/guardian's name, grade or rank, Social Security Number, home address and telephone number, duty address and telephone number; signature of parent/guardian for emergency notification; child's name, birth date, medical information including allergies, immunization dates; remarks and observations by Child Care Center employees, parents, or physician; and financial records.

#### **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

10 U.S.C. 3013 and E.O. 9397 (SSN).

**PURPOSE(S):**

To provide child care service.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

Information from this system may be disclosed to civilian health and welfare departments/agencies in emergency situations.

The 'Blanket Routine Uses' set forth at the beginning of the Army's compilation of systems of records notices also apply to this system.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Card files; paper files in folders; magnetic tapes/discs.

**RETRIEVABILITY:**

By surname and/or Social Security Number of parent or guardian.

**SAFEGUARDS:**

Records are accessible only to authorized personnel. Positive identification and authorization to access data is established prior to releasing personal data to an

individual. Computer systems/remote terminals are housed in designated controlled areas.

### **RETENTION AND DISPOSAL:**

Records are destroyed after 2 years. Information may be transferred from one Child Care Center to another upon transfer of child.

### **SYSTEM MANAGER(S) AND ADDRESS:**

Commander, U.S. Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301.

### **NOTIFICATION PROCEDURE:**

Individuals wishing to know whether or not information on them is contained in this system of records should write to the Director, Child Care Center at the installation where record is believed to exist. Individual must provide present name, rank, Social Security Number, and proof of identification.

### **RECORD ACCESS PROCEDURES:**

Individuals desiring access to records about themselves should address an inquiry to the Director, Child Care Center at the installation where record is believed to exist. Individual must provide present name, rank, Social Security Number, and proof of identification.

### **CONTESTING RECORD PROCEDURES:**

The Army's rules for accessing records, and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

### **RECORD SOURCE CATEGORIES:**

From the individual receiving service and reports.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.