

Department of Defense  
Department of the Navy  
Narrative Statement on an Altered System of Records  
Under the Privacy Act of 1974

1. System identifier and name: NM01754-3, entitled "DON Child and Youth Program."

2. Responsible official: Navy: Mr. Greg Young, Commander, Navy Installations Command (N9), 716 Sicard Street, SE, Suite 1000, Washington Navy Yard, DC 20374-5140; Telephone (202) 433-0519.

Marine Corps: Belynda Smith, US Marine Corps Marine and Family Programs Division (CMC (MF)), 3280 Russell Road, Quantico, VA 22134-5009, 703-784-9553.

3. Nature of proposed changes for the system: The Department of the Navy is proposing to alter the existing system of records by updating system location, categories of individuals, categories of records, authority, purpose, routine uses, retrievability, safeguards, retention and disposal, system manager(s) and address, notification procedure, record access procedures, and record source categories.

4. Authority for the \*maintenance (\*maintained, collected, used, or disseminated) of the system: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; DoD Instruction 6060.02, Child Development Programs; DoD Instruction 6060.4, Youth Programs; DoD 6025.18-R, DoD Health Information Privacy Regulation; OPNAV Instruction 1700.9E, Child and Youth Program; Marine Corps Order 1710.30F, Marine Corps Child and Youth Programs (CYP); and E.O. 9397 (SSN), as amended.

5. Provide the agency's evaluation on the probable or potential effects on the privacy of individuals: In developing this SORN, the Department of the Navy reviewed the safeguards established for the system to ensure they are compliant with DoD requirements and are appropriate to the sensitivity of the information stored within the system.

6. Is the system, in whole or in part, being maintained (maintained, collected, used or disseminated) by a contractor?  
No.

7. Steps taken to minimize risk of unauthorized access:  
Physical access to terminals, terminal rooms, buildings, activities grounds are controlled by locked terminals and rooms

outside of regular working hours. Computer facilities and terminals are located in restricted areas accessible only to authorized persons. The Child Youth Management System database can be accessed by a combination of username and password, Common Access Card/Public Key Infrastructure to enable encryption and verification of user's identity to restrict user access to those authorized persons who have a need to know. Paper records are available to only those authorized persons who have a need to know and kept in locked containers.

8. Routine use compatibility: In addition to those disclosures generally permitted under 5 U.S.C. 552a (b) of the Privacy Act of 1974, as amended these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a (b) (3) as follows:

To local, State, and Federal officials involved in Child Care Services, if required, in performance of their officials duties regulating to child abuse reporting and investigations.

The DoD Blanket Routine Uses set forth at the beginning of the Department of the Navy's compilation of systems of records notices may apply to this system. The complete list of DoD Blanket Routine Uses can be found online at:

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>

NOTE: This system of records contains Individually Identifiable Health Information. The DoD Health Information Privacy Regulation (DoD 6025.18-R) issued pursuant to the Health Insurance Portability and Accountability Act of 1996, applies to most such health information. DoD 6025-18-R may place additional procedural requirements on the uses and disclosures of such information beyond those found in the Privacy Act of 1974 or mentioned in this system of records notice.

9. OMB collection required: Yes/No  
OMB Control Number (if approved):  
Title of collection if other than #10:  
Expiration Date (if approved) or Date Submitted to OMB:

Provide titles of any information collection requests (e.g., forms and number, surveys, interview scripts, etc.) contained in the system of records:

a. Navy information collection requirement:

- CNICCYP 1700/01 Child Development Home Visit Record Form - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 02-2014)
- CNICCYP 1700/02 Navy CYP Volunteer Hours Tracking Form - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 09-2008)
- CNICCYP 1700/03 CDH Provider Home Assessment Form - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 01-2008)
- CNICCYP 1700/04 Navy CYP Registration Form - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 09-2012)
- CNICCYP 1700/05 Volunteer Information Form - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 01-2008)
- CNICCYP 1700/06 Navy CYP Background Clearance Form - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 02-2011)
- CNICCYP 1700/07 Navy CYP Child and Family Profile Form - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 01-2008)
- CNICCYP 1700/08 Navy CYP Medical Authorization Form - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 12-2008)
- CNICCYP 1700/09 Navy CYP Statement of Admissions Form - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 05-2010)
- CNICCYP 1700/10 Navy CYP Employees Initial Orientation Training Record Form - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 06-2010)

- CNICCYP 1700/11 Application for Navy CDH Certification Form - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 11-2011)
- CNICCYP 1700/12 Navy CDH Individual Development Plan and Orientation Training Record Form - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 11-2008)
- CNICCYP 1700/13 Navy CDH Health and Sanitation Checklist - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 01-2008)
- CNICCYP 1700/14 Navy CDH Fire and Safety Checklist - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 01-2008)
- CNICCYP 1700/15 Navy CDH Developmental Program Checklist -Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 01-2008)
- CNICCYP 1700/16 Navy CYP English Reading Comprehension Form -Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 11-2011)
- CNICCYP 1700/17 CDH Back-up Providers Orientation Training Record - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 11-2008)
- CNICCYP 1700/18 Navy CDH Provider Exit Form - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 11-2008)
- CNICCYP 1700/19 Navy CDH Performance Summary Form -Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 11-2008)
- CNICCYP 1700/20 Navy CDH Provider Transfer Checklist Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 11-2008)
- CNICCYP 1700/21 Navy CYP Medical Authorization Form - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 12-2008)

- CNICCYP 1700/22 Navy CYP Parent Fee Agreement Form -Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 08-2010)
- CNICCYP 1700/23 Volunteer Supplemental Training Requirements Record - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 09-2008)
- CNICCYP 1700/24 Navy CYP Module Training Course Evaluation - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 12-2008)
- CNICCYP 1700/25 Reporting Child Abuse/Neglect Notification - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 12-2008)
- CNICCYP 1700/26 Pre-trip Vehicle Inspection Daily Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 09-2008)
- CNICCYP 1700/27 Navy CYP Comprehensive Safety Inspection Checklist - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 01-2014)
- CNICCYP 1700/28 Navy CYP Comprehensive Health/Sanitation Checklist - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 08-2008)
- CNICCYP 1700/29 Navy Child Development Center Daily Checklist - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 01-2008)
- CNICCYP 1700/30 Navy School-age Care (SAC)and Youth Programs (YP) Daily Checklist - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 01-2008)
- CNICCYP 1700/42 Inclusion Support Information and Referral Form - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 04-2013)
- CNICCYP 1700/43 Navy CYP Permission Authorization /s/ - Form belongs to Commander Naval Installations Command Child & Youth Programs (Rev 04-2013)

- DD 2793 - Department of Defense Child Development Program Volunteer Agreement for Appropriated Fund Activities and Non Appropriated Fund Instrumentalities (Rev 05-2009)

b. Marine Corps information collection requirement:

NAVMC 11720 - USMC Family Care Programs Consent to Release Information (Rev. 08-2014). OMB Control Number required, OMB 0703-XXXX; process began, 10/2/2014.

NAVMC 1750/4 - USMC Child and Youth Programs(CYP) Health Assessment and Health Screening Tool for Inclusion Action Team (IAT) (Rev. 07-2014). OMB Control Number required, OMB 0703-XXXX; process began, 10/2/2014.

NAVMC 1750/5 - USMC Child and Youth Programs(CYP)Registration Form (Rev. 08-2014). OMB Control Number required, OMB 0703-XXXX; process began, 10/2/2014.

NAVMC 1750/6 - USMC Child and Youth Programs (CYP) Incident Report (Rev. 08-2014); No OMB Control Number required per IMCO.

NAVMC 1750/7 - USMC Child and Youth Programs (CYP) Authorization to Apply Basic Care Items, Administer Medication or Controlled Substance (Rev. 05-2015); OMB Control Number required, OMB 0703-XXXX.

NAVMC 1750/8 - USMC Child and Youth Programs (CYP) Special Diet Accommodation - Religious Exemption Form (Rev. 05-2015); OMB Control Number required, OMB 0703-XXXX.

NAVMC 1750/9 - USMC Child and Youth Programs (CYP) Family Conference; (Rev. 06-2015); No OMB Control Number required.

DD Form 2606 - Department of Defense Child Development Program Request for Care Record (Rev. May 2014); OMB 0704-0515, Expiration date, May 31, 2017.

DD Form 2652 - Application for Department of Defense Child Care Fees (Rev. May 2014); OMB 0704-0515, Expiration date, May 31, 2017.

Individualized Education Program (IEP). No OMB Control Number available.

Individualized Family Service Plan (IFSP). No OMB Control Number available.

Immunization Record. No OMB Control Number available.

ISBE 69-88 - Household Eligibility Application for Child Care Centers - Child and Adult Care Food Programs (Rev. 5-2014); No OMB Control Number available.

10. Name of IT system (State NONE if paper record only):  
Child Youth Management System (CYMS)

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NM01754-3

System name:

DON Child and Youth Program (May 27, 2010, 75 FR 29728).

Changes:

\* \* \* \* \*

System location:

Delete entry and replace with "Navy: Navy Child and Youth Program or Family Service Centers located at various Navy activities both in Continental United States and Overseas (CONUS) and overseas. Official mailing addresses are published in the Standard Navy Distribution List.

Marine Corps: Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Marine and Family Programs Division, 3280 Russell Road, MCB Quantico, VA 22134-5009, and all Marine Corps installations. Official Mailing addresses are published in the Standard Navy Distribution List and on the installation website."

Categories of individuals covered by the system:

Delete entry and replace with "Any member of the Armed Forces, Department of Defense personnel, and dependents that are receiving or provided services under the Navy Child and Youth Program or the Marine Corps Children, Youth, and Teen Program (CYP)."

Categories of records in the system:

Delete entry and replace with "Name, Social Security Number (SSN), DoD ID Number, case number, DoD benefit number, mailing/home address, work address, home/work/mobile telephone numbers, email addresses, spouse name, guardian and/or responsible adult name, relationship to the child, command/unit/employer, sponsor status, branch of service, emergency contact information, Child Development Center and Family Child Care insurance coverage, names of parents and children; Child information: name/nickname, date of birth, gender, age, school enrollment, school grade, name of siblings and extended relatives living with the child, siblings ages, family activities, celebrations and special talents/skills, requested/required reasonable accommodations and early intervention and special needs, primary and other languages and communication skills, motor and self-help skills, emotional behavior, experience with other children development and learning status and plans, daily sleeping/napping/waking



routines, and eating/breastfeeding descriptions; child developmental policies; payment records, CYP personnel performance rating, CYP personnel and Child Development Home provider complaints, training, background information including medical records (medical history, medical special needs/considerations, physical examination, immunizations, and medications administration/application), educational references, and prior work experience; Naval Criminal Investigative Service (NCIS) or other law enforcement information; the Family Advocacy Program records; base security; state and local agencies; information related to screening, training, and implementation of the Child Development Homes; and reports of fire, safety, housing, and environmental health inspections.

Enrollment status in Exceptional Family Members Program and CYP; CYP participation, attendance, permissions, video/photographs permissions, registration and child care fees with payment/receipt. Incident records including date and time, name of witness(es), location, type of incident, description of injury, area of the body affected, first administered, and parent response; and Family Advocacy Program records."

Authority for maintenance if the system:

Delete entry and replace with "10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; DoD Instruction 6060.02, Child Development Programs; DoD Instruction 6060.4, Youth Programs; DoD 6025.18-R, DoD Health Information Privacy Regulation; OPNAV Instruction 1700.9E, Child and Youth Program; Marine Corps Order 1710.30F, Marine Corps Child and Youth Programs (CYP); and E.O. 9397 (SSN), as amended."

Purpose(s):

Delete entry and replace with "To develop child care programs to meet needs of children and families, verify health status of children and immunizations and to ensure child care providers in child and youth programs meet background check requirements."

Routine uses of records maintained in the system, including categories of user and the purpose of such uses:

Delete entry and replace with "In addition to those disclosures generally permitted under 5 U.S.C. 552a (b) of the Privacy Act of 1974, as amended these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a (b) (3) as follows:

To local, State, and Federal officials involved in Child Care Services, if required, in performance of their official duties regulating to child abuse reporting and investigations.

The DoD Blanket Routine Uses set forth at the beginning of the Department of the Navy's compilation of systems of records notices may apply to this system. The complete list of DoD Blanket Routine Uses can be found online at:  
<http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>

NOTE: This system of records contains Individually Identifiable Health Information. The DoD Health Information Privacy Regulation (DoD 6025.18-R) issued pursuant to the Health Insurance Portability and Accountability Act of 1996, applies to most such health information. DoD 6025-18-R may place additional procedural requirements on the uses and disclosures of such information beyond those found in the Privacy Act of 1974 or mentioned in this system of records notice."

\* \* \* \* \*

Retrivability:

Delete entry and replace with "By last name of the individual covered by the system, SSN, DoD ID Number, and DoD Benefits Number."

Safeguards:

Delete entry and replace with "Physical access to terminals, terminal rooms, buildings, activities grounds are controlled by locked terminals and rooms outside of regular working hours. Computer facilities and terminals are located in restricted areas accessible only to authorized persons. The Child Youth Management System database can be accessed by a combination of username and password, Common Access Card/Public Key Infrastructure to enable encryption and verification of user's identity to restrict user access to those authorized persons who have a need to know. Paper records are available to only those authorized persons who have a need to know and kept in locked containers."

Retention and Disposal:

Delete entry and replace with "Records are kept and destroyed 2 years after the individual is no longer in/eligible for the Child Development Program or leaves the installation CYP. No records are destroyed for an active patron or provider. Records are destroyed by burning, shredding, macerating, pulping, degaussing, erasing or other appropriate means."

System manager(s) and address:

Delete entry and replace with "Navy Policy Official Commander, Navy Installations Command, 716 Sicard Street, SE, Suite 1000, Washington Navy Yard, D.C. 20374-5140.

Headquarters, U.S. Marine Corps, Manpower and Reserve Affairs, Marine and Family Programs Division, 3280 Russell Road, MCB Quantico, VA 22134-5009.

#### Secondary Managers

Navy Child Development or Family Services Centers located at various Navy activities both in CONUS and overseas. Official mailing addresses are published in the Standard Navy Distribution List.

Marine Corps Directors of Marine Corp Community Services (MCCS) offices located at each Marine Corps installation. Official Mailing addresses are published in the Standard Navy Distribution List and on the installation website."

Notification procedure:

Delete entry and replace with" Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the appropriated Navy or Marine Corps activity. Official Mailing addresses are published in the Standard Navy Distribution List and on the installation website.

Request should include full name of sponsor, SSN, DoD ID Number or DoD Benefit Number and must be signed.

"The system manager may require an original signature or a written declaration under perjury or penalty under the laws of the United States of America that the foregoing is true and accurate."

Record access procedures:

Delete entry and replace "Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the appropriated Navy or Marine Corps activity. Official Mailing addresses are published in the Standard Navy Distribution List and on the installation website.

Request should include full name of sponsor, SSN, DoD ID Number or DoD Benefit Number and must be signed.

The system manager may require an original signature or a notarized signature as a means of proving the identity of the individual requesting access to the records."

\* \* \* \* \*

Record source categories:

Delete entry and replace with "Information in this system of records comes from sponsors seeking program services or participation in the child and youth programs; health providers applying to provide services; background checks from federal, state, local activities or Naval Criminal Investigative Services; housing officers; information obtained from the Family Advocacy Program records; base security officers; base fire, safety and health officers; local family child care monitors and parents of children enrolled; health care providers, employers, and others providing information identified in the categories of records in the system."

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NM01754-3

System name:

DON Child and Youth Program.

System location:

Navy: Navy Child and Youth Program or Family Service Centers located at various Navy activities both in Continental United States and Overseas (CONUS) and overseas. Official mailing addresses are published in the Standard Navy Distribution List.

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Categories of records in the system:

Name, Social Security Number (SSN), DoD ID Number, case number, DoD benefit number, mailing/home address, work address, home/work/mobile telephone numbers, email addresses, spouse name, guardian and/or responsible adult name, relationship to the child, command/unit/employer, sponsor status, branch of service, emergency contact information, Child Development Center and Family Child Care insurance coverage, names of parents and children; Child information: name/nickname, date of birth, gender, age, school enrollment, school grade, name of siblings and extended relatives living with the child, siblings ages, family activities, celebrations and special talents/skills, requested/required reasonable accommodations and early intervention and special needs, primary and other languages and communication skills, motor and self-help skills, emotional behavior, experience with other children development and learning status and plans, daily sleeping/napping/waking routines, and eating/breastfeeding descriptions; child developmental profiles; payment records, CYP personnel performance rating, CYP personnel and Child Development Home

provider complaints, training, background information including medical records (medical history, medical special needs/considerations, physical examination, immunizations, and medications administration/application), educational references, and prior work experience; Naval Criminal Investigative Service (NCIS) or other law enforcement information; the Family Advocacy Program records; base security; state and local agencies; information related to screening, training, and implementation of the Child Development Homes; and reports of fire, safety, housing, and environmental health inspections.

Enrollment status in Exceptional Family Members Program and CYP; CYP participation, attendance, permissions, video/photographs permissions, registration and child care fees with payment/receipt. Incident records including date and time, name of witness(es), location, type of incident, description of injury, area of the body affected, first administered, and parent response; and Family Advocacy Program records."

Authority for maintenance of the system:

Delete entry and replace with "10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; DoD Instruction 6060.02, Child Development Programs; DoD Instruction 6060.4, Youth Programs; OPNAV Instruction 1700.9E, Child and Youth Program; Marine Corps Order 1710.30F, Child and Youth Programs (CYP); DoD 6025.18-R, DoD Health Information Privacy Regulation and E.O. 9397 (SSN), as amended.

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Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper files and electronic storage media.

Retrivability:

By last name of the individual covered by the system, SSN, DoD ID Number, and DoD Benefit Number.

Safeguards:

Physical access to terminals, terminal rooms, buildings, activities grounds are controlled by locked terminals and rooms outside of regular working hours. Computer facilities and terminals are located in restricted areas accessible only to authorized persons. The Child Youth Management System database can be accessed by a combination of username and password, Common Access Card/Public Key Infrastructure to enable encryption and verification of user's identity to restrict user access to those authorized persons who have a need to know. Paper records are available to only those authorized persons who have a need to know and kept in locked containers.

Retention and Disposal:

Records are kept and destroyed 2 years after the individual is no longer in/eligible for the Child Development Program or leaves the installation CYP. Records are destroyed by burning, shredding, macerating, pulping, degaussing, erasing or other appropriate means.

System manager(s) and address:

Navy Policy Official Commander, Navy Installations Command, 716 Sicard Street, SE, Suite 1000, Washington Navy Yard, D.C. 20374-5140.

Headquarters, U.S. Marine Corps, Manpower and Reserve Affairs, Marine and Family Programs Division, 3280 Russell Road, MCB Quantico, VA 22134-5009.

#### Secondary Managers

Navy Child Development or Family Services Centers located at various Navy activities both in CONUS and overseas. Official mailing addresses are published in the Standard Navy Distribution List.

Marine Corps Directors of Marine Corp Community Services (MCCS) offices located at each Marine Corps installation. Official Mailing addresses are published in the Standard Navy Distribution List and on the installation website.

#### Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the appropriated Navy or Marine Corps activity. Official Mailing addresses are published in the Standard Navy Distribution List and on the installation website.

Request should include full name of sponsor, SSN, DoD ID Number or DoD Benefit Number and must be signed.

The system manager may require an original signature or a notarized signature as a means of proving the identity of the individual requesting access to the records.

#### Record access procedures:

Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the appropriated Navy or Marine Corps activity. Official Mailing addresses are published in the Standard Navy Distribution list and on the installation website.

Request should include full name of sponsor, SSN, DoD ID Number or DoD Benefit Number and must be signed.

The system manager may require an original signature or a notarized signature as a means of proving the identity of the individual requesting access to the records.



Contesting record procedures:

The Department of the Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5E; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Information in this system of records comes from sponsor seeking program services or participation in the child and youth programs; healthcare providers applying to provide services; background checks from federal, state, local activities or Naval Criminal Investigative Services; housing officer; information obtained from the Family Advocacy Program records; base security officers, base fire, safety and health officers; local family child care monitors and parents of children enrolled; health care providers, employers, and others providing information identified in the categories of records in the system.

Exemptions claimed for the system:

Investigatory material compiled for law enforcement purposes, other than material with the scope of subsection 5 U.S.C. 552a (j)(2), may be exempt pursuant to 5 U.S.C. 552a (k)(2). However, if an individual is denied any right, privilege, or benefit for which he would otherwise be entitled by Federal Law or for which he would otherwise be eligible, as a result of the maintenance of such information, the individual will be provided access to such information except to the extent that disclosure would reveal identity of a confidential source.