

Defense Logistics Agency

S400.20

SYSTEM NAME:

Day Care Facility Registrant, Applicant and Enrollee Records (May 11, 2012, 77 FR 27740)

SYSTEM LOCATION:

Defense Logistics Agency Headquarters, 8725 John J. Kingman Road, Fort Belvoir, VA 22060-6221 and the participating DLA Primary Level Field Activities. Mailing addresses may be obtained from the System manager below.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Children and their sponsors (DoD personnel, active duty military, and DoD contractors) who are enrolled in, or have applied for admission to, DLA-managed day care facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Waiting List Applicant records include the names of the sponsor and spouse (when applicable), home and electronic mail addresses; work, home, cell and pager telephone numbers; place of employment; rank or civilian pay grade; child's name and birth date documentation of any special needs or health concerns regarding the child, to include documentation of food restrictions; physical abilities and limitations; physical, emotional, or other special care requirements (including restrictions or special precautions concerning diet); special services Individual Development Plans (IDP) when special needs have already been diagnosed.

Enrollees records include all items listed above under 'Waiting List Applicant' plus names and phone numbers of emergency points of contact; medical, dental and

insurance provider data; medical examination reports, health assessments and screening results; immunization, allergy and medication information; documentation of Special Needs Resource Team (SNRT) meetings, recommendations and follow up; documentation of behavioral issues; special services Individual Development Plans (IDP) (when applicable); child portfolios to include observations, anecdotal records, and developmental milestone checklists; parent/teacher conference data; parent complaints; transportation requirements and schedules; parental disabilities, impairments, or special needs; authorization, consent, and agreement forms; medical power of attorney; serious event/incident report forms; symptom records; escort and emergency designees' name and data to include physical and electronic addresses and work, home, cell, and pager telephone numbers; documentation of returned checks; status of hardship requests; family care plans to include documentation of guardianship and medical power of attorney in the absence of parent(s); and suspected/ reported child abuse or neglect forms. The records may include child and family profiles which gather information on family background, cultural, and ethnic data such as religion, native language, and family composition for cultural and social enrichment activities. For fee assessment purposes, the application records also include family income data; documentation of disability if unemployed; and, for security purposes, court records with information on custody and visitation arrangements when applicable. Note: Any and all information relating to an individual's religious preference or religious activity is collected and maintained only if the individual has made an informed decision to voluntarily provide the information.

Employee records include their name; and birth date; home address; home and cell telephone numbers; electronic mail address; names, telephone numbers and home addresses of emergency points of contact; health assessment, psychological evaluations, immunization records, and documentation of ongoing medication; verification of background checks and suitability determination; training records, educational background, and other related employment experiences; employment

references; job performance standards, copies of appraisals, awards, promotions and grievance actions; copies of personnel actions; counseling statements as appropriate.

Volunteer records include their name; and birth date; home addresses; home, work and cell telephone numbers; electronic mail address; place of employment; names, telephone numbers and home addresses of emergency points of contact; health assessment, psychological evaluations, immunization records, and documentation of ongoing medication; verification of background checks and suitability determination; and training records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 133, Under Secretary of Defense for Acquisition, Technology, and Logistics; 10 U.S.C. 2809 and 2812, Military construction of child care facilities; 42 U.S.C. Chap. 127, Coordinated services for children, youth, and families; 40 U.S.C. 490b, Child care services for Federal employees; 42 U.S.C. Chap 67, Child abuse programs; Pub.L. 101-189, Title XV, Military Child Care Act of 1989; and DoD Instruction 6060.2, Child Development Programs.

PURPOSE(S):

With the exception of family income data, the records are available to the Child Development and Youth Program Coordinator, the Child Development and Youth Program (CDYP) Director and Assistant Director, the CDYP Training and Curriculum Specialist, and applicable administrative and care giving staff for the purpose of providing safe, developmentally appropriate day care services and to ensure proper, effective response in the event of an emergency. These records may also be made available to subject matter experts during inspections. Individualized data on total family income is provided to employing Defense components for fiscal planning purposes, for subsidy computation, and to reimburse DLA for day care services rendered under a support agreement. Verification of family income data is also used for fee assessment purposes and is made available to DLA representatives during inspections.

Serious Event Forms, Incident Report Forms, and monthly injury logs are provided to the Child Development and Youth Programs Coordinator, the CDYP Director, and the installation's safety and health office for the purpose of tracking all accidents/incidents that occur within the CDYP center or during sponsored activities off-site. These reports are also made available to safety and health professionals during inspections. Records pertaining to physical abilities and limitations; physical, emotional or other special care requirements to include restrictions or special precautions concerning diet; existing IDPs; and documentation of behavioral issues or other special needs will be provided to members of the SNRT for the purpose of determining staff training needs, appropriate classroom placement, necessity of contract modification, and appropriate follow-up, to include collaboration with community resources as needed. Based upon the severity of the special need, the installation's paramedic squad will be notified of the child's enrollment at the Child Development Center and the specific condition that may require attention. Records will also be available to subject matter experts during inspections

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

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

To physicians, dentists, medical technicians, hospitals, or health care providers in the course of obtaining emergency medical attention.

To Federal, state, and local officials involved with childcare or health services for the purpose of reporting suspected or actual child abuse.

To Federal, state, and local agencies and private sector entities that employ individuals who are registered to use the day care center for the purpose of verifying

income. Note: Only name and data pertaining to reported total family income is disclosed to employing agencies and entities.

To State Public Health Authorities and/or the Center for Disease Control for the purpose of reporting communicable diseases. Information released does not contain any personally identifiable information.

The DoD 'Blanket Routine Uses' apply to this system of records.

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

STORAGE:

Records are stored on paper.

RETRIEVABILITY:

Records are retrieved by the full name of the registrant/applicant/sponsor. Volunteer records may be retrieved by their full name.

SAFEGUARDS:

Records are maintained in areas accessible only to personnel who must use them in the performance of their official duties. Paper records are maintained in locked file cabinets, drawers, or offices in a locked building with controlled, monitored access. Personnel who use the records to perform their duties must complete Privacy Act/Personally Identifiable Information (PII) training prior to being granted access to records.

RETENTION AND DISPOSAL:

Enrollee records (involving no serious accident or injury requiring emergency medical records) are sent to the Child Development and Youth Program Coordinator upon termination from the program and are destroyed 1 year later.

Enrollee records (involving a serious accident or injury requiring emergency medical records) are sent to the Child Development Services Coordinator upon termination from the program and are destroyed 3 years after the incident or 1 year after the enrollee withdraws from the program, whichever is later. Employee and Volunteer Records are maintained at the Child Development Center and are destroyed 3 years after termination of employment or volunteer services.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Child Development and Youth Programs, Morale, Welfare and Recreation, Headquarters Defense Logistics Agency, 8725 John J. Kingman Road, ATTN: DS-Q, Fort Belvoir, VA 22060-6221.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the DLA HQ FOIA/ Privacy Act Office, Defense Logistics Agency Headquarters, ATTN: DGA, 8725 John J. Kingman Road, Suite 1644, Fort Belvoir, VA 22060-6221.

Inquiries from registrants/applicants/sponsors should contain their full name and address. Inquiries from volunteers should contain their full name.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the DLA HQ FOIA/ Privacy Act Office, Defense Logistics Agency Headquarters, ATTN: DGA, 8725 John J. Kingman Road, Suite 1644, Fort Belvoir, VA 22060-6221.

Inquiries from registrants/applicants/sponsors should contain their full name and address. Inquiries from volunteers should contain their full name.

CONTESTING RECORD PROCEDURES:

The DLA rules for accessing records, for contesting contents, and appealing initial agency determinations are contained in 32 CFR part 323, or may be obtained from the DLA HQ FOIA/Privacy Act Office, Defense Logistics Agency Headquarters, ATTN: DGA, 8725 John J. Kingman Road, Suite 1644, Fort Belvoir, VA 22060-6221.

RECORD SOURCE CATEGORIES:

Information is provided by the registrant, the registrant's sponsor, the sponsor's employer, the registrant's physician or health care provider, volunteers, and Child Development and Youth Program employees.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

FEDERAL REGISTER HISTORY:

May 11, 2012, 77 FR 27740