

## Department of the Air Force

### **F034 AF SVA C**

#### **SYSTEM NAME:**

Child Development/Youth Programs Records (March 13, 1998, 63 FR 12457).

#### **SYSTEM LOCATION:**

Headquarters Air Force Military Personnel Center, Directorate of Morale and Welfare Operations, Randolph Air Force Base, Texas 78150-6001, Major Command Headquarters, and each Air Force installation with Child Development/Youth Activities programs. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records notices.

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

Eligible children and youths enrolled in Air Force Child Development or Youth Activities programs, their parents/guardians, and Family Child Care (FCC) Providers.

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

Enrollment/registration records; record of injuries; medication permission records; permanent register; staff and child record; weekly activity plans; incident reports; annual and semiannual program reports; parents/guardians and program surveys; parents'/guardians authorization for testing/field trips; student progress reports; test results; forwarding of school records; daily reservation logs; daily attendance records, and volunteers applications.

The system will also contain FCC Providers' license application; license, and home approval records.

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

10 U.S.C. 8013, Secretary of the Air Force; implemented by Air Force Instruction 34-701, Child Development Programs; and Air Force Instruction 34-801, Youth Programs.

**PURPOSE(S):**

Used by child development and youth program personnel to enroll children/youths in the child development/youth programs; locate parents/guardians in case of emergency; monitor and properly report injuries and accidents; receive documentation and permission to dispense medications; record and monitor staff-to-child ratio; report program participation and activities; report financial data; assess program needs; enroll and license FCC Providers; record, reserve, and monitor daily attendance; and maintain information for waiting lists.

**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:

Records from this system may be disclosed to civilian physicians or hospitals in the course of obtaining emergency medical attention for children.

The DoD 'Blanket Routine Uses' published at the beginning of the Air Force's compilation of systems of records notices apply to this system.

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

**STORAGE:**

Paper and card stock records maintained in file folders. Data will also be maintained in computer files.

**RETRIEVABILITY:**

Retrieved by family name or FCC Providers' name.

**SAFEGUARDS:**

Records are maintained in locked file cabinets, locked desk drawers or locked offices. Computers and disks will be stored in locked cabinets or locked rooms. Records are accessed by the program directors, assistant directors, family day care coordinators/out-reach workers and clerks/administrative personnel responsible for servicing the records in performance of their official duties who are properly screened and cleared for need-to-know.

**RETENTION AND DISPOSAL:**

Retained in office files for one year after child/youth leaves program or until parent/FCC provider requests transfer of records to another base, whichever comes first. In the event the records are not transferred, they will be destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Computer records are destroyed by erasing, deleting or overwriting.

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

Chief, Child Development Branch, Headquarters Air Force Services Agency, 10100 Reunion Place, Suite 402, San Antonio, TX 78216-4138.

Child Development/Youth Directors at Air Force installations with Child Development/Youth programs. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records notices.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information on themselves should address written inquiries to or visit the Chief, Child Development Branch, Headquarters Air Force Services Agency, 10100 Reunion Place, Suite 402, San Antonio, TX 78216-4138, or Child Development/Youth Directors at Air Force installations with Child Development/Youth programs. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records notices.

The full name of the person/provider will be required to determine if the system contains a record about him or her. A military identification card or drivers license will be required as proof of identity.

### **RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves contained in this system should address written requests to the Chief, Child Development Branch, Headquarters Air Force Services Agency, 10100 Reunion Place, Suite 402, San Antonio, TX 78216-4138, or Child Development/Youth Directors at Air Force installations with Child Development/Youth programs. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records notices.

A military identification card or drivers license will be required as proof of identity.

### **CONTESTING RECORD PROCEDURES:**

The Air Force rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Air Force Instruction 37-132; 32 CFR part 806b; or may be obtained from the system manager.

### **RECORD SOURCE CATEGORIES:**

Information obtained from parents, volunteers, FCC applicants, and documentation by authorized child development and/or youth activities personnel.

### **EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.