



National Credit Union Administration  
Office of General Counsel

OGC/DW/MM

SENT BY EMAIL

TO: Alex Goodenough, Desk Officer  
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SUBJ: Request for Emergency PRA Consideration;  
NCUA Personnel Security Processing Forms

DATE: June 12, 2019

In accordance with the Paperwork Reduction Act, the National Credit Union Administration (NCUA) requests emergency consideration of the information collection requirements for its personnel security forms: *Personnel Security Data Form-Contractor*; *Personnel Security Data Form-Employee*; and, *Authorization for Release of Credit Information* (jointly referred to as the Personnel Security forms).

The NCUA routinely hires federal and contract employees (jointly referred to as employees) to meet the agency's mission of regulating and supervising the nation's credit union system. As part of its hiring process, NCUA requires that all employees undergo a background investigation and subsequent determination pursuant to 5 CFR Part 731 (suitability), Executive Order (E.O.) 13764 (contractor fitness), and E.O. 12968/SEAD 4 (classified access). The pre-employment background checks and adjudicative determination are used to determine whether these employees are qualified to carry out the duties with appropriate integrity, efficiency, and effectiveness. The information collected on these forms is not duplicative of information otherwise collected and is not readily available to NCUA from another source.

Information collected on the *Personnel Security* forms include personally identifiable information such as employee name, position or contract data, and contact information. NCUA primarily uses this information to initiate components of the required background investigation through the investigation service provider (currently the Office of Personnel Management), Federal Bureau of Investigation, and the Department of Homeland Security. These forms may also be used to facilitate detail assignments, contract transition, or promotions.

In order to ensure compliance under the PRA and to avoid substantial delays in the onboarding processing of employees which could impact the safety and efficiency of the NCUA, please accept this submission for emergency consideration.