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Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

From: Necola Staples
Office of External Affairs
Administration for Children and Families (ACF)

Date: August 6, 2025

Subject: Change Request – ACF External Speaking Engagement Request (OMB #0970-0531)

This memo requests approval of changes to the approved information collection, ACF External Speaking Engagement Request, approved under the ACF Generic for Program Support (OMB #0970-0531).

Background

The Office of External Affairs is requesting to update the form used for external organizations to request ACF to present at outside events (conferences, meetings, webinars, etc.). The form was originally approved in FY22 and is no longer in line with ACF needs. Additionally, since 2022, the form has had very little use. So, the Office of External Affairs reviewed the form and is proposing updates to ensure the form is more user friendly.

Overview of Requested Changes

The updated form contains most of the same information, with some new content that remains within the scope of the original description of the request, including purpose and use of the information. The major updates are to the layout which was updated to be much more direct and easier to use with drop down selections.

Time Sensitivities

The form hasn't been updated since 2022 and is no longer in line with ACF's needs. We want to move this forward immediately, so that we can begin working with the new form as we roll out a new ACF Speaker's Bureau, slated to debut October 1, 2025.