

National Credit Union Administration
SUPPORTING STATEMENT
Title: Travel Management
OMB Number: 3133-NEW

A. JUSTIFICATION

1. Circumstances that make the collection of information necessary.

The collection of travel information is necessary to ensure efficient and timely processing of travel requests. The Travel Management Center will use the information to facilitate and procure travel on behalf of the individuals who do not have an e-Travel profile and/or do not have a government issued travel card.

AUTHORITY: 5 U.S.C. Chapter 57; 12 U.S.C. 1751 et seq., 31 U.S.C. 3511-3512; E.O. 14222

2. Purpose and use of the information collection.

The information collected through the SSA Profile Request Form and the NCUA Team Request form is from State Examiners, NCUA employees, and invitational travelers. The information will be used to facilitate the planning, approval, and management of official travel and will ensure that travel arrangements align with organizational policies, budgetary requirements, and operational needs.

3. Use of information technology.

The forms are available on NCUA's internal SharePoint site. Respondents will receive copies of the forms via email and will be able to fill out the forms electronically and submit them via email. The information collected will allow official travel procurement with the Travel Vendor to include a temporary profile for State Examiners and invitational travelers.

4. Duplication of information.

There is no duplication. Any information which may appear duplicative is used to authenticate the response and verify the identity of the respondent.

5. Efforts to reduce burden on small entities.

The collection of information does not impact small businesses or other small entities.

6. Consequences of not conducting the collection.

Failure to complete the travel forms can directly hinder the agency's ability to accomplish its mission. Travel forms are critical tools for planning, approval, and managing travel necessary to support operational goals. The consistent and accurate completion of travel forms is essential to sustaining operations, managing risks, safeguarding personnel, and achieving the agency's mission objectives.

7. Inconsistencies with guidelines in 5 CFR 1320.5(d)(2).

There are no special circumstances. This collection is consistent with the guidelines in 5 CFR 1320.5(d)(2).

8. Efforts to consult with persons outside the agency.

A 60-day notice was published in the *Federal Register* on June 12, 2025, at 90 FR 24817, soliciting comments from the public. 1 public comment was received in response to this notice.

9. Payment or gifts to respondents.

There is no intent by NCUA to provide payment or gifts for information collected.

10. Assurance of confidentiality.

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act Statement explains why the National Credit Union Administration (NCUA) requests the information on the form. AUTHORITY: 5 U.S.C. Chapter 57; 12 U.S.C. 1751 et seq. Disclosure of the requested information is not mandatory. The information collected is maintained and protected in accordance with the Privacy Act requirements.

11. Questions of a sensitive nature.

The forms do not contain any questions of a sensitive nature. The Systems of Records Notices (SORNs) associated with this information collection are NCUA-19 NCUA Financial and Acquisition Management System (81 FR 83281), and GSA/GOVT-4, Contracted Travel Services Program (74 FR 26700).

12. Burden of information collection.

NCUA estimates it will receive approximately 530 responses annually and the average time to complete each form is 15 minutes. The estimated total annual burden is 132.5 hours.

Information Collection Activity	No. of Respondents	No. of Responses per Respondent	Total Annual Responses	Hrs/Min per Response	Total Annual Burden	Hourly Cost	Total Annual Costs
SSA Profile Request Form	500	1	500	.25	125	\$39	\$4,875
NCUA Team Request Form	15	2	30	.25	7.5	\$39	\$292.50
TOTAL			530		132.5		\$5,167.50

The cost to respondents is based on the 2025 GS-11 RUS salary table with an hourly labor rate of \$39 per hour. The total annual cost to respondents is estimated to be \$5,167.50.

13. Capital start-up or on-going operation and maintenance costs.

There are no capital start-up or maintenance costs.

14. Annualized costs to Federal government.

It is estimated that a CU-8 analyst will spend 15 minutes reviewing the NCUA Team Request Form. Based on a CU-8's hourly wage of \$35, the estimated annual cost to the Federal government is \$262.50.

15. Changes in burden.

Not applicable. This is a new information collection request.

16. Information collection planned for statistical purposes.

The information is not used for statistical purposes or planned for publication.

17. Request non-display the expiration date of the OMB control number.

Not applicable.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions to the certification statement.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection does not employ statistical methods.