

National Credit Union Administration
SUPPORTING STATEMENT

Speaker Request Form and Chairman Request Form
OMB No. 3133-NEW

A. JUSTIFICATION

1. Circumstances that make the collection of information necessary.

The Federal Credit Union (FCU) Act of 1970 (12 U.S.C. 1752) established the National Credit Union Administration (NCUA) as an independent agency, in control of regulating and supervising federal credit unions, and administering the National Credit Union Shared Insurance Fund (NCUSIF). This mission requires coordination and collaboration with credit unions, other federal agencies and consumers to provide a safe and sound credit union system. As part of its collaboration efforts, the NCUA receives requests annually for NCUA leadership and staff to participate in speaking engagements at various events.

This digital collection of information is necessary to ensure an efficient and timely process to schedule outreach and engagement with NCUA stakeholders. This information may be disclosed as generally permitted under 5 U.S.C 522.

As a result of the requests received for speaking engagements, the NCUA has developed two forms (1) Speaker Request Form; (2) Chairman Request Form; and is requesting approval from the Office of Management and Budget (OMB) for a new information collection.

2. Purpose and use of the information collection.

The Speaker and Chairman Request Forms will be the first point of contact between the NCUA and the public to initiate NCUA public speaking engagements. Any member of the public can submit a request for the NCUA Chairman or an NCUA staff member to speak at a public event. The information provided will be used to schedule and determine the most appropriate NCUA speaker based on date, time, location, presentation format, and topic. The forms collect information regarding the requested speaking engagement to include, the host organization, the speaking topic, agenda, and additional event details. The requested information helps NCUA determine whether the speaker should attend the engagement and how to best to prepare for the event. The information is used to determine if accepting the request will further NCUA's mission.

The forms will also be used to collect background information from the requestor on the event a Speaker or Chairman would attend. The forms will also be used by NCUA to track and manage external speaking engagements.

3. Use of information technology.

The information will be collected via online and will be available on NCUA's public website (NPW) at www.ncua.gov for easy access to members of the public. The use of this electronic format significantly reduces the burden to public by avoiding having to print, manually complete, and then fax or email the form. The electronic submission of information goes to an internal database only accessible to certain staff members and is retained consistent with NCUA-23, the Mailing, Contact and Other Lists System of Records.

4. Duplication of information.

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

If this information were not collected, NCUA would not be able to locate interested organizations or event sponsors with whom the NCUA can share or discuss topics that help its mission of promoting the safety and soundness of credit unions.

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 August 28, 2023, at 88 FR 58621, soliciting comments from the public. One public comment was received in response to the 60-day notice. The commenter made four requests: 1) to streamline request forms including NCUA reevaluating the forms to ensure all fields are relevant; 2) that NCUA detail both in a written communication to credit unions and on its website exactly what is required to request a meeting with agency staff; 3) to give an NCUA contact who may provide status updates and; 4) to share aggregate information. The NCUA addressed the comment in its 30-day notice in the *Federal Register* on January 29, 2024 at 89 FR 5580.

9. Payment or gifts to respondents.

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

10. Assurance of confidentiality.

There is no assurance of confidentiality other than that provided by law. 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 information collected and maintained about the requesting individual or organization is in accordance with NCUA Public Website (NPW). This information collection is covered under NCUA-23, the Mailing, Contact and Other Lists System of Records that was published in the Federal Register at 86 FR 33780.

12. Burden of information collection.

Accordingly, NCUA estimates it will receive approximately 175 requests annually for both forms and estimates the average time to complete each form will be 15 minutes. The total annual burden is 43.75 hours.

Information Collection Activity	No. of Respondents	No. of Responses per Respondent (Frequency)	Total Annual Response	Hours per Response	Total Annual Burden
Speaker Request Form	125	1	125	0.25	31.25
Chairman Request Form	50	1	50	0.25	12.5
TOTAL	175	1	175	0.25	43.75

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.

Position	Activity	No. of Requests	Total Review Time	Est. avg. hourly rate	Total Federal Government Cost
Admin Assistant	Review request forms	175	0.5	\$33.05	\$2,891.88

15. Changes in burden.

This is a new information collection.

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.

The display of the expiration date of the OMB control number may cause confusion with organizations using these electronic request forms. Non-display of the OMB expiration date is requested. This date will be displayed on the Federal Government's electronic PRA docket at www.reginfo.gov.

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 involve statistical methods.