



# governmentattic.org

*"Rummaging in the government's attic"*

Description of document: List of National Credit Union Administration (NCUA) Instructions, 2017

Requested date: January 2017

Released date: 13-February-2017

Posted date: 20-March-2017

Source of document: FOIA Request  
National Credit Union Administration  
Office of General Counsel  
1775 Duke Street  
Alexandria, VA, 22314  
Fax: 703.518.6569  
Email: [FOIA@ncua.gov](mailto:FOIA@ncua.gov)

The governmentattic.org web site ("the site") is noncommercial and free to the public. The site and materials made available on the site, such as this file, are for reference only. The governmentattic.org web site and its principals have made every effort to make this information as complete and as accurate as possible, however, there may be mistakes and omissions, both typographical and in content. The governmentattic.org web site and its principals shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused, or alleged to have been caused, directly or indirectly, by the information provided on the governmentattic.org web site or in this file. The public records published on the site were obtained from government agencies using proper legal channels. Each document is identified as to the source. Any concerns about the contents of the site should be directed to the agency originating the document in question. GovernmentAttic.org is not responsible for the contents of documents published on the website.



---

National Credit Union Administration

---

February 13, 2017

SENT BY E-MAIL

This letter responds to your recent Freedom of Information Act (FOIA) request to the National Credit Union Administration (NCUA) for a list of the NCUA Instructions.

Your request is granted in full. Attached are the seven pages responsive to your request.

You may direct any questions about this response to me or other NCUA FOIA staff by telephone at 703-518-6540 or e-mail at [FOIA@ncua.gov](mailto:FOIA@ncua.gov). You also have the right to seek assistance from the NCUA FOIA Public Liaison at the same number and address.

Sincerely,

A handwritten signature in blue ink that reads "Regina Metz".

Regina M. Metz  
Senior Attorney Advisor

GC/RM:CS  
17-FOI-00016  
Attachment

**NATIONAL CREDIT UNION ADMINISTRATION  
INSTRUCTIONS INDEX**

*UPDATED February 2, 2017*

INSTRUCTION NUMBER	SUBJECT
<b>1000.18(REV)</b>	Weekly Reading File
<b>1000.19</b>	Standardized Agency Nomenclature
<b>1000.21</b>	Agency Event Calendar
<b>1060.4</b>	Weapons in the Workplace Policy
<b>1063.02 (Rev. 1)</b>	Use of NCUA Fitness Facility
<b>1064</b>	Mail Handling Procedures for Classified Information
<b>1070.00 (REV)</b>	Regional and Central Office Directors' Management Reports
<b>1160.10 (REV)</b>	NCUA Parking Program
<b>1200.07 (REV)</b>	Policy on Duty Stations for Field Employees Assigned to NCUA Regions
<b>1200.08 (REV. 4)</b>	Telework
<b>1200.10</b>	Human Resources Guidance
<b>1200.11</b>	Standard Operating Procedure for Requests for Personnel Action (SF-52)
<b>1200.12</b>	Career Transition Assistance Plan (CTAP)
<b>1200.15</b>	Rules and Consequences for Safeguarding Personally Identifiable Information
<b>1200.16 (REV)</b>	Pre-Authorization of Lump Sum Payment and Per Diem Reimbursement for Prospective Credit Union Field Examiners
<b>1200.17</b>	Disabled Veterans Affirmative Action Program (DVAAP)
<b>1200.21</b>	Text Messaging While Driving
<b>1200.22</b>	Additional Employment Conditions for Problem Case Officers (PCOs)
<b>1200.23</b>	Additional Employment Conditions for Corporate Examiners (CEs)
<b>1200.24</b>	Relocation Expenses for Current NCUA Employees and New Appointees
<b>1200.25</b>	Securing Personally Identifiable Information (PII)
<b>1201.13 (REV. 4)</b>	Alternative Work Schedules for Supervisors
<b>1210.03</b>	Welfare to Work Program
<b>1210.04 (Rev. 1)</b>	Establishment of Competitive Areas for Reduction in Force (RIF)
<b>1210.06 (REV)</b>	Use of Private Sector Temporaries
<b>1210.09</b>	NCUA Reemployment Priority Program
<b>1211.03</b>	Student Career Experience Program
<b>1211.06</b>	Regional Recruitment
<b>1211.07</b>	Student Educational Employment Program
<b>1212.03(Rev. 1)</b>	Simplified Merit Promotion Process
<b>1213.02 (Rev. 1)</b>	Category Rating Policy
<b>1217.01</b>	Employee Relocation Program - Spousal Employment Assistance
<b>1220.01</b>	NCUA Position Management Program
<b>1220.03</b>	Examiner Work Allocation
<b>1230.02 (Rev. 1)</b>	Employee Medical File System (EMFS)

<b>INSTRUCTION NUMBER</b>	<b>SUBJECT</b>
<b>1230.03</b>	NCUA's Policy on Acquired Immune Deficiency Syndrome (AIDS) in the Workplace
<b>1231.07 (REV. 6)</b>	Health Examination Program
<b>1231.08 (REV)</b>	Smoking in NCUA Offices
<b>1231.10 (Rev 1)</b>	Preventing Workplace Violence and Addressing the Impact of Domestic Violence, Sexual Assault, and Stalking
<b>1235.1 (REV)</b>	Affirmative Responsibility to Prevent Discrimination, Reprisal, and Offensive Language and Conduct in the Workplace
<b>1235.02 (REV)</b>	Prevention of Sexual Harassment
<b>1235.3 (Rev. 1)</b>	Restrictions on the Employment of Relatives and Guidelines Regarding Referrals of Relatives, Friends, and Business Associates by NCUA Employees
<b>1235.06</b>	Guidelines on Religious Freedom in the Federal Workplace
<b>1235.07</b>	Standards of Conduct: Appointment of Agency Designees – Individual Waivers, Authorizations to Participate and Agency Determinations
<b>1235.08 (REV)</b>	Prevention of Harassment in the Workplace
<b>1235.09</b>	NCUA Policy on Objectivity, Independence and Standards of Conduct
<b>1235.10</b>	Implementation of Supplemental Ethics Regulation – 5 CFR § 9601, Outside Employment and Activities
<b>1237</b>	Medical Examinations for Credit Union Examiners
<b>1237.03</b>	Domestic Partner Health Insurance Subsidy Program
<b>1270.1(REV)</b>	Equal Employment Opportunity (EEO) Training for NCUA Managers and Supervisors
<b>1270.3 (REV)</b>	Tracking Time Spent by EEO Collateral Duty Employees
<b>1270.04 (REV)</b>	Processing Allegations of Discrimination Filed by Contingent Workers on Assignment with NCUA
<b>1270.05</b>	Alternative Dispute Resolution (ADR) Program for EEO Issues
<b>1270.06 (REV)</b>	Nondiscrimination in Federally Conducted Training Programs
<b>1270.7 (REV)</b>	Reasonable Accommodation Policy and Procedures
<b>1280.07 (REV 1)</b>	Emergency Dismissal and Closure Procedures for Non-Bargaining Unit Employees in the Washington, DC Area
<b>1280.08 (REV 1)</b>	Emergency Dismissal and Closure Procedures for Non-Bargaining Unit Employees Outside the Washington, DC Area
<b>1280.09</b>	Voluntary Leave Bank Program
<b>1300.02</b>	The Training Council (TC)
<b>1300.03</b>	Individual Development Plan Process
<b>1300.04</b>	Regional Reporting of Subject Matter Examiner (SME) Training
<b>1320 (REV. 3)</b>	On-the-Job Training for New Examiners
<b>1330</b>	New Examiner Training Level 1
<b>1360</b>	Registration of Central Office Employees for Outside Training Courses
<b>1371</b>	Video Conferencing Responsibility and Maintenance Procedures
<b>1390 (Rev. 1)</b>	New Supervisor Training Requirement
<b>1401</b>	NCUA Travel Policies and Guidelines
<b>1410.01 (Rev. 3)</b>	Travel Compensation Program (Revision 3)

<b>INSTRUCTION NUMBER</b>	<b>SUBJECT</b>
<b>1410.02</b>	Payment of Relocation to First Duty Station Location
<b>1410.04</b>	Credit Worthiness Evaluations and Training Requirements for Government Issued Charge Cards
<b>1501 (Rev. 1)</b>	Conference Planning Policies, Procedures, and Approval Requirements
<b>1510.01 (Rev. 2)</b>	Conference & Training Rooms
<b>1520</b>	NCUA Offsite Workspace Rental
<b>1700.01</b>	NCUA Forms Management Program
<b>1700.07 (Rev. 1)</b>	OCFO, Division of Procurement and Facilities Management; Requests for Services
<b>1710.01</b>	Reimbursement for Damage or Loss of Agency-Owned Property (Computers)
<b>1710.5 (REV)</b>	Disposition of Agency-Owned and -Leased Personal Property
<b>1720.01 (Rev. 2)</b>	Central Office Reprographic Services
<b>1770.02</b>	Policies for Acquiring Commercial or Industrial Products or Services
<b>1770.03</b>	Procedures for Handling Unsolicited Proposals
<b>1770.10 (REV 1)</b>	Official Supplies for Supervisory, Corporate and Field Examiners and Remote Duty Employees
<b>1770.12</b>	Debarment/Suspension Policies and Procedures
<b>1770.13</b>	IT Procurements for All NCUA Offices
<b>1780.01</b>	Direct Accountability Postal/Mail Handling Procedures
<b>1780.02</b>	Messenger Service (Central Office)
<b>1780.03</b>	Distribution Procedures
<b>1800.03</b>	Processing Procedures of NCUA Central Office Directives
<b>1810.02</b>	Cancellation of Directives (Cancelled 15 Instructions)
<b>1810.03</b>	Cancellation of Directives (Cancelled Instructions 1200.4, 1210.10, 1211.08, 1211.10)
<b>1810.04</b>	Cancellation of Instruction (1237, Medical Examinations for Credit Union Examiners, 12/31/1996)
<b>1810.05</b>	Cancellation of Instruction (5000.04, Information Systems & Technology Safety & Soundness Examination Program, 3/15/2001)
<b>1810.06</b>	Cancellation of Directives (Cancelled 20 Instructions)
<b>1810.07</b>	Cancellation of Directives (Cancelled Instructions 1200.6 and 1200.9)
<b>1810.08</b>	Cancellation of Instruction (5000.1, Delegation of Authority – Examination of Credit Union Service Organizations (CUSOs), 6/12/1995)
<b>1810.10</b>	Cancellation of Instruction (6051 (Rev 1), Community Development Credit Union Program, 6/16/1999)
<b>1810.11</b>	Cancellation of Directive (1212.1, Time-Limited Promotions to Meet Temporary Needs, 6/19/1996)
<b>1810.12</b>	Cancellation of Instruction (1301, NCUA Training Policies and Guidelines, 3/14/1997)
<b>1810.13</b>	Cancellation of Instruction (1300.1, Changes to NCUA Training Policy, 2/13/1995)
<b>1810.14</b>	Cancellation of Instruction (6000.1, Credit Union Name Reservation System, 4/10/2015)

<b>INSTRUCTION NUMBER</b>	<b>SUBJECT</b>
<b>1810.15</b>	Cancellation of Directives (Cancelled 9 Instructions)
<b>1810.16</b>	Cancellation of Directives (Cancelled 34 Instructions)
<b>1810.17</b>	Cancellation of Instruction (3340, Annual Update of State Supervisory Authorities' (SSAs') Information, 3/11/1996)
<b>1810.18</b>	Cancellation of Instruction (4000.1, Indirect Lending Survey, 12/31/2004)
<b>1810.20</b>	Cancellation of Directive (1770.3, Procedures for Handling Unsolicited Proposals, 8/28/1981)
<b>1810.21</b>	Cancellation of Instruction (7320.2 (REV) – CLF Lending Policy and Lending Rate, 9/24/1996)
<b>1810.22</b>	Cancellation of Bulletin (1231B, Change in Federal Employees Health Benefits Regulations Concerning Nonpay Status, 8/23/1982)
<b>1810.23</b>	Cancellation of Instruction (1210.8, Verification of Employment Information, 3/16/1993)
<b>1810.24</b>	Cancellation of Instruction (1230.1, Federal Employees' Group Life Insurance (FEGLI) Information, 12/4/1986)
<b>1810.25</b>	Cancellation of Instructions (1212.2, Procedures for Promoting Individuals to the Principal Examiner Position, 10/19/1994)
<b>1810.26</b>	Cancellation of Personnel Manual Chapter (Chapter 5, Leave (Bargaining Unit, January 2008)
<b>1810.27</b>	Cancellation of Instruction (2220.1, Employee Reimbursement for Losses Associated with Cancelled Annual Leave, March 1, 1990)
<b>1810.28</b>	Cancellation of Instruction (1235.5, Policy Concerning California Proposition 215 and Arizona Proposition 200, 1/28/1997)
<b>1810.29</b>	Cancellation of Instruction (1232.1, Computer Restriction during Adverse Action Period, 5/10/1994)
<b>1810.30</b>	Cancellation of Instruction (1234.1, Performance Standards – Changing Weights, 3/7/1995)
<b>1810.31</b>	Cancellation of Instruction (1235 REV, Use of Government Property, 10/8/1997)
<b>1810.32</b>	Cancellation of Instruction (4900.01, Disclosure of Notices of Charges in Administrative Actions, 3/17/1998)
<b>1810.33</b>	Cancellation of Instruction (2180.2, Collection of Debts Due to the United States Government by Salary Offset, 6/30/1988)
<b>1810.34</b>	Cancellation of Instructions (Cancelled 57 Instructions)
<b>1910.03</b>	Internal Control System
<b>1910.06 (REV)</b>	Audit Follow-Up
<b>1910.08 (REV)</b>	Guidelines and Responsibilities for Reporting Investigative Matters to the Inspector General
<b>2020.02 (REV)</b>	Representation Expenses
<b>2020.03 (REV)</b>	Guidelines for Budget Execution
<b>2020.4</b>	General Spending Guidelines for Board Members
<b>2220.01</b>	Employee Reimbursement for Losses Associated with Cancelled Annual Leave

<b>INSTRUCTION NUMBER</b>	<b>SUBJECT</b>
<b>3000.1</b>	Procedures for Handling Complaints Concerning Negative Advertisements Comparing the NCUSIF and the FDIC
<b>3212.4 (REV)</b>	Freedom of Information Act (FOIA) Compliance and Procedures for Processing FOIA Requests
<b>3220.1 (Rev. 2)</b>	Citations for Compliance Violation Input Form for Bank Secrecy Act Violations
<b>3223.01</b>	Procedures for Sending Discrimination Complaints to the Department of Housing and Urban Development
<b>3226.01 (Rev. 1)</b>	Privacy Act of 1974 (PA) Compliance
<b>3226.2</b>	NCUA Privacy Program
<b>3236.03</b>	Disclosure of Examination Reports and Related Materials to U.S. Attorney's and F.B.I. Personnel
<b>3244 (Rev)</b>	Paperwork Reduction Act (PRA) Compliance Policy and Processes
<b>3501.01</b>	Discretionary Supervisory Actions (DSAs) under Prompt Corrective Action (PCA)
<b>3501.02</b>	Conversion of Insured Credit Unions to Mutual Savings Banks and Conversion from Federal Insurance to Private Insurance
<b>3930.01</b>	NCUA Processing of Criminal Referral Forms Filed Pursuant to 12 C.F.R. 748(c)
<b>4000.3</b>	Indirect Automobile Lending Assessment
<b>4001</b>	High Risk Credit Union Pipeline
<b>4010 (Rev. 5)</b>	National Supervision Policy Manual (NSPM)
<b>4016.01</b>	Obtaining Concurrence and Advancing an Assertion that an Opinion Audit or Agreed-upon-Procedures are Unacceptable in Meeting NCUA Audit Regulations
<b>4020.00</b>	Secondary Capital Accounts for Low Income Credit Unions
<b>4062.01</b>	Credit Union Employee Compensation/Partially Self-Funded Employee Health Benefit Plans
<b>4063</b>	Approval of Change in Official or Senior Executive Officer for Newly Chartered or Troubled Natural Person or Corporate Credit Unions
<b>4660.03</b>	Examiner Guidance - IRPS 98-2 Supervisory Policy Statement on Securities and End-User Activities
<b>4700</b>	Insurance Conversion and Application Fees
<b>4800.01</b>	NCUA Fraud Hotline
<b>4810</b>	Special Assistance Manual
<b>4820</b>	Enforcement Manual
<b>4900.02 (Rev. 1)</b>	Guidance on Release of Credit Union Information
<b>5000.1 (REV)</b>	The National Examination Committee (NEC)
<b>5000.12</b>	Examination Data Reporting Requirements to Federal Reserve District Banks
<b>5000.13 (Rev 21)</b>	Work Classification Code Definitions
<b>5000.17</b>	Subject Matter Examiner (SME) Program
<b>5000.19</b>	Examiner-In-Charge Rotation
<b>5000.20 (Rev. 8)</b>	Examination Scope
<b>5001 (Rev)</b>	Fair Lending Examination Program and Procedures
<b>5001.06 (Rev. 1)</b>	Bank Secrecy Act Compliance

<b>INSTRUCTION NUMBER</b>	<b>SUBJECT</b>
<b>5010.03</b>	Power and Duty to Review Credit Union Management Agreements/Duty to Hold Terms of Management Agreements in Confidence
<b>5010.04 (REV)</b>	Examiners Working in Credit Unions (EWIC)
<b>5020</b>	Disclosing CAMEL Ratings to Federally Insured State Credit Unions (FISCUs)
<b>5030</b>	Information Systems & Technology Examinations
<b>5030.01</b>	Information Systems & Technology Vendor Examination Report Distribution
<b>5500</b>	How to Access Economic Reports and Information Using Economy.com
<b>6010.03</b>	Express Chartering Procedure
<b>6010.04</b>	Type of Membership (TOM) Codes
<b>6053.00</b>	Community Development Financial Institutions Fund (CDFI)
<b>6054 (Rev. 4)</b>	Office of Small Credit Union Initiatives (OSCUI) Consulting Program
<b>7320.02 (REV)</b>	CLF Lending Policy and Lending Rate
<b>8370.03</b>	Voluntary Termination for State Chartered Credit Unions
<b>9300</b>	Identity Credential and Access Management Program
<b>9501 (REV)</b>	NCUA Strategic and Annual Performance Planning and Reporting Process
<b>9901</b>	Continuity of Operations (COOP) Policy
<b>9901.1</b>	NCUA Continuity of Operations Plan
<b>9901.2</b>	Continuity of Operations Test, Training and Exercise Program
<b>9901.3</b>	Essential Continuity Records Management
<b>9901.4</b>	NCUA Reconstitution Plan
<b>9901.5</b>	Essential Continuity Position Policy and Procedures
<b>9902</b>	NCUA Emergency Management Program
<b>9902.1</b>	NCUA Infectious Disease Response Plan
<b>9902.2</b>	NCUA Central Office Occupant Emergency Response Plan
<b>9902.3</b>	Public Announcements Related to Emergency Events
<b>9902.4</b>	The NCUA Incident Management System (IMS)
<b>9902.5</b>	NCUA Emergency Notification Procedures
<b>9903</b>	NCUA Personnel Suitability and Security Program
<b>9903.1</b>	NCUA Classified National Security Information
<b>9903.2</b>	Security Screening Program for Contractors and Affiliates
<b>9904</b>	NCUA Insider Threat and Counterintelligence Program
<b>10100 (Rev. 1)</b>	Credit Union Online



<b>12340.01(REV)</b>	Responding to Requests for Information from the Federal Home Loan Banks
<b>12400.04</b>	Compliance Activities: Complaint Handling and Documentation of Violations
<b>12400.05</b>	Processing Complaints Against Credit Unions and Documenting Compliance Violations
<b>12600.03(REV)</b>	Maintenance and Use of NCUA's Organizational Mailing Lists
<b>12810.2 (Rev. 3)</b>	NCUA Telephone Directory
<b>12810.03</b>	Distribution and Sale of the NCUA Examiner's Guide
<b>12820 (REV. 1)</b>	Policy Regarding Distribution of NCUA Publications to Credit Unions via NCUA's Express E-Mail Subscription Service
<b>12830.03 (Rev. 1)</b>	Distribution and Sale of Publications
<b>13000.02</b>	Intra-Regional Transfer of Bloomberg Licenses
<b>13100.01(REV)</b>	Personal Computer (PC) Hardware Repair and Distribution
<b>13120</b>	State Supervisory Authorities' (SSAs') Requests for Personal Computers (PCs)
<b>13302.01(REV)</b>	Electronic Mail, Communications, and Filing/Storage of Electronic Documents
<b>13500.04</b>	Agency Wide Information Security Policy & Procedures
<b>13500.05 (Rev. 1)</b>	Security Permissions for Examination Support System, Insurance Information Systems, and Call Report System Programs
<b>13500.06 (Rev. 1)</b>	Security of Confidential Information on Laptops
<b>13500.07</b>	Security Backup of Files on NCUA Personal Computers
<b>13500.08 (Rev. 1)</b>	Breach Reporting and Notification Policy
<b>13500.09 (Rev. 1)</b>	Security of Sensitive Information
<b>13500.10</b>	Security of Materials Relating to Financial Stability Oversight Council
<b>13500.11</b>	Information Sharing with State Supervisory Authorities
<b>13500.12</b>	Mobile Device Security
<b>13500.14</b>	Use of Non-NCUA Email to Conduct Official Agency Business
<b>13710 (Rev. 01)</b>	Electronic Library Responsibility and Maintenance Procedures