

NCUA LETTER TO CREDIT UNIONS

**NATIONAL CREDIT UNION ADMINISTRATION
1775 Duke Street, Alexandria, VA**

DATE: June 2002 **LETTER NO.:** 02-CU-11
TO: Federally Insured Credit Unions
SUBJ: E-mail Contact Information for Rapid Dissemination of
Critical Information

DEAR BOARD OF DIRECTORS:

NCUA continues to assist the financial services industry with the following:

- Helping law enforcement investigate the September 11, 2001, terrorist attacks by encouraging credit unions to review their records to determine if any transactions or relationships exist or existed with individuals or entities that law enforcement agencies have identified.
- Assisting credit unions in preparing for rapid responses to emergencies.

For these reasons, NCUA requests that you provide contact information for the following two separate situations that have different notification requirements:

Investigation of the September 11, 2001 Terrorist Attacks

NCUA Letter to Credit Unions 01-CU-18, dated October 2001, requests that the credit union community provide NCUA with either an electronic mail (e-mail) address or a fax number for a credit union contact person in order to receive the "Control List." If you have not complied with the requirements of this letter, please provide your contact person's e-mail address by:

- a) Going to NCUA's website address: <http://www.ncua.gov/cuaddress> and completing the form provided for the contact person's e-mail address, or,
- b) Completing the Credit Union Notification Form attached to NCUA Letter to Credit Unions 01-CU-18 and fax it to (703) 519-4080.

Contact your examiner, NCUA Regional Office, or State Supervisory Authority, as appropriate, for assistance in complying with the requirements of NCUA Letter

to Credit Unions 01-CU-18. If your credit union's contact person(s) has changed, please update the information through NCUA's website or by providing an amended Credit Union Notification Form.

Emergency Notifications

NCUA is working with the U.S. Department of Treasury to assist credit unions in preparing for rapid responses to emergencies. In the event of an emergency, it is crucial that NCUA have the ability to relay information to credit unions in a rapid manner. The only viable method for doing that is via e-mail. For this reason, you are required to provide one of the following on each Call Report you submit:

- a) the credit union's official organizational e-mail address; or,
- b) the e-mail address of a responsible senior official; or,
- c) the personal e-mail address of an official or employee if the credit union does not have an organizational e-mail address.

The space for reporting this e-mail address is on the Information Systems and Technology (IS&T) portion of the Form 5300 - page 6. If a credit union uses Form 5300SF, the space for reporting this e-mail address is on the Miscellaneous Information Section of the Form 5300SF – page 6. Providing these e-mail addresses on the Call Report opens a vital avenue of communication with NCUA. Critical time-sensitive information from NCUA – such as security alerts – will only be delivered via e-mail. However, providing an e-mail address through the Call Report does not alleviate the credit union's responsibility for complying with NCUA Letter to Credit Unions 01-CU-18 or vice versa.

We appreciate your cooperation in helping us improve the efficiency of our information dissemination program.

Sincerely,

/S/

Dennis Dollar
Chairman