



GUIDELINES AND INSTRUCTIONS FOR COMPLETING THE VOLUNTARY CREDIT UNION DIVERSITY SELF-ASSESSMENT CHECKLIST

Thank you for your interest in the Credit Union Diversity Self-Assessment.

Whether you're just getting started or you've been working on it for years, this tool can help you take the next step in the diversity and inclusion journey. By highlighting best practices, this simple assessment can help you take a close look at the diversity policies and practices you have in place and find ways to implement them in your credit union. NCUA will use the results in aggregate to assess the credit union system as a whole and to identify opportunities for us to help you along on this journey.

For this reason, we ask that you complete the checklist as openly as you can. NCUA does not expect credit unions to have in place all of the practices outlined in the checklist. **There is no penalty for credit unions who have limited or no ongoing diversity and inclusion efforts.** Individual credit union assessment results will not be shared with examiners and will have no bearing on a credit union's CAMEL ratings.

COMPLETION OF VOLUNTARY CREDIT UNION SELF-ASSESSMENT CHECKLIST

NCUA is asking credit unions with at least 100 employees to conduct and submit the self-assessment between **October 1** and **November 30, 2016**. NCUA will designate the same period for completion of the Checklist in subsequent years.

To help you complete the checklist tool online, please follow the guidelines below. The checklist contains several fields (highlighted in red) that require a response including credit union name, credit union number, point of contact, contact's phone number, and email, and a brief description of the credit union. Each item answered "yes" also requires a response in the comments section. Please provide a short description (less than 250 characters) on how your credit union has implemented that item. See the sample checklist for examples.

CHECKLIST INSTRUCTIONS

1. Review the self-assessment checklist [here](#).
2. If you'd like to review a completed sample of the checklist, you can find one [here](#).
3. Review your credit union's existing diversity and inclusion policies and practices based on the items in the checklist.
4. Complete required fields including:
 - a. Credit union name
 - b. Credit union number
 - c. Point of contact
 - d. Contact's phone number and email
 - e. A brief description of the credit union

5. Begin responding to the checklist questions. For each item that you answer “yes,” you will be required to provide a brief comment.
 - a. Limit comments to a short summary of a few sentences describing what efforts your credit union performed for that item.
6. Ensure all boxes highlighted in red contain information. Please note, these boxes will remain red after you enter comments.
 - a. Input numbers only in fields requiring numerical information (total assets, total members, total employees, and phone and fax numbers).
7. Check the accuracy of your charter or insurance number for proper submission. You cannot transmit your checklist with an incorrect credit union number.
8. Save the checklist for future reference.
 - a. You can save a copy of your completed checklist by selecting “File” and then “Save as” to save a copy to your local drive.
 - b. If you are unable to save this document, select “File” and “Print,” then choose “Print to PDF” as the printer. This will allow you to save the checklist as a pdf file.
9. Submit the completed checklist to OMWI by clicking the “**Submit by Email**” button at the end of the checklist. An email will be generated with an attachment. Please press “Send” to submit the generated email to CUDiversity@ncua.gov.
10. If you have problems submitting your checklist or need additional assistance in obtaining a copy of your responses, contact OMWI at (703) 518-1650 or OMWImail@ncua.gov.

A credit union may also voluntarily submit any other information related to its diversity and inclusion efforts to OMWI by email through OMWImail@ncua.gov; by fax at (703) 518-6685; or by U. S. mail to the OMWI¹ address shown below. Such information may include diversity policies, newsletters, flyers, or documents relating to the responses on your checklist.

REPORTING COLLECTED SELF-ASSESSMENT DATA

NCUA will aggregate this information for monitoring progress and trends, and to highlight successful diversity policies and practices, primarily in NCUA’s annual OMWI Congressional Report. NCUA will *not* publish diversity and inclusion information that identifies any particular credit union or individual, unless a credit union consents in writing to such use.

¹ Office of Minority and Women Inclusion, National Credit Union Administration, 1775 Duke St., Alexandria, VA 22314