

Annual Report on Compliance with the Plain Writing Act of 2010
Federal Deposit Insurance Corporation (FDIC)
April 2020

Introduction

The Plain Writing Act of 2010 (the Act) requires federal agencies to prepare certain documents according to plain writing guidelines. These “covered documents” include documents relating to agency benefits and services and compliance with agency law and regulations. They include both paper and electronic versions of documents such as letters, notices, publications, forms, and instructions.

Guidance on complying with the Act’s plain writing mandate is found here in OMB’s April 13, 2011 memorandum, [*Final Guidance on Implementing the Plain Writing Act of 2010*](#).

The Act requires federal agencies to post Annual Compliance Reports. This is the Federal Deposit Insurance Corporation’s annual report for 2019.

Implementation of the Act at the FDIC

The FDIC took appropriate steps, as required by the Act, to implement the Act in 2011. Recognizing that the Act creates a continuing obligation on covered agencies, FDIC officials have continued their focus on increasing and reinforcing employee awareness of the Act, as well as monitoring compliance with the Act.

Division and Office Compliance Coordinators, working in coordination with the Corporate University training staff, continue to encourage employees to complete the Plain Writing training, as well as other related writing courses that stress plain writing principles. An on-line version of the training was made available in 2012, making it easier and more convenient for employees throughout the FDIC to take the training. In addition, Corporate University now offers three writing classes, *Business Writing*, *Critical Writing* and *Data Presentation in Writing* that incorporate Plain Writing Act principles.

The FDIC also has incorporated information into its new employee orientation process about the need for new employees who prepare documents covered by the Act to take plain writing training. As of April 2020, the FDIC has a total of 6,61 instances of employees having successfully completed either the on-line plain writing training or other training courses incorporating Plain Writing Act principles. (See [Attachment 1 – Data on Completion of Plain Writing Training](#).)

On a periodic basis, agency officials trained in the principles of plain writing conduct sample reviews of documents on the FDIC web site to assess the level of compliance with the Act. They report that, based on their samplings, FDIC employees are generally complying with the Act. Isolated instances of non-compliance are occasionally identified and reported to management officials for appropriate corrective action.

In April 2020, all FDIC Division and Office Directors were asked to certify that, to the best of their knowledge, employees in their organizations are complying with the Act. After consulting with their Plain Writing Act Coordinators and management teams, the Directors signed their certification statements. (See Attachment 2 – Certifications of Compliance with Plain Writing Act of 2010, executed by Division and Office Directors.)

Throughout the year, the Deputy Director for Strategy, Resource Management and Regional Coordination in the Division of Administration monitored the FDIC's Plain Writing Comments public mailbox and responded to any comments. The mailbox generated a low volume of public input with no comments regarding perceived non-compliance with the Act being received.

Summary

The FDIC continues to make a concerted effort to embrace both the spirit and the letter of the Act by taking reasonable steps to ensure that agency employees are aware of and complying with the Act. All available evidence suggests that the agency is taking the necessary steps to ensure compliance. Monitoring activities will continue and a new compliance report will be issued in the spring 2021.

Attachments

Attachment 1

Data on Completion of Plain Writing Training

of FDIC Employees Trained*

	Total for Division or Office April '11- Mar '20	Total for Division or Office Apr '19 – Mar '20	Division or Office Total to Date
CIO (includes DIT & OCISO)	59	10	69
CISR (includes OCFI)	16	27	43
CU + (CEP)	1099	241	1340
DCP	1454	72	1526
DIR (includes OIA)	149	26	175
DOA	182	17	199
DOF (includes OCRM)	150	15	165
DRR	404	8	412
EO	3	0	3
Legal	528	72	600
OCOM (includes OPA)	13	0	13
OIG	13	1	14
OLA	5	0	5
OMWI	29	6	35
OO	11	0	11
RMS	1884	123	2007
FDIC TOTAL	5999	618	6617

*The numbers reflect employees who have taken the Plain Writing Act training and other training courses that incorporate Plain Writing Act principles. In some cases, employees have taken training more than once.



Attachment 2

**PLAIN WRITING ACT OF 2010
COMPLIANCE CERTIFICATION**

As an FDIC Division/Office Director, I certify to the following regarding my organization's compliance with the Plain Writing Act of 2010 (the Act) (Public Law Number: 111-274):

1. I am personally aware of the requirements of the Act;
2. I have designated a Division or an Office Coordinator to serve as my organization's focal point for matters related to the Act;
3. I have communicated with my employees, either personally, through my designee, or through a responsible manager, about the provisions of the Act and its applicability to the FDIC;
4. I have made a good faith effort, either personally or through my designee or responsible managers, to identify any "covered documents" prepared by my organization;
5. To the best of my knowledge, employees in my organization who prepare covered documents have taken a Plain Writing training course offered through Corporate University, and I, or my designee or responsible managers, will continue to ensure they are aware of the availability of this training;
6. Review officials in my organization consider the provisions of the Plain Writing Act when they review and modify covered documents;
7. To the best of my knowledge, I believe the employees in my organization are in compliance with the provisions of the Plain Writing Act; and,
8. To the extent any instances of non-compliance with the Act are identified, I (through my designee or responsible managers) will discuss these instances with the appropriate employees, provide further training opportunities as needed, and take action as necessary and appropriate to ensure compliance.

SIGNED

Signature of Division/Office Director

CIOO/DIT
Division/Office

4/24/2020
Date



**PLAIN WRITING ACT OF 2010
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SIGNED

Signature of Division/Office Director

CISR
Division/Office

6/3/2020
Date



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SIGNED

Signature of Division/Office Director

CU
Division/Office

3/13/2020
Date



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SIGNED

Signature of Division/Office Director

DCP
Division/Office

4/27/2020
Date



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SIGNED

Signature of Division/Office Director

DIR
Division/Office

4/27/2020
Date



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SIGNED

Deputy to the Chairman and
Chief Operating Officer

DOA
Division/Office

4/30/2020
Date



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SIGNED

Signature of Division/Office Director

DOF
Division/Office

4/27/2020
Date



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Signature of Division/Office Director

Division/Office

Date



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SIGNED

Signature of Division/Office Director

Legal
Division/Office

4/23/2020
Date



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Signature of Division/Office Director

OCOM
Division/Office

4/23/2020
Date



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Signature of Division/Office Director

OIG
Division/Office

4/21/2020
Date



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Signature of Division/Office Director

OLA
Division/Office

4/23/2020
Date



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Signature of Division/Office Director

OO
Division/Office

4/24/2020
Date



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Signature of Division/Office Director

OMWI
Division/Office

4/23/2020
Date



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Signature of Division/Office Director

RMS
Division/Office

4/28/2020
Date