

Annual Report on Compliance with the Plain Writing Act of 2010
Federal Deposit Insurance Corporation (FDIC)
April 2022

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. The Act also requires federal agencies to post [Annual Compliance Reports](#) on their public websites. Guidance on complying with the Act’s plain writing mandate is found in the Office of Management and Budget (OMB) [Memorandum M-11-15, Final Guidance on Implementing the Plain Writing Act of 2010](#) (published April 13, 2011). This is the Federal Deposit Insurance Corporation’s Annual Compliance Report for 2022.

Implementation of the Act

The FDIC implemented 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, and monitoring compliance with the Act.

Division and Office Compliance Coordinators and the FDIC’s Corporate University training staff, encourage employees to complete the *Plain Writing Online Training* course and other related courses that emphasize plain writing principles, including *Business Writing*, *Critical Writing*, and *Data Presentation in Writing*. The FDIC also incorporates information regarding the Act and the associated training requirements into its new employee orientation process. As of March 2022, 8,306 courses were successfully completed. (See [Attachment 1](#) – 2021-2022 Data on Completion of Plain Writing Training.)

On a periodic basis, agency officials trained in plain writing principles conduct sample reviews of documents and pages on the FDIC’s public website (<https://www.FDIC.gov>) to assess compliance with the Act. In April 2022, the FDIC completed its review and found three items requiring remediation that have since been resolved. Beyond the three items, the FDIC determined that the content of the sampled documents and pages in 2022 looked reasonably stated and in compliance with the spirit of the Act. When officials identify instances of non-compliance, the applicable Compliance Coordinators work to mitigate the issues.

The FDIC’s Office of Communications (OCOM) routinely engages with Divisions and Offices in advance of agency publications posted on FDIC.gov and significant

communications to employees – consistent with the intent of the Act. Examples of these documents include press releases, financial education materials, banking industry research, and Congressional reports and guidance documents related to the COVID-19 pandemic, return to office plan, and telework. In 2020, the FDIC also redesigned FDIC.gov to help its employees and stakeholders – consumers, bankers, analysts – find information quickly and easily.

In April 2022, all FDIC Division and Office Directors, in consultation with their Compliance Coordinators and management teams, certified that, to the best of their knowledge, employees in their organizations comply with the Act. (See [Attachment 2](#) – Certifications of Compliance with the *Plain Writing Act of 2010*, executed by Division and Office Directors.)

Throughout the year, the Deputy Director for the Operations and Regional Coordination Branch in the Division of Administration monitors the FDIC’s public mailbox (PlainWriting@FDIC.gov) for questions or comments about the Act, and provides responses, as needed. From March 2021 to April 2022, the FDIC received limited public input, and received no comments regarding perceived non-compliance with the Act.

Summary

The FDIC continues to make a concerted effort to embrace both the spirit and the letter of the Act and to ensure that agency employees comply with and remain knowledgeable on the principles of the Act. All available evidence suggests that the agency has been reasonably successful in those efforts. The FDIC will continue its monitoring activities and issue a new compliance report in 2023.

Attachments (2)

Attachment 1

2021-2022 Data on Completion of Plain Writing Training

of FDIC Employees Trained*

	Total for Division or Office May '11- Mar '21	Total for Division or Office Apr '21 – Mar '22	Division or Office Total to Date
CIO (includes DIT & OCISO)	92	18	110
CISR	104	145	249
CU	1411	6	1417
DCP	1655	181	1836
DIR (includes OIA)	185	13	198
DOA	212	26	238
DOF (includes ORMIC)	196	20	216
DRR	461	46	507
EO	4	0	4
Legal	740	127	867
OCOM	13	3	16
OIG	14	0	14
OLA	6	0	6
OMWI	42	1	43
OO	11	3	14
RMS	2331	240	2571
FDIC TOTAL	7477	829	8306

*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.



**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.

Signature of Division/Office Director

CIO

Division/Office

04/26/2022

Date



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Signature of Division/Office Director

CISR

Division/Office

05/06/2022

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Signature of Division/Office Director

CU

Division/Office

05/12/2022

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Signature of Division/Office Director

DCP

Division/Office

05/05/2022

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Signature of Division/Office Director

DIR

Division/Office

04/28/2022

Date



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Signature of Division/Office Director

DOA

Division/Office

05/27/2022

Date



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Signature of Division/Office Director

DOF

Division/Office

05/03/2022

Date



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Signature of Division/Office Director

DRR

Division/Office

04/28/2022

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Signature of Division/Office Director

Legal

Division/Office

04/25/2022

Date



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Signature of Division/Office Director

OCOM

Division/Office

04/29/2022

Date



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OIG

Division/Office

04/28/2022

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Signature of Division/Office Director

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RMS

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