

Annual Report on Compliance with the Plain Writing Act of 2010
Federal Deposit Insurance Corporation (FDIC)
May 2023

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 2023.

Implementation of the Act

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. The FDIC also incorporates information regarding the Act and the associated training requirements into its new employee orientation process. As of March 2023, 8,865 courses were successfully completed. (See [Attachment 1](#) for 2022-2023 Data on Completion of Plain Writing Training.)

On a periodic basis, the agency conducts a review of the most visited pages on FDIC’s public-facing website at <https://www.fdic.gov/> using plain writing principles to assess compliance with the Act. In May 2023, the FDIC completed its review and found three items requiring remediation. The FDIC will resolve those items in connection with scheduled releases of new data and web page updates.

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.

In April 2023, 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.)

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.

Attachments

- (1) 2022-2023 Data on Completion of Plain Writing Training
- (2) Division/Office Director Compliance Certifications

Attachment 1

2022-2023 Data on Completion of Plain Writing Training # of FDIC Employees Trained*

	Division/Office Total May '11- Mar '22	Division/Office Total Apr '22 – Mar '23	Division/Office Total to Date
Chief Information Officer Organization (CIOO; includes Div. of Information Technology & Office of Chief Information Security Officer)	110	24	134
Div. of Complex Institution Supervision and Resolution (CISR)	249	13	262
Corporate University (CU)	1417	51	1468
Div. of Depositor and Consumer Protection (DCP)	1836	102	1938
Div. of Insurance and Research (DIR)	198	4	202
Div. of Administration (DOA)	238	21	259
Div. of Finance (DOF; includes Office of Risk Management and Internal Controls)	216	14	230
Div. of Resolutions and Receiverships (DRR)	507	40	547
Executive Offices	4	0	4
Legal Division	867	24	891
Office of Communications (OCOM)	16	0	16
Office of Inspector General (OIG)	14	0	14
Office of Legislative Affairs (OLA)	6	0	6
Office of Minority and Women Inclusion (OMWI)	43	8	51
Office of the Ombudsman (OO)	14	0	14
Division of Risk Management (RMS)	2571	258	2829
FDIC TOTAL	8306	559	8865

*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

Chief Information Officer
Organization (CIOO)
Division/Office

04/17/2023

Date



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Signature of Division/Office Director

Division of Complex Institution
Supervision and Resolution (CISR)
Division/Office

4/17/2023

Date



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Signature of Division/Office Director

Corporate
University (CU)
Division/Office

4/24/23

Date



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Signature of Division/Office Director

Division of Depositor and
Consumer Protection (DCP)
Division/Office

4/21/23

Date



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Signature of Division/Office Director

Division of
Administration (DOA)
Division/Office

4/5/2023
Date



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Signature of Division/Office Director

Division of Finance (DOF)
Division/Office

04/20/2023
Date



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Signature of Division/Office Director

Office of Risk
Management & Internal
Controls (ORMIC)
Division/Office

4/20/23

Date



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Signature of Division/Office Director

Division of Resolutions
and Receiverships (DRR)
Division/Office

4/13/23
Date



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Signature of Division/Office Director

Legal Division
Division/Office

4/14/2023
Date



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Signature of Division/Office Director

Office of
Communications
(OCOM)
Division/Office

4/14/23

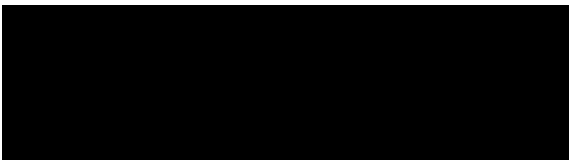
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Signature of Division/Office Director
Tyler Smith, Acting Inspector General

Office of Inspector
General (OIG)

Division/Office

4-20-23

Date



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Signature of Division/Office Director

Office of
Legislative Affairs
(OLA)
Division/Office

04/04/2023
Date



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Signature of Division/Office Director

Office of the
Ombudsman (OO)
Division/Office

4/17/2023
Date



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Signature of Division/Office Director

Office of Risk
Management
Supervision (RMS)
Division/Office

4/24/23
Date



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Signature of Division/Office Director

Office of Minority and
Women Inclusion (OMWI)
Division/Office

4/26/2023
Date