

**Annual Report on Compliance with the Plain Writing Act of 2010**  
**Federal Deposit Insurance Corporation (FDIC)**  
**April 2021**

**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 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 2020.

**Implementation of the Act**

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. In 2012, the FDIC produced an on-line version of the training, 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 has also 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 March 2021, the FDIC has 7,477 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](#) – 2020-2021 Data on Completion of Plain Writing Training.)

Further, on a periodic basis, agency officials trained in plain writing principles conduct sample reviews of documents on the FDIC website to assess the level of compliance with the Act. The review determined that the content of the sampled FDIC.gov pages looked reasonably stated and appeared to comply with the spirit of the Plain Writing Act. These officials have occasionally identified instances of non-compliance. The issues were referred to the Plain Writing Act Coordinators for the originating organizations and addressed as appropriate.

In April 2021, 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. There was limited public input with 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 are aware of and complying with the Act. All available evidence suggests that the agency has been reasonably successful in those efforts. FDIC will continue its monitoring activities and issue a new compliance report in the Spring 2022.

Attachments

**Attachment 1**

**Data on Completion of Plain Writing Training**

**# of FDIC Employees Trained\***

	<b>Total for Division or Office May '11- Mar '20</b>	<b>Total for Division or Office Apr '20 – Mar '21</b>	<b>Division or Office Total to Date</b>
<b>CIO (includes DIT &amp; OCISO)</b>	<b>69</b>	<b>23</b>	<b>92</b>
<b>CISR (includes OCFI)</b>	<b>43</b>	<b>61</b>	<b>104</b>
<b>CU + (CEP)</b>	<b>1340</b>	<b>71</b>	<b>1411</b>
<b>DCP</b>	<b>1526</b>	<b>129</b>	<b>1655</b>
<b>DIR (includes OIA)</b>	<b>175</b>	<b>10</b>	<b>185</b>
<b>DOA</b>	<b>199</b>	<b>13</b>	<b>212</b>
<b>DOF (includes OCRM)</b>	<b>165</b>	<b>44</b>	<b>196</b>
<b>DRR</b>	<b>412</b>	<b>49</b>	<b>461</b>
<b>EO</b>	<b>3</b>	<b>1</b>	<b>4</b>
<b>Legal</b>	<b>600</b>	<b>140</b>	<b>740</b>
<b>OCOM</b>	<b>13</b>	<b>0</b>	<b>13</b>
<b>OIG</b>	<b>14</b>	<b>0</b>	<b>14</b>
<b>OLA</b>	<b>5</b>	<b>1</b>	<b>6</b>
<b>OMWI</b>	<b>35</b>	<b>7</b>	<b>42</b>
<b>OO</b>	<b>11</b>	<b>0</b>	<b>11</b>
<b>RMS</b>	<b>2007</b>	<b>324</b>	<b>2331</b>
<b>FDIC TOTAL</b>	<b>6617</b>	<b>873</b>	<b>7477</b>

\*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

**CIOO/DIT**

Division/Office

04/24/2021

Date



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Signature of Division/Office Director

Corporate University

Division/Office

03/08/2021

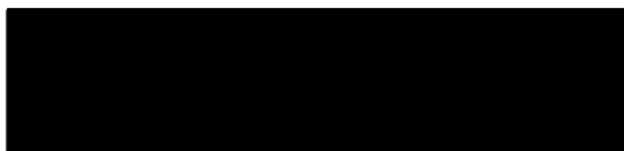
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Mark Pearce  
Director  
Division of Depositor and Consumer Protection



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Signature of Division/Office Director

DIR

Division/Office

4/27/2021

Date



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Signature of Division/Office Director

COO and DOA

Division/Office

April 22, 2021

Date





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Signature of Division/Office Director

**DOF**

Division/Office

4-23-2021

Date



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Signature of Division/Office Director

**RMS**

Division/Office

**4/15/21**

Date



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Signature of Division/Office Director

DRR

Division/Office

04/28/2021

Date



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Nicholas J. Podsiadly  
General Counsel

Legal  
Division/Office

\_\_\_\_\_  
Date



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Signature of Division/Office Director

**OCOM**

Division/Office

**4/27/21**

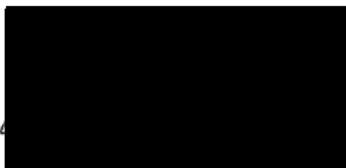
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\_\_\_\_\_  
Signature of Division/Office Director

\_\_\_\_\_  
OIG  
Division/Office

\_\_\_\_\_  
4-26-21  
Date



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Signature of Division/Office Director

OLA

Division/Office

4-22-21


Date



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Signature of Division/Office Director

**OMWI**  
Division/Office

**4/27/2021**  
Date





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Signature of Division/Office Director

OO

Division/Office

4-22-2021

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