

Annual Report on Compliance with the Plain Writing Act of 2010
Federal Deposit Insurance Corporation (FDIC)
April 2018

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 2017.

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. As of April 2018, the FDIC has a total of 5,400 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.)

Also, 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 March 2018, 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, 2019.

Attachments

Attachment 1

Data on Completion of Plain Writing Training

of Instances of FDIC Employees Trained*

	Total for Division or Office May '11- Mar '17	Total for Division or Office Apr '17 - Mar '18	Division or Office Total to Date
CIO (includes DIT & OCISO)	46	5	51
CU+ (CEP)	775	116	891
DCP	1267	56	1323
DIR (includes OIA)	129	5	134
DOA	165	6	171
DOF (includes OCRM)	105	28	133
DRR	310	43	353
EO	3	0	3
Legal	430	67	497
OCFI	13	1	14
OCOM	11	2	13
OIG	10	1	11
OLA	2	1	3
OMWI	21	1	22
00	11	0	11
RMS	1685	85	1770
FDIC TOTAL	4983	417	5400

*The data reflect the number of instances employees have taken the Plain Writing Act training and other training courses that incorporate Plain Writing Act principles.