



## PRIVACY & CIVIL LIBERTIES OVERSIGHT BOARD

### Plain Writing Act Compliance Report

April 13, 2018

#### I. Senior Official for Plain Writing:

The Privacy and Civil Liberties Oversight Board (“PCLOB” or “Board”) has designated the General Counsel as the Senior Official for Plain Writing. Since the PCLOB is a microagency, there are no other Plain Language Coordinators.

#### II. Explain what specific types of agency communications have you released by making them available in a format that is consistent with the Plain Writing Guidelines.

Type of communications of document or posting. List how this is made available to the public	Who is the intended user and approximate number of potential users	What has changed by using Plain Writing
<b>Congressional Budget Justification (CBJ) FY 2019, posted on website</b>	The PCLOB provides its budget justification to the Congress. It informs Congress—and the public once posted online—about the PCLOB’s mission and administrative activities.	In its CBJ, the PCLOB uses plain writing to explain its activities in a clear, concise manner. Plain writing also helps enhance transparency.

#### III. Inform agency staff of Plain Writing Act’s requirements

This past year, the General Counsel has:

- a. Scheduled a half-day government training on plain writing by an official trainer from the Plain Writing Action and Information Network; and
- b. Reviewed PCLOB documents for compliance with the Plain Writing Act.

#### **IV. Training**

When new employees join the PCLOB, they review the requirements of the Plain Writing Act. They also review the Federal Plain Language Guidelines. As described above, the PCLOB completed its plain writing training on Nov. 8, 2017.

#### **V. Ongoing compliance**

Under its enabling statute, the PCLOB must inform the public of its activities. The General Counsel reviews Board reports and other public documents prior to their release in order to ensure compliance with the Plain Writing Act.

#### **VI. Agency's plain writing website**

The PCLOB's plain writing website is accessible at <https://www.pclob.gov/plain-writing/>. The website provides a summary of the Plain Writing Act's requirements, identifies the General Counsel as the Senior Official for Plain Writing, and contains links to various documents and websites related to plain writing. The PCLOB website also provides a contact email address for comments on plain writing.

#### **VII. Conclusion**

The PCLOB is committed to plain writing in its reports and other public documents. Please send any comments or questions regarding plain writing to [info@pclob.gov](mailto:info@pclob.gov).