



# PRIVACY & CIVIL LIBERTIES OVERSIGHT BOARD

## Plain Writing Act Compliance Report

April 24, 2023

### I. Senior Official for Plain Writing:

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

### II. Accomplishments

PCLOB leadership continues to be committed to the use of plain language and has expressed a commitment to implementing plain writing principles in all written communications.

The PCLOB supports plain writing program by communicating:

- the importance of using plain language in its oversight reports and advice;
- best practices and helpful tips; and,
- the Board’s interest in and support of plain writing.

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

Type of communications of document or posting.	Who is the intended user and approximate number of potential users	What has changed by using Plain Writing
<a href="#"><u>Agency Financial Report for Fiscal Year 2022</u></a>	The PCLOB provides its Agency Financial Report to enable the President, Congress, and the American public to assess the agency’s fiscal accountability.	In its Agency Financial Report, the PCLOB uses plain writing to explain its activities in a clear, concise manner.
<a href="#"><u>Congressional Budget Justification Book (CJB) FY 2024</u></a>	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 CJB, the PCLOB uses plain writing to explain its activities in a clear, concise manner.

<p><b>Semi-Annual Reports, dated <a href="#">April 6, 2023</a>, and <a href="#">July 5, 2022</a>.</b></p>	<p>The PCLOB must file semi-annual Reports under its enabling statute. They inform the President, Congress, and public about the Board’s activities.</p>	<p>In its Semi-Annual Reports, the PCLOB uses plain writing to explain its activities in a clear, concise manner.</p>
<p><b><a href="#">DEIA Strategic Plan, 2023-2026</a>, and <a href="#">Annual Progress Report for 2022</a></b></p>	<p>The PCLOB updates it’s first Strategic Plan issued the prior year. The Strategic Plan is in responsive to Executive Order 14035. PCLOB also issued ti’s first associated Annual Progress Report</p>	<p>Plain writing helps better articulate strategic goals and objectives. It is also easier to track and meet them with plain writing.</p>

**IV. Inform agency staff of Plain Writing Act’s requirements**

This past year, the General Counsel has:

- a. Ensured that PCLOB employees receive plain writing training; and
- b. Reviewed PCLOB documents for compliance with the Plain Writing Act.

**V. Training**

When new employees join the PCLOB, they take plain writing training. Board employees also complete plain writing training on an annual basis around the end of the fiscal year.

**VI. 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.

**VII. 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.

### **VIII. Conclusion**

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