



PRIVACY & CIVIL LIBERTIES OVERSIGHT BOARD

Plain Writing Act Compliance Report April 15, 2026

I. Senior Official for Plain Writing.

The Privacy and Civil Liberties Oversight Board (“PCLOB” or “the Board”) has designated the General Counsel as its Senior Official for Plain Writing. Since the PCLOB is a very small agency, there are no Plain Language Coordinators. The reporting period for this report is April 14, 2025 to April 13, 2026.

II. Accomplishments.

The PCLOB’s leadership remains committed to the use of plain language and endeavors to implement plain writing principles in all written communications. The PCLOB promotes plain writing by communicating:

- the importance of using plain language in its written communications (e.g., oversight and advice reports, responses to records disclosures);
- 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
<u>Report on the Surveillance Program Operated Pursuant to Section 702 of the Foreign Intelligence Surveillance Act, Staff Report, April 2, 2026</u>	The PCLOB issues oversight reports on actions by the Executive Branch relating to efforts to protect the nation from terrorism. These reports inform the public, advise agencies on privacy and civil liberties concerns in operation of counterterrorism programs, and are used by Congress in weighing reauthorization of surveillance authorities.	In this report, the PCLOB uses plain writing to explain its evaluation of how the Section 702 program has changed since the last Section 702 report issued in 2023.

<p><u>Use of Open Source Information by the Federal Bureau of Investigation, November 20, 2025</u></p>	<p>The PCLOB issues oversight reports on actions by the Executive Branch relating to efforts to protect the nation from terrorism. These reports inform the public, advise agencies on privacy and civil liberties concerns in operation of counterterrorism programs, and are used by Congress.</p>	<p>In this report, the PCLOB uses plain language to explain in a clear, concise manner the FBI's use of open source information.</p>
<p><u>Agency Financial Report for Fiscal Year 2025, November 14, 2025</u></p>	<p>The PCLOB provides its Agency Financial Report to enable the President, Congress, and the American public to assess the agency's fiscal accountability.</p>	<p>In its Agency Financial Report, the PCLOB uses plain writing to explain its activities in a clear, concise manner.</p>
<p><u>Review of Policies and Procedures Implementing Enhanced Safeguards for U.S. Signals Intelligence Activities, September 25, 2025</u></p>	<p>The PCLOB reviewed the updated policies and procedures implemented by elements of the U.S. Intelligence Community to comply with E.O. 14086, <i>Enhancing Safeguards for United States Signal Intelligence Activities</i>.</p>	<p>In this review, the PCLOB uses plain writing to evaluate all IC elements' updated policies and procedures regarding the rules for handling of personal information collected through signals intelligence.</p>
<p><u>Semi-Annual Report, June 4, 2025</u></p>	<p>The PCLOB must file Semi-Annual Reports under its authorizing statute. These reports inform the President, Congress, and public about Board activities.</p>	<p>In this report, the PCLOB uses plain writing to explain its activities in a clear, concise manner.</p>

<p><u>Use of Facial Recognition Technology by the Transportation Security Administration, May 9, 2025</u></p>	<p>The PCLOB issues oversight reports on actions by the Executive Branch relating to efforts to protect the nation from terrorism. These reports inform the public, advise agencies on privacy and civil liberties concerns in operation of counterterrorism programs, and are used by Congress.</p>	<p>In this report, the PCLOB uses plain language to explain its review of the TSA’s use of facial recognition technology.</p>

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

During this reporting period, the General Counsel ensured that the PCLOB employees received plain writing training and reviewed select PCLOB documents for compliance with the Plain Writing Act.

V. Training.

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

VI. Ongoing compliance.

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

VII. Agency’s plain writing website.

The PCLOB’s plain writing website is: <https://www.pcllob.gov/Legal/PlainWriting>. It summarizes the 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’s 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@pcllob.gov.