



PRIVACY AND CIVIL LIBERTIES OVERSIGHT BOARD

Plain Writing Act Compliance Report

April 13, 2021

I. Senior Official for Plain Writing:

The Privacy and Civil Liberties Oversight Board (“PCLOB” or “Board”) 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 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. 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
Report on Executive Order 12333, posted on website	The PCLOB provides information to the public regarding its advice and oversight activities. This report informs the public and provides the greatest possible insight into the government’s use of an important Executive Order.	In this report, the PCLOB uses plain writing to explain its work for this oversight activity in a clear, concise manner. Plain writing also helps enhance transparency.
Report on the Government’s Use of Call Detail Records Under the USA Freedom Act, posted on website	The PCLOB provides information to the public regarding its advice and oversight activities. This report informs the public and provides the greatest possible insight into one of the PCLOB’s	In this report, the PCLOB uses plain writing to explain its work for this oversight activity in a clear, concise manner. Plain writing also

	oversight reviews.	helps enhance transparency.
Agency Financial Report for Fiscal Year 2020	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. Plain writing also helps enhance transparency.
Semi-Annual Report dated July 2020, posted on website	The Board must file semi-annual Reports under its enabling statute. They inform the President, Congress, and public about the Board’s activities.	In its Semi-Annual Reports, 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. Ensured that PCLOB employees receive plain writing training; and
- b. Reviewed PCLOB documents for compliance with the Plain Writing Act.

IV. 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.

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 utilizes plain writing in its reports and other public documents. Please send any comments or questions regarding plain writing to info@pclub.gov.