



## PRIVACY AND CIVIL LIBERTIES OVERSIGHT BOARD

### Plain Writing Act Compliance Report

April 13, 2019

#### 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 Book (CJB) FY 2020, 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 CJB, the PCLOB uses plain writing to explain its activities in a clear, concise manner. Plain writing also helps enhance transparency.
<b>Semi-Annual Report dated December 2018, posted on website</b>	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.

<b>Strategic Plan FY 2019-2022, posted on website</b>	Every four years, the Board must issue an outline of its forthcoming mission and administrative goals. This informs the President, Congress, and the public about the Board’s vision and values.	Plain writing helps better articulate strategic goals and objectives. It is also easier to track and meet them with plain writing.
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### **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@pclob.gov](mailto:info@pclob.gov).