



## PRIVACY & CIVIL LIBERTIES OVERSIGHT BOARD

### Plain Writing Act Compliance Report

April 13, 2016

#### 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>Semi Annual Reports for the reporting periods ending March and September 2016, posted on website</b>	The Semi Annual Reports are mandated by the Board’s 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>FY 2017 Congressional Budget Justification Book (“CJB”), February 3, 2016, posted on website</b>	This is the Board’s budget request. It gives Congress and the public information about the Board’s operations and finances.	In its CJB, the Board uses plain writing to clearly articulate how it will use its appropriated funds.
<b>Update on Section 215 and 702 Recommendations, February 5, 2016, posted on website</b>	The Board provided a public update on the Government’s progress in implementing the PCLOB’s recommendations from its 215 and 702 reports.	Plain writing helps describe complex government activities in a way that is easily accessible to the public.

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

This past year, the General Counsel has:

- a. Briefed Board Members and PCLOB staff on the Plain Writing Act;
- b. Reviewed Board reports and other public documents prepared by PCLOB staff for compliance with the Plain Writing Act; and
- c. Started to update the plain writing training for PCLOB staff.

### **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. In addition, employees receive annual training, which will take place prior to the end of FY 2016.

### **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-act.html>. 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).