



## **PRIVACY & CIVIL LIBERTIES OVERSIGHT BOARD**

### **Plain Writing Act Compliance Report**

**April 13, 2017**

#### **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.**

<b>Type of communications of document or posting. List how this is made available to the public</b>	<b>Who is the intended user and approximate number of potential users</b>	<b>What has changed by using Plain Writing</b>
<b>Semi-Annual Report dated January 2017, 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>Section 803 Recommendations Report dated June 2016, posted on website</b>	The Board issued Section 803 recommendations to promote transparency related to the executive branch’s privacy and civil liberties efforts.	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. Circulated 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 took place prior to the end of Fiscal Year ("FY") 2016. This year's annual training will take place prior to the end of FY 2017.

### **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).