

# **U.S Department of the Treasury Plain Writing Act Compliance Report**

## **2013**

### **I. Senior Agency Official for Plain Writing:**

- a. Name of Senior Agency Official responsible for Plain Writing: Executive Secretary Rebecca Ewing
- b. Names of Plain Language coordinators within the agency: N/A

### **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.**

In development

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

N/A

### **IV. Training**

The Office of the Executive Secretary sends a weekly grammar and style guidance email to the Treasury staff known as the "Tip of the Week." The "Tip of the Week" addresses various topics ranging from proper comma usage to simplifying complex sentences. In addition, the Office of the Executive Secretary's intranet page includes a number of grammar and style guidelines.

### **V. Ongoing compliance/ sustaining change**

- a. Name of agency contact for compliance issues: Executive Secretary Rebecca Ewing
- b. Documenting and reporting use of plain writing in agency communications
- c. Clearance process, including review by the Executive Secretary's Office for compliance with the Plain Writing Act

### **VI. Agency's plain writing website**

In development

### **VII. Customer Satisfaction Evaluation after Experiencing Plain Writing Communications**

None