

U.S. Department of the Treasury Plain Writing Act Implementation Plan

I. Pledge

On October 13, 2010, President Obama signed into law the Plain Writing Act of 2010 (Act). The Act requires agencies to communicate in a manner “that the public can understand and use.” Plain writing is concise, simple, meaningful, well-organized, and easy to understand. It avoids jargon, redundancy, ambiguity, obscurity, and unnecessary complexity.

Each government agency must implement a plan that complies with conditions in the Act requiring agency-wide plain writing training for all employees, in addition to other requirements such as establishing a plain writing webpage and reporting on compliance with the Act.

The U.S. Department of the Treasury recognizes the importance of plain writing and is fully committed to implementing and complying with the Act.

II. Senior Plain Writing Treasury Officials

Treasury has designated the Executive Secretary as the Senior Plain Writing Official, and the Deputy Executive Secretary as the alternative Senior Plain Writing Official.

III. Educating Treasury Staff About Plain Writing Requirements

The Office of the Executive Secretary will brief agency officials and staff on the importance of plain writing and introduce its elements. Briefings will include a summary of the Act and basic guidance on plain writing. Over time, we plan to develop Treasury-specific case studies to demonstrate how writing clearly can improve program delivery, increase customer satisfaction, and save money. In addition, the Secretary will send an e-mail to all employees emphasizing his commitment to plain writing and calling on Treasury staff to make it a high priority in their daily work.

We also intend to publish material discussing plain writing on both the Treasury intranet and the Main Treasury building’s display monitors. The Senior Plain Writing Official will also send a weekly email to all Treasury staff providing grammar and style guidance. We will regularly update the Treasury Style Manual—a guide laying out proper writing conventions and style, particularly in the case of conventions on which mainstream style manuals differ. The Style Manual will incorporate plain writing principles and will be available for managers across Treasury to use in educating and guiding their respective teams.

IV. Training

The Office of the Executive Secretary will work with agency coordinators to organize regular trainings for authors of internal and external documents. These trainings will seek to educate both new Treasury staff and existing Treasury staff who have not previously participated in plain writing training. We will maintain an intranet website that provides staff with plain writing tips, exercises, and examples of exemplary plain writing. Eventually, this intranet website will also

offer training videos. To further integrate plain writing into Treasury culture, we will incorporate plain writing training and literature in Treasury's onboarding process for newly hired employees.

V. Ongoing Compliance With The Act

In an effort to ensure that all of Treasury is invested in complying with the Act, we will designate agency coordinators responsible for monitoring plain writing in the various policy offices and bureaus of the Department. These agency coordinators will constitute a Treasury Plain Writing Working Group, which the Senior Official for Plain Writing will chair. Pursuant to our responsibilities under the Act, Treasury will publish an annual compliance report.

The Office of the Executive Secretary already incorporates principles consistent with the Plain Writing Act in its document clearance process and will continue to do so. Treasury's clearance process requires relevant offices to approve new or revised language in Treasury documents before they are publicly released. This approach encourages all Treasury offices to collaborate on applying Treasury's plain writing guidelines and to meet our plain writing requirements. Members of the Office of the Executive Secretary also review and revise Treasury documents to promote compliance with the Act.

VI. Treasury's Plain Writing Webpage

Our website is accessible from Treasury's home page, www.treasury.gov. The public can send feedback to the Treasury Plain Writing e-mail address at PlainWriting@treasury.gov.

VII. Customer Satisfaction Evaluation After Experiencing Treasury Covered Plain Writing Communications

Treasury will continue to monitor public feedback received on our Plain Writing website and investigate metrics for tracking Plain Writing improvement over time.

VIII. List the Names and Contact Information of the Agency Coordinators by Department Office and Bureau

See Treasury's current *Plain Writing Act Compliance Report*