**Plain Language Report Card for: Department of Defense (DOD)**

**Agency Home Page: http://www.defense.gov
Grade: Basic requirement: B (80)
 Other activities: D (46)**

**Part 1: How well does the agency comply with the basic requirements of the Act**

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| Criteria | Notes | Score |
| Agency plain language page URL | <http://www.dtic.mil/whs/directives/plainlanguage.html> | **10** |
| Linked from the homepage? | Yes | **10** |
| Do they name a senior official? | Mr. Michael L. Rhodes, Director of Administration and Management (DA&M)  | **10** |
| Do they list other contacts? | Yes, but hard to find. Kate.ives@WHS.mil | **10** |
| Is there contact info for the other contacts? | Yes. Also asked individual branches to appoint contacts.  | **10** |
| Do they have an implementation plan? | Mr Rhodes' November 2011 memo was the basic DoD implementation plan. All it does is list the requirements of the Act. They say that asa result, they formed a DoD working group to prepare the DoD Instruction mentioned above. It will contain the necessary policy, assignment of responsibilities, and procedures to implement the Plain Writing Act. | **4** |
| Do they have a 2012 compliance report? | Yes. <http://www.dtic.mil/whs/directives/plainlanguage/> Plain\_Writing\_Act\_Compliance\_Report.pdf | **10** |
| Does the website provide feedback mechanism? | Yes, but just a general “contact us” link. DoDPlainLanguage@whs.mil | **10** |
| Are they using plain language in all new or substantially revised covered documents? | Not yet | **0** |
| How did they inform employees of requirement | Originally, a directive to the tops of bureaus. Instruction on the DoD Plain Language Program is on track to be completed in September 2012. It will be publishedon the publically accessible DoD Issuances website(http://www.dtic.mil/whs/directives) and announced on the DoD Plain Language website | **6** |

**Total score for basic compliance with Act: 80 (out of 100)**

**Part 2: Agency compliance with the Plain Writing Act – Supporting activities**

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| Criteria | Notes | Score |
| Implementation Plan |  | **2** |
| Does the plan list objectives | Really just quotes the act.  | **0** |
| Do they identify specific actions to implement objectives | Just to appoint a POC in many offices. | **2** |
| 2Do they identify time frames | No | **0** |
| Compliance Report |  | **8** |
| Does agency list types of covered docs? | They are proposing that Covered documents include all written documents, website information, communications, or other information created by the DoD. But this isn’t coming out until Sept. 2012 | **5** |
| Does plan discuss sustaining change? | They mention it, but refer just to the statutorily required steps they have taken. Only other act has been to appoint contacts in many of the offices.  | **3** |
| What docs are focus of pl work pl? | No listed | **0** |
| Tracking documents created in or revised into pl? |  | **0** |
| Measurements |  | **0** |
| Testing pl quality of documents |  | **0** |
| Testing effectiveness of documents? |  | **0** |
| Is agency measuring effectiveness of program? |  | **0** |
| What else, if anything does agency measure |  | **0** |
| Other Supporting Info |  | **36** |
| Do they list contact info for the lead official on the pl page? |  |  |
| What categories of employees must take training? | They propose that all DoD personnel (including all new personnel) will be encouraged to take plain language training. Those who regularly write and edit covered documents will be required to take plain language training annually. All DoD entities will track and report who is trained on plain language and this information will be consolidated into the annual DoD compliance report. But not of this will transpire until Sept. 2012. Some small offices may have started training programs. | **4** |
| How long is the training | No specific DoD training yet according to the response I received | **0** |
| How is training delivered? |  | **0** |
| Who have they gotten trained so far? | Not clear anyone has had specific pl training. They mention existing training in grammar, report writing, etc. Some small offices may have trained some personnel. | **2** |
| Did they respond to our email? | Yes | **10** |
| Did they provide all requested info? | Yes | **10** |
| Did they provide sample docs? | No | **0** |
| How well did docs score | They provided no documents. They referred to updated writing guidance that reflects the Act, so I found that online and ran it:Bog index 79 poorSentence length 13 excellentPassive index 32 good | **10** |

**Total score for supporting activities 46 (out of 200)**