**Plain Language Report Card for: Department of Justice (DOJ)**

**Agency Home Page: http://www.justice.gov/
Grade: Basic requirement: C (65)
 Other activities: D (61)**

**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.justice.gov/open/plainlanguage.html>  | **10** |
| Linked from the homepage? | No. The open gov page is and pl is linked from there | **0** |
| Do they name a senior official? | Yes. Deputy Assistant Attorney General Michael H. Allen, Justice Management Division  | **10** |
| Do they list other contacts? | No | **0** |
| Is there contact info for the other contacts? |  | **0** |
| Do they have an implementation plan? | http://www.justice.gov/open/initial-plan.html  | **10** |
| Do they have a 2012 compliance report? | <http://www.justice.gov/open/docs/pw-1st-annual-rpt.pdf> Hard to find.  | **10** |
| Does the website provide feedback mechanism? | Yes, but only to the webmaster | **10** |
| Are they using plain language in all new or substantially revised covered documents? | Compliance is by bureau. Some bureaus have done well and some have not. Some reject pl for specific documents due to “legal issues.”  | **7** |
| How did they inform employees of requirement | Informed managers repeatedly. Left it to individual bureaus to inform employees. Some bureaus have done well and some have not.  | **8** |

**Total score for basic compliance with Act: 65 (out of 100)**

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

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| --- | --- | --- |
| Criteria | Notes | Score |
| Implementation Plan |  | **26** |
| Does the plan list objectives | The only objectives at the dept level seem to be to tell their individual bureaus to implement the act and have them submit lists of covered documents. They also encourage training. Individual bureaus vary widely in their implementation. | **13** |
| Do they identify specific actions to implement objectives | See previous | **13** |
| Do they identify time frames | No | **0** |
| Compliance Report |  | **27** |
| Does agency list types of covered docs? | yes. By bureau. See http://www.justice.gov/open/doc-act.html | **10** |
| Does plan discuss sustaining change? | Implementation at the dept level is mainly by periodically reminding managers of their responsibility. Individual bureaus within Justice take direct responsibility, and their responses vary greatly. At least one required annual refresher training (of an unspecified type) | **8** |
| What docs are focus of pl work pl? | Varies by agency. The few I looked at are decent, but still have many faults. | **8** |
| Tracking documents created in or revised into pl? | Not clear. Probably some bureaus are doing it. | **1** |
| Measurements |  | **0** |
| Testing pl quality of documents | No info | **0** |
| Testing effectiveness of documents? | No info | **0** |
| Is agency measuring effectiveness of program? | No info | **0** |
| What else, if anything does agency measure |  | **0** |
| Other Supporting Info |  | **8** |
| Do they list contact info for the lead official on the pl page? | No  |  |
| What categories of employees must take training? | Varies by agency, some list categories and some do not.  |  |
| How long is the training | No info |  |
| How is training delivered? | No info |  |
| Who have they gotten trained so far? | They say some are required to complete training by 2011 but no substantive info  | **3** |
| Did they respond to our email? | No | **0** |
| Did they provide all requested info? |  | **0** |
| Did they provide sample docs? |  | **0** |
| How well did docs score |  | **0** |

**Total score for supporting activities 61 (out of 200)**