**Plain Language Report Card for: Department of Transportation**

**Agency Home Page: http://www.dot.gov
Grade: Basic requirement: C (64)
 Other activities: F (30)**

**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.dot.gov/open/plainlanguage/index.html> | **10** |
| Linked from the homepage? | No, linked from <http://www.dot.gov/open/> | **0** |
| Do they name a senior official? | Yes | **10** |
| Do they list other contacts? | Yes | **10** |
| Is there contact info for the other contacts? | No, only POC names for DOT and FAA | **5** |
| Do they have an implementation plan? | http://www.dot.gov/open/plainlanguage/plain-writing-plan.html<http://www.faa.gov/documentlibrary/media/order/branding_writing/order1000_36.pdf> | **10** |
| Do they have a 2012 compliance report? | Could not find anything specific to 2012 report | **0** |
| Does the website provide feedback mechanism? | Email us at PlainLanguage@dot.gov  | **10** |
| Are they using plain language in all new or substantially revised covered documents? | No info provided | **0** |
| How did they inform employees of requirement | Communicated PL requirements on internal website, DOTnet, indicating training available  | **9** |

**Total score for basic compliance with Act: 64 (out of 100)**

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

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| --- | --- | --- |
| Criteria | Notes | Score |
| Implementation Plan |  | **12** |
| Does the plan list objectives |  | **0** |
| Do they identify specific actions to implement objectives | Designate senior official; establish PL webpage; communicate act requirements and provide training; establish process for overseeing compliance | **12** |
| Do they identify time frames |  | **0** |
| Compliance Report |  | **10** |
| Does agency list types of covered docs? | Letters, forms, publications, notices and instructions | **10** |
| Does plan discuss sustaining change? |  |  |
| What docs are focus of pl work pl? |  |  |
| Tracking documents created in or revised into pl? |  |  |
| Measurements |  | **8** |
| Testing pl quality of documents |  |  |
| Testing effectiveness of documents? |  |  |
| Is agency measuring effectiveness of program? | **The Executive Secretariat and the Office of the General Counsel are responsible for ensuring that covered documents are written in plain language.** | **8** |
| What else, if anything does agency measure |  |  |
| Other Supporting Info |  | **0** |
| Do they list contact info for the lead official on the pl page? | No info on any of these |  |
| What categories of employees must take training? |  |  |
| How long is the training |  |  |
| How is training delivered? |  |  |
| Who have they gotten trained so far? |  |  |
| Did they respond to our email? |  |  |
| Did they provide all requested info? |  |  |
| Did they provide sample docs? |  |  |
| How well did docs score |  |  |

**Total score for supporting activities 30 (out of 200)**