**Agency name:\_\_Department of Homeland Security**

**Part 1 – Compliance with specific requirements of the Act1**

**How well does the agency comply with the basic requirements of the Act?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agency homepage** | **Agency pl page url, if any** | **Linked from the homepage?** | **Do they name a senior official?** | **Do they list other contacts? List contact info** | **Do they have an implementation plan (give URL).** |
| http://www.dhs.gov/ | http://www.dhs.gov/dhs-plan-implement-plain-writing-act-2010-requirements | No – had to Google it to find it | They name a position – not an individual -- Executive Secretary, Office of the Secretary – no link or contact information | **Designated Deputy Senior Official for Plain Writing:**  Gail Kaufman Deputy Chief of Staff, Office of Policy  **Departmental Plain Writing Coordinator**  Patrice Allen-Gifford Associate Executive Secretary | Yes -- http://www.dhs.gov/dhs-plan-implement-plain-writing-act-2010-requirements-summary |
| (no points, just for info) | 10 | 0 | 0 | 10 | 10 |

Table 1 – every cell is graded either 0 or 10, nothing in between.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do they have a 2012 and 2013 compliance reports (give URL for 2013 report)** | **Does website provide a feedback mechanism?** | **Do they have a training program? Give a brief description. 2** | **Did they respond to your email to their official contact address?3** | **Did they get you the information you asked for?** |
| No | Yes [Submit Plain Language Feedback](http://www.dhs.gov/comment-dhsgov-website) - | Implementation plan just has a list of training available | The two agencies (USCIS and FEMA) were contacted directly as there was no link at DHS | Could not request information |
| 0 | 10 | 0 | 0 | 0 |

Table 2 is more variable. Points are indicated in the cells

**Total possible points 130 Score for this agency\_\_\_40\_\_\_\_\_\_\_\_\_\_\_**

Notes:

1. You can get almost all of the information for this table from the agency’s website.

2. You will have to get this information from the official contacts. If they don’t answer you, or they don’t know about their training programs, they get 0. Don’t go to a lot of work trying to get the real answer. This analysis is about how well the **department** is doing what the Act tells it to do. If you get some answer, you will have to use your judgement about how many points to give. Did they give all writers a 3-day course? 10 points. Did they give everyone a 2 hour course? 5 points. Do they have an on-line training program and they are tracking who takes it? Maybe 8 points. Did they give everyone a 15 minute course (one department did that) 0 points.

3. You have a separate file with a table to keep track of when you contacted them and when (if) they answered. This table is for tracking official contacts only. You will probably also be talking to unofficial contacts who will probably be more helpful; you don’t need to track them.