



PRIVACY AND CIVIL LIBERTIES OVERSIGHT BOARD

Plain Writing Act Compliance Report

April 6, 2020

I. Senior Official for Plain Writing:

The Privacy and Civil Liberties Oversight Board (“PCLOB” or “Board”) has designated the General Counsel as the Senior Official for Plain Writing. Since the PCLOB is a microagency, there are no other Plain Language Coordinators.

II. Explain what specific types of agency communications you have released by making them available in a format that is consistent with the Plain Writing Guidelines.

Type of communications of document or posting. List how this is made available to the public	Who is the intended user and approximate number of potential users	What has changed by using Plain Writing
Report on the Government’s Use of Call Detail Records Under the USA Freedom Act, posted on website	The PCLOB provides information to the public regarding its advice and oversight activities. This report informs the public and provides the greatest possible insight into one of the PCLOB’s oversight reviews.	In this report, the PCLOB uses plain writing to explain its work for this oversight activity in a clear, concise manner. Plain writing also helps enhance transparency.
PCLOB Inventory of Active Oversight Projects and Other Engagements	The PCLOB provides information to the public regarding its advice and oversight activities. This inventory informs the public and provides the greatest possible	In this inventory, the PCLOB uses plain writing to explain its work in a clear, concise manner. Plain writing also helps enhance transparency into the

	insight into the PCLOB’s work.	PCLOB’s activities.
Congressional Budget Justification (CBJ) FY 2021, posted on website	The PCLOB provides its budget justification to the Congress. It informs Congress—and the public once posted online—about the PCLOB’s mission and administrative activities.	In its CBJ, the PCLOB uses plain writing to explain its activities in a clear, concise manner. Plain writing also helps enhance transparency.
Semi-Annual Report dated February 2020, posted on website	The Board must file semi-annual Reports under its enabling statute. They inform the President, Congress, and public about the Board’s activities.	In its Semi-Annual Reports, the PCLOB uses plain writing to explain its activities in a clear, concise manner. Plain writing also helps enhance transparency.
Semi-Annual Report dated July 2019, posted on website	The Board must file semi-annual Reports under its enabling statute. They inform the President, Congress, and public about the Board’s activities.	In its Semi-Annual Reports, the PCLOB uses plain writing to explain its activities in a clear, concise manner. Plain writing also helps enhance transparency.
PCLOB Accessibility Policy, posted on website	The PCLOB published notices of employees’ and applicants’ rights pursuant to Section 508 of the Rehabilitation Act and the Architectural Barriers Act.	In its accessibility policy, the PCLOB uses plain writing to explain employees’ and applicants’ rights in a clear, concise manner. Plain writing also helps enhance transparency.

III. Inform agency staff of Plain Writing Act’s requirements

This past year, the General Counsel has:

- a. Ensured that PCLOB employees receive plain writing training; and
- b. Reviewed PCLOB documents for compliance with the Plain Writing Act.

IV. Training

When new employees join the PCLOB, they take plain writing training. Board employees also complete plain writing training on an annual basis around the end of the fiscal year.

V. Ongoing compliance

Under its enabling statute, the PCLOB must inform the public of its activities. The General Counsel reviews Board reports and other public documents prior to their release in order to ensure compliance with the Plain Writing Act.

VI. Agency's plain writing website

The PCLOB's plain writing website is accessible at <https://www.pclob.gov/plain-writing/>. The website provides a summary of the Plain Writing Act's requirements, identifies the General Counsel as the Senior Official for Plain Writing, and contains links to various documents and websites related to plain writing. The PCLOB website also provides a contact email address for comments on plain writing.

VII. Conclusion

The PCLOB utilizes plain writing in its reports and other public documents. Please send any comments or questions regarding plain writing to info@pclob.gov.