

April 13, 2012

Defense Logistics Agency (DLA) “Plain Language Writing” Annual Compliance Report

Purpose: To provide Washington Headquarters Services (WHS) with the DLA “Plain Language Writing” Annual Compliance Report.

DLA Strategic Plans and Policy (J5) is assigned the responsibility to oversee the Agency’s implementation of the “Plain Writing Act of 2010 (Act).” Listed below is DLA’s status to prepare to implement this Act and its on-going efforts to use plain language writing in all non-regulatory DLA correspondence visible to the public.

Preparation for Implementation of Plain Writing Requirements

1. Ms. Alice R. Roberts, Deputy Director J5, is the DLA senior official overseeing the agency’s implementation of the “Plain Writing Act of 2010.” Her contact information is as follows:

Ms. Alice R. Roberts
Deputy Director
Strategic Plans and Policy
Alice.Roberts@dla.mil
(703) 767-5202

2. DLA Strategic Plans and Policy, Policy Management Division (J52) is assigned the responsibility to establish, maintain, and ensure compliance of the Act. As such, J52 is establishing a cross-functional team of DLA directorates; e.g., Human Resources (J1), Information Operations (J6), and Strategic Communications (DP) to ensure employees become aware of and comply with this Act. DLA J52 plans to provide DLA action officers with the guidance (DLA policy instruction), tools, and training to oversee compliance of the Act’s requirements. J52 may employ one or more of the following compliance mechanisms:

- Promote and encourage a peer review of all new documents prior to making them available to the public.
- Provide key DLA action offers with English proofreading and grammar software; e.g., WhiteSmoke 2012, StyleWriter v4, or RightWriter v4.
- Solicit/accept Plain Language Writing Feedback from the public.

Estimated Completion Date (ECD): Ongoing, but the capability will be in place by April 30, 2012.

3. DLA J52 established a DLA Plain Language email distribution list (DLAPlainLanguage@dla.mil <<mailto:DLAPlainLanguage@dla.mil>>) to receive and respond to public input on Agency implementation of the Act and the Agency’s Plain Language Writing Annual Compliance Report. ECD: March 16, 2012.

4. DLA J52 is working with DLA J6 to establish a DLA Plain Language Writing website accessible from the DLA Internet homepage. The website will inform the public of DLA compliance with the requirements of this Act. It will provide a mechanism for DLA to receive and respond to public input on the Agency's implementation of this Act and to receive and respond to the WHS/DD request for DLA's Plain Language Writing Compliance Report. Lastly, it will provide DLA employees with information regarding the Act, plain language links, and additional writing guidance. (ECD): April 12, 2012.

5. DLA J52 is collaborating with DLA Strategic Communications (DP) to communicate the requirements of this Act to DLA employees by publishing an article on DLA's Today Intranet site. DLA Today is the Director's primary daily communication tool to transmit information and news to the DLA community, DLA customers, and contractors working for and with DLA. ECD: April 30, 2012.

6. DLA J52 is collaborating with WHS/DD, DLA J1, and other DoD Components to provide and promote on-line plain language writing training via the Learning Management System for all DLA employees. ECD: TBD

REQUIREMENT TO USE PLAIN WRITING IN NEW DOCUMENTS

DLA provides its action officers with guidance regarding the principles of plain language writing via the DLA Correspondence Manual and the DLA Issuances Program. DLA J52 developed a DLA Issuances training course that teaches action officers how to write clear, concise, and well organized DLA issuances. These writing principles are documented in the DLA Writing Style Guide and Preferred Usage for DLA issuances. Lastly, DLA Strategic Communications reviews webpage content to ensure it complies with the "Plain Writing Act of 2010" prior to publication to the DLA Internet website.

If you have any questions pertaining to this submission, please contact the following:

Bryon Grosvalet
Policy Management Division (J52)
HQ DLA
(703) 767-2391
Bryon.Grosvalet@dla.mil

Thomas Doyle
Chief, Policy Management Division (J52)
HQ DLA
(703) 767-5375
thomas.doyle@dla.mil