

NB_360_12_1, Plain Language Writing Training Requirements

National Bulletin: 360-12-1

Date: October 6,
2011

Subject: PER - Plain Language Writing Training Requirements

Action Required By: November 15, 2011

Purpose. To communicate training requirements for agency compliance with the Plain Writing Act (PWA) of 2010.

Expiration Date. November 30, 2011

Background. The PWA was signed into law by President Obama on October 13, 2010. Beginning October 13, 2011, the Federal Government is required to use plain language in all new or substantially revised documents that:

- Provides information about any of our services and benefits;
- Is needed to obtain any of our benefits or services; or
- Explains how to comply with a requirement that we administer or enforce.

The PWA requires Federal agencies to write "clear Government communication that the public can understand and use." Employees identified by NRCS to receive training are those employees who draft, write, and edit public documents and communications. Supervisors should identify and notify appropriate employees of the PWA requirements.

All employees who draft, write, and edit public documents and communications are requested to take the "**Business Writing: How to Write Clearly and Concisely**" course in AgLearn by **November 15, 2011**. We strongly advise you to commit to completing the on-line training by the required date. Attached are three documents, [Plain Language Training Resources](#); [Plain Language Writers Checklist](#); and [Plain Language Reviewer's Checklist](#), to assist you further with plain language writing.

Additional training is under development at the Department of Agriculture. Employees will be informed as soon as those modules are available. A final report showing our compliance with the PWA is due to the Secretary by April 2012. The Executive Correspondence Management Team will be working with the Office of the Chief and Office of the Executive Secretariat to deliver the compliance metrics for NRCS. That report will ultimately be forwarded to the White House.

Contact. For questions regarding agency compliance with the Plain Writing Act of 2010, please contact Bobbie Jeanquart, Special Assistant, at bobbie.jeanquart@osec.usda.gov or Terry Bish, Team Leader, Executive Correspondence Management Team, at terry.bish@wdc.usda.gov.

/s/

DAVE WHITE
Chief

[Attachment A - Plain Language Training Resources](#)
[Attachment B - Plain Language Writer's Checklist](#)
[Attachment C - Plain Language Reviewer's Checklist](#)

