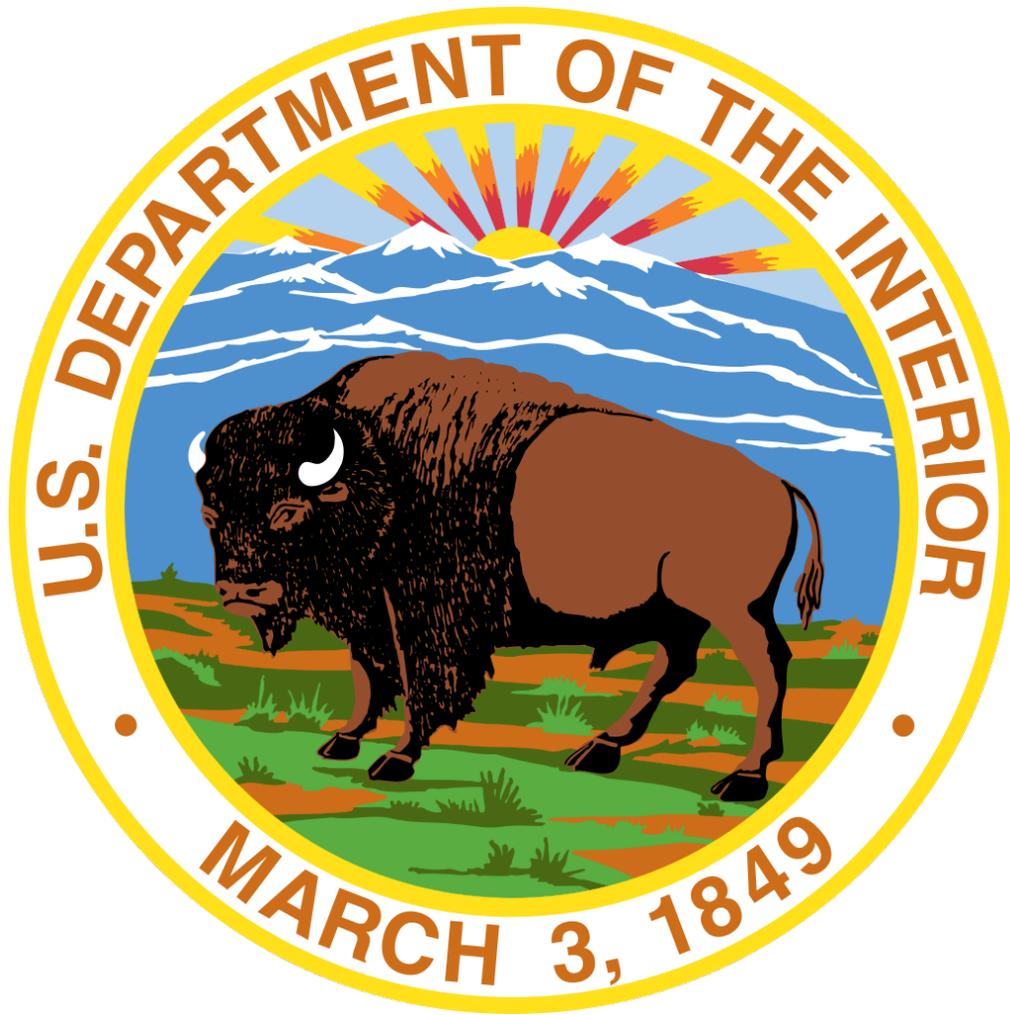


**Department of the Interior
Plain Writing Act Compliance Report**



Calendar Year 2015

I. Who are the Department of the Interior’s Plain Writing Contacts?

- a. Department of the Interior Senior Agency Official for Plain Language: Elizabeth Klein, Associate Deputy Secretary.
- b. Bureau Plain Language Coordinators:

Bureau	Contact
Bureau of Indian Affairs	Elizabeth Appel
Bureau of Land Management	Mark Purdy
Bureau of Ocean Energy Management	Loren Thompson
Bureau of Reclamation	Jill Nagode
Bureau of Safety and Environmental Enforcement	Kelly Odom
U.S. Fish and Wildlife Service	Krista Bibb
National Park Service	John Calhoun
Office of the Executive Secretariat and Regulatory Affairs	Nicholas DiProfio
Office of National Resources Revenue	Matt Williams
Office of the Solicitor	Jennifer Heindl
Office of Surface Mining Reclamation and Enforcement	John Trelease

II. What specific types of agency communications were written in a format consistent with Plain Language?

We, the Department of the Interior, strive to write all of our documents in plain language. We create products that speak directly to our target audience, are logically organized, include necessary content, and present information in a clear, succinct manner to maximize readability and comprehension. We strive to develop materials that avoid jargon, redundancy, and ambiguity. We organize content so that information and procedures are presented clearly by using examples, lists, tables, and images. Although regulations are exempted from the Plain Writing Act, we seek public comment on the clarity of our regulations. For example, we ask the public to be as specific as possible in their comments, to identify numbers and sections of paragraphs that are unclearly written, or sentences that are too long.

III. How does DOI Inform agency staff of Plain Writing Act requirements?

- a. Internet/Intranet: Information on the Plain Writing Act, and requirements and resources for plain writing are posted to our Plain Language website. Resources include:
 - 1. Departmental Manual: The Department’s plain language requirements are outlined in our Departmental Manual.

2. Training materials: Our plain language website directs employees to available training opportunities and external resources.
- b. Document Review: We discuss practical tips for improving readability of our publications at monthly meetings with bureau regulatory and plain language contacts. We hold weekly correspondence meetings and monitor the use of plain language principals as part of our routine document review.

IV. What training is available to employees?

- a. Several bureaus and offices within the Department offer training courses throughout the year designed to achieve excellence in writing through clarity in thinking, including:

Type of Training	Number of Employees Trained	Date
FWS Critical Writing/Critical Thinking Course	16	July 20-24, 2015
FWS Writing with Clarity	15	January 13, March 3, 2015
FWS Clear Correspondence (Webinar)	53	November 12-13, 2015; December 9-10, 2015.
FWS Scientific Writing for Publication – Course and Clinic	12	April 13-17, 2015
ONRR Plain English	57	March 4; June 23; September 1, 2015
ONRR Plain Language Act	16	October 27, 2015
BLM Writing Advantage	30	December 1, 2015

- b. DOI University is the Department-wide training organization that delivers training at three main learning centers (Albuquerque, NM, Denver, CO, and Washington, D.C.) and at remote locations to geographically-dispersed employees. Plain language training will be offered quarterly in Calendar Year 2016 based on employee demand.

Type of Training	Number of employees trained	Date
DOIU Business Writing	15	May 19-20, 2015
DOIU Business Writing	18	July 15, 2015
DOIU Business Writing	19	November 12, 2015
DOIU Business Writing	20	December 10, 2015

- c. DOI Learn is our online library of courses and is available to DOI employees 24 hours a day, seven days a week, wherever there is Internet access. Courses cover a wide range of subject matter, with multiple offerings related to plain language.

V. How does DOI stay in compliance/sustain change?

- a. We are building a plain language culture throughout the Department. The Office of the Executive Secretariat and Regulatory Affairs reviews Secretarial correspondence and Federal Register publications for compliance with the Act. Our Bureau Coordinators review documents for clarity and train writers/editors in plain language techniques. The Bureaus ensure written communications are clear, concise, well-organized, and consistent with other best practices appropriate to the subject/field and intended audience.
- b. We solicit public feedback regarding the clarity of our written communications on our Agency plain writing website.

VI. Does DOI have a Plain Writing website?

Information about the Department’s Plain Writing efforts is available on our website: www.doi.gov/plainlanguage.

VII. How does DOI evaluate customer satisfaction after experiencing Plain Writing communications?

- a. In Calendar Year 2015, we did not receive any negative feedback on our plain writing communications through the portal provided on our plain language webpage.
- b. Name of Agency contact for compliance issues: Nicholas DiProffio.