

# The National Labor Relations Board

## Plain Writing Act Compliance Report

April 2014

### I. Senior NLRB Officials for Plain Writing:

- a. Gary Shinnors, Executive Secretary  
Office of the Executive Secretary  
(202) 273-1940
- b. Anne Purcell, Associate General Counsel  
Division of Operations-Management  
(202) 273-2900

### II. Explain what specific types of agency communications have you 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
<b>NLRB Press Releases</b>	Media Outlets and Public at large	Press releases are concise and contain only essential facts.
<b>Instructions for E-Filing/E-Filing Terms</b>	Parties who are filing electronically on the public website	Instructions are easily understandable for all parties, including those acting without legal counsel.
<b>Reports</b>	Parties, Media, Organizations	Reports are easier to read and to understand.

### III. Inform agency staff of Plain Writing Act's requirements:

- a. Information on the Act is posted on the agency intranet and internet.
- b. Email to Agency employees notifying them of the Act's requirements and the Agency's proposal to comply with these requirements.

#### **IV. Training**

- a. Agency provided the following trainings:

Type of Training	Number of employees trained	Date
Online training – web based training module	Over 850 employees	August 2013

#### **V. Ongoing compliance/ sustaining change**

- a. The NLRB’s Senior Officials are responsible for ongoing compliance. Senior Officials will meet twice a year with division heads to review which documents must comply with the Plain Writing Act.

#### **VI. Agency’s plain writing website**

- a. Website address – [www.nlr.gov/reports-guidance/policies](http://www.nlr.gov/reports-guidance/policies)
- b. Contact us email address: [plainwriting@nlrb.gov](mailto:plainwriting@nlrb.gov)
- c. Implementation of the Act
- i. Documents covered by the Act include – Pleadings Manual, templates, press releases, rules and regulations, reports, website content, correspondence, forms, and brochures.
- d. Links to Compliance reports – this is the first compliance report that the Agency has submitted.
- e. Links to OMB Memo and PLAIN Website

#### **VII. Customer Satisfaction Evaluation after Experiencing Plain Writing Communications**

The NLRB has provided an email address on its public website for the purpose of allowing the public to inform the Agency whether certain documents are not clearly written. To date, the Agency has received no emails at this email address. Therefore, at this time, the Agency is unable to gauge whether there is customer satisfaction in its plain writing efforts. The Agency will continue to monitor this email address and attempt to solicit feedback from the general public.