

Selective Service System
Plain Writing Act Compliance Report
July 13, 2011

I. Senior Agency Official for Plain Writing:

- a. Ed Blackadar, eblackadar@sss.gov, 703-605-4100, is the Senior Agency Official responsible for Plain Writing
- b. Ed Blackadar, eblackadar@sss.gov, 703-605-4100, is also the Plain Language coordinator.

II. Agency communications that have been released in a format consistent with the Plain Writing guidelines.

Type of communications document or posting.	The intended users and approximate number of potential users	What has changed by using Plain Writing
No actions in last 30 days	n/a	n/a

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

- a. Information on the Act is posted on the agency intranet.
- b. Senior staff members were briefed on the initiative and requirements.
- c. All Agency personnel were briefed during an all-hands meeting.
- d. A working group was established that included members of each unit.
 - 1. The group was responsible for creating the training that was provided to all "priority" personnel – those who have direct interactions with the public – and is being made available to all Agency staff members.
 - 2. The group is also responsible for working within their unit to identify publications and documents that need to be updated for plain language and for ensuring the work is completed.

3. Working group members will act as the firsts “subject matter expert” for questions about publications and documents created by their unit.

e. The Agency’s Deputy Director provided a guidance memo to all staff.

IV. Training

The Agency provided the following trainings:

Type of Training	Number of employees trained	Date
In house (agency Staff) – live	10	5/11/11
PLAIN provided training – live	0	
Webinars – <i>(access provided to all staff)</i>	0	
Online training	37	7/13/11

V. Ongoing compliance/ sustaining change

a. The Agency’s contact for compliance issues is Ed Blackadar, ebblackadar@sss.gov, 703-605-4100.

b. The Public and Intergovernmental Affairs Directorate will provide guidance to all units on editing documents.

c. The Public and Intergovernmental Affairs Directorate is responsible to the Agency Internet page and will update the site as needed, ensuring that documents provided by other directorates meet the plain language standards.

VI. Agency’s plain writing website

a. Selective Service System’s homepage: www.sss.gov

b. SSS Open Government site: www.sss.gov/open

c. SSS Plain Language site: www.sss.gov/open/plainlanguage.aspx

d. Contact us page:

- i. <http://www.sss.gov/open/Suggestions.aspx>
 - ii. Also use email: open@sss.gov or information@sss.gov
- e. Implementation of the Act
 - i. Document list IS being prepared
 - ii. Expect completion by September 13th
- g. Other useful links
 - i. OMB's homepage: www.omb.gov
 - ii. Plain Language Initiative: www.plainlanguage.gov

V. Customer Satisfaction Evaluation after Experiencing Plain Writing Communications

This is the Agency's first report. Since the Plain Language Initiative has just recently been implemented, the Agency has no data to provide. However, we are developing some baseline data that should help evaluate how effective we are.