



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-1950

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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION
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ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Requirements and Initial Implementation of Public Law 111-74, "Plain Writing Act of 2010," (the Act) in the Department of Defense (DoD)

Request you designate a Point of Contact (POC) at the GS-15 or equivalent level by December 15, 2011 to assist the Washington Headquarters Services (WHS) in implementing the Act. More specifically, WHS would like to collaborate with your POCs on the development of a DoD Instruction and other related implementation efforts, such as disseminating training information and providing component data for reporting requirements. Please send the name, phone number, and e-mail address of your POC to DoDPlainLanguage@whs.mil.

The Act requires each Federal agency to use plain language in every non-regulatory letter, publication, form, notice, or instruction. The purpose of the Act is to improve the effectiveness and accountability of Federal agencies to the public by promoting clear communications the public can understand and use that are simple, meaningful, concise, and well-organized. The "public" means anticipated readers or recipients with whom you communicate, including any affected external stakeholders.

DoD must take the following actions to implement the Act, some of which have already been completed:

- Appoint Senior Agency Official. On September 13, 2011, the Deputy Secretary of Defense appointed me as the senior DoD official for plain writing and to be responsible for overseeing DoD implementation of the Act.
- Create DoD Plain Writing Website. A DoD plain writing website was established at <http://www.dtic.mil/whs/directives/plainlanguage.html>. This website is an information resource to implement and comply with the Act. It also serves as the central interface

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where the public can provide feedback to improve DoD's implementation of the Act and identify documents that require plain writing improvements.

- Develop DoD Plain Writing Policy. The WHS will prepare and coordinate a DoD Instruction for my signature by September 1, 2012 to codify the requirements of the Act. The Instruction will establish:
 - DoD policy, requirements, and procedures to implement the Act.
 - A process to oversee compliance with the Act.
 - Training requirements.
 - Procedures to capture, compile, and submit an annual report on DoD's ongoing implementation of the Act.
- Use Plain Writing. In accordance with the April 13, 2011, Office of Management and Budget memorandum, "Final Guidance on Implementing the Plain Writing Action of 2010," DoD must immediately begin using plain writing in all new or substantially revised non-regulatory documents. See the DoD plain writing website (<http://www.dtic.mil/whs/directives/plainlanguage.html>) for helpful plain writing concepts and material.

My plain writing POC is Kate Ives, Directives Division, Executive Services Directorate, Washington Headquarters Services. She may be contacted at (571) 372-0442 or via e-mail at Kate.Ives@whs.mil.



Michael L. Rhodes
Director