

**DEPARTMENT OF VETERANS AFFAIRS  
PLAIN WRITING ACT ANNUAL PLAN  
APRIL 2015**

OBJECTIVE	ACTION	MILESTONES	OUTCOMES
Increase opportunities to deliver Plain Language training modules in an online format to reach employees who regularly write or edit public-facing documents	Department of Health and Human Services training will be used as a template to create this course	Expected release in late summer 2015	Increase ability to train a larger audience to include field facility employees. The online modules allow more employees to be trained in Plain Language
Expand upon VA's ability to test documents for compliance by developing a VA Plain Language Compliance Testing Working Group	1. Participate in commenting on the VA Style Guide to ensure that it meets Plain Language compliance  2. Identify tools and distribute this to the Administration and Staff Offices so they can independently test materials for Plain Language	summer 2015  fall 2015	Expansion of VA's ability to test all public-facing documents to ensure Plain Language compliance
Increase VA's ability to provide clear and concise information on VA's web-related communications	Provide briefing to the VA Web Governance Board on Plain Language	First meeting with Web Government Board held on March 24, 2015. Meetings to continue	Increase VA's ability to provide clear and concise information throughout communications that are posted online
Rewrite materials to ensure that Veterans and their Family Members are afforded Compensation regulations (38 CFR) reorganized in Plain Language	For 2015, work towards the final goal of rewriting and reorganizing some of the 280 regulations on VA's disability compensation benefits	In progress and many regulations already posted in the Federal Register for comment	Provides Veterans and their family members, as well as Veterans Service Organization representatives, easier to understand Compensation regulations that are reorganized and rewritten in Plain Language

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Demonstrate Department compliance with the Plain Writing Act	Publish a report describing VA's compliance with the Act	Targeted for completion in April 2015	Provides VA's overall compliance with the Act to the public
Expand VA Plain Language Working Group membership	Add additional representatives from various offices to the VA Plain Language Working Group, including MyVA and the Veteran Experience Office	Targeted for completion in 3 <sup>rd</sup> Quarter FY 2015	Expands VA Plain Language Working Group to include representatives from other VA offices