

**DEPARTMENT OF VETERANS AFFAIRS
PLAIN WRITING ACT ANNUAL PLAN
APRIL 2016**

OBJECTIVE	ACTION	MILESTONES	OUTCOMES
<p>Increase opportunities to deliver Plain Language training modules in an online format to reach employees who regularly write or edit public-facing documents</p>	<p>VA Learning University created several new training modules</p>	<p>Released in fall 2015</p>	<p>Increase ability to train a larger audience to include field facility employees. The online modules allow more employees to be trained in Plain Language</p>
<p>Expand upon VA's ability to test documents for compliance by developing a VA Plain Language Compliance Testing Working Group</p>	<p>1. Participate in reviewing and writing VA's Correspondence Guide and Correspondence Directive to include important information about Plain Language</p> <p>2. Meet with non-governmental program creators to determine if products, such as WordRake, are viable products for VA to use. If determined to be useful, identify how to distribute this tool to the Administration and Staff Offices so they can independently test materials for Plain Language</p>	<p>summer/fall 2016</p> <p>spring/summer 2016</p>	<p>Expansion of VA's ability to test all public-facing documents to ensure Plain Language compliance</p>

OBJECTIVE	ACTION	MILESTONES	OUTCOMES
Increase VA's ability to provide clear and concise information on VA's web-related communications	<p>Continue communications with VA's Web Governance Board on Plain Language</p> <p>Promote new, streamlined, Veteran-centric website, Vets.gov</p>	<p>First meeting with Web Government Board held on March 24, 2015. Meetings to continue</p> <p>ongoing</p>	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 2016, 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
Demonstrate Department compliance with the Plain Writing Act	<p>Complete Center for Plain Language's Annual Report Card</p> <p>Review and update VA's Directive on Plain Language</p>	<p>occurs annually</p> <p>occurs annually</p>	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	Completed in 3 rd and 4 th Quarter FY 2015. Continue to add additional members in FY 2016, as needed.	Expands VA Plain Language Working Group to include representatives from other VA offices