

**DEPARTMENT OF VETERANS AFFAIRS
PLAIN WRITING ACT ANNUAL PLAN
APRIL 2014**

OBJECTIVE	ACTION	MILESTONES	OUTCOMES
Ensure that VA employees who draft, edit, or comment on documents receive plain language training.	Identify training requirements for Correspondence staff members who have a primary responsibility for writing, editing, or commenting on documents and target training for that audience.	Completed. See attached training brochures for the Plain Language Summer and Winter Learning Series that was developed for this group.	Improved ability and confidence levels in writing clearly and effectively using Plain Language.
Increase opportunities to deliver Plain Language training modules in an online/virtual format in order to reach a larger VA audience.	Develop and pilot the online (virtual) training modules for all of VA's Learning University (VALU) Plain Language courses (a total of 13 Plain Language courses of which only one was available on-line).	Pilot courses completed March 2014. Expected release of virtual courses is late summer 2014.	Increased ability to train a larger audience to include field facility employees. The online modules allow employees the flexibility to select courses to address their individual needs.
Increase ability to test documents for Plain Language compliance.	Develop and deliver a new Plain Language class on how to test documents for compliance.	Class was held on March 27, 2014, for 30 key participants from the VA Administrations and Staff Offices.	Increased ability to test documents for compliance.
Expand upon VA's ability to test documents for compliance by developing a VA Plain Language Compliance Testing Working Group	Identify members, write Charter, and develop workflow process for Departmental compliance testing of public-facing documents.	Targeted for completion in December 2014.	Expansion of VA's ability to test all public-facing documents to ensure Plain Language compliance.

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Improve public access to the Department's Plain Writing initiative documents.	Establish a Department Web site and ensure that it is kept up-to-date with all Plain Language documents.	Web site updated in April 2014.	Improved public access to the Department's Plain Writing documentation.
Increase the listing of Plain Language points of contact for VA.	Update VA's Plain Language Web page.	Completed March 2014.	Provides the public additional contact information for the Administrations.
Ensure that Veterans and their Family Members are afforded Compensation regulations (38 CFR) reorganized in Plain Language.	Rewrite and reorganize all 280 regulations on VA's on 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.
Improve VA's Plain Language Communications Plan.	Promote training opportunities throughout VA on a quarterly basis through the VA Learning University.	In progress.	Continues VA sponsorship of the Act at all levels within the Department.
Ensure that Plain Language is required VA policy.	Incorporate the requirement for Plain Language into VA policy documents.	Targeted for completion in September 2014.	Incorporates the requirements of the Act into VA policy documents for compliance purposes.
Demonstrate Department compliance with the Plain Writing Act.	Publish a report describing VA's compliance with the Act.	Targeted for completion in August 2014.	Provides VA's overall compliance with the Act to the public.
Ensure that VA Forms are developed using Plain Language.	Update Management VA Directive 6310 to include plain language requirements.	Targeted for completion in September 2014.	Provides the policy to ensure all new and updated forms are in plain language for public use.