

U.S. DEPARTMENT OF JUSTICE

2023 Plain Writing Report



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EXECUTIVE SUMMARY

The Plain Writing Act of 2010 (“Act”) was signed on October 13, 2010. The law requires that federal agencies use clear government communication that the public can understand and use.

The Department of Justice (“DOJ” or “Department”) is comprised of law enforcement bureaus, offices, boards, and divisions who vary considerably in their missions and structures. Therefore, the Department has continued to rely on each component’s leadership to determine which of their public-facing (and internal) documents comply with the Act, or need to be revised, as well as which employees need plain writing training.

In 2023, various components of the Department continued to implement the requirements of the Plain Writing Act by writing and revising public-facing documents to be more clear, concise, meaningful, and well-organized. In a continued reflection of the diverse and decentralized process employed by the Department in implementing the Act, we provide a sample of plain writing activities from several DOJ components during the 2023 calendar year (CY).

ANTITRUST DIVISION (ATR)

The mission of the Antitrust Division (ATR) is to promote economic competition through enforcing and providing guidance on antitrust laws and principles.

During CY 2023, ATR created the following communications/activities using plain writing principles. Projected plans and goals for 2024 are also included.

<p>Public-Facing Documents or Announcements:</p>	<p>ATR, through the Office of Public Affairs, issued press releases and published other announcements.</p> <p>ATR convened two events and posted the agendas on their Events page:</p> <ul style="list-style-type: none"> • Spring 2023 Enforcers Summit • Public Workshops on the 2023 Draft Merger Guidelines
<p>External Websites:</p>	<p>ATR refreshed individual pages on the Antitrust Division website:</p> <ul style="list-style-type: none"> • Report Violations • Complaint Center • Civil Enforcement • Criminal Enforcement
<p>External Training and Guidance:</p>	<p>N/A</p>
<p>2024 Plans and Goals:</p>	<p>ATR will continue to take intended audiences into account during review and incorporate plain writing in website, complaint center, and guidance materials updates.</p>

CIVIL RIGHTS DIVISION (CRT)

The Civil Rights Division (CRT) works to uphold the civil and constitutional rights of all persons in the United States, particularly some of the most vulnerable members of our society. The Division enforces federal statutes prohibiting discrimination based on race, color, sex (including pregnancy, sexual orientation, and gender identity), disability, religion, familial status, national origin, and citizenship status.

During CY 2023, CRT created the following communications/activities using plain writing principles. Projected plans and goals for 2024 are also included.

<p>Public-Facing Documents or Announcements:</p>	<ul style="list-style-type: none"> • After securing an Interim Resolution Agreement (IRA) in its first environmental justice investigation under Title VI of the Civil Rights Act of 1964, CRT developed a series of plain writing documents intended for different stakeholder groups. Alabama Department of Public Health (Lowndes County) IRA (1) Fact Sheet, (2) Summary, and (3) Question and Answer. • CRT developed resources to explain how CRT protects against religious and national origin discrimination, using examples to show how different types of conduct may violate federal civil rights laws. Combating Religious Discrimination and Combating National Origin Discrimination. • CRT revised letters with critical information for potential aggrieved persons and witnesses to incorporate plain writing principles. • Fact Sheet: Notice of Proposed Rulemaking on Accessibility of Medical Diagnostic Equipment: This fact sheet gives a plain writing summary of DOJ's Notice of Proposed Rulemaking updating Title II of the Americans with Disabilities Act (ADA) regulations to lay out requirements for the accessibility of medical diagnostic equipment.
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- [Fact Sheet: Notice of Proposed Rulemaking on Accessibility of Web Information and Services of State and Local Government Entities](#): This fact sheet gives a plain writing summary of DOJ’s Notice of Proposed Rulemaking updating Title II of the ADA regulations and requirements about web and mobile application accessibility.
- CRT Public Findings Reports and Summaries: These materials incorporate plain writing principles to provide accurate and accessible information to a broad audience on CRT’s investigations into state or local institutions and next steps for implementing remedial measures. (1) Louisiana Department of Corrections [Findings Report](#) and [One Pager](#); (2) [Louisville Metro Government and Louisville Metro Police Department One Pager](#); (3) [City of Minneapolis and Minneapolis Police Department Findings Report](#); (4) [New Jersey Paramus Veterans Memorial Home and Menlo Park Veterans Memorial Home Findings Report](#); and (5) [South Carolina Adult Care Homes for Adults with Serious Mental Illness Findings Report](#).
- [How to Avoid Immigration-Related Discrimination when Complying with U.S. Export Control Laws](#): A fact sheet for employers on how to avoid unlawful discrimination under the Immigration and Nationality Act when also seeking to comply with the International Traffic in Arms Regulations and the Export Administration Regulations.
- [How to Avoid Unlawful Discrimination and Other Form I-9 Violations When Using Commercial or Proprietary Programs to Electronically Complete the Form I-9 or Participate in E-Verify](#): A fact sheet discussing

	<p>what employers should keep in mind if they use private sector commercial or proprietary products to electronically complete, modify, or retain the Form I-9.</p> <ul style="list-style-type: none">• Portability of Professional Licenses and Certificates for Servicemembers and Their Spouses: A fact sheet for an audience of military spouses that explains a law passed in January 2023 that allows servicemembers and their spouses to use their professional licenses and certificates when they relocate due to military orders, in certain circumstances.• Protecting Access to Education for Unaccompanied Children: A fact sheet highlighting the challenges unaccompanied children face to accessing education, explaining to individuals caring for unaccompanied children where to go for help, and how public schools can understand their responsibilities to these children under federal civil rights laws.• Protecting Access to Education for Migratory Children: A fact sheet highlighting the challenges migratory children face to access education, explaining to families where they can go for help, and how public schools can understand their responsibilities to these children under federal civil rights laws.• Redlining and Your Rights: An outreach document explaining federal laws that prohibit lenders from discriminating against applicants for loans.• The Employment Litigation Section: A summary of CRT's authority to protect the rights of applicants and employees in state and local government jobs.
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- [The Pregnant Workers Fairness Act & State & Local Government Workplaces](#): A handout on CRT's enforcement of the Pregnant Workers Fairness Act, which became effective on June 27, 2023.
- [Summary of Settlement Agreement with Anchorage School District](#): This document summarizes the Settlement Agreement between the United States and Anchorage School District to address the improper seclusion and restraint of students with disabilities.
- [Summary of Settlement Agreement with Case Western Reserve University](#): This document summarizes the Settlement Agreement between the United States and Case Western Reserve University and the response to reports of student-on-student and employee-on-student sexual harassment and allegations indicating a climate of sexual harassment in the university's Greek Life program.
- [Summary of Settlement Agreement with Clay County School District](#): This document summarizes the Settlement Agreement between the United States and Clay County School District to resolve an investigation into the District's program for English Learner students.
- [Summary of Settlement Agreement with Spokane Public Schools](#): This document summarizes the Settlement Agreement between the United States and Spokane Public Schools to address discrimination against students with disabilities in the use of student isolations and physical restraints.

	<ul style="list-style-type: none"> • What We Do CRT’s Employment Litigation Section: An informational sheet on CRT’s enforcement of Title VII of the Civil Rights Act. • What You Should Know About the Denver Public Schools (DPS) Consent Decree: This document highlights requirements of the DPS Consent Decree that required DPS to take steps to ensure that English Language Learners have an equal opportunity to participate in school.
External Websites:	<ul style="list-style-type: none"> • Combating Improper Seclusion in Schools: This webpage gives an overview of CRT’s efforts to combat improper seclusion in schools and how we have—and can—help children and their families to remedy illegal seclusion policies and practices. • Combating National Origin Discrimination in Schools: This webpage gives an overview of CRT’s efforts to protect students from discrimination based on national origin and includes guidance and resources for school districts and families. • CRT added four topics with plain writing explanations of complex concepts about the law to ADA.gov’s ‘Featured Topics’ page: (1) Community Integration; (2) Criminal Justice; (3) Emergency Planning; and (4) Opioid Use Disorder. • CRT revamped the Employment Litigation Section webpage that explains CRT’s work to protect the right of job applicants and employees by fighting unlawful discrimination in the workplace. • CRT collaborated with the Community Relations Service to migrate the Hate Crimes Website onto a new web platform, making content on

	<p>the About, Grants, and State Data pages, among others, more accessible and mobile-friendly.</p> <ul style="list-style-type: none"> • Housing and Civil Enforcement Cases: CRT added plain writing summaries of cases brought to protect fundamental rights, such as the right to access housing free from discrimination, the right to access credit on an equal basis, the right to patronize places of business that provide public accommodations, and the right to practice one’s faith free from discrimination. • CRT added the Professional License Portability webpage after a law was passed in January 2023 that allows servicemembers and their spouses to use their professional licenses and certificates when they relocate due to military orders, in certain circumstances. • CRT launched an updated Voting and Elections website that serves as a one-stop resource providing voting and elections information for voters and state and local elections officials.
<p>External Training and Guidance:</p>	<ul style="list-style-type: none"> • Employer Training: Avoiding Unlawful Immigration-Related Employment Discrimination: This employer training explains prohibited discrimination under the Immigration and Nationality Act’s anti-discrimination provision. • Training on Worker Rights: If you Have the Right to Work, Don’t Let Anyone Take It Away: This worker training explains protections against prohibited discrimination under the Immigration and Nationality Act’s anti-discrimination provision.
<p>2024 Plans and Goals:</p>	<ul style="list-style-type: none"> • On ADA.gov, develop a ‘glossary’ tool that will allow users to mouse over complex legal terms and see plain writing definitions for those

	<p>terms. In addition, add two more featured topics on HIV and ADA Designated Agencies.</p> <ul style="list-style-type: none">• Develop high-quality fact sheets and summaries of settlement agreements/consent orders, and other public outreach documents that are clear, concise, and user-friendly.• Create informational sheets on how DOJ can address workplace discrimination targeting Jewish, Arab, Muslim, & Palestinian communities.• Incorporate human-centered design and plain writing principles to revamp information on CRT's website, including: The Immigrant and Employee Rights Section's Hotline Program.
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ENVIRONMENT AND NATURAL RESOURCES DIVISION (ENRD)

The Environment and Natural Resources Division (ENRD) enforce the Nation’s civil and criminal environmental laws, including the Clean Air Act, Clean Water Act, and hazardous waste laws, which involves the protection of the Nation’s natural resources and handling cases relating to tribal rights and resources.

During CY 2023, ENRD created the following communications/activities using plain writing principles. Projected plans and goals for 2024 are also included.

Public-Facing Documents or Announcements:	<ul style="list-style-type: none"> • The Jackson, Mississippi Drinking Water and Sewer Overflow Issues Request for Community Statements announcement and survey. • Environment and Natural Resources Division FY 2023 Accomplishments Report.
External Websites:	<ul style="list-style-type: none"> • ENRD migrated its public-facing website to a new DOJ content management platform and US Web Design System design. ENRD took this opportunity to significantly reduce outdated or redundant content and refresh every section and page of the website to make it more relevant to the web audience. Plain writing principles were included in the content refresh.
External Training and Guidance:	<ul style="list-style-type: none"> • N/A
2024 Plans and Goals:	<ul style="list-style-type: none"> • ENRD will continue to refresh its public-facing web content using the plain writing principles.

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW (EOIR)

The primary mission of the Executive Office for Immigration Review (EOIR) is to adjudicate immigration cases by fairly, expeditiously, and uniformly interpreting and administering the Nation's immigration laws. Under delegated authority from the Attorney General, EOIR conducts immigration court proceedings, appellate reviews, and administrative hearings.

During CY 2023, EOIR created the following communications/activities using plain writing principles. Projected plans and goals for 2024 are also included.

<p>Public-Facing Documents or Announcements:</p>	<ul style="list-style-type: none"> • EOIR endeavors to use plain writing principles on its website to make documents easy to understand and navigate. The plain writing practices incorporated in the EOIR Style Guide extend to the creation of its external agency documents and is available for all EOIR employees. • As part of the review and renewal process of EOIR forms under the Paperwork Reduction Act (PRA), EOIR components solicit and consider suggestions from the public on how to make each form simpler, which includes the use of plain writing. • The Immigration Court Practice Manual and the Uniform Docketing System Manual continue to be periodically updated and are written with readability as a central focus. The Board of Immigration Appeals ensures that Clerk's Office notices are both created and revised using plain writing principles. The self-help materials available at immigration courts for noncitizens and visitors, such as the EOIR Fraud and Abuse pamphlet, are also developed using plain writing principles. • EOIR leverages its Language Access Working Group (LAWG), comprised of representatives throughout EOIR, to promote the use of plain writing, and Section 508 compliance. LAWG
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	<p>seeks to improve language access for individuals with Limited English Proficiency. LAWG’s deliverables include improvements to EOIR’s website, communication products, forms, and other EOIR resources.</p> <ul style="list-style-type: none"> • The Office of the Chief Immigration Judge’s hearing notices were revised in 2022 to conform with plain writing requirements. The revised, simplified notices continue to be used and conform with plain writing requirements.
External Websites:	<ul style="list-style-type: none"> • EOIR adheres to plain writing principles for content and forms on its public website. EOIR continually evaluates where increased language access for individuals with Limited English Proficiency (LEP) and Section 508 compliance can improve information dissemination to relevant audiences. • Throughout EOIR’s operations, EOIR’s Language Access Working Group assesses opportunities to improve language access for individuals with LEP. • EOIR’s Respondent Access website is specifically designed to conform with plain writing requirements.
External Training and Guidance:	<ul style="list-style-type: none"> • EOIR shares the availability of plain writing training for Federal employees on an ongoing basis. This training is available from government agencies, associations, and list serves. EOIR encourages the dissemination of this training throughout the workforce. • EOIR adheres to the principles of plain writing in external training documents posted on the public website.
2024 Plans and Goals:	<ul style="list-style-type: none"> • Continue to incorporate plain writing in all

	<p>public-facing documentation.</p> <ul style="list-style-type: none">• Continue to promote plain writing training available to employees on LearnDOJ and through other sources.• Continue to implement EOIR’s Language Access Plan setting forth the standards, principles, and guidelines through which EOIR provides and enhances meaningful access to EOIR’s programs and activities to external stakeholders with LEP.
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FOREIGN CLAIMS SETTLEMENT COMMISSION (FCSC)

The Foreign Claims Settlement Commission (FCSC) is a quasi-judicial, independent agency within the Department of Justice that adjudicates claims of U.S. nationals against foreign governments, under specific jurisdiction conferred by Congress, pursuant to international claims settlement agreements, or at the request of the Secretary of State.

During CY 2023, FCSC created the following communications/activities using plain writing principles. Projected plans and goals for 2024 are also included.

Public-Facing Documents or Announcements:	<ul style="list-style-type: none"> FCSC created decision and communication templates in support of its adjudication of claims. These templates have been designed to be consistent, concise, and use plain writing principles. Revisions to these documents are made based on public responses, when appropriate.
External Websites:	<ul style="list-style-type: none"> This year, as part of its website revitalization, FCSC made efforts to ensure the use of plain writing principles.
External Training and Guidance:	<ul style="list-style-type: none"> N/A
2024 Plans and Goals:	<ul style="list-style-type: none"> FCSC plans to continue work on the FCSC website to improve the public's access to the Commission.

JUSTICE MANAGEMENT DIVISION (JMD)

Under the leadership of the Assistant Attorney General for Administration, the Justice Management Division (JMD) serves as the management arm of the Department, advising the Attorney General and Deputy Attorney General on various issues related to the operation of the Department and its missions.

During CY 2023, JMD created the following communications/activities using plain writing principles. Projected plans and goals for 2024 are also included.

Public-Facing Documents or Announcements:	<ul style="list-style-type: none"> • N/A
External Websites:	<ul style="list-style-type: none"> • JMD migrated all justice.gov content to a new content management system and encouraged all DOJ components to use plain writing principles during the remediation and revamping of their websites. • JMD substantially redesigned portions of the JMD website to incorporate plain writing principles.
External Training and Guidance:	<ul style="list-style-type: none"> • N/A
2024 Plans and Goals:	<ul style="list-style-type: none"> • Continue to encourage all DOJ web content managers to use plain writing on justice.gov. • Continue to update JMD website content according to plain writing principles.

NATIONAL INSTITUTE OF CORRECTIONS (NIC)

The National Institute of Corrections (NIC) is the only federal agency with a legislative mandate (Public Law 93-41.5) to provide training, information, and technical assistance to corrections at the tribal, federal, state, and local levels. NIC provides leadership to influence correctional policies, practices, and operations nationwide in areas of emerging interest and concern to correctional executives and practitioners.

During CY 2023, NIC created the following communications/activities using plain writing principles. Projected plans and goals for 2024 are also included.

Public-Facing Documents or Announcements:

- *Facts About Bail Reform*. This publication highlights the use of legal and evidenced based practices in a criminal legal system and supports reform efforts.
- The [National Standards for Criminal Justice Coordinating Councils](#) suggests a framework for the formation and ongoing management of criminal justice coordinating councils.
- The [CJCC Essential Elements: A Companion to the National Standards for Criminal Justice Coordinating Councils](#) offers a checklist and assessment tool to assist with implementation of the ten key attributes associated with high-performing criminal justice coordinating councils.
- The [Effects of COVID-19 on Prison Operations](#) report focuses on the effects of COVID-19 on state correctional facilities and highlights the innovative responses that correctional facilities have taken.
- *Effects of COVID-19 on Jail Operations*. This report focuses on the effects of COVID-19 on state correctional facilities and highlights the innovative responses that local jurisdictions have taken.
- *A Guide for Jail-Based Competency Restoration*. This publication is intended to help agencies and facilities have a better

	<p>understanding of and develop a comprehensive strategy for implementing jail-based competency restoration programs for people in custody who have been found incompetent to stand trial.</p>
External Websites:	<ul style="list-style-type: none"> • N/A
External Training and Guidance:	<ul style="list-style-type: none"> • <i>Briefing Guide for New Wardens</i>. This document introduces newly appointed wardens to the training, assistance, and information available to them from NIC. • <i>Dealing with Challenging Staff Members</i>. This training looks at the challenge of working with difficult staff and offers strategies to reduce the number of stressful interactions that leaders have with these staff and to help them produce improved results. • <u>National Standards for Criminal Justice Coordinating Councils</u>. This training summarizes the contents of the CJCC national standards and its companion guide. • <i>Instilling Holistic Safety: How We Can Reimagine Our Approach Toward Safety in Corrections</i>. This training introduces a new concept of safety in corrections that supports sustainable rehabilitation. • <i>The Leader's Dilemma: How To Balance Two Important Needs</i>. This training discusses the balance between productivity and ensuring that employees have the assistance and resources that are necessary to function effectively. • <i>Post Critical Incident Seminar: Implementation and Best Practices in a Correctional Setting</i>. This training shares research findings about

	<p>post critical incident seminars and how they can be developed for an agency.</p> <ul style="list-style-type: none"> • <i>Court Nonappearance and New Case Filings: Redefining Pretrial Misconduct.</i> This training highlights the nature of pretrial risk, missed court dates, and new case filings. It also proposes more accurate and useful definitions for these events and presents strategies to help mitigate or prevent misconduct. • <i>Promoting Civility.</i> This training explores practical strategies for leaders and managers to address uncivil and disrespectful behavior from staff in the workplace. • <i>Current and Innovative Practices in Reducing Staff Trauma and Organizational Stress in Corrections for Correctional Officers.</i> This training shares current and best practices to reduce correctional staff trauma and organizational stress in U.S. jail and prison settings. • <i>Transgender Cultural Fluency.</i> This training discusses common barriers to care for incarcerated transgender individuals. • <i>Veteran Intercepts in the Criminal Justice System.</i> This training offers solutions to preventing veterans from having further involvement in the justice system through early identification of their veteran status in the booking and arraignment process.
<p>2024 Plans and Goals:</p>	<ul style="list-style-type: none"> • NIC will continue its plain writing efforts across its training and publications. Expansion to social media and a variety of web assets is expected.

OFFICE FOR ACCESS TO JUSTICE (ATJ)

The Office for Access to Justice (ATJ) works to break down barriers to the founding principle and enduring promise of the Department of Justice: equal justice under law. Our mission is to ensure access to the promises and protections of our civil and criminal legal systems for all communities.

During CY 2023, ATJ created the following communications/activities using plain writing principles. Projected plans and goals for 2024 are also included.

Public-Facing Documents or Announcements:	<ul style="list-style-type: none"> • Updated the Office’s Mission, Vision, and Guiding Principles using plain language. • Supported PARDON in applying plain writing principles to the pardon application form. • Published the 2023 Legal Aid Interagency Roundtable (LAIR) report, “<u>Access to Justice in Federal Administrative Proceedings: Nonlawyer Assistance and Other Strategies.</u>” The report builds on LAIR’s people-centered simplification efforts in 2022 and encourages federal agencies to use plain language to increase access to justice in federal administrative proceedings.
External Websites:	<ul style="list-style-type: none"> • ATJ sought to advance plain writing principles in all public facing materials and websites.
External Training and Guidance:	<ul style="list-style-type: none"> • Several staff attended external workshops and webinars on plain language hosted by Digital.gov.
2024 Plans and Goals:	<ul style="list-style-type: none"> • ATJ plans to pilot a plain writing training for ATJ staff.

OFFICE OF PRIVACY AND CIVIL LIBERTIES (OPCL)

The Office of Privacy and Civil Liberties (OPCL) supports the Department’s Chief Privacy and Civil Liberties Officer (CPCLO). The CPCLO is a member of the Office of the Deputy Attorney General and the principal advisor to the Attorney General, Department Leadership, and components on issues involving privacy and civil liberties policy and compliance.

During CY 2023, OPCL created the following communications/activities using plain writing principles. Projected plans and goals for 2024 are also included.

Public-Facing Documents or Announcements:	<ul style="list-style-type: none"> OPCL updated its listing of Department-wide and component-specific Privacy Impact Assessments, System of Records Notices, and Computer Matching Agreements.
External Websites:	<ul style="list-style-type: none"> OPCL revised its website. OPCL also created a webpage to signify a newly established Data Protection Review Court.
External Training and Guidance:	<ul style="list-style-type: none"> OPCL updated its Policies & Guidance page information.
2024 Plans and Goals:	<ul style="list-style-type: none"> OPCL will continue to apply the principles of plain writing to subsequent updates of the OPCL and Data Protection Review Court (DPRC) webpages.

OFFICE OF THE PARDON ATTORNEY (PARDON)

The Office of the Pardon Attorney (PARDON) reviews, investigates, and prepares the Department's recommendation on executive clemency applications. The Deputy Attorney General then reviews and signs each recommendation before submitting those recommendations to the President.

During CY 2023, PARDON created the following communications/activities using plain writing principles. Projected plans and goals for 2024 are also included.

Public-Facing Documents or Announcements:

- PARDON launched the [Application for Certificate of Pardon for the Offenses of Simple Possession, Attempted Simple Possession, or Use of Marijuana](#) for people who had been pardoned under the President's 2022 proclamation pardoning federal crimes of simple possession of marijuana. The new application, as well as several pieces of related correspondence, was designed with plain writing principles. It was launched in both paper and web form applications after usability testing and consultation with U.S. Digital Services. It has successfully resulted in numerous applications with minimal burden to applicants.
- PARDON engaged in an extensive effort to improve its pardon and commutation applications. The effort included soliciting feedback from internal, component employees and external stakeholders and users of the applications. PARDON worked with the Office for Access to Justice to conduct usability testing and incorporate human-centered design and plain writing principles into the new applications. The [Application for Commutation of Sentence](#) was launched in December 2023.
- PARDON, through the Office of Public Affairs, issued several press releases regarding visits to the Bureau of Prisons, clemency-related events

	<p>hosted by the Office, public outreach, and the solicitation of comments on the revised pardon application. See: Office of the Pardon Attorney News.</p>
External Websites:	<ul style="list-style-type: none"> • PARDON made significant updates to its public-facing website, Office of the Pardon Attorney, including increasing the transparency of the information available to the public, streamlining the platform, and using plain writing principles throughout.
External Training and Guidance:	<ul style="list-style-type: none"> • PARDON engaged in public trainings to teach potential applicants, friends, and advocates about how best to complete clemency applications and learn about clemency. The sessions simplified the clemency process and utilized plain writing principles to explain the clemency process to the audience.
2024 Plans and Goals:	<ul style="list-style-type: none"> • PARDON launched the new, revised pardon form Application for Pardon After Completion of Sentence in June 2024. PARDON hopes to assess the effectiveness of the form throughout CY 2024. • PARDON hopes to launch a new restitution form, which will adhere to plain writing and design principles utilized in other new and updated forms. • PARDON is engaged in an extensive overhaul of all form communications with the public, to simplify communications and feature plain writing throughout. PARDON hopes to have that project completed within the calendar year.

OFFICE ON VIOLENCE AGAINST WOMEN (OVW)

The Office on Violence Against Women (OVW) provides federal leadership in developing the national capacity to reduce violence against women and administer justice for and strengthen services to victims of domestic violence, dating violence, sexual assault, and stalking.

During CY 2023, OVW created the following communications/activities using plain writing principles. Projected plans and goals for 2024 are also included.

Public-Facing Documents or Announcements:	<ul style="list-style-type: none"> • OVW recently issued redesigned outreach materials on its mission and grant programs.
External Websites:	<ul style="list-style-type: none"> • OVW substantially redesigned its website to make it more accessible and provide detailed information using plain writing principles.
External Training and Guidance:	<ul style="list-style-type: none"> • In support of the requirements of M-24-11, Reducing Burden in the Administration of Federal Financial Assistance, OVW staff participated in a series of sessions hosted by the Council on Federal Financial Assistance on simplifying grant announcements, or Notices of Funding Opportunity (NOFO). These sessions are specifically designed to help Federal employees write NOFOs that are clearer, shorter, and easier to understand.
2024 Plans and Goals:	<ul style="list-style-type: none"> • OVW plans to offer online plain writing training to all OVW staff and contractors and will be selecting courses offered through LearnDOJ. • OVW will continue to develop outreach materials for newly authorized grant programs.

U.S. TRUSTEE PROGRAM (USTP)

The U.S. Trustee Program (USTP) is responsible for overseeing the administration of bankruptcy cases and private trustees. USTP is a national program with broad administrative, regulatory, and litigation/enforcement authorities whose mission is to promote the integrity and efficiency of the bankruptcy system for the benefit of all stakeholders – debtors, creditors, and the public.

During CY 2023, USTP created the following communications/activities using plain writing principles. Projected plans and goals for 2024 are also included.

<p>Public-Facing Documents or Announcements:</p>	<ul style="list-style-type: none"> • USTP ensured that public-facing documents, including press releases, publications, and certain job postings, were drafted taking the intended audience into account. These materials underwent multiple levels of review to ensure wording clarity and conciseness.
<p>External Websites:</p>	<ul style="list-style-type: none"> • USTP migrated its public-facing website to a new platform with the goal of making the interface more user-centered and accessible to the public, and established a working group to ensure the accuracy, clarity, and timeliness of external website content.
<p>External Training and Guidance:</p>	<ul style="list-style-type: none"> • USTP reaffirmed its commitment to foster effective communications when participating in external training sessions. USTP placed emphasis on delivering presentations that were clear, succinct, and easily understandable, ensuring effectiveness in engaging diverse groups of attendees with varying levels of background knowledge.
<p>2024 Plans and Goals:</p>	<ul style="list-style-type: none"> • USTP continues to maintain its commitment to fostering transparent and accessible communication practices. Notably, the USTP's Annual Report exemplifies this commitment. Additionally, the USTP is participating in a working group led by the Office of the Executive Secretariat that aims to develop

	<p>templates for departmental documents that will enhance public recognition and accessibility.</p> <ul style="list-style-type: none">• The USTP website working group is focusing on enhancing the user-friendliness and clarity of the Consumer section for the general public. USTP is planning to post explanatory videos to this page to simplify certain aspects of the bankruptcy process. In these videos, the actors use clear and accessible language, ensuring broader public understanding.• USTP intends to continue its multi-tiered approach to reviewing internal and publicly available information, taking the intended audience into account, in accordance with the Plain Writing Act of 2010.
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