The National Labor Relations Board
Plain Writing Act Compliance Report
April 2014

I. Senior NLRB Officials for Plain Writing:

a. Gary Shinners, Executive Secretary
   Office of the Executive Secretary
   (202) 273-1940

b. Anne Purcell, Associate General Counsel
   Division of Operations-Management
   (202) 273-2900

II. Explain what specific types of agency communications have you released by making them available in a format that is consistent with the Plain Writing guidelines.

<table>
<thead>
<tr>
<th>Type of communications of document or posting. List how this is made available to the public</th>
<th>Who is the intended user and approximate number of potential users</th>
<th>What has changed by using Plain Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>NLRB Press Releases</td>
<td>Media Outlets and Public at large</td>
<td>Press releases are concise and contain only essential facts.</td>
</tr>
<tr>
<td>Instructions for E-Filing/E-Filing Terms</td>
<td>Parties who are filing electronically on the public website</td>
<td>Instructions are easily understandable for all parties, including those acting without legal counsel.</td>
</tr>
<tr>
<td>Reports</td>
<td>Parties, Media, Organizations</td>
<td>Reports are easier to read and to understand.</td>
</tr>
</tbody>
</table>

III. Inform agency staff of Plain Writing Act’s requirements:

a. Information on the Act is posted on the agency intranet and internet.

b. Email to Agency employees notifying them of the Act’s requirements and the Agency’s proposal to comply with these requirements.
IV. Training

a. Agency provided the following trainings:

<table>
<thead>
<tr>
<th>Type of Training</th>
<th>Number of employees trained</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online training – web based training module</td>
<td>Over 850 employees</td>
<td>August 2013</td>
</tr>
</tbody>
</table>

V. Ongoing compliance/ sustaining change

a. The NLRB’s Senior Officials are responsible for ongoing compliance. Senior Officials will meet twice a year with division heads to review which documents must comply with the Plain Writing Act.

VI. Agency’s plain writing website

a. Website address – www.nlrb.gov/reports-guidance/policies

b. Contact us email address: plainwriting@nlrb.gov

c. Implementation of the Act

   i. Documents covered by the Act include – Pleadings Manual, templates, press releases, rules and regulations, reports, website content, correspondence, forms, and brochures.

d. Links to Compliance reports – this is the first compliance report that the Agency has submitted.

e. Links to OMB Memo and PLAIN Website

VII. Customer Satisfaction Evaluation after Experiencing Plain Writing Communications

The NLRB has provided an email address on its public website for the purpose of allowing the public to inform the Agency whether certain documents are not clearly written. To date, the Agency has received no emails at this email address. Therefore, at this time, the Agency is unable to gauge whether there is customer satisfaction in its plain writing efforts. The Agency will continue to monitor this email address and attempt to solicit feedback from the general public.