



Department of Defense INSTRUCTION

NUMBER 5025.13

April 11, 2013

Incorporating Change 4, May 31, 2018

DCMO

SUBJECT: DoD Plain Language Program

References: See Enclosure 1

1. PURPOSE. This instruction, in accordance with the authority in DoD Directives 5105.82 and 5105.53 (References (a) and (b)) ~~and~~, the July 11, 2014 Deputy Secretary of Defense Memorandum (Reference (c)), *and the February 1, 2018 Secretary of Defense Memorandum (Reference (d))*:

a. Establishes policy, assigns responsibilities, and provides procedures for the DoD Plain Language Program pursuant to Public Law 111-274 (Reference (~~de~~)) (also known as the “Plain Writing Act of 2010,” and referred to in this instruction as the “Plain Writing Act”) and Deputy Secretary of Defense Memorandum (Reference (~~ef~~)).

b. Promotes DoD use of clear, concise, and well-organized language in documents (as defined in this instruction) to effectively communicate with intended audiences. This is in accordance with the guidance in Presidential Memorandum (Reference (~~fg~~)), Office of Management and Budget Memorandum (Reference (~~gh~~)), and Director of Administration and Management Memorandum (Reference (~~hi~~)).

c. Establishes the DoD Plain Language Committee.

2. APPLICABILITY. This instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to in this instruction collectively as the “DoD Components”).

3. POLICY. It is DoD policy that:

a. The DoD:

(1) Maintains a DoD Plain Language program.

(2) Requires DoD personnel to use plain language concepts in new or substantially revised documents prepared after the date of this instruction. Documents requiring technical or specialized language should be as clear and concise as possible.

(3) Maintains the DoD Plain Language Website (referred to in this instruction as “the Website”) at <http://www.dtic.mil/whs/directives/plainlanguage.html> as the official DoD source for Plain Writing Act requirements, training, and compliance information.

(4) Offers, on the Website, a chance for users outside DoD to provide feedback on unclear DoD communications in documents defined in this instruction as “covered.”

(5) Offers a chance for DoD users to provide feedback on unclear DoD communications in documents.

(6) Publishes an annual report on the Website describing DoD Component efforts to comply with the Plain Writing Act in accordance with References (~~de~~), (~~fg~~), and (~~gh~~).

b. All DoD personnel who regularly write or edit documents must take plain language training, either via the Website or as described in Enclosure 3. All other DoD personnel are encouraged to take plain language training.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. INFORMATION COLLECTION REQUIREMENTS. The DoD Annual Plain Writing Act Compliance Report and DD Form 2960, “DoD Plain Language Compliance,” referred to in section 2 of Enclosure 2 and section 5 of Enclosure 3 of this instruction, have been assigned report control symbol DD-DCMO(A)2523. This is in accordance with the procedures in Volume 1 of DoD Manual 8910.01 (Reference (~~ij~~)).

7. RELEASABILITY. **Cleared for public release.** This instruction is available on the ~~DoD~~ *Issuances Directives Division* Website at <http://www.dtic.mil/whs/directives> <http://www.esd.whs.mil/DD/>.

8. EFFECTIVE DATE. This instruction is effective April 11, 2013.



Michael L. Rhodes
Director of Administration and Management

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....5

ENCLOSURE 2: RESPONSIBILITIES.....6

~~DEPUTY~~ CHIEF MANAGEMENT OFFICER (DCMO) OF THE DEPARTMENT OF DEFENSE.....6

DIRECTOR, WASHINGTON HEADQUARTERS SERVICES (WHS).....6

DoD AND OSD COMPONENT HEADS 7

ENCLOSURE 3: PROCEDURES.....8

 USING PLAIN LANGUAGE8

 TRAINING11

 DoD AND OSD COMPONENT PLAIN LANGUAGE CONTACTS11

 DoD PLAIN LANGUAGE COMMITTEE.....11

 COMPLIANCE REPORTING12

GLOSSARY13

 PART I: ABBREVIATIONS AND ACRONYMS13

 PART II: DEFINITIONS.....13

TABLE

 Plain Language Concepts.....8

FIGURES

 1. Procedures for Users Outside DoD to Request Clarification of Covered Documents9

 2. Procedures for DoD Personnel to Request Document Clarification.....10

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5105.82, "Deputy Chief Management Officer (DCMO) of the Department of Defense," October 17, 2008
- (b) DoD Directive 5105.53, "Director of Administration and Management (DA&M)," February 26, 2008
- (c) Deputy Secretary of Defense Memorandum, "Reorganization of the Office of the Deputy Chief Management Officer," July 11, 2014
- (d) *Secretary of Defense Memorandum, "Disestablishment of the Deputy Chief Management Officer and Establishment of the Chief Management Officer," February 1, 2018*
- (~~d~~e) Public Law 111-274, "Plain Writing Act of 2010," October 13, 2010
- (~~e~~f) Deputy Secretary of Defense Memorandum, "Implementation of Public Law 111-274, the 'Plain Writing Act of 2010,' in the DoD," September 13, 2011
- (~~f~~g) Presidential Memorandum, "Transparency and Open Government," January 21, 2009
- (~~g~~h) Office of Management and Budget Memorandum, "Final Guidance on Implementing the Plain Writing Act of 2010," April 13, 2011
- (~~h~~i) Director of Administration and Management Memorandum, "Requirements and Initial Implementation of Public Law 111-274, "Plain Writing Act of 2010," (the Act) in the Department of Defense (DoD)," November 22, 2011
- (~~i~~j) DoD Manual 8910.01, Volume 1, "DoD Information Collections Manual: Procedures for DoD Internal Information Collections," June 30, 2014

ENCLOSURE 2

RESPONSIBILITIES

1. DEPUTY CHIEF MANAGEMENT OFFICER (DCMO) OF THE DEPARTMENT OF DEFENSE. Pursuant to References (a), (b), ~~and~~(c), *and (d)*, the DCMO:

- a. Serves as the Senior Official for Plain Language to oversee DoD Component implementation of the Plain Writing Act.
- b. Establishes DoD policy, standards, and procedures for implementation and compliance with the Plain Writing Act through the DoD Plain Language Program.

2. DIRECTOR, WASHINGTON HEADQUARTERS SERVICES (WHS). The Director, WHS, through the Directives Division, Executive Services Directorate:

- a. Manages and administers the DoD Plain Language Program.
- b. Develops and maintains DoD-specific policy and procedural information.
- c. Communicates Plain Writing Act requirements to the DoD and OSD Components and offers training options on the Website.
- d. Maintains the Website to:
 - (1) Provide Plain Writing Act requirements, training, and compliance information.
 - (2) Collect amendment requests on DoD covered documents.
 - (3) Publish the DoD Annual Plain Writing Act Compliance Report.
- e. Compiles implementation data for the DoD Annual Plain Writing Act Compliance Report and publishes the report on the Website.
- f. Monitors amendment requests on DoD covered documents submitted through the Website. Reviews requests received to determine their legitimacy and, if warranted, routes amendment requests to the appropriate DoD or OSD Component for further action.
- g. Chairs the DoD Plain Language Committee.

3. DoD AND OSD COMPONENT HEADS. *The* DoD and OSD Component heads:
- a. Require the use of plain language concepts in all new or substantially revised documents.
 - b. Communicate Plain Writing Act requirements throughout their Component and oversee compliance.
 - c. Require Component personnel who regularly write documents to complete plain language training in accordance with section 2 of Enclosure 3.
 - (1) Component heads or personnel supervisors may direct personnel to repeat plain language training, if needed.
 - (2) Components using contractors to help write documents will ensure that relevant contracts entered into after the effective date of this instruction include a requirement that employees of the contractor use plain language when preparing those documents.
 - d. Appoint a Component plain language contact to serve as a representative on the Plain Language Committee and implement the procedures in Enclosure 3. Provide written documentation of the appointments and any changes in those appointments to WHS at whs.mc-alex.esd.mbx.dod-plain-language@mail.mil.
 - e. Encourage Component personnel to seek clarification from within their organization, as appropriate, before submitting an amendment request on the Website.

ENCLOSURE 3

PROCEDURES

1. USING PLAIN LANGUAGE

a. When drafting new documents or revising existing ones, DoD personnel will follow the Federal Plain Language Guidelines available at <http://www.plainlanguage.gov>, as appropriate. Specialized language may be required depending on the intended audience, but language and document organization should be as clear as possible.

b. Key concepts of plain language to keep in mind are noted in the Table.

Table. Plain Language Concepts

<p>Be Clear</p>	<ul style="list-style-type: none"> • Use plain language whenever possible; avoid jargon • Avoid overuse of acronyms (if used, make certain they are established upon first use) • Use the active voice • Organize and filter information with readers’ needs in mind • Format your document so that it’s easy to read and understand • Use tables or figures if that’s the best way to show information
<p>Be Concise</p>	<ul style="list-style-type: none"> • Remove unnecessary words • Write sentences with 20 words or fewer and that contain a single thought, action, etc. • Use seven sentences or fewer per paragraph
<p>Be Specific</p>	<ul style="list-style-type: none"> • Include only information that the reader must know • Use words with precise meaning • Include details that are directly relevant to the main point

c. Procedures for users outside DoD to request amendment of covered documents are in Figure 1. Procedures for DoD personnel to request amendment of all documents (including covered) are in Figure 2.

Figure 1. Procedures for Users Outside DoD to Request Clarification of Covered Documents

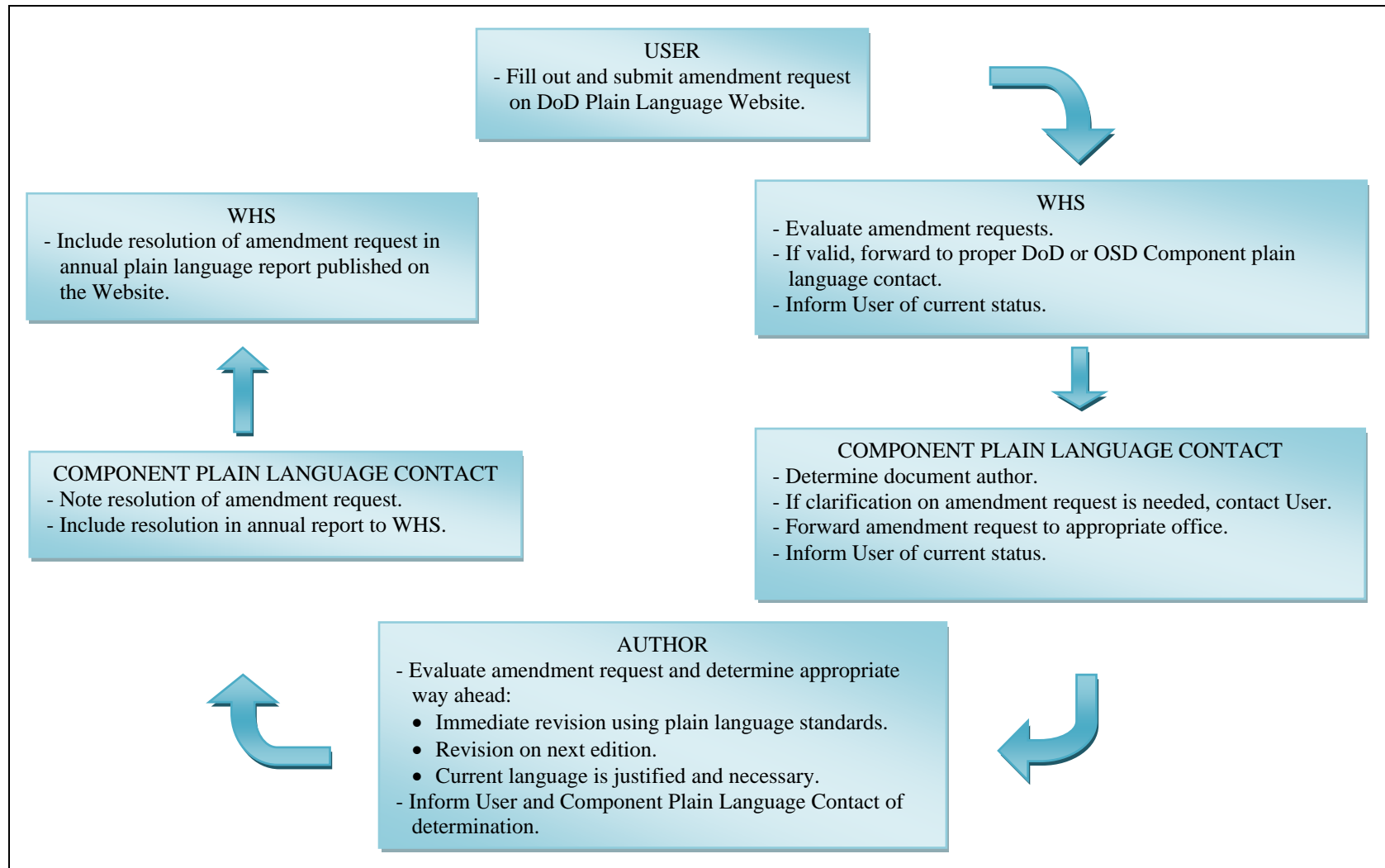
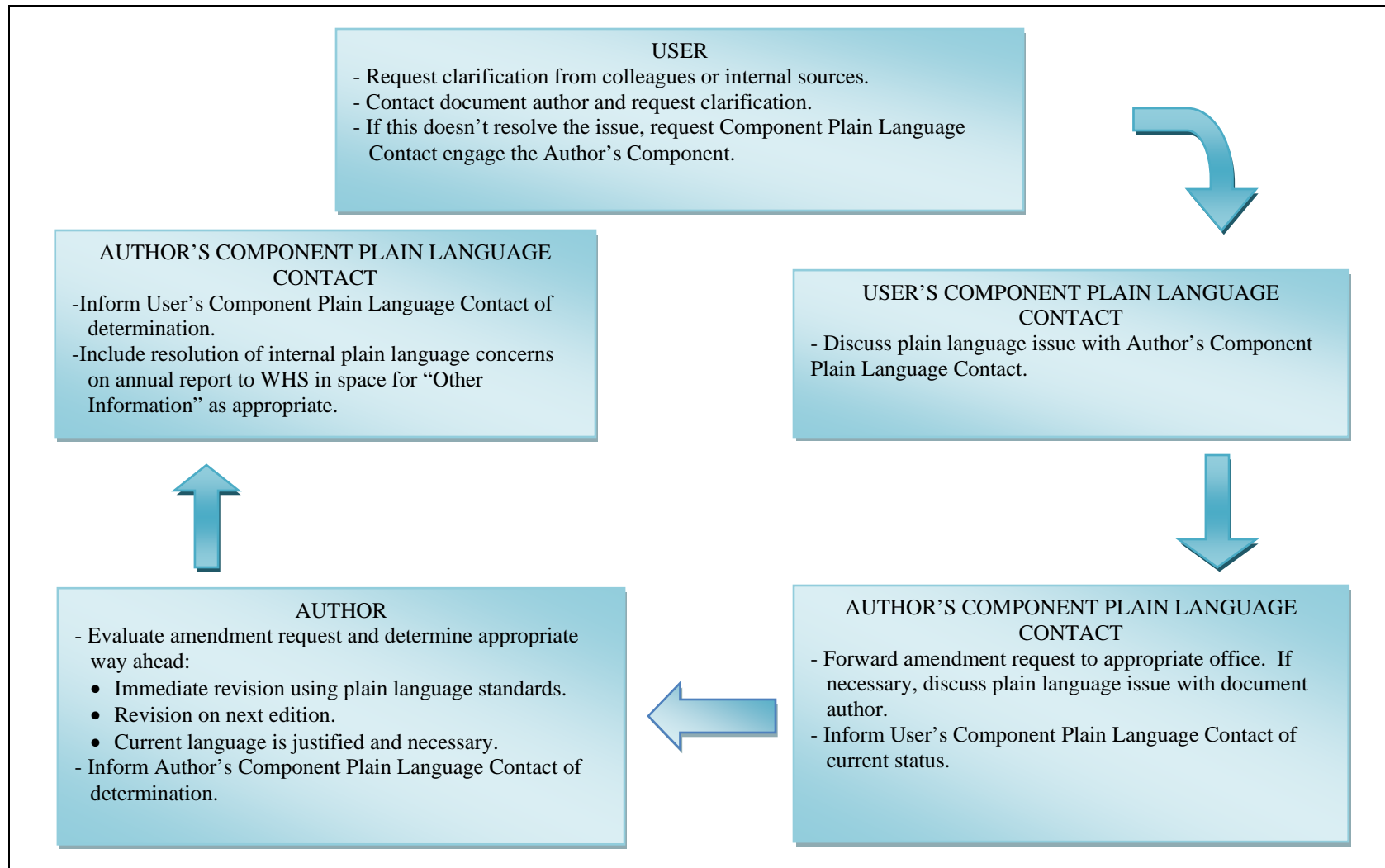


Figure 2. Procedures for DoD Personnel to Request Document Clarification



2. TRAINING

a. DoD and OSD Components are responsible for training their personnel. The Military Services are responsible for ensuring that periodic, annual, or institutional training programs prepare their respective Service members to successfully contribute while assigned to the Joint Staff and Combatant Commands. When assigned to the Joint Staff and Combatant Commands, Service members will be guided by and responsive to the writing guidelines and staff processes of their assigned staff or command. The Components may use training already available to them if it addresses aspects of plain language. At a minimum, training information must address the concepts listed in the Table.

b. DoD personnel who regularly write and edit documents must take plain language training. All other DoD personnel are encouraged to take plain language training. DoD personnel are encouraged to refresh their training annually.

c. New DoD personnel should receive plain language training either alone or as part of their orientation training.

3. DoD AND OSD COMPONENT PLAIN LANGUAGE CONTACTS. DoD and OSD Component plain language contacts:

a. Help Component personnel understand and follow the policy and procedures of the DoD Plain Language Program as stated in this instruction.

b. Identify Component personnel who regularly write or edit documents and ensure they receive training on plain language guidelines.

c. Oversee requested review of the Component's documents (including covered).

(1) Review amendment requests forwarded from WHS and received from other Component plain language contacts.

(2) Decide how best to handle amendment requests, in coordination with appropriate parties.

(3) Work with the document author to respond to the user or Component plain language contact concerned as quickly as possible with the decision reached in paragraph 3.c.(2) of this enclosure.

d. Work with Component personnel to improve communication efforts.

e. Approve and submit annually required information as described in section 5 of this enclosure.

f. Serve as a representative on the DoD Plain Language Committee.

4. DoD PLAIN LANGUAGE COMMITTEE

a. The Committee is chaired by the Director, WHS or a representative.

b. Committee membership includes DoD and OSD Component plain language contacts and other administrative staff carrying out plain language efforts who are full-time or permanent part-time government employees or military members.

c. The Committee will meet annually, or as needed, to:

(1) Help revise policy and guidance.

(2) Monitor DoD compliance with the Plain Writing Act.

(3) Share plain language best practices and resources.

5. COMPLIANCE REPORTING

a. DoD and OSD Component plain language contacts must prepare annual compliance information (defined in the Glossary) using the DD Form 2960 available on the Website.

b. Examples of information to be reported include:

(1) For covered documents:

(a) Number of amendment requests received.

(b) Number of amendment requests resolved.

(c) Number of amendment requests denied and the justification for those denials.

(d) Status and number of amendment requests still outstanding.

(2) Verification that the OSD or DoD Component is in compliance with training requirements in accordance with paragraph 3c of Enclosure 2 of this instruction.

c. DoD and OSD Component plain language contacts must submit DD Form 2960 no later than March 1 of each year to whs.mc-alex.esd.mbx.dod-plain-language@mail.mil. DD Form 2960 will record compliance information gathered from the prior calendar year (January through December).

d. WHS will compile and publish the DoD Annual Plain Writing Act Compliance Report on the Website. It will be published annually by April 13 in accordance with Reference (ef).

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

~~DA&M~~ ~~Director of Administration and Management~~

~~DCMO~~ ~~Deputy~~ Chief Management Officer of the Department of Defense

WHS Washington Headquarters Services

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this instruction.

amendment request. Any inquiry from a user requesting that a covered document be changed or revised using plain language.

DoD Annual Plain Writing Act Compliance Report. A comprehensive report, required by the Plain Writing Act, that is annually published on the Website. It documents DoD compliance information and ongoing implementation efforts.

DoD and OSD Component plain language contacts. Individuals selected by their Component head to be responsible for overseeing Component implementation efforts and compliance with the Plain Writing Act and to serve as the Component's Plain Language Committee representative.

DoD personnel. All DoD civilian employees and members of the Military Services.

compliance information. Any information demonstrating efforts towards implementation of and compliance with the Plain Writing Act. May include, but is not limited to, the number of personnel who have completed training; operational process changes to promote the use of plain language; and documentation of amendment requests and responses.

covered document. Any document that is necessary for obtaining any federal government benefit or service, provides information about any federal government benefit or service, or explains to the public how to comply with a requirement the federal government administers or enforces. Does not include a regulation.

documents. All written documents, including websites and official communications, created by DoD personnel that require user(s) to understand and implement the information they contain.

OSD Component. One of the offices that compose OSD whose principal reports directly to the Secretary or Deputy Secretary of Defense.

plain language. Language that is clear, concise, well-organized, and consistent with other best practices appropriate to the subject or field and intended audience. Such language avoids jargon, redundancy, ambiguity, and obscurity.

user. Any reader of a document or covered document who needs information in the document or covered document to perform their work duties, obtain a federal government benefit or service, obtain information about a federal government benefit or service, or comply with a requirement the federal government administers or enforces.