



DEPUTY SECRETARY OF DEFENSE
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SEP 13 2011

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
COMMANDERS OF THE COMBATANT COMMANDS
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION
DIRECTOR, OPERATIONAL TEST AND EVALUATION
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Implementation of Public Law 111-274, the "Plain Writing Act of 2010," in the DoD

Public Law 111-274, the "Plain Writing Act of 2010," was signed by the President on October 13, 2010, to improve the effectiveness and accountability of Federal agencies to the public by promoting clear government communications that the public can understand and use. This Act is specifically focused on those documents necessary for obtaining Federal government benefits and services or filing taxes, that provide information about benefits and services, or that explain to the public how to comply with the requirements that the Federal government administers or enforces.

Among other requirements, all agencies must identify at least one senior official to implement plain writing. Therefore, effective immediately, I am designating the Director of Administration and Management (DA&M) as the senior official to oversee implementation of the Plain Writing Act in the DoD. The DA&M will be responsible for developing plain writing policy, communicating the requirements of this Act to the DoD Components, overseeing compliance, and other related functions.

Plain writing can ultimately reduce costs by creating documents that are easier for people to understand. It has the potential to reduce questions from the public, improve compliance with regulations, and reduce errors and the time spent addressing errors.

Your cooperation and assistance with this important DoD-wide effort are greatly appreciated.



OSD 04758-11

