



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

November 18, 2011

IOWA BULLETIN NO. IA360-12-6

SUBJECT: PER – PLAIN LANGUAGE WRITING TRAINING REQUIREMENTS

ACTION REQUIRED BY: JANUARY 13, 2012

PURPOSE: To inform Iowa NRCS employees about the Plain Writing Act (PWA) and the requirement for certain employees in Iowa to complete a mandatory PWA training course using AgLearn.

EXPIRATION DATE: September 30, 2013

President Obama signed the Plain Writing Act (PWA) into law on October 13, 2010. The PWA requires federal agencies to write “clear Government communication that the public can understand and use.”

An on-line training module in AgLearn entitled, “Business Writing: How to Write Clearly and Concisely” has been developed to meet this training need. I have determined that the following employees will be required to complete this training:

- All Leadership Team Members
- Ecological Sciences and Conservation Planning staff who write correspondence for the public.
- MLRA Leaders
- All Resource Conservationists
- All Area Office Staff
- All Federal clerical/secretarial Staff
- All Human Resources Staff
- All Management Services Division Staff
- All District Conservationists

This module has been loaded into the individual AgLearn accounts of the Iowa NRCS employees listed above. The due date to have this training completed is Friday, January 13, 2012.

Also, attached are three additional documents, Plain Language Training Resources, Plain Language Writers Checklist; and Plain Language Reviewer’s Checklist, to assist you with implementing the provisions of the PWA.

For further information or questions, please contact Sondra E. Folsom Jones, Human Resources Specialist/Training Officer, at (515) 323-2703.

/s/ Richard Sims
State Conservationist

Attachment A - [Plain Language Training Resources](#)
Attachment B - [Plain Language Writer's Checklist](#)
Attachment C - [Plain Language Reviewer's Checklist](#)

E