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November 1, 2011

KANSAS BULLETIN NO. KS360-12-4

SUBJECT: PER—Plain Language Writing Training Requirements

Action required by: November 30, 2011

Purpose. To communicate training requirements for agency compliance with the Plain Writing Act (PWA) of 2010

Expiration Date. September 30, 2013

National Bulletin 360-12-1, Plain Language Writing Training Requirements, is requesting all Natural Resources Conservation Service (NRCS) employees who draft, write, and edit public documents and communications to complete the AgLearn class "*Business Writing: How to Write Clearly and Concisely.*" In Kansas, we will require the following employees to complete the training **no later than November 30, 2011**: all management team members, secretaries, office assistants, public affairs staff, district conservationists and supervisory district conservationists. In addition, **supervisors should identify and notify other staff members to complete the training by the action required date if the employee drafts, writes, or edits public documents.**

All employees taking this class will be responsible for going into AgLearn and signing up for the class. It **will not** be automatically added or loaded to your "to do" list items.

It is strongly encouraged that all NRCS employees take this training as it is the first in a new series of modules under development by the Department of Agriculture. The intent of the PWA is that all new or substantially revised documents will be written in clear and precise language that explains government services and/or benefits, how to obtain those services and/or benefits, and how to comply with the requirements that are enforced or administered.

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(signed)

ERIC B. BANKS
State Conservationist

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