

# Federal Maritime Commission Plain Writing Act of 2010 Compliance Report

**August 26, 2013**

**Senior Agency Official for Plain Writing:**

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**Plain Language Website address:**

[http://www.fmc.gov/about/plain\\_language\\_guidelines.aspx](http://www.fmc.gov/about/plain_language_guidelines.aspx)

**Contact us:**

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**Status of Agency Communications to be Made Available in a Format that is Consistent with the OMB Plain Writing Guidelines**

Type of Communication, Document or Posting, and How it is Made Available to the Public	Intended User and Approximate Number of Potential Users	Status
Information describing regulatory responsibilities and requirements for regulated entities, e.g., rulemaking preambles, website content and FAQs, and printed brochures.	<ul style="list-style-type: none"> <li>• Entities regulated by the FMC - 6,000 users.</li> <li>• Members of the public impacted by the regulatory requirements – unknown number of users.</li> </ul>	80% of website content and 100% of brochures have been rewritten using plain writing. Revision of FAQs is in progress.
Instructions for applying to practice before the Commission as a non-attorney.	<ul style="list-style-type: none"> <li>• Non-attorneys wishing to represent clients in matters before the Commission such as legal proceedings and license applications – approximately 15 per fiscal year.</li> </ul>	This content was revised when the Commission updated its Rules of Practice and Procedure. A new web page was designed and posted that clarifies the application process and better defines the target audience.
Instructions for Crafting Plain Language news releases and alerts	<ul style="list-style-type: none"> <li>• Entities regulated by the FMC - 6,000 users.</li> <li>• Members of the public impacted by the regulatory requirements – unknown number of users.</li> </ul>	A standard template for news items and individual training on plain language has been provided to staff.

Type of Communication, Document or Posting, and How it is Made Available to the Public	Intended User and Approximate Number of Potential Users	Status
Commission’s Rules of Practice and Procedure (46 C.F.R. Part 502)	<ul style="list-style-type: none"> <li>• Entities regulated by the FMC - 6,000 users.</li> <li>• Members of the public impacted by the regulatory requirements – unknown number of users.</li> </ul>	Several sections of Part 502 of the Commission’s rules were revised under an ongoing project designed to modernize the rules by eliminating overly burdensome procedures, improving usability through use of plain language and better organization.

### Ongoing Compliance Activities

- Update forms in use for modern English and clarity
- Provide classroom training on Plain Language principles to document creators
- Complete revision of Bureaus and Offices pages