Federal Maritime Commission
Plain Writing Act of 2010 Compliance Report
September 29, 2015

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Plain Language Website address:
http://www.fmc.gov/about/plain_language_guidelines.aspx

Contact us: secretary@fmc.gov

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

<table>
<thead>
<tr>
<th>Type of Communication, Document or Posting, and How it is Made Available to the Public</th>
<th>Intended User and Approximate Number of Potential Users</th>
<th>Status</th>
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</thead>
</table>
| Updates to website to improve user experience | • Entities regulated by the FMC - 6,000 users.  
• Members of the public impacted by the regulatory requirements – unknown number of users. | Metrics and user feedback were used to improve and generate better organized content based on user needs. Frequently used content was revised to better meet user expectations. |
| Redesign of FMC Annual Report to Congress | • Entities regulated by the FMC - 6,000 users.  
• Members of the public impacted by the regulatory requirements – unknown number of users. | Report structure was redesigned and content streamlined to more effectively highlight the activities and accomplishments of the Commission. |

Ongoing Compliance Activities

- Update forms in use for modern English and clarity
- Provide classroom training on Plain Language principles to document creators
- Repurpose FAQs as content pages
- Reorganize content to make user tasks easier to complete
- Provide improved print brochures and media to customers
- Translate high-impact content for Low English Proficiency users