

Federal Maritime Commission

Plain Writing Act Compliance Report

December 30, 2024

I. Senior Agency Official for Plain Writing

- David Eng, Secretary, Secretary@fmc.gov, 202-523-5725

II. 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
Agency Website	<ul style="list-style-type: none">• Entities regulated by the FMC – 10,000 users.• Practitioners – 700 users.• Members of the public impacted by the regulatory requirements – unknown number of users.	Website was redesigned in 2024 to update the hosting platform. Website pages were updated based on web analytics, user needs, and the United States Web Design System (USWDS) standard to better organize content and make it easier to access most visited pages.
Social Media (X, LinkedIn)	<ul style="list-style-type: none">• Entities regulated by the FMC – 10,000 users.• Practitioners – 700 users.• Members of the public impacted by the regulatory requirements – unknown approximation of users.	Actions and activities of the Commission are announced on these platforms using simple words and short sentences, with links to web content.
Monthly Activity Report Email and News Posting	<ul style="list-style-type: none">• Entities regulated by the FMC – 10,000 users.• Practitioners – 700 users.• Members of the public impacted by the regulatory requirements – unknown approximation of users.	A monthly aggregate report highlighting the Commission’s activity.

III. Agency’s Plain Language Website Address

- <https://www.fmc.gov/about/plain-language-guidelines-plan-and-report/>

IV. Ongoing Compliance Activities

- All current and new staff are required to complete a self-paced online Plain Language Act Compliance Course available through the agency's Learning Management System.
- In 2024, FMC launched a redesigned website and incorporated Plain Writing Act principles to improve the user experience. FMC continues to evaluate its website and identify areas to improve plain writing efforts to make it easier for users to navigate FMC tools and resources.