

115TH CONGRESS
2D SESSION

H. R. 5321

To improve communication from Federal agencies to individuals by requiring clear instructions, and for other purposes.

IN THE HOUSE OF REPRESENTATIVES

MARCH 15, 2018

Mr. MOULTON (for himself, Mr. MEADOWS, and Mr. LOEBSACK) introduced the following bill; which was referred to the Committee on Oversight and Government Reform

A BILL

To improve communication from Federal agencies to individuals by requiring clear instructions, and for other purposes.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*

3 **SECTION 1. SHORT TITLE.**

4 This Act may be cited as the “Too Long; Didn’t Read
5 Act of 2018” or the “TL; DR Act of 2018”.

6 **SEC. 2. RESPONSIBILITIES OF FEDERAL AGENCIES.**

7 Not later than 6 months after the date of the enact-
8 ment of this Act, the Director of the Office of Manage-
9 ment and Budget shall develop and issue regulations that

1 direct the head of each agency to provide a clearly marked
2 section at the top of a communication (both hard copy
3 and electronic) that the agency sends to an individual if
4 such communication requires or authorizes such individual
5 to take action. To the extent practicable as determined
6 by the head of the relevant agency, the clearly marked sec-
7 tion at the top of the first page shall include—

- 8 (1) the action item;
- 9 (2) if a response is required, optional, or not re-
10 quired;
- 11 (3) the deadline, if applicable;
- 12 (4) how to complete the action item; and
- 13 (5) the agency's contact information.

14 **SEC. 3. REPORTS TO CONGRESS.**

15 (a) INITIAL REPORT.—Not later than 9 months after
16 the date of the enactment of this Act, the head of each
17 agency shall publish on the plain writing section of the
18 agency's website, maintained pursuant to section 4(a) of
19 the Plain Writing Act of 2010 (5 U.S.C. 301 note), a re-
20 port that describes the agency plan for compliance with
21 the requirements of this Act.

22 (b) ANNUAL COMPLIANCE REPORT.—Not later than
23 18 months after the date of the enactment of this Act,
24 and annually thereafter, the head of each agency shall
25 publish on the plain writing section of the agency's

1 website, maintained pursuant to section 4(a) of the Plain
2 Writing Act of 2010 (5 U.S.C. 301 note), a report on
3 agency compliance with the requirements of this Act.

4 **SEC. 4. AGENCY DEFINED.**

5 In this Act, the term “agency” means an Executive
6 agency as defined in section 105 of title 5, United States
7 Code.

○