

**AMENDMENT IN THE NATURE OF A SUBSTITUTE
TO H.R. 5321
OFFERED BY MR. MEADOWS OF NORTH
CAROLINA**

Strike all after the enacting clause and insert the following:

1 SEC. 1. SHORT TITLE.

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

4 SEC. 2. RESPONSIBILITIES OF FEDERAL AGENCIES.

5 (a) AMENDMENT.—Section 4 of the Plain Writing
6 Act of 2010 (Public Law 111–274; 5 U.S.C. 301 note)
7 is amended—

8 (1) by redesignating subsection (c) as sub-
9 section (d); and

10 (2) by inserting after subsection (b) the fol-
11 lowing new subsection:

12 “(c) ACTION INSTRUCTIONS.—For each communica-
13 tion (whether in paper or electronic form) sent to an indi-
14 vidual by an agency that requires or authorizes such indi-
15 vidual to take action, the head of the agency shall provide
16 a clearly marked section at the top of such communication

1 identifying each such action, including, to the extent prac-
2 ticable—

3 “(1) a description of the action;

4 “(2) an indication of whether a response is re-
5 quired, optional, or not required;

6 “(3) the deadline, if applicable;

7 “(4) directions on how to complete the action;

8 and

9 “(5) the contact information for an individual
10 in the agency relating to the communication.”.

11 (b) **GUIDANCE.**—Not later than 6 months after the
12 date of the enactment of this Act, the Director of the Of-
13 fice of Management and Budget shall update the guidance
14 issued pursuant to section (4)(d) of the Plain Writing Act
15 of 2010 (Public Law 111–274; 5 U.S.C. 301 note), as re-
16 designated by subsection (a)(1), to include the require-
17 ments of this Act.

18 **SEC. 3. REPORTS TO CONGRESS.**

19 (a) **INITIAL REPORT.**—Not later than 9 months after
20 the date of the enactment of this Act, the head of each
21 agency shall supplement the initial report required under
22 section 5(a) of the Plain Writing Act of 2010 (Public Law
23 111–274; 5 U.S.C. 301 note) by publishing on the plain
24 writing section of the agency’s website the agency plan for
25 compliance with the requirements of this Act.

1 (b) ANNUAL COMPLIANCE REPORT.—Not later than
2 18 months after the date of the enactment of this Act,
3 and annually thereafter, the head of each agency shall en-
4 sure that the annual report required under section 5(b)
5 of the Plain Writing Act of 2010 (Public Law 111–274;
6 5 U.S.C. 301 note) includes a description of agency com-
7 pliance with the requirements of this Act.

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

9 In this Act, the term “agency” has the meaning given
10 the term “Executive agency” in section 105 of title 5,
11 United States Code.

