**NWS Directives**

**Writing Checklist**

Note: This is an informal checklist. For complete instructions, please see [NWSI 1-101](https://www.nws.noaa.gov/directives/sym/pd00101001curr.pdf)

|  |  |  |
| --- | --- | --- |
| **COMPONENT** | **YES** | **NO** |
| **Banner** | | |
| 1. Is the correct template being used and all the appropriate information included? Templates are available in the [Toolkit](https://www.nws.noaa.gov/directives/toolkit/toolkit.php) at NDS home page. |  |  |
| 1. Are all superseded instructions listed in the *Summary of Revisions*? Are the full title, issuance number, and date of each instruction included? |  |  |
| 1. Is the directive correctly numbered? Does the procedure link to a policy? Does the supplement link to a procedure? |  |  |
| 1. Have the header, effective date, and title of the directive been entered in the correct format (ALL CAPS)? |  |  |
| 1. Have the OPR and Certifier names been updated? |  |  |
| 1. Is the “Type of Issuance” correctly entered? |  |  |
| 1. Has the superseded (currently posted) version and date been correctly referenced in the “Summary of Changes”? |  |  |
| 1. Have the Approver’s name and title been updated and positioned 5-6 lines below the end of text? |  |  |
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| **Headers** | | |
| 1. Are the headers correctly entered, with the NDS number and full date in ALL CAPS? Ex: **NWSI X-XXX MONTH DD, YYYY.** |  |  |
| 1. Are headers entered in all-caps, bold, and right justified? |  |  |
| 1. Are headers entered in all pages of the document (including the appendices, if any) and suppressed on the banner page? |  |  |
|  | | |
| **Table of Contents** | | |
| 1. Are the terms “Table of Content” and “Page” in bold and correctly aligned? Are the headings and page numbers in the Table of Contents correct? |  |  |
| 1. Are the appendices listed in the main Table of Contents? |  |  |
| 1. Do the appendices have their own sequence and is their page numbering (e.g., A-1, A-2… B-1, B-2…) correctly listed? |  |  |
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| **Structure of the Directive** | | |
| 1. Is the font Times New Roman, 12 point, used? (Other fonts such as Courier New may be used only when necessary for product specifications or similar documents.) |  |  |
| 1. Are section, subsection and sub-subsection numbers left justified? |  |  |
| 1. Are tabs 0.5 inches from the left margin? |  |  |
| 1. Are page numbers at the bottom center of each page, excluding the banner page? Are appendices pages correctly numbered? |  |  |
|  | | |
| **Writing Policy Directives** | | |
| 1. Does the section on authorities and responsibilities begin with, “This directive establishes the following authorities and responsibilities”? |  |  |
| 1. Is the directive written in a clear and concise manner? |  |  |
| 1. Is the active voice used? |  |  |
| 1. Are “will,” “should,” and “may” used correctly? |  |  |
| 1. At the end of the directive and before the Appendix, is there a statement saying, “This policy directive is supported by the references and glossary of terms listed in Appendix 1"? |  |  |
| 1. Are all linked procedural directives listed as an Appendix? |  |  |
| 1. Is a glossary of policy-related terms, if applicable, included? |  |  |
| 1. Is the approver’s signature block correctly positioned (5-6 lines below the end of the narrative)? | | |
|  | | |
| **Writing Procedural Directives and Supplements** | | |
| 1. Is policy-oriented material to guide decisions and actions in the main body of the directive? |  |  |
| 1. Is the active voice used? |  |  |
| 1. Are “will,” “should,” and “may” used correctly? |  |  |
| 1. Are all section, subsections and sub-subsections titles in bold and aligned to the left margin? |  |  |
| 1. Does the text for each section or subsection begin one line below the heading, with a 6 pt. space added? |  |  |
| 1. Are sections, subsections, and sub-subsections structured clearly? |  |  |
| 1. If additional levels are included as described in NWSI 1-101, is the text indented at 0.5-inch steps?   For example:  a. xxxxxxxxxxxxxxxxxxxxx   1. xxxxxxxxxxxxxxxxxxxxxxx 2. xxxxxxxxxxxxxxxxxxxxxxxxxxxxx |  |  |
| 1. Is more “how-to” information included in the appendices? |  |  |
| 1. If applicable\*, has a “Table of Contents” been created for each appendix?   (\*) *When appendix is structured in sections/subsections.* |  |  |
| 1. Are MOA/MOUs referenced in or relevant to policy and procedural directives filed as procedural directives? |  |  |
| 1. Are documents (exhibits, forms, tables, maps, etc.) referenced in the directive correctly included? |  |  |
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| **Appendices** | | |
| 1. Are page numbers at the bottom center of each page? |  |  |
| 1. Does each page number show the appendix letter and page number (e.g., A-1, A-2… B-1, B-2…)? |  |  |
| 1. Are appropriate references made to the appendices in the main body of the directive? |  |  |
|  | | |
| **Signature and Posting** | | |
| 1. Has the approver’s signature block been correctly created and positioned 5-6 lines below the end of the narrative (policy directive), or below the end of the Summary of Revisions (procedural directive, supplement)? |  |  |
| 1. Has the Directive been converted to .pdf? Has an electronic signature block been added for the approver’s signature? |  |  |
| 1. Has the effective date been correctly updated in the banner and header, next to the NDS number? ***Note:*** *The effective date is 14 calendar days (can be later) after the directive signature date. For “Emergency” update, the effective date is the same as the signature date.* |  |  |
| 1. Has the final, signed document been provided to CFO2 for posting? |  |  |