NWS Policy Directive

Writing Tips

* Follow the guidance outlined in [NWSI 1-101](https://www.nws.noaa.gov/directives/sym/pd00101001curr.pdf) *– NWS Directives System – Structure and Management.*
* Keep the narrative clear and concise.
* Give a clear description of the purpose of the directive. Keep it to the point.
* Write in the active voice.
* Ask yourself if the average person, without a weather background, can read and understand the document.
* Ensure the document can “stand alone” and be understood without the need to refer to other documents.
* Use the statements provided in sections 2.1.4 (Authorities and Responsibilities) and 2.1.6 (References) of [NWSI 1-10](https://www.nws.noaa.gov/directives/sym/pd00101001curr.pdf)1.
* Identify the role and responsibilities of each unit within the NWS. When doing this, ask yourself:
  + How is each unit different?
  + If there are no differences in roles and responsibilities, do I need to list them?
  + Is each description clear and concise?
* Avoid negative or quantitative terms (e.g., many, some, a few, seldom, frequently).
* List in an *Appendix* all publications referenced in the body of the directive.
* Make sure text flows onto the signature page so the Approver’s signature block does not stand alone in a page.
* Add sufficient space (4-6 lines) to accommodate the approver’s e-signature block.
* If there is a legal requirement for a particular action or wording, provide the citation (e.g., “Pursuant to Public Law xx-xxx...”)