Directives Writing Checklist[1]

	No	Yes
Banner		
1. Is the banner page correct? Is all the appropriate information included? (See templates in Tool Kit at NDS Home Page: www.nws.noaa.gov/directives)		
2. Are all superseded WSOM Chapters, OMLs, and ROMLs listed in the Summary of Revisions? Is the full title, issuance number, and date of each Chapter, OML, and/or ROML included?		
3. Is the directive numbered correctly? Does the procedure link to a policy? Does the supplement link to a procedure?		
4. Has the effective date been left blank?		
Headers		
1. Are the headers prepared correctly with the NDS number? (The effective date can be added after the directive is signed. For information about effective dates scheduled to occur after the signature date, see NWSI 1-101.)		
2. Are headers right justified?		
3. Is the header suppressed on the banner page?		
Table of Contents		
1. Are the headings and page numbers in the Table of Contents correct?		
2. Are the appendices listed in the main Table of Contents?		
Structure of the Directive		

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[1]This is an informal checklist. For complete instructions, see NWSI 1-101.

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.)		
2.	Are section numbers left justified?		
3.	Are tabs 0.5 inches from the left margin?		
4.	Are page numbers at the bottom center of each page, excluding the banner page?		
Writing Policy Directives			
1.	Does the section on authorities and responsibilities begin with, "This directive establishes the following authorities and responsibilities"?		
2.	Is the policy directive no longer than 3 pages in length (including the attachment)?		
3.	Is the active voice used?		
4.	Are "will," "should," and "may" used correctly?		
5.	At the end of the directive and before the attachment, is there a statement saying, "This policy directive is supported by the references and glossary of terms listed in Attachment 1"?		
6.	Are all linked procedural directives listed as an attachment?		
7.	Is a glossary of policy-related terms included?		
Writing Procedural Directives and Supplements			
1.	Is policy-oriented material to guide decisions and actions in the main body of the directive?		
2.	Is the active voice used?		
3.	Are "will," "should," and "may" used correctly?		
4.	When a section title is used, is each one underlined (e.g., <u>Introduction</u>)?		
5.	Does each section begin directly after the section title? For example: 1. <u>Introduction</u>. Start each section right after the section title.		
6.	Are sections, subsections, and sub-subsections structured clearly?		

7. Are section, subsection, and sub-subsection numbers left justified?		

8. If additional levels are included as described in NWSI 1-101, is the text indented at ½ inch steps?
For example:
 	
    a.   xxxxxxxxxxxxxxxxxxxxx
 	
        (1)   xxxxxxxxxxxxxxxxxxxxxx
 	
            (a) xxxxxxxxxxxxxxxxxxxxxxxxxxxxx		

9. Is more "how-to" information included in the appendices?		
10. Is a Table of Contents prepared for each appendix in the directive (if appendices are used)?		
11. Are MOA/MOUs referenced in or relevant to policy and procedural directives filed as procedural directives?		
12. Are copies of exhibits, forms, tables, maps, and other documents referenced in the directive included?		
Appendices		
1. Are page numbers at the bottom center of each page?		
2. Does each page number show the appendix letter and page number (e.g., A-1, B-1)?		
3. Are appropriate references made in the main body of the directive to the appendices?		
After Directive is Signed		
1. Was the term "signed" and the date entered on the signature line?		
2. Was the effective date added to the banner and header (next to the NDS number)? The effective date is two weeks (14 calendar days) or later after the directive is signed.		
3. Was the document converted to a .pdf file and sent to CFO3?		