

NWS Policy Directive Writing Tips

- ✓ Follow the guidance outlined in NWSI 1-101.
- ✓ Keep the narrative in policy directives short and concise. Write only what needs to be written.
- ✓ Give a clear description of the purpose of the policy directive. Keep it to the point.
- ✓ Write in the active voice, not the passive 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.
- ✓ When writing policy directives, use the statements provided in sections 4.3 and 4.5 of Appendix A of NWSI 1-101:
 - ▶ This directive establishes the following authorities and responsibilities.
 - ▶ This policy directive is supported by the references and glossary of terms listed in Attachment 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, few, seldom, frequently).
- ✓ List all references made to other publications in the body of the policy directive in the Appendices.
- ✓ Make sure text flows on to the signature page so the Director’s signature does not stand alone on the page.
- ✓ If there is a legal requirement for a particular action or wording, provide the citation (e.g., “Pursuant to Public Law xx-xxx...”)

