

U.S. Department of Energy

Washington, D.C.

ARIAL Bold
18pt
14pt

POLICY

ARIAL NARROW
12 pt bold
ALL CAPS

TIMES NEW ROMAN
12 pt bold ALL CAPS
10 pt (no bold)
12 pt, ALL CAPS, NO BOLD

DRAFT
DOE P XXX.X

Approved: XX-XX-03

SUBJECT: TITLE (all caps, not bolded)

Set tabs: every ½ inch (3 picas)

PURPOSE (or PURPOSE AND SCOPE)

Policies are issued at the discretion of the Secretary and describe the philosophies and fundamental values of the Department. Other documents in the Directives System, such as Orders, Notices, and Manuals, flow from Policies and must be consistent with them.

The Office of Primary Interest works with the Directives System Manager to determine the appropriate level of coordination and review and schedule for issuance of the Policy.

Because Policies are intended to address broad issues within the area of responsibility of the originator, they should not contain specific requirements. When writing a Policy, keep in mind that your Policy should set a framework under which requirements could be established.

The format of Policies is, at the discretion of the writer, a little less formal than that of Notices, Orders, and Manuals. (Sampling the Policies currently on line will give you an idea of the styles writers have used to communicate policies.) You can choose the style that fits your needs, keeping in mind that, at a minimum, Policies should address purpose, scope, and policy.

In formulating the purpose and scope statements, you may want to give readers some background or refer to pertinent legislation, as has been done in many of the Policies. Consider your readers, their time, and the most important things for them to know. The following Policies are good examples of clear, succinct purpose and scope statements and show the variety of styles used in Policies.

- DOE P 141.1, *Department of Energy Management of Cultural Resources*, dated 5-2-01.
- DOE P 141.2, *Public Participation and Community Relations*, dated 5-2-03.
- DOE P 111.1, *Departmental Organization Management System*, dated 8-27-96.

POLICY

The policy statement should be clear, concise, and straightforward. Use the active voice (Attachment 1) and strong action verbs. Phrases such as “the Department is committed to . . .” and “It is Department policy that . . .” are good accepted ways to introduce these paragraphs.

The policy paragraph for DOE P 205.1, *Departmental Cyber Security Management Policy*, dated 5-8-01, introduces the idea of commitment followed by a policy statement.

DISTRIBUTION:
All Departmental Elements

INITIATED BY:
Office of Important Endeavors

APPLICABILITY

Applicability statements are not required but can be used to clarify or prevent misinterpretation. DOE P 470.1, *Integrated Safeguards and Security Management (ISSM) Policy*, dated 5-8-01, is an example of a Policy that includes some of the standard applicability text for DOE elements and the Deputy Administrator for Naval Reactors.

RESPONSIBILITIES

Responsibility paragraphs, while optional, can add clarity to your Policy by assigning specific duties, often related to implementing a Policy. The wording you use to describe responsibilities in your Policy should be similar to that used for Orders, Notices, and Manuals. For example, DOE P 141.1 introduces responsibilities with a brief summary as follows.

DOE operations office managers, field office managers, and lead program Secretarial Officers (LPSOs), including NNSA, assume primary responsibility for implementing this Policy.

REFERENCES

References are another optional element of Policies. If you think your readers may gain a clearer understanding of the Policy and the rationale behind it, include them. The formatting standards are the same as those for references for Orders, Manuals, and Notices. As always, consider the needs of your readers.

1. You should provide enough information to enable readers to easily locate references (if a reference is available online, provide the URL, too). While we have no set format for references, you should try to be consistent.
 - a. Provide the same information for each reference and arrange it in the same order in each entry.
 - b. Present your references in some logical order [alphabetically, numerically, by document type (and then alphabetically or numerically), or some combination].
2. Do not cite draft documents because—
 - a. often draft documents are not readily available and
 - b. if and when they are published/become available, they may no longer contain the information you were referencing.

BY ORDER OF THE SECRETARY OF ENERGY:

The DOE seal
is applied
AFTER
directives are
signed

KYLE E. McSLARROW
Deputy Secretary

ACTIVE AND PASSIVE VOICE

“Voice” is a term used to describe one of the ways verbs are categorized. There are two voices: active and passive. Active voice expresses action; someone (the subject of the sentence) performs an action or acts on something else (the object). In passive voice, something or someone (the subject of the sentence) is acted upon. While not technically wrong, passive voice, like anything, can be monotonous if overdone. Worse, it can be a way of avoiding saying who is responsible for or must do something and, therefore, can be confusing in directives. Compare the following. (Note: Passive voice is one of the few grammar problems grammar checkers are fairly reliable at picking out.)

Passive Voice	Active Voice
Procedure manuals must be developed.	All departmental elements must develop procedure manuals.
No stone must be left unturned.	Leave no stone unturned. (The subject, you in this case, is understood.)
Contractors will be monitored. (An honest question that might arise from a sentence such as the above is how or by whom. Who is responsible?)	Field elements will develop procedures to monitor contractors.
This Order is intended to serve as an example.	We created this Order as an example. OR We intend to use this Order as an example. OR You can use this Order as an example.
He was upset by the argument.	The argument upset him.

Today you can find a number of good style guides and other writing aids online.

The *American Heritage Book of English Usage*, <http://www.bartleby.com/64/>, and the *Columbia Guide to Standard American English*, <http://www.bartleby.com/68/>, both available through Bartleby.com, are particularly good starts.

Common Errors in English Usage, <http://www.wsu.edu:8080/~brians/errors/errors.html>, an online analog to a popular print publication, is an alphabetical list with short explanations of common errors (e.g., that famous bugaboo ensure/insure).

NOTE: The Department of Energy Six-Level Directive Format attachment follows here for other directives. Policies can but usually do not follow the Order/Notice/Manual format.