

POLI 211: Introduction to Public Policy Decision Memo

Due: DECEMBER 6

Length: ABOUT TWO PAGES, NO REFERENCES. SINGLE-SPACED, TIMES NEW ROMAN 12PT OR SIMILAR FONT.

Submit: ASSIGNMENT FOLDER ON OAKS BY 2:00 PM ET ON DUE DATE

Decision Memo Guidelines

Generally, a decision memo is a very short and extremely concise document that summarizes a policy problem, briefly considers policy options, and makes a recommendation to a decision maker. Your decision memo will be based on the information in your issue papers.

The decision memo should be two pages, single spaced, with no references or footnotes. Use the Pennock chapter on [OAKS](#) as guidance.

Outline

Your decision memo should follow the outline below and contain each of the following elements. **Use the following headings in your memo.** I strongly recommended using the example outline in Pennock on pg 179.

Heading

You do not need to title this section. The decision memo must have this heading:

TO: *Decision maker that is the intended audience*

FROM: *Your Name*

SUBJECT: *Policy issue you are addressing*

DATE: *Due date of the assignment*

Executive Summary

A brief abstract outlining what's in your memo, including your policy recommendation.

Background

A brief background about the problem. Use information from your first three issue papers.

Alternatives

Consider three policy alternatives to address the problem. Take information from your fourth issue paper.

Recommendation

Make a recommendation of one of the three policy alternatives. Draw from your fourth issue paper.