ASSIGNMENT: HEALTH POLICY MEMO

**Topic: Gun Control - background checks to sales at gun shows, in-state transactions made over the Internet, and other commercially advertised sales.**

The purpose of this paper is to inform your member of Congress on a specific policy issue. Choose a health policy issue in which you are interested and want to know more.

Memo Format:

This paper will be presented in a memo format. The memo must be presented in the following manner. This is the means by which many communications reach legislators.

**Heading: Expand Background checks for Gun Buyers**

Memo

To:

 From:

Topic:

Date:

The composition of the memo is as follows:

Paragraph 1: Introduction - Delineation of the purpose of the memo. What is the issue? Why is a decision needed? What key information is contained in this memorandum? What course of action is recommended?

Paragraph 2: Background - Why this health policy change is important? (Brief, essential points that explain how this issue has evolved or become a concern). References will be used and referred to in the reference list or addendum

Paragraph 3: Stakeholder analysis - Who will be effected by this policy? Refer to stakeholder analysis in the addendum

Paragraph 4: Cost/benefit - What will the cost of the change may be?

Paragraph 5: Summary of Proposal/project including recommendations

Attachments: Reference list, Stakeholder analysis table, and Any other pertinent documents that may convince the recipient that this is a good idea.

Reference East-West Center. (2006, June). Workshop on Communicating Population and Health Research to Policymakers. Retrieved from http://www2.eastwestcenter.org/research/popcomm/pdf/8\_Writing\_a\_Decision\_Memo\_and\_Gi ving\_a\_Poli cy\_Briefing/Policy\_memorandum\_word.pdf