



TO: Director, NIH

FROM: Director, National Institute of Allergy and Infectious Diseases

SUBJECT: **Decision Line in a Memorandum--ACTION**

Enter a decision line at the end of the memorandum when asking the addressee to indicate a decision on the memorandum itself. A memorandum with a decision line will always be an ACTION memorandum.

Leave 1 blank line below the typed signature line, and enter DECISION at the left margin. Space down 2 lines (leaving 1 blank line again), and beginning at the left margin state concisely what the sender is asking the addressee to approve or disapprove.

Leave 1 more blank line, and enter spaces for the addressee to indicate his or her decision. If you are presenting alternatives for the addressee to choose from, number them and provide spaces to indicate a decision with each.

Francis S. Collins, M.D., Ph.D.

DECISION

1. Enter a concise statement of the recommended course of action.

Approved_____ Disapproved_____ Date_____

2. An alternative course of action.

Approved_____ Disapproved_____ Date_____