PMF Instructions for the Competitive Nomination Process at Georgia State University

If you wish to be submitted as a PMF nominee, you must submit an application packet by Oct. 15th of each calendar year to:

Dr. Robert J. Eger III  
PMF Nomination Coordinator  
Andrew Young School of Policy Studies  
Department of Public Administration and Urban Studies  
P.O. Box 3992  
Georgia State University  
Atlanta, GA 30302-3992

In addition to (1) the official PMF application, application packets should include (2) a personal statement from the applicant stating his or her reasons for applying to the PMF, (3) applicant’s current transcript, and (4) a governmental policy memo. This is a competitive nomination process that ensures all interested applicants receive careful and thorough review and equal opportunity for nomination. The Andrew Young School of Policy Studies will nominate each graduating student through a competitive screening process based on the eligibility criteria. Our final determination of nominees is due to the Presidential Management Fellowship Program on October 31, 2006.

(1) Official PMF Application download from the PMF Web site

(2) Personal Statement

The personal statement will be submitted using a personal letterhead that will include (a) your full name, (b) your mailing address and (c) your telephone number and email address. The statement will be dated and be formally addressed to Dr Eger. The statement will include your reasons for wanting to apply for the PMF program and your long range career objectives. This statement should be no longer than 500 words.

(3) Current Transcripts from Georgia State University

(4) Policy Memo

The policy memo will be used to evaluate your awareness of government issues, relevant government officials and your ability to write and think critically and analytically. This memo will be viewed by the evaluation committee and will not be forwarded.
Instructions for the Memo:

Format:

Address the memo to a U.S. department official, e.g. secretary, deputy, director, etc. by name regarding a policy or program issue of concern at the Federal level.

To: official's name
From: your name
Re: subject of memo
Date: today's date

Very Important: Use subheads to distinguish sections of your memo.

A good resource for writing memos is the memo writing guide website at Colorado State University.  http://writing.colostate.edu/references/documents/memo/index.cfm

Suggestions for the Content

Identify the Issue: It should be an issue that can be addressed by the Federal government. one short paragraph - 2-3 sentences

Outline Options: Detail two options for dealing with the issue including pros and cons for each option. The pros and cons should consider implications for those impacted by the issue, plus considerations for funding, political feasibility, and state flexibility (if applicable).

Use two major paragraphs, one for each option

Recommendation: State which option you recommend and why. one short paragraph

Presidential Fellows are expected to be able to write policy memos. Some recommendations are:

1) It is critical that your memo can easily be read for the major points. Avoid large blocks of text without headers. The memos must be reader friendly.

2) Wordy recommendations are signals that not enough time has been put into taking the core arguments down to their most basic and critical points.

3) Emphasis should be placed on the pros and cons of a policy point as opposed to the description of a particular option.

4) Attention to grammar and language is important. Memos and other documents written in the public sector are often distributed to a much wider audience (including the media) than the intended recipient.