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United States Mint
801 9th Street, NW, 8th Floor
Washington, D.C. 20220

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DEPARTMENT OF THE TREASURY
UNITED STATES MINT
WASHINGTON, D.C. 20220


July 9, 2014

This is in response to your June 22, 2014, request under the Freedom of Information Act (FOIA) for a copy of the "Bureau of the Mint Style Manual".

Enclosed as responsive to your request is the requested information.

Inasmuch as fees incurred in the processing of your request were minimal, they have not been assessed.

Sincerely,

foi 
Kathleen Saunders-Mitchell
Disclosure Officer

Office of the Executive Secretariat

The primary function of the Office of the Executive Secretariat is to support the Director/Deputy Director of the United States Mint by:

- managing and coordinating the efficient, and often rapid, flow of information, policy recommendations, and analyses to and from their offices;
- promoting clear, concise and comprehensive correspondence, which is conceptual in scope, analytical and responsive in content, and uniform in format.

To this end, the Office of the Executive Secretariat is always available to provide guidance on the preparation of documents.

Eric Anderson
Executive Secretary

GUIDELINES FOR DRAFTERS OF CORRESPONDENCE

General Information

When drafting correspondence, please keep in mind a few basic guidelines:

- Keep sentences short and uncomplicated.
- Use a formal style but avoid perplexed or excessive bureaucratic language.
- Avoid excessive use of "I".
- Keep the text as short as possible. If many details or data are required, put them in an enclosure.
- Keep contractions to a minimum.
- Fit style to substance. Letters to personal friends should be warm in tone; responses to unfounded criticism should not be apologetic.
- Limit the use of acronyms to those well known (e.g., NATO, UN). Acronyms should be spelled out when first used.

Decision Memoranda

PURPOSE To contain careful analysis of the issue, covering not only the rationale but also the implications of each option that is being presented as a reasonable alternative. Try to include all the elements of a decision, so that the Director/Deputy Director can address all the relevant issues at one time.

FORMAT The format of a substantive decision memorandum for the Director/Deputy Director usually consists of the following four parts (which should be listed as subheads):

- Issue(s) for Decision;
- Analysis (including advantages and disadvantages of each);
- Recommendation(s); and
- Decision

USE: This format is designed to sharpen the policy focus of decision memoranda submitted to the Director/Deputy Director. It is also intended to make substantive memoranda concise.

Action Memoranda

PURPOSE To request the Director's/Deputy Director's approval of an issue in general or signature on a document.

FORMAT One-half page, making proper adjustments when necessary.

USE To briefly inform the Director or Deputy Director what is being submitted for approval or signature. Do not use this format when seeking a decision based on an analysis and recommendation.

Briefing Memoranda

PURPOSE To provide factual information, arguments, and points to make in a concise format, whether for use in a meeting or discussion, for study in advance. The briefing memorandum should provide the Director/Deputy Director a concise overview of each issue discussed, including where it stands and what should be done about it.

FORMAT One to three pages, using headings in logical progression.

USE Director's/Deputy Director's preparation for and conduct of meetings. Also, for use in situations where the Director/Deputy Director must testify, brief, or answer questions on issues.

Information Memoranda

PURPOSE To brief on events, projects or policy matters of interest to the Director/Deputy Director.

FORMAT Information memoranda generally take the form of brief status reports on current or fastbreaking developments. Memoranda that are longer than one page must include a brief introductory summary paragraph.

USE Do not use information memoranda to make policy recommendations, even indirectly. Under no circumstances should information memoranda be used to request decisions of the Director/Deputy Director, either directly or indirectly.



DEPARTMENT OF THE TREASURY
UNITED STATES MINT
WASHINGTON, D.C. 20220

DECISION MEMO

(DATE)

MEMORANDUM FOR (DIRECTOR OR DEPUTY DIRECTOR'S FULL NAME)
TITLE

FROM: Name
Title

SUBJECT:

I. ISSUE

II. ANALYSIS

III. RECOMMENDATION

IV. DECISION

Approve _____ Disapprove _____ Other _____

Date _____



DEPARTMENT OF THE TREASURY
UNITED STATES MINT
WASHINGTON, D.C. 20220

ACTION MEMO

(DATE)

MEMORANDUM FOR (DIRECTOR OR DEPUTY DIRECTOR'S FULL NAME)

FROM: Name
 Title

SUBJECT:

I. ISSUE

II. ACTION

Approve _____ Disapprove _____ Other _____

Date _____



DEPARTMENT OF THE TREASURY
UNITED STATES MINT
WASHINGTON, D.C. 20220

INFORMATION MEMO

(DATE)

MEMORANDUM FOR (DIRECTOR OR DEPUTY DIRECTOR'S FULL NAME)
TITLE

FROM: Name
Title

SUBJECT:

I. SUMMARY

II. DISCUSSION

(Should be concise)



DEPARTMENT OF THE TREASURY
UNITED STATES MINT
WASHINGTON, D.C. 20220

BRIEFING MEMO

(DATE)

MEETING ON (GIVE SUBJECT)
DATE
TIME

FROM: Name
Title

I. PURPOSE

II. BACKGROUND

III. PARTICIPANTS

IV. SEQUENCE OF EVENTS (When appropriate)

Attachment: Talking Points (When appropriate)



DEPARTMENT OF THE TREASURY
UNITED STATES MINT
WASHINGTON, D.C. 20220

TALKING POINTS

SUGGESTED TALKING POINTS FOR MEETING WITH
(NAME)
(TITLE)
(DATE)

FROM: Name
Title

- Talking points should be set off by dashes (—).
- Talking points should be double spaced.
- When possible, talking points should be limited to one page.

LETTERS TO MEMBERS OF CONGRESS

The following formats, as appropriate, should be used when preparing correspondence to Members of the United States Congress. All congressionals are prepared for the Director's signature, unless specifically directed otherwise.

Addressees

Senators:

Capitol Hill
The Honorable (name)
United States Senate
Washington, D.C. 20510

District Office
The Honorable (name)
United States Senator
(State office address)

Representatives:

Capitol Hill
The Honorable (name)
U.S. House of Representatives
Washington, D.C. 20515

District Office
The Honorable (name)
Member of Congress
(State office address)

Salutations

Senators:

Dear Senator_____:

Use the following format for addressing the Chairman or Chairwoman of a Committee:

Senators:

The Honorable (name)
Chairman
(Committee title)
United States Senate
Washington, D.C. 20510

Dear Mr. Chairman:

Dear Madam Chairwoman:

Representatives:

Dear Mr., Ms., or Mrs._____:

Representatives:

The Honorable (name)
Chairman
(Committee title)
U.S. House of Representatives
Washington, D.C. 20515

Dear Mr. Chairman:

Dear Madam Chairwoman:

Use the following formats for addressing the Chairman or Chairwoman of a Subcommittee:

Senators:

The Honorable (name)
Chairman, (Subcommittee title)
(Committee title)
United States Senate
Washington, D.C. 20510

Dear Mr. Chairman:

Dear Madam Chairwoman:

Representatives:

The Honorable (name)
Chairman, (Subcommittee title)
(Committee title)
U.S. House of Representatives
Washington, D.C. 20515

Dear Mr. Chairman:

Dear Madam Chairwoman:

Use the following for addressing the Ranking Majority Member or the Ranking Minority Member:

Senators:

The Honorable (name)
Ranking Majority [Minority]
Member
(Subcommittee title)
(Committee title)
United States Senate
Washington, D.C. 20510

Dear Senator _____:

(If the Ranking Majority or Minority Member is not being addressed as a Member of a Committee or Subcommittee, do not include that reference.)

Use the following format in addressing the Leadership of the United States Senate or the U.S. House of Representatives:

Senate:

The Honorable _____
President Pro Tempore
United States Senate
Washington, D.C. 20510

Dear Senator _____:

Representatives:

The Honorable (name)
Ranking Majority [Minority] Member
(Subcommittee title)
(Committee title)
U.S. House of Representatives
Washington, D.C. 20515

Dear Mr., Ms., or Mrs. _____:

U.S. House of Representatives:

The Honorable _____
Speaker of the House
of Representatives
Washington, D.C. 20515

Dear Mr. Speaker: