



1909

Organizational Chart for the State Department, 1909

Francis Mairs Huntington-Wilson

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Third Assistant Secretary.
Private Secretary.

Second Assistant Secretary.
Private Secretary

Consular Division

Diplomatic Division

Chief (grade of Sec'y of Emb. Or leg. Or Con. Gen'l)
Bureau A.

Consular Section.

Diplomatic Section.

4 secretaries (grade of Consul General to Vice Consul or Consul Clerk or passed candidate)

4 Secretaries (grade of Consul to 3rd Secretary of Embassy or Legation or passed candidate)

3 stenographer-typists.

All correspondence and information relating to Mexico, Cuba, Central American states, West Indies, and South American states. Translation.

Chief (grade as above)
Bureau B.

Consular Section

Diplomatic Section

Personnel as above.

Personnel as above.

3 stenographer-typists.

All correspondence and information relating to Great Britain, British colonies not elsewhere enumerated, Canada, Australia, New Zealand, Portugal, Spain, France, Morocco, Belgium, Switzerland, Abyssinia, Persia, Kongo. Translation

Chief (grade as above)
Bureau C.

Consular Section

Diplomatic Section

Personnel as above.

Personnel as above.

3 stenographer-typists.

All correspondence and information relating to the German Empire, Austria Hungary, Russia, Roumania, Servia, Bulgaria, Montenegro, Turkey, Greece, Italy, Norway, Sweden, Denmark, the Netherlands, and colonies not elsewhere enumerated

Chief (grade as above)
Bureau D.

Consular Section

Diplomatic Section

Personnel as above

Personnel as above

3 stenographer-typists

All correspondence and information relating to China, Japan, Korea, Siam, Straits Settlements, Borneo, East Indies, - and colonies not elsewhere enumerated. Translation

Commercial Bureau.

Chief (grade of Consul General)

Secretary (expert on manufacturers)

Secretary (" " ")

Secretary (" " trade + tariff)

Secretary (" " " " ")

(Some of these are to be consular officers, others experts such as those in the Dept of Commerce and Labor).

3 stenographer-typists

The collection of commercial information; publication of Consular Reports; copyright and the protection of industrial and artistic property; correspondence with business firms, associations, or individuals on commercial or industrial matters and related subjects, and in regard to scientific and industrial congresses of all kinds.

See below for Middle Panels

The Secretary of State.

Private Secretary (stenographer – typist) Private Secretary (Grade of Sec’y of Embassy)

The Assistant Secretary of State
Private Sec’y (grade of 2nd or 3rd Sec’y of Embassy)

This office to attend to all the business of the Secretary of State including the reception of foreign representatives, the making of records of all important conversations, the giving of information to the press, the keeping up of communication with the House and the Senate, - especially the Foreign Relations and Foreign Affairs Committees and with any Committees or Departments of the Government interested in particular matters pending.

The Political Committee.

The Secretary of State, The Ass’t Secretaries, the chiefs of any bureaus or offices concerned in a matter under discussion (these to be invited by the Secretary of State in each instance and the private sec’y or secretaries whom the Secretary of State may bring.

Under the presidency of the Secretary of State the Political Committee will sit once a week, and when necessary. Its duties are to study and determine policies and questions thereof, to draw up political memoranda to be printed and sent out for the guidance of diplomatic officers, to draft representations to Congress, to approve the Foreign Relations before their publication, to discuss treaty arrangements, to determine the attitude towards the press on important matters.

See above for Left Panels

See below for Right Panels

Law Bureau.
Chief Solicitor
2 Ass’t Legal Counsellors
Law Clerk
Assistant Law Clerk
3 clerks and 2 stenographer-typists
The reference of legal questions and contentious matters.
Publication of the laws, treaties, and proclamations.
Correspondence with State governments not falling naturally to other office.

Office of Library and Archives.
Chief (Librarian)
2 librarians
2 clerks
Custody and purchase of books and custody of the older archives

Mail and Telegraph Office.
Chief and custodian of the most secret ciphers, the 1st private sec’y to the Secretary of State.
Cipher expert (to serve at least a few months yearly to perfect secrecy + economy of ciphers)
2 clerks (grade of man just passed examination for diplomatic service, or else ordinary clerks).
Telegraph operator
2 mail clerks
This office handles all mail and telegrams. Mail the origin of which cannot be seen from the outside, will be opened under the Chief’s direction, + sent to the proper person

Fourth Assistant Secretary (grade of senior sec'y of Embassy or lower grade of Minister)
 He is also Chief of the Administrative Division, Chief of the Bureau of Personnel and Protocol, and Custodian of the Seal.
 Private Secretary

See above for Middle Panels

Bureau of Personnel and Protocol.
 Chief (4th Ass't Sec'y).

Personnel Section Chief (diplomatic officer) Secretary (minor diplomatic officer) 2 clerks	Treaty Section Chief (do.) Secretary (do.) 2 clerks	Passport Section Chief (do.) Secretary (do.) 2 clerks
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Recommendations, appointments, examination papers, commissions, oaths, bonding, notifications, efficiency records, departmental and diplomatic and consular lists, control of departmental personnel

2 stenographer-typists
Treaties, conventions, ratifications, extradition papers, proclamations, executive orders, ceremonial letters of credence, and of recall, et cetera

Passports, citizenship and naturalization.

Accounting and Disbursing Office
 Chief

Departmental Section 2 accountants.	Diplomatic Section 2 accountants	Consular Section 2 accountants
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2 clerks and 1 stenographer-typist

To be the disbursing office of the Department; to have all information in regard to financial ways and means, and to pass, as such only, on proposed disbursements; to be the channel of communication between the Department and the Treasury in regard to account and the annual estimates; to pass upon the correctness of accounts approved as just by the office concerned.

Janitor of the Building and Chief Messenger. Duty to keep the building clean and to control the messengers who serve the different officers.
 Watchman.

Storekeeper.
 Custodian of supplies etc
 Packer.