1909

Organizational Chart for the State Department, 1909

Francis Mairs Huntington-Wilson

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Consular Division

Third Assistant Secretary.
Private Secretary.

Diplomatic Division

Second Assistant Secretary.
Private Secretary.

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)
4 Secretaries (grade of Consul to
Vice Consul or Consul Clerk or
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.

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

Bureau C.

Chief (grade as above)

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

Bureau D.

Chief (grade as above)

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.

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
### Bureau of Personnel and Protocol

<table>
<thead>
<tr>
<th>Section</th>
<th>Chief</th>
<th>Secretary (minor)</th>
<th>2 clerks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Section</td>
<td>Chief (diplomatic officer)</td>
<td>Secretary (officer)</td>
<td>2 clerks</td>
</tr>
<tr>
<td></td>
<td>2 stenographer-typists</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passport Section</td>
<td>Chief (diplomatic officer)</td>
<td>Secretary (officer)</td>
<td>2 clerks</td>
</tr>
<tr>
<td></td>
<td>Recommendations, appointments, examination papers, commissions, oaths, bonding, notifications, efficiency records, diplomatic and consular lists, control of personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Treaties, conventions, ratifications, extradition papers, proclamations, executive orders, ceremonial letters of credence, and of recall, et cetera</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Accounting and Disbursing Office

<table>
<thead>
<tr>
<th>Section</th>
<th>Chief</th>
<th>Departmental Section</th>
<th>Diplomatic Section</th>
<th>Consular Section</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2 accountants</td>
<td>2 accountants</td>
<td>2 accountants</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 clerks and 1 stenographer-typist</td>
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<td></td>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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.