

CLERK FORCE

At this Legation only three people are employed as clerks, one Chief Clerk, one stenographer and a translator and it is believed that this number probably represents the average number employed in a typical legation under the present appropriations.

It is doubtful whether it can be said that the proviso that no clerk shall be paid from the appropriation for "Contingent Expenses" militates against the efficient workings of the Service, certainly not in the present fiscal year when the amount appropriated is hardly sufficient to cover such necessary expenses as rent, heat, light, supplies, postage and telegrams, leaving nothing for the payment of clerks were it wished to do so. It is certain, however, that the proviso against the employment of any but American citizens in diplomatic missions abroad does militate against efficiency and furthermore is uneconomical. Practically no mission throughout the world can run efficiently without a translator, and these can better and more cheaply be secured on the spot than by having them sent out from the United States. If economy is the real issue, it is not to be secured by substituting for a competent alien translator, who can generally be obtained for less than a thousand dollars a year, one sent out from the United States who is generally of less value because of his unfamiliarity with political and economic conditions in the country, but to whom must be paid generally as much as two thousand dollars a year in addition to his travelling expenses. He can moreover seldom know the language as well as a native.

Furthermore

Furthermore this mission cannot be run efficiently, with its present volume of business, with three clerks. The one stenographer at this mission must type all the correspondence and reports originated by three officers, which often makes it necessary to sacrifice accuracy to speed. It also often requires the officers to devote time which could be more profitably used in gathering further information, in drafting their own correspondence rather than dictating it. The amount of translating which must be done at this mission - and there is probably no more here than at the average mission - takes all the time of one man, not only during office hours, but in this instance during the evening. This leaves all other clerical work to be done by the chief clerk, including the preparation and despatching of all correspondence and telegrams, the preparation of accounts, the care, filing and indexing of archives, etc. At this mission the other necessary duties of the chief clerk have been so heavy that it has been impossible to keep the files up to date or even to commence work on the arrangement for binding of the archives for 1920. No mission can be run efficiently when the files are in such condition that desired dossiers for several months back cannot be obtained almost immediately, and this will certainly not be the case at this mission unless it becomes possible to employ another clerk. It seems a matter of small importance whether this additional clerk needed is paid from the appropriation for "Clerk Hire" or from that for "Contingent Expenses".

The following table shows roughly the volume of the business of this mission for the fiscal year ending June 30th, 1921.

a. Telegrams received		
	From the Department	60
	From other missions	144
	Miscellaneous	45
	Total telegrams received	<u>249</u>
b. Telegrams sent		
	To the Department	111
	To other missions	138
	Miscellaneous	62
	Total telegrams sent	<u>311</u>
c. Instructions from the Department (Numbered, unnumbered and circulars)-----		158
d. From the Department, other than instructions		64
e. Despatches to the Department		289
f. Miscellaneous received (All notes, letters, etc., from all places other than Department)		1246
g. Miscellaneous sent (All notes, letters, etc., to all places other than Department)		1203

222

249

While the miscellaneous correspondence sent out by this mission probably will not average over two pages for each letter or note, the despatches often contain twenty to thirty pages, in one instance 180 pages, and they easily average ten pages.

No record has been kept of callers at this mission on official business but from observations made since this questionnaire was received, it appears that they will average ten for each working day, making approximately 2600 in the year.

As yet no percentage of the current estimate for clerk hire at this Legation has been spent for salary increases but it will probably become necessary to so apply the small surplus remaining to the Legation's credit under this item, in order to retain the translator employed at present who has been offered two thousand kroner more a year than he is receiving from the Legation to do the same type of work for a Danish firm.