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Memo to File

From: Michelle Seguin and Eric Scheinkopf

January 27, 1995

Re: Department of State Organizational Structure

The organizational structure of the Department of State has remained basically the same since the 1950s. There is a Secretary of State, a Deputy Secretary of State, Under Secretaries for areas including Political Affairs, Economic Affairs, International Security Affairs and Management. While some titles have been changed and new Under Secretary offices created, the State Department's structure is easily recognizable from the 1950s to the present. There are Assistant Secretaries for both regional and functional areas. Country desks that monitor developments and make recommendations on policies toward nations would be located in regional bureaus such as European and Canadian Affairs or Inter-American Affairs. The functional bureaus will not deal with a particular country per se but with a specific issue or issues such as food policy, narcotics, intelligence issues, legislative affairs and consular affairs.

Office of the Secretary

In the Office of the Secretary (S), there is an Executive Secretariat (S/S) which has an office that may be of assistance. The Office of Information Resources Management (S/S-IRM) has a Records Management Division (S/S-IRM/SMD) that could be an important source in reviewing State Department files.

The Under Secretary for Political Affairs

The Under Secretary for Political Affairs (P) is seen as the third-highest position in the Department of State. In the mid-1960s, the title was Deputy Under Secretary for Political Affairs (G). The schematics of the State Department from the mid-1950s to the present include a political affairs office at the Under Secretary level. When Secretary of State Dean Rusk testified before the Warren Commission, he stated that then Deputy Under Secretary for Political Affairs, U. Alexis Johnson was his "principal representative in our dealings with the various intelligence and security agencies of the government and with the Pentagon." (Exhibit 1) Therefore, we recommend that the records of this office be reviewed.

Important Regional Bureaus

The Bureau of European and Canadian Affairs (EUR) is an important bureau to examine for records. The design of the bureau today will be significantly different from that of the 1950s but files, memos, etc. concerning Russia will have been created by this bureau. With the collapse of the Soviet Union and the establishment of an independent nation of Belarus (Lee Harvey Oswald resided in its capital, Minsk) files may be classified as being under the Soviet Union, the Russian Federation or Belarus. Also, Moscow Embassy files are a possible source of information.

The Bureau of Inter-American Affairs (ARA) is also an important bureau to examine for records on Mr. Oswald, and United States policy toward Fidel Castro and Cuba. Files on not only Cuba, but on Mr. Oswald's time in Mexico City should be found in the records originating from this branch. Mexico City Embassy files are a possible source of information as well.

The Bureau of East Asian and Pacific Affairs (EAP) was known as the Bureau of Far Eastern Affairs (FE) during the Eisenhower, Kennedy and Johnson Administrations. Given Lee Harvey Oswald's military service in Japan, this bureau's records is a possible source of information.

Important Functional Bureaus

A critical Bureau to examine for files on Lee Harvey Oswald would be the Bureau for Intelligence and Research (INR). This office coordinates intelligence programs for the Department and works with the other elements of the intelligence community. As Mr. Oswald first came to the attention of the intelligence community with his appearance at the Embassy in Moscow to renounce his citizenship, the INR files are a valuable resource. In 1960, for example, the Director of Intelligence and Research, Hugh S. Cuming, Jr. requested information from Richard Bissell, the Deputy Director, Plans at the CIA on those Americans living in the Soviet Bloc who might be classified as "defectors (defectors was in quotes in the Cumming's letter to Bissell)." (Exhibit 2)

The Bureau of Consular Affairs is another important part of the State Department for the Board to examine. Information concerning Mr. Oswald's travels to Europe will be found here, as well as his efforts to seek assistance in returning to the United States. At that time, the Bureau of Consular Affairs, known as the Bureau of Security and Consular Affairs (SCA), contained the Passport Office, the Visa Office, the Office of Special Consular Services and the Office of Security. Today, underneath the Assistant Secretary for Consular Affairs (CA), there is a Deputy Assistant Secretary for Passport Services (CA/PPT), Deputy Assistant Secretary for Visa Services (CA/VO), Deputy Assistant Secretary for Overseas Citizens Services (CA/OCS), which has a European Services Division (OCS/CCS/EUR).

The Bureau of Diplomatic Security, established under the Omnibus Diplomatic Security and Antiterrorism Act of 1986, is to provide a secure atmosphere for the conducting of American diplomacy. Within the Bureau of Diplomatic Security is the Office of Policy Coordination (DS/P). It provides review and declassification services of security records in accordance with Federal access laws, litigation and discovery orders. Also, it is responsible for adjudicating requests to amend permanent Federal records. Under the Assistant Secretary for Diplomatic Security (DS) in the Bureau for Diplomatic Security, there is a Deputy Assistant Secretary for Information Services (DS/IM/IS) under which there is an office which will be an important contact point, the Office of Freedom of Information, Privacy and Classification Review (DS/IM/IS/FPC). As part of that office, there are several important sections. They are: Requests Management (DS/IM/IS/FPC/RD), Contemporary Documents Review (IS/FPC/CDR), Privacy, Plans and Appeals (DS/IM/IS/FPC/PPA), Historical Documents Review (DS/IM/IS/FPC/HDR) and External Requests Research (DS/IM/IS/FPC/ER).

The State Department's law office, the Office of the Legal Adviser (L) has Assistant Legal Advisers for various parts of the State Department. Files for these offices L/ARA (Inter-American Affairs) and Legislative and General Management Affairs (L/M) contain records on the Kennedy assassination.

Department of State Communications with HSCA

During the HSCA investigation of the Kennedy Assassination, the HSCA wrote the Department in its search for records. The main areas found to contain documents relating to the HSCA's requests were found in searches

of the Central Foreign Policy Records (FADRC), Intelligence and Research Records (INR), Passport Records (PPT) and Security Records (SY). (Exhibit 3) A contact in the Bureau of Administration was given as the person to work with in making arrangements for the viewing of records. The offices in the Bureau of Diplomatic Security previously discussed would be the logical places to start today for requests pertaining to searches of records.

Searching for assassination records at the Department of State was a formidable task for the HSCA. For example, HSCA was told that the Department's files for the 1958-1963 period consisted of an extensive record collection that involved both centralized and decentralized systems (Exhibit 4). Earlier that year, HSCA learned that there were 48 records systems to be searched within the State Department as part of a request stating "any and all." (Exhibit 5) Another difficulty faced by HSCA was that the central foreign policy file for the period before 1973 was not computerized (Exhibit 6).

July 7, 1994 Department of State Communication to the ARRB

According to Nina J. Noring, Department of State Liaison, the Department of State has 8 cubic feet of assassination records from 1959-1992. (Exhibit 7) The files consist mainly of telegrams, despatches, memoranda, memoranda of conversations and letters. Oswald's defection, stay in the USSR, his return to the US and correspondence with the Warren Commission are in the files. There are also records dealing with the investigation in Mexico after the assassination, correspondence with the HSCA in 1978, and communications between the US and Russia and Belarus in 1992 concerning Soviet files on Oswald.

According to the July 7 communication, the State Department Kennedy

Assassination Records Collection is found in several components of State. Among the areas are the Bureau of Diplomatic Security, the Passport Office, the Central Files, Miscellaneous Central Files, Embassy Files from Moscow, and Mexico City. Telephone conversations of former Secretary Rusk, the Thompson files, correspondence with the Soviet Union, Top Secret Summaries, INR, EUR, EUR/SOV files, an historical study on JFK's funeral, the Office of Citizen Services, files from the Assistant Legal Advisers for Management and Inter-American Affairs, and EUR and ADS Files (Post Legislation) are other sources. There are also files in an automated document system. Many files are noted as retired.

Bibliography

United States Government Organization Manual (1956-57, 1993-1994, etc)

United States Department of State Organizational Directory, Spring 1991

United States Department of State Organizational Directory, May 1966

House Select Committee on Assassinations correspondence with the Department of State

Assassination Records Survey from the Department of State to the ARRB, July 7, 1994

FILE NAME (organiza.sta)