

subaltern officials and scribes of all sorts. The body of officials actively engaged in a "public" office, along with the respective apparatus of material implements and the files, make up a "bureau." In private enterprise, "the bureau" is often called "the office."

In principle, the modern organization of the civil service separates the bureau from the private domicile of the official, and, in general, bureaucracy segregates official activity as something distinct from the sphere of private life. Public monies and equipment are divorced from the private property of the official. This condition is everywhere the product of a long development. Nowadays, it is found in public as well as in private enterprises; in the latter, the principle extends even to the leading entrepreneur. In principle, the executive office is separated from the household, business from private correspondence, and business assets from private fortunes. The more consistently the modern type of business management has been carried through the more are these separations the case. The beginnings of this process are to be found as early as the Middle Ages.

It is the peculiarity of the modern entrepreneur that he conducts himself as the "first official" of his enterprise, in the very same way in which the ruler of a specifically modern bureaucratic state spoke of himself as "the first servant" of the state. The idea that the bureau activities of the state are intrinsically different in character from the management of private economic offices is a continental European notion and, by way of contrast, is totally foreign to the American way.

- IV. *Office management, at least all specialized office management—and such management is distinctly modern—usually presupposes thorough and expert training.* This increasingly holds for the modern executive and employee of private enterprises, in the same manner as it holds for the state official.
- V. *When the office is fully developed, official activity demands the full working capacity of the official, irrespective of the fact that his obligatory time in the bureau may be firmly*

delimited. In the normal case, this is only the product of a long development, in the public as well as in the private office.

Formerly, in all cases, the normal state of affairs was reversed: official business was discharged as a secondary activity.

- VI. *The management of the office follows general rules, which are more or less stable, more or less exhaustive, and which can be learned.* Knowledge of these rules represents a special technical learning which the officials possess. It involves jurisprudence, or administrative or business management.

The reduction of modern office management to rules is deeply embedded in its very nature. The theory of modern public administration, for instance, assumes that the authority to order certain matters by decree—which has been legally granted to public authorities—does not entitle the bureau to regulate the matter by commands given for each case, but only to regulate the matter abstractly. This stands in extreme contrast to the regulation of all relationships through individual privileges and bestowals of favor, which is absolutely dominant in patrimonialism, at least in so far as such relationships are not fixed by sacred tradition.

2. The Position of the Official

All this results in the following for the internal and external position of the official:

- I. *Office holding is a "vocation."* This is shown, first, in the requirement of a firmly prescribed course of training, which demands the entire capacity for work for a long period of time, and in the generally prescribed and special examinations which are prerequisites of employment. Furthermore, the position of the official is in the nature of a duty. This determines the internal structure of his relations, in the following manner: Legally and actually, office holding is not considered a source to be exploited for rents or emoluments, as was normally the case during the Middle Ages and frequently up to the