"	Chief, Vehicle Division, International Trade and Machinery Bureau	III	General experience relating to any business specialist occupation or machinery in the past 10 years	6	Experience in a position at level IV or above or the equivalent	2	"	"	"	—
"	Chief, Machinery Administration Section, International Trade and Machinery Bureau	IV	General experience relating to any business specialist occupation or machinery in the past 10 years. University graduates (old system) may count their education as 1 year of experience	5	Experience in a position in pay grade 10 or above or the equivalent in the past 10 years	—	"	2 in past 10	"	—
"	Chief, Machinery Export Section, International Trade and Machinery Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Agricultural and Forestry Machinery Section, International Trade and Machinery Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Industrial Machinery Section, Internotional Trade and Machinery Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Cast and Wrought Products Section, International Trade and Machinery Bureau	"	"	"	"	—	"	"	"	—

International Trade and Industry Ministry	Chief, Automobile Section, Vehicle Division, International Trade and Machinery Bureau	IV	General experience relating to any business specialist occupation or machinery in the past 10 years. University graduates (old system) may count their education as 1 year of experience	5	Experience in a position in pay grade 10 or above or the equivalent in the past 10 years	—	Experience in work relating to industrial machinery	2 in past 10	None	—
"	Chief, Vehicle Section, Vehicle Division, International Trade and Machinery Bureau	"	"	"	"	—	"	"	"	—
Transportation Ministry	Chief, Rolling Stock Section, Railway Supervision Bureau	"	"	"	"	—	"	"	"	—
"	Chief, 1st Material Section, Supply and Equipment Repairs Division, Highway Transportation Bureau	"	"	"	"	—	"	"	"	—
Aeronautical Aids Agency	Chief, Supply Section	"	"	"	"	—	"	"	"	—
Economic Stabilization Board	Chief, Machinery Section, Production Bureau	"	"	"	"	—	"	"	"	—

No. 45—Business Specialist, Electric Machines

General experience for this kind of occupation comprises experience in at least one of the following:

1. The establishment of, or issuance of directive of production plans relating to the electric machine industry.
2. Promotion of fareign trade in electric machines.
3. Planning the establishment, revision or abolition of laws relating to the electric machine industry or the interpretation and usage of such laws.
4. Investigation and study of the facilities, capacity, requisite materials, state of operation, labor conditions, supply and demand factors or transportation problems of the electric machine industry.
5. Direction of factory safety or relational management in the electric machine industry.
6. Management supervision, counseling or performance of work relating to controls in the electric machine industry.
7. Other high level work directly related to the electric machine industry.

International Trade and Industry Ministry	Chief, Electric Machinery Section, International Trade and Machinery Bureau	IV	General experience relating to electricity of any bnsiness specialist occupation in the past 10 years. University graduates (old system) may count their education as one year of experience	5	Experienced in a position in pay grade 10 or above or the equivalent iu the past 10 years	—	Experience in work relating to electric machinery industry	2 in past 10	None	Noen

No. 46—Business Specialist Communication Machinery

General experience for this kind of occupation comprises experience in at least one of the following:

1. The establishment of, or issuance of directives of production plans relating to the communication machinery industry.
2. Promotion of foreign trade in communication machinery.
3. Planning the establishment, revision or abolition of laws relating to the communication machinery industry or the interpretation and usage of such laws.
4. Investigation and study of the facilities, capacity, requisite materials, state of operation, labor conditions, supply and demand factors or transportation problems of the communication machinery industry.
5. Direction of factory safety or rational management in the communication machinery industry.
6. Management, supervision, counseling or performance of work relating to controls in the communication machinery industry.
7. Other high level work directly related to the communication machinery industry.

International Trade and Industry Ministry	Chief, Electric Communication Equipment Division, International Trade and Machinery Bureau	III	General experience in communication or any business specialist occupation in the past 10 years	6	Experience in a position at level IV or above or the equivalent in the past 10 years	2	Experience in work relating to communication equipment industry	3 in past 10	None	—
"	Chief, Wire Equipment Section, Electric Communication Equipment Division, International Trade and Machinery Bureau	IV	General experience in communication of any business specialist occupation in the past 10 years. University graduates (old system) may count their education as one year of experience	5	Experience in a position in pay grade 10 or above or the equivalent in the past 10 years	—	Experience in work relating to communication equipment industry	2 in past 10	"	—
"	Chief, Wireless Equipment Section, Electric Communication Equipment Division International Trade and Machinery Bureau	"	"	"	"	—	"	"	"	—

No. 47—Business Specialist Electric Power

General experience for this kind of occupation comprises experience in at least one of the following;

1. The establishment of, or issuance of directives of plans relating to generating transmitting or distributing power.
2. Planning the establishment, revision or abolition of laws relating to the electric power industry or the interpretation and usage of such laws.
3. Investigation and study of the facilities, capacity, supply abilities, state of operation, labor conditions, supply and demand factors or transportation problems of the electric power industry.
4. Direction of factory safety or rational management in the electric power industry.
5. Management, supervision, counseling or performance of work relating to controls in the electric power industry.
6. Other high level work directly related to the electric power industry.

Resources Agency	Chief, Electric Power Bureau	II	General experience in any business specialist occupation or electricity, civil engineering or machinery in the past 15 years	7	Experience in a position at level III or above or the equivalent in the past 15 years. Or experience in a position at level IV or the equivalent	1 3	Experience in work relating to electric power	3 in past 10	None	None
International Trade and Industry Ministry	Chiefs (8), Electric Power Divisions, Regional Bureau of International Trade & Iudustry (Tokyo, Sapporo, Sendai, Nagoya, Osaka, Hiroshima, Shikoku, Fukuoka)	IV	General experience in any business specialist occupation or electricity, civil engineering, or machinery in the past 15 years. University graduates (old system) may count their education as 1 year's experience	5	Experience in a position in pay grade 10 or above or the equivalent in the past 10 years	—	Experience in work relating to electric power	2 in past 10	"	—
Resources Agency	Chief, Electric Administration Section, Electric Power Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Enterprise Section Electric Power Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Adjustment Section, Electric Power Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Planning Section, Electric Power Bureau	"	"	"	"	—	"	"	"	—
Economic Stabilization Board	Chief, Electric Power Section, Power Bureau	"	"	"	"	—	"	"	"	—

No. 48—Business Specialist, Iron & Steel

General experience for this kind of occupation comprises experience in at least one of the following:

1. The establishment of, or issuance of directives of production plans relating to the iron and steel industry.
2. Promotion of foreign trade in iron and steel.
3. Plannning the establishment, revision or abolition of laws relating to the iron and steel indusry or the interpretation and usage of such laws.
4. Investigation and study of the facilities, capacity, requisite materials, state of operation, labor conditions, supply and demand factors of transportation problems of the iron and steel industry.
5. Direction of factory safety or rational management in the iron and steel industry.
6. Management, supervision, counseling or performance of work relating to controls in the iron and steel industry.
7. Other high level work directly related to the iron and steel industry.

International Trade and Industry Ministry	Chief, International Trade & Iron & Steel Bureau	II	General experience in metallurgy or any business specialist occupation in the past 15 years	7	Experience in a position at level III or above or the equivalent in past 15 years, or experience in a position at level IV or the equivalent	1 3	Experience in work relation to iron and steel industry	3 in past 10	None	—
"	Chief, 1st Iron & Steel Section, International Trade & Iron & Steel Bureau	IV	General experience in metallurgy or any business specialist occupation in the past 10 years. University graduates (old system) may count their education as one year's experience	5	Experience in a position in pay grade 10 or above or the equivalent in the past 10 years	—	Experience in work relating to iron and steel industry	2 in past 10	"	—

"	Chief, 2nd Iron & Steel Section, International Trade & Iron & Steel Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Material Section, International Trade & Iron & Steel Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Scrap Collection Section, International Trade & Iron & Steel Bureau	"	"	"	"	—	"	"	"	—
Resources Agency	Chief, Heavy Equipment Section, Coal Production Bureau	"	"	"	"	—	"	"	"	—
Economic Stabilization Board	Chief, Metal Section, Production Bureau	"	"	"	"	—	"	"	"	—

No. 49—Business Specialist, Mining

General experience for this kind of occupation comprises experience in at least one of the following:

1. The establishment of, or issuance of of directives of production plans relating to the exploitation of mining resources or the mining industry.
2. Planning the establishment, revision or abolision of laws relating to the mining industry or the interpretation and usage of such laws.
3. Investigation and study of the facilities, capacity, requisite materials, state of operation, labor conditions, supply and demand factors or transportation problems of mining, smelting and petroleum refineries.
4. Direction of safety provisions or rational management in mining.
5. Management, supevision, counseling or performance of work relating to controls in the mining industry.
6. Other high level work directly related to the mining industry.

"	Chief, 2nd Iron & Steel Section, International Trade & Iron & Steel Bureau	"	"	"	"	—	"	"	"	-
"	Chief, Material Section, International Trade & Iron & Steel Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Scrap Collection Section, International Trade & Iron & Steel Bureau	"	"	"	"	—	"	"	"	—
Resources Agency	Chief, Heavy Equipment Section, Coal Production Bureau	"	"	"	"	—	"	"	"	—
Economic Stabilization Board	Chief, Metal Section, Production Bureau	"	"	"	"	—	"	"	"	—

No. 49—Business Specialist, Mining

General experience for this kind of occupation comprises experience in at least one of the following:

1. The establishment of, or issuance of of directives of production plans relating to the exploitation of mining resources or the mining industry.
2. Planning the establishment, revision or abolision of laws relating to the mining industry or the interpretation and usage of such laws.
3. Investigation and study of the facilities, capacity, requisite materials, state of operation, labor conditions, supply and demand factors or transportation problems of mining, smelting and petroleum refineries.
4. Direction of safety provisions or rational management in mining.
5. Management, supevision, counseling or performance of work relating to controls in the mining industry.
6. Other high level work directly related to the mining industry.

Resources Agency	Chief, Coal Control Bureau	II	General experience in mining or any business specialist occupation in the past 15 years	7	Experience in a position at level III or above or the equivalent, in the past 15 years. Or experience in a position at level IV or the equivalent	1 3	Experience in work relating to mining industry	3 in past 10	None	—
"	Chief, Coal Production Bureau	"	"	"	"	"	"	"	"	—
"	Chief, Mine Bureau	"	"	"	"	"	"	"	"	—
"	Chief, Mine Safety Bureau	"	"	"	"	"	"	"	"	—
"	Chiefs (4), Coal Bureau (Sapporo, Taira, Ube, Fukuoka)	III	General experience in mining or any business specialist occupation in the past 10 years	6	Experience in a position at level IV or above or the equivalent in the past 10 years.	2	"	"	"	—
International Trade and Industry Ministry	Chiefs (8), Mining Divisions, Regional International & Trade & Industry Bureaus (Tokyo Sapporo, Sendai Nagoya, Osaka, Hiroshima, Shikoku, Fukuoka)	IV	General experience in mining or any business specialist occupation in the past 10 years. University graduates (old system) may count their education as one year's experience	5	Experience in a position in pay grade 10 or above or the equivalent	—	"	2 in past 10	"	—
Resources Agency	Chief, Coal Administration Section, Coal Control Bureau	"	"	"	"	—	"	"	"	—

"	Chief, Audit Section, Coal Control Bureau	"	"	"	"	—	"	"	"	--
"	Chief, Coal Distribution Section, Coal Control Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Gas Section, Coal Control Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Lignite Section, Coal Control Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Production Section, Coal Production Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Assessment Section, Development Division, Coal Production Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Mining Section, Mine Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Metal Section, Mine Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Oil Administration Section, Mine Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Oil Distribution Section, Mine Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Mine Administration Section, Mine Bureau	"	"	"	"	—	"	"	"	—

Resources Agency	Chief, Administration Section, Mine Safety Bureau	IV	General experience in mining or any business specialist occupation in the past 10 years. University graduates (old system) may count their education as one year's experience	5	Experience in a position in pay grade 10 or above or the equivalent	—	Experience in work relating to mining industry	2 in past 10	None	—
"	Chiefs (4), Control Divisions, Regional Coal Bureau (Sapporo, Taira, Ube, Fukuoka)	"	"	"	"	—	"	"	"	—
Economic Stabilization Board	Chief, Coal Section, Electric Power Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Petroleum Section, Electric Power Bureau	"	"	"	"	—	"	"	"	—

No. 50—Business Specialist, Chemistry

General experience for this kind of occupation comprises experience in at least one of the following:

1. The establishment of, or issuance of directives of production plans relating to the chemical industry.
2. Promotion of foreign trade in chemical industry products.
3. Planning the establishment, revision or abolition of laws relating to the chemical industry or the interpretation and usage of such laws.
4. Investigation and study of the facilities, capacity, requisite materials, state of operation, labor conditions, supply and demand factors or transportation problems of the chemical industry.
5. Direction of factory safety or rational management in the chemical industry.
6. Management, supervision, counseling or performance of work relating to controls in the chemical industry.
7. Sale, management or supervision of alcohol production or the management of accounts for the alcohol monopoly industry.
8. Other high level work directly related to the chemical industry.

International Trade and Industry Ministry	Chief, International Trade and Chemistry Bureau	II	General experience in chemistry, applied chemistry or agricultural chemistry or any business specialist occupation in the past 15 years	7	Experience in a position at level III or above or the equivalent in the past 15 years or experience in a position at level IV or the equivalent	1 3	Experience in work relating to chemical industry	3 in past 10	None	—
"	Chief, Chemical Fertilizer Bureau, International Trade and Chemistry Bureau	III	General experience in chemistry, applied chemistry or agricultural chemistry or any business specialist occupation in the past 10 years	6	Experience in a position at level IV or above or the equivalent in the past 10 years	2	"	"	"	—
"	Chief, Chemical Administration Section, International Trade and Chemistry Bureau	IV	General experience in chemistry, applied chemistry or agricultural chemistry or any business specialist occupation in the past 10 years. University graduates (old system) may count their education as one year's experience	5	Experience in a position in pay grade 10 or above or the equivalent in the past 10 years	—	"	2 in past 10	"	—
"	Chief, Organic Section, International Trade and Chemistry Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Inorganic Section, International Trade and Chemistry Bureau	"	"	"	"	—	"	"	"	—

International Trade and Industry Ministry	Chief, Alcohol Section, International Trade and Chemistry Bureau	IV	General experience in chemistry, applied chemistry or agricultural chemistry or any business specialist occupation in the past 10 years. University graduates (old system) may count their education as one year's experience	5	Experience in a position in pay grade 10 or above or the equivalent in the past 10 years	—	Experience in work relating to chemical industry	2 in past 10	None	—
"	Chief, Oil and Fat Products Section, International Trade and Chemistry Bureau	"	"	"	"	—	"	"	"	—
"	Chief, First Chemical Fertilizer Section, Chemical Fertilizer, Division, International Trade and Chemistry Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Second Chemical Fertilizer Section, Chemical Fertilizer Division International Trade and Chemistry Bureau	"	"	"	"	—	"	"	"	—
Resources Agency	Chief, Light Equipment Section, Coal Production Bureau	"	"	"	"	—	"	"	"	—

Transportation Ministry	Chief, Second Material Section, Supply and Equipment Repairs Division, Highway Transportation Bureau	"	"	"	"	—	"	"	"	—
Economic Stabilization Board	Chief, First Chemical Section, Production Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Second Chemical Section, Production Bureau	"	"	"	"	—	"	"	"	—

No. 51—Business Specialist, Textiles

General experience for this kind of occupation comprises experience in at least one of the following:

1. The establishment of, or issuance of directives of production plans relating to the textile industry.
2. Promotion of foreign trade in textile industry products.
3. Planning the establishment, revision or abolition of laws relating to the textile industry or the interpretation and usage of such laws.
4. Investigation and study of the facilities, capacity, requisite materials, state of operation, labor conditions, supply and demand factors or transportation problems of the textile industry.
5. Direction of factory safety or rational management in the textile industry.
6. Management, supervision, counseling or performance of work relating to controls in the textile industry.
7. Other high level work directly related to the textile industry.

International Trade and Industry Ministry	Chief, International Trade & Textile Bureau	II	General experience in textile or any business specialist occupation in the past 15 years	7	Experience in a position at level III or above or the equivalent in the past 15 years or experience in a position at level IV or the equivalent	1 3	Experience in work relating to textile industry	3 in past 10	None	—

International Trade and Industry Ministry	Deputy Chief, International Trade and Textile Bureau	III	General experience in textile or any business specialist occupation in the past 10 years	6	Experience in a position at level IV or above or the equivalent in the past 10 years	2	Experience in work relating to textile industry	3 in past 10	None	—
"	Chief, Textile Administration Section, International Trade and Textile Bureau	IV	General experience in textile or any business specialist occupation in the past 10 years. Graduates of universities (old system) may count their education as one year's experience	5	Experience in a position at pay grade 10 or above or the equivalent in the past 10 years	—	"	2 in past 10	"	—
"	Chief, Textile Export Section, International Trade & Textile Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Cotton Section, International Trade & Textile Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Chemical Textile Section, International Trade & Textile Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Hemp & Wool Section, International Trade & Textile Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Textile Goods Section, International Trade & Textile Bureau	"	"	"	"	—	"	"	"	—

"	Chief, Clothing Section, International Trade and Textile Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Inspection Section, International Trade & Textile Bureau	"	"	"	"	—	"	"	"	—
"	Silk Section, International Trade & Textile Bureau	"	"	"	"	—	"	"	"	—
Economic Stabilization Board	Chief, Textile Section, Production Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Clothing Section, Livelihood Material Bureau	"	"	"	"	—	"	"	"	—

No. 52—Business Specialist, Construction

General experience for this kind of occupation comprises experience in at least one of the following:

1. The establishment of, or issuance of directives of plans relating to the construction industry.
2. Planning the establishment, revision or abolition of laws relative to the construction industry or the interpretation and usage of such laws.
3. Investigation and study of the facilities, capacity, requisite materials, labor conditions or state of operation of the construction industry.
4. Direction of safe facilities or rational management in the construction industry.
5. Other high level work directly related to the construction industry.

Construction Ministry	Chief, City Bureau	II	General experience in building, construction or civil engineering in the past 15 years	7	Experience in a position at level III or above or the equivalent in the past 15 years, or experience in a position at level IV or the equivalent	1 3	Experience in work relating to construction	3 in past 10	None	—

Special Procurement Agency	Chief, Engineering Division	III	General experience in building, construction or civil engineering in the past 10 years	6	Experience in a position at level IV or above or the equivalent in past 10 years	2	Experience in work relating to construction	3 in past 10	None	—
"	Deputy Chiefs (2), Engineering Division	IV	General experience in building construction or civil engineering in the past 10 years. University graduates (old system) may count their education as one year's experience	5	Experience in a position in pay grade 10 or above or the equivalent in the past 10 years	—	"	2 in past 10	"	—
"	Chief, General Construction Section, Engineering Division	"	"	"	"	—	"	"	"	—
"	Chief, Kanto Construction Section, Engineering Division	"	"	"	"	—	"	"	"	—
"	Chief, Engineering Services Section, Engineering Division	"	"	"	"	—	"	"	"	—
"	Chief, General Services Section, Engineering Division	"	"	"	"	—	"	"	"	—
"	Chief, Real Estate Appraisal Section, Engineering Division	"	"	"	"	—	"	"	"	—

"	Chief, General Construction Section, Expediting & Inspecting Division	"	"	"	"	—	"	"	"	"	—
"	Chief, Kanto Construction Section, Expediting & Inspecting Division	"	"	"	"	—	"	"	"	"	—
"	Chief, General Services Section, Expediting & Inspecting Division	"	"	"	"	—	"	"	"	"	—
"	Chief, Kanto Services Section, Expediting & Inspecting Division	"	"	"	"	—	"	"	"	"	—
"	Chief, Testing Section, Expediting & Inspecting Division	"	"	"	"	—	"	"	"	"	—
"	Chiefs (8), Technical Divisions, Special Procurement Bureaus (Sapporo, Sendai, Yokohama, Nagoya, Kyoto, Osaka, Kure, Fukuoka)	"	"	"	"	—	"	"	"	"	—
Transportation Ministry	Chief, Habor Materials Section, Ports & Habors Bureau	"	"	"	"	—	"	"	"	"	—

Telecommunications Ministry	Chief, Gang Administrative Section, Construction & Engineering Division, Plant Engineering Bureau	IV	General experience in building construction or civil engineering in the past 10 years. University graduates (old system) may count their education as one year's experience	5	Experience in a position in pay grade 10 or above or the equivalent in the past 10 years	—	Experience in work relating to construction	2 in past 10	None	—
Construction Ministry	Chief, Construction Section, Management & Superintendence Bnreau	"	"	"	"	—	"	"	"	—
"	Chief, Planning Section, City Bureau	"	"	"	"	—	"	"	"	—
Economic Stabilization Board	Chief, Planning Section, Construction & Transportation Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Land Development Section, Construction & Transportation Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Public Works Section, Construction & Transportation Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Supervision Section, Construction & Transportation Bureau	"	"	"	"	—	"	"	"	—

No. 53—Civil Engineering

General experience for this kind of occupation comprises experience in at least one of the following:

1. Specialized and technical investigation and study of engineering projects, or engineering work relating to the planning, designing or execution of engineering projects, or the management, supervision or overall coordination of such work.
2. Such work as the planning or interpretation of laws relating to engineering works, the planning of engineering projects or disaster rehabilitation work, the expediting of materials and funds procurement, or permits or clearance for the use of tracks or automobile roads.
3. Other high level work directly relating to engineering.

Construction Ministry	Technical Supervisor, Minister's Secretariat	I	General experience in civil engineering in the past 15 years	8	Experience in a position at level II or above or the equivalent in the past 15 years. Or, experience in a position at level III or the equivalent	1 2	Experience in work relating to civil engineering industry	4 in past 10	None	—
Transportation Ministry	Chief, Port and Harbor Bureau	II	〃	7	Experience in a position at level III or above or the equivalent in the past 15 years. Or, experience in a position at level IV or the equivalent	1 3	〃	3 in past 10	Experience in work relating to port and harbor	2 in past 10
								〃	Experience in work relating to river	〃
Construction Ministry	Chief, River Bureau	〃	〃	〃	〃	〃	〃	〃	Experience in work relating to road	〃
〃	Chief, Road Bureau	〃	〃	〃	〃	〃	〃	〃	Experience in work relating to construction of ports & harbors	〃
Transportation Ministry	Chiefs (4), Regional Harbor Construction Divisions (Yokohama, Niigata, Kobe, Shimonoseki)	III	General experience in civil engineering in the past 10 years	6	Experience in a position at level III or above or the equivalent in the past 10 years	2	Experience in work relating to civil engineering industry	〃		

Construction Ministry	Chiefs (6), Regional Construction Bureaus (Kanto, Tohoku, Chubu, Kinki, Chugoku, Shikoku, Kyushu)	III	General experience in civil engineering in past 10 years	6	Experience in a position at level III or above or the equivalent in the past 10 years	2	Experience in work relating to civil engineering industry	3 in past 10	None	None
Welfare Ministry	Chief, Waterworks Section, Enviroment Sanitation Division, Public Sanitation Bureau	IV	General experience in civil engineering in the past 10 years. University graduates (old system) who majored in civil engineering may count their education as one year's experience	5	Experience in a position in pay grade 10 or the equivalent in the past 10 years	—	Experience in work relating to public sanitation	2 in past 10	"	"
Fisheries Agency	Chief, Fishing Port Section, Fisheries Administration Division	"	"	"	"	—	Experience in work relating to civil engineering	"	Experience in work relating to construction of port and harbors	1 in past 10
Resources Agency	Chief, 2nd Section, Electric Power Development Division, Electric Power Bureau	"	"	"	"	—	"	"	Experience in work relating to hydroelectric power	"
Transportation Ministry	Chief, Planning Section, Port & Harbor Bureau	"	"	"	"	—	"	"	Experience in work relating to construction of ports and harbors	"
"	Chief, Construction, Section, Port & Harbor Bureau	"	"	"	"	—	"	"	"	"
"	Chief, Technical Research Section, Port & Harbor Bureau	"	"	"	"	—	"	"	"	"

"	Chief, Construction Section, National Railway Division, Railway Supervision Bureau	"	"	"	"	"	—	"	"	Experience in work relating to construction of railways	"
"	Chief, Technical Section, Private Railway Division, Railway Supervision Bureau	"	"	"	"	"	—	"	"	"	"
"	Chief, Road Investigation Section, Transportation Division, Highway Transportation Bureau	"	"	"	"	"	—	"	"	Experience in work relating to constructing highways	"
"	Technical Deputy Chiefs (4), Regional Harbor Construction Divisions (Niigata, Yokohama, Kobe, Shimonoseki)	"	"	"	"	"	—	"	"	Experience in work relating to constructing port and harbors	"
Maritime Safety Board	Chief, Construction Administration Section, Lighthouse Division	"	"	"	"	"	—	"	"	None	None
Construction Ministry	Cheif, Planning Section, Management & Superintendence Bureau	"	"	"	"	"	—	"	"	"	"
"	Chief, River Improvement Section, River Bureau	"	"	"	"	"	—	"	"	Experience in work relating to rivers	1 in past 10

Construction Ministry	Chief, Water Utilization Section, River Bureau	IV	General experience in civil engineering in the past 10 years. University graduates (old system) who majored in civil engineering may count their education as one year's experience	5	Experience in a position in pay grade 10 or the equivalent in the past 10 years	—	Experience in work relating to civil engineering	2 in past 10	Experience in work relating to rivers	1 in past 10
"	Chief, Sand Control Section, River Bureau	"	"	"	"	—	"	"	"	"
"	Chief, Flood Prevention Section, River Bureau	"	"	"	"	—	"	"	"	"
"	Chief, Road Planning Section, Road Bureau	"	"	"	"	—	"	"	Experience in work relating to constructing roads	"
"	Chief, Construction Section, Road Bureau	"	"	"	"	—	"	"	"	"
"	Chief, Repair Section, Road Bureau	"	"	"	"	—	"	"	"	"
"	Chief, Land Readjustment Section, City Bureau	"	"	"	"	—	"	"	None	None
"	Chief, Public Works Section, City Bureau	"	"	"	"	—	"	"	"	"
"	Chief, Waterworks Section, City Bureau	"	"	"	"	—	Experience in work relating to sanitation engineering	"	"	"

"	Chiefs (6), Technical Divisions, Regional Construction Bureaus (Kanto, Tohoku, Chubu, Kinki, Chugoku, Shikoku, Kyushu)	"	"	"	"	—	Experience in work relating to civil engineering	"	"	"
"	Chiefs (6), Planning Divisions, Regional Construction Bureaus (For allocation see above)	"	"	"	"	—	"	"	"	"

No. 54—Architecture

General experience for this kind of occupation comprises experience in at least one of the following:

1. The investigation and study of the construction and methods of work of various buildings and their appurtenances or technical and engineering work of architecture such as the design, overseeing of work or technical guidance or the management or supervision of such work.
2. Work of an architectural nature such as the establishment of construction plans the introduction or procurement of requisite funds and materials, for various types of buildings or assistance to, or supervision and control of, architecture.
3. Other high level work directly related to architecture.

Construction Ministry	Chief, Housing Bureau	II	General experience in architecture in the past 15 years	7	Experience in a position at level III or above or the equivalent in the past 15 years. Or experience in a position at level IV or the equivalent	1 3	Experience in work relating to architectureal enterprises	3 in past 10	Experience in work relating to housing policy	2 in past 10
Postal Services Ministry	Chief, Architecture Division Minister's Secretariat	III	General experience in architecture in the past 10 years	6	Experience in a position at level IV or above or the equivalent in the past 10 years	2	Experience in work relating to architectural engineering	"	Experience in work relating to planning and directing construction	"

Telecommunications Ministry	Chief, Building Division, Plant Engineering Bureau	III	General experience in architecture in the past 10 years	6	Experience in a position at level IV or above or the equivalent in the past 10 years	2	Experience in work relating to architectural ehgineering	3 in past 10	Experience in work relating to planning and directing construction	2 in past 10
Construction Ministry	Chief, Building and Repairs Division, Management and Superintendence Bureau	"	"	"	"	"	"	"	"	"
Attorney General's Office	Chief, Building and Repair Section, Accounting Division, Attorney General's Secretariat	IV	General experience in architecture in the past 10 years. University Graduates (old system) who majored in architecture may count their educational as one year's experience	5	Experience in a position in pay grade 10 or above or the equivalent in the past 10 years	—	"	2 in past 10	"	1 in past 10
Education Ministry	Chief, Facilities Section, Educational Facilities Division, Administrative Bureau	"	"	"	"	—	"	"	"	"
"	Chief, Construction Section, Education Facilities Division, Administrative Bureau	"	"	"	"	—	"	"	"	"
Transportation Ministry	Chief, Accommodation Section, Tourist Bureau Minister's Secretariat	"	"	"	"	—	"	"	"	"

Postal Services Ministry	Chief, Designing Section, Building Division, Minister's Secretariat	〃	〃	〃	〃	—	〃	〃	〃	〃
〃	Chief, Execution Section, Building Division, Minister's Secretariat	〃	〃	〃	〃	—	〃	〃	〃	〃
〃	Chiefs (10), Building and Repairs Division, Local Postal Service Bureaus (Tokyo, Nagano, Nagoya, Kanazawa, Osaka, Hiroshima, Matsuyama, Kumamoto, Sendai, Sapporo)	〃	〃	〃	〃	—	〃	〃	〃	〃
Telecommunications Ministry	Chief, Designing Section, Building Division, Plant Engineering Bureau	〃	〃	〃	〃	—	〃	〃	〃	〃
〃	Chief, Execution Section, Building Division, Plant Engineering Bureau	〃	〃	〃	〃	—	〃	〃	〃	〃
Aeronautical Aids Agency	Chief, Construction Section	〃	〃	〃	〃	—	〃	〃	〃	〃

National Rural Police Headquarters	Chiefs (6), Criminal Affairs Division, Regional Headquarters (For allocation see above)	IV	General experience relating to police administration in the past 10 years (of which 1 year is experience since January 1, 1946)	2	A police superintendent or above in the past 10 years who has had experience in one or more of the following: Chief of police station who is a division, chief of higher in a To, Do, Fu or prefectural police troop. Or, experience as a police officer in a city of more than 400,000 in a position equivalent to the above	1	None	—	Experience in work relating to crime prevention or investigation	1 in past 10
"	Chiefs (6), Police Guard Division, Regional Headquarters (For allocation see above)	"	"	"	"	"	"	"	None	None
"	Commander (50), Police Troops (Sapporo, Hakodate, Asahikawa, Kushiro, Kitami, Aomori, Fukushima, Miyagi, Iwate, Yamagata, Akita, Tokyo-To, Kanagawa, Niigata, Saitama, Gumma, Chiba, Ibaragi, Tochigi, Shizuoka, Yamanashi, Nagano, Osaka-Fu, Kyoto-Fu, Hyogo, Nara, Shiga, Wakayama, Aichi, Mie, Gifu, Fukui, Ishikawa, Toyama, Hiroshima, Tottori, Shimane, Okayama, Yamaguchi, Kagawa, Ehime, Tokushima, Kochi, Fukuoka, Saga, Nagasaki, Kumamoto, Oita, Miyazaki, Kagoshima)	"	"	"	"	"	"	"	"	"
Headquarters of the Imperial Guard	Duputy Chief, Imperial Guard Headquarters	"	"	"	"	"	"	"	"	"
"	Chief, Police Affairs Division	"	"	"	"	"	"	"	Experience in work relating to budgeting and accounting or personnel	1 in past 10
"	Chief, Police Guard Division	"	"	"	"	"	"	"	None	None

"	Chief, Building Guidance Section, Housing Bureau	"	"	"	"	"	"	"	"	"	
"	Chiefs (6), Building & Repairs Division, Local Construction Bureau (Kanto, Tohoku, Chubu, Kinki, Chugoku, Shikoku, Kyushu)	"	"	"	"	"	Experience in work relating to architectural engineering	"	Experience in work relating to planning & directing construction	"	
"	Chief, Hokkaido Building & Repairs Local Branch Office	"	"	"	"	"	"	"	"	"	

No. 55—Mechanics

General experience for this kind of occupation comprises experience in at least one of the following:

1. Work relating to the design, production or maintenance of various machines or the management, supervision or counseling of such work.
2. Investigation and study of the installation, of or construction plans to install various types of machines, or the management, supervision or counseling of such work.
3. Technical, scientific investigation and study of the design, construction or capacity of various types of machines, or the management, supervision or counseling of such work.
4. Other high level engineering work directly relating to machines.

Transportation Ministry	Chief, Supply & Equipment Repairs Division, Highway Transportation Bureau	III	General experience relating to machinery in the past 10 years	6	Experience in a position at level IV or above or the equivalent in the past 10 years	2	None	—	Experience in work related to automobile	2 in past 10

Special Procurement Agency	Chief, Heavy Equipment and Transportation Section, Operations Division	IV	General experience relating to machinery in the past 10 years. Or, University graduates (Old system) who majored in machinery may count their education as 1 year's experience	5	Experience in a position in pay grade 10 or above or the equivalent in the past 10 years.	—	None	—	Experience in work relating to construction work	1 in past 10
Resources Agency	Chief, Machinery Section, Coal Production Bureau	"	"	"	"	—	"	—	Experience in work relating to mines	"
Transportation Ministry	Chief, Machinery Section, Shipping Bureau	"	"	"	"	—	"	—	Experience in work relating to shipping	"
"	Chief, Safety Section, National Railways Division, Railway Supervision Bureau	"	"	"	"	—	"	—	Experience in work relating to railroad safety	"
"	Chief, Operation & Rolling Stock Section, Private Railway Division, Railway Supervision Bureau	"	"	"	"	—	"	—	Experience in work relating to rolling stock	"
"	Chief, Vehicle Maintenance Section, Supply & Equipment Repairs Division, Highway Transportation Bureau	"	"	"	"	—	"	—	Experience in work relating to automobile	"

"	Chief, Vehicle Inspection & Design Maintenance Section, Supply & Equipment Repairs Division, Highway Transportation Bureau	"	"	"	"	"	—	"	—	"	"		
"	Chiefs, (9), Motor Equipment Division, Regional Land Transportation Bureaus (Sapporo, Sendai, Tokyo, Niigata, Nagoya, Osaka, Hiroshima, Fukuoka, Takamatsu)	"	"	"	"	"	—	"	—	"	"		

No. 56—Electricity

General experience for this kind of occupation comprises experience in at least one of the following:

1. Technical, scientific investigation and study of the phenomena and theories applied to electrical engineering or the application of electricity to generating, transmitting or distributing methods or to industry, or the supervision or performance of such work.
2. Supervision or performance of work relating to the design, construction, production, maintenance or technical guidance of the facilities, equipment, machines or tools for electric power.
3. Other high level engineering work directly relating to electricity.

Resources Agency	Chief, Electric Power Development Division, Electric Power Bureau	III	General experience relating to electricity in the past 10 years	6	Experience in a position at level IV or above or the equivalent in the past 10 years	2	None	—	Experience in work relating to power plant installations	2 in past 10

Resoureces Agency	Chief, Electric Power Section, Electric Power Bureau	IV	General experience relating to electricity in the past 10 years. University graduates (old system) may count their education as 1 year's experience	5	Experience in a position in pay grade 10 or above or the equivalent in the past 10 years	—	None	—	Experience in work relating to establishment of transmitters, transformers, substation and power distributors	1 in past 10
"	Chief, Thermal Power Section, Electric Power Bureau	"	"	"	"	—	"	—	Experience in work relating to establishment of thermal power distributors	"
"	Chief, Hydraulic Power Section, Electric Power Bureau	"	"	"	"	—	"	—	Experience in work relating to establishment of hydraulic power dis tributors	"
"	Chief, 1st Section, Electric Power Development Division, Electric Power Bureau	"	"	"	"	—	"	—	Experience in work relating to establishment of thermal power distributors	"
Aeronautical Aids Agency	Chief, Lighting Section	"	"	"	"	—	"	—	Experience in work relating to establishment of aeronautical aids lights	"

No. 57—Mining

General experience for this kind of occupation comprises experience in at least one of the following:

1. Technical, scientific supervision or performance of work in connection with the study of the geology, test-drilling or mining, facilities in metallic or non-metallic mines, coal fields or oil fields.
2. Direction of rational management of mining.
3. Investigation, study, performance or direction of improvements of mine safety and disaster measures.
4. Other high level engineering work directly relating to mining.

Resources Agency	Chief, Development Division, Coal Production Bureau	III	General experience relating to mining in the past 10 years	6	Experience in a position at level IV or above or the equivalent in the past 10 years	2	None	—	Experience in work relating to coal production	2 in past 10

"	Chief, Techniques Section, Coal Production Bureau	IV	General experience relating to mining in the past 10 years. University graduates (old system) who majored in mining may count their education as one year's experience	5	Experience in a position in pay grade 10 or above or the equivalent in the past 10 years	—	"	—	Experience in work relating to coal production	1 in past 10
"	Chief, Construction Section, Development Division, Coal Production Bureau	"	"	"	"	—	"	—	"	"
"	Chief, Development Section, Development Division, Coal Production Bureau	"	"	"	"	—	"	—	"	"
"	Chief, Mine Section, Mine Safety Bureau	"	"	"	"	—	"	—	Experience in work relating to mine safety	"
"	Chief, Coal Section, Mine Safety Bureau	"	"	"	"	—	"	—	"	"
"	Chiefs (4), Production Divisions, Coal Bureaus (Sapporo, Taira, Ube, Fukuoka)	"	"	"	"	—	"	—	Experience in work relating to coal production	"
"	Chiefs (3), Construction Divisions, Coal Bureaus (Sapporo, Ube, Fukuoka)	"	"	"	"	—	"	—	"	"

	Resources Agency	Chiefs (4), Local Branches, Sapporo Coal Bureau (Iwamizawa, Yubari, Takigawa, Kushiro)	IV	General experience relating to mining in the past 10 years. University graduates (old system) who majored in mining may count their education as one year's experience	5	Experience in a position in pay grade 10 or above or the equivalent in the past 10 years	—	None	—	Experience in work relating to coal production	1 in past 10
	"	Chiefs (3), Local Branches, Taira Coal Bureau (Sendai, Tokyo, Nagoya)	"	"	"	"	—	"	—	"	"
	"	Chiefs (2), Local Branches, Ube Coal Bureau (Osaka, Marugame)	"	"	"	"	—	"	—	"	"
	"	Chiefs (5), Local Branches, Fukuoka Coal Bureau (Iizuka, Tagawa, Saga, Sasebo, Naokata)	"	"	"	"	—	"	—	"	"
	"	Chiefs (4), Coal Mine Safety & Inspection Divisions (Sapporo, Taira, Ube, Fukuoka)	"	"	"	"	—	"	—	Experience in work relating to coal mine safety	"
	"	Chiefs (8), Mine Safety & Inspection Divisions (Sapporo, Sendai, Tokyo, Nagoya, Osaka, Hiroshima, Shikoku, Fukuoka)	"	"	"	"	—	"	—	Experience in work relating to mine safety	"

No. 58—Telecommunications Engineering

General experience for this kind of occupation comprises experience in at least one of the following:
1. Technical, scientific investigation and study of the facilities and machinery of wire or wireless communications.
2. Supervision or performance of work relating to the design, inspection or maintenance of wire or wireless communication facilities or equipment.
3. Other high level engineering work directly relating to communications.

Telecommunications Ministry	Chief, Plant Engineering Bureau	II	General experience relating to communications in the past 15 years.	7	Experience in a position at level III or above or the equivalent. Or, experience in a position at level IV or the equivalent in the past 15 years	1 3	Experience in work relating to communications facilities	3 in past 10	None	—
National Rural Police	Communications Supervisor	III	General experience relating to communications in the past 10 years	6	Experience in a position at level IV or above or the equivalent in the past 10 years	2	Experience in work relating to wireless communication	"	"	—
Telecommunications Ministry	Chief, Planning Division, Business Operation Bureau	"	"	"	"	"	Experience in work relating to communication facilities	"	"	—
"	Chief, Plant Engineering Division, Plant Engineering Bureau	"	"	"	"	"	"	"	"	—
"	Chief, Construction & Installation Engineering Division, Plant Engineering Bureau	"	"	"	"	"	"	"	"	—
"	Chief, Maintenance Engineering Division, Plant Engineering Bureau	"	"	"	"	"	"	"	"	—

National Rural Police	Chief, Wire Communications Section	IV	General experience relating to communications in the past 10 years. University graduates (old system) who majored in communications may count their education as 1 year's experience	5	Experience in a position in pay grade 10 or above or the equivalent in the past 10 years	—	Experience in work relating to wire communications	2 in past 10	None	—
"	Chief, Wireless Communication Section	"	"	"	"	—	Experience in work relating to wireless communication	"	"	—
"	Chief, Communication Research & Development Section	"	"	"	"	—	"	"	"	—
"	Communications Supervisors (6), Regional Headquarters (Sapporo, Sendai, Tokyo, Osaka, Hiroshima, Fukuoka)	"	"	"	"	—	"		"	—
Maritime Safety Agency	Chief, Communications Section, Director's Secretariat	"	"	"	"	—	None	None	"	—
"	Chief, Radio Beacon Administrative Section, Lighthouse Division	"	"	"	"	—	Experience in work relating to radio beacon	2 in past 10	"	—
Telecommunications Ministry	Chief, Long Distance Telephone & Telegraph Traffic Engineering Section, Planning Division	"	"	"	"	—	Experience in work relating to communication facilities	"	"	—

〃	Chief, Plant Extension Engineering Section, Plant Engineering Division plant Engineering Bureau	〃	〃	〃	〃	—	〃	〃	〃	—
〃	Chief, Local Exchange Engineering & Toll Switchboard, Engineering Section, Plant Engineering Division, Plant Engineering Bureau	〃	〃	〃	〃	—	〃	〃	〃	—
〃	Chief, Toll Telephone & Telegraph Engineering Section, Plant Engineering Division, Plant Engineering Bureau	〃	〃	〃	〃	—	〃	〃	〃	—
〃	Chief, Radio Engineering Section, Plant Engineering Division, Plant Engineering Bureau	〃	〃	〃	〃	—	〃	〃	〃	—
〃	Chief, Transmission Engineering Section, Plant Engineering Division, Plant Engineering Bureau	〃	〃	〃	〃	—	〃	〃	〃	—

Telecommunications Ministry	Cbief, Inspection Engineering Section, Plant Engineering Division, Plant Engineering Bureau	IV	General experience relating to communications in the past 10 years. University graduates(old system)who majored in communications may count their education as 1 year's experience	5	Experience in a position in pay grade 10 or above or the equivalent in the past 10 year	—	Experience in work relating to communication facilities	2 in past 10	None	—
"	Chief, Investigation Engineering Section, Plant Engineering Division, Plant Engineering Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Estimating & Cost Section, Plant Engineering Division, Plant Engineering Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Submarine Cable Work Section, Plant Engineering Division, Plant Engineering Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Exchange Outside Plant Section, Construction & installation Engineering Division, Plant Engineering Bureau	"	"	"	"	—	"	"	"	—

"	Chief, Transmission & Radio Equipment Section, Construction & Installation Engineering Division, Plant Engineering Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Toll Telephone Outside Plant Construction Section, Construction & Installation Engineering Division, Plant Engineering Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Toll Telephone, Telegraph & Radio Equipment Installation Section, Construction & Installation Engineering Division, Plant Engineering Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Exchange Outside Plant Maintenance Section, Maintenance Engineering Division, Plant Engineering Bureau	"	"	"	"	—	"	"	"	—

National Rural Police	Chief, Exchange Equipment Maintenance Section, Maintenance Engineering Division, Plant Engineering Bureau	IV	General experience relating to communications in the past 10 years. University graduates (old system) who majored in communications may count their education as 1 year's experience	5	Experience in a position in pay grade 10 or above or the equivalent in the past 10 years	—	Experience in work relating to communication facilities	2 in past 10	None	—
"	Chief, Toll Outside Plant Maintenance Section, Maintenance Engineering Division, Plant Engineering Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Toll Telephone Equipment Maintenance Section, Maintenance Engineering Division, Plant Engineering Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Telegraph Equipment Maintenance Section, Maintenance Engineering Division, Plant Engineering Bureau	"	"	"	"	—	"	"	"	—
"	Chief, Radio Maintenance Section, Maintenance Engineering Division, Plant Engineering Bureau	"	"	"	"	—	"	"	"	—

Postal Services Ministry	Chief, Designing Section, Building Division, Minister's Secretariat	"	"	"	"	—	"	"	"	"		
"	Chief, Execution Section, Building Division, Minister's Secretariat	"	"	"	"	—	"	"	"	"		
"	Chiefs (10), Building and Repairs Division, Local Postal Service Bureaus (Tokyo, Nagano, Nagoya, Kanazawa, Osaka, Hiroshima, Matsuyama, Kumamoto, Sendai, Sapporo)	"	"	"	"	—	"	"	"	"		
Telecommunications Ministry	Chief, Designing Section, Building Division, Plant Engineering Bureau	"	"	"	"	—	"	"	"	"		
"	Chief, Execution Section, Building Division, Plant Engineering Bureau	"	"	"	"	—	"	"	"	"		
Aeronautical Aids Agency	Chief, Construction Section	"	"	"	"	—	"	"	"	"		

Construction Ministry	Chief, 2nd Building & Repairs Section, Building & Repairs Division, Management & Superintendence Bureau	IV	General experience in architecture in the past 10 years. University Graduates (old system) who majored in architecture may count their educational as one year's experience	5	Experience in a position in pay grade 10 or above or the equivalent in the past 10 years	—	Experience in work relating to architectural engineering	2 in past 10	Experience in work relating to planning and direction construction	1 in past 10
"	Chief, 3rd Building & Repairs Section, Building & Repairs Division, Management & Superintendence Bureau	"	"	"	"	—	"	"	"	"
"	Chief, 4th Building & Repairs Section, Building & Repairs Division, Management & Superintendence Bureau	"	"	"	"	—	"	"	"	"
"	Chief, 5th Building & Repairs Section, Building & Repairs Division, Management & Superintendence Bureau	"	"	"	"	—	"	"	"	"
"	Chief, House Construction Section, Housing Bureau	"	"	"	"	—	Experience in work relating to architectural work	"	Experience in work relating to housing policy	"
"	Chief, Industrial Workers' Housing Section, Housing Bureau	"	"	"	"	—	"	"	"	"

"	Plant Engineering Vice Directors (10), Regional Telecommunication Bureaus (Tokyo, Nagano, Nagoya, Kanazawa, Osaka, Hiroshima, Matsuyama, Kumamoto, Sendai, Sapporo)	"	"	"	"	—	"	"	"	"
Radio Regulatory Agency	Chief, Frequency Section, Construction & Inspection Division	"	"	"	"	—	Experience in work relating to wireless communication	"	"	"
"	Chief, Engineering Section, Radio Wave Division	"	"	"	"	—	"	"	"	"
"	Chief, Standards Section, Radio Wave Division	"	"	"	"	—	"	"	"	"
"	Chief, Construction Section, Radio Wave Division	"	"	"	"	—	Experience in work relating to communication facilities	"	"	"
Aeronautical Aids Agency	Chief, Radio Section	"	"	"	"	—	Experience in work relating to wireless communications	"	"	"

No. 53—Ship-building

General experience for this kind of occupation comprises experience in at least one of the following:

1. The theoretical study of ships, ship's equipment or ship's machinery or the management, supervision or performance of the design, inspection or repairs of such items.
2. Management of facilities for shipbuilding, supervision of shipbuilding industry organizations or the planning, supervision or performance of overall projects for shipbuilding or repairs.
3. The development, improvement or overall coordination of work relating to shipbuilding.
4. Other high level engineering work directly related to shipbuilding.

Transportation Ministry	Chief, Shipping Bureau	II	General experience relating to shipbuilding in the past 15 years	7	Experience in a position at level III or above or the equivalent in the past 10 years. Or, experience in a position at level IV or the equivalent	1 3	None	—	None	—
Fisheries Agency	Chief, Fishing Boat Section, Fisheries Administrative Division	IV	General experience relating to shipbuilding in the past 10 years. University graduates (old system) who majored in shipbuilding may count their education as 1 year's experience	5	Experience in a position in pay grade 10 or above or the equivalent in the past 10 years	—	"	—	"	—
Transportation Ministry	Chief, Shipbuilding Section, Ship Bureau	"	"	"	"	—	"	—	"	—
"	Chief, Ship Main Materials Section, Ship Bureau	"	"	"	"	—	"	—	"	—
"	Chief, Ship Subsidiary Materials Section, Ship Bureau	"	"	"	"	—	"	—	"	—

"	Chiefs (10), Ship Division Regiional Martime Bureau (Hokkaido, Tohoku, Kanto, Tokai, Kinki, Kobe, Chugoku, Kyushu, Shikoku, Niigata)	"	"	"	"	—	"	—	"	—
Maritime Safety Agency	Chief, Marine Engineering Section, Director's Secretarat	"	"	"	"	—	"	—	"	—
"	Chief, Ship Maintenance Section, Patrol & Rescue Division	"	"	"	"	—	"	—	"	—
"	Chief, Merchant Vessel Inspection Section, Merchant Marine Safety Division	"	"	"	"	—	"	—	"	—

National Rural Police Headquarters	Chief	I	General experience relating to police administration in the past 15 years (of which 2 years are experience since January 1, 1946)	4	A chief superintendent or deputy director of a regional headquarters in the past 10 years who has had, since January 1, 1946, experience as a regional headquarters director or a section chief at NRP Headquarters or higher. Or, experience as a police officer in a city of more than 400,000 population in a position equivalent to the above	2 4	None	--	None	—
"	Deputy Chief	"	"	"	"	"	"	—	"	—
"	Chief, General Affairs Division	III	"	3	A senior superintendent or above in the past 10 years who has had experience in one or more or the following: Troop commander, division chief or above at a regional headquarters, or, experience as a police officer in a city of more than 400,000 population in a position equivalent to the above	1-6 years	"	—	Experience in work relating to budgeting & accounting or personnel work	1 in past 10
"	Chief, Police Affairs Division	"	"	"	"	"	"	—	None	None

"	Chief, Criminal Affairs Division	"	"	"	"	"	"	"	—	"	"
"	Chief, Police Guard Division	"	"	"	"	"	"	"	—	"	"
"	Chief, Police College	"	"	"	"	"	"	"	—	Experience in work relating to training of police	1 in past 10
"	Directors (6), Regional Headquarers (Sapporo, Sendai, Tokyo, Osaka, Hiroshima, Fukuoka)	"	"	"	"	"	"	"	—	None	None
Headquarters of the Imperial Guard	Chief, Headquarters of the Imperial Guard	"	"	"	"	"	"	"	—	"	"
National Rural Police Headquarters	Chief, Secretariat Section, General Affairs Division	IV	General experience relating to police administration in the past 10 years (of which 1 year is experience since January 1, 1946)	2	A police superintendent or above in the past 10 years who has had experience in one or more of the following: Chief of police station who is a division chief or higher in a To, Do, Fu or prefectural police troop. Or, experience as a police officer in a city of more than 400,000 in a position equivalent to the above	1	"	—	"	"
"	Chief, Planning Section, General Affairs Division	"	"	"	"	"	"	—	"	"

National Rural Police Headquarters	Chief, Accounting Section, General Affairs Division	IV	General experience relating to police administration in the past 10 years (of which 1 year is experience since January 1, 1946)	2	A police superintendent or above in the past 10 years who has had experience in one or more of the following: Chief of police station who is a division, chief or higher in a To, Do, Fu or prefectural police troop. Or, experience as a police officer in a city of more than 400,000 in a position equivalent to the above	1	None	—	Experience in work relating to accounting	1 in past 10
"	Chief, Personnel Section, Police Affairs Division	"	"	"	"	"	"	—	Experience in work relating to personnel	"
"	Chief, Education Section, Police Affairs Division	"	"	"	"	"	"	—	Experience in work relating to training of police	"
"	Chief, Equipment Section, Police Affairs Division	"	"	"	"	"	"	—	None	None
"	Chief, Crime Prevention Section, Criminal Affairs Division	"	"	"	"	"	"	—	Experience in work relating to crime prevention	1 in past 10
"	Chief, Investigation Section, Criminal Affairs Division	"	"	"	"	"	"	—	Experience in work relating to investigation	"
"	Chief, Identification Section, Criminal Affairs Division	"	"	"	"	"	"	—	Experience in work relating to identification	"

"	Chief, Investigation Statistics Section, Criminal Affairs Division	"	"	"	"	"	"	—	Experience in work relating to statistics	"
"	Chief, Police Guard Section, Police Guard Division	"	"	"	"	"	"	—	None	None
"	Chief, Patrol & Traffic Section, Police Guard Division	"	"	"	"	"	"	—	"	"
"	Chief, Communications General Affairs Section, Police Guard Division	"	"	"	"	"	"	—	Experience in work relating to communication management	1 in past 10
"	Assistant Chief, Police College	"	"	"	"	"	"	—	None	None
"	Chiefs (6), General Affairs Division, Regional Headquarters (Sapporo, Tokyo, Osaka, Hiroshima, Fukuoka, Sendai)	"	"	"	"	"	"	—	Experience in work relating to budgeting and accounting or personnel work	1 in past 10
"	Chiefs (6), Police Affairs Division, Regional Headquarters (For allocation see above)	"	"	"	"	"	"	—	None	None

National Rural Police Headquarters	Chief, Accounting Section, General Af-	IV	General experience relating to police	2	A police super-	1				work 1 in
National Rural Police Headquarters	Chiefs (6), Criminal Affairs Division, Regional Headquarters (For allocation see above)	IV	General experience relating to police administration in the past 10 years (of which 1 year is experience since January 1, 1946)	2	A police superintendent or above in the past 10 years who has had experience in one or more of the following: Chief of police station who is a division, chief of higher in a To, Do, Fu or prefectural police troop. Or, experience as a police officer in a city of more than 400,000 in a position equivalent to the above	1	None	—	Experience in work relating to crime prevention or investigation	1 in past 10
"	Chiefs (6), Police Guard Division, Regional Headquarters (For allocation see above)	"	"	"	"	"	"	"	None	None
"	Commander (50), Police Troops (Sapporo, Hakodate, Asahikawa, Kushiro, Kitami, Aomori, Fukushima, Miyagi, Iwate, Yamagata, Akita, Tokyo-To, Kanagawa, Niigata, Saitama, Gumma, Chiba, Ibaragi, Tochigi, Shizuoka, Yamanashi, Nagano, Osaka-Fu, Kyoto-Fu, Hyogo, Nara, Shiga, Wakayama, Aichi, Mie, Gifu, Fukui, Ishikawa, Toyama, Hiroshima, Tottori, Shimane, Okayama, Yamaguchi, Kagawa, Ehime, Tokushima, Kochi, Fukuoka, Saga, Nagasaki, Kumamoto, Oita, Miyazaki, Kagoshima)	"	"	"	"	"	"	"	"	"
Headquarters of the Imperial Guard	Duputy Chief, Imperial Guard Headquarters	"	"	"	"	"	"	"	"	"
"	Chief, Police Affairs Division	"	"	"	"	"	"	"	Experience in work relating to budgeting and accounting or personnel	1 in past 10
"	Chief, Police Guard Division	"	"	"	"	"	"	"	None	None

File Under _____ Page _____

NO.	FROM	DATE	TO	SYNOPIS
21	NPA	5 Oct 50		Announcement No. 7 - Partial Delegation of Powers & Functions of Director-General of NPA concerning preparation, etc. of employment Eligible List

File Under Announcements & Regulations Page

NO.	FROM	DATE	TO	SYNOPIS
1	Sato	10 May 50		Regulation 15-6-1
2	Asai	18 Aug 49		Regulation 14-6-1
3	Asai	10 Jun 49		Regulation 14-4-1
3A				Regulation 10-1-1
4	Asai	19 Dec 50		Regulation 9-5-1
5	Sato	15 Jun 50		Regulation 8-9-2
6	Asai	1 Oct 49		Regulation 8-9-1
7	Asai	1 Jun 49		Regulation 8-7-1
8	Asai	14 Mar 49		Regulation 8-2-1
9	Sato	28 Dec 50		Regulation 3-0-1
10	Asai	10 Nov 49		Regulation 2-3-1
11	Sato	1 May 50		Regulation 2-2-5
12	Asai	12 Jul 49		Regulation 2-2-4
13	Asai	12 Jul 49		Regulation 2-2-3
14	Asai	12 Jul 49		Regulation 2-2-2
15	NPA	20 Jan 50		Announcement No. 1 - Delegation of the Director'-General's Function
16	NPA	18 Mar 50		Announcement No. 2 - Notification concerning Delegation of the Powers of Director-General of NPA
17	NPA	27 Apr 50		Announcement No. 3 - Partial Delegation of Powers and Functions of NPA
18	NPA	9 May 50		Announcement No. 4 - Designation in Accordance with Provision of Art. 12 Para 2, Item 3 of Japan National Railways Law
19	NPA	28 Jul 50		Announcement No. 5 - Decision concerning Partial Delegation of Powers & Functions of NPA as Provided by Rules 14-2 and 14-3
20	NPA	28 Jul 50		Decision Concerning Partial Delegation of Powers & Functions of the NPA as Provided by Art. 85 of NPSL & Rule 13-1

ANNOUNCEMENTS

NATIONAL PERSONNEL AUTHORITY

ANNOUNCEMENTS

NO	DATE	SUBJECT
L1	January 20, 1950	Delegation of Director-General's Function
2	March 18, 1950	Notification concerning Delegation of Powers of Director General of National Personnel Authority
3	April 27, 1950	Decision concerning Partial Delegation of Powers and Functions of the National Personnel Authority as provided by Rules 8-1, 8-2, 8-7, 8-9, 14-4 and Arts. 7 and 22 of NPSL
4	May 10, 1950	Designation in accordance with Provision of Article 12, Paragraph 2, Item 3 of Japan National Railways Law
5	July 28, 1950	Decision concerning Partial Delegation of Powers and Functions of the National Personnel Authority as provided by Rules 14-2 and 14-3
6	July 28, 1950	Decision concerning Partial Delegation of Powers and Functions of the National Personnel Authority as provided by Art. 85 of NPSL and Rule 13-1
7	October 5, 1950	Partial Delegation of Powers and Functions of Director-General of the National Personnel Authority concerning preparation, etc. of employment eligible lists.

National Personnel Authority Announcement No. 7

Under the provisions of NPA Rule 8-3 (Employment Eligible Lists), NPA Rule 8-4 (Certification of Eligibles) and NPA Rule 8-5 (Waiver of Appointment), the Director-General of the National Personnel Authority hereby delegates part of his powers and functions concerning the preparation, etc. of employment eligible lists, as follows:

October 5, 1950

Director-General, Oro Tempore, of
National Personnel Authority

Kasuya Yoshio

1. Position of employees who are delegated powers and functions, and the powers and functions to be delegated.

With reference to the appointment of personnel of the Maritime Safety Board based on the first examination announced in the Official Gazette dated August 17, 1950, Chiefs of the regional offices of the National Personnel Authority as enumerated on the left-hand side of the appendix are hereby delegated with the powers and functions of the Director-General of the National Personnel Authority as provided for in the NPA Rules 8-3, 8-4 and 8-5 concerning the preparation of employment eligible lists, certification of eligibles, and approval on waiver of appointment as far as the appointment of subsidiary staff who will be assigned to the regional Maritime Safety

Offices in the areas as enumerated in the right-hand side of the same appendix is concerned.

2. Effective date of delegation.

October 5, 1950.

Appendix

Position to be delegated powers and functions	Maritime Safety Regional Area to be subject to the powers and functions delegated
Chief of NPA Sapporo Regional Office	First Maritime Safety Regional Area
Chief of NPA Sendai Regional Office	Second Maritime Safety Regional Area
Chief of NPA Tokyo Regional Office	Third Maritime Safety Regional Area Ninth Maritime Safety Regional Area
Chief of NPA Nagoya Regional Office	Fourth Maritime Safety Regional Area
Chief of NPA Osaka Regional Office	Fifth Maritime Safety Regional Area Eighth Maritime Safety Regional Area
Chief of NPA Hiroshima Regional Office	Sixth Maritime Safety Regional Area
Chief of NPA Fukuoka Regional Office	Seventh Maritime Safety Regional Area

National Personnel Authority Announcement No. 6

In accordance with Rule No. 2-4 of the National Personnel Authority (Delegation of Powers to the Employees of the National Personnel Authority), the National Personnel Authority has made the following decision concerning a partial delegation of its powers and functions as provided by Article 85 of the National Public Service Law and Rule No. 13-1 of the National Personnel Authority (Procedure for Review of Disadvantageous Action taken against the Will of Personnel and Disciplinary Punishment).

July 28, 1950

President of National Personnel Authority

ASAI Kiyoshi

1. Position of the employee who receives the delegation:

   The Director-General of the National Personnel Authority.

2. Powers and functions to be delegated:

   (1) To approve the application submitted, under Article 85 of the National Public Service Law, by any appointing officer to the National Personnel Authority requesting for its approval of proceeding with disciplinary measures in respect to a case which is pending at the criminal court.

   (2) Under the provision of Paragraph 5 of the N.P.A. Rule No. 13-1 (hereinafter to be referred to as "the rule"), to separate a request for collective review or to marge

a number of requests for review relating to the same action taken by the same action officer in connection with the same case or a number of relevant cases.

(3) To approve the election of representative of the appellant as referred to in Paragraph 6 of the Rule.

(4) Under the provision of Paragraph 9 of the rule, to permit the appellant to correct within a period not exceeding 20 days any substantial defect as may be found in the written request for review, or to correct, ex officio, any defect that is clerical or does not affect the substance of the request.

(5) To notify the decision of acceptance or dismissal of the appeal for review to the parties concerned under Paragraph 10 of the Rule.

(6) To notify the names of the equity officers and the Chairman of the Board of Equity to the parties concerned under Paragraph 21 of the Rule.

(7) To notify the decision of acceptance or dismissal of the appeal for re-review to the parties concerned under Paragraph 65 of the Rule.

3. Effective date of the delegation:

July 31, 1950.

National Personnel Authority Announcement No. 5

In accordance with the provisions of Rule No. 2-4 of the National Personnel Authority (Delegation of Powers to the Employees of the National Personnel Authority), the National Personnel Authority has made the following decision concerning a partial delegation of its powers and functions as provided by Rule No. 14-2 (Registration of Employee Organizations) and Rule No. 14-3 (Changes in Registration of Employee Organization) of the National Personnel Authority.

July 28, 1950

President of National Personnel Authority

ASAI Kiyoshi

1. Position of the employee who receives the delegation:

   The Director-General of the National Personnel Authority

2. Powers and functions to be delegated:

   (1) To register employee organizations officially and so notify the organizations concerned in accordance with the provisions of Paragraph 5 of the Rule No. 14-2 of the National Personnel Authority.

   (2) To register changes in registration of employee organization and so notify the organization concerned in accordance with the provision of Paragraph 3 of the Rule No. 14-3 of the National Personnel Authority.

3. Effective date of the delegation:

   July 31, 1950

National Personnel Authority Announcement No. 4

In accordance with the provision of Article 12, paragraph 2, item 3 of the Japan National Railways Law (Law No. 256 of 1948), the National Personnel Authority designates the following. This designation shall take effect on and after April 1, 1950:

May ~~10~~ 9, 1950

President of National Personnel Authority

ASAI Kiyoshi

1. Part-time members of an advisory or investigatory council, committee and other organ similar thereto established by law or order.
2. Part-time committee-men, advisors, consultants and other employees similar thereto set up by law or order.
3. Part-time lectures, investigators, researchers and other employees similar thereto.

National Personnel Authority Announcement No. 4

In accordance with the provision of Article 12, paragraph 2, item 3 of the Japan National Railways Law (Law No. 256 of 1948), the National Personnel Authority designates the following. This designation shall take effect on and after April 1, 1950:

May ~~10~~ 9, 1950

President of National Personnel Authority

ASAI Kiyoshi

1. Part-time members of an advisory or investigatory council, committee and other organ similar thereto established by law or order.
2. Part-time committee-men, advisors, consultants and other employees similar thereto set up by law or order.
3. Part-time lectures, investigators, researchers and other employees similar thereto.

National Personnel Authority Announcement No. 3

In accordance with the provisions of the NPA Rule (to be hereinafter referred to as "the Rule") 2-4, the National Personnel Authority has made the following decision concerning a partial delegation of the powers and functions of the National Personnel Authority as provided by the Rule 8-1, 8-2, 8-7, 8-9 and 14-4 as well as by Articles 7 and 22 of the Law concerning Base Pay of Employees in the Regular Government Service (Law No. 95 of 1950):

April 27, 1950

President of the National Personnel Authority

ASAI Kiyoshi

1. Position of the employee who receives the delegation.

The Director-General of the National Personnel Authority.

2. Powers and functions to be delegated.

The powers and functions listed in each of the following items other than those which the National Personnel Authority considers as specifically necessary or which are exceptional.

(1) To review and approve, in accordance with Item 2, Paragraph 1 of the Rule 8-1, appointment, promotion or change of official title of employees under basic established by the National Personnel Authority.

(2) To review and approve, in accordance with Item 3, Paragraph 1 of the Rule 8-1, appointment, promotion or transfer of employees, under basic standards

established by the National Personnel Authority, to the positions of section chiefs or those equivalent thereto in the House of Representatives, the House of Councillors, the Courts, the Board of Audit and the National Personnel Authority, and to the positions of section chiefs or those equivalent thereto in the administrative organs of the National government prescribed in Articles 3, 22, and 24 of the National Government Organization Law (Law No. 120 of 1948) or to those positions in the organs prescribed in Articles 8 and 9 of the same law and designated by the National Personnel Authority as equivalent to the foregoing positions.

(3) To review and approve, in accordance with Item 4, Paragraph 1 of the Rule 8-1, appointment or promotion of employees under basic standards established by the National Personnel Authority, except for the review and approval of the appointment or promotion of employees in pay grade 15.

(4) To review and approve, in accordance with the proviso of Item 5, Paragraph 1 of the Rule 8-1, appointment or promotion of employees under basic standards established by the National Personnel Authority.

(5) To approve concurrent appointment of employees in accordance with the Rule 8-2.

(6) To approve appointment of part-time employees in accordance with the Rule 8-7.

(7) To approve, in accordance with the Rule 8-9, promotion and transfer of employees in conditional period of appointment or demotion of employees in conditional period of initial appointment, and conditional period of appointment of employees who were demoted during the conditional period of appointment or at the expiration thereof.

(8) To approve the acceptance by employees of appointment in profit-making enterprise in accordance with Paragraph 3 of the Rule 14-4, except for the case where the class distinction of the employees about to accept such appointment is first class.

(9) To approve the pay grade and the amount of base pay of Government employees in accordance with Article 7 of the Law concerning Base Pay of Employees in the Regular Government Service.

(10) To approve the amount of allowance of part-time employees in accordance with Article 22 of the Law concerning Base Pay of Employees in the Regular Government Service.

3. Effective date of delegation.

April 28, 1950

(NB)

1. The "Announcement concerning the delegation of the powers of the Director-General" under date of January 20, 1950 shall be taken as the National Personnel Authority Announcement No. 1.

2. The "Announcement concerning the delegation of the powers of the Director-General" under date of March 18, 1950 shall be taken as the National Personnel Authority Announcement No. 2.

National Personnel Authority Announcement No. 2

March 18, 1950

Secrearіat of National Personnel Authority

Notification concerning Delegation of the Powers
of Director-General of National Personnel Authority

In regard to the powers pertaining to employment procedures for positions of policemen and Imperial Palace guards under an entrance examination for policemen and Imperial Palace guards such as preparation of employement eligible lists, certification of eligibles for employment, approval of waivers of appointment, and others, which are included in the powers of the Director-General as prescribed by the NPA Rules 8-3, 8-4, and 8-5, the Director-General hereby delegates the powers vis-a-vis positions of policement within the jurisdictional area of the Tokyo Regional Office specified by the NPA Rule No. 2-3 to the Chief of Bureau of Recruitment of the National Personnel Authority, the powers vis-a-vis positions of policement within the jurisdictional area of each regional office of the National Personnel Authority to the chief of the regional office concerned, and the powers vis-a-vis positions of Imperial Palace guards to the Chief of Bureau of Recruitment of the National Personnel Authority.

National Personnel Authority Announcement No. 1

January 20, 1950
Secretariat of National Personnel Authority

Delegation of the Director-General's Function

The Director-General of the National Personnel Authority shall delegate the function of the Director-General as provided for in N.P.A. Rule Nos. 8-3, 8-4 and 8-5 in respect to the preparation of employment eligible lists, certification of eligibles, approval on waivering employment, and other procedures pertaining to employment of candidates for the positions of the fifth grade, who had passed to national public service examination (the fifth and sixth grades) as announced in the Official Gazette dated September 7, 1949, to the Chief of Bureau of Recruitment of the National Personnel Authority's Secretariat as far as such official positions are concerned with those to be employed within the jurisdication of the Tokyo Regional Office as provided for in N.P.A. Rule No. 2-3 and, for the positions within the jurisdiction of other regional offices of the National Personnel Authority, to the respective chiefs of such regional offices.

REGULATIONS

National Personnel Authority
Regulations

Series No	Date	Subject
2-2-½	12 July 1949	Standard for Personnel Reporting prescribed in Rule 2-2 of NPA
2-2-⅔	12 July 1949	Uniform Standard for Preparation and Maintenance of Personnel Records prescribed in Rule 2-2 of NPA
2-2-4	12 July 1949	Uniform Standard for Service Record Card Based on Rule 2-2 of NPA.
2-2-⅗	1 May 1950	Handling of Personnel Statistical Reports
2-3-1	10 November 1949	Sectional Organization of NPA Secretariat
3-0-1	28 December 1950	General Standards for Regulation
8-2-1	14 March 1949	Application of "Concurrent Appointments of Personnel" referred to in Rule No. 8-2 of NPA
8-7-1	1 June 1949	Positions of Part-time Employees prescribed in NPA Rule No. 8-7
8-9-1	1 October 1949	Application for Personnel Change during Conditional Period of Appointment under NPA Rule 8-9
8-9-2	15 June 1950	Application for Approval of Dismissal During or at Expiration of Conditional Period of Appointment in Accordance with Provisions of Paragraph 11 of NPA Rule No. 8-9 (Conditional Appointment)

Series No.	Date	Subject
9-5-1	19 December 1949	Handling of Payrolls
14-4-1	10 June 1949	Procedure for Recommendations Prescribed by Paragraph 3, Article 103 of the Law.
14-6-1	18 August 1949	Form and Custody of Written Oath Prescribed by WPA Rule No. 14-6.
15-6-1	10 May 1950	Procedures for Leave
16-1-1		

July 12, 1949

President of National Personnel Authority

ASAI Kiyoshi

2-22

Regulation No. 5 of the National Personnel Authority

First amendment March 1, 1950 Regulation 17.

Second " Sept. 1, 1950 " 28.

Standard for Personnel Reporting prescribed in the Rule 2-2 of the National Personnel Authority.

1. An appointing officer (inclusive of those who are delegated appointing authority; to be the same hereinafter) shall prepare a personnel action report (NPA Form No. 113) (to be hereinafter referred to as the "report"), as provided by this regulation, except as provided separately by the National Personnel Authority, when he takes any personnel action (to be hereinafter referred to as the "action") against an employee (exclusive of part-time employees and those who are employed for a fixed period not exceeding two months; to be the same hereinafter).

2. An appointing officer, at the time of preparation of a report, shall use the terms of action as shown on the annexe. This shall not, however, apply to a case where a prior approval of the National Personnel Authority is obtained.

3. The report shall be prepared in quadruplicate for each employee involved, of which one copy shall be delivered to the employee involved as the written notification of action, another copy shall be forwarded to the National Personnel Authority, and the other two copies shall be maintained by the appointing officer, of which one copy shall be used as the personnel record and the other as the payroll.

4. As for the report in case an action was taken against an employee as among the agencies under the jurisdiction of different appointing officers, the receiving appointing officer, besides the rescription shown in the preceding paragraph, shall prepare another copy of report and forward it to the releasing appointing officer.

5. In case actions of the same kind are taken simultaneously for a large number of employees due to the revision of designation of an organization or position, or in case periodical increase in pay for a large number of employees is executed, a document fully indicating the matters to be entered in the report may be used in substitution for the report which is prepared for each employee involved. In this case, circulation or public notification of this document shall substitute for the delivery of the report.

6. The report to be delibered to the employee shall have a clear indication of "written notification of action" in order to clarify that it is a written notification of action.

7. Where it is deemed that the action in the report is contrary to this regulation, the National Personnel Authority may order or direct its correction and such other steps as may be called for.

8. This regulation shall apply, a from April 1, 1950, to the employees in the 9 grade and above (including those of similef levels) as preseribed in Article 9 of the Law Administering the New Pay of Government Employees (Law No. 46 of 1948) as well as to the employees of the National Personnel Authority, and, as from July 1, 1950, to other employees.

Annexe

Terms of Personnel Action

1. Initial Appointment
2. Change of Status
3. Change of Official Title
4. Appointment Transfer
5. Concurrent Appointment
6. Promotion
7. Demotion
8. Intra-agency Transfer
9. Reprimand
10. Change of Position Title
11. Pay Increase
12. Reduction of Pay
13. Disciplinary Reduction in Pay
14. Leave without Pay
15. Return to Duty
16. Suspension
17. Resignation
18. Name Change
19. Temporary Retirement
20. Release from Concurrent Appointment
21. Reduction in Force
22. Forfeiture of Office
23. Seperation Transfer
24. Dismissal, Disciplinary
25. Dismissal
26. Retirement

July 12, 1949

President of National Personnel Authority

ASAI Kiyoshi

2-2-3

Regulation No. ~~6~~ of the National Personnel Authority

First amendment ~~May~~ March 1, 1950 Regulation 18

Uniform Standard for the Preparation and Maintenance of Personnel Records prescribed in the Rule 2-2 of the National Personnel Authority

1. An appointing officer (including one who is delegated appointing power: to be the same hereinafter) shall prepare and maintain personnel record files of the employees under his jurisdiction (exclusive of part-time employees and those who are employed for the fixed period out exceeding two months: to be hereinafter referred to as "an employee" or "employees").

2. Personnel records shall be divided into papers to be maintained permanently and those to be maintained temporarily.

3. The papers to be maintained permanently shall be those enumerated below:

(1) Application for government employment;

(2) Written oath of office;

(3) Record of medical examination or medical certificate;

(4) Investigation records;

(5) Records of educational background;

(6) Records of qualifications acquired and examinations passed;

(7) Records for completion of training;

(8) Personnel action report;

(9) Efficiency rating report;

(10) Records of commendation;

(11) Statement of disciplinary actions;

(12) Records relating to injury or illness incurred in line of duty;

(13) Records relating to pensions;

(14) Application for retirement;

(15) Other records which are designated by the National Personnel Authority;

4. The papers to be maintained temporarily shall be papers other than those enumerated in the preceding paragraph and which require to be maintained for a short period of time.

5. The personnel records shall be divided into permanent records and temporary records.

6. In case an employee has been appointed to a government position in another agency or government having a different appointing officer, the former appointing officer shall forward to the new appointing officer the permanent records of the employee concerned within one week after receipt of personnel action report.

7. When an employee has been separated from the service, the appointing officer having jurisdiction over the position held by the employee concerned at the time of his separation shall maintain the permanent records of the employee for a period of ten years.

8. In case a separated employee has been newly appointed to a government position, the appointing officer of the agency of government where the employee was serving before his separation from the service shall forward upon request to the appointing officer of the employee the permanent records of the employee concerned in his custody.

9. The appointing officer shall submit a copy of personnel file to the National Personnel Authority when requested.

10. Where it is deemed that a personnel record prepared and maintained by each government agency is inconsistent with NPA rules or this regulation, the National Personnel Authority shall order revisions or direct such other steps as may be called for.

11. This regulation shall come into force to the employee in the 9 grade and above (incldding those of similar levels) as prescribed in the Law Administering the New Pay of Government Employee as well as to the staff of the national personnel authority on April 1, 1950, to the employee in the 8 grade and below on July 1, 1950.

July 12, 1949

President of National Personnel Authority

ASAI Kiyoshi

Regulation No. ~~1~~ 2-2-4 of the National Personnel Authority

First amendment June 1, 1950 Regulation No. 24

Uniform standard for Service Record Card Based on Rule No. 2-2 of the National Personnel Authority.

1. An appointing officer (including anyone who is delegated appointing power: to be hereinafter construed accordingly) shall prepare and maintain a service record card (NPA Form No. 120 and 120A, as revised in May, 1950: to be hereinafter referred to as "the card") of the employees under his jurisdiction (exclusive of part-time employees and those who are employed for a fixed period of time not exceeding two months: to be hereinafter referred to as "an employee" or "employees").

2. The card shall be prepared in duplicate for each employee involved, of which one copy shall be maintained by the appointing officer and the other shall be forwarded to the National Personnel Authority.

3. When any personnel action has been taken against an employee, particulars of such action shall be entered on the card as it arises in accordance with personnel action report or other records.

4. In case any personnel action taken against an employee involves agencies under the jurisdiction of different appointing officers, the old appointing officer of the employee shall forward, without delay, to the new appointing officer the card of the employee concerned together with his permanent records after having checked the card with the personnel records.

5. When an employee has separated from the service, the appointing officer having jurisdiction over the position held by the separated employee shall maintain the card of the employee for a period of ten years after the separation.

6. In case a separated employee has been appointed again to a position in government service within a period of ten years after his separation, the appointing officer of the goverhment agency where the employee was serving at the time of his separation shall forward, upon request, the card in his custody to the appointing officer having jurisdiction over the position to which the employee has been newly appointed.

7. In case where it is deemed that any violation of this regulation has been made in connection with the preparation and maintenance of a service record card, the National Personnel Authority shall order its revision or direct such other steps as may be called for.

8. The present regulation shall come into force as from July 1, 1950. However, with regard to employees in the 8th grade and below (including those of similar levels) as provided by Article 9 of the Law Administering the New Pay of Government Employees, a copy of the card provided by Paragraph 2 of this regulation shall not be forwarded to the National Personnel Authority until such a time as designated separately.

9. Service record cards prepared under NPA form (120, 120A) before amendments will be treated as service record cards prepared under this regulation.

Pursuant to the Rule No. 2-2 of the National Personnel Authority (Records, Reports and Statistics), the National Personnel Authority hereby establishes the following regulation of the National Personnel Authority.

May 1, 1950

Director-General of National Personnel Authority

SATO Tomoo

2-2-5

Regulation No. ~~26~~ of the National Personnel Authority

Regulation governing the Handling of Personnel Statistical Reports

(General Provision)

1. Heands of ministries and agencies shall make a Personnel Statistical Report on employees under their respective jurisdiction as provided for in this regulation.

2. The Personnel Statistical Report shall consist of a Monthly Statistical Report on Incumbency of Full-Time Employees (NPA Form 800 and 801), Monthly Statistical Report on Incumbency of Part-time Employees (NPA Form 802), Monthly Statistical Report on Time-keeping and Attendance of Employees (NPA Form 803), Half-Yearly Statistical Report on Incumbency of Full-time Employees (NPA Form 804), and Monthly Report on Issue of Compensation (NPA Form 805). However, as for Kodan, banking corporations and the Civil Merchant Marine Commission, a Monthly Report on Incumbency of Full-time Employees and a Monthly Report on Incumbency of Part-time Employees shall suffice.

3. The Personnel Statistical Report shall be entered according to each subdivision designated as a survey unit by heads of ministries and agencies or those delegated their authority, and cubmitted to the National Personnel Authority by heads of ministries and agencies.

4. The following boxes common to various reports of the Personnel Statistical Report shall be entered according to the instructions given below:

(1) The box of "Organizational Division":

Enter the mark " " in the appropriate box of Central, Field or local, according to whether the survey unit belongs to one of the internal subdivisions prescribed in Article 7 of the National Government Organization Law (Law No. 120 of 1948), the field organs prescribed in Article 8 of the same law, or the local branch offices prescribed in Article 9 of the same law. However, no entry need be made for the copy to be submitted to National Personnel Authority.

(2) Thebox of "Jurisdiction";

Enter the name of ministry of agency to which the survey unit belongs in the upper box, and the names of its bureaus, divisions, etc. in the spaces (a), (b), (c), ... in the order of higher to lower level subdivisions. However, no entry need be made for the copy to be submitted to the National Personnel Authority.

(3) The box of "Date":

Enter the date of survey.

(4) The box of "Position, Name and Seal of the Responsible Employee";

The employee who has actually made the entries and is responsible for the trunness andaccuracy of the content s is to write his position and name and impress his seal.

(Monthly Report on Incumbancy of Full-time Employees)

5. The following boxes of the Monthly Report on Incumbency of Full-time Employees shall be entered as of the first day of each m nth in respect to the employees (except those on temporary retirement) subject to the general and special salary schedules as provided in Article 6 of the Law concerning Base Pay of Employees in the Regular Government Service (Law No. 95 of 1950) according to the instruvtions given below, and heads of ministries and agencies

shall summarize the particulars by each subdivision (as provided for in Item 1 of this paragraph) and submit the summarized reports to the National Personnel Authority by the end of the month concerned.

(1) The box of "Subdivision":

Enter the name of the subdivision established when the ceiling number of employees by grade was fixed in accordance with the provision of Article 2 of the Cabinet Order concerning the Standards for Initial Salary, Promotion, etc. (Cabinet Order No. 401 of 1948).

(2) The box of "Position":

Enter the name of position established when the ceiling Number of employees by grade was sixed in accordance with the provision of Article 2 of the Cabinet Order concerning the Standards for Initial Salary, Promotion, etc. However, in the case of a such subdivision where such ceiling number has not been established, leave this box blank.

(3) The box of "Ceiling Number of Employees":

Enter the ceiling number established in accordance with the provision of Article 2 of the Cabinet Order concerning the Standards for Initial Salary, Promotion, etc. (Give the ceiling number of employees subject to a special salary schedule in the upper part in parenthesis.) However, in case the survey unit is a part of or subordinate to the subdivision as provided for in Item 1 of this paragraph and has no ceiling number provided therefor, no entry need be made, except when the ceiling number of employees is fixed separately by by-laws, etc.)

(4) The box of "Existing Employees":

Enter the number of incumbents (except those on temporary

retirement and unrepatriated employees). (Give the existing number of employees subjedt to a special salary schedule in the upper part in parenthesis.)

(Monthly Statistical Report on Incumbency of Full-time Employees)

6. In each box of the Monthly Statistical Report on Incumbency of Full-time Employees (NPA Form No. 801) shall be entered, in the similar way as described in the preceding paragraph, particulars of public procurators (except those on temporary retirement and unrepatriated employees) as of the first day of each month in accordance with the Law concerning the Salary and Others for the Public Procurators (Law No. 76 of 1948). Heads of ministries and agencies shall summarize the particulars and submit the summarized reports to the National Personnel Authority by the end of the month concerned.

(Monthly Statistical Report on Incumbency of Part-time Employees)

7. In each box of the Monthly Statistical Report on Incumbency of Part-time Employees (NPA Form No. 802) shall be entered particulars of part-time employees actually holding any of the positions provided by the NPA Regulation No. 2 (Positions of Part-time Employees Provided by the NPA Rule 8-7), as of the first day of each month (in case it falls on Sunday or national holiday, the following day), in accordance with the classificationaas provided by the same regulation. Heads of ministries and agencies shall summarize the particulars and submit the summarized reports to the National Personnel Authority by the end of the month concerned. However, in the box of "Daily Average of the Number of Employees Engaged in Labor for Previous Month" enter the result obtained by dividing the number of monthly man-days of the employees engaged in such common labor as coolic work, etc. as shown in "C," "(1)," "(a)" of the same regulation (unit - man-day) by the number of the days of the month concerned.

(Monthly Statistical Report on Time Keepint and Attendance of Employees)

8. In each of the following boxes of the Monthly Statistical Report on Time-keeping and Attendance of Employees shall be entered particulars, for the preceding month, of full-time employees who are subject to the application of the payroll provided by the NPA Rule 9-5 (Payroll), as of the first day of each month, in accordance with instructions given below. Heads of ministries and agencies shall summarize the particulars and submit the summarized reports to the National Personnel Authority by the end of the month concerned.

(1) In the box of "Name of Organization," enter the name of subdivision which forms the survey unit. However, in submitting the report to the National Personnel Authority, each ministry and agency is to enmmerate the names of the subdivisions which have been entered in the box of "Jurisdiction (a)".

(2) In the box of "As of the First Day" under the box of "Number of Employees", enter the total number of employees on payroll as of the first day of the month concerned.

(3) In the box of "Monthly Average" under the box of "Number of Employees", enter the result obtained by the following formula in which "al hours" represent the total number of the regularly scheduled work hours entered in the Time and Attendance Report of the month concerned for all the employees whose monthly regularly scheduled work hours are "hl hours", and "a2 hours" represent the total number of the regularly scheduled work hours entered in the Time and Attendance Report of that month for all the

employees whose monthly regularly scheduled work hours are "h2 hours" (and so on with h3, h4 ..... , and a3, a4 .....):

$$\frac{a1}{h1} + \frac{a2}{h2} \cdots\cdots = \text{monthly average.}$$

(4) In the box of "Hours with Pay" and that of "Hours without pay," enter the respective number of hours according to the Time and Attendance Report.

(5) In the box of "Average per Employee", enter the number of hours obtained by dividing the number of hours entered in the respective box of "Total" in the box of "Monthly Average" by the number of employees, (calculate up to a third figure from a decimal point and disregard the rest.)

(Half-yearly Statistical Report on Incumbency of Full-time Employees)

9. In the Half-yearly Statistical Report on Incumbency of Full-time Employees (NPA Form No. 804) shall be entered the number of incumbents who are subject to the application of the general salary schedule and the special salary schedule (except those on temporary retirement) by grade of position and salary grade and pay step as of June 1 and December 1 of each year. Heads of ministries and agencies shall summarize such particulars according to each salary schedule, and submit the summarized reports to the National Personnel Authority by the end of the month concerned. In the box of "kind", the appropriate letter shall be encircled according to the kind of the salary schedule.

(Monthly Report on of Issue of Compensation)

10. Heads of ministries and agencies shall summarize and enter in the Monthly Report on Issue of Compensation, necessary

particulars relative to the issue of compensation from the payroll certificate (except those for part-time employees) for the preceding month prepared by the compensation officer within the ministry or agency, and submit the report to the National Personnel Authority by the end of the month.

(Date of Enforcement)

11. This regulation shall be applied as from April 1, 1950. However, the Personnel Statistical Report for April, 1950 shall be submitted by the end of May next.

Statistical monthly report on condition of

full-time regular employee incumbency

NPA Form 800

Organization 1) Central 2) Field 3) Local	Under jurisdiction	Ministry, Agency or Office A) B) C)	Report for Submitted on	Position and full name of officer responsible for this report (seal)

Position	Items	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	Total	Remarks
	Fixed No.																	
	Existing No.																	
	Fixed No.																	
	Existing No.																	
	Fixed No.																	
	Existing No.																	
	Fixed No.																	
	Existing No.																	
	Fixed No.																	
	Existing No.																	

	Fixed No.	
	Existing No.	
	Fixed No.	
	Existing No.	
	Fixed No.	
Total	Existing No.	

Monthly Statistical Report on Incumbency of Full-time Employees

NPA Form 801

Organizational Division 1) Central 2) Field 3) Local	Jurisdiction	Ministry, Agency or Office (a) (b) (c)	Report for	Position and full name of officer responsible for this report (seal)

Existing Number of Public Procurators

Classification		Remarks
Procurator-General		
Assistant Procurator-General		
Superintending Procurator of Tokyo High Public Prosecutor's Office		
Superintending Procurator of Other Public Prosecutor's Office		
Other Procurators		

Position \ Pay Step	1	2	3	4	5	6	7	8	9	10	11	12	Total
Chief Procurator													
Senior Procurator													
Total of Other Procurators													
Total of Procurators													

Existing Number of Assistant Procurators

Position \ Step	1	2	3	4	5	6	7	8	Total
Total of Assistant Procurators									

Grand Total of Public Procurators	

NPA Form 802

Statistical Monthly Report on Incumbercy of Part-time Employees

Organization Division	Jurisdiction	Ministry, Agency or Office	Report for	Position and full name of officer responsible for this report
1) Central 2) Field 3) Local		A) B) C)		(seal)

Positions appointment to which requires prior approval of N.P.A.		Positions appointment to which does not require approval of N.P.A.		Remarks
Positions	No. of Employees as of the 1st	Positions	No. of Employees as of the 1st	
&				
				Y
Total		Total		

Daily Average of Number of Employees Engaged in Labor for Previous Month

Note: A daily average of the number of employees engaged in labor for previous month is the number obtained by dividing the monthly man-days of the employees engaged in labor by the number of the days of the month concerned (for example, 30 days for April and 31 days for May), but the first figure from a decimal point is to be adjusted by counting 5 and higher as 1 and disregarding the rest.

NPA Form 802

Statistical Monthly Report on Incumbency of Part-time Employees

Organization Division 1) Central 2) Field 3) Local	Jurisdiction	Ministry, Agency or Office A) B) C)	Report for	Position and full name of officer responsible for this report (seal)

Positions appointment to which requires prior approval of N.P.A.		Positions appointment to which does not require approval of N.P.A.		Remarks
Positions	No. of Employees as of the 1st	Positions	No. of Employees as of the 1st	

Monthly Report on Absence Hours of Employee

NPA From 803

Organization 1) Central 2) Field 3) Local	Under jurisdiction of	Ministry, Agency or Office A) B) C)	Report for Submitted on	Position and full name of officer responsible for this report (seal)

Organization / Item	Number of employees		Hours of absence with pay										Hours of absence without pay				Total	
	As of 1st of this month	Average during this month	Annual Leave		Sick Leave		Special Leave		Temporary retirement		Total		Avsence		other		Total	
			Total	Average per capita	Total	Average per capita	Total	Average per capita	Total	Average per capita	Total	Average per capita	Total	Average per capita	Total	Average per capita	Total	Average per capita
Total		*																

NOTE: * Number to be entered in the line of "Total" and under the column of "Average per capita" should not be total of numbers each line.

Statistical Semi annual report on condition of

full-time regular employee incumbency

NPA Form 804

Classification (1) General (2) Tax (3) Police (4) Seamen	Organization (1) Central (2) Field (3) Local	Under jurisdiction of	Ministry, Agency or Office (A) (B) (C)	Report for , 1950 Submitted on , 1950	Position and full name of officer responsible for this report (seal)

Step \ Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
Special																
Total																

Monthly report of total pay

NPA Form 805

Organization 1) Central 2) Field 3) Local	Under Jurisidiction	Ministry, Agency or Office (A) (B) (C)	Report for Submited on	Position and full name of officer responsible for this report (seal)

Items	Amount	Items	Amount
Amount (of Base Pay paid		Cash paid	
Area Allowance		Tax	
Family Allowance		Mutual Association Accumulation	
Special Allowance		Pension	
Overtime Allowance		Lodging	
Night Allowance			
Total		Total	

Addition

November 10, 1949

President of National Personnel Authority

ASAI Kiyoshi

2-3-1

Regulation No. ~~12~~ of the National Personnel Authority

First amendment December 24, 1949 Regulation 15

Second amendment May 1, 1950 Regulation 21

Third amendment, Oct. 3, 1950, Regulation 31

Regulation concerning the Sectional Organization of the National Personnel Authority's Secretariat

(Office of Director-General)

1. In addition to those functions prescribed in the rules, the Office of the Director-General shall perform the following:

(1) Work as specified at the direction of the Commissioners or the Director-General;

(2) Receipt and disposal of documents and correspondence connected with the work of the commissioners and the Director-General's Office;

(3) Preparation of agenda and proper arrangement of minutes of the meetings of the Authority;

(4) Preparation of agenda and proper arrangement of minutes of the meetings of the National Personnel Council, and other matters pertaining to the meetings;

(5) Custody of official seals of the President, the Director-General and the Authority;

(6) General secretarial work for the Commissioners and the Director-General.

(Bureau of Recruitment)

2. The Bureau of Recruitment shall have three Sections-Planning and Control Section, Examination Section and Transactions Section.

I. Planning and Control Section: Thissection is responsible for the

planning, coordination and control of recruitment programs based on the needs of the government service. The specific functions are to:

(1) Determine personnel needs through liaison with operating agencies, analysis of employment and turnover statistics and the labor market, review of employment eligible lists and like methods;

(2) Develop recruitment programs to meet the needs of theservice;

(3) Prepare for the announcement of examination as provided for in the law and rules and arrange for the publicity of information relating to recruitment programs in cooperation with the Bureau of Public Information;

(4) Maintain employment eligible lists and act on the personnel requisitions of the appointing officers by certifying names of eligibles or other appropriate means.

II. The Examination Section: This section is responsible for all activities relating to the determination of the qualifications of individuals for employment. The specific functions are to:

(1) Determine and prescribe qualifications necessary for satisfactory performance of the duties of the various classes of positions;

(2) Review and pass on all applications for examination and employment where examination may not be required;

(3) Prepare all examination materials and devise appropriate tests of fitness to determine qualification for employment;

(4) Print or otherwise reproduce and maintain examination materials on its own responsibility;

(5) Mkae necessary arrangement for examination;

(6) Administer or control examinations and determine the effect of the examinations held;

(7) Score examinations and perform the statistical operations which are an integral part of examination program;

(8) Nominate and supervise the examiners;

(9) Prepare employment eligible lists;

(10) Review and pass on requests for temporary employment in terms of the qualifications of individuals, the necessity for such employment and other criteria established by law, rules and directives;

(11) Establish and maintain controls on temporary employments.

III. Transactions Section: This section is responsible for transactions and controls of reports, record and other documents relating to the employment. The specific function are to;

(1) Receive, review and act on personnel reports and service recordcards in accordance with established procedures;

(2) Review lay-off actions in compliance with law, rules and directives and prepare employment eligible lists for reinstatement of lay-off employees;

(3) Keep lists of appointing officers up-to-date;

(4) Perform the statistical operations which are an integral part of transactions operation relating to personnel records and reports and other documents;

(5) Review and pass on requests for concurrent appointments, participation in private enterprises, appointments of the part-time employee, actions affecting the status of employees of conditional appointment and other exceptional cases;

(6) Make inspections of various government agencies to assure compliance with established procedures concerning personnel actions.

(Bureau of Compensation)

3. The Bureau of compensation shall have five Sections--Position Classification Section, Compensation Research Section, Compensation Hearing Section, Injury Compensation Section and Retirement Section.

I. Position Classification Section: This section is responsible for developing, recommending and administering the position classification plan. The specific functions are to:

(9) Prepare employment eligible lists;

(10) Review and pass on requests for temporary employment in terms of the qualifications of individuals, the necessity for such employment and other criteria established by law, rules and directives;

(11) Establish and maintain controls on temporary employments.

III. Transactions Section: This section is responsible for transactions and controls of reports, record and other documents relating to the employmet. The specific function are to;

(1) Receive, review and act on personnel reports and service recordcards in accordance with established procedures;

(2) Review lay-off actions in compliance with law, rules and directives and prepare employment eligible lists for reinstatement of lay-off employees;

(3) Keep lists of appointing officers up-to-date;

(4) Perform the statistical operations which are an integral part of transactions operation relating to personnel records and reports and other documents;

(5) Review and pass on requests for concurrent appointments, participation in private enterprises, appointments of the part-time employee, actions affecting the status of employees of conditional appointment and other exceptional cases;

(6) Make inspections of various government agencies to assure compliance with established procedures concerning personnel actions.

(Bureau of Compensation)

3. The Bureau of compensation shall have five Sections--Position Classification Section, Compensation Research Section, Compensation Hearing Section, Injury Compensation Section and Retirement Section.

I. Position Classification Section: This section is responsible for developing, recommending and administering the position classification plan. The specific functions are to:

(1) Investigate to determine, within the provisions of the law, whether positions are in the regular government service or the special government service;

(2) Investigate the duties and responsibilities of positions in the regular service;

(3) Establish classes and class titles and prepare class descriptions and definitions of occupation and make amendments there to as deemed necessary;

(4) Prepare and recommend a position classification plan and make recommendation for the amendments thereto as deemed necessary;

(5) Furnish the Director-General information to issue rules or directives for the installation and administration of the position classification plan;

(6) Allocate positions to their proper class or review for approval allocations made by various government agencies;

(7) Review and act on requests of various government agencies to allocate or revise the allocation of positions and advise various government of positions andadvise various government agencies regarding position allocations;

(8) Investigation and research on the duties and responsibilities of positions in private enterprises as deemed necessary;

(9) Collect and maintain current data relating to the organizational structure of the National Government and participate in necessary studies thereon in cooperation with other government agencies;

(10) Develop and assist in the conduct of the training programs necessary for the administration of the position classification plan in cooperation with the Training Section;

(11) In cooperation with other sections to conduct audits to determine compliance with standards in order to maintain uniformity in the allocation of Positions and administration of the clasification plan.

II. Compensation Research Section: This section is responsible for compensation of government employees and developing and reconnending an appropriate pay plan. The specific functions are to:

(1) Develop and recommend pay plan and make recommendation for the amendment thereto as deemed necessary;

(2) Investigate and determine the proper compensation for various classes of positions;

(3) Investigate and determine the proper rates or amounts for employee allowances;

(4) Conduct continuously studies relating to the cost of living;

(5) Conduct continuously studies of salaries and wages in private employment to determine comparative rates of pay for similar work in the National Government;

(6) Conduct other special studies related to the pay plan;

(7) Conduct hearings for the purpose of determining facts concerning the pay plan or any of its aspects based on research initiated by the section or based on appeals presented to the National Personnel Authority by interested groups of employees claiming the need for adjustment in one or more aspects of the pay plan.

III. Compensation Hearing Section: This section is responsible for the administration of all matters pertaining to the pay plan. The specific functions are to:

(1) Prepare and recommend rules for the administration of the pay plan.

(2) Prepare technical interpretations found necessary in the administration of the pay plan and rules or directives pertaining thereto;

(3) Recommend standards for hours of work, leaves and attendance and time keeping and payroll procedures;

(4) Conduct payroll audits to determine that the pay plan is being enforced and properly administered;

(5) Determine facts related to requests for adjustment of pay presented by government agencies or employees to make necessary adjustments,

if admissible under the pay plan;

(6) In Cooperation with other sections of the Authority, conduct audits of the operating personnel programs and as necessary make corrective recommendations;

(7) Develop and assist in the conduct of the training programs necessary for the administration of the pay plan in cooperation with the Training Section.

IV. Injury Compensation Section: This section is responsible for divising, recommending and administering the plan for compensating employees for injuries received or deseases contracted in line of duty or for compensating their dependents in the event of the emplcyee's death in line of duty. The specific functions are to:

(1) Conduct investigations and studies related to the problem and develop and recommend an injury compensation program;

(2) Establish a system for theadministration of the injury compensation program;

(3) Review claims for compensation for injuries, diseases or death and make awards according to schedules provided by law:

(4) Review and make technical recommendation concerning rejected claims;

(5) Promote safety programs and safety education in cooperation with the Safety Section;

(6) Recommend necessary amendments to the injury compensation law and rules pertaining thereto;

(7) Investigate Mutual Aid Associations in connection with development and operation of the injury compensation program;

(8) Perform thestatistical operations which are an integral part of the injury compensation program.

V. Retirement Section: This section is responsible for devising, recommending and administering a comprehensive retirement plan for employees of the National Government. Thespecific functions are to: