for the improvement of the allowance plan recently submitted by the Ministry of Finance. Funds were appropriated for separation allowance for Occupation Forces personnel substantially higher than that appropriated for the regular accounts. By combining these two funds a very satisfactory plan could be worked out. The diversion of such funds to the benefit of the regular accounts was not permitted by top-side decision. The matters are still under consideration.

MacDONALD SALTER
Chief, Classification
& Compensation Branch

MS:jd

Att. 1

Part of M. Salters' weekly report
7/8/49
Seen by BH
7/14/49

READING BIBLIOGRAPHY LIST

1. Potsdam Declaration: Proclamation by Heads of Governments, United States, United Kingdom and China, 26 July 1945

2. Instrument of Japanese Surrender, 2 September 1945

3. U. S. post-surrender policy for Japan as amended 28 June 1947, Directive No. 82, Joint Chiefs of Staff, Washington, D.C.

4. Directive regarding principles for Japanese Trade Unions, Directive No. 63, Joint Chiefs of Staff, Washington, D.C., 15 December 1946

5. Constitution of Japan, 3 May 1947.

6. Hoover file on Issues for Decision affecting Labor Relations in Japanese Government prior to the amendment to the National Public Service Law. December 9, 1946 to July 31, 1948

7. Far Eastern Commission minutes:
"Basic Post-Surrender Policy for Japan," FEC-014/9, 20 June 1947, 9pp.
"Labor Policy in Japan", FEC-318, 21 September 1948, 2pp.
"Labor Policy in Japan", FEC-318/1, 21 September 1948, 17pp.
"Labor Policy in Japan", FEC-318/2, 27 September 1948, 2pp.
"Labor Policy in Japan", FEC-318/3, 4 October 1948, 2pp.
"Labor Policy in Japan", FEC-318/4, 14 October 1948, 1p.
"Labor Policy in Japan", FEC-318/5, 15 October 1948, 2pp.
"Labor Policy in Japan", FEC-318/6, 29 October 1948, 3pp.
"Labor Policy in Japan", FEC-318/7, 30 November 1948, 2pp.
"SCAP Statement on Amended National Public Service Law, FEC-318/8, 6 December 1948, 2pp.
"Labor Policy in Japan", FEC-318/9, 9 December 1948, 3pp.
"Labor Policy in Japan", FEC-318/10, 31 December 1948, 1p.
"Labor Policy in Japan", FEC-318/11, 6 January 1949, 1p.
"Labor Policy in Japan", FEC-318/12, 13 January 1949, 1p.
"Labor Policy in Japan", FEC-318/13, 3 March 1949, 5pp.
"Labor Policy in Japan", FEC-318/14, 11 March 1949, 1p.
"Labor Policy in Japan", FEC-318/15, 17 March 1949, 1p.
"Bibliography of Documents relating to Labor Policy in Japan", FEC-318/16, 25 March 1949, 5pp.
"Labor Policy in Japan", FEC-318/17, 7 April 1949, 2pp.
"Labor Policy in Japan", SC-318/18, 25 May 1949, 2pp.
"Labor Policy in Japan", SC-318/19, 26 May 1949, 2pp.
"Labor Policy in Japan", FEC-318/20, 31 May 1949, 1p.
"Labor Policy in Japan", SC-318/21, 1 June 1949, 1p.
"Labor Policy in Japan", FEC-318/22, 2 June 1949, 1p.

8. "Periodical Summary", prepared by CIS, GHQ, FEC, Military Intelligence Section, General Staff.
Issue No. 35, 15 December 1948
Issue No. 38, 15 March 1949
Issue No. 39, 15 April 1949
Issue No. 40, 15 May 1949

9. "Review of Government and Politics in Japan" prepared by GS, GHQ, SCAP.
   December, 1948
   January 1949
   February 1949
   April 1949

10. Files on NPA Employees Association:
   Organization, 24 March 1949 to 5 May 1949
   Labor Relations, 23 March 1949 to 16 June 1949
   General, 14 June 1949 to 28 June 1949
   Publications, 12 April 1949 to 13 June 1949

11. Files of Labor Division Monthly Reports, Semi-Monthly Reports and "Labor Letter" prepared by Labor Division, ESS, GHQ, SCAP. October, 1945 to 16 April 1949

12. "Civil Affairs Handbook - Japan", Section 9: Labor, Armed Services Forces Manual, M 354-9, Headquarters, Army Service Forces, 19 July 1944, 167pp.

13. Current Spot Intelligence Reports, Intercepts and news releases, 21 June 1949 to date

14. Watchtower weekly report on Union Activities, February, 1949 to date.

15. File on Project No. 5 - Advice on Program of Government Labor Unions, February 1949 to date.

16. File on Labor Legislation: Trade Union Law, Law No. 51, 1945;
   Labor Relations Adjustment Law, Law No. 25, 1946
   Labor Standards Law, Law No. 49, 1947
   Mariners Law, Law No. 100, 1947
   Employment Security Law, Law No. 141, 1947

17. National Public Service Law, Law No. 120, 1947 amended by Laws No. 222, 258 and 265 of 1948, and by Laws No. 2 and 125 of 1949.

18. "History of Labor Movement", 5 parts, National Personnel Authority, June 1949

19. "Final Report of Advisory Committee on Labor"

CIVIL SERVICE DIVISION
Government Section

July 5, 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report on Project Assignment No. 63 for the Week Ending July 1, 1949

Due to illness no progress was made on project assignment number 63.

HM

HELEN R. MACHIN
Administrative Assistant

HRM:mvb

CIVIL SERVICE DIVISION
Government Section

5 July 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report for Week Ending 1 July 1949

1. Project Number 59 - Watchtower.

Very active.

2. Project Number 60 - Current History of C.S.D.

No action.

THOMAS ELIOT,
Personnel Specialist.

TE:mvb

CIVIL SERVICE DIVISION
Government Section

5 July 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report, 27 June - 1 July

Project No. 36:

During the past week contact was made with various SCAP sections for the purpose of securing their assistance in establishing prerequisites and in test development. Among the conferences held since the beginning of last week may be listed:

Public Health & Welfare - General Sams and 22 division and branch chiefs. Excellent cooperation seems assured. Work is underway.

Civil Transportation - Mr. Ogden, Chief of Plans and Policy Division and Mr. Silver, Chief of Policy Branch. Assistance from CTS awaits further discussion of policy at a higher level.

Postal Division, CCS - Mr. Robinson, who has been designated to work on this program. Work is now underway.

Fisheries Division, NRS - Mr. Craig, who has been designated to work on this program. Work is underway.

Public Safety Division, G-2 - Mr. Engle has agreed to cooperate along the lines suggested and work is underway, although for the next three weeks it will not be at full speed because of a police training institute which will absorb most of his time.

Conferences to initiate contact with other SCAP groups and to implement preliminary conferences will continue.

A meeting was held with Commissioner Uyeno and interested officials and technicians of NPA Examination Section to stimulate more satisfactory progress in the construction of the administrative aptitude test. Arrangements agreed upon promise to clear the bottleneck in this phase of the program.

In the field of item construction for the technical written tests, some 1287 items in 18 specialties have been written and 587 items have been submitted to CSD for review. Several new specialties will be added to the list during the ensuing week. Public Health & Welfare Section has undertaken to write four tests covering occupational areas in public health and welfare.

With the expansion of activities in connection with the examination for critical positions (S-1), attention is being directed toward organization for improved control and security. A further problem is that of effecting the translation of a growing backlog of test items written in Japanese.

Questions raised by Mr. Yamashita must be answered soon. In addition, an intensive program of public information must be undertaken as soon as examination preparations are far enough advanced.

✓ Project No. 38:

Chief of Planning and Control Section, NPA, reports that the study of the organization of the various ministries is practically complete and that discussion can begin immediately. Completion of the study will require about one week.

For the period 11 June through 1 July, 15 individuals were selected by six ministries or agencies from those certified by NPA. Requisitions for 122 persons are on hand, 33 of which are new. The outstanding unfilled requisition is one from the Attorney General's Office for 50 psychologists. Only one has been furnished to date.

The section has been requested by this office to plan an examination for policemen to be held this fall, if possible. This will coincide with the employment period of the National Rural Police and will please the Public Safety Section, which has been consulted.

Plans for a foreign service examination are held in abeyance pending a conference between Dr. Asai and Mr. Yoshida.

✓ Project No. 39:

With the exception of continued item construction and routine administrative matters, the activities of the Examination Section, NPA, have been directed toward the development of the examination for critical positions and are reported elsewhere.

An amendment to Rule 8-1 is being prepared in order to permit NPA to review qualifications in cases of transfers involving first or second class officials and others at pay grade 10 or higher.

✓ Project No. 40:

Nine temporary appointments were submitted to Examination Branch, CSD, for review last week, all of which were approved.

Examination Section, NPA, reported a total of 370 appointments reviewed, of which 332 were under Rule 8-1. All of the appointments were approved excepting the cases of 5 second class officials which were disapproved and 4 others which are being held over pending further investigation.

✓ Project No. 41:

Procedures for personnel actions, personnel records, and service records are nearly ready, but certain policy decisions must be reached. Personnel action forms were received from the printer. An intensive training program has been planned to acquaint all responsible personnel with these procedures.

The following table summarizes the routine activities of the Transactions Section, during the past week:

	No. of Cases	No. of Persons
Written certification of delegation of appointing power:		
New	1	3
Revision	4	418
Written certification of delegation of disciplinary punishment power:		
New	2	63
Revision	2	9
Certification of written statements of disciplinary action:		84
Approval of progress of administrative disciplinary proceedings based on Art. 85:	3	
Concurrent appointments:		
Application	172	
Approved	140	
Pending	134	
Articles 103 and 104:		
Application	9	
Approved	8	
Pending	5	

6/30 Informed Subject Statements transferred to Equity

Project No. 65:

noted under #4 ✓

A report from the Compensation Research Section indicates that the cost of living for the quarter ending April 30 is about seven percent above the July 1948 base. I am unable at this time to make any recommendation as to possible action because of certain technical difficulties of a statistical nature. The Section has been asked to preserve secrecy concerning its findings until a final determination can be made.

The Compensation Research Section has undertaken the computation of a new base for the pay structure, proceeding along the same lines as last year, but refining the data and bringing it up to date. This study will probably require several months.

Maynard N. Shirven

MAYNARD N. SHIRVEN
Chief, Examination Branch

MNS:rp

CIVIL SERVICE DIVISION
Government Section

1 July 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report for Week Ending 1 July 1949

√ Project No. 51 - Organize Staff and Supervise Internal Administration Bureau

During the week I met with Mr. Sato, Director General, concerning the distribution of personnel in the various bureaus and sections, in accordance with your request of Friday, 24 June. The results of the distribution as determined by Mr. Sato were subsequently agreed to by this office. I have instructed Mr. Sato to make the necessary transfers and adjustment of personnel as quickly as possible.

Two problems, however, arose as the result of your request. In allocating 359 employees to the Classification Section, although the Commission agreed in principle they somewhat defeated our purpose by assigning approximately 158 clerks and 33 Yonin (tradesmen) to fill out this figure. In obtaining our quota of 1,234 employees for the current budget year, it never occurred to me that we would be unable to hire employees in different categories as need arose, and it develops that NPA orally agreed with the Ministry of Finance to accept a break-down of the 1,234 as follows:

750 Officials
406 Clerks
78 Yonin

Yesterday I asked Mr. Sato to contact the Ministry of Finance with a view of transferring 95 clerks and 30 Yonin to the status of third class officials. Mr. Sato informed me that he thought this could be accomplished.

Mr. Hayashi has submitted to me proposed Japanese titles for the various bureaus and sections of NPA. A copy of same is attached hereto. Mr. Shively has shown considerable interest in the past concerning proper titles for our organization and because of his knowledge of Japanese, I should like to submit a copy to him for his perusal before turning over Mr. Hayashi's proposal to Mr. Peterson.

√ Project No. 54 - Organize Staff and Initiate Activities of Staff Recruitment Section, Bureau of Internal Personnd

Definitions defining the bureau and sectional organizations of the Bureaus of Internal Personnel and Internal Administration have been cleared by Messrs. Kanatsugu, Sato and myself and are now in the hands

of the Planning and Organization Section. I hope to have these proposals in the hands of Mr. Peterson sometime during next week.

Project No. 66 - Organize Staff and Initiate Activities of the Efficiency Bureau of Internal Personnel

#54

The introductory supervisory training course was given to 22 unit chiefs and two section chiefs during the week. I have given a copy of these lectures to the chief of the above section and plan to have him give the course each time a group of new supervisors are appointed.

Extra Curricular Activities

Saturday, June 25 and Monday, June 27 were spent at Nikko in which I attended three sessions, answering questions concerning general personnel administration.

FOSTER B. ROSER
Examination Specialist

FBR:rj

ORGANIZATION OF THE N.P.A.

National Personnel Authority - JINJIIN

"JINJIIN" is already a well established and well known name. However, "national" is not expressed in "JINJIIN". There are three other Japanese government agencies which have "national" as part of their names. In all three cases "KOKKA" are used, i.e.

National Public Safety Commission
KOKKA KOAN IINKAI

National Fire Defense Board
KOKKA SHŌBŌCHŌ

General Headquarters of National Rural Police
KOKKA CHIHŌ KEISATSU HOMBU

Office of the Director General - JIMUSŌCHŌ-SHITSU

National Personnel Council - JINJI SHUNINKAN-KAIGI

"National" is not expressed in Japanese.

Bureau of Recruitment - NINYŌKYOKU

The Organization chart in Japanese has "BU" instead of "KYOKU". "BU" is equivalent to "DIVISION". This is true for all other"BUREAUS" in the N.P.A.

1) Planning and Control Section - KIKAKU-KA

"Control" is not expressed in "KIKAKU".

Suggested translations: a) KIKAKU TŌSEI-KA.
"TOSEI" equivalent to "CONTROL"

b) KIKAKU CHŌSEI-KA
"CHŌSEI" equivalent to "REGULATE" or "COORDINATE"

2) Examination Section - SHIKEN-KA

3) Transactions Section - SHINSA-KA

"SHINSA" means "INVESTIGATION" or "REVIEW"

Suggested translation: SHORI-KA

"SHORI" means "TRANSACTION", "MANAGEMENT","DISPOSITION", ETC.

Bureau of Compensation - KYUYO-KYOKU

1) Position Classification Section - SHOKKAI-KA

2) Compensation Research Section - HŌKYŪ-KA

a) "HŌKYŪ" does not include the meaning of "RESEARCH". HŌKYŪ means "wage" or "pay". Since "KYŪYO" is used in "Bureau of Compensation", it seems appropriate to use it here also.

Suggested translations: 1) KYŪYO KENKYU-KA

2) KYŪYO CHOSA-KA

b) In the Organization chart of NPA, prepared by the CSD, GS, on July 20, 1948, this section is listed as "Salary and Wage Section." If this is an official title, then "HŌKYŪ-KA" is very appropriate.

3) Injury Compensation Section - HOSHŌ-KA

According to the Organization chart of the NPA which appeared in April 3, 1949 issue of the "SHŪKAN ASAHI" (ASAHI WEEKLY), this section is listed as HOKYU-KA. In neither case "Injury" is not translated.

Suggested translation: SHŌGAI HOSHŌ-KA

4) Retirement Section - ONKYŪ-KA

"ONKYŪ" means "pension" (i.e. Bureau of Pensions - ONKYŪ KYOKU)

Suggested translation: TAISHOKU-KA

Bureau of Efficiency - NŌRITSU KYOKU

1) Training Section - KENSHŪ-KA

2) Safety Section - ANZEN-KA

3) Health Section - KENKŌ-KA

4) Welfare Section - FUKURI-KA

"FUKURI" seems appropriate, but "KŌSEI" seems to be better. (i.e. MINISTRY OF WELFARE - KŌSEI-SHŌ)

5) Recreation Section - KŌSEI-KA

"GORAKU" means "recreation"

Suggested translation - "GORAKU-KA"

6) Employee Evaluation Section - KŌSA-KA

"Employee" is not expressed in "KŌSA".

Suggested translation - SHOKUIN KŌSA-KA

7) Employee Utilization Section - HAICHI-KA

"Employee" is not expressed in "HAICHI"

Suggested translation - SHOKUIN-HAI CHI-KA

Bureau of Equity - KŌHEI-KYOKU

1) Disciplinary Appeals Section - SOGAN-KA

a) "Disciplinary" is not expressed in "SOGAN".

Suggested translation - CHŌKAI SOGAN-KA

b) In the Organization chart of NPA, prepared by the CSD, GS, on July 20, 1948, this section is listed as "Appeals and Hearings Section". If the latter is the official name, then the suggested translation would be "SOGAN-SHIMON-KA".

2) General Appeals Section - SEWA-KA

a) "General" is not expressed in "SEWA".
"SOGAN" seems to be appropriate for "APPEALS".

Suggestion: "IPPAN SOGAN-KA".

b) In the Table of Organization of NPA, prepared by the CSD, GS, on July 20, 1948, this section is listed as "Employee Relations Section". If this is the official translation for this section, then the suggested translations are:

1) SHOKUIN-SEWA-KA
2) SHOKUIN-KANKEI-KA

Bureau of Investigation - CHOSA-KYOKU

1) Employment Investigation Section SHOKUIN-KA

"Employment" is not expressed in "SHOKUIN". "SHOKUIN" means "employee", "personnel" or "staff".

Suggested translations are:

a) SHOKUIN - CHŌSA-KA.

b) KIMMU-~~SHOSA~~CHŌSA-KA

2) Violations Investigation Section - KANSATSU-KA

"KANSATSU" means "inspection".

Suggested translations:

a) IHAN-CHŌSA-KA

b) IHAI-CHŌSA-KA

Bureau of Public Information - KŌHŌ KYOKU

1) Editorial Section - HENSHU-KA

2) Dissemination Section - ~~FUKYU-KA~~ ~~KOFU-KA~~ HŌDŌ-KA

Bureau of Law - HŌSEI-KYOKU

1) Counselling Section - SHINGI-KA

2) Drafting Section - RITSUAN-KA

Bureau of Internal Administration - KANRI KYOKU

a) "Internal" is not expressed in "KANRI".

Suggested translations:

1) INNAI-KANRI-KYOKU

2) JINJIN KANRI-KYOKU

b) The Organization chart of the NPA prepared by the CSD, GS, in July 20, 1948, lists this bureau as "Bureau of Administration". In this case, the appropriate translation seems to be "KANRI KYOKU"

1) Organization and Planning Section - HYŌJUN-KA

"HYOJUN" means "standards" or "criteria".

Suggested translations:

1) KIKŌ-KIKAKU-KA

2) HENSEI-KIKAKU-KA

3) JINJIN-HENSEI-KIKAKU-KA

2) Budget and Finance Section - KAIKEI-KA

"Budget" is not expressed in "KAIKEI"

Suggested translations:

1) YOSAN KAIKEI-KA

2) YOSAN ZAISEI-KA

3) JINJIIN-YOSAN ZAISEI-KA

3) Office Service Section - SHOMU-KA

4) Statistics and Report Section - TŌKEI-KA

"Report" not expressed in "TŌKEI"

Suggested translation: TŌKEI HŌKOKU-KA

5) Library Section - TOSHO-KA

Bureau of Internal Personnel - JINJI KYOKU

"Internal" not expressed in "JINJI"

Suggested translations:

1) INNAI-JINJI-KYOKU

2) JINJIIN-JINJI-KYOKU

1) Staff Recruitment Section - NINYŌ-KA

"Staff" not expressed in "NINYŌ"

Suggested translations:

a) INNAI-SHOKUIN-KA

b) JINJIIN-SHOKUIN-KA

2) Staff Compensation Section - KYŪYO-KA

"Staff" not expressed in "KYŪYO"

Suggested translations:

a) INNAI SHOKUIN KYŪYO-KA

b) JINJIIN SHOKUIN KYŪYO-KA

3) Staff Efficiency Section - NŌRITSU-KA

"Staff" not expressed in "Nōritsu"

Suggested translations:

a) INNAI-SHOKUIN NŌRITSU-KA

b) JINJIIN SHOKUIN NŌRITSU-KA

Regional Office

CHIHOJIMUSHO

CIVIL SERVICE DIVISION
Government Section

1 July 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Report of Activities for Period of 24-30 June

Project No. 47: NPA Rules

1. Rule 14-5, Elective Public Office, was promulgated 29 June. Prior to clearance, a conference was held with Mr. Lisman of CCS, Postal Unit, who was notified of the fact that by omitting mention of special postmasters in the rule, such personnel who also hold elective positions will be required to give up one position or the other by 30 June 1949. Mr. Lisman did not object to the issuance of the rule. The following day, Mr. Johnston, a co-worker of Mr. Lisman, indicated that the passage of the rule would not result in insurmountable difficulties. Dr. Asai reported that only 4 or 5 National Government teachers would be required to resign from their teaching positions or their elective positions.

2. As indicated by a separate memorandum to Mr. Hoover, Dr. Asai is apprehensive about the amendment of rule which would return the Foodstuff Distribution Kodan to the regular service. For such reason NPA has also delayed passage of rule 1-7, Exception to the Law Based on the Special Nature of the Duties and Responsibilities of "Kodan" employees.

3. As reported by separate memorandum, Dr. Asai hopes to avoid delegation by NPA as envisioned by Civil Service Division, such delegation being contrary to the Germanic legal concepts which have hitherto been the basis of Japan's legal theory of authority and its delegation.

4. The following rules [redacted] received attention during the [redacted] week: Contracts for Personal Services by the National Government for an Organ thereof and Foreign Nationals; Concurrent Occupation by Personnel of Posts in the Special Service, in the Local Public Service or in the Service of Public Corporations; Temporary Retirement of Employees in the Educational Service; Holding of Additional Position in Private Enterprise by Personnel; Requests for Administrative Action.

5. The proposed rule regarding Prohibition of Resorting to Duress and Coercion to Interfere with the Performance of Official Duties is before Mr. Hoover.

Project No. 48 - Local Public Service Law

1. On 28 June a three-hour conference was held with Messrs. Suzuki,

Fujii, Tsunoda, and Nizawa of the Local Atonomy Agency regarding the proposed ~~National~~ Local Public Service Law. In the course of the conference, the undersigned gave particular attention to the scope of the proposed law; the structure of the local personnel commission; the place of the personnel director; the necessity and possibilities of training commissioners and their staffs, and the idea of making personnel installations on a gradual basis, some agencies to commence well ahead of others. The representatives of the Local Atonomy Agency assured me they agreed with every word I said. The next meeting is arranged for Tuesday, 5 July, meetings to continue daily thereafter if possible.

Other Projects:

1. No activity

GORDON PETERSON
Chief, Organization Branch

GP:rj

CIVIL SERVICE DIVISION
Government Section

July 1, 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report covering 27 June - July 1

Project No. 30 - Retirement System

The attention of the Specialist was called to the Pensions Research Council Order. This Order is suppose to provide for the specific responsibilities of the Pension Research Council on matters relating to the Pension System. The Cabinet Order appears insufficiently clear, and further study of the functions of this Council will need to be made.

Project No. 31 - Injury Compensation Administration

The preliminary report of the Social Security Research Unit was reviewed and analyzed. This report indicates the number of occupation accidents and illnesses and the total number of working days lost through such hazards. Furthermore, portions of this report indicate differences between accident frequencies among officials as contrasted to those among employees. Further materia may be necessary before this study can be regarded as complete.

Project No. 32 - Mutual Aid Program

Attention of the Specialist was called to an embezzlement of a large amount of money from the Ministry of Transportation Mutual Aid Association fund. As a consequence of this information, the Specialist attempted to contact the Chief of the Mutual Aid Association Section of the Budget Bureau, Finance Ministry. Such contact was established through the National Personnel Authority. Mr. Nakao was requested to investigate this matter and submit a report. In view of his reaction, which seemed to be of an uncertain nature, it was deemed expedient to contact members of the Investigation Bureau of the National Personnel Authority itself, in order that a quick preliminary investigation be made concerning the authenticity of the alleged embezzlement. The allocation was confirmed. As a consequence, the NPA was requested to contact Mr. Nakao and specifically urge him to complete his investigation by the first part of the coming week.

Project No. 26 - Organization of the Japanese Government

All available Establishment Bills were reviewed in order to prepare an outline indicating the current organization of the Japanese Government as of

1 June 1949. This organizational outline has been completed. In view of the fact that the Establishment Bills made provision only down to the Bureau level, this outline cannot be regarded complete until information is received concerning the Sectional organization of the various ministries and agencies in the Japanese Government. Up to the present time, very little information of this nature has been received. The organizational outline, covering the Bureaus, Field organizations and Committees, and the ministries and major offices, is now in the hands of the typists.

Walter P. Domanowski

WALTER P. DOMANOWSKI
Compensation Specialist

WPD:vr

CIVIL SERVICE DIVISION
Government Section

1 July 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report for Week Ending 1 July

Project No. 28 - Set up control for compensation administration of Japanese Government

1. Results of the investigation conducted by the Salary and Wage Section regarding salaries of personnel in the procurator's offices engaged in special types of work are still under study by the commissioners. A formal report with their recommendations has not yet been received in this office.

2. Report covering the studies conducted in regard to the salary schedules of educational personnel continues to be under consideration by the commissioners, who have not yet indicated their approval or disapproval.

3. Due to other pressing matters, the conferences to be held among staff members of this office regarding procedures for time and leave reporting and payrolls have not been completed. It is hoped that this item may be cleared so that installation may be made in the central government offices on 1 August 1949.

4. Installation of auditing procedures that have been agreed upon is being withheld pending the installation of the new payroll system.

5. Regulations implementing Cabinet Order 401 have been agreed upon by the NPA, the ONPA, and members of this office, and the revised copy is presently being drafted.

Project No. 42 - Organize staff and initiate activities of the Compensation Research Section, Bureau of Compensation

1. Work continues in the compilation of statistics following completion of the survey of wages in industry. Report covering this survey should be available for review in this office about 15 July 1949.

2. Plans are continuing for a compensation survey to cover all government employees and it is anticipated that this survey will be initiated on 10 August 1949.

3. The Bureau of Statistics is compiling data concerning the Consumer Price Survey.

4. It is anticipated that studies concerning the allocation of areas and the issuing rates of area allowances, as well as the cold climate allowances and issuing rates, will be completed on or about 1 September.

5. Plans drafted by the Research Unit of the Salary and Wage Section concerning methods for computing changes in living cost have been received in this office but have not yet been reviewed.

Project No. 43 - Set up compensation hearings procedures as applied to compensation research

1. Further conferences have been held with the NPA concerning the report of hearings conducted during the early part of this year. A report of these conferences with recommended draft of proposed statement by the NPA has been prepared.

2. Progress is continuing in the investigations concerning the illegal distribution of surplus funds to employees of the Foodstuffs Distribution Corporation.

3. All investigations have been completed in regard to the hours of work of employees in special post offices and the report has been received in this office. However, no recommendations have been made by the NPA inasmuch as there is an indication that hearings may be conducted in regard to this matter. This is presently under study by Mr. MacCoy.

Comment: Some studies have been begun regarding a possible reorganization of the Salary and Wage Section. A Memorandum for the Record in regard to this matter has been prepared by Mr. Salter during the current week. It is believed that this is a matter that should be given every consideration and that an attempt should be made to secure competent personnel to further staff this office under the proposed reorganization.

JESSE B. BETTIS
Compensation Specialist

JBB:jd

CIVIL SERVICE DIVISION
Government Section

July 1, 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report for Week of June 27 - July 1

Project No. 24 - Construction Position-Classification Plan

1. Ten conferences with members of NPA staff were held during the week to criticize and discuss the class descriptions submitted by NPA for the following series:

Automobile Mechanic
Boiler Operating
Carpentry
Cooking
Electrician
Mail Bag Repairing
Postal Clerk
Silk Reeling
Telephone Installer-Repairman
Typesetting

2. Basic work has been completed on 18 series involving 60 classes. When re-drafts of the class descriptions are prepared incorporating the suggestions made in our conferences, we will be in a position to use such descriptions as standards for the allocation of positions to their proper classes.

3. Our survey teams have been increased in number from 16 to 33 and the study has commenced on 33 additional series agreed upon at a conference with Mr. Onouchi early in the week. The results of this study should be available within ten days or two weeks. Following this study, it is planned to assign more than one series to a team.

4. Conferences were held with Messrs. Robinson and Vandergrift of CCS regarding postal clerical work and telephone crafts.

5. In an effort to determine position and organizational coverage of the NPSL insofar as classification is concerned, we have asked Mr. Okabe to prepare a list of positions covered by the provisions of Article 2 of the NPSL, and Article 13 of the Supplementary Provisions.

Project No. 25 - Identifying "critical" positions, Japanese Civil Service.

1. No report

Project No. 27 - Organize staff and initiate activities of Position Classification Section, Bureau of Compensation

1. Messrs. Onouchi and Yoneyama have proceeded to Nikko to participate as instructors in the institute now being conducted there. Mr. Onouchi was to give lectures on June 28, 29 and 30; Mr. Yoneyama is to lecture on July 1, 2, 4 and 5.

ALAN C. RANKIN
Classification Specialist

ACR:JD

CIVIL SERVICE DIVISION
Government Section

30 June 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report for Week Ending July 1

Project No. 5 - Advise on Program of Government Labor Unions

NPA Employees Association took no significant action this week. Some of the dismissed employees, however, continue to try and involve NPA in one way or another with Zenkanro. Mr. Myoriu personally prepared and distributed to employees a leaflet signed by himself in English criticizing Mr. Ueno. The employees themselves do not take such an action seriously. The fact that this leaflet did not contain the usual Zenkanro arguments and that the action by Sakaguchi did not include Myoriu, but two others, seems to indicate that Myoriu is no longer useful to Zenkanro and has been thrown overboard. Mr. Sakaguchi and two others, under pressure from Zenkanro, presented a legal petition signed by a lawyer in essence requesting his reinstatement and continued employment. He makes the claim that his resignation was obtained under duress and that he had no intention of resigning and desires to continue his employment with NPA. He requested a written statement from NPA as to the basis of his dismissal and threatened to take the case to court. The question of whether the court may review this action has not been determined. This is another effort by Zenkanro to give NPA bad publicity and incidentally to try and get from NPA a statement of criteria for dismissal. Zenkanro is still smarting under the rebuff that it received from NPA when it attempted to infiltrate and to obtain the NPA employees association as a member of Zenkanro. There is no doubt that Zenkanro intended to have placed a member of NPA on their executive council at their recent annual convention. This would have given the outward appearance of involving NPA in Zenkanro actions.

Mr. Sato, chairman of the Railway Union (Kokutetsu) admits that his principal duty as chairman of the union is to negotiate with GHQ while the executive council (under the control of JCP) will carry on struggle tactics and fight for the downfall of the Yoshida Cabinet. Considering this fact, the telegram directed by Mr. Sato from Geneva where he is attending, as a delegate from Japan, an international labor conference, stating that the Japanese delegation and Mr. Hepler were very embarrassed by the railway strike, will certainly be taken by the union as merely fulfilling his principal function and will have no effect upon their action. This telegram platitudinously pointed out that the matters under discussion should have been referred to a labor relations committee immediately upon the indication that matters could not be settled in any other way.

Action by the principal JCP controlled labor unions toward developing a labor offensive seems to be taking shape. Zenroren announced that it would

hold a meeting in Tokyo about July 1, consisting of delegates from private employment unions and 80 delegates from Zentei (Communication Ministry). This meeting, it was stated, would be the Japanese counterpart of the World Federation of Trade Unions, a Communist controlled international labor organization which is meeting this week in Milan, Italy and to which Japan was not permitted to send delegates. The purpose of this meeting is to develop and coordinate the coming labor struggle. The second indication was that there are secret orders being disseminated among certain unions to the effect that "vacation tactics" shall be enforced immediately upon the initiation of any retrenchment orders. The third indication was that both Zentei and Kokutetsu have in their official statements indicated that they would resort to violence if necessary, to gain their objectives. Zenkanro in its recent national convention exhibited the same attitude when it indicated it would even resort to unlawful tactics. And fourthly, the arrival of repatriate trains in Tokyo at the same time as the Zenroren convention will be a cause for acceleration and possibly a starting time for action.

A release by Zentei characterizes the emotional appeal that is being made and the inflamatory actions that are being stimulated. This was released in conjunction with a Hiroshima chapter directive issued recently in a demonstration against the management of the Japan Steel Company:-

> "We hereby warn that the militarization of the reactionary Yoshida Cabinet which can be seen in these incidents (author's note: use of policemen to evict strikers from the Japan Steel Workers Plant; use of police in the recent Tokyo-to incident; use of police in the Osaka incident) will cause another war in due course, and declare at the same time that we will fight to the last with every means in our power in order to actually take into the hands of the people the right to govern which has been smeared with the blood of the worker".

In contrast to this emotional situation the government continues to maintain a firm but rather placid stand watching and waiting and meeting incidents as they occur. (see last paragraph of this report.)

With the change in Occupation policy in December 1948 to one including economic rehabilitation it may be that the JCP program is now primarily directed at upsetting the Nine Point Economic Stabilization Program. The JCP program, however, has not extended beyond the propaganda and agitation stage despite certain sporadic outbursts. It is not believed that the support JCP expects to get from mass dismissals will be forthcoming even though there may be rather wide-spread demonstrations by the unemployed. The fear of those members, fortunate enough to retain their jobs during a period of increased unemployment, that strikes are suicidal, may act as a major impediment to the current expectations of the JCP program.

This may be true even though JCP has the psychological advantage of an opposition party which can criticize without assuming responsibility. However, even if the JCP program fails to upset the equilibrium of government administration, but does succeed in causing the Japanese to lose faith in the methods and objectives of the Nine Point Economic Stabilization Program, it may achieve substantial success by creating economic chaos. This of course would be the prelude to some form of revolution or violent action. The austerity program requires the support and sacrifice of all people in the nation. If JCP is able to convince a large number of the Japanese that the Nine Point Program will benefit only large industrialists and Occupation interests it might succeed in damaging Japanese morale to a greater extent than can be done by general strike tactics and disturbances in government. This is the tactic that was used by the Communists with some success in Western Europe.

The rallying point being used by the Leftist unions is the fear of retrenchment. This retrenchment, according to Law No. 126 is to be completed by September 30 or October 1 in the case of railways and monopolies. Zenkanro is pressing for an early session of the Diet with the obvious intention of trying to abrogate this law. Apparently the government itself is taking some action toward an early convening of the Diet, and, it is also indicated, is speeding up contemplated retrenchment action.

There was some indication that the government is looking for anti-deflation policies and controls. The establishment of the new policy board for the Bank of Japan was interpreted as one of these controls.

The recent JCP directive to Kokutetsu and Zentei and other associated unions directs these unions to:

1. Raise again the demand for the dismissal of the Osaka police chief
2. Clamour persistently for a ~~people's~~ peace conference

In the Nagoya area the Chubu District Council of Kokutetsu declared the proposed criteria announced by the management of the Railway Division as the basis for the dismissal of employees, an unreasonable plan. The criteria included the following points:

1. Persons with poor achievement records
2. Persons with long records of unexcused absences
3. Persons who are disobedient to work regulations
4. Persons who have been reprimanded or admonished six times or more
5. Persons who have been suspended one or more times
6. Persons whose pay has been reduced once or more
7. Long-time absentees
8. Inefficient persons
9. Persons over 52 years of age (excluding efficient persons)
10. Persons who are not suited to their duties and cannot be re-assigned

The local Yonago chapter of Kokutetsu issued a directive setting forth basis for complaints and grievances that should be immediately taken up by the employees. A copy of this is attached.

A flare up in Osaka occurred between the National Federation of Labor (Sodomei) and the management of Friso Steel Manufacturing Company and Osaka Metal Manufacturing Company against contemplated personnel retrenchment, which it is contemplated will end in a demonstration of some 10,000 workers. This again may involve the police.

Interest continues to be taken on the question of overtime. Zentei is pressing for the payment of overtime on an equivalent basis to all employees. It is now computed by the use of base pay, resulting in various rates of pay.

The Monopoly Corporation withdrew its 44 hour plan and employees continue to work on a 48 hour basis. In lieu thereof they are now pressing for ¥15,000 living allowance bonus.

Unions continue to press their membership to expose corrupt practices of supervisor. They have gone to the extent in one locality of virtually developing a competitive situation between local unions to see who could turn up the most instances. This is obviously a technique of intimidation and probably in many cases constitutes a method of blackmailing of supervisors to force them to join their cause, or at least not oppose it. These investigations, however, could lead to a higher level of morality among supervisors in government than has been characteristic in Japan.

The government announced the allocation of ¥8,000,000,000 for rehabilitation work in Hiroshima and Nagasaki. An additional ¥150,000,000,000 will be available for unemployment relief during the coming year.

The meeting of local town and village heads, constituting a conference of not less than 600 representatives, was held this week. They presented a conservative approach and indicated their determination to support the Nine Point Program.

Plans were set forth this week to culminate a report on labor relations in the Japanese government. This will involve considerable research, including substantial work on the part of NPA, which work is already well along towards completion. NPA summary analysis of JCP strength among government labor unions indicates that about 50 persons through organizational controls and party discipline control government unions having 85 per cent of all the national government employees. About 96 per cent of these employees who are members of government unions are under direct JCP influence.

√ Project No. 26 - Advise on Administrative Management Agency for Civil Service

The military government announced that as of July 1, local teams will no longer be known as Military Government Teams but as Civil Affairs Teams.

√ #28

A recent recomputation of the statistics used to determine whether the ¥6307 pay level had been reached, excluding the Japan National Railway employees, the Monopoly Public Corporation employees and teachers now under the jurisdiction of local boards of education, shows the present average pay of government workers as ¥6664. This provides for a small addition to base pay to cover promotions that have occurred at the beginning of each quarter. This average is composed of the following:

Average base pay	¥ 4866
Average family allowance	802
Average area allowance	976
Average special allowance	20
	¥ 6664

The Cabinet made an announcement that it would indicate the criteria and separation allowance policy within the week. It affirmed its stand that the government expected this retrenchment program would be carried out effectively by all agencies concerned and that strong measures would be taken against any who tried to impede the implementation of the program. This was an essential activity of interest to the welfare of the nation and part of the actions required to accomplish the Nine Point Program.

SCAP announced this week further implementation of the policy of withdrawing controls now being exercised by the Occupation. Plans are to be drawn up immediately to accelerate this trend.

MacDonald Salter

MacDONALD SALTER
Chief, Classification
& Compensation Branch

MS:jd

Att.

CONFIDENTIAL

21 Jun 49

Struggle Directive issued the Statistics Committee of the KOKUTETSU Yonago Chapter, and marked Confidential, reads:

"Chapter Directive #35:

1. Complaints Requiring Action:

a. Anything relating to Article 8, Clause 2, of the KOKITAI RODO KANKEI HO (Public Corporation Labor Law).

b. Anything involving application or interpretation of rules, regulations and notices, which have been issued by the Management and affect our daily working conditions; also any matter relating to daily working conditions which have not been stipulated in any official rules, regulations or notices.

c. A joint Grievance Adjustment Council will be composed of two representatives each, from the Union and the Management. But as confirmed by our department chief, any union member, or negotiating committee is authorized to present grievances to this organ.

2. Examples of Grievance:

a. Unfair down-grading on the payroll.

b. Unfair allocation of duty hours in violation of the RODO KIJUN HO (Labor Standard Law).

c. Leave of absence granted without thought of the actual work situation.

d. Ignoring the order of seniority, as has frequently happened, in promotions.

e. Inadequate recess period.

f. Unsanitary conditions, such as bad ventilation, poor meals, inadequate heating, etc.

g. Unreasonable and unfair dismissal.

h. Too strict supervision.

i. Unkind and harsh comments on employees, made by direct supervisor; an arrogant, bureaucratic attitude shown in the admonition of erring workers.

j. Intimidation of representatives or unionists who have reasonable complaints to present.

k. Practice of nepotism or favoritism.

l. Violation of various agreements, etc."

CIVIL SERVICE DIVISION
Government Section

28 June 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Supplement, Weekly Progress Report, June 20 - 24

Project No. 41:

The following cases were handled by the Transactions Section during the week:

Written certification of delegation of appointing power:
7 cases — 1 case (New appointee) — 6 persons
6 cases (Revision) — 43 persons

Written certification of delegation of disciplinary punishment power:
4 cases — (Revision) — 21 persons

Certification of written statement of charges of disciplinary action:
280 persons

Approval of the progress of administrative disciplinary proceedings based on Article 85 of the Law:

Application	2 cases
Pending	0

Certification of the statement of disadvantageous action taken against the will of personnel, Article 78 of the Law: 1003 persons

Concurrent Appointments:	Applications	256
	Action taken	256 (Approved)
	Pending	102
Articles 103, 104:	Applications	3
	Action taken	3
	Pending	4
Part-time Employment:	Applications	5
	Action taken	5
	Pending	0

Maynard N. Shirven

MAYNARD N. SHIRVEN
Chief, Examination Branch

MNS:rp

CIVIL SERVICE DIVISION
Government Section

27 June 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report for Two Weeks Period Ending 17 June.

Project Number 59 - Watchtower.

Very active.

Project Number 60 - Current History of Civil Service Division.

No action.

TE

THOMAS ELIOT,
Personnel Specialist.

TE:mvb

CIVIL SERVICE DIVISION
Government Section

27 June 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report, June 20 - 24

Project No. 34:

No action. This project will not be reported again unless there are new developments.

Project No. 36:

During the week of June 17 to 23 several SCAP sections were contacted with the aim of securing their cooperation and assistance in developing the examination for critical positions. It was felt that greatest aid could be given in the establishment of minimum qualification - both for whole occupational areas and for individual positions within those areas - and in recommending the scope and content of written tests in the various specialties. While the extent of participation of the various sections and their divisions will depend on factors peculiar to each field and to the availability of personnel, it is hoped that, in many instances, material help can be obtained in the writing of test items and their review for fitness and practicality. During the week conferences were held with the following:

Natural Resources Section: Lt. Col. Barnett, Chief, of Plans and Policy Division

Public Health and Welfare Section: General Crawford Sams, Chief of the Section.

Civil Communications Section: Col. M. P. Chadwick, Assistant Chief, CCS;
Mr. J. W. Lisman, Deputy, Postal Affairs;
Mr. C. A. Feissner, Director, Analysis Branch.

Civil Transportation Section: Mr. W. L. Ogden, Chief, Plans and Policy Division

Further conferences with various division chiefs have been scheduled.

While unsatisfactory progress has been made in the construction of the administrative aptitude test, the problem is being attacked and it is hoped that the difficulty will prove to be only transient.

Approximately 450 test items in technical subjects have been submitted by Examination Section, NPA, in 20 occupational fields. With the participation of SCAP sections, the acquisition of additional personnel by the Examination Section, and the collection of reference material, both the quantity of test items completed and the scope of their coverage are expected to expand considerably.

Project No. 37:

Formal approval was granted for the appointment of Mr. Keitoku Shoi as deputy chief of the Compensation Division. Appointment of Mr. Horigome Sojiro as chief of the Injury Compensation Section was approved.

Project No. 38:

A two-day training program in the techniques of certification was given at each of the regional offices.

The study of the government reorganization, made in connection with the designation of key positions, is about 70 per cent complete.

Plans have been completed for a foreign service examination. This project is being held pending policy determinations.

Project No. 39:

Advanced training for the 60 new employees was successfully concluded and the individuals were allocated to the following Examination Section activities:

2 persons to the reviewing of appointments.
10 persons to the construction of tests in the fields of administration and of general intelligence.
26 persons to the development of tests in various specialized technical fields.
22 persons to the grouping and organization of positions at grade 10 or higher.

As in the past few weeks, the major effort of the Examination Section has been in the construction of test material for the examination for critical positions, but plans and test development for other examinations have been proceeding according to schedule.

Project No. 40:

Thirty-two temporary appointments were reviewed during the week. Of these thirty were approved and two were held up pending more complete information or justification in the light of apparent lack of qualifying experience.

The Examination Section, NPA, reports 258 appointments submitted to it for review during the week. Of these, twenty second-class officials' appointments were disapproved.

Project No. 41:

Procedures for installation of a system of personnel action reports, personnel records (jacket files), and service records are nearing completion. An intensive training program is being planned for ministry personnel and regional offices.

Project No. 44:

Following a conference with the Osaka District, National Rural Police, a system of fingerprint identification is being planned.

Investigations of eligibles from our last examination is nearly complete.

Project No. 65:

No action.

Maynard N. Shirven

MAYNARD N. SHIRVEN
Chief, Examination Branch

MNS:rp

CIVIL SERVICE DIVISION
Government Section

27 June 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report for Week of 20-25 June

Project No. 24 - Construction Position-Classification Plan

1. Six conferences were held during the week to criticize and discuss the class descriptions submitted for the following series:

Dental Technician
Lens Working
Machinist
Motion Picture Projection
Photography
Welding

The conferences were held with the members of the teams which studied these particular series and drafted descriptions of the classes contained therein. The teams will consider the suggestions and incorporate them in new drafts. The conferences are being continued during the coming week.

Everything taken into consideration, the various teams seem to be doing a satisfactory job in writing these class descriptions. While they are far from polished statements, most of them will serve our primary purpose of having one class clearly distinguished from another class. Further refinements can take place later on. In one series there was unmistakable evidence of copying parts of the U. S. Civil Service Commission specifications. I have warned Mr. Onouchi and Yoneyama regarding the dangers of this practice.

Project No. 25 - Identifying "critical" positions, Japanese Civil Service.

1. Mr. Onouchi has reported, in connection with the survey of positions in Grade 10 and above, that nearly all position description forms have been received from the regional offices. The only delays are now in the ministries having undergone recent reorganization.

Project No. 27 - Organize staff and initiate activities of Position Classification Section, Bureau of Compensation.

1. From June 22 to June 27 Classification Section is conducting further training work for the 95 new employees recently assigned to this section.

2. Daily conferences were held with Mr. Onouchi in connection with the reorganization of the Classification Section on an occupational basis. The section, as of June 25, has been organized into four occupational branches covering the fields of administrative management, biological science, physical science, and social science. Under these four branches are fifteen occupational units such as medical and dental science unit, engineering unit, business, statistics, and transportation unit, etc.

One of the major problems in connection with the reorganization has been the assignment of personnel with administrative and technical ability to the branch chief positions. Mr. Onouchi believes that only two members of this staff met even the minimum qualifications necessary for appointment to such positions. Mr. Onouchi reported that the reorganization has been effected and accepted as satisfactory by the members of his section.

3. The Director General has agreed to assign one translator to the Classification Section. The assignment has not yet been made.

General Item:

1. Mr. Salter and I made a tour of the Tokyo central post office on Saturday and discussed problems related to classification with the post-master and his staff. The tour was informative and helpful in gaining an understanding of work actually being performed in government offices.

ALAN C. RANKIN
Classification Specialist.

ACR:mvb

CIVIL SERVICE DIVISION
Government Section

June 24, 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report on Project Assignment No. 63 for the Week Ending June 24, 1949

1. Reviewed Mr. DeAngelis' auditing procedure which will be used in conjunction with payroll procedures and approved that procedure.

2. Met with Mr. Shimizu and Mr. Yukawa regarding the manual system and the interrelated Personnel Action Reporting, Service Record Card system, and Personnel Record system. Different viewpoints were explained and discussed. Mr. Shimizu, Mr. Yukawa and I evolved a total system which we feel will be most effective for the Japanese Government. This system will need to be approved by Mr. MacCoy and Mr. Shirven.

3. Met with Mr. Yukawa and discussed general and detailed aspects of the manual and procedural control system which will be effected by NPA. Reviewed his system for NPA forms control, discussed it with him, and requested that a new outline be presented next week. In response to his request, I prepared several possible numbering systems for NPA procedures. He plans to review these and evolve one which he feels will best fit NPA needs. This will be discussed next week. Mr. Yukawa and I reviewed in detail a finished procedure which had been given to him for inclusion in the manual. Point by point we covered all aspects of the procedure and he seemed to feel this was extremely helpful to him in that he is better able to understand what elements are necessary in reviewing a procedure for final approval and publication. Mr. Yukawa was unable to have a sample manual prepared this week and his unit is still in the process of composing a final list for manual distribution.

HRM

HELEN R. MACHIN
Administrative Assistant

HRM:rr

CIVIL SERVICE DIVISION
Government Section

June 24, 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Report of Activities for Period of 17 June to 23 June.

Project No. 47: NPA Rules

1. The following amendment of rule was adopted by NPA:

Rule 9-2, Scope of Application of Special Salary Schedules

2. The following rules have been cleared, but NPA has not yet adopted them:

Rule 1-7, Exception to the Law Based on the Special Nature of the Duties and Responsibilities of Kodan Employees
Rule 1-_, Contracts for Personal Services between the National Government or a Sub-division thereof and Foreign Nationals.

3. The following rules are before Mr. Hoover and Mr. MacCoy for clearance:

Rule 14-__, Elective Public Office (preliminary draft)
Rule 14- 6, Political Activity (second draft)
Rule 14- 5, Prohibition of Resorting to Duress and Coercion to Interfere with the Performance of Official Duties (final draft)
Rule 8-__, Concurrent Occupation by Personnel of Posts in the Special Service, in the Local Public Service or in the Service of Public Corporations.

4. A study of the patterns of exceptions to the National Public Service Law, based on Article 13, Supplementary Provisions, indicates that it may be possible to adopt three basic patterns into which most positions requiring special treatment may be placed. The three are represented by the exisiting Rule 1-6, which is applicable to the Central Labor Relations Board, Rule 8-7, which provides certain exceptions for all part-time employees, and the proposed rule governing Kodans.

Project No. 48 Local Public Service Law

1. Clearance was granted by Mr. Hoover for the undersigned to commence work with Mr. Suzuki of the Local Atonomy Agency to accomplish a revision of his draft of the Local Public Service Law so that it would conform in major respects to the draft prepared by the Civil Service Division.

The first appointment has been arranged for Tuesday, June 28.

Project No. 49 Review of Current Legislation

1. No activity.

Project No. 50 Statistical Reporting

1. A preliminary outline of principal objectives and principal kinds of reports to be secured was submitted to Mr. Hoover for comment before development of the project in any detail.

On 23 June, Dr. Asai sent to the Civil Service Division a copy of the revised translation of the National Public Service Law as amended with his recommendation that such draft be cleared for publication. The draft submitted represents the proposal of the staffs of Civil Service Division and NPA. Clearance by Mr. Hoover is awaited before publication will be undertaken.

GORDON PETERSON
Chief, Organization Branch

GP:vr

CIVIL SERVICE DIVISION
Government Section

24 June 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report Covering 20 June - 24 June

Project No. 30 - Retirement System

Some literature concerning retirement systems in the United States was reviewed during this week. Bibliographical material on the subject was perused in order to determine if any items were cut while purchasing or sending them.

Project No. 31 - Injury Compensation Administration

The tentative draft legislation is still in the initial stages of preparation, and has not yet been fully developed by the collaboration of Mr. Okabe, Chief of the Legal Bureau, NPA, and the Chief of the Workmen's Compensation Section of the Labor Standards Bureau, Labor Ministry. It is expected that the first draft may be prepared during the end of the coming week. Mr. Davis has been kept informed, throughout several conferences of the progress of this project, and has reviewed the injury compensation program in complete detail as developed by himself and the Specialist.

Project No. 32 - Mutual Aid Program

The partial amendments to the National Public Service Mutual Aid Association Law, as approved by the Diet, has been received by the Specialist in order to review and compare with the draft submitted to him by Mr. Nakao, former Chief of the Allowance Bureau and now Chief of the Mutual Aid Association Section of the Budget Bureau, Finance Ministry. Toward the end of the week, information was received of a swindle of Mutual Aid Association funds, involving a sum of over three-fourths of a million yen. As a consequence of this information, contact will be made with Mr. Nakao in order to question him concerning this matter and in order to initiate some investigatory steps by his section. Depending upon the information received from him, the Specialist may recommend that the Investigation Bureau of the NPA should start studying this particular matter.

Project No. 26 -(Organization of the Japanese Government)

Two conferences have been held with Mr. Imamura who presented to the Specialist an organization chart depicting the current organization

of the Japanese government. Several questions were raised concerning the chart presented to this division. The chart will be compared with the outline of the Japanese government now in preparation. This outline is now nearing completion. Materials are available for this completion with the exception of two ministries, namely, the Ministry of Construction and the Attorney General's Office, and with the exception of the Board of Audit. If the Establishment Laws are not available through the Political and Parliamentary Division, it may be possible to acquire the missing legislation from the National Personnel Authority. In the last conference held with Mr. Imamura, it was suggested that the Specialist would like to hold a conference with Mr. Onouchi in order to develop a systematic method of keeping permanent organization charts under continual maintenance. It is expected that steps will be taken towards this end during the coming week.

Walter Domanowski

WALTER DOMANOWSKI
Compensation Specialist

WD:rj

CIVIL SERVICE DIVISION
Government Section

24 June 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report for Week Ending 24 June

Project No. 28 - Set up control for compensation administration in the Japanese government

1. Although the investigation of salaries of personnel in procurator's offices engaged in special types of work has been completed and recommendations made to the commissioners concerning these salaries, the commissioners did not concur in the recommendation of the Salary and Wage Section and requested that further studies be made. The Salary and Wage Section is at the present time preparing a justification for recommendations made to be presented to the commissioners for further study.

2. Studies concerning the salary schedules of educational personnel have been completed and a report with recommendations forwarded to the commissioners by the Salary and Wage Section. The commissioners have not indicated their approval or disapproval. After the commissioners have approved the recommendations they will be forwarded to the Civil Service Division for study.

3. Procedures in regard to time and leave reporting and payrolls are still under review in this office. In a discussion with Mr. Salter of this date it was decided that a conference would be held during the coming week with all parties concerned present, at which time it is hoped that final understanding may be reached.

4. Review of audit procedures in this office have been completed; however, installation is being withheld pending the outcome of the conference in regard to payrolls.

5. Regulations implementing Cabinet Order 401 are still under study by the NPA.

Project No. 42 - Organize, staff and initiate activities of the Compensation Research Section, Bureau of Compensation

1. Work is in progress in the compilation of statistics following completion of survey of wages in industry.

2. A plan for a compensation survey to cover all government employees both in the regular service and in the special government service has been presented to this office by NPA. It is anticipated that this survey will be conducted during the months of August and September and that the statistics concerning same will be compiled by the Bureau of Statistics of the Prime Minister's Office.

3. The Bureau of Statistics is at the present time compiling data concerning the Consumer Price Survey.

4. Studies concerning the allocation of areas and the issuing rates for area allowances are still in progress. Studies are also in progress regarding the cold climate allowances and recommendations as to areas and issuing rates will be presented to the commissioners by the Salary and Wage Section during the next few days.

√ Project No. 43 - Set up compensation hearings procedures as applied to compensation research

1. Further conferences have been held between Mr. Salter of this office and the commissioners of NPA concerning the report and necessary actions to be taken regarding the compensation hearings.

2. Although some progress has been made in the investigations concerning the illegal distribution of surplus funds to employees of the Foodstuffs Distribution Corporation (Kodan), it is considered that 2-3 more weeks may be required to complete this study.

3. Investigations have been completed in regard to the hours of work of employees in special post offices, and have been received in this office. However, inasmuch as the report was only received on this date there has not been sufficient time to make a complete review in regard to the matter.

Comments:

A report received in this office during the current week which was compiled by the Administrative Management Agency of the Japanese government setting forth the actual number of persons employed in the Japanese government by grade and step rate, has been reviewed.

This report indicates that employment in the Japanese government as of 1 April 1949 was 106,086 less than that of 1 December 1948; and that it is 111,810 less than the figure for 1 February 1949. This would indicate there was a slight increase in personnel from 1 December to 1 February, but that there has been a marked decrease between 1 February and 1 April. It is interesting to note in this connection that the number of persons by grade and step rate has decreased with the exception of grades 3, 6, 12 and 13, and that the increase in the number of persons in these grades is more than compensated for by decreases in the number of personnel in the higher grades.

A review of this report also indicates that the number of day laborers regularly employed has shown [redacted] substantial increase, but that

day laborers employed on a part-time basis have increased by approximately 181,000. Noticeable increases are:

Ministry of Agriculture & Forestry	36,500
Forestry Board	59,000
Ministry of Construction	53,000

This would indicate that the increases are due to seasonal employment in agriculture, forestry and construction and that the great number of increase in day laborers due to this reason is not of any significance.

It is interesting to note from this report that the provision of Cabinet Order 401 freezing the number of positions by grade and step rate, is being complied with by most agencies of the Japanese government.

JESSE B. BETTIS
Compensation Specialist

JBB:jd

CIVIL SERVICE DIVISION
Government Section

24 June 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Progress Report - Training Branch - Week Ending 24 June

Project No. 13 - Train Staff NPA (and personnel staff of ministries)

The fifth Civil Service Institute, the first training course for personnel technicians of the ministries, opened at Nikko Monday, June 20. The formal opening ceremony was held on Tuesday, June 21, with Mr. Hoover and Commissioner Ueno as guest speakers. Among the distinguished visitors were Mr. Yamano, Personnel Director of the Secretariat of the House of Representatives, and the Principal of the Nikko Upper Secondary School. Approximately 152 trainees were in attendance.

The faculty are disappointed in the level of education and intelligence of the ministry trainees. It was evident that many of them did not understand the lectures. It will be necessary hereafter to simplify lectures for the benefit of those with inadequate education and work experience backgrounds. Some of the trainees themselves are worried about what will happen when they return to their ministries and have to work under supervisors who may be unsympathetic to the principles of modern scientific personnel administration which we are trying to teach them at the school. Apparently very few persons at the supervisory level are included among the trainees. The present ministry personnel directors are considered to be extremely conservative. It is therefore inevitable that the persons selected by them to take this training course would not be the best available material. The members of the faculty feel very strongly that the personnel directors themselves should have been ordered to Nikko to receive this training. They feel that the instructions now being given them through the fortnightly meetings of the Personnel Council ~~are~~ is too fragmentary to have much effect.

Mr. Nakai, Chairman of the Personnel Committee of the House of Councillors is planning to visit the school at Nikko with some of the members of his committee on or about July 10. A similar delegation of members of the Personnel Committee of the House of Representatives is planning a visit to the school early in August.

Project No. 14 - Plan and Institute Publicity Campaign on Civil Service

During the past week press releases were made on the following subjects:

1. NPA Rule No. 1-6 (Exceptions to the Law Based on the Special Nature of Duties and Responsibilities of Members of Committees, etc.)

2. Training Course for employees in charge of Personnel Affairs in Ministries and Government Agencies

3. Revision of a part of NPA Rule No. 9-2 (Scope of Application of Special Salary Schedules)

The NPA Press Club has asked for an opportunity to meet Mr. Luther Steward.

During my absence in Nikko I have instructed Mr. Kasuya to refer all urgent matters regarding public information to Mr. MacCoy.

Projects Nos. 15-23 and 64 - No new or unusual developments

General Comments:

Mr. Tindale left Japan on reemployment leave ~~on~~ in the USAT Darby, June 22.

John R. Shively

JOHN R. SHIVELY
Acting Chief, Training Branch

JRS:jd

CIVIL SERVICE DIVISION
Government Section

Read, noted
JST 6/29/49

June 24, 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report for Week Ending June 24.

√ Project No. 5 - Advice on Program of Government Labor Unions

1. The NPA Employees Association remained relatively quiet this week although they met with Director General, Sato, to continue the discussion of last week concerning the criteria for dismissals. It appears that the Association is generally learning that probationary dismissals are not a matter for union consideration unless there is an outright violation of the rules governing the administration of the probationary period. Mr. Myoryu, one of the dismissed employees of NPA whose work had been unsatisfactory during the probationary period, issued a personal statement and distributed it himself to employees of NPA on the premises. This is an outright political statement reflecting in every single argument the basic objectives of JCP and ZENKANRO. A copy of this statement is attached to this report.

2. Certain members of the Association have felt that there was a moral obligation on the part of the Association to assist the dismissed employees. This has taken the forms of trying to help them gain other employment and in the solicitation of funds from the membership for the purpose of giving them a "going away present".

3. ZENKANRO held its annual convention this week. Prior to the conclusion of the convention a delegation was sent to call on the Commissioners of NPA. A similar delegation was sent at the same time to call on Mr. Masuda, Secretary General of the Cabinet. The purpose of the delegation calling on NPA was to present "an open letter of inquiry" to which they desired a reply in writing by noon of the next day (June 17, 1949). Dr. Asai received the delegation and replied orally to each one of the questions that was presented.

4. There seems to be little doubt that this was an appropriate time for ZENKANRO to sum up the situation. In doing this ZENKANRO was careful to place itself before the employees as being agrieved at the failure of NPA to properly "protect the welfare and interests of public servants." Behind these activities there is a certain fear, by those who are leading the disturbing influences among unions, of a loss of a considerable amount of power gained in the past three or four years by avowing to represent the interests of employees or the public (defined here and generally used to include laborers, farmers and non high level supervisors). There seems to be collusion between the extreme leftist interests and extreme rightist interests and the "bureaucrats". The Bureaucrats owe their former position to the rightist interests. The leftists have gained their position because the rightests are unacceptable to the occupation. The Bureaucrats, knowing how to run the government, have capitalized on the present situation. Those matters of interest to employees have recently been

negotiated between certain union managers and certain government officials. The employees have followed like sheep through such negotiations between these two groups. The employees have had absolutely no idea as to the merits or demerits of decisions or even as to the disposition of any of their contributions or work. The operating group in this triumvirate is running things, counting on a two-sided support of the left and right to protect themselves the moment the occupation ends. The rightists expect to get back in the saddle by adroit economic negotiations with the leftist interests. The leftists undoubtedly will attempt to substantially occupy the government with the aid of Bureaucrats. As a result of all this the employees or the "public", (as defined above) will continue to be exploited as has been the traditional pattern in Japan.

5. "The open letter of inquiry" submitted by ZENKANRO frankly stated that they had opposed the revision of NPSL and "will continue to press to the utmost for the abolition of NPSL". They claim that NPA has done nothing to guarantee the livelihood of government workers and has detrimentally affected their interests by "surpressing union activities". Specifically they wish to know:

(1) Why has the ¥ 6307 not been enforced?

(2) Why have there been no recommendations for the revision upward of ¥6307 pay level?

(3) Why has the five-step pay increase promised last February, when the forty-eight hour work system went into effect, not been inaugurated?

(4) What preparation has been made to pay the coal and cold area allowance?

(5) a. When will NPA establish procedures for appeal?

b. Why does NPA not establish criteria for retrenchment?

c. Why does NPA surpress the union contrary to the spirit of the constitution by (one) stopping pay of full time union workers, ~~by~~ (two) requiring unions to register, and ~~by~~, (three) placing limitation on union activities during working hours?

d. Why has not some statement been made concerning retirement allowance or separation allowance?

(6) Why has NPA made no preparations for the welfare of public servants in the enforcement of accident compensation, mutual aid, housing, etc.?

(7) Why does NPA surpress its employees and deny them the right to participate in May Day, to vote on the confidence vote on the Commissioners, to receive support from ZENKANRO and to unjustifiedly dismiss 12 employees?

(8) Why should NPA take a secret police (Japanese word used here is an abreviation of the old Japanese word for secret police, abolished October, 1945) attitude?

6. There seems to be a growing concern on the part of membership in various governments unions as to the use of dues and special assessments. A number of budgets of Government unions have exceeded ¥ 500,000. It is reported the budget of KOKUTETSU is in excess of ¥ 200,000,000. ZENKANRO itself passed a budget at its annual meeting of ¥ 500,000.

7. Communists continue to minimize the publicity given to the so-called "labor offensive". Dr. Asai and other persons of similar position in the Government continue to be nervous about the prospect of such an offensive and believe that it will occur anywhere from July to the end of September. Dr. Asai feels that there is a growing tension and that some instance will start the offensive. Such an instance might develop by issuance by NPA of its political

activity rule. The sporadic strikes and instances occurring recently at certain places on the Railroad, at the Kobe Works of the Japan Steel Company, in the flare-up at NPA and other such activities are all considered as preliminary feelers to determine the stand that the Government will take and the extent to which GHQ may step into the picture to maintain a stable situation.

8. The Government on its part continues to beat the tom toms avowing its intention to take a strong stand, demonstrated such an attitude, by instructing Superintendents and Chief Procurators to deal resolutely with any elements resorting to unlawful actions and acts of violence; by agreeing in the vice-ministers' conference that all political posters shall be removed from government buildings. It is specially stated by the Government that the labor unrest is politically motivated and any violence which may be so stimulated will not be tolerated. Nevertheless, the Government seems to fail to adequately grasp any certain instances and actually take action against those instigating malpractices. In fact, it seems to time its actions in such a way that GHQ in a sense is supporting the enforcement of a stable situation.

9. Inquiry is being made into the action taken by the management of a number of ministries in delegating the enforcement of Directive No. 9 of NPA to union management. On the surface, it appears to be a strictly irregular act but until the facts of the case are compiled, no comment should be made.

10. There has been for some time certain criticisms by unions of any future position-classification plan. It was found upon investigation that the concept of position-classification, eventually placed in law under Law No. 46 of 1946, became, in reality, a ruse used by bureaucrats to increase their pay to a greater extent than those of the lower grade employees. Previous pay raises had tended to bring closer and closer together the pay of high level officials and the pay of low grade employees. The bureaucrats were irked at this tendency and found in the position classification plan a method for reversing the trend. Position-Classification was supported by GHQ and no one in the unions understood it. The unions now are beginning to realize the situation and naturally are beginning to feel agrieved at what may be called a trick the bureaucrats have negotiated at their expense. NPA is not in too bad a position in view of this historical background. The increase in pay to the 6397 pay level restored, to a certain extent, the previous relationships that were present prior to the conversion to the 2920 pay level (when Classification was first introduced).

11. The Railway union made a claim this week that they were no longer subject to the provisions of the Cabinet Order 201 of 1948 since they were no longer under the "Public Service" as provided in this cabinet order.

12. Overtime seems to be taking on greater importance among struggle tactics. The refusal to work overtime is a common denominator in statements of tactics being followed by many unions who are fighting the retrenchment program.

13. The resolution of ZENKANRO at their annual convention established the following program:

1) To win a minimum wage level of ¥5,000 for a 16-year-old worker and withdrawal of the 48-hour week working system.

2) Withdrawal of the mass discharge plan.

3) Abolition of all mass taxes including the earned income tax.

4) Opposition to upward revision of prices

5) Defense of Japan's industry, education and culture.

6) Abolition of the National Public Service Law and defense of the labor's right to strike.

7) Thorough democratization of government offices.

8) Resignation of the Yoshida cabinet and establishment of "popular democratic" government.

14. Mao-Tse-Tung's speech at the New Political Consultation Conference stated for the first time the purpose of creating a new State in China. This is contrary to the previous assumptions that merely a new Government would be created. This may create a real problem in the question of recognition and the possible further isolation of Japan from the China mainland to which it is naturally economically tied. Whether the new state will include moderate leadership or will be controlled strictly by Communist party men still remains to be seen.

15. NPA is now conducting an investigation on union complaints as to whether women are being discriminated against in the retrenchment programs.

Project No. 26 - Advice on Administrative Management Agency for Civil Service.

1. During the course of the week, the Population Deliberative Council was established to consider policies and plans concerning population trends and controls in Japan.

2. A review has been made of the personnel statistics compiled monthly by the Administrative Management Agency. It appears that there is a substantial reduction in total personnel ~~occurring~~ among the regularly employed personnel. Offsetting this is a substantial increase in the number of temporary employees classed as laborers. This will require ~~considerable~~ further study and time before any reliable and specific evaluation can be made. The provision of the

MEMO FOR: Mr.Blaine Hoover -6- June 24, 1949

Cabinet order 401 with respect to control of personnel by grades is being complied with. There is evidence of substantial employment in grades 3 and 6. The beginning grades for low grade laborers, tea girls, and grammar school graduates is Grade 3. The oeginning grade for college and university graduates is generally Grade 6.

MacDONALD SALTER
Chief, Classification and Compensation Branch

MS:vr

Attachment - 1

Translation

CONFIDENTIAL

16 June 1949

(Document distributed in NPA by Myoryu, a dismissed NPA employee)

There are two roads before you. (By interested members(s) of those who were released.)

The opposition movement against unjustified firing (of employees), which caused a commotion within the Association, has not made any progress since the task was taken over by the Investigation Committee. It appears as if members in general have forgotten about the problem. However, what are situations outside the NPA?

The "labor offensive" initiated in opposition by KOANJOREI (Peace Preservation Ordinance) resulted in a Strike of Municipal Railway System (TODEN) protesting a slaughter of HASHIMOTO KINICHI. Moreover, the KOKUTETSU ROGUMI (Government Railway Workers' Union) carried out a strike in reply to new shift system (SHINKOBANSEI) which has been inauguarated with the purpose of placing unprecedented burden on labor and with a personnel slash as its premise. The struggle is now spreading over non-government industries. Furthermore, just as it has been shown in the business supervision (GYOMUKANRI) (by employees) the struggle not only intends to merely protect the livelihood of labor but is heading towards the direction of protecting National Railway and Japanese (lit. racial) industries with the strength of labor class and by opposing "traitorous policy" of Yoshida Cabinet which will destroy Japanese industry and will endanger the independence of Japan. Medium and small class business men who are suffering on account of lack of funds and heavy taxes and farmers everywhere are about to rise up together with labor.

In political circles, Messrs. KIKUCHI and YAMAGUCHI have joined up with the Communist Party. The question of merger of SOCIALIST, COMMUNIST AND Labor Farmers' Party are again being discussed and the trend is towards the unification of labor class (parties) into a single political party. Just what part is the NPA playing in this huge current which flows over the entire country? Just how much of the (NPA's) ideal of "equity" and "efficiency" actually being practiced? Progressive people are beginning to watch (the trend). The Investigation Division (of the NPA) made itself a laughing stock by sending two spies to the ZENKANRO Convention on the 14th. Aside from torturing government officials, it (the NPA) is not doing anything.

Employees of the NPA!

Two roads are open before you.

Clinging to the poor positions which pay starvation wages and help the NPA, which is an oppressive government agency, attain its objective by being contented with supervision of such reactionary leaders led by Chief of Personnel Division KANATSUGU and be the target of hatred of 2,600,000 government officials?

or play a part in coming new society by putting up thorough struggle to secure a right to make living and for the democratization of government offices and by so doing make NPA truly bright, democratic and efficient organ of personnel administration?

We earnestly desire that (you) employees make firm determination. To oppose present personnel slash (dismissal) which is obviously unjustified, is advancing one step in that direction.

Special appeal is made herewith to those of you who went through third and fourth training course!

What lies ahead of you several months from now is personnel slash (dismissal) for which no reasons will be given!

When you rise determinedly, government workers throughout Japan and workers will undoubtedly support you.

(T.M.)

Note:

1) (Distributed by TAKASHI MYORYU at 4.p.m. June 16, 1949)
2) T. M. stands for TAKASHI MYORYU

CIVIL SERVICE DIVISION
Government Section

23 June 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report for Week Ending 24 June 1949

Project No. 51 - Organize, staff and supervise Internal Administration Bureau

Last week Mr. Sato, Director-General, informed me that the Commission is now ready to establish the sectional organization of NPA by bureaus and sections. Accordingly, I have met with members of the Planning and Organization Section and also with the bureau chiefs of the Bureau of Internal Personnel and Bureau of Internal Administration. I have also asked the branch chiefs to review and submit any suggested changes which they find in their respective jurisdictions. After any resulting problems have been resolved the proposed organizational set-up for the bureaus will be turned over to Mr. Peterson for further processing.

Project No. 56 - Arrange office space for NPA central and regional organizations

The problem of obtaining additional space in the NPA Building is still at a standstill. No action since my ultimatum to the three agencies which were asked to vacate has been taken and none probably will be until the initiative is taken by this office. I would like to discuss this matter with you at your earliest convenience.

Money has been received for the construction of regional offices at Osaka and Takamatsu, and because present temporary quarters in both of these cities must be vacated at the earliest possible date, I have authorized Messrs. Yoneda and Kanatsugu to visit these cities for the purpose of locating satisfactory sites. Mr. MacCoy and I will undoubtedly visit Osaka and Takamatsu to determine whether the selected sites are satisfactory so far as location is concerned. Plans for the buildings will be drawn in the immediate future and will be submitted to us for approval.

Project No. 57 - Arrange housing for NPA employees

I have just received notification from ESS to the effect that we are to receive between ¥7 and ¥8 million for the construction of dormitories. At this point I can not determine whether this sum shall be entirely spent for dormitories on the Setageya site or whether there is sufficient money to construct dormitories in regional office cities.

Project No. 58 - Arrange ~~faculty~~ facilities for training NPA staff

Closely related to the problem of being stymied in getting additional space in the NPA Building, is that of hiring the additional personnel ~~quarters~~ quotas which we are entitled to under the current budget. I was informed by Mr. Kanatsugu this morning that present space, and also that which we may anticipate, in the NPA Building, will not permit the hiring of additional employees even though space allotment was made on our total quota of 1234 employees. If we are to place as many employees as possible in the classification, compensation and examination sections this points up our problem again that immediate action must be taken relating to housing the NPA office space.

Project No. 66 - Organize, staff and initiate activities of the Efficiency Section, Bureau of Personnel

I have spent considerable time with Mr. Ishikawa, chief of this section, and Mr. Kosugi who was transferred to this section from the faculty at Nikko, concerning in-service training programs for the NPA staff. Considerable time was spent generally discussing the approach to training, and which training should be done by the bureaus or section and that which should be given by the training staff, such as supervisory and management training. I also instructed them to contact the Bureau of Investigation with a view to developing a training program for the investigators. Mr. Ishikawa is to canvass all possible sources with a view to developing a type of training program which we should like to see initiated. He is to report back in ten days.

Foster B. Roser

FOSTER B. ROSER
Examination Specialist

FBR:jd

CIVIL SERVICE DIVISION
Government Section

June 20, 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT: Weekly Progress Report on Project Assignment No. 63 for the Week Ending June 17, 1949

1. Met with NPA Equity Bureau and Legal Bureau representatives regarding final revisions of the equity rules. All matters of difference were discussed and resolved. It was agreed that NPA would submit their revision the following Monday. Later in the week, I conferred with the same representatives who informed me that this work would not be completed until Dr. Asai had conferred with Mr. Hoover on some of the major issues involved.

2. Met with Director-General Sato of NPA and outlined the major problem of procedural control and a manual system for field instructions from NPA to the agencies and ministries in the government. Mr. Sato, after reviewing the problem, referred the matter to Mr. Yukawa, newly appointed chief of the Organization and Planning Branch. Later in the week Mr. Roser and I met with Mr. Yukawa. I discussed the general problem of a manual system with Mr. Yukawa; referred procedures covering procedural control, manual systems, and forms control to Mr. Yukawa for review. Requested that Mr. Yukawa study this problem and submit to me next week, a list of agencies and ministries to be covered, a sample manual, an outline of his plan for a manual system, a numbering system for the procedures, and a plan for maintaining forms control. Discussed general principles of procedural control. Mr. Yukawa has had some procedural experience; however, it has been of a limited variety. I plan to give him reference materials which may assist him in this project. Mr. Roser discussed budget and finance matters connected with issuance of the manual.

3. Mr. Shirven and I visited the Bureau of Statistics where Dr. Murata took us through the operating units of the cost of living study which is being made. A typewritten outline of the statistical procedure for this project was given us and then we received detailed explanations of each step as we visited the units performing those functions listed. The project is well-organized procedurally, and the results being achieved indicate this project is running smoothly.

4. Mr. Roser and I discussed the value of a position control card for

NPA at this time. After showing him the sample cards discovered in research on the subject earlier, he suggested that I devise a card for NPA.

HRM

HELEN R. MACHIN
Administrative Assistant

HRM:rj

CIVIL SERVICE DIVISION
Government Section

20 June 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report, June 13 - 17

Project No. 34:

No action.

Project No. 36:

Contact was established with three SCAP section offices regarding their cooperation in the development of the examination for critical positions in the Japanese government. Conferences with an additional number of section and division chiefs will be held during the ensuing week. Last week working agreements were reached with the following:

Mr. A. K. Loomis, ~~Associate~~ Chief, Education Division, CI&E,
Lt. Col. H. B. Donaldson, Chief, Forestry Division, NRS.
Mr. W. C. Herrington, Chief, Fisheries Division, NRS.

In general, the repsective division chiefs will undertake the following activities beginning at once:

a) Recommendation of over-all minimum qualifications for the examination in each broad occupational area.

b) Recommendation of minimum qualifications for specific positions, possibly to be applied in the case of selective certification.

c) Recommendation of plans establishing the appropriate scope and content for the written tests of specialized knowledge.

d) Recommendation of the relative weights of administrative and specialized knowledge components of various positions.

e) Assistance in the construction of written tests in specialized knowledge, or in contributing reference and other material needed in their construction.

In the construction of technical tests in the past week, Examination Section, NPA, has written 319 items in twelve subjects, of which 115 have been reviewed by Examination Branch, CSD. Work on additional subjects will

begin this week. Progress in this aspect of the examination will be accelerated by the assignment of a considerable number of technicians who have just completed advanced training prior to joining the staffs of the various units of Examination Section.

Progress in construction of the written test for administrative ability has been unsatisfactory due to number of causes. Vigorous stimulation of this phase of the work is underway and the recent addition to our staff of a competent translator-interpreter will facilitate matters considerably.

√ Project No. 37:

No action.

√ Project No. 38:

Planning and Control Section, NPA, has completed about 60% of its investigation of the June 1 changes in the various agencies. The rate of progress is limited by incomplete reporting from these agencies.

A study has been made of those individuals certified from eligible lists up to 31 May and employed by the various agencies. The investigation deals with such matters as date of announcement of employment; division or section where candidate was placed; pay; and personal background.

Certification Subsection received requests from the Administrative Control Office for two administrators, and from the Attorney General's Office for ten lawyers. Names were certified to the agencies on 10 June and 14 June respectively.

Field trips to five regional offices were made by four members of the Certification Subsection.

√ Project No. 39:

Examination Section, NPA, has given advanced training in examination procedures to some 60 recent graduates of the Nikko Institute prior to their assignment to duty within the section.

The changing of office quarters and the preparations for allocating and receiving the new employees were among the activities of the Examination Section. Apart from the work done on the examination for critical positions, item construction for other forthcoming examinations is proceeding steadily.

Project No. 40:

Examination Branch, CSD, last week reviewed 108 appointments, three of which are being held up for non-approval pending further explanation from the agencies concerned. Those approved are as follows:

Bureau Chiefs	6
Division Chiefs	62
(or similiar positions)	
Section Chiefs	13
EIB Officials	24
	105

A revision of Rule 8-1 to provide for review by NPA of transfers at grade 10 and higher, in addition to initial appointments and promotions now covered by the rule, is being drafted. Another proposed provision calls for NPA review of all officials at section chief level or higher (division chief level in district offices).

Project No. 41:

The following tabulation summarizes the past two weeks' activity of the Transactions Section in these matters:

	June 3-9	June 10-16
Written certification of delegation of appointing power	7 cases	4 cases
Written certification of delegation of disciplinary power	11 cases	7 cases
Certification of written statement of charges of disciplinary action . .	363 persons	604 persons
Concurrent Appointments:		
Action . .	163	51
Pending . .	81	102
Articles 103, 104:		
Action . . .	4	1
Pending . .	5	4
Rinji Shokuin:		
Action . . .	10	0
Certification of statement of disadvantageous action taken against the will of personnel (Art 78)	0	14

File procedure and Service Record Card procedure were discussed with Miss Machin and the Chief, Transactions Section. Final action is expected in a week or ten days.

✓ Project No. 44:

No action.

✓ Project No. 65:

No action.

Maynard Shirven

MAYNARD N. SHIRVEN
Chief, Examination Branch
(Per J. L. S.)

MNS:JLS:rp

CIVIL SERVICE DIVISION
Government Section

20 June 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report Covering 13 June - 17 June

Project No. 30 - Retirement System

The preliminary report on costing operations of the present government pension system has been received from the Social Security Research Unit. This report has not yet been studied, but attention will be devoted to it during the coming week.

Project No. 31 - Injury Compensation Administration

The preliminary report covering occupational injury frequencies has not yet been studied. However, further contact has been made with Mr. Okabe, Chief of the Legal Bureau, NPA. Mr. Okabe reported to the Specialist that he had established contact with the Chief of the Workmens Compensation Section of the Labor Standards Bureau of the Labor Ministry, and had discussed with him the preparation of a preliminary draft of a law for the administration of an accident compensation program for government employees. Mr. Okabe stated that it was likely such draft would be prepared by the end of this month. If this could not be done, he indicated that it would be prepared by not later than mid-July. Mr. Okabe further stated that he would report to the Specialist from time to time on the progress of this preliminary draft.

Project No. 32 - Mutual Aid Program

Contact was established with the Social Security Research Unit. The material which they had prepared in the form of a preliminary report had been translated into English and mimeographed. Copies of this report were transmitted to the Specialist. These copies will be studied during the coming week.

Project No. 26 - (Organization of the Japanese Government)

The various ministerial establishment laws were still in the process of review. From these establishment laws, outlines were being prepared to indicate the revamped organization of the Japanese government, effective 1 June 1949. Considerable headway has been made upon this project. Additional materials are required, and this project, in its preliminary phase, should be nearing its end during the coming week.

Walter P. Domanowski

WALTER P. DOMANOWSKI
Compensation Specialist

WPD:rj

CIVIL SERVICE DIVISION
Government Section

June 20, 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report for Week of 13 - 17 June

Project No. 24 - Construction Position-Classification Plan

1. Compilation of a loose leaf handbook in English listing the series of classes and series definitions found in the Japanese Government has been initiated. Classification Section, NPA is developing a similar handbook.

2. On June 16 and 17, Mr. Onouchi submitted class descriptions for the following series: Automobile Mechanics, Carpentry, Cooking, Electricians, Lens Working, Machinists, Mail Bag Repair and Motion Picture Projection. A review of these class descriptions will begin at once in view of the need for commencing further class determination studies immediately. In this general connection, Mr. Onouchi has requested that further class determination studies be delayed pending review and discussion of the class descriptions which have been submitted.

Project No. 25 - Identifying "critical" positions, Japanese Civil Service

1. No report.

Project No. 27 - Organize staff and initiate activities of Position Classification Section, Bureau of Compensation

1. On June 13, Mr. Onouchi reported that 95 new employees from Nikko Institute had been assigned to Classification Section, NPA and had reported to work on that day. This was an agreeable surprise as we had not anticipated the availability of new personnel until July 1st or thereabouts. We have undertaken a training program for these employees, the first part of which began on June 15 to run through June 20. Topics to be covered in this part are a review of the basic principles of position classification, the development of a position classification plan, kinds of work and series descriptions, how to write position descriptions, and how to interview. Second and third parts are being developed for future training of this group. In connection with this new training program, on June 17, I spoke on the importance of position classification to the trainees.

2. The Classification Section did not fare very well in the distribution of the latest Nikko group insofar as their records at Nikko are concerned. According to Mr. Onouchi's statistics, the Classification Section had certified to it seventeen of the top seventy-five Nikko trainees in contrast to thirty-six of the poorest seventy-five. Sixty-three of those certified are from the lower half of the Nikko group.

3. In conferences on Wednesday and Thursday with Mr. Onouchi, reorganization of the Classification Section was discussed at length. It is our purpose to reorganize the section on occupational basis rather than an organizational one. On Wednesday, Mr. Onouchi submitted a tentative organization chart and on Thursday, I made criticisms and suggestions regarding his proposal. Mr. Onouchi's general ideas on reorganization are colored by realistic acknowledgement of limited leadership in his section. Consequently, he feels the need for a limited number of subordinate units since he has only a limited number of men who can be assigned to supervisory positions. While a somewhat larger number of subordinate units would permit more logical association of occupational groups, it appears that for the time being the reorganization must reflect the status of leadership in the section. Study is being continued on this matter.

4. Mr. MacCoy has approved a request from NPA for an item on the agenda of the National Personnel Council calling for a fifteen minute presentation to the directors of personnel stressing the need for classification units within the Personnel Divisions of their respective ministries and agencies. The position of the Classification Officers in the ministries and agencies is very weak because of other work assignments, the limited classification staff and lack of clear understanding regarding extent of authority. Through the proposed discussion with the Directors of Personnel, it is hoped to rectify this situation at least partially.

5. Mr. Tanaka of the Classification Section, NPA, has resigned to accept employment with the California-Texas Oil Company in Tokyo at a salary of ¥13,000 per month. He has been a loyal and sincere supporter of Civil Service Division's program and the ablest interpreter available to the Classification Section. His departure from it will increase translation difficulties unless suitable replacement is found.

6. Mr. Onouchi brought Mr. Takimoti, the new Chief of Compensation Division, NPA to this headquarters to call on staff members with whom he will work.

General Items

1. The article on Position-Classification for "The Public Servant" was reviewed by Mr. Salter early in the week and after some revision has been submitted to NPA for use in the aforementioned publication.

2. At the request of Mr. Salter and Mr. Matsukata (Government Section), I attended a conference between Mr. Matsukata and representatives of the Procurator General's Office which is undergoing a reorganization. My comments were confined to suggestions about the use of position description forms in obtaining information about the duties of positions affected by the proposed reorganization. The Procurator General, Mr. Fukui, was present during the conference.

ALAN C. RANKIN
Classification Specialist

ACR:vr

CIVIL SERVICE DIVISION
Government Section

June 17, 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report for Week Ending June 17

Project No. 54 - Organize Staff and Initiate Activities of Staff Recruitment Section, Bureau of Internal Personnel.

1. During the week I transmitted to you a request signed by the Commissioners of NPA asking that personnel quotas for the various bureaus and sections, which had been determined by both you and myself, be revised in accordance with previously determined quotas arrived at by various bureau and section chiefs based on the current budget year's personnel allotment or in accordance with present staffing.

2. The reaction toward our quotas, particularly in those bureaus where a reduction from present staff levels occurred, has been very unfavorable. In fact, during yesterday's Supervisory Training Lectures, several section chiefs insisted on debating the point with me. It appears this problem is now in your hands and I am awaiting action by you.

3. In the meantime, no transfers or reassignment of personnel is being made as had been planned. Each bureau and section chief hopes that the status quo will be maintained or that their desire for increased quotas will be approved by you.

Project No. 56 - Arrange Office Space for NPA Central and Regional Offices.

1. Developments during the last two months, and particularly this last week, have been covered in a memorandum to Mr. MacCoy. Obviously, this matter demands your immediate attention.

Project No. 66 - Organize Staff and Initiate Activities of Staff Efficiency Section Bureau of Personnel.

1. During the week, the Introductory Supervisory Training Course was given to some 26 bureau and section chiefs. Mr. Kanatsugu has requested that the course also be given next week to approximately 20 unit chiefs.

Foster B. Roser

FOSTER ROSER
Examination Specialist

FR:rr

CIVIL SERVICE DIVISION
Government Section

17 June 1949

MEMORANDUM FOR: Mr. W. Pierce MacCoy, Acting Chief, Civil Service Division

SUBJECT : Weekly Progress Report for Week Ending 17 June

Project No. 28 - Set up control for Compensation Administration in the Japanese Government

1. Report with appropriate recommendations regarding the salaries of personnel in procurator's offices engaged in special types of work is being prepared by NPA.

2. Studies are continuing concerning the salary schedule of educational personnel.

3. Procedures in regard to time and leave reporting and payrolls are still being reviewed in this office. It is hoped that final clearance may be given and rule issued during the coming week.

4. Audit procedures concerning pay administration have been drafted and are being reviewed at the present time.

5. Regulations implementing Cabinet Order 401, as revised, have been drafted by the ONPA and are now under study by NPA.

Project No. 42 - Organize, staff and initiate activities of the Compensation Research Section, Bureau of Compensation

1. Work is proceeding in the compilation of statistics following completion of survey of wages in industry.

2. A visit to the Bureau of Statistics and observation of procedures followed in compilation of data concerning the CPS indicates the survey to be very successful and compilation of the data will be completed according to schedule.

3. Studies are continuing concerning the allocation of areas and the issuing rates for area allowances. Studies are also in progress regarding the cold climate allowances.

Project No. 43 - Set up compensation hearings procedures as applied to compensation research

1. No further action has been taken regarding the report of findings and recommendations in regard to the compensation hearings conducted by NPA.

2. Investigations are continuing regarding the illegal distribution of surplus funds to employees of the Foodstuff Distribution Corporation (Kodan).

3. Investigations have been completed in regard to the hours of work of employees in special post offices. The report of these investigations is being put into final form and appropriate recommendations will be made by NPA.

JESSE B. BETTIS
Compensation Specialist

JBB:jd

CIVIL SERVICE DIVISION
Government Section

17 June 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Progress Report, Training Branch - Week Ending 17 June

Project No. 13 - Train Staff NPA (and personnel staff of ministries)

The first Nikko training course for personnel technicians of the ministries opens on Monday, June 20. At your request the opening ceremony has been postponed until Tuesday in order that you may address the group.

According to our best information the caliber and status of the ministry personnel assigned to this training is not sufficiently high. We have discussed this matter with Mr. MacCoy and feel that the situation can be corrected by requiring the higher officials to attend the next course which opens August 22. There is apparently some feeling that because our faculty are young the course need not be taken seriously. The presence of yourself, Mr. MacCoy, and key officials of the Civil Service Division and the NPA should dispel this error in time for the next course.

Project No. 14 - Plan and Institute Publicity Campaign on Civil Service

The long projected Kami-shibai have been printed and are now being distributed. These were printed by the Kami-shibai Publishing Company and are sold by them to the individual operators. The text for each picture is included on the back of the preceding picture.

Several articles have been cleared for publication in Komuin, including articles by Messrs. Shirven and Rankin in their special fields.

Press releases and press conference were held on the subject of NPA Rule 14-4 (Acceptance of Appointment in Profit-Making Enterprises); NPA Rule 11-1 (The Period of Temporary Retirement); and NPA Rule 9-3 (Deduction from Compensation).

The Press Club has asked for its next monthly meeting with you to be held at your convenience.

Projects 15 - 64 - No new or unusual developments

General Comments

Mr. Shively reports that the sum of $100,000 is available for three month visits by Japanese leaders to the United States. Government Section has been allotted five places in this program, in addition to the 16 Diet members already authorized by the Commander in Chief.

At 1:45 p.m. on Friday, June 17, Mr. Hauge informed Mr. Shively that one of these places had been allotted to the Civil Service Division. It was necessary for us to make a decision before 2 o'clock and in the absence of you and Mr. MacCoy I decided to accept.

As we have previously stated, we do not feel that this is the proper time to send top key officials of the NPA stateside. This opportunity should be given only to highly qualified individuals and all such individuals are urgently need in Japan at this stage of the program. However, there is one area of activity for which the NPA will be responsible which is non-controversial and in which the United States has shown outstanding leadership and technical skill - that is the field of safety. We are proposing that in the place allotted to CSD we recommend a man to go to the United States to study with the National Safety Council. This man should preferably be an engineer, mustnecessarily speak English, and because of the delays in security clearance must never have visited the United States before.

I am sure that the Safety Council would cooperate in providing three months of instruction and field visiting and would provide the visitor with a basic library of technical data and public information materials to be used in connection with Japan's safety program.

It should be understood that this $100,000 represents newly discovered money in addition to programs previously discussed and that the unseemly haste is due to the necessity for obligating the fund and contracting the individual prior to the end of the fiscal year.

****

Mr. Shively informs me that the personnel committees of the two houses of the Diet have expressed the desire to visit the Nikko training institute some time during the summer. I am asking Mr. Shively to discuss this with you in Nikko. I think that a suitable program could be arranged which would be of benefit to both the legislative relations and the public information programs of the NPA.

****

Since the training programs within the ministries are on your schedule for November I suggest that the training directors of each ministry be included in the group to come to Nikko for the institute starting August 22. We will then plan an intensive course in "in-service training" to be held in Tokyo by the Training Section for the training directors within a week or two of the closing of the institute on October 15.

****

I am leaving Japan on the USAT Darby on June 22 (the Lord and CPS willing). I have left a copy of my itinerary with addresses with Miss Machin. If all goes well I should be back in Japan about the time of the opening of the last institute for this year. The staff of the Bureau of Efficiency has been instructed in the activities to be undertaken while I am away and I think Mr. Shively will be able to devote full-time to the institute at Nikko. I assume that immediate questions concerning release of public information can be cleared with either Mr. MacCoy or you during this period.

auf Wiedersehen
Au Revoir
Sayonara

T.K.T.

THOMAS K. TINDALE
Chief, Training Branch

TKT:jd

CIVIL SERVICE DIVISION
Government Section

June 16, 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Report of Activities For the Period 10 June to 16 June

1. Project No. 47 - NPA RULES

a. During the report period, NPA adopted the following two rules:

9-3 - Deduction from Compensation

1-6 - Exception to the Law Based on the Special Nature of Duties and Responsibilities of Members of Committees, etc.

b. NPA was granted clearance for the passage of Rule 1-7, Exception to the Law Based on the Special Nature of the Duties and Responsibilities of "Kodan" employees.

c. Submitted by NPA for approval was a draft of Rule 14- , Elective Public Office, designed to permit certain personnel of the regular services to continue to hold their elective positions in Local Government until the expiration of the current terms pursuant to Article 2, Supplementary Provisions of the First Revision of the Law.

d. The following drafts have been submitted to Mr. MacCoy:

Rule 8- . Concurrent Occupation by Personnel of Posts in the Special Services, in the Local Public Services, or in the Service of Public Corporations;

Amendment to 9-2, Scope of Application of Special Salaries Schedules;

1- , Contracts for Personal Services by the National Government or a Sub-division thereunder and Foreign Nationals.

e. Drafts of rules covering political activities and prohibiting the intimidations of supervisors were requested of Dr. Asai who promised their delivery Friday, 17 June.

f. Rules of NPA adopted since March 25 were collected and referred to Miss Machin for delivery to Colonel Pápen of 8th Army. This will bring their rules up-to-date as of 13 June.

√ 2. Other projects. No activity.

GORDON W. PETERSON
Chief, Organization Specialist

GWP:rr

Rec'd by B Hoover 6/23/49

CIVIL SERVICE DIVISION
Government Section

16 June 1949

MEMORANDUM FOR: Mr. W. Pierce MacCoy, Acting Chief, Civil Service Division

SUBJECT : Weekly Progress Report - Week Ending 17 June 1949

Project No. 5 - Advise on Program of Government Labor Unions

The NPA Employees Association held the first association-management meeting when the recently elected investigation and inquiry committee of the union met with the Director-General upon their request. Leaders of the Association continue to feel that the prime objective of an association is to fight management. This concept is attributable to the introduction of the Japanese to a free labor movement which occurred directly after the Occupation and which emphasized class warfare and struggle tactics. The Association has been repeatedly advised that its position must be one of constructive cooperation with management if it intends to gain anything for its membership. Those matters which in the past have been the subject of "struggle tactics" deal primarily with pay and other management matters, now the direct responsibility of NPA not only for its own organization but for the national government. These matters are not the subject for negotiation and decisions will be arrived at through proper scientific and technical analysis, and where necessary, action by the Diet.

Despite the fact that a number of the union leaders, who repeatedly stirred up the employees, who failed to attend to their official duties, and who were unsatisfactory employees, were dropped from the payrolls of NPA at the end of May, they have continued to participate in Association activities and to directly influence the decisions and actions of the leaders of the Association. It is quite probable that those leaders and a few additional persons are members of JCP and are trying to introduce confusion into NPA, fear among the employees, and generally to discredit the actions and reputation of NPA. Their arguments that come to the fore and their actions reflect directly the techniques and tactics preached by ~~and~~ trained members of JCP.

Despite the fact that at a general meeting of the Association last week a mutual struggle committee which had been established for the purpose of soliciting the support of the Japanese was officially abolished by majority vote, the interpretation of this action by certain leaders of the Association was that it was an imposed action by GHQ and that Zenkanro was sympathetic to the situation and would continue to support the Association. The employees continue in a state of fear and trepidation, being fanned into a fear of management by the emotional appeal that is being made by Zenkanro and its representatives. It may be necessary if further members of the Executive Committee and officials of the Association are separated from the service to abolish this Association, permit a cooling off period to occur, and then re-establish an association on a more democratic basis.

This assoc. activity has undoubtedly had as its purpose
1. the infiltration of NPA & the gaining of control of the assoc.
2. ~~the~~ another attempt to emasculate NPA in the retrenchment program

Information was obtained this week indicating that in a number of ministries the management of the ministry delegated the job of obtaining information and enforcing Directive No. 9 of the NPA to the union management in their respective ministry. Inquiries are being made to determine the extent to which these types of actions have occurred.

There seems to be some evidence of a gathering storm preparatory to some form of summer offensive on the part of labor unions. This will undoubtedly be directed and centered around the activities of Kokutetsu, Zentai, Densan and Zenkanro. Two of these organizations represent government employment subject to the provisions of the NPSL, one represented private industry and the other an intermediate type of employment represented by the railroads. The original thinking appeared to be August or September, but it may be that the sterner stand that is being taken by management in government is having its effect and it now becomes necessary to accelerate their original destructive tactics. There appears to be little doubt that the action of government will establish the pattern with respect to the labor movement in Japan. The Cabinet has already avowed and declared as its basic policy the elimination of unrest in labor and the strengthening of discipline in the government. Private industry will follow this pattern. An interesting example this week was the issuance of a directive by the Japanese National Railway Headquarters to all districts directing them to take steps to prevent the return of discharged strickers to railway compounds bent upon making trouble among reinstated workers. It appears that the railway authorities are determined upon indicting any discharged strikers attempting to enter work compounds on the charges of "obstruction of official business". In addition workers found consorting with discharged strike leaders and outside organizations for the purpose of creating unrest, will be actively prosecuted and punished. The sporadic outbursts of railway strike incidents were stopped this week.

There is apparent disunity between the Nozaka and Tokuda Communist interests. However the historical situation is that these two groups of Communists have been constantly appraised as the basis for a split within the Communist party ever since the end of hostilities. There appears to be no question but that Nozaka represents the brains of the Communist party in Japan and that Tokuda represents the more militant activities. Nozaka undoubtedly will continue to remain the number one man of the Communist party. At the moment he is making a tour of Japan with the intent and purpose of soliciting the support of business interests in Japan. His key to this situation is the close economic relationship of Japan to the Orient and the essential need for stimulating trade between these two areas at the earliest possible time in order to assist in the economic rehabilitation of Japan. The pattern of Communist activities in China was first to fight capitalistic interests and then suddenly to reverse the policy and seek their support. This is exactly what is occurring in Japan. The success of the Communists in China and the natural economic ties of Japan to China will all contribute and assist Nozaka in his activities. On the other side of the domestic pattern is the persistent policy of gaining control through normal political processes of the government, which after all sets the pace for activities in Japan. This is being persistently attempted through the infiltration and gaining of control of government labor unions.

A definite policy statement of JCP issued 3 March 1949, included among others:

a. Determination to struggle against retrenchment
b. Determination to struggle against position classification
c. Determination to struggle against the NPSL

The Japan Young Communist League changed its name this week to the Japan Democratic Youth Group in order to be more attractive.

The monopoly workers in Gumma-ken stated that they would work only 44 hours per week. It is not determined at the moment just exactly what the outcome of this action has been. This is in conflict with the 48 hour work week, provided under the rules of the NPA and applicable to the monopoly workers until their change in organizational structure June 1, and in ~~accord~~ conflict with the 48 hour policy announced for industry throughout Japan.

It is believed that Tokyo-to and the Japan National Railways administration are filing suits against the unions participating in the railway strikes and that these suits will claim damages of as much as 30 million yen. This has greatly concerned the union leaders; should these cases be pressed it will have a very levening effect upon their activities.

Zennorin, the Agriculture and Forestry Ministry Workers Union, recently issued a directive by telegram instructing a local chapter to defy the rules of NPA. This is an action of inciting employees against management and will be the subject for action by the Procurator General against Zennorin.

There is a reported tendency of a split within Zentei, the Communication Workers Union, in view of the establishment of two ministries. There is every reason to believe that this split probably will occur since there has always been a rather strong feeling between postal employees and telecommunication employees. It is not too likely that this Communist controlled union will be able to maintain a single organization.

Project No. 26 - Advise on Administrative Management Agency for Civil Service

During the course of the week a National Tax Board was established. This was an agency recommended by Mr. Shoup of the Special Tax Advisory Mission.

Mr. Suzuki of the Local Autonomy Section explained to the conference of prefectural governors that the administrative reorganization and retrenchment was expected to affect local government to the extent of a 30 per cent retrenchment for prefectural governments and the five major cities; a 20 per cent retrenchment for the special accounts thereof; 20 per cent for other cities and 10 per cent for the special accounts thereof.

The Cabinet Order covering retirement allowances is still under discussion.

MacDonald Salter

MacDONALD SALTER
Chief, Classification & Compensation Br.

MS:jd

CIVIL SERVICE DIVISION
Government Section

14 June 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report for Week of June 6 - 10, 1949

√ Project Number 59 - Watchtower.

Usual activities.

√ Project Number 60 - Current History of Civil Service Division.

No action.

THOMAS ELIOT,
Personnel Specialist.

TE:mvb

CIVIL SERVICE DIVISION
Government Section

14 June 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report for Week Ending 10 June

Project No. 28 - Set up control for compensation administration in the Japanese Government

1. Studies are continuing in regard to the salaries of personnel in the Procurator's Office engaged in special types of work.

2. Further studies are being made regarding the treatment of educational officials and teachers.

3. Studies have been completed in regard to time and leave reporting and payroll procedures and are still under review by personnel of this office. A rule has been drafted for consideration regarding the installment of these procedures.

Project No. 42 - Organize, staff and initiate activities of the Compensation Research Section, Bureau of Compensation

1. Survey of wages in industry has been completed and work has begun on the compilation of statistics. All reports have been received in the offices of NPA with the exception of those from Hokkaido which have been delayed due to the distance involved and slowness of the mail.

2. Data is being collected from the Consumer Price Survey and work will begin shortly on the compilation of these data.

3. Studies are continuing regarding the allocation of areas and the issuing rates for area allowances. This is also true in regard to the cold area allowances.

Project No. 43 - Set up compensation hearings procedures as applied to Compensation Research

1. Due to illness of some of the officials of NPA work has been delayed in regard to the findings and actions to be taken regarding the hearings conducted by NPA.

2. Investigations have been resumed regarding the illegal distribution of surplus funds to employees of the Foodstuffs Distribution Corporation (Kodan).

3. Investigations are in progress regarding the hours of work of employees in special post offices. It appears that there will be sufficient reason for the readjustment of hours of these employees.

JESSE B. BETTIS
Compensation Specialist

JBB:jd

CIVIL SERVICE DIVISION
Government Section

13 June 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report, June 6 - 10

Project No. 34:

No action.

Project No. 36:

Some progress can be reported in the effort to expand the facilities of the Examination Section, NPA, to cope with the increasing test construction load. The Recruitment Division interviewed and accepted 72 graduates of the recent Nikko training institute of whom 60 will be assigned to the Examination Section for test development work. These technicians, selected from a wide variety of fields, are to undergo an intensive course of training during the current week and will be prepared to join the staff on 20 June.

An increasingly hampering factor is delay in obtaining a competent translator-interpreter who can devote his full time to the expanding test construction activities. Nine examinations in specialized fields are underway and some twenty more will be started within the next few days. A schedule of daily conferences with the NPA test technicians insures systematic check on both the quantity and quality of the material being prepared and permits informal but effective guidance.

At the present time (before the addition of the technicians from Nikko) the staff designated to work on the various aspects of the S-1 examination is as follows:

Administrative Test - - - - - - - -	16 persons
Specialist Tests - - - - - - - - -	23 persons
Surveying and grouping positions -	9 persons
Other activities - - - - - - - - - -	3 persons

Preliminary contacts have been made with two SCAP sections relative to securing their assistance in the analysis of job duties, determination of minimum qualifications, and development of written tests. Further arrangements will be made as circumstances warrant.

A complete schedule has been drafted which contemplates holding all examinations in September. This may be somewhat optimistic.

Project No. 37:

No action.

Project No. 38:

The Planning and Control Section has been working on plans for the S-1 examination and for the Foreign Service examination.

Project No. 39:

Steady progress is being made by the Examination Section in the development of test items for use in the Fall examinations. In spite of the heavy emphasis on the examination for critical positions (S-1), it will be possible to adequately take care of other examination tasks, given the additional technicians being trained and a competent full-time translator.

Apart from test construction operations, the Examination Section has been working on the development of application forms, examination announcements, and scoring techniques. In addition, a considerable amount of technical reference material has been collected and organized for use in the construction of special tests.

Sixty graduates of the 4th training institute (Nikko) were given placement interviews preliminary to their advanced training course and assignment to duty.

Project No. 40:

Examination Section, NPA, reviewed a total of 147 appointments last week. All first class officials were approved, but the appointments of three second class officials were rejected and five cases were held pending further study.

Approximately 30 temporary appointments were reviewed by Examination Branch, CSD, during the week. Four cases, earlier reported disapproved, were reconsidered upon presentation of additional information and after conferences with officials of the interested SCAP section. Two of the cases were approved in light of the new information, but the other two cases were disapproved.

Consideration is being given to the directives under which appointments are submitted to NPA by the various agencies for review. There appears to be an urgent need for the clarification and the strengthening of the requirements for approval of appointments.

√ Project No. 41:

Procedures for processing personnel actions were agreed upon. Work is going forward on service records and personnel jacket files.

The usual load of personnel actions was handled during the week.

√ Project No. 44:

Plans were received for reporting the results of investigations in such manner as to safeguard confidential information.

Procedures for registration of employee organizations have been made.

√ Project No. 46:

Completed.

√ Project No. 65:

No action.

Maynard D. Shirven RP.

MAYNARD N. SHIRVEN
Chief, Examination Branch

MNS:rp

CIVIL SERVICE DIVISION
Government Section

June 13, 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report Covering 6 June -- 10 June.

Project No. 30 -- Retirement System

A preliminary report on the costing operations of the present government pension system has been received from the Social Security Research Unit. This report will be studied during the coming week.

Project No. 31 -- Injury Compensation Administration

A preliminary report covering the incidence of occupational injury and illnesses among government employees has been received from the Social Security Research Unit. This report will be studied during the coming week. In addition, contact has been established with Mr. Okabe, Chief of the Legal Bureau, NPA. Tentative legislation concerning injury compensation program for government employees was discussed with him. It was suggested that Mr. Okabe contact the Chief of the Workmens Compensation Section of the Labor Standards Bureau of the Labor Ministry in order to collaborate with him in the preparation of such legislation. Mr. Okabe agreed to try to prepare a preliminary draft of a law for the administration of Accident compensation for government employees during the next three or four weeks.

Project No. 32 -- Mutual Aid Program

The Social Security Research Unit indicated that they had already accumulated sufficient material for a preliminary report. Such report had already been prepared in Japanese, but was awaiting translation before presentation to the Specialist. They expected to present a translated copy to him during the coming week. In addition, a conference was held with Mr. Nakao concerning the organization and function of the newly established Mutual Aid Section in the Allowance Bureau of the Finance Ministry. The details concerning the organization of this section will be covered in a separate memorandum for the record.

Project No. 26 -- (Organization of the Japanese Government)

The revised organizational outline was completed, typed out and assembled. Other more recent information required additional revisions. These revisions were incorporated in the new draft, and submitted to the typists for retyping. In the meantime, the Specialist has begun a new series of organizational outlines to indicate the organization of the Japanese Government effective June 1, 1949.

Walter P. Domanowski

WALTER P. DOMANOWSKI
Compensation Specialist

WPD:vr

CIVIL SERVICE DIVISION
Government Section

13 June 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report for Week of 6 - 10 June

Project No. 24 - Construction Position-Classification Plan

1. Two conferences were held with Mr. Onouchi regarding the progress made and procedures used in the class determination studies. At the first conference, Mr. Onouchi submitted a progress and procedures chart and made general comments. At the second conference, I reviewed a number of inconsistencies and errors brought to light by the chart. However, work is progressing according to schedule. All unit chiefs were present at the second conference. I believe it is not necessary to expand my criticisms in this memorandum. Plans for future series studies were touched upon.

2. On Wednesday a considerable amount of technical classification material was reviewed. This had been submitted by NPA with a request for review and advice or guidance. The material related to the problem of proper series for administrative positions, the establishment of a Maritime Affairs Group, NPA's views on currency inspection series, as well as a lengthy statement on legal positions.

3. On Thursday and Friday, I developed a 2400 word article at the request of NPA entitled, "What Position-Classification Means to Public Servants and Their Government" to appear in the magazine PUBLIC SERVANTS. In requesting the article, Mr. Yoneyama hoped for a non-technical "popular" review of the benefits which would accrue to employees with some illustrations from governmental jurisdiction in the United States.

Project No. 25 - Identifying "critical" positions, Japanese Civil Service

Mr. Onouchi's latest advice regarding the survey of positions in grade 10 and above is that some 4,000 position-descriptions have been received from the central offices of the Japanese government, but that the number received from the regional offices has been very small. His estimate as to the date upon which receipt of position-descriptions will be completed is now 30 June.

Project No. 27 - Organize staff and initiate activities of Position Classification Section, Bureau of Compensation

1. Two conferences were held with Mr. Onouchi in connection with the

dismissal of five unsatisfactory employees from the Classification Section. The first conference was requested by Mr. Onouchi at which time he stated that he was apparently being held responsible for the dismissal of an employee whose dismissal he had not recommended. Mr. Onouchi seemed to be willing to assume responsibility for the four men whose transfer or dismissal he had recommended, but thought that whoever was responsible for the discharge of the fifth should assume responsibility therefor. I explained to him that he was responsible only for the four whose discharge he had recommended and cautioned him regarding discussion of problems connected with the discharge of unsatisfactory probationary employees.

2. At the second conference held at Mr. Salter's request, Mr. Salter explained to Mr. Onouchi, Mr. Yoneyama and all the unit chiefs in the Classification Section the background of action taken under the authority of Article 59, NPSL (Conditional Period of Initial Appointment).

ALAN C. RANKIN
Classification Specialist

ACR:rj

CIVIL SERVICE DIVISION
Government Section

13 June 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Progress Report - Training Branch - June 6-10

Project No. 13 - Train Staff NPA (And personnel staff of ministries)

The training schedule for the first institute to be given for ministry personnel officials was submitted by the NPA and approved by this branch and Mr. MacCoy. We strongly recommend that Mr. MacCoy be present during the entire course if possible. The schedule of Civil Service Division participation in the institute has also been agreed upon by the Training Branch and Mr. MacCoy.

On Thursday, June 9, I addressed the staff of NPA in three groups at your request. I explained the principles involved in the probationary period, emphasizing that this period is considered to be part of the examination process. I also explained again that competence included other factors besides mere mechanical ability to perform the job in question. Such factors as loyalty and cooperativeness have considerable weight. I emphasized the fact that employees of an organization were not only disloyal when they undertook actions tending to lower the prestige of the organization, but were also extremely stupid.

On Friday, June 10, at your request, I again addressed the entire staff of NPA, this time in one group. I discussed the peculiar nature of employment with a central personnel agency, stressing the need for complete loyalty, independence and neutrality on the part of its staff. I indicated that in many situations such as classification, examination, compensation and equity its employees stood in a position of referee and therefore could not affiliate themselves with any group or groups party to the action. Affiliation with a group whose avowed purpose is to defeat the NPSL would be a disloyal act. Any employee who feels that he can not with good conscience give such complete loyalty to the people, the NPSL, and the NPA, should resign before the sun goes down.

I then indicated that the NPA had selected its employees with great care, that it spent much time and money in their training, and that they were receiving education and experience in scientific public personnel administration that will assure many of them life-long careers of distinction, security and high honor. I expressed my personal confidence in the group as a whole, and that of the Civil Service Division as well. I closed my remarks by expressing hope that those few who could not accept this high responsibility and justify this confidence would leave the organization so that the remainder could go forward with the CSD and with their associates toward the realization of our dream of creating for Japan the most advanced scientific merit system in the world.

Project No. 14 - Plan and Institute Publicity Campaign on Civil Service

We gave Mr. Kasuya the three comments which can be made in explanation of the issuance of Rule 11-1 on the subject of payroll deductions. We also asked him to let the NPA Press Club know that Mr. Steward is expected shortly and that they may publish that fact. We will give them a definite date as soon as we learn it.

The Information Division of NPA planned a most untimely broadcast on the equity features of the NPSL. The script was rejected and they were asked to prepare one in line with the radio theme for this month, which is: "Each government employee has the responsibility to give his undivided attention to the faithful administration of the laws, which represent the will and protect the rights of 80,000,000 people."

The poster prepared in the theme of the Constitution was issued this week. Copies of all wall newspapers and posters have been translated and are available for members of the CSD staff.

Projects Nos. 15 through 20

The section chiefs of the Efficiency Bureau were given further instructions as to their program between now and October 15. They were asked to:

1. Make individual studies of their section's responsibilities and group studies of interrelationships of these programs

2. Establish projects to be undertaken at the proper time and to list and establish priorities within the sections and for the bureau

3. Write position descriptions for personnel to be employed by their sections

4. Attempt to locate qualified personnel to be recruited at the appropriate time

5. Prepare the outlinesof materials and methods for the training of their counterparts in the various ministries.

21, 22, 23 } TNG

Project No. 64 - Liaison between the NPA and the Educational System

On Friday, June 10, Mr. Shively attended a meeting of the intersectional committee which is planning SCAP participation in a program for sending students and national leaders to the United States. He Reports:

$216,000 is available July 1 for sending national leaders to the United States. Gen. MacArthur has already approved a visit of 16 Diet members during the present session of Congress. If the expenses of this trip have to be taken from this fund it might be difficult for Government Section to get approval for the sending of any other national leaders at this time. An additional fund of $234,000 has been allocated for the sending of students to the U. S. for study in U. S. universities. Arrangements are being made for the selection of suitable students to go to the U. S. for the school year 1950-51. At least ten SCAP sections are interested in sending students under this program and the distribution of fund among the sections has not yet been decided. A part of this fund may be used for a maximum of 50 students to be sent to small liberal arts colleges for the year 1949-50. Efforts are being made to determine whether recent graduates of Japanese universities would be acceptable under this program and whether instructions in public administration would be available in the cooperating colleges.

Although we have previously recommended against sending NPA staff members to the U. S. on this program at this time, we wish to amend our recommendation so that an engineer can be sent to study with the National Safety Council. This is a non-controversial technical program on which there is practically no information available in Japan.

T.K.T.

THOMAS K. TINDALE
Chief, Training Branch

TKT:jd

CIVIL SERVICE DIVISION
Government Section

13 June 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report for Week Ending June 10

Project No. 5 - Advise on Program of Government Labor Unions

The NPA Employees Association became a focal point this week of a deliberate attempt at infiltration by radical elements ~~and~~ in an attempt to gain control of the Association and embarrass NPA. Following the dismissal of 12 persons on June 2, among whom there were four who rather than attending to their official duties had been stiring up trouble within NPA, the Association was prevailed upon to consider the establishment of a struggle committee and to present a petition demanding reasons for the dismissal of all these people, which had occurred during the probationary period, and for reinstatement. Through adroit maneuvering and the use of the technique "come early, vote late", the Association formally adopted a mutual struggle committee. The "mutual" was a recognition of the support of Zenkanro on any demands that the Association might make on management. Zenkanro by this device was attempting to establish the employees association as having Leftist leanings. Secondly it was trying to gain the support, through this incident of dismissals, of NPA Employees Association of Zenkanro and its program of opposition to the retrenchment program and the downfall of the Yoshida Cabinet. In reality this was an absurd situation since it placed the Association in the position of supporting an outside association which was the antithesis of everything for which NPA stood. Furthermore, the independence of NPA was seriously attacked since it made it party to actions upon which it, as an independent agency, might well have to act in the capacity of a referee or judge.

During the course of the week a long series of conferences was held with the leading members of the Association who apparently were not fully in accord with the action taken by the membership in establishing this mutual struggle committee, to advise them and encourage them to take legal action abrogating the action taken by the Association on Monday. Finally by the end of the week following a series of two general meetings of the Association the mutual struggle committee was officially eliminated and a committee on investigation and inquiry was established.

The fact that the NPA is made up of many very young technicians and employees who have only heard and been inculcated with radical labor discussions , resulted in this rather immature action during the week. As it now appears, probably four or five rather strong leaders among

this group who were all dismissed during the previous week, continue to participate in the meetings and activities of the Association and to influence the decisions of the Association. The complete elimination of these leaders from the picture quelled the incipient revolt against management and it will now be necessary to follow through meticulously in order to keep the Association on a sound and constructive basis. This is the first skirmish with those outside NPA who undoubtedly are associated with JCP, who are attempting to infiltrate and gain control of the non-management personnel of NPA. (See series of memoranda on NPA Employees Association covering this period).

The Railway Workers Union failed to thoroughly control its membership and a number of sporadic outbursts of strikes occurred in the Tokyo area. (It is rather interesting to observe the exact similarity of the situation here in Japan with respect to the railway workers activities and those in Great Britain during this same period). This is another of what appear to be the uncontrolled actions of JCP sponsored activities.

There is presently a conflict between those standing for tactics of violence and those standing for gaining control through normal political processes.

The Cabinet proposed a retirement allowance system based on the recent SCAPIN, which upon evaluation turned out to be completely unacceptable to ESS Finance. The criteria for separation were touched upon by NPA in a special meeting of the Personnel Council on Monday. The criteria discussed at this meeting were those which should be the basis for retention. The Cabinet criticized this action even though it appeared to endorse it, and stated that they would develop more positive criteria as a basis for separation. The Cabinet specifically indicated that persons would be separated who were considered "corrupt and unJapanese officials". Un-Japanese was defined as "those disloyal to the Japanese Constitution and government and those engaged in deliberate and destructive acts of incitation".

A policy statement was made by JCP that labor must cooperate with management. This statement was issued just one day ahead of an identical statement issued by the Communists who have just captured Shanghai, Management, in handling the labor situation, seems to have demonstrated greater strength, at least verbally if not in fact. However, an announcement by the Democratic Liberal Party that a people's conference would be held about the 15th of August, together with a statement by the Under-Secretary of State of the United States that military administration would be substituted by civilian administration in the very near future, undoubtedly had a weakening effect. Those responsible leaders in government and industry fully realize the essential need for trade with the Orient and for obtaining raw materials from North China and Manchuria, if Japan is to make substantial industrial development. Any apparent weakening of SCAP's position will be reflected in the weakening of support by leadership among the Japanese of SCAP policies.

The Cabinet has announced a 13-point program, among which are:

1. Simplification of administrative routine and tightening of discipline among employees

2. The taking of measures to eliminate labor unrest

The rules issued by NPA this week include the requirement that unions shall be registered with NPA. A rule was also approved establishing the principle that deductions from payroll may only be made for those matters properly authorized by law. This will specifically eliminate payroll deductions now being made for union dues and will require the unions to provide their own system for the collection of their dues.

Dr. Asai was incorrectly quoted in the newspaper this week as supporting a pay adjustment because of the enforcement of the 48 hour work week, and promising a pay increase following the completion of the present study on salaries and wages and cost of living. This statement was a result of a conference between Dr. Asai and certain officials of the Ministry of Agriculture and Forestry who, being unable to cope with the pressures of their union had been forced to call on Dr. Asai and ask for answers to the above problems. Unfortunately the newspapers completely ignored the content of Dr. Asai's statements and only printed what the unions wanted.

Project No. 26 - Advise on Administrative Management Agency for Civil Service

It was decided that the Parliamentary Vice-Ministers, numbering 17, would be selected, 11 from the House of Representatives and 6 from the House of Councillors.

The government announced that the personnel ceiling control bill would have the effect of eliminating about 167,000 persons from the national government; at least 21,000 from the Kodans; 2,000 from those independent but subsidized agencies in the national government; 2700 from national government personnel located directly in the prefectures; and around 200,000 from the local governments themselves. The number of bureaus is supposed to be reduced from 146 to 85 in the national government.

There were comments indicating the continuation of the reorganization and retrenchment program this Fall. One of the matters was the proposal of organizing a budget bureau or agency within the Cabinet and extracting this function from the Ministry of Finance.

One of the basic programs announced by the Democratic Liberal Party was to study trade development with Asia and it is proposed to establish an "Asia Trade Development Committee". Undoubtedly this ties in with comments previously made in this memorandum and with the activities of the new Ministry of Trade and Industry which is a revitalization of the old Greater East Asia Ministry.

MacDONALD SALTER
Chief, Classification & Compensation Br.

MS:jd

CIVIL SERVICE DIVISION
Government Section

June 10, 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report on Project Assignment No. 63 for the Week Ending June 10, 1949

1. Mr. Shirven and I met with Mr. Shimizu and other NPA representatives and discussed the NPA file procedure and Personal History Statement which was vetoed in favor of using the already established application form. Effecting a filing system in the Japanese government will require that personnel files be established in duplicate for all government employees. The value of having standardization in file documents was emphasized in talking with the Transactions Section and NPA agreed to use the present application form which they plan to study in order to ascertain whether or not revisions will be necessary. The general plan of promoting the file system was discussed and it was decided that NPA representatives would call on appropriate agency and ministry personnel explaining the values of a uniform file system and the requirements of installing such a system. The revisions to the first procedure are being prepared.

2. A new revision of the Service Record Card was drafted and given to NPA for review. The draft of a Service Record card submitted by NPA was discussed and while individual valuable items were approved, Mr. Shirven and I disapproved the card in general as it was designed for use in Cardex files which are not manufactured in quantity in Japan and involve a prohibitive cost for a complete Japanese government installation. Discussed filing of cards and interrelation of this procedure with other procedures on files and Personnel Action form.

3. Contacted Legal Section, NPA, and discussed Mr. Hoover's recommendation on equity procedures. Arranged conference for early part of week.

HRM

HELEN R. MACHIN
Administrative Assistant

HRM:rr

CIVIL SERVICE DIVISION
Government Section

June 10, 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report for Week Ending June 10.

Project No. 54 - Organize Staff and Initiate Activities of Staff Recruitment in Section Bureau of Internal Personnel.

1. On Monday, I met with Mr. Salter and the Executive Committee of the NPA unions concerning the discharge of probationary employees. While Mr. Salter has undoubtedly reported on this conference, I did discuss a few matters after Mr. Salter left, explaining and clarifying several points on which they raised questions concerning employees during their probationary status. Specifically, they asked to have explained why transfer of unsatisfactory employees should not be made prior to discharge and why definite reasons should not be given to employees specifying causes for discharge.

2. Personnel quotas were established for the various bureaus and sections which are to be used for the remaining of the current budget year. As you realize, personnel of some of the sections will have to be changed as conditions warrant. Briefly, the present quotas are as follows:

~~Section~~ Secretary Office	14
Recruitment Bureau	202
Compensation Bureau	472
Efficiency Bureau	59
Equity Bureau	30
Investigation Bureau	100
Public Information Bureau	31
Law Bureau	12
Internal Administration Bureau	155
Internal Personnel Bureau	16
Regional Offices	143

To establish as large a number of employees as possible in the Compensation Bureau has necessitated a reduction in the present staffs of Efficiency Bureau, Internal Administration Bureau, Personnel Bureau and Regional Offices.

3. I have instructed Mr. Kanatsugu, Chief of the Bureau of Internal Personnel, to give me a detailed breakdown of the above personnel quotas by unit as to classes of officials, Koin and Yonin. Following receipt of this breakdown, he is to submit a montly report on accessions and separations that we may keep a consistant check on vacancies.

Project No. 56 - Arrange Office Space for NPA Central and Regional Organizations.

1. I was informed by Mr. J. R. Mossler of ESS that the Economic Stabilization Bureau has granted NPA ¥ 6,000,000 with which to build regional offices in Takamatsu and Osaka. ¥ 3,200,000 is for the regional office in Osaka and includes the purchase of land therefor. The balance, or ¥2,800,000 is for the building in Takamatsu and I understand we already own property in that city for building purposes.

2. We are not granted any funds for the construction of a regional office building in Hiroshima because a government office building is to be built in that city and we are to be allocated space therein.

Project No. 66 - Organize Staff and Initiate Activities of the Efficiency Section Bureau of Internal Personnel.

1. The supervisory training course was given to top-management of NPA during the week. The material has been revised to some extent and will be given to section and unit chiefs next week.

FOSTER B. ROSER
Examination Specialist

FBR:rr

CIVIL SERVICE DIVISION
Government Section

10 June 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Report of Activities for Period 3 June to 9 June, 1949

1. Project Number 46 - NPA Rules.

During the report period the Commission passed Rule 14-4 Acceptance of Appointments in Profit-Making Enterprise. Rules given special attention in order that they can be passed Friday, 10 June, were the following:

9-3-Deduction from Compensation, Passed Friday
14-4-Exceptions to Article 2 of the Supplementary Provisions of the first revision of the law, (Elective officers) not passed Friday
1-6- Exceptions to the law based on the special nature of duties and responsibilities. (Kodans) not passed Friday.

During the week the Cabinet was to consider the issuance of a Cabinet Order which would prevent education personnel of the local public service from holding at the same time elective positions in the local public service until their current terms of office expire. The National Personnel Authority complained that such action for local government would be contrary to the policy for the national government. Nevertheless, NPA [redacted] proposed a rule which would allow a similar extension of the period during which personnel of the national government, regular service, could hold elective positions in the local public service. Such rule would be primarily and perhaps [redacted] only applicable [redacted] to persons who are occupying part-time positions in the regular service. In summary, there are three objections to the proposed Cabinet Order: (1) Failure to maintain clear separation of Legislative from Executive branches of the local government. (2) Allowance of dual employment for the same hours of work. (3) Allowing employees of the Executive Branch to be engaged in political matters. On the other hand, the proposed rule of the National Personnel Authority would have only the last named of the above three disadvantageous features.

2. Project Number 48 - Local Public Service Law.

A detailed list of suggestions for guidance of the Local Autonomy Agency in revising its draft of the Local Public Service Law was prepared for Mr. Hoover's review. The Local Autonomy Agency has been expecting such a list for at least two weeks.

3. Project Number 49- Current Legislation.

No activity.

4. Project Number 50- Statistics.

No activity.

5. An additional chapter of Mr. Okabe's essay regarding the National Public Service Law was reviewed and cleared for publication in Komouin.

6. Typing of the retranslation of the National Public Service Law, as amended, was completed and copies referred to Mr. Sato on 7 June for check and endorsement by the Commission. As yet there has been no response.

GORDON W. PETERSON,
Chief, Organization Branch.

GWP:mvb

CIVIL SERVICE DIVISION
Government Section

7 June 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report on Project Assignment No. 63 for the Week Ending June 3 1949

1. Mr. Shirven and I met with Mr. Shimizu of NPA who reviewed our Procedure for Reporting Personnel Actions, Instructions for Completing the Personnel Action Report, Personnel Action Terminology, and sample completed Personnel Action Report to accompany the other explanatory data sent to the field. Discussed the matter of printing the form and number of copies to be made. It was decided that 20,000 five-copy manifold forms would be printed for the first run. A meeting early in the week has been planned to discuss the progress of printing, problems of distribution, and possible necessity for NPA representatives to go into the field personnel offices and regional offices in order to assist those employees in understanding the procedures and training them in the use of the form. Reviewed our progress on this phase of the record keeping system with Mr. Roser who has been contacted from time to time on problems arising in this connection.

2. Met with Mr. Otake and discussed some recruitment forms which need to be revised. He plans to comment on the revised forms next week after he has had an opportunity to study them.

3. Mr. DeAngelis referred his revised time and attendance procedures and forms, in addition to the results of the NPA pilot study, to me for review. Plan to review this material next week.

HRM

HELEN R. MACHIN
Administrative Assistant.

HRM:mvb

CIVIL SERVICE DIVISION
Government Section

June 6, 1949

MEMORANDUM FOR: Mr. Blaine Hoover, Chief, Civil Service Division

SUBJECT : Weekly Progress Report for Week Ending 3 June 1949.

Project No. 59 - Watchtower

Routine activities.

Project No. 60 - Current History, CSD.

No progress.

TE.

THOMAS ELIOT
Personnel Specialist

TE:vr