handling litigation to which the Commission is party. (Administration Division)

~~Article~~ 10. The Administration Division is responsible for the internal business management, housekeeping, and office service functions of the Commission.

2. The Administration Division shall have the Organization and Planning Section, Budget and Finance Section, Personnel Section, Office Service Section, Statistics and Reports Section and Library Section.

3. The Organization and Planning Section is responsible for planning the organization, the staffing and the procedural operations of the Commission. The specific functions are to:

(1) Develop plans for the organizational structure, functions and procedures of the Commission and conduct constant surveys on these matters to the end of improving the service and operations of the agency.

(2) Assist in the development of and approve all procedures and forms devised for the agency; establish standards for equipment and supplies.

(3) Maintain control of all forms used.

(4) Conduct audits and surveys of the operational programs of the Commission and the procedures of the agency personnel office to bring about improvement therein.

(5) Develop manuals of law and rules, procedures and forms for use by the Commission and the other agencies of government.

(6) Develop work load measurement programs for determining budget requirements and bringing about proper work load distribution.

4. The Budget and Finance Section is responsible for planning

and controlling the financial program of the Commission. The specific functions are to:

(1) Prepare and administer the annual budget of the Commission.

(2) Secure from the ~~bureaus~~ divisions and sections adequate supporting data, work loads and other exhibits for the preparation of budget estimates.

(3) Advise with the divisions and regional offices on specific fund allotments for their operations.

(4) Prepare accounts ragisters and submit accounting reports.

(5) Establish subsidiary accounting fund controls to be kept by the divisions and regional offices as necessary to maintain adequate financial control.

(6) Prepare the payrolls of the Commission.

(7) Keep accounting records on specific unit costs of operation.

(8) Review and approve purchases and contracts for budgetary control.

(9) Make disburesements and prepare and draw cheques.

5. The Personnel Section is responsible for the personnel program covering the staff of the Commission. The specific functions are to:

(1) To plan and administer the personnel program of the Commission central and regional offices.

(2) Process all appointments, separations and other personnel transactions relating to the Commission staff.

(3) Keep all staff personnel records.

(4) Administer in accordance with the standards established

by the appropriate sections the employee relations, safety, health, welfare and employee evaluation programs.

(5) Represent the Commission (as an agency representative) on the National Personnel Council.

6. The Office Service Section is responsible for the housekeeping and general office service functions for the Commission. The specific functions are to:

(1) Operate the office buildings; provide adequate custodial, guard and telephone services; and keep the premises in good repair.

(2) Control and allocate space in the buildings and offices occupied by the Commission in accordance with sound principles of office lay-out and space utilization.

(3) Receive, control and dispatch all correspondence, documents and other communications of the Commission through a central mail and messenger service.

(4) Operate central office services such as central files, stenographic and typing pools, duplicating services and supply rooms.

(5) Review and pass on requests for and supervise the procurement, distribution and inventory control of office supplies, printing, furniture and fixtures, mannuals and publications.

7. The Statistics and Reports Section is responsible for gathering, compiling, analyzing and interpreting statistics relating to National Government employment and to the activities of the Commission. The specific functions are to:

(1) Plan and administer a program for the tabulation,

collection, compilation, analysis and interpretation of all statistics relating to National Government employment and the operations of the Commission.

(2) Prepare useful regular staistical reports and charts on the above matters for use of all interested persons and agencies.

(3) Coordinate technical statistical research work within the divisions and sections of the Commission.

(4) Prepare informative statistical summaries and charts for the annual report of the Commission and prepare special statistical reports as needed.

8. The Library Section is responsible for the custody of the collection of books and other publications for the use of the staff of the Commission to enable it properly to perform its work. The specific functions are to:

(1) Maintain a specialized collection of books, pamphlets, documents, periodicals and articles on all subjects relating to the work of the Commission.

(2) Maintain a central catalog for the Library and control the issuance of library material.

(3) Keep abreast of publications in the fields relating to the work of the Commission and place orders for useful publications.

(4) Perform references and research work, compilation of bibliographies and related services as requested.

(5) Maintain liaison with the Diet Library and other government agency libraries to develop the widest possible use of government library facilities.

(Positions in the Commission's Secretariat)

~~Article~~ 11. The Commission's Secretariat shall have the Executive Director and one or more deputies to assist him.

2. Each division shall have a Chief of Division and each section shall have a Chief of Section and such other positions as deemed necessary. The Commission may install a Deputy Chief of Division in a division as required.

3. The Secretarial Office shall have such positions as deemed necessary.

~~Supplementary Provision~~

The Regulation governing the Sectional Organization of the Temporary National Personnel Commission's Secretariat (Tatsu No. 2 of 1948) and the Regulation concerning the Extension of Validity of the Regulation governing the Sectional Organization of the Temporary National Personnel Commission's Secretariat (Tatsu No. 2 of 1948) shall be abolished.

ok per WLTM 10/28/45

Tatsu No.

The Regulation for Partial Amendment of the Regulation governing the Sectional Organization of the Temporary National Personnel Commission's Secretariat is hereby fixed as follows and enforced as from , 1948.

Asai Kiyoshi
Chairman of the Temporary
National Personnel Commission

, 1948.

The Regulation for Partial Amendment of the Regulation governing the Sectional Organization of the Temporary National Personnel Commission's Secretariat

A part of the Regulation governing the Sectional Organization of the Temporary National Personnel Commission's Secretariat (Tatsu No. 7 of 1948) shall be amended as follows:

(Law Division)

Article 9. The Law Division is responsible for giving legal advice, consultation and interpretation to the Commission and its staff.

2. The Law Division shall have the Review Section (Shingi Ka) and Drafting Section (Ritsuan Ka).

3. The Review Section is responsible for advising on, reviewing and handling litigation and questions of law relating to the National Public Service Law, other pertinent lawsand the rules of the National Personnel Commission. The specific functions are to:

(1) Advise the Commission, the staff and other government agencies on legal problems relating to the National Public Service Law, other pertinent laws and the rules of the National Personnel Commission.

(2) Final review of drafts and draft amendments of the laws, rules and regulations prepared by the Drafting Section

and those documents and directives of the Commission which require legal interpretation.

(3) Cooperate with the Attorney General's Office in handling litigation and questions of law to which the Commission is party.

4. The Drafting Section is responsible for drafting relating to the National Public Service Law, other pertinent laws and the rules of the National Personnel Commission. The specific functions are to:

(1) Draft proposed amendments to the National Public Service Law and draft other pertinent laws and their proposed amendments based on subject content furnished by the varions divisions and sections.

(2) Draft proposed rules ~~and~~ regulations, and legal documents + directives of the National Personnel Commission and their proposed amendments based on subject content furnished by the various divisions and sections.

11/5/48

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ary
7/29-49

CIVIL SERVICE DIVISION
Government Section

October 27, 1948

MEMORANDUM FOR: The Record

SUBJECT : Transfer of Functions of the Allowance Bureau to The Temporary National Personnel Commission.

1. A careful study of the various functions being performed by the Allowance Bureau, Ministry of Finance has been made and it is believed that the following are, under the provisions of the National Public Service Law, functions of the Temporary National Personnel Commission and should be transferred to and assumed by the Temporary National Personnel Commission at the earliest practicable date.

First Section:
Planning Sub-unit.
Second Section:
Area Allowance Branch
General Allowance Branch and Research Branch except for those functions pertaining to personnel in the Special Service.
Third Section:
Accident Compensation Branch, except for administration of same.
Fourth Section:
Legal Sub-unit.
Special Work Allowances.
Housing Sub-unit.
Retirement Sub-unit.
Family Allowance Sub-unit.

2. Other functions presently being performed by the Allowance Bureau are considered to be of an administrative or operational nature, or are not considered to be functions of the Temporary National Personnel Commission under provisions of the National Public Service Law.

J. B. METTIS
Compensation Specialist

Temporary National Personnel Commission

September 2, 1948

To:

Mr. Blaine Hoover,

Chief of Civil Service Division,

Government Section, GHQ, SCAP

While I am fully in agreement with the organization and functions of the N.P.C.'s Secretariat shown by your good self, I think that the organization concerning the position classification system leaves room to be desired, and although I have already talked over the matter ~~several time~~s with both Messrs. MacCoy and Bell, I take the liberty of presenting to you the salient points of my views here-below:-

1. The number of the existing staff and employees of the Classification Section comprises one-half of the existing personnel of the Secretariat, and this number will further be increased when the present trainees at Nikko have completed their training course and return to Tokyo.

2. It seems that to place such a large number of persons in one section is against the general principle governing the span of control.

3. Accordingly, even at the present time the Classification Section is the weakest point in the organization of the Secretariat.

4. If the largest section of the Secretariat is in such a state, it will most adversely affect the efficiency of the Secretariat as a whole.

5. As the position classification system is a new project in Japan, it will be necessary to provide a sufficiently large number of staff and an organization which answers in every way the

requirement of such project. However, after the position classification is established and administered in the future, we may think of reducing such organization.

6. It is recognized that a position classification plan is a tool for fixing compensation, but, on the other hand, as the plan is the fundation of the national public service under the new system, it behooves us to devote our heart and soul to the successful realization of the plan.

7. At persent ~~we~~ they are conducting job analysis in various ministries and other agencies of government, but, in order that this venture may be a complete success, it is essential that a capable person who can control the staff of the ministries, etc. should head such organization. To this end, mere chief of section, however able he may be as an individual, will not be able to "lead" the ministerial staff.

8. For the purpose of placing a really able man at the head of an organization in charge of the position classification plan, it is essential that the organization should be on a division level, as otherwise it will not be possible to obtain a capable person for the post.

In the light of the foregoing, it is most desirable that the organization in charge of the position classification plan be on a division level, with several sections under its jurisdiction. Your careful consideration is respectfully requested on the points outlined above.

Yamashita Okiie

Yamashita Okiie

Commissioner

Sept. 3rd. 45

Dear Mr. Blaine Hoover,

Friends of mine laugh at me for my foolishness, expressing my idea too freely to you as it might someday offend you.

I am always ready to accept any decision you make but feel also it is my duty to express my idea without reserve to serve as a material for your consideration so that your decision be free from any error as far as possible.

You have, I am sure, had a very minute study about organization with your staff, but unfortunately I have not had, up to now, any chance to

express my idea about it, so I am afraid I might prove to be unloyal and unfaithful if I passed this subject without Comment.

My Conscence to fulfill my duty Compelled me to tell my idea yesterday to Mr Mac. Coy.

Owing to your absence, explaining Japanese habit and Mode of Thinking, which will be extremely important for your reference specially during the transitional period.

Coming back to our office after the interview, I have made the enclosed memorandum to express my idea Concisely, But a short time later on, I was informed that you made the final decision.

So Apparently now it seems this has lost its value, but I am still sending this enclosed to you hoping that it might be of some use to learn from you the means to solve one of the most difficult problems we are now confronting with,

Yours Sincerely

Tomoshuki Ohiye.

first figure Jack Owens; second Chiba

✓ = N.P.A. functions

ALLOWANCE BUREAU

FIRST SECTION

Planning, technical development, budget estimating with respect to compensation and classification of national government personnel.

General Affairs Sub-Unit

2-1

Internal administrative and personnel affairs of the Bureau.

Documents Sub-Unit

1-5

Routing and logging of documents; internal Bureau accounting.

Planning Sub-Unit

2-1 ✓

Research, development and planning with respectto compensation and classification of national government personnel; liaison with NPA on compensation matters.

Arrangements Sub-Unit

3-1 ✓

Arrangement of conferences on pay matters; compensation grievances and complaints; classification studies and investigation.

Budget Sub-Unit

3-1 ✓

Cost estimates of pay plans; investigation of use of budgetted funds.

Liaison Sub-Unit

2-5

Liaison between Bureau and GHQ offices.

SECOND SECTION

Advice and decision on routine pay problems of the other ministries; consultation on pay of Diet members and legislative staff; advice and approval to Kodans and shipping corporation on compensation matters; liaison and consultation regarding pay of local public personnel special corporate bodies, and personnel serving the Occupation; administrative research, policies and regulations for Area Allowance; statistical research.

General Allowance (Base Pay) Branch

4. ✓

Advice and decision on such routine pay problems as periodic pay increases (promotions) and entrance rates of salary; consultation on pay of Diet Members and legislative staff; development of classification plan for Kodan; advice and approval on pay of Kodan and shipping corporation personnel; liaison and advice regarding local public bodies, special corporate bodies and personnel serving the Occupation.

Area Allowance Branch

3-1 ✓

Determines areas for payment of Area Allowance; analyzes cost-of-living data; makes studies for improvement of administration of Area Allowance.

Research Branch

2-5 ✓

Compiles and analyzes statistics related to pay of national government officials; analyzes statistics on commodity prices; gathers and analyzes data in pay systems both public and private, domestic and foreign.

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ALLOWANCE BUREAU

THIRD SECTION

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Administration of National Public Service Mutual Aid Association Law; recommendations as to revision of Pension Law and Social Insurance Law and regulations; drafting of bill for accident compensation of national government personnel; administration of accident compensation under Law No.167, 1948; planning and supervision of welfare, recreational and cultural activities and facilities of the Federation of National Public Service Mutual Aid Associations; inspection of the financial and business management of the Federation.

Mutual Aid Branch

Drafting of laws and regulations regarding mutual aid associations; Planning the financing thereof; approval of "managerial regulations" of each association; inspection of association records; making studies and recommendations to Pension Bureau regarding amounts of pensions; coordination and advisement with Welfare Ministry with respect to social insurance benefits versus government employee benefits.

Accident Compensation Branch

Drafting of a bill for accident compensation of national government employees; administration of accident compensation under Law Concerning Compensation Granted to Public Servants under the Labor Standard Law and other Laws (Law No. 167, 1948)

Welfare Branch

Establishment of hospitals, recreation facilities, and travellers' lodging houses; planning for employee housing projects, low-cost procurement and sale of livelihood commodities, disaster compensation, health and sanitation, and recreational and cultural facilities for management by Federation of National Public Service Mutual Aid Associations; inspection of the business management and financial condition of this Federation.

FOURTH SECTION

Drafting and interpretation of legal and regulatory basis for compensation of national government personnel; standardization and unification of special work allowances; regulatory basis for official travel expenditures; unification of policy and administration of official government housing; application of overtime provisions of Labor Standard Act to national government personnel; retirement regulations; administrative regulations for Family Allowance.

Legal Sub-Unit

Drafting and interpretation of compensation laws and regulations; drafting of revisions thereof.

Special Work Allowance Sub-Unit

Drafting of a cabinet order to unify and standardize special work allowances throughout the national government.

Travel Sub-Unit

Drafting and interpretation of regulations concerning the expenditures allowed in connection with official travel of national government personnel.

Housing Sub-Unit

Engaged in unifying policy and regulations with respect to official housing, clothing and other allowances in kind for national government personnel.

Overtime Sub-Unit

Drafting and interpretation of regulations in the application of the Law concerning compensation granted to Public Servants under the Labor Standard Law and other Laws (Law No. 167, 1948).

Retirement Sub-Unit

3-1 Budget Sub-Unit

Cost estimates of pay plans; investigation of use of budgetted funds.

2-5 Liaison Sub-Unit

Liaison between Bureau and GHQ offices.

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Allowance Bureau Staf
(as needed)

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projects, low-cost procurement and sale of livelihood commodities, disaster compensation, health and sanitation, and recreational and cultural facilities for management by Federation of National Public Service Mutual Aid Associations; inspection of the business management and financial condition of this Federation.

Overtime Sub-Unit

Drafting and interpretation of regulations in the application of the Law concerning compensation granted to Public Servants under the Labor Standard Law and other Laws (Law No. 167, 1948).

1-2

Retirement Sub-Unit

Drafting and interpretation of regulations in connection with retirement allowance of national government personnel.

Family Allowance Sub-Unit

Drafting and interpretation of administrative regulations for payment of Family Allowance; revision of rates.

Federation of National Public Service Mutual Aid Associations

The activities and projected programs of the Federation are: (a) Conduct and inspection of hospitals, recreation houses and lodging houses for travelling; (b) Management and establishment of housing (Future); (c) Low interest loans for accident damage (Future); (d) Buying and selling of commodities for members (Future); (e) Medical examination for members (Future); (f) Conduct of recreational and cultural activities (Future).

...AN. ADMINISTRATION
... Secretary of Cabinet

... of Allowance Bureau

Personnel Officers' Conference
(Pay Officials of various ministries)

...wance Bureau Staff
(as needed)

AUTHORITY NND 74032 SEC. 3(E) AND 3(J) OR (E) NNDS # 775012

projects, low-cost procurement and sale of livelihood commodities, disaster compensation, health and sanitation, and recreational and cultural facilities for management by Federation of National Public Service Mutual Aid Associations; inspection of the business management and financial condition of this Federation.

Federation of National Public Service Mutual Aid Associations

The activities and projected programs of the Federation are: (a) Conduct and inspection of hospitals, recreation houses and lodging houses for travelling; (b) Management and establishment of housing (Future); (c) Low interest loans for accident damage (Future); (d) Buying and selling of commodities for members (Future); (e) Medical examination for members (Future); (f) Conduct of recreational and cultural activities (Future).

Overtime Sub-Unit

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1-2

Retirement Sub-Unit

Drafting and interpretation of regulations in connection with retirement allowance of national government personnel.

Family Allowance Sub-Unit

Drafting and interpretation of administrative regulations for payment of Family Allowance; revision of rates.

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Personnel Officers' Conference
(Pay Officials of various ministries)

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(as needed)

DECLASSIFIED AUTH: EXEC. ORDER 12356 SEC. 3(E) AND 3(D) OR (E) NND # 775012

Tatsu No.

The Regulation governing the Sectional Organization of the Temporary National Personnel Commission's Secretariat is hereby fixed as follows and enforced as from Sept 2, 1948.

The Regulation governing the Sectional Organization of the Temporary National Personnel Commission's Secretariat

(The Divisions of the Temporary National Personnel Commission's Secretariat)

Article 1. The Temporary National Personnel Commission's (to be hereinafter referred to as "the Commission") Secretariat shall have the Secretarial Office, Recruitment Division, Compensation Division, Efficiency Division, Equity Division, Investigation Division, Public Information Division, Law Division and Administration Division.

(Secretarial Office)

Article 2. The principal functions of the Secretarial Office are:

(1) Carrying out special assignments at the direction of the Chairman, the Commissioners, the Executive Director or his deputies.

(2) Safe-keeping of confidential documents and correspondence.

(3) Preparation of agenda and minutes of Commissioner's meetings.

(4) Preparation of agenda and minutes of the National Personnel Council and acting as Secretariat for the Council.

(5) Custody of Official Seals.

(6) General secretariat work for the Chairman, the Commissioners, the Executive Director and his deputies.

(Recruitment Division)

Article 3. The Recruitment Division is responsible for all of the activities relating to the filling of positions in the regular service.

2. The Recruitment Division shall have the Planning and Control Section, Examination Section and Transactions Section.

3. The Planning and Control Section is responsible for planning, coordinating, and controlling recruitment programs based on the needs of the service, The specific functions are to:

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

(2) Plan the recruitment programs to meet these needs,

(3) Arrange, in cooperation with the Public Information Division for adequate examination publicity and special recruitment programs as needed.

(4) Make physical and other necessary arrangements for giving all kinds of examinations.

(5) Maintain the eligible registers and act on requests for Commission to employ by certifying names of eligibles or by other appropriate means.

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

(1) Determine and prescribe the qualifications necessary

DECLASSIFIED AND RELEASED UNDER E.O. 12958, SEC. 3.5 AND 3.6 OR (E) NNDB # 775012

for satisfactory performance of the duties of the various classes of positions.

(2) Review and pass on all applications for examination, or promotion where examination may not be required.

(3) Prepare all examination material and devise appropriate tests of fitness to determine qualifications for employment.

(4) Be responsible for the printing or otherwise reproducing examination material.

(5) Score examinations and prepare statistics therefor.

(6) Prepare eligible lists of persons who have qualified for employment.

(7) Review and pass on all requests for temporary employment and establish and maintain controls on temporary employment.

(8) Arrange for and control use of special examiners.

5. The Transactions Section is responsible for acting on and controlling the documents relating to employment. The specific functions are to:

(1) Receive, review and act on, in accordance with established procedures, the various documents relating to employment such as: appointments, transfers, reinstatements, separations, oaths, and probationary reports.

(2) Review layoff actions for compliance with law and rules and prepare layoff eligible lists for filing with the Planning and Control Section.

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

(4) Tabulate such employment statistics as are necessary

for the transactions operation and submit them to the Statistics and Reports Section.

(Compensation Division)

Article 4. The Compensation Division is responsible for the administration and operations of all programs relating to the Compensation of employees.

2. The Compensation Division shall have the Position Classification Section, Salary and Wage Section, Injury Compensation Section and Retirement Section.

3. The Position Classification Section is responsible for recommending and administering the classification plan. The specific functions are to:

(1) Investigate the duties and responsibilities of positions in the regular service.

(2) Prepare class specifications which describe the duties and responsibilities of the various classes of positions.

(3) Prepare a position classification plan for presentation to the Diet by the Commission.

(4) Install the plan and allocate to their proper classes the positions in the service.

(5) Recommend necessary changes in the classification plan and the class specifications.

(6) Conduct classification surveys as required.

(7) Maintain current information on the organizational Structure of the National Government and participate in organizational studies in cooperation with other government agencies.

(8) Review and act on requests of the government agencies to

allocate and reallocate positions and advise agencies regarding position allocations.

(9) Conduct audits of the operation of the agency personnel programs in cooperation with other divisions and sections of the Commission.

4. The Salary and Wage Section is responsible for recommending and administering the pay plan. The specific functions are to:

(1) Investigate and determine the proper salary or Wage scales for the various classes of positions.

(2) Investigate and determine the proper rates for employee allowances.

(3) Prepare a pay plan which establishes pay on the basis of duties and responsibilities.

(4) Recommend rules for the administration of the entire pay plan.

(5) Recomend standards for hours of work, leaves and attendance, timekeeping and payrobl procedures and payroll audits and administer the enforcement program for these standards.

(6) Continuously study salaries and wages and allowances for the purpose of recommending necessary changes in the pay plan.

5. The Injury Compensation Section is responsible for devising and administering the plan for compensating employees for infuries received or diseases contracted in line of duty or for compensating their dependents in the event of the employee's death in line of duty. The specific functions are to:

(1) Investigate the problem and recommend andinjury compensatio

compensation program for presentation to the

compensation program for presentation to the Diet by the Commission.

(2) Establish a system for the proper administration of the injury compensation program.

(3) Review injury and death claims and make awards according to schedules provided by law.

(4) Hear appeals from rejected claims and render decisions thereon.

(5) In cooperation with the Safety Section promote safety programs and safety education.

(6) Recommend necessary changes in the injury compensation law and rules.

(7) Keep statistics on matters which are an integral part of the program.

6. The Retirement Section is responsible for devising and administrering a comprehensive retirement plan for employees of the National Government. The specific functions are to:

(1) Investigate the problem and recommend a comprehensive, unified retirement program for presentation to the Diet by the Commission.

(2) Establish a system for the proper administration of the retirement program.

(3) Review retirement claims and make awards according to schedules provided by law.

(4) Hear appeals from rejected claims and render decisions thereon.

(5) Recommend necessary changes in the retirement law and

rules.

(6) Keep statisticsson matters which are an integral part of the program.

(Efficiency Division)

Article 5. The Efficiency Division is responsible for those activities which are concerned directly with protecting and improving the efficiency of employees.

2. The Efficiency Division shall have the Training Section, Safety Section, Health Section, Welfare Section, Recreation Section, Employee Evaluation Section and Employee Utilization Section.

3. The Training Section is responsible for Developing, planning and coordinating training programs in the government service. The sepecific functions are to:

(1) Constantly determine training needs in the regular service.

(2) Work with government agencies in promoting, formulating, installing, conducting and evaluating training programs to meet the individual needs of the various agencies.

(3) Work with the other divisions and sections in promoting, formulating, installing, conducting and evaluating training programs for the staff of the Commission,

(4) Conduct training research and develop text materials, training aids, course outlines, bibliographies and specialized training techniques.

(5) Promote educational programs in the schools and colleges to provide properly trained personnel to meet the needs of the government service.

4. The Safety Section is responsible for the conduct of

safety programs throughout the government service. The specific functions are to:

(1) Determine the needs for specific safety programs.

(2) Develop safety standards and work with the government agencies to promote, install, guide and evaluate safety programs.

(3) Develop and administer accident reporting systems in cooperation with the government agencies and the Injury Compensation and Statistics and Report Sections.

5. The Health Section is responsible for establishing and carrying out programs for satting and enforcing health standards for employment and promoting general health protection and improvement programs for employees. The specific functions are to:

(1) In cooperation with the Recruitment Division establish and enforce physical standards for entry ihto the service.

(2) Perform on the job medical service for the Commission staff and administer health examinations.

(3) Work with the government agencies in developing and installing programs for protecting and improving employee health through proper working conditions and environment.

(4) Work with government agencies and employee groups in developing and in installing programs of health and medical service insurance and related froms of protection.

(5) Develop, promote and install general health education programs in the government service.

6. The Welfare Section is responsible for administering those programs which within all practicable means will protect and improve the economic and personal welfare of employees. The specific functions are to:

(1) Promote and install within the Commission and the government agencies employee personal guidance and consultation service for the purpose of giving requested advice and assistance on individual personal problems, economic and otherwise.

(2) Appraise the state of employee morale and in conjunction with the other divisions and sections develop such programs as will continue the development of employee morale to a high state.

(3) Promote the establishment of mutual associations of employees for welfare purposes such as credit unions, life insurance associations and employee restaurants.

7. The Recreation Section is responsible for administering the programs relating to employee recreation as an aid to improving employee morale. The specific functions are to:

(1) Promote and encourage employee recreation programs within the government agencies.

(2) Evaluate the needs for recreational facilities and give advice and assistance in the procurement of reasonably adequate facilities.

(3) Develop proper recreation plans and programs and give assistance to government agencies and employee groups in their installation.

8. The Employee Evaluation Section is responsible for administering programs for the evaluation of employee performance as a necessary adjunct to improving employee performance and job satisfaction. The specific functions are to:

(1) Consult and cooperate with the government agencies in devising standard practical methods of appraising employee performance including probationary performance throughout the government service.

(2) Give advice and direction and set standards for the proper operation of such programs.

(3) Recommend standards to be applied in correcting inadequate performance and rewarding superior performance.

(4) Investigate situations where both inadequate or superior group or individual performance is reported to determine the basic reasons therefor; and to utilize the information gained in making appopriate recommendations to the divisions and sections of the Commission or the other agencies of the government.

(5) Control administration of system of employee evaluation.

(6) Plan and encourage employee utilization, work simplification and employee suggestion programs.

(7) Perform inspections of the personnel programs of government agencies as directed.

9. The Employee Utilization Section is responsible for the development of programs leading to the most effective utilization of employees' skills, knowledges and abilities. The specific functions are to:

(1) Devise and install effective placement programs in the government agencies.

(2) Enlist the assistance of the staff of the Recruitment and Efficiency Divisions and the Classification Section in particular, and other staffs as needed, in the improvement of personnel techniques and activities leading to better employee utilization.

(3) Develop, install and guide effective employee transfor programs and programs for utilization of employees laid off.

(4) Recommend for consideration of the Commission sound promotion policies to promote effective employee utilization.

(5) Give advice and guidance to the government agencies on matters relating to employee utilization.

(Equity Division)

Article 6. The Equity Division is responsible for the fair, equitable and impartial handling of requests for information, petitions, grievances and formal appeals against adverse actions presented by employees and employee groups.

2. The Equity Division shall have the Appeals and Hearing Section and Employee Relations Section.

3. The Appeals and Hearings Section is responsible for formally hearing or otherwise evaluating appeals from alleged

adverse actions against employees and making recommendations thereon to the Commission. The specific functions are to:

(1) Receive requests for investigation, hearing and recommendation on employee appeals from adverse action.

(2) Formally hear and evaluate such appeals.

(3) Make recommendations for equitable decisions to be rendered by the Commission on such cases.

(4) Maintain records of proceedings on cases and records of decisions and enforcement measures.

4. The Employee Relations Section is the central clearing house for employee and ministerial requests for information, employee grievances, petitions and appeals from adverse actions. The specific functions are to:

(1) Furnish to all interested persons full information regarding the rights, duties and privileges of employees and the laws and rules pertaining thereto.

(2) Receive from employees individually or collectively through their representatives appeals, compaints, views, wishes or expressions of dissatisfaction; to afford full opportunity for the discussion of such matters, and the presentation of evidence thereon; and to facilitate prompt and equitable decision.

(3) Refer to the Appeals and Hearings Section those

matters which are subject to formal appeal and which cannot be adjusted without recourse to such procedure.

(4) Furnish to the Commission and the various divisions full information regarding the activities of this section to serve as the basis for corrective administrative measures and necessary amendments to the law and rules.

(5) Develop affirmative programs to establish sound employee-management relations and sound grievance procedures; advise the agencies of the government on such programs and direct their installation.

(Investigation Division)

Article 7. The Investigation Division is the fact finding group for the Commission and is responsible for performing all field investigations other than the technical investigations which are an integral part of the other operating programs.

2. The Investigation Division may be subdivided into sections as the need arises in accordance with the determination of the Commission. The specific functions are to:

(Public Information Division)

Article 8. The Public Information Division is responsible for the dissemination of information concerning the National Public Service Law, the work of the Commission and the law and rules under which it operates.

2. The Public Information Division may be subdivided into sections as the need arises in accordance with the determination of the Commission. The specific functions are to:

(1) Develop public information media and furnish to newspapers, magazines, the radio and other interested agencies information concerning the activities of the Commission.

(2) Review and edit public information releases prepared by the various divisions and sections and outside organizations.

(3) Cooperate with the Recruitment Division in the effective dissemination of examination publicity.

(4) Prepare information booklets, radio scripts, speeches and other public information material.

(5) Answer correspondence and inquiries requesting general information concerning the National Public Service Law and the activities of the Commission.

(6) Supervise the public information counters of the Commission.

(7) Have charge of the collection and assembling of materials for the publication of the Commission's annual report.

(Law Division)

Article 9. The Law Division is responsible for giving legal advice, consultation and interpretation to the Commission

and its staff.

2. The Law Division may be subdivided into sections as the need arises in accordance with the determination of the Commission. The specific functions are to:

(1) Advise the Commission, the staff and other government agencies on legal problems relating to the National Public Service Law, other pertinent laws and the rules of the National Personnel Commission.

(2) Draft proposed amendments to the law and rules based on subject content furnished by the various divisions and sections.

(3) Review those documents and directives of the Commission which require legal interpretation.

(4) Cooperate with the Attorney General's Office in handling litigation to which the Commission is party.

(Administration Division)

Article 10. The Administration Division is responsible for the internal business management, house keeping, and office service functions of the Commission.

2. The administration Division shall have the Organization and Planning Section, Budget and Finance Section, Personnel Section, Office Service Section, Statistics and Reports Section and Library Section.

3. The Organization and planning Section is responsible for planning the organization, the staffing and the procedural operations of the Commission. The specific functions are to:

(1) Develo plans for the organizational structure. functions and procedures of the Commission and conduct constant surveys on these matters to the end of

improving the service and operations of the agency.

(2) Assist in the development of and approve all procedures and forms devised for the agency; establish standards for equipment and supplies.

(3) Maintain control of all forms used.

(4) Conduct audits and surveys of the operational programs of the Commission and the procedures of the agency personnel office to bring about improvement therein.

(5) Develop manuals of law and rules, procedures and forms for use by the Commission and the other agencies of government.

(6) Develop work load measurement programs for determining budget requirements and bringing about proper work load distribution.

4. The Budget and Finance Section is responsible for planning and controlling the financial program of the Commission. The specific functions are to:

(1) Prepare and administer the annual budget of the Commission.

(2) Secure from the divisions and sections adequate supporting data, work loads and other exhibits for the preparation of budget estimates.

(3) Advise with the divisions and regional offices on specific fund allotments for their operations,

(4) Prepare accounts registors and submit accounting reports.

(5) Establish subsidiary accounting fund controls to be kept by the divisions and regional offices as

necessary to maintain adequate financial control.

(6) Prepare the payrolls of the Commission.

(7) Keep accounting records on specific unit costs of operation.

(8) Review and approve purchases and contracts for budgetary control.

(9) Make disbursements and prepare and draw cheques.

5. The Personnel Section is responsible for the personnel program covering the staff of the Commission. The specific functions are to:

(1) To plan and administer the personnel program of the Commission central and regional offices.

(2) Process all appointments, separations and other personnel transations relating to the Commission staff.

(3) Keep all staff personnel records.

(4) Administer in accordance with the standards established by the appropriate sections the employee relations, safety, health, welfare and employee evaluation programs.

(5) Represent the Commission (as an agency representative) on the National Personnel Council.

6. The Office Service Section is responsible for the housekeeping and general office service junctions for the Commission. The specific functions are to:

(1) Operate the office buildings; provide adequate custodial, guard and telephone services; and keep the premises in good repair.

special statistical reports as needed.

8. The Library Section is responsible for the custody of the collection of books and other publications for the use of the staff of the Commission to unable it properly to perform its work. The specific functions are to:

(1) Maintain a specialized collection of books, pamphets, documents, periodicals are articles on all subjects relating to the work of the Commission,

(2) Maintain a central catalog for the Library and control the issuance of library material.

(3) Keep abreast of publications in the fields relating to the work of the Commission and place orders for useful publications.

(4) Perform references and research work, compilation of bibliographies and related services as requested.

(5) Maintain liaison with the Diet Library and other government agency libraries to develop the widest possible use of government library facilities.

(Positions in the Commission's Secretariat)

Article 11. The Commission's Secretariat shall have the Executive Director and one or more deputies to assist him.

2. Each division shall have a Chief of Division and each section shall have a Chief of Section and such other positions as deemed necessary. The Commission may install a Deputy Chief of Division in a division as required.

3. The Secretarial Office shall have such positions as deemed necessary.

(2) Control and allocate space in the buildings and offices occupied by the Commission in accordance with sound principles of office lay-out and space utilization.

(3) Receive, control and dispatch all correspondence, documents and other communications of the Commission through a central mail and messenger service.

(4) Operate central office services such as central files, staenographic and typing pools, duplicating services and supply rooms.

(5) Review and pass on requests for and supervise the procurement, distribution and inventory control of office supplies, printing, furniture and fixtures, mannuals and publications.

7. The Statistics and Reports Section is responsible for gathering, compiling, analyzing and interpreting statistics relating to National Government employment and to the activities of the Commission. The specific functions are to:

(1) Plan and administer a program for the tabulation, collection, compilation, analysis and interpretation of all statistics relating to National Government employment and the operations of the Commission.

(2) Prepare useful regular staiatical reports and charts on the above matters for use of all inerested persons and agencies.

(3) Coordinate technical statistical research work within the divisions and sections of the Commission.

(4) Prepare informative statistical summaries and charts for the annual report of the Commission and prepare

Supplementary Provision

The Regulation governing the Sectioanl Organization of the Temporary National Personnel Commission's Secretariat (Tatsu No. 2 of 1948) and the Regulation concerning the Extension of Validity of t the Regulation governing the Sectional Organization of the Temporary National Personnel Commission's Secretariat (Tatsu No. 2 of 1948) shall be abolished.

CIVIL SERVICE DIVISION
Government Section

31 August 1948

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

SUBJECT : Rules and Regulations of the N.P.A.

1. Mrs. Kikue Yamakawa suggested that when the rules and regulations of the National Personnel Authority are made, it would be of an inestimable value to have a woman included on its drafting committee so that adequate consideration will be given to female employees of the government.

2. Miss Nizuma is to call at this office at the earliest possible date with a list of names of persons whom Mrs. Yamakawa thinks would be capable of this job.

G. I. Suzuki
GILBERT SUZUKI

GS:mvb

Mr Bell
A competent woman should review rules to avoid any problems involved in application to female employees
9/1/48

NPA. organization
file
NPC

CIVIL SERVICE DIVISION
GOVERNMENT SECTION

30 August 1948

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

SUBJECT : Establishing the NPA Organization

1. I conveyed to the NPA your request that the NPA adopt a regulation establishing immediately the entire structure of the organization. I told them that this was to be done under the authority of SCAP's letter which made a specific point of the independent status of NPA. The Commissioners stated their willingness to do this but they believed that the legality of such an action would have to be supported by a Cabinet order issued under the Potsdam declaration. They were particularly fearful that in view of the current fears as to the powers of the NPA any other course would be most damaging politically. The Commission suggested that perhaps a memorandum from you to the Cabinet would bring forth an appropriate order permitting them to comply with the suggested plan.

2. Pending clearance on this point the Equity Section or Bureau has no official status and in view of the importance of formalizing its existence I would recommend that you permit its establishment as a section unless immediate action is to be forthcoming to establish the entire organization at once.

JAMES R. BELL
Chief, Organization Branch

JRB:rr

This matter is now clarified by your memorandum to NPA of this morning. We proceed as you have indicated.

8/30

NPA organization

HPC

CIVIL SERVICE DIVISION
Government Section

24 August 1948

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

SUBJECT : Organization NPA

1. It would be helpful, if at an appropriate time, you would stress to the commissioners the fact that NPA organization is to be in conformity with the organizational chart which you have approved and which is in their hands. I have repeatedly stressed this point and the fact that in time there will be ample opportunity to reconsider if the circumstances warrant; however, I find that Mr. Yamashita persists in proposing changes in the chart. For example, he is so concerned about the matter of temporary appointments that he believes there should be a section, the sole function which would be to deal with temporary appointments.

JAMES R. BELL
Chief, Organization Branch

JRB:vr

Files
III .11.(staffing)

CIVIL SERVICE DIVISION
Government Section

19 August 1948

MEMORANDUM FOR: Mr. J. B. Bettis, Compensation Specialist

SUBJECT : Potential Staff for NPA

The following are summary statements of three persons who may be considered for transfer to the staff of NPA. In the near future and not later than 15 September, will you please evaluate in writing their knowledge and experience in their respective fields, their ability to organize, plan and direct programs and staff, their personality and ability to meet and deal with officials and the public.

SAKAI Toshihiko

1934 Graduated from Law Department of Tokyo Imperial University

1948 Chief of First Section of Allowance Bureau of Finance Ministry

KEITOKU Shoi

1916 Graduated from Kitakata Primary School

1923 Third Class Secretary of Finance Ministry

1947 Chief of Fourth Section of Allowance Bureau

HASUMI Taichi

1931 Graduated from Yokohama Industrial College

1946 Second Class Technician of Transportation Ministry

1946 - 1948 Member of Central Executive Committee, Government Railway Labour Union, and served as Chief of Compensation Division thereof.

MacDONALD SALTER
Chief, Classification &
Compensation Branch

Temporary National Personnel Commission

August 18, 1948

To:

Mr. Blaine Hoover,

Chief of Civil Service Division,

Government Section, GHQ, SCAP

For the purpose of establishing Law Section and Equity Section in this Commission's Secretariat, we desire to revise the Regulation governing the Sectional Organization of the Secretariat as proposed in the Annex A (original regulation also enclosed for reference) and to effect the appointment of the section chiefs of these newly created Sections as proposed in the Annex B. Approval of your GHQ is hereby requested.

Kiyoshi Asai

Asai Kiyoshi

Chairman

Yamashita Okdi e

Commissioner

Uyeno Yoichi

Uyeno Yoichi

Commissioner

Hawaii branch - Welfare Section -
Statistics & Reports Section
Library Section -
Stand by set up at once.

Partial Amendment of the Regulation governing the Sectional Organization of the Temporary National Personnel Commission's Secretariat

A part of the Regulation governing the Sectional Organization of the Temporary National Personnel Commission's Secretariat shall be amended as follows and enforced as from August , 1948.

In Article 1, "The Planning and Organization Section" shall read "Legal Section, Planning and Organization Section", and "and Training Section" shall read "Training Section and Equity Section".

Article 2. The Legal Section shall administer the following affairs:-

1. Research and interpretation in the administration of the pertinent laws and rules.

2. Drafting and reviews of pertinent laws and rules.

3. Handling of litigation to which the Temporary National Personnel Commission is a party.

Article 3. The Planning and Organization Section shall administer the following affairs:-

1. The organization structure, functions and procedures of the Secretariat.

2. Forms for office use and types of office apparatuses and appliances.

3. Development of laws and rules, procedures and form manuals.

4. Coordination and integration of affairs within the Secretariat.

In Article 3, the following one item shall be added and the same Article shall read Article 4.

2. Affairs concerning the welfare of the staff and employees of the Secretariat.

Article 4 shall read Article 5.

In Item 2 of Article 5, "Receipt and despatch" shall read "receipt, despatch and custody," and the following two items shall be added and the same Article shall read Article 6.

6. Publication in the Official Gazette.

7. Translating and interpreting work.

Item 2 of Article 6 shall be deleted and the same Article shall read Article 7.

Article 7 shall read Article 8, Article 8 shall read Article 9 and Article 9 shall read Article 10, and the following Article shall be added:-

Article 11. The Equity Section shall administer the following affairs:-

1. Receipt of employee application for complaints, views, wishes or expressions of dissatisfaction relating to his working conditions or of appeals against adverse action, and evidence thereon, and taking of appropriate action on the case.

The Regulation governing the Sectional Division of the Temporary National Personnel Commission's Secretariat is hereby fixed as follows and enfoced from May 24, 1948.

The Regulation governing the Sectional Division of the Temporary National Personnel Commission's Secretariat:

Article 1. The Temporary National Personnel Commission's Secretariat shall have the Planning and Organization Section, Personnel Section, Budget and Finance Section, Office Service Section, Public Information Section, Classification Section, Recruitment Section and Training Section.

Article 2. The Planning and Organization Section shall administer the following affairs:-

1. Planning of fundamental programs for the public service system.
2. Drafting of laws and regulations.
3. Organization structure of the Secretariat.
4. Coordination and integration of affairs within the Secretariat.
5. Translating and interpreting work.

Article 3. The Personnel Section shall administer the following affairs:-

1. Affairs of personnel pertaining to the staff and employees of the Secretariat.

Article 4. The Budget and Finance Section shall administer the following affairs:-

1. Budget estimates, the settlement of accounts and accounting.

Article 5. The Office Service Section shall administer the following affairs:-

1. Custody of official seals.

2. Receipt and despatch of correspondence.

3. Procurement and custody of office supplies and articles for official use.

4. Safety and maintenance -in-repair of the office premises.

5. Custody of books and publications.

Article 6. The Public Information Section shall administer the following affairs:-

1. Enlightebment and publicity.

2. Publication in the Official Gazette.

Article 7. The Classification Section shall administer the following affairs:-

1. Research, drafting and enforcement of a classification plan.

Article 8. The Recruitment Section shall administer the following affairs:-

1. Recruitment of national public service personnel.

Article 9. The Training Section shall administer the following affairs:-

1. Training of national public service personnel.

Supplementary Provision

The present Regulation shall bomome null and void on and after July 1, 1948.

Nat: See at-ls Regulation which superseded This regulation.

ANNEX B

Chief of the Law Section	OKABE Shiro
Chief of the Planning and Organization Section (Acting)	SATO Tomoo
Chief of the Equity Section	HABU Kenichi
Chief of the Personnel Section (Acting)	HOSONO Teiji

The extension of the validity ofthe Regulation governing the Sectional Organization of the Temporary National Personnel Commission's Secretariat has been fixed as follows and enforced from July 1, 1948.

Extension of Validity of Regulation governing the Sectional Organization of the Temporary National Personnel Commission's Secretariat

The Regulation governing the Sectional Organization of the Temporary National Personnel Commission's Secretariat shall remain in force for the time being on and after July 1, 1948.

Org + NPA Planning

CIVIL SERVICE DIVISION
GOVERNMENT SECTION

16 August 1948

MEMORANDUM FOR: Mr. BlaineHoover

SUBJECT: Instructions for N.P.A.

1. I requested Mr. Sato to bring about immediately a reorganization of the Organization and Planning Section, As you know, this section is headed by Mr. Okabe. It has been practically inoperative for several reasons. First because Mr. Okabe is not qualified ~~with~~ for this type of work and second because he has devoted a great deal of time during the past few months to legal matters. It will be necessary that we accept rank inexperience in this section but in the main it is questionable whether there are very many persons in the entire Japanese Government who can carry on this work according to our concepts.

I instructed Mr. Sato to separate the legal function from the organization and planning function and told him that Mr. Okabe might continue legal work but should not be in any way given the impression that he will head the Law Bureau.

2. I gave the commissioners a rather lengthy treatment on the subject of dealing with employees and employee representatives with courtesy, understanding and helpfulness. They were instructed to conduct staff meetings on this matter and to re-emphasize it frequently in order to establish it as a firm policy of N.P.A.

James R. Bell
Chief, Organization Branch

JRB:e

13 August 1948

ORGANIZATION AND FUNCTIONS OF THE NATIONAL PERSONNEL AUTHORITY

THE AUTHORITY

The Authority consists of the three Commissioners one of whom acts as president of the Authority. This is the policy-making body and administers the National Public Service Law, subject to review only as provided by law. The Authority delegates the day-to-day administration and the technical phases of its operations to the Director-General who in turn redelegates this work to the staff. The Authority also acts as provided by law in reviewing the personnel actions taken by appointing officers and by the staff of the Authority. The principal activities of the Authority are to:

1. Adopt, amend and repeal rules to implement the law in establishing basic standards for personnel administration in the National Public Service.

2. Insure the enforcement of the law and rules and the attainment of the objectives of the law by the proper administration of all affairs within the jurisdiction of the Authority.

3. Recommend to the Diet a position classification plan and amendments thereto, for all positions in the regular service.

4. Recommend to the Diet a compensation plan and amendments thereto, so that all employees of the National Public Service will be remunerated in accordance with their duties and responsibilities and on the basis of equal pay for equal work.

5. Submit recommendations to the Cabinet concerning enactment, amendment or abrogation of laws and orders affecting personnel administration.

6. Make an annual report to the Cabinet.

7. Approve suspensions from duty and review disciplinary and other disadvantageous actions or decisions against employees.

8. Direct the establishment of, and provide the broad policy for carrying out the following programs:

   a. Providing full information to the public, employees and the agencies of government regarding the National Public Service Law and the rules, activities and operations of the National Personnel Authority.

   b. The proper administration of the internal fiscal and business affairs of the Authority including provisions for adequate legal advice and consultation.

c. A system of uniform records, reports and procedures for personnel administration throughout the regular service.

d. The establishment of personnel offices in the ministries and other agencies of the government as needed and the establishment of standards for the proper operation of such offices.

e. Qualification standards for employment in the National Public Service.

f. Examinations to test the fitness of individuals for such employment.

g. Certification of qualified eligibles for employment.

h. Investigations relative to the suitability of applicants for employment and investigations relative to the operation and enforcement of the National Public Service Law and the rules of the Authority.

i. The application and enforcement of the classification and compensation plans and the periodic review of payrolls to determine that compensation has been paid in accordance with law and rules.

j. The improvement and protection of employee efficiency through training, evaluation of work performance and adequate measures relating to employee health, safety, welfare and recreation.

k. Effective procedures for giving advice and consultation to employees and handling with fairness and impartiality grievances, petitions and appeals of employees and employee groups on matters relating to their employment.

l. Enforcement of standards of discipline and the standards for the conduct of employees in such matters as political activity and illegal employment.

m. Compensation for injury and death incurred in line of duty and adequate retirement compensation for employees.

THE OFFICE OF THE DIRECTOR GENERAL

The executive officer of the Authority is the Director General. He is responsible to the Authority for the actual day-to-day administration of the National Public Service Law within the policies and rules prescribed by the Authority. He may have one or more deputies to assist him. This is the office for planning, directing, coordinating and controlling the technical and administrative work of the bureaus and regional offices. The Director General and his deputies as designated are responsible for:

1. Establishing and directing the programs of personnel administration required by law and the rules and policies of the Authority.

2. Reviewing and making recommendations on matters prepared by the staff for consideration by the Authority.

3. Interpretation and implementation of the policy of the Authority.

4. Planning, directing and controlling through the proper bureau chiefs the operations of the staff.

5. Planning, directing and controlling the operations of the Regional Offices through the chiefs of those offices.

6. Issuing instructions to agencies of the National Government on standard personnel procedures.

7. Advising with agency heads on personnel policies and practices within their respective jurisdictions.

8. Advising and giving assistance as required to the heads of local governments interested in installation and operation of personnel programs based on merit principles in their respective governments.

9. Interpreting laws, rules and regulations and preparing recommended amendments, additions or abrogations thereof for consideration by the Authority.

10. Acting as the Chairman of the National Personnel Council.

11. Appearing before the Diet and such other public and private bodies as the Authority may direct.

12. Periodically reviewing and as necessary revising the assignment of functions internal to the Authority.

In the offices of the Director General is a small staff to provide secretarial service for the Commissioners and the Director General. The principal functions performed are:

1. Carrying out special assignments at the direction of the Commissioners or the Director General.

2. Reviewing and controlling documents and correspondence.

3. Preparation of agenda and minutes of Authority meetings.

4. Preparation of agenda and minutes of the National Personnel Council and acting as Secretariat for the Council.

5. Custody of Official Seal.

6. General secretarial work for the Commissioners and the Office of the Director General.

NATIONAL PERSONNEL COUNCIL

The Council is an inter-agency committee consisting of the Personnel Directors of all the principal agencies of the National Government, and through which there is a constant exchange of experiences and clearance of information on personnel administration. Its principal activities are to:

1. Improve personnel administration through common understanding and effort.

2. Advise and make recommendations to the Authority on matters which will contribute to greater efficiency in governmental operations.

3. Constantly develop improved and uniform standards and practices in personnel matters to meet the needs of the service.

4. Act as a clearing house on information about personnel policies, practices and procedures.

5. Study and analyze and make recommendations on problems of personnel administration common to several agencies.

BUREAU OF RECRUITMENT

This bureau is responsible for all of the activities relating to the filling of positions in the regular service. The sections of the bureau are charged individually with performing the various functions necessary to carry out this program. The sections are:

Planning and Control Section. This section plans, coordinates and controls recruitment program based on the needs of the service. The specific functions are to:

1. Determine personnel needs through liaison with operating agencies, analysis of employment and turnover statistics and the labor market, review of eligible registers and like methods.

2. Plan the recruitment program to meet these needs.

3. Arrange, in cooperation with the Bureau of Public Information for adequate examination publicity and special recruitment program as needed

4. Make physical and other necessary arrangements for giving all kinds of examinations.

5. Maintain the eligible registers and act on requests for authority to employ by certifying names of eligibles or by other appropriate means.

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

1. Determine and prescribe the qualifications necessary for satisfactory performance of the duties of the various classes of positions.

2. Review and pass on all applications for examination, or promotion where examination may not be required.

3. Prepare all examination materials and devise appropriate tests of fitness to determine qualifications for employment.

4. Be responsible for the printing or otherwise reproducing examination materials.

5. Score examinations and perform the statistical operations which are an integral part of the examination program.

6. Prepare eligible lists of persons who have qualified for employment.

7. Review and pass on all requests for temporary employment and establish and maintain controls on temporary employment.

8. Arrange for and control use of special examiners.

Transactions Section. This section acts on and controls the documents relating to employment. The specific functions are to:

1. Receive, review and act on, in accordance with established procedures, the various documents relating to employment such as: appointments, transfers, reinstatements, separations, oaths, and probationary reports.

2. Review layoff actions for compliance with law and rules and prepare layoff eligible lists for filing with the Planning and Control Section.

3. Keep up-to-date lists of appointing officers.

4. Tabulate such employment statistics as are an integral part of and can be kept by the transactions operation and submit them to the Statistics and Reports Section.

BUREAU OF COMPENSATION

This bureau is responsible for the administration and operations of all programs relating to the compensation of employees. The sections of the bureau are charged individually with performing the various functions necessary to carry out this responsibility. The sections are:

Position Classification Section. This section recommends and administers the classification plan. The specific functions are to:

1. Investigate the duties and responsibilities of positions in the regular service.

2. Prepare class specifications which describe the duties and responsibilities of the various classes of positions.

3. Prepare a position classification plan for presentation to the Diet by the Authority.

4. Install the plan and allocate to their proper classes the positions in the service.

5. Recommend necessary changes in the classification plan and the class specifications.

6. Conduct classification surveys as required.

7. Maintain current information on the organizational structure of the National Government and participate in organizational studies in cooperation with other government agencies.

8. Review and act on requests of the government agencies to allocate and reallocate positions and advise agencies regarding position allocations.

9. Conduct audits of the operations of the agency personnel programs in cooperation with other sections of the National Personnel Authority.

Salary and Wage Section. This section recommends and administers the pay plan. The specific functions are to:

1. Investigate and determine the proper salary or wage scales for the various classes of positions.

2. Investiage and determine the proper rates for employee allowances.

3. Prepare for presentation to the Diet by the Authority a pay plan which establishes pay on the basis of duties and responsibilities and establishes scales for employee allowances.

4. Recommend rules for the administration of the entire pay plan.

5. Recommend standards for hours of work, leaves and attendance, timekeeping and payroll procedures and payroll audits and administer the enforcement program for these standards.

6. Continuously study salaries and wages and allowances for the purpose of recommending necessary changes in the pay plan.

Injury Compensation Section. This section has the responsibility for devising and administering the plan for compensating employees for injuries received or diseases contracted in line of duty or for compensating their dependents in the event of the employee's death in line of duty. The specific functions are to:

1. Investigate the problem and recommend an injury compensation program for presentation to the Diet by the Authority.

2. Establish a system for the proper administration of the injury compensation program.

3. Review injury and death claims and make awards according to schedules provided by law.

4. Hear appeals from rejected claims and render decisions thereon.

5. In cooperation with the Safety Section provide safety programs and safety education.

6. Recommend necessary changes in the injury compensation law and rules.

7. Keep statistics on matters which are an integral part of the program.

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

1. Investigate the problem and recommend a comprehensive, unified retirement program for presentation to the Diet by the Authority.

2. Establish a system for the proper administration of the retirement program.

3. Review retirement claims and make awards according to schedules provided by law.

4. Hear appeals from rejected claims and render decisions thereon.

5. Recommend necessary changes in the retirement law and rules.

6. Keep statistics on matters which are an integral part of the program.

BUREAU OF EFFICIENCY

This bureau is responsible for those activities which are concerned directly with protecting and improving the efficiency of employees. The sections of the bureau are charged individually with performing the various functions necessary to carry out this program. The sections are:

Training Section. This section develops, plans and coordinates training programs in the government service. The specific functions are to:

1. Constantly determine training needs in the regular service.

2. Work with government agencies in promoting, formulating, installing, conducting and evaluating training programs to meet the individual needs of the various agencies.

3. Work with the bureaus and sections in promoting, formulating, installing, conducting and evaluating training programs for the staff of the Authority.

4. Conduct training research and develop text materials, training aids, course outlines, bibliographies and specialized training techniques.

5. Promote educational programs in the schools and colleges to provide properly trained personnel to meet the needs of the government service.

Safety Section. This section is responsible for the conduct of safety programs throughout the government service. The specific functions are to:

1. Determine the needs for specific safety programs.

2. Develop safety standards and work with the government agencies to promote, install, guide and evaluate safety programs.

3. Develop and administer accident reporting systems in cooperation with the government agencies and the Injury Compensation and Statistics and Reports Sections.

Health Section. This section is responsible for establishing and carrying out programs for setting and enforcing health standards for employment and promoting general health protection and improvement programs for employees. The specific functions are to:

1. In cooperation with the Bureau of Recruitment establish and enforce physical standards for entry into the service.

2. Perform on the job medical service for the Authority's staff and administer health examinations.

3. Work with the government agencies in developing and installing programs for protecting and improving employee health through proper working conditions and environment.

4. Work with government agencies and employee groups in developing and in installing programs of health and medical service insurance and related forms of protection.

5. Develop, promote and install general health education programs in the government service.

Welfare Section. This section is responsible for administering those programs which within all practicable means will protect and improve the economic and personal welfare of employees. The specific functions are to:

1. Promote and install within the Authority and the government agencies employee personal guidance and consultation services for the purpose of giving requested advice and assistance on individual personal problems, economic and otherwise.

2. Appraise the state of employee morale and in conjunction with the bureaus and sections of the Authority develop such programs as will continue the development of employee morale to a high state.

3. Promote the establishment of mutual associations of employees for welfare purposes such as credit unions, life insurance associations and employee restaurants.

Recreation Section. This section is responsible for administering the programs relating to employee recreation as an aid to improving employee morale. The specific functions are to:

1. Promote and encourage employee recreation programs within the government agencies.

2. Evaluate the needs for recreational facilities and give advice and assistance in the procurement of reasonably adequate facilities.

3. Develop proper recreation plans and programs and give assistance to government agencies and employee groups in their installation.

Employee Evaluation Section. This section is responsible for administering programs for the evaluation of employee performance as a necessary adjunct to improving employee performance and job satisfaction. The specific functions are to:

1. Consult and cooperate with the government agencies in devising standard practical methods of appraising employee performance including probationary performance throughout the government service.

2. Give advice and direction and set standards for the proper operation of such programs.

3. Recommend standards to be applied in correcting inadequate performance and rewarding superior performance.

4. Investigate situations where both inadequate or superior group or individual performance is reported to determine the basic reasons therefor; and to utilize the information gained in making appropriate recommendations to the bureaus and sections of the Authority or the other agencies of the government.

5. Control administration of system of employee evaluation.

6. Plan and encourage employee utilization, work simplification and employee suggestion programs.

7. Perform inspections of the personnel programs of government agencies as directed.

Employee Utilization Section. This section is responsible for the development of programs leading to the most effective utilization of employees' skills, knowledges and abilities. The specific functions are to:

1. Devise and install effective placement programs in the government agencies.

2. Enlist the assistance of the staffs of the Bureaus of Recruitment and Efficiency and the Classification Section in particular, and other staffs as needed, in the improvement of personnel techniques and activities leading to better employee utilization.

3. Develop, install and guide effective employee transfer programs and programs for utilization of employees laid off.

4. Recommend for consideration of the Authority sound promotion policies to promote effective employee utilization.

5. Give advice and guidance to the government agencies on matters relating to employee utilization.

BUREAU OF EQUITY

This bureau is responsible for the fair, equitable and impartial handling of requests for information, petitions, grievances and formal appeals against adverse actions presented by employees and employee groups. The two sections are charged individually with performing the various functions necessary to carry out this responsibility. The sections are:

Appeals and Hearing Section. This section is responsible for formally hearing or otherwise evaluating appeals from alleged adverse actions against employees and making recommendations thereon to the Authority. The specific functions are to:

1. Receive requests for investigation, hearing and reconsideration on employee appeals from adverse action.

2. Formally hear and evaluate such appeals.

3. Make recommendations for equitable decisions to be rendered by the Authority on such cases.

4. Maintain records of proceedings on cases and records of decisions and enforcement measures.

Employee Relations Section. This section is the central clearing house for employee and departmental requests for information, employee grievances, petitions and appeals from adverse actions. The specific functions are to:

1. Furnish to all interested persons full information regarding the rights, duties and privileges of employees and the laws and rules pertaining thereto.

2. Receive from employees individually or collectively through their representatives appeals, complaints, views, wishes or expressions of dissatisfaction; to afford full opportunity for the discussion of such matters, and the presentation of evidence thereon; and to facilitate prompt and equitable decisions.

3. Refer to the Appeals and Hearings Section those matters which are subject to formal appeal and which cannot be adjusted without recourse to such procedure.

4. Furnish to the Authority and the various bureaus full information regarding the activities of this section to serve as the basis for corrective administrative measures and necessary amendments to the law and rules.

5. Develop affirmative programs to establish sound employee-management relations and sound grievance procedures. Advise the agencies of the government on such programs and direct their installation.

BUREAU OF INVESTIGATIONS

This bureau is the fact finding group for the Authority and performs all field investigations other than the technical investigations which are an integral part of the other operating programs. This bureau may be subdivided into sections as the need arises, but the specific functions of the bureau are to:

1. Determine and report the facts or give evidence on employee complaints, grievances and appeals as requested by the Authority, the Director General or the Bureau of Equity.

2. Investigate and report the facts on alleged violations of the National Public Service Law and the rules of the Authority as requested.

3. Investigate for the Recruitment Bureau and report the facts concerning the qualifications and character of applicants for employment or examination.

4. Maintain confidential files on investigations.

5. Develop procedures for fingerprinting and otherwise for investigating and identifying employees.

BUREAU OF PUBLIC INFORMATION

This bureau is responsible for the dissemination of information concerning the National public service, the work of the Authority and the law and rules under which it operates. This bureau may be subdivided into sections as the need arises, but the specific functions of the bureau are to:

1. Develop public information media and furnish to newspapers, magazines, the radio and other interested agencies information concerning the activities of the Authority.

2. Review and edit public information releases prepared by the various bureaus and sections and outside organizations.

3. Cooperate with the Recruitment Bureau in the effective dissemination of examination publicity.

4. Prepare information booklets, radio scripts, speeches and other public information material.

5. Answer correspondence and inquiries requesting general information concerning the National public service and the activities of the Authority.

6. Supervise the public information counters of the Authority.

7. Have charge of the collection and assembling of materials for the publication of the Authority's annual report.

BUREAU OF LAW

This bureau is responsible for giving legal advice, consultation and interpretation to the Authority and its staff. This bureau may be subdivided into sections as the need arises, but the specific functions of the bureau are to:

1. Advise the Authority, the staff and other government agencies on legal problems relating to the National Public Service Law, other pertinent laws and the rules of the Authority.

2. Draft proposed amendments to the law and rules based on subject content furnished by the various bureaus and sections.

3. Review those documents and directives of the Authority which require legal interpretation.

4. Cooperate with Office of the Attorney General in handling litigation to which the Authority is party.

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BUREAU OF ADMINISTRATION

This bureau is responsible for the internal business management, housekeeping, and office service functions of the Authority. The sections of the bureau are charged individually with performing the various functions necessary to carry out the program. The sections are:

Organization and Planning Section. This section is responsible for planning the organization, the staffing and the procedural operations of the Authority. The specific functions are to:

1. Develop plans for the organizational structure, functions and procedures of the Authority and conduct constant surveys on these matters to the end of improving the service and operations of the agency.

2. Assist in the development of and approve all procedures and forms devised for the agency. Establish standards for equipment and supplies.

3. Maintain control of all forms used.

4. Conduct audits and surveys of the operational programs of the Authority and the procedures of the agency personnel office to bring about improvement therein.

5. Develop manuals of law and rules, procedures and forms for use by the Authority and the other agencies of government.

6. Develop work load measurement programs for determining budget requirements and bringing about proper work load distribution.

Budget and Finance Section. This section is responsible for planning and controlling the financial program of the agency. The specific functions are to:

1. Prepare and administer the annual budget of the Authority.

2. Secure from the bureaus and sections adequate supporting data, work loads and other exhibits for the preparation of budget estimates.

3. Advise with the bureaus and regional offices on specific fund allotments for their operations.

4. Keep detailed accounting reports and records.

5. Establish subsidiary accounting fund controls to be kept by the bureaus and regional offices as necessary to maintain adequate financial control.

6. Prepare the payrolls of the Authority.

7. Keep accounting records on specific unit costs of operation.

8. Review and approve purchases and contracts for budgetary control.

DECLASSIFIED IAW PRSM SEC. 3(E) AND 3(D) OR (E) NNDB # 775012

Personnel Section. This section is responsible for the personnel program covering the staff of the Authority. The specific functions are to:

1. To plan and administer the personnel program of the Authority central and regional offices.

2. Process all appointments, separations and other personnel transactions relating to the Authority staff.

3. Keep all staff personnel records.

4. Administer in accordance with the standards established by the appropriate sections the employee relations, safety, health, welfare and employee evaluation programs.

5. Represent the Authority (as an agency representative) on the National Personnel Council.

Office Services Section. This section is responsible for the housekeeping and general office service functions for the Authority. The specific responsibilities are to:

1. Operate the office buildings; provide adequate custodial, guard and telephone services; and keep the premises in good repair.

2. Control and allocate space in the buildings and offices occupied by the Authority in accordance with sound principles of office layout and space utilization.

3. Receive, control and dispatch all correspondence, documents and other communications of the Authority through a central mail and messenger service.

4. Operate central office services such as central files, stenographic and typing pools, duplicating services and supply rooms.

5. Review and pass on requests for and supervise the procurement, distribution and inventory control of office supplies, printing, furniture and fixtures, manuals and publications.

Statistics and Reports Section. This section is responsible for gathering, compiling, analyzing and interpreting statistics relating to National Government employment and to the activities of the National Personnel Authority. The specific functions are to:

1. Plan and administer a program for the tabulation, collection, compilation, analysis and interpretation of all statistics relating to National Government employment and the operations of the National Personnel Authority.

DECLASSIFIED AUTH: EO 12958 SEC. 3(E) AND 3(D) OR (E) MR# 11-3012

Personnel Section. This section is responsible for the personnel program covering the staff of the Authority. The specific functions are to:

1. To plan and administer the personnel program of the Authority central and regional offices.

2. Process all appointments, separations and other personnel transactions relating to the Authority staff.

3. Keep all staff personnel records.

4. Administer in accordance with the standards established by the appropriate sections the employee relations, safety, health, welfare and employee evaluation programs.

5. Represent the Authority (as an agency representative) on the National Personnel Council.

Office Services Section. This section is responsible for the housekeeping and general office service functions for the Authority. The specific responsibilities are to:

1. Operate the office buildings; provide adequate custodial, guard and telephone services; and keep the premises in good repair.

2. Control and allocate space in the buildings and offices occupied by the Authority in accordance with sound principles of office lay-out and space utilization.

3. Receive, control and dispatch all correspondence, documents and other communications of the Authority through a central mail and messenger service.

4. Operate central office services such as central files, stenographic and typing pools, duplicating services and supply rooms.

5. Review and pass on requests for and supervise the procurement, distribution and inventory control of office supplies, printing, furniture and fixtures, manuals and publications.

Statistics and Reports Section. This section is responsible for gathering, compiling, analyzing and interpreting statistics relating to National Government employment and to the activities of the National Personnel Authority. The specific functions are to:

1. Plan and administer a program for the tabulation, collection, compilation, analysis and interpretation of all statistics relating to National Government employment and the operations of the National Personnel Authority.

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2. Prepare useful regular statistical reports and charts on the above matters for use of all interested persons and agencies.

3. Coordinate technical statistical research work within the bureaus and sections of the Authority to avoid duplication of work.

4. Prepare informative statistical summaries and charts for the annual report of the Authority and prepare special statistical reports as needed.

Library Section. This section is responsible for the custody of the collection of books and other publications for the use of the staff of the Authority to enable it properly to perform its work. The specific functions are to:

1. Maintain a specialized collection of books, pamphlets, documents, periodicals and articles on all subjects relating to the work of the Authority.

2. Maintain a central catalog for the library and control the issuance of library material.

3. Keep abreast of publications in the fields relating to the work of the Authority and place orders for useful publications.

4. Perform references and research work, compilation of bibliographies and related services as requested.

5. Maintain liaison with the Diet Library and other government agency libraries to develop the widest possible use of government library facilities.

REGIONAL OFFICES

These offices represent the Authority and carry out its programs as enumerated above in serving the agencies of government in each region. The staffs of the regional offices are the field representatives for the bureaus whose functions they have been delegated to carry out. The staff of each regional office is directly responsible to the Chief of the Regional Office and each Chief is in turn directly responsible to the Office of the Director General. The operational programs of the various bureaus are communicated to the regional offices by the Office of the Director General which serves as the central administration and coordinating unit for the regional offices. Each bureau, except the Bureau of Law, is represented in the regional offices.

5 August 1948

ORGANIZATION AND FUNCTIONS OF THE NATIONAL PERSONNEL AUTHORITY

THE AUTHORITY

The Authority consists of the three Commissioners one of whom acts as president of the Authority. This is the policy-making body and administers the National Public Service Law, subject to review only as provided by law. The Authority delegates the day-to-day administration and the technical phases of its operations to the Director General who in turn redelegates this work to the staff. The Authority adb acts as provided by law in reviewing the actions taken by appointing officers and by the staff of the Authority. The principal activities of the Authority are to:

1. Adopt, amend and repeal rules to implement the law in establishing basic standards for personnel administration in the National Public Service.

2. Insure the enforcement ofthe law and rules and the attainment of the objectives of the law by the proper administration of all affairs within the jurisdiction of the Authority.

3. Recommend to the Diet a position classification plan and amendments thereto, for all positions in the regular service.

4. Recommend to the Diet a compensation plan and amendments thereto, so that all employees of the National Public Service will be remmerated in accordance with their duties and responsibilities and on the basis of equal pay for equal work.

5. Submit recommendations to the Cabinet concerning enactment, amendment or abrogation of laws and orders affecting personnel administration.

6. Make an annual report to the Cabinet.

7. Approve suspensions from duty and review disciplinary and other disadvantageous actions or decisions against employees.

8. Direct the establishment of, and provide the broad policy for carrying out the following programs:

   a. Providing full information to the public, employees and the agencies of government regarding the National Public Service Law and the rules, activities and operations of the National Personnel Authority.

   b. The proper administration of the internal fiscal and business affairs of the Authority including provisions for adequate legal advice and consultation.

c. A system of uniform records, reports and procedures for personnel administration throughout the regular service.

d. The establishment of personnel offices in the ministries and other agencies of the government as needed and the establishment of standards for the proper operation of such offices.

e. Qualification standards for employment in the National Public Service.

f. Examinations to test the fitness of individuals for such employment.

g. Certification of qualified eligibles for employment.

h. Investigations relative to the suitability of applicants for employment and investigations relative to the operation and enforcement of the National Public Service Law and the rules of the Authority.

i. The application and enforcement of the classification and compensation plans and the review of payrolls to determine that compensation has been paid in accordance with law and rules.

j. The improvement and protection of employee efficiency through training, evaluation of work performance and adequate measures relating to employee health, safety, welfare and recreation.

k. Effective procedures for giving advice and consultation to employees and handling with fairness and impartiality grievances, petitions and appeals of employees and employee groups on matters relating to their employment.

l. Enforcement of standards of discipline and the standards for the conduct of employees in such matters as political activity and illegal employment.

m. Compensation for injury and death incurred in line of duty and adequate retirement compensation for employees.

THE OFFICE OF THE DIRECTOR GENERAL

The executive officer of the Authority is the Director General. He is responsible to the Authority for the actual day-to-day administration of the National Public Service Law within the policies and rules prescribed by the Authority. He may have one or more deputies to assist him. This is the office for planning, directing, coordinating and controlling the technical and administrative work of the bureaus and regional offices. The Director General and his deputies as designated are responsible for:

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1. Establishing and directing the programs of personnel administration required by law and the rules and policies of the Authority.

2. Reviewing and making recommendations on matters prepared by the staff for consideration by the Authority.

3. Interpretation and implementation of the policy of the Authority.

4. Planning, directing and controlling through the proper bureau chiefs the operations of the staff.

5. Planning, directing and controlling the operations of the Regional Offices through the chiefs of those offices.

6. Issuing instructions to agencies of the National Government on standard personnel procedures.

7. Advising with agency heads on personnel policies and practices within their respective jurisdictions.

8. Advising and giving assistance as required to the heads of local governments interested in installation and operation of personnel programs based on merit principles in their respective governments.

9. Interpreting laws, rules and regulations and preparing recommended amendments, additions or abrogations thereof for consideration by the Authority.

10. Acting as the Chairman of the National Personnel Council.

11. Appearing before the Diet and such other public and private bodies as the Authority may direct.

12. Periodically reviewing and as necessary revising the assignment of functions internal to the Authority.

In the office of the Director General is a small staff to provide secretarial service for the Commissioners and the Director General. The principal functions performed are:

1. Carrying out special assignments at the direction of the Commissioners or the Director General.

2. Reviewing and controlling documents and correspondence.

3. Preparation of agenda and minutes of Authority meetings.

4. Preparation of agenda and minutes of the National Personnel Council and acting as Secretariat for the Council.

5. Custody of Official Seal.

6. General secretarial work for the Commissioners and the Office of the Director General.

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NATIONAL PERSONNEL COUNCIL

The Council is an inter-agency committee consisting of the Personnel Directors of all the principal agencies of the National Government, and through which there is a constant exchange of experiences and clearance of information on personnel administration. Its principal activities are to:

1. Improve personnel administration through common understanding and effort.

2. Advise and make recommendations to the Authority on matters which will contribute to greater efficiency in governmental operations.

3. Constantly develop improved and uniform standards and practices in personnel matters to meet the needs of the service.

4. Act as a clearing house on information about personnel policies, practices and procedures.

5. Study and analyze and make recommendations on problems of personnel administration common to several agencies.

BUREAU OF RECRUITMENT

This Bureau is responsible for all of the activities relating to the filling of positions in the regular service. The sections of the bureau are charged individually with performing the various functions necessary to carry out this program. The sections are:

Planning and Control Section. This section plans, coordinates and controls recruitment programs based on the needs of the service. The specific functions are to:

1. Determine recruitment needs through liaison with operating agencies, analysis of employment and turnover statistics and the labor market, review of eligible registers and like methods.

2. Plan the recruitment programs to meet these needs.

3. Arrange, in cooperation with the Bureau of Public Information for adequate examination publicity and special recruitment programs as needed.

4. Make physical and other necessary arrangements for giving all kinds of examinations.

5. Maintain the eligible registers and act on requests for authority to employ by certifying names of eligibles or by other appropriate means.

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

1. Determine and prescribe the qualifications necessary for satisfactory performance of the duties of the various classes of positions.

2. Review and pass on all applications for examination, or promotion where examination may not be required.

3. Prepare all examination materials and devise appropriate tests of fitness to determine qualifications for employment.

4. Be responsible for the printing or otherwise reproducing examination materials.

5. Score examinations and perform the statistical operations which are an integral part of the examination program.

6. Prepare eligible lists of persons who have qualified for employment.

7. Review and pass on all requests for temporary employment and establish and maintain controls on temporary employment.

8. Arrange for and control use of special examiners.

Transactions Section. This section acts on and controls the documents relating to employment. The specific functions are to:

1. Receive, review and act on, in accordance with established procedures, the various documents relating to employment such as: appointments, transfers, reinstatements, separations, oaths and probationary reports.

2. Review layoff actions for compliance with law and rules and prepare layoff eligible lists for filing with the Planning and Control Section.

3. Keep up-to-date lists of appointing officers.

4. Tabulate such employment statistics as are an integral part of the transactions operation and submit them to the Statistics and Reports Section.

BUREAU OF COMPENSATION

This bureau is responsible for the administration and operations of all programs relating to the compensation of employees. The sections of the bureau are charged individually with performing the various functions necessary to carry out this responsibility. The sections are:

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Position Classification Section. This section recommends and administers the classification plan. The specific functions are to:

1. Investigate the duties and responsibilities of positions in the regular service.

2. Prepare class specifications which describe the duties and responsibilities of the various classes of positions.

3. Prepare a position classification plan for presentation to the Diet by the Authority.

4. Install the plan and allocate to their proper classes the positions in the service.

5. Recommend necessary changes in the classification plan and the class specifications.

6. Conduct classification surveys as required.

7. Maintain current information on the organizational structure of the National Government and participate in organizational studies in cooperation with other government agencies.

8. Review and act on requests of the government agencies to allocate positions and advise agencies regarding position allocations.

9. Conduct audits of the operations of the agency personnel program in cooperation with other sections of the National Personnel Authority.

Salary and Wage Section. This section recommends and administers the pay plan. The specific functions are to:

1. Investigate and determine the proper salary or wage scales for the various classes of positions.

2. Prepare for presentation to the Diet by the Authority a pay plan which establishes pay on the basis of duties and responsibilities.

3. Recommend rules for the administration of the pay plan.

4. Recommend standards for hours of work, leaves and attendance, time-keeping and payroll procedures and payroll audits and administer the enforcement program for these standards.

5. Continuously study salaries and wages for the purpose of recommending necessary changes in the pay plan.

Allowances Section. This section has the responsibility for devising and administering the employee allowance programs as distinct and separate from the salary and wage program. The specific functions are to:

1. Investigate matters relating to employee allowances and recommend an allowance program for presentation to the Diet by the Authority.

2. Install the allowance program and establish standards for its administration.

3. Continuously study matters relating to allowances for the purpose of recommending necessary changes in the allowance plan.

4. In cooperation with the Salary and Wage Section to establish standards for payroll procedures and payroll audits as they relate to allowances.

Injury Compensation Section. This section has the responsibility for devising and administering the plan for compensating employees for injuries received or diseases contracted in line of duty or for compensating their dependents in the event of the employee's death in line of duty. The specific functions are to:

1. Investigate the problem and recommend an injury compensation program for presentation to the Diet by the Authority.

2. Establish a system for the proper administration of the injury compensation program.

3. Review injury and death claims and make awards according to schedules provided by law.

4. Hear appeals from rejected claims and render decisions thereon.

5. In cooperation with the Safety Section promote safety programs and safety education.

6. Recommend necessary changes in the injury compensation law and rules.

7. Keep statistics on matters which are an integral part of the program.

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

1. Investigate the problem and recommend a comprehensive, unified retirement program for presentation to the Diet by the Authority.

2. Establish a system for the proper administration of the retirement program.

3. Review retirement claims and make awards according to schedules provided by law.

4. Hear appeals from rejected claims and render decisions thereon.

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5. Recommend necessary changes in the retirement law and rules.

6. Keep statistics on matters which are an integral part of the program.

BUREAU OF EFFICIENCY

This bureau is responsible for those activities which are concerned directly with protecting and improving the efficiency of employees. The sections of the bureau are charged individually with performing the various functions necessary to carry out this program. The sections are:

Training Section. This section develops, plans and coordinates training programs in the government service. The specific functions are to:

1. Constantly determine training needs in the regular service.

2. Work with government agencies in promoting, formulating, installing, conducting and evaluating training programs to meet the individual needs of the various agencies.

3. Work with the bureaus and sections in promoting, formulating, installing, conducting and evaluating training programs for the staff of the Authority.

4. Conduct training research and develop text materials, training aids, course outlines, bibliographies and specialized training techniques.

5. Promote educational programs in the schools and colleges to provide properly trained personnel to meet the needs of the government service.

Safety Section. This section is responsible for the conduct of safety programs throughout the government service. The specific functions are to:

1. Determine the needs for specific safety programs.

2. Develop safety standards and work with the government agencies to promote, install, guide and evaluate safety programs.

3. Develop and administer accident reporting systems in cooperation with the government agencies and the Injury Compensation and Statistics and Reports Sections.

Health Section. This section is responsible for establishing and carrying out programs for setting and enforcing health standards for employment and promoting general health protection and improvement programs for employees. The specific functions are to:

1. In cooperation with the Bureau of Recruitment establish and enforce physical standards for entry into the service.

2. Perform on the job medical service for the Authority's staff and administer health examinations.

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3. Work with the government agencies in developing and installing programs for protecting and improving employee health through proper working conditions and environment.

4. Work with government agencies and employee groups in developing and in installing programs of health and medical service insurance and related forms of protection.

5. Develop, promote and install general health education programs in the government service.

Welfare Section. This section is responsible for administering those programs which within all practicable means will protect and improve the economic and personal welfare of employees. The specific functions are to:

1. Promote and install within the Authority and the government agencies employee personal guidance and consultation services for the purpose of giving requested advice and assistance on individual personal problems, economic and otherwise.

2. Appraise the state of employee morale and in conjunction with the bureaus and sections of the Authority develop such programs as will continue the development of employee morale to a high state.

3. Promote the establishment of mutual associations of employees for welfare purposes such as credit unions, life insurance associations and employee restaurants.

Recreation Section. This section is responsible for administering the programs relating to employee recreation as an aid to improving employee morale. The specific functions are to:

1. Promote and encourage employee recreation programs within the government agencies.

2. Evaluate the needs for recreational facilities and give advice and assistance in the procurement of reasonably adequate facilities.

3. Develop proper recreation plans and programs and give assistance to government agencies and employee groups in their installation.

Employee Evaluation Section. This section for administering programs for the evaluation of employee performance as a necessary adjunct to improving employee performance and job satisfaction. The specific functions are to:

1. Consult and cooperate with the government agencies in devising practical methods of appraising employee performance including probationary performance.

2. Give advice and direction in the proper operation of such programs.

3. Recommend standards to be applied in correcting inadequate performance and rewarding superior performance.

4. Investigate situations where both inadequate or superior group or individual performance is reported to determine the basic reasons therefor; and to utilize the information gained in making appropriate recommendations to the bureaus and sections of the Authority or the other agencies of the government.

5. Control administration of system of employee evaluation.

6. Plan and encourage employee utilization, work simplification and employee suggestion programs.

7. Perform inspections of the personnel programs of government agencies as directed.

BUREAU OF EQUITY

This bureau is responsible for the fair, equitable and impartial handling of requests for information, petitions, grievances and formal appeals against adverse actions presented by employees and employee groups. The two sections are charged individually with performing the various functions necessary to carry out this responsibility. The sections are:

Appeals and Hearing Section. This section is responsible for formally hearing or otherwise evaluating appeals from alleged adverse actions against employees and making recommendations thereon to the Authority. The specific functions are to:

1. Receive requests for investigation, hearing and recommendation on employee appeals from adverse action.

2. Formally hear and evaluate such appeals.

3. Make recommendations for equitable decisions to be rendered by the Authority on such cases.

4. Maintain records of proceedings on cases and records of decisions and enforcement measures.

Employee Relations Section. This section is the central clearing house for employee and departmental requests for information, employee grievances, petitions and appeals from adverse actions. The specific functions are to:

1. Furnish to all interested persons full information regarding the rights, duties and privileges of employees and the laws and rules pertaining thereto.

2. Receive from employees individually or collectively through their representatives appeals, complaints, views, wishes or expressions of dissatisfaction; to afford full opportunity for the discussion of such matters, and the presentation of evidence thereon; and to facilitate prompt and equitable decisions.

3. Refer to the Appeals and Hearings Section those matters which are subject to formal appeal and which cannot be adjusted without recourse to such procedure.

4. Furnish to the Authority and the various bureaus full information regarding the activities of this section to serve as the basis for corrective administrative measures and necessary amendments to the law and rules.

5. Develop affirmative programs to establish sound employee-management relations and sound grievance procedures. Advise the agencies of the government on such programs and direct their installation.

BUREAU OF INVESTIGATION

This bureau is the fact finding group for the Authority and performs all field investigations other that the technical investigations which are an integral part of the other operating programs. This bureau may be subdivided into sections as the need arises, but the specific functions of the bureau are to:

1. Determine and report the facts or give evidence on employee complaints, grievances and appeals as requested by the Authority, the Director General or the Bureau of Equity.

2. Investigate and report the facts on alleged violations of the National Public Service Law and the rules of the Authority as requested.

3. Investigate for the Recruitment Bureau and report the facts concerning the qualifications and character of applicants for employment or examination.

4. Maintain confidential files on investigations.

5. Develop procedures for fingerprinting and otherwise for investigating and identifying employees.

BUREAU OF PUBLIC INFORMATION

This bureau is responsible for the dissemination of information concerning the National Public Service, the work of the Authority and the law and rules under which it operates. This bureau may be subdivided into sections as the need arises, but the specific functions of the bureau are to:

1. Develop public information media and furnish to newspapers, magazines, the radio and other interested agencies information concerning the activities of the Authority.

2. Review and edit public information releases prepared by the various bureaus and sections and outside organizations.

3. Cooperate with the Recruitment Bureau in the effective dissemination of examination publicity.

4. Prepare information booklets, radio scripts, speeches and other public information material.

5. Answer correspondence and inquiries requesting general information concerning the National Public Service and the activities of the Authority.

6. Supervise the public information counters of the Authority.

7. Have charge of the collection and assembling of materials for the publication of the Authority's annual report.

BUREAU OF LAW

This bureau is responsible for giving legal advice, consultation and interpretation to the Authority and its staff. This bureau may be subdivided into sections as the need arises, but the specific functions of the bureau are to:

1. Advise the Authority, the staff and other government agencies on legal problems relating to the National Public Service Law, other pertinent laws and the rules of the Authority.

2. Draft proposed amendments to the law and rules based on subject content furnished by the various bureaus and sections.

3. Review those documents and directives of the Authority which require legal interpretation.

4. Cooperate with Office of the Attorney General in handling litigation to which the Authority is party.

BUREAU OF ADMINISTRATION

This bureau is responsible for the internal business management, housekeeping and office service functions of the Authority. The sections of the bureau are charged individually with performing the various functions necessary to carry out the program. The sections are:

Organization and Planning Section. This section is responsible for planning the organization, the staffing and the procedural operations of the Authority. The specific functions are to:

1. Develop plans for the organizational structure, functions and procedures

of the Authority and conduct constant surveys on these matters to the end of improving the service and operations of the agency.

2. Assist in the development of and approve all procedures and forms devised for the agency.

3. Maintain control of all forms used.

4. Conduct audits and surveys of the operational programs of the Authority and the procedures of the agency personnel office to bring about improvement therein.

5. Develop law and rules, procedural and form manuals for use by the Authority and the other agencies of government.

6. Develop work load measurement programs for determining budget requirements and bringing about proper work load distribution.

Budget and Finance Section. This section is responsible for planning and controlling the financial program of the agency. The specific functions are to:

1. Prepare and administer the annual budget of the Authority.

2. Secure from the bureaus and sections adequate supporting data, work loads and other exhibits for the preparation of budget estimates.

3. Advise with the bureaus and regional offices on specific fund allotments for their operations.

4. Keep detailed accounting reports and records.

5. Establish subsidiary accounting fund controls to be kept by the bureaus and regional offices as necessary to maintain adequate financial control.

6. Prepare the payrolls of the Authority.

7. Keep accounting records on specific unit costs of operations.

8. Review and approve purchases and contracts for budgetary control.

Personnel Section. This section is responsible for the personnel program covering thestaff of the Authority. The specific functions are to:

1. To plan and administer the personnel program of the Authority central and regional offices.

2. Process all appointments, separations and other personnel transactions relating to the Authority staff.

3. Keep all staff personnel records.

4. Administer in accordance with the standards established by the appropriate sections the employee relations, safety, health, welfare and employee evaluation programs.

5. Represent the Authority (as an agency representative) on the National Personnel Council.

Office Services Section. This section is responsible for the housekeeping and general office service functions for the Authority. The specific responsibilities are to:

1. Operate the office buildings; provide adequate custodial, guard and telephone services; and keep the premises in good repair.

2. Control and allocate space in the buildings and offices occupied by the Authority in accordance with sound principles of office lay-out and space utilization.

3. Receive, control and dispatch all correspondence, documents and other communications of the Authority through a central mail and messenger service.

4. Operate central office services such as central files, stenographic and typing pools, duplicating services and supply rooms.

5. Review and pass on requests for and supervise the procurement, distribution and inventory control of office supplies, printing, furniture and fixtures, manuals and publications.

Statistics and Reports Section. This section is responsible for gathering, compiling, analyzing and interpreting statistics relating to National Government employment and to the activities of the National Personnel Authority. The specific functions are to:

1. Plan and administer a program for the tabulation, collection, compilation, analysis and interpretation of all statistics relating to National Government employment and the operations of the National Personnel Authority.

2. Prepare useful regular statistical reports and charts on the above matters for use of all interested persons and agencies.

3. Coordinate technical statistical research work within the bureaus and sections of the Authority.

4. Prepare informative statistical summaries and charts for the annual report of the Authority and prepare special statistical reports as needed.

Library Section. This section is responsible for the custody of the collection of books and other publications for the use of the staff of the Authority to enable it properly to perform its work. The specific functions are to:

1. Maintain a specialized collection of books, pamphlets, documents, periodicals and articles on all subjects relating to the work of the Authority.

2. Maintain a central catalog for the library and control the issuance of library material.

3. Keep abreast of publications in the fields relating to the work of the Authority and place orders for useful publications.

4. Perform references and research work, compilation of bibliographies and related services as requested.

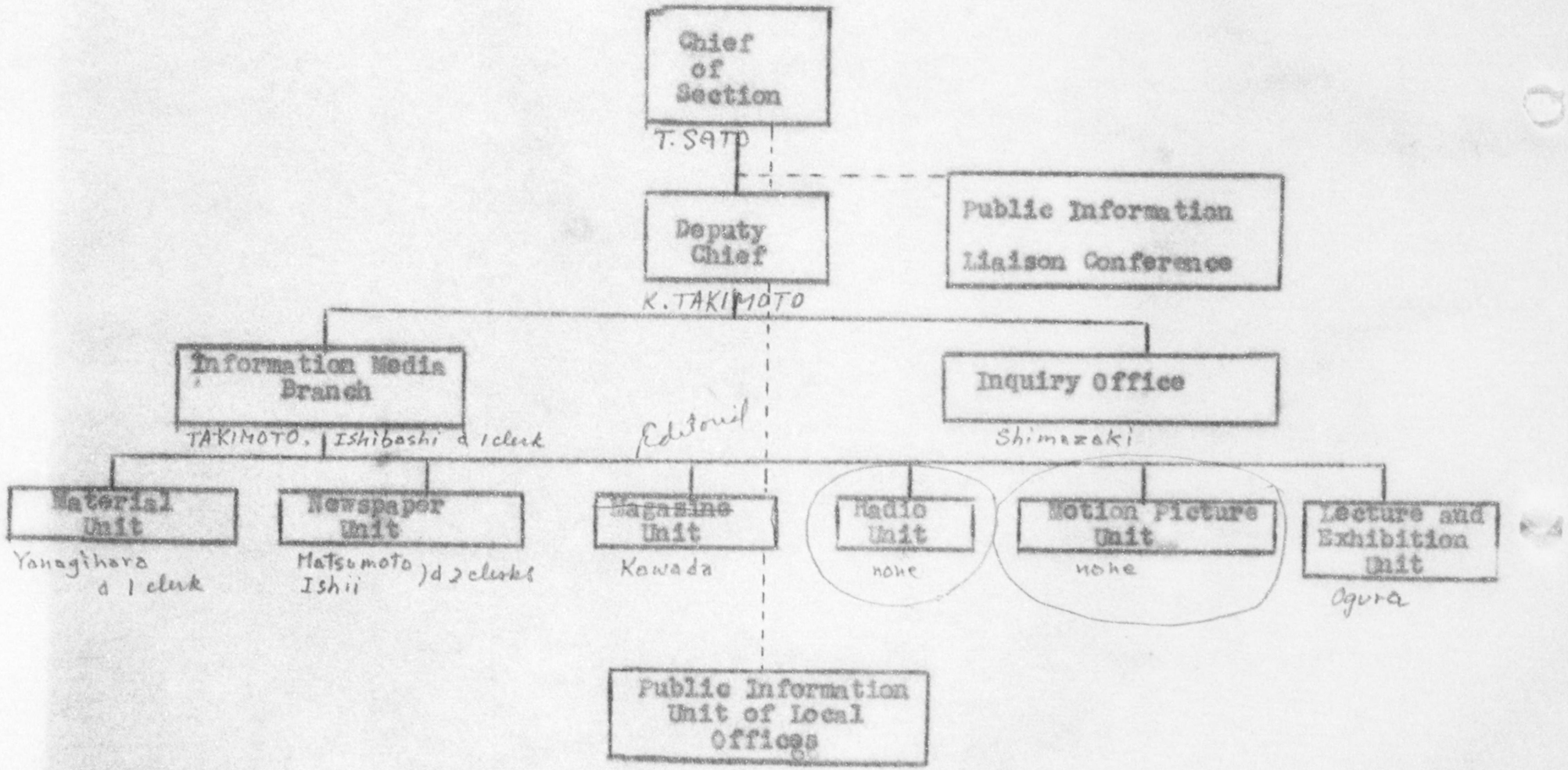
5. Maintain liaison with the Diet Library and other government agency libraries to develop the widest possible use of government library facilities.

REGIONAL OFFICES

These offices represent the Authority and carry out its programs to enumerated above in serving the agencies of government in each region. The staffs of the regional offices are the field representatives for the bureaus whose functions they have been delegated to carry out. The staff of each regional office is directly responsible to the Chief of the Regional Office and each Chief is in turn directly responsible to the Office of the Director General. The operational programs of the various bureaus are communicated to the regional offices by the Office of the Director General which serves as the central administration and coordinating unit for the regional offices. Each bureau, except the Bureau of Law, is represented in the regional offices.

28, July 1948

Organization Chart of Public Information Section



The Public Information Section.

Regulation governing the Division of Business of the Public Information Section of the Temporary National Personnel Commission's Secretariat.

(1) As an advisory organ of the Public Information Section, a Public Information Liaison Conference will be set up. The organization and the proceedings of the Conference will be effected as follows:-

(a) The Conference will consist of all the Section Chiefs of the Secretariat, with the Chief of the Public Information Section taking the chair.

(b) The Conference will be called out by the chairman.

(c) The Conference will be held weekly on Saturdays after the regular meeting of Section Chiefs.

(d) For the purpose of smoothly and effectively carrying on public information activities relative to the businesses of the National Personnel Commission, the proceedings of the conference will relate to the business programs of each Section, and the state of their progress, the planning and enforcement of public information activities, as well as liaison concerning information covering the whole field of public information business and consultations relative thereto.

(2) The Public Information Section will have an Information Media Branch and an Inquiry Office.

(3) The Information Media Branch will administer the following affairs:-

(a) Guidance and supervision of various units made up according to the differed types of media for public information activities.

(b) Recommendation and review of manuscripts written by the Secretariat staff for outside release.

(c) The Public Information Liaison Conference.

(d) ~~General affairs~~ Office service of the Public Information Section.

(4) The Information Media Branch will have the Material Unit, Newspaper Unit, Magazine Unit, Radio Unit, Motion Picture Unit, and Lecture and Exhibition Unit.

(a) The Material Unit will deal with the following affairs:-

1. Collection and consolidation of the material necessary for public information activities.

2. To place the material referred to above for the utilization of each unit.

~~3. To engage in the work of making publications in the Official Gazette.~~

~~4.~~ 3. To make record of the enforcement conditions of public information.

(b) The Newspaper Unit will deal with the following affairs:-

1. Planning the presentation of news material, press releases, etc. and its enforcement.

2. Preparation and publication of publicity advertisements relative to the National Personnel Commission.

(c) The Magazine Unit will deal with the following

affairs:-

Planning for enlightenment of the general people with the work activities of the National Personnel Commission by means of organ magazines or all other kinds of publications and enforcement of such plans.

(d) The Radio Unit will deal with the following affairs:-

1. Planning of releases to the Broadcasting Corporation, the presentation of other broadcasting material, and enforcement of such plans.

2. Planning of other public information relative to the work activities of the National Personnel Commission through the broadcasting facilities and enforcement of such plans.

(e) The Motion Picture Unit will deal with the following affairs:-

Planning of public information relative to the work activities of the National Personnel Commission through motion pictures, plays and other shows in general.

(f) The Lecture and Exhibition Unit will deal with the following affairs:-

1. Holding of lectures and exhibitions for the purpose of publicizing the work activities of the National Personnel Commission.

2. Recommendation and dispatching of lecturers for the realization of the above-cited object.

(5) The Inquiry Office will deal with the following affairs:-

1. Receiving of questions, consultations or statements of opinions from outsiders with regard to the general business of the National Personnel Commission

and giving replies thereto.

2. Of the questions, consultations or statements of opinion received from the outsiders, important ones or those relating to matters under the charge of other Sections will be transmitted to the Executive Director and the Sections concerned in order to help improving the business of the Commission.

June 30, 1948

Public Information Section

Outline of Administering the Business of the Public Information Section of the National Personnel Commission

1. Policy:

The tasks devolving on the National Personnel Commission, beginning with the enforcement of the National Public Service Law, embrace many of the phases that involve the introduction of reforms in the established usages, the induction of new concepts and their effectuation into actual practice. This epoch-making large project cannot, in the last analysis, be carried out, unless it is backed by a powerful support of public opinion based upon the perfect understanding of the whole nation. In this sense we intend to establish an overall public information program for the whole range of business operations under the jurisdiction of this Commission and to put it gradually into execution as required.

2. The organization structure responsible for public information activities:

(1) Central organization:

The Public Information Section of the National Personnel Commission's Secretariat will have exclusive charge of the planning, development and enforcement of public information activities of this Commission, as provided for by the Regulation governing the Division of Business of the Public Information Section.

(2) Local organization:

A Public Information Unit of each Regional office

Section, deal with the matters concerning
and liaison of public information activities in the area under the jurisdiction of the Regional Office concerned.

3. Liaison with other sections:

It is needless to say that the Public Information Section does not hold any main themes of its own for public information activities which it operates, but derives all material therefor from the business operations under the jurisdiction of other sections.

In this sense those who are responsible for public information business should not only utilize the system of a "Public Information Liaison Conference" and of "~~Consultation and~~ Inquiry Office Liaison Officers", but should also, at all times, be on the alert for business operations planned and carried out by other sections and make effort to collect information thereon. At the same time, it is essential that other sections should also quickly notify the Public Information Section of the material which will form the basis of public information activities in connection with the business operations under their jurisdiction.

The material which other sections are required to notify is generally as follows:-

(1) Condition of drafting and enforcement of law, rules of the National Personnel Commission, important notifications, circular notices, etc.

(2) Plans of important meetings, their contents and resolutions.

(3) Condition of planning and enforcement concerning

business operations under the jurisdiction of other sections.

(4) Reference material prepared by other sections.

(5) Other information which will be useful as reference in carrying out public information activities.

4. Working rules for enforcement of public information activities:

(1) Press releases, presentation of news material and publication of newspaper advertisements.

As the newspaper is the quickest and most powerful organ for the dissemination of information, it is necessary to do the utmost to effectively utilize this medium by means of press releases, presentation of news material, etc. with respect to the matters relative to the work and activities of this Commission for which it is necessary to enlighten the general public.

1) Press releases,

(a) Press releases will be wholly effected through the Newspaper Unit of the Public Information Section in accordance with the "Program for Enforcement of Press Releases, etc." prescribed separately.

(b) Of the matters under the jurisdiction of other sections, those which require a press release are to be submitted in advance to the Newspaper Unit of the Public Information Section with the material attached or in the form of a script. The determination as to the form, date, and place of press release and liaison with news agencies will be made by the Newspaper Unit of the Public Information Section.

(c) The form of press release will be divided into seven categories according to the weight of the matter to be released,

and will require approval of the Chairman or the Executive Director, as the case may be.

a) Release of the National Personnel Commission;

b) Chat of Chairman of N.P.C;

c) Chat of Commissioner of N.P.C;

d) Release of N.P.C's Secretariat;

e) Chat of Executive Director of N.P.C;

f) Release of the Public Information Section of N.P.C's Secretariat;

g) Chat of Chief of the Public Information Section of N.P.C's Secretariat.

(d) Until the National Personnel Commission Reporters Club is organized, press releases will be made through the Nagata Club.

2) Presentation of news material and publication of newspaper advertisement;

The presentation of news material to newspaper offices as well as the publication of advertisement on newspaper will be effected through the Newspaper Unit of the Public Information Section in accordance with the procedures governing press releases.

(2) Radio broadcasting:

As the radio, too, is a powerful organ for the dissemination of information, it is essential that the Radio Unit of the Public Information Section should regularly keep close contacts with the Broadcasting ~~corporation~~ Corporation, and make effort in the utilization of "news" broadcasts and general broadcast programs (for example, lecture, conversation, ~~sports news~~ spot-news, amusements broadcasts, etc.).

(a) Public Information activities through radio will all

be effected through the Radio Unit of the Public Information Section in accordance with the "Program of Enforcement of Press Releases, etc. "prescribed separately.

(b) The items for press release will be also given to the Broadcasting ~~corporation~~ Corporation at the same time for the use of radio "news".

(c) An official notification of examination and other matters which require broadcasting in connection with the work and activities of this Commission will be submitted by the sections concerned to the Radio Unit of the Public Information Section with the material attached or in the form of a script, following the instances of press releases.

(3) Publication:

1) The planning and enforcement of the matters which are printed, published and distributed for the purpose of public information concerning the work and activities of this Commission (for example, books, magazines, pamphlets, leaflets, posters, photographs, etc.) will be effected by the Magazine Unit of the Public Information Section.

2) In case there is the need of printing, publishing and distributing information relative to their own business operations, other sections will notify in advance the Magazine Unit of the Public Information Section together with their plans, scripts and other material.

3) With respect to the drafting, printing, method of distribution of an official notification for examination and other notification which are issued by this Commission, the section concerned will consult with the Public Information Section in advance to hear its technical opinions.

(4) Motion Pictures and Plays:

1) The Motion Picture Unit of the Public Information Section is responsible for the planning and enforcement of public information activities concerning the work and activities of this Commission by utilizing news pictures, culture pictures, play pictures, plays, street picture shows, magic lanterns, etc.

2) In case where other sections have the plans referred to in the preceding paragraph concerning their business operations, they will approach the Motion Picture Unit of the Public Information Section and ask it for its planning and enforcement thereof.

(5) Meetings:

1) The Lecture and Exhibition Unit of the Public Information Section is responsible for the planning and enforcement with respect to the holding of meetings for the purpose of enlightening the general public of the work and activities of this Commission or of grasping the trend of public sentiment (such as, for example, lectures meetings, symposiums, round-table conferences, public hearings, exhibitions, etc.) and also with respect to recommending and despatching of lecturers therefor.

2) In case where other sections consider it necessary to hold a meeting or to despatch a lecturer, etc., they will notify the Lecture and Exhibition Unit of the Public Information Section accordingly and ask the latter to carry out the program.

(6) Business of Inquiry Office:

1) The task of giving replies to enquiries from outsiders

in all walks of life concerning the work and activities of this Commission will be handled by the Inquiry Office of the Commission, in accordance with the "Program of Establishment and Operation of Inquiry Office of Temporary National Personnel Commission".

2) Other sections are required to supply the Inquiry Office the information concerning the business activities of their section.

(7) Reviews of lectures and contributions made by staff:

(a) In case a member of the staff of the Commission's Secretariat intends to make a lecture to the public in his official capacity, he is required to submit in advance the gist of such lecture to the Information Media Branch of the Public Information Section for approval together with the following matters:-

1) Purpose

2) Character of audience

3) Promoter

4) Place of lecture

5) Date of lecture

(b) In case a member of the staff of the Commission's Secretariat intends to issue a publication or send his manuscript to a periodical in his official capacity, he is required to submit in advance the script for such publication to the Information Media Branch of the Public Information Section for approval together with the following matters:-

1) Name of periodical

2) Name of publishing house

3) Number of copies published

4) Gratuitous or otherwise

CIVIL SERVICE DIVISION
GOVERNMENT SECTION

12 July 1948

MEMORANDUM FOR RECORD:

SUBJECT : Administrative Organization of NPC

1. Under the provisions of the National Public Service Law the agency which administers the law is designated as a "Commission." Under the provisions of Article 3 of the National Government Organization Law, "Commission" is designated as an independent organization of the Prime Minister's office, of the Attorney General's office or each ministry. Article 7, paragraph 4 of the same law states that a Commission shall have a Secretariat which according to paragraph 2 of the same article "shall, as a rule, have internal sub-divisions enumerated below: divisions and sections." Paragraph 3 of the same article requires the establishment by law of divisions within the Secretariat while allowing the creation of a section to be determined by the head of the independent organization within the limits of the pertinent law provided that the creation of such section be in accordance with budgetary procedure.

2. The concept of "Commission" defined in the National Organization Law would include the National Personnel Commission but under the provisions of the constitution reporting to the Cabinet rather than the Prime Minister. The Secretariat has already been established under Article 13 of the National Public Service Law.

3. Since the effective date of the National Government Organization Law has been extended to January 1, 1949, sufficient time is available for the preparation, presentation and enactment of legislation establishing divisions within the Secretariat of the Commission and setting forth "the scope of affairs of each division." The sections within divisions may be established by action of the Commission.

Macdonald Salter

MACDONALD SALTER
Compensation Specialist

MS:vo

7/14/48

NATIONAL GOVERNMENT ORGANIZATION LAW

-to take effect January 1, 1949-

Organization Unit	Internal Org.	Headed By
Office on Ministerial Level		Prime Minister 2 Confidential Secretaries
Board	[1]Secretariat	[4]Prime Minister
	[1]Bureau	
Ministry	[2]Section	Minister Vice-Ministers 1 Confidential Sec'y
	[3]Other	
Attorney General's Office		Attorney General 1 Confidential Asst.

Government Enterprises - organization may be otherwise provided by law regardless of provisions of the law.

Kodans - deemed administrative organs whose organization shall be provided by separate law.

[5]Commissions	Secretariat	Chairman
	[1]Division	
	[2]Section	
	[3]Other	
[5]Agencies	[1]Secretariat	Director
	[1]Division	
	[2]Section	
	[3]Other	

1. Must be established by law.

2. May be created by Minister or head of Independent Agency.

3. Other internal subdivisions may be established by law and include Councils, Committees, Experimental Stations or Laboratories, Research Institutes, Educational Facilities, Regional Offices and others.

4. Boards are independent bodies always headed by the Prime Minister.

5. Independent agencies set up as part of Office on Ministerial level, Ministry or Attorney General's Office.

The Regulation governing the Sectional Organization of the Temporary National Personnel Commission's Secretariat is hereby fixed as follows and enforced as from . 1948.

The Regulation Governing the Sectional Organization of the Temporary National Personel Commission's Secretariat

Article 1. The Temporary National Personnel Commission's Secretariat shall have theRecruitment Section, Classification Section, Training Section, Welfare Section, Iquity Section, Public Information Section, Legal Section, Planning and Organization Section, Personnel Section, Budget and Finance Section, Office Service Section, Statistics Section and Library Section.

Article 2. TheRecruitment Section shall administer the following affairs:

1. Recruitment of employees in the National Public Service.
2. Examinations for employees in the National Public Service.
3. Procedures of appointment and separation of employees in the National Public Service.

Article 3. The Classification Section shall administer the following affairs:

1. Surveys necessary for establishing a position classification plan.
2. Drafting and enforcement of a position classification plan.

Article 4. The Training Section shall administer the following affairs:

1. Training of employees in the National Public Service.

Article 5. The Welfare Section shall administer the following affairs:-

1. Welfare of employees in the National Public Service.

Article 6. The Iquity Section shall administer the following affairs:-

1. Receipt of application from employees in the National Public Service requesting appropriate action in case they present complaints, views, wishes or expressions of dissatisfaction relating to their working conditions, or in case adverse action is taken against their will, and of evidence thereon, and taking of necessary action on the case.

Article 7. The Public Information Section shall administer the following affairs:-

1. Enlightenment and publicity.

2. Preparation of an annual report.

Article 8. The Legal Section shall administer the following affairs:-

1. Research and interpretation concerning the administration of the pertinent laws and rules.

2. Drafting and reviews of the pertinent laws and rules.

3. Handling of litigation to which the Temporary National Personnel Commission is party.

Article 9. The Planning and Organization Section shall administer the following affairs:-

1. The organization structure, functions and procedures of the Secretariat.

2. Forms for office use and other printed matter, and type of office apparatuses and appliances.

3. Preparation of work manuals relating to the personnel

administration.

Article 10. The Personnel Section shall administer the following affairs:-

1. Appointment and separation, class promotion, temporary retirement, reinstatement, disciplinary punishment and other affairs relating to the status of the staff and employees of the Secretariat.

2. Guarantee, health, welfare and evaluation of employee performance relating to the staff and employees of the Secretariat.

Article 11. The Budget and Finance Section shall administer the following affairs:-

1. Budget estimates, the settlement of accounts and accounting.

Article 12. The Office Service Section shall administer the following affairs:-

1. Custody of official seals.

2. Receipt, dispatch and custody of documents and correspondence.

3. Stenographing, typewriting and duplicating work.

4. Interpreting and translating work.

5. Publication in the Official Gazette.

6. Procurement and control of articles for office use and procurement of supplies for personal use of the staff and employees of the Secretariat.

7. Communications and transportation.

8. Repair and maintenance of office buildings, official residences and various equipments for the staff and employees of the Secretariat.

9. Control within the premises.

Article 13. The Statistic Section shall administer the following affairs:-

1. Statistical reports concerning employemnt in the National Public Service.

2. Statistical reports on the activities and accomplishments of the Temporary National Personnel Commission.

Article 14. The Library Section shall administer the following affairs:-

1. Collection, arrangement and custody of books and data relating to the work of the Commission.

2. Preparation and publication of such books and data.

3. Liaison with the Diet Library.

Supplementary Provisions

The Regulation governing the Sectional Organization of the Temporary National Personnel Commission's Secretariat (Tatsu No. 2 of 1948) and the Regulation concerning the Extension of Validity of the Regulation governing the Sectional Organization of the Temporary National Personnel Commission's Secretariat (Tatsu No. 4 of 1948) shall be abolished.