DECLASSIFIED AUTH: NARA SEC. 3(E) AND 3(D) OR (E) NNOG # 1115012

GHQ/SCAP Records(RG 331)
Description of contents

THE NATIONAL ARCHIVES OF THE UNITED STATES

(1) Box no. 2238

(2) Folder title/number : (8)
National Personnel Authority - Organization

(3) Date : May 1948 - July 1949

(4) Subject :

Classification	Type of record
324	Z

(5) Item description and comment :

(6) Reproduction : (Yes) No

(7) Film no. Sheet no.

Appendix No. II of the Supplementary Provisions

Base Pay Conversion Adjustment Schedule

Grade Classification		1	2	3	4	5	6	7	8	9	10	11	12	13	14
Employees to whom special salary schedules are applicable	Tax collectors and economic investigators														
	Police, employees of the Maritime Safety Board (as designated by rules of the National Personnel Authority) and employees of correction and Rehabilitation services	1	3	2	2	2	3	1	1						
	Seamen	3	3	3	4	4	2	3	4	3	2	2	2		
Employees enumerated in paragraph 1 of each item of the National Pers Authority Article 9-6 (Adjustment Amounts of Base Pay)	Employees enumerated in item (1)-1						2								
	Employees enumerated in item (1)-2						1								
	Employees enumerated in item (2)-1						1								
	Employees enumerated in item (2)-2						1								
	Employees enumerated in item (3)-1						2								
	Employees enumerated in item (3)-2....						1								
Employees enumerated in Article 12-3 Paragraph 1 of each item of the Cabinet Order Concerning Standards to Deal with Initial Salary Salary Increase, Promotion, etc.	Employees enumerated in Item (1) A						2	2	2	2	2	1	1	1	
	B				2	2	2	2	2	2	2				
	C				2	2	2	2	2	2	1				
	D				2	2	2	2	2	1					
	E	1	1	1	1	1	1	1	1	1					
	Employees enumerated in item (2) F						1	1	1	1					
	G					1	1	1	1	1					
	H				1	1	1	1	1	1					
	Employees enumerated in item (3)				2	2	1	1	1	1	1	1			
	Employees enumerated in item (4)				1	1	1	1	1	1					
	Employees enumerated in item (5)			2	2	2	2	2	2	1					
	Employees enumerated in item (7)	1	1	1	2	1	1	1							

Remarks:

(1) The grades of position in the table shall be listed in the respective salary schedules applicable to the employees concerned.

(2) The employees falling under A, B, C, D. E. F. G. or H in the table shall be as follows:

A. Physicians and dentists;

B. Nurses;

C. Technicians of bacteriological pathology, Roentgen ray technicians (including assistant technicians) and clerical employees in charge of patients;

D. Dental technicians, dietitician, lecturers, disinfectors (female), cleaning women in service of the wards, whaher-women, engineers, workmen, boilermen, water-works workers, electric workers, repairers, seamen, custodial employees, and chauffeurs;

E. Pharmacists, technicians of medical instruments, general clerical employees, clearing men in service of office rooms, sewers (female), janitors, telephone operators, typists, office boys and guards;

F. Physicians and dentists;

G. Nurses;

H. Technicians of bacteriological pathology, Roentgen rays, technicians (including assistant technicians), clerical employees in charge of patients, disinfectors (female), clearing women in service of the wards, washerwomen in contact with tuberculosis patients, workmen, and chauffeurs who are charged with the transportation of patients and in service of the tuberculosis wards.

Reason

In view of the current cost of living, wages in private companies and other circumstances, it is necessary to revise the pay of national public employees in the regular government service and to make certain adjustments to the procedures of payment, respecting the principle of the pay plan recommended by the National Personnel Authority on 9 August 1950. This is the reason for submitting the present Bill.

NUTRITION TABLE (6)

Consumption Pattern - October, November, December
1,200 net calorie level - (3 year old child)

Prepared by Nutrition Bureau, Welfare Ministry, on
basis of Nutrition Survey of November 1947

Items		Quantity (Grams)	Proteins	Calories
Rice		100	7.3	350
Barley		10	0.9	35
Wheat		100	11.3	350
Other cereals		--	--	--
Sweet potato	(Kansho)	175	23	210
Irish potato	(Barensho)	10	0.2	8
Sugar		1	--	4
Fat	(Abura)	2	--	18
Soy beans	(Daizu)	1	0.4	6
Bean paste	(Miso)	10	1.3	4
Grilled bean curd	(Abura Age)	2	0.4	16
Bean curd	(Tofu)	3	0.2	6
Green peas		10	2.5	2
Red beans	(Azuki)	3	0.0	35
Dried tuna	(Kakuobushi)	1	0.8	3
Mackerel pike	(San Ma)	20	3.8	40
Flat fish	(Karei)	10	1.8	12
Cod fish	(Tara)	20	2.9	15
Beef		3	0.6	4
Whale meat		2	0.5	2
Egg		10	1.3	15
Milk		5	0.2	3
Shaved dried tuna	(Kezuri Bushi)-	5	3.3	17
Taro	(Sato Imo)	20	0.3	17
Japanese cabbage	(Komatsuna)	15	0.4	3
Carrot		10	0.2	4
Green onions	(Negi)	30	0.5	9
Radish	(Daikon)	50	0.5	8
Apples		15	--	--
Mandarin orange		10	--	--
	Total	673	45.2	1199

Explanation of Foregoing Tables

Area Differential = R

$$R = \frac{\text{B area average total expenditures per family}}{\text{A area average total expenditures per family}} \quad X = \sqrt{\frac{p_2q_1}{p_1q_1} \quad \frac{p_2q_2}{p_1q_2}}$$

B = Any area

A = Base area (Tokyo)

P_1 = Consumer prices in Tokyo

q_1 = Quantity consumed per family in Tokyo

p_2 = Consumer prices in B area

q_2 = Quantity consumed per family in B area

Consumption level index number =

$$\frac{\text{Index number of total expenditures}}{\text{Area differential}}$$

$$= \frac{\frac{B}{A}}{\frac{B}{A} \; x = \sqrt{\qquad\qquad}}$$

$$= \frac{1}{-\sqrt{\qquad\qquad}}$$

will assist their chiefs and act for them in their absence. When the tion of Deputy Chief of Section or Deputy Chief of Regional Office is not set up when such position is vacant, or whem the Deputy Chief of Section or Regional Office is unable to attend to his duties on such an occasion as the Chief of Section or Regional Office concerned is unable to attend his duties, an employee designated by the Derector-General shall act for the Chief of Section or Regional Office in the performance of his duties.

16. Each group of working units and each working unit of the sections of each Bureau and division may have a chief of group and a chief of unit respectively, who will be responsible for the administration of their works under the direction and supervision of their direct chief.

17. The sections of each regional office and units of their each sections shall have a chief of section and a chief of unit respectively, who will be responsible for the administration of their works under the direction an supervision of their direct chief.

5. Regulation No. 2-3-1 of National Personnel Authority, as amended

Regulation No. 15 of NPA (Dec. 24, 1949)

Regulation No. 21 of NPA (May 1, 1950)

Regulation No. 31 of NPA (Oct. 3, 1950)

Regulation No. 3-0-1 of NPA (Dec. 28, 1950)

(Feb. 22, 1951)

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

(Office of Director-General)

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

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

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

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

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

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

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

(Bureau of Recruitment)

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

I. Planning and Control Section. This section is responsible for the planning, coordination and control of recruitment programs based on the needs of the government service. The specific functions are to;

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

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

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

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

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

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

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

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

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

(5) Make necessary arrangement for examination;

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

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

(8) Nominate and supervise the examiners;

(9) Prepare employment eligible lists;

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

(11) Establish and maintain controls on temporary employment.

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

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

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

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

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

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

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

(Bureau of Compensation)

3. The Bureau of Compensation shall, in addition to Position Classification Division, have four sections Compensation Research Section, Compensation Hearing Section, Injury Compensation Section and Retirement Section.

I. The Position Classification Division shall have three Sections - Administrative Services Section, Standards Section and Allocations Section.

(1) Administrative Services Section. This section is responsible for administrative services concerning the position classification plan. The specific functions are to;

(a) Study laws, rules, directives and other legal documents concerning the position classification plan, and make technical interpretation thereof, as and when necessary;

(b) Draft plans for administering the position classification plan, and in cooperation with other sections, inspect the condition of administering the position classification plan;

(c) Compile documents for public announcement concerning the position classification plan and make them avilable for the public;

(d) Conduct in cooperation with other sections studies and researches for the purpose of determining whether any given position is in the regular service or the special service;

(e) In order to serve the purpose of reference for the personnel administration, conduct investigations on the organizational structures of the National Government bring up to date data relating thereto and produce the same for use by other bureaus and sections;

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

(g) Maintain the documents and data necessary for administering the position classification plan.

(2) Standards Section: This section is responsible for basic standards concerning the position classification plan. The specific functions are to:

(a) Conduct studies for the purpose of determining occupations and classes;

(b) Study and develop the definitions of occupations and class descriptions;

(c) In order to carry out the work mentioned in (a) and (b) above, conduct necessary investigations in cooperation with the Allocations Section;

(d) Conduct investigations and researches on the duties and responsibilities of positions in private enterprises as deemed necessary.

(3) Allocations Section: This section is responsible for allocations of positions. The specific functions are to:

(a) Allocate positions to their proper class or review for approval allocations made by various government agencies as well as receive the report thereon;

(b) Review and act on requests of various government agencies to allocate positions, and advise various government agencies regarding position allocations;

(c) In order to carry out the work mentioned in (a) and (b) above, conduct investigations on the duties and responsibilities of government positions."

II. Compensation Research Section. This section is responsible for conducting basic surveys relating to the compensation of government employees and developing and recommending an appropriate pay plan. The specific functions are to;

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

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

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

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

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

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

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

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

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

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

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

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

(5) Determine facts related to requests for adjustment of pay presented by government agencies or employees to make necessary adjustment, if admissible, under the pay plan;

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

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

IV. Injury Compensation Section. This section is responsible for devising, recommending and administering the plan for compensating employees for injuries received or diseases contracted in line of duty or for compensating their dependent in the event of the employee's death in line of duty. The specific functions are to;

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

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

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

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

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

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

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

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

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

(1) Conduct investigations and studies related to the problem and develop and recommend a comprehensive, unified retirement program;

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

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

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

(5) Recommend necessary amendments to the retirement law and rules partaining thereto;

(6) Investigate Mutual Aid Associations in connection with development and operation of the retirement program;

(7) Perform statistical operations which are an integral part of the retirement program.

(Bureau of Equity)

4. The Bureau of Equity shall have two sections - Disciplinary Appeals Section and General Appeals Section.

I. Disciplinary Appeals 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;

(5) Furnish to the Authority - the Director-General and the Bureau of Law, information regarding the activities of this section to serve as the basis for corrective administrative measures and necessary amendments to the law and rules.

II. General Appeals Section. This section is the central clearing house for employees 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 employee, individually or collectively, 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) Furnish to the Authority - the Director-General and the Bureau of Law, information regarding the activities of this section to serve as the basis for corrective administrative measures and necessary amendments to the law and rules;

(4) Develop affirmative programs to establish sound employee-management relations and sound grievances procedures. Advise the agencies of the government on such programs and direct their installation through both the National Personnel Council and directly with the Directors of Personnel of the ministries and agencies;

(Bureau of Efficiency)

5. The Bureau of Efficiency shall have seven sections - Training Section, Safety Section, Health Section, Welfare Section, Recreation Section, Employee Evaluation Section, and Employees Utilization Section.

I. Training Section. This section is responsible for developing, planning and coordinating training programs for employees in the government service.

The specific functions are to;

(1) Determine training needs for employees in the regular service of the government;

(2) Cooperate with various agencies of the national government in promoting, planning, developing, conducting and evaluating the training programs to meet the individual needs of the various agencies;

(3) Conduct training research; develop and arrange training materials, training aids, course outlines, bibliographies; and promote specialized techniques for training;

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

II. Safety Section. This section is responsible for the administration and promotion of safety programs for government employees throughout the country.

The specific functions are to;

(1) Determine the needs for specific safety programs;

(2) Develop safety standards and cooperate with the various agencies of the government 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 Section.

III. Health Section. This section is responsible for the establishment and administration of health standards for the government service and promoting general health programs relating to the protection and improvement of health for government employees.

The specific functions are to;

(1) Establish and enforce physical standards for appointment in the government service in cooperation with the Bureau of Recruitment.

(2) Cooperate with various agencies of the government to develop and administer appropriate programs for the protection and improvement of employees health through proper working conditions and evironment;

(3) Cooperate with various agencies of the government to develop and administer appropriate programs relating to the establishment of health insurance, medical service insurance, and the like forms of protection for government employees;

(4) Develop and administer appropriate programs for the promotion of health education in the government service

IV. Welfare Section. This section is responsible for facilita

the administration of programs for the protection and improvement of economic and personal welfare of government employees. The specific functions are to;

(1) Give advice and assistance to welfare programs administered by various agencies of the government;

(2) Determine the needs of welfare facilities in various agencies of the government;

(3) Promote the activities of Mutual Aid Associations, cooperative credit societies, or any other associations for mutual benefit;

(4) Study matters as to assisting and improving employees economic and personal welfare and make recommendations thereon.

V. Recreation Section. This section is responsible for the promotion and administration of programs relating to recreation as an aid to improving employees morale. The specific functions are to;

(1) Develop appropriate recreation programs and give necessary assistance to government agencies and employee organizations for the administration of such programs;

(2) Promote and encourage employees recreation programs within the government service;

(3) Evaluate the needs for recreation facilities and give advice and assistance in the procurement of resonably adequate facilities.

VI. Employee Evaluation Section. This section is responsible

for the administration of programs relating to the evaluation of employee performance as a necessary adjust to improving employee performance and job satisfaction. The specific functions are to:

(1) Devise standards and practical methods of evaluating employee performance in cooperation with the various agencies of the government;

(2) Give advice and direction relating to the proper evaluation of employee performance;

(3) Devise standards of job performance as to determining superior performance and inadequate performance;

(4) Conduct necessary investigation whenever inadequate or superior group or individual performance is reports to determine the basic reason therefore; and utilize the information gained in making appropriate recommendation for establishment of plans rewarding superior work performance and measures for correcting inadequate performance and appropriate action thereon;

(5) Control the administration of the employee evaluation system.

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

(1) Cooperate with other bureaus. devision and sections concerned to develop appropriate programs leading to the improvement of personnel techniques, simplificatio

of works in the government service and other amelioration of office practices for the better utilization of employees;

(2) Develop appropriate programs for effective transfer of employees;

(3) Develop appropriate promotion policy to improve the effective utilization of employees;

(4) Develop and promote employee suggestion programs;

(5) Perform inspection of the programs of government agencies relating to the effective utilization of employees.

(Bureau of Investigation)

6. The Bureau of Investigation shall have two sections - Employment Investigattion Section and Violation Investigation Section.

I. The Employment Investigation Section shall conduct field investigations relating to the qualification of candidates for employment and take charge of the registration of employee organizations. The specific functions are to;

(1) Conduct investigations relating to the qualification and character of candidates for employment and applicants for examination as requested by the Bureau of Recruitment and to report the fact to that bureau;

(2) Maintain files for confidential documents concerning activities of this section;

(3) Carry out bisiness of relating to the registration of employee organizations.

(4) Develop procedures for finger-printing and otherwise for investigating and identifying employees.

II. The Violation Investigation Section is responsible for investigating and reporting relevant fact to appeals against disadvantageous actions and requests for administrative actions as well as to the alleged violation of the National Public Service Law and the rules and directives of the National Personnel Authority. The specific functions are to;

(1) Determine and report the relevant facts to, or to give evidence on, complaints, grievance and requests for administrative actions as well as appeals against disadvantageous actions by employees and the public as requested by the Authority, Director-General bureaus, division or section;

(2) Investigate and report the relevant facts on alleged violation of the National Public Service Law and the rules and directives of the Authority as requested by the Authority, Director-General, bureaus, division or sections;

(3) Maintain files for confidential documents concerning activities of this section;

(4) To maintain security for the Authority throughout its building and report to the Director-General on needed security measures.

(Bureau of Public Information)

7. The Bureau of Public Information shall have two sections - Editorial Section and Sissemination Section.

I. Editorial Section. This section is responsible for the preparation of basic information text. The specific functions are to;

(1) On its own initiative and upon request, investigate specific phases of the National Personnel Authority's programs and prepare authentic statements;

(2) Edit manuscripts by the National Personnel Authority's personnel for style, authenticity, and conformity with basic informational policy.

II. Dissemination Section. This section is responsible for the dissemination of information through all evailable media. The specific functions are to;

(1) Answer all general incuiries either through correspondence or at the reception desk;

(2) Adapt basic informational text for the use of the press;

(3) Adapt basic informational text for the use of the radio;

(4) Adapt basic informational text for lectures, exhibits, posters, and other audio-visual media;

(5) Prepare for publication all books; pamphlets, reports, and other publications of the National Personnel Authority.

(Bureau of Law)nistration)

8. The Bureau of Law shall have two sections - counseling Section and Drafting Section.

I. Counseling Section. This section is responsible for advising on and reviewing legal aters and handling litigation in connection with questions of law as they relate to the National Public Service Law,

other pertinent laws, and rules of the National Personnel Authority. The specific functions are to;

(1) Advise the Authority, the staff, and other governmental agencies on legal problems relating to the National Public Service Law, other pertinent laws, and rules of the Authority;

(2) Review the documents, directivities, rule and laws proposed for action to the Authority for legal soundness;

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

II. Drafting Section. This section is responsible for the drafting of all legal documents, rules and amendments to law. The specific function are to;

(1) Draft proposed amendments to the National Public Service Law and to draft other pertinent laws and proposed amendments thereto as requested;

(2) Draft proposed rules, directivities and legal documents for the Authority as requested and based on subject content furnished by the various bureaus, division and sections.

(Bureau of Administration)

9. The Bureau of Administration shall have five sections - Organization and Planning Section, Budget and Finance Section, Office Service Section, Statistics and Reports Section and Library Section.

I. Organization and Planning Section. This section is responsible for planning the organization, the staffing and the procedureal operations of the Authority. This 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, including standardization of their design and duplication and use;

(4) Establish standards for equipment and supplies;

(5) Conduct audits and surveys of the operational programs of the Authority to bring about improvement therein;

(6) Develop manuals of laws and rules, procedures and forms for use by the Authority and the other agencies of government;

(7) Develop work load measurement programs both as to operations and personnel for determining budget requirements and bringing about proper work load distribution.

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

(1) Secure from the bureaus, division and sections estimates, together with adequate supporting data, work loads and other exhibits for the preparation of annual budgets;

(2) Compile, prepare and administer the annual budget of the Authority;

(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) Keep accounting records on specific unit consts of operation;

(7) Review and approve purchases and contract for budgetary control;

(8) Conduct concerning disbursement, and revenue and draw checks;

(9) Prepare and submit accounting records an reports, as required, to other governmental agencies.

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

(1) Operate the office and dormitory buildings, provide adequate custodical, 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 mail, correspondance, 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) Plan programs relating to the purchase and contract, and submit their records and reports, as required, to other government agencies;

(6) Review and pass on requests for and be responsible for the procurement, distribution and inventory of office supplies, printing furniture and fictures, manuals and publications;

(7) Manage the transportation facilities;

(8) Arrange for publication of matters in the Official Gazette;

(9) Conduct translation, interpretating and liaison activities.

IV. Statistics and Reports Section. This section is responsible for gathering, compiling, analysing and interpretating 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, division 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.

V. Library Section. This section is responsible of 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 at the Authority;

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

(3) Keep abreast of publications in the field relating to the work of the Authority and place order for useful publications;

(4) Perform references and research work, compilation of bibliorgaphics 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.

(Bureau of Personnel)

10. The Bureau of Personnel shall have three sections-Staff Recruitment Section, Staff Compensation Section and Staff Efficiency Section.

I. Staff Recruitment Section. This section is responsible for the employment, status and maintenance of records of the personnel of the National Personnel Authority. The specific functions are to:

(1) Determine personnel needs through liaison with the various bureaus division and sections;

(2) Assist, advise or conduct the recruitment and examination program for the National Personnel Authority's personnel in conformity with procedures and standards established by the Bureau of Recruitment;

(3) Process all appointments, separations, and other personnel transactions relating to the "in-service" status of the personnel of the Authority;

(4) Keep all staff personnel records.

II. Staff Compensation Section. This section is responsible for the administration of all programs relating to the position-classification and compensation of employees of the Authority. The specific functions are to:

(1) Investigate, as required, the duties and responsibilities of positions in the Authority;

(2) Classify, in accordance with standards prescribed by the Bureau of Compensation, individual positions of the Authority;

(3) Review and aut on requests, by the various bureaus, division and sections, for changes in classification of positions therein;

(4) Be responsible for the application of the pay plan to the positions in the Authority;

(5) Prepare the payrolls of the Authority and conduct payments of salary and wages;

(6) Receive, investigate, act on or refer, in accordance with provisions of the law or related rules, appeals and complatints from employees on compensation matters.

III. Staff Efficiency Section. The section is responsible for those activities which are concerned directly with perfecting and improving the working officiency of the employees of the Authority. The specific functions are to:

(1) Detefmine training needs within the Authority and plan and conduct, or assist in, training programs in the various brueaus, division, sections or units;

(2) Develops or assist in developing training materials and specialized training techniques;

(3) Establish and carry out programs for promoting the health and safety of employees;

(4) Install and direct a medical service for the Authority's staff;

(5) Develop and carry out, in cooperation with the Bureau of Efficiency, general welfare and recreation programs to assist in the betterment of employee morale;

(6) Conduct such activities as are necessary to carry out the function of the Mutual Aid Associations and other mutual assistance programs.

(7) Administer, in accordance with the procedures and standards prescribed in the Bureau of Efficiency the program for the evaluation of employee performance;

(8) Develop and carry out, in cooperation with the Bureau of Efficiency, programs relating to the most effective utilization of employees skills, knowledges and abilities, including proper employee placement, promotion and transfer.

II. The sections of each bureau and division may have working units or a group of two or more working units presided by one chief. The names and functions of group or unit shall be prescribed by Director-General.

12. Each regional offices may have sections and their each sections may have working units as deemed necessary. The names and functions of the sections or units shall be prescribed by the Director-General.

13. The Bureau of Compensation shall have one Deputy Chief of Bureau.

14. Each bureau and division shall have one or more secretaries attached to the Chief of Bureau or the Chief of Division, such secretaries being under direct supervision of the Chief of Bureau or the Chief of Division concerned. These secretaries shall perform the specific duties enumerated below as well as other general affairs of the bureau and division to which they are assigned;

(1) Deal with confidential matters as directed by the Chief of Bureau or Division to which they are assigned;

(2) Conduct over-all planing and coordination of the activities of the bureau or division to which they are assigned;

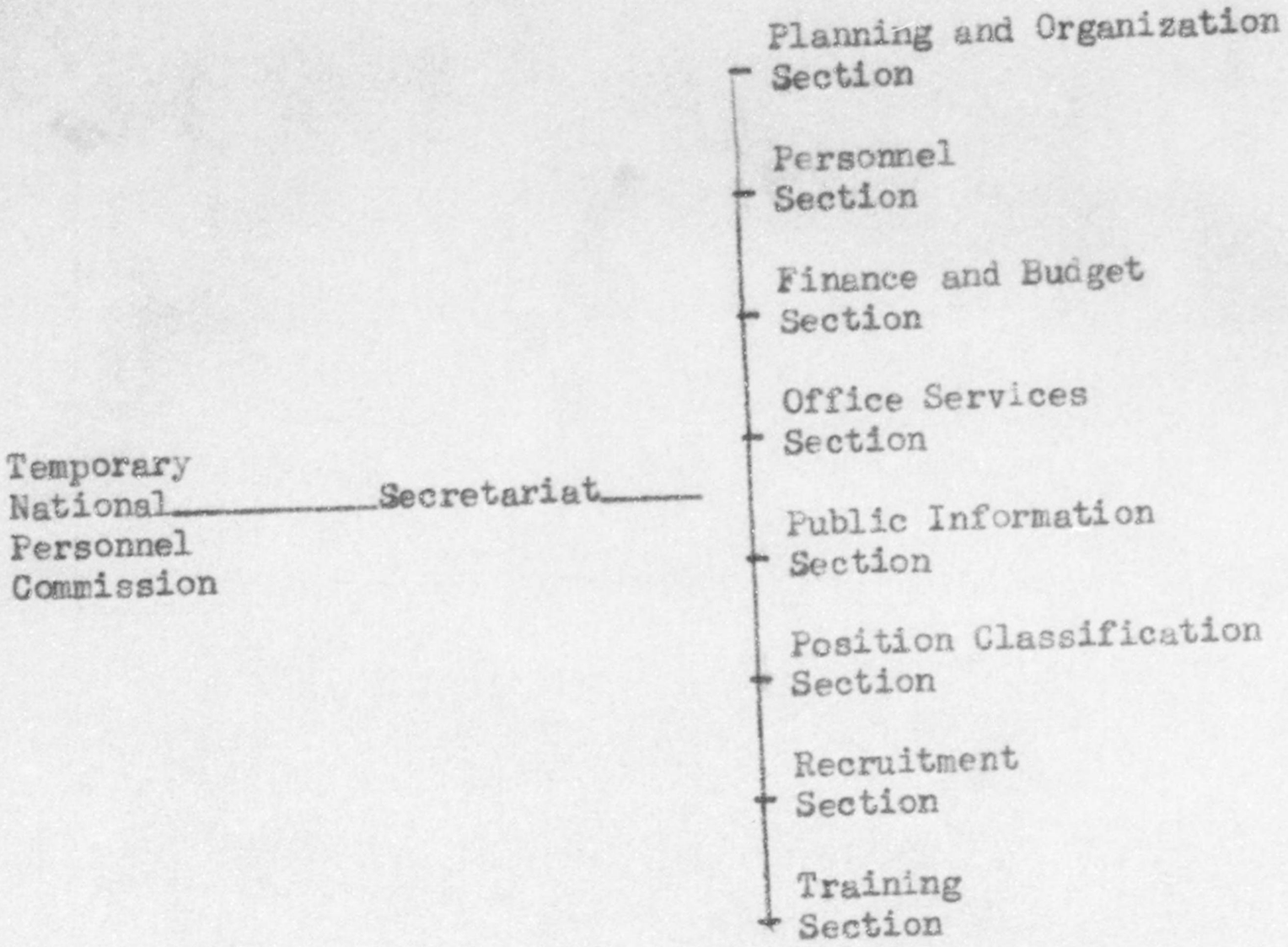
(3) Carry out the business which does not come under the jurisdiction of each section of the bureau or division to which they are assigned;

(4) Perform general secfetarial work for the Chief of Bureau of Division to which they are assigned.

15. The section of each bureau, and division, and the Regional Office may have a deputy chief of section and deputy chief of Regional Office respectively,

Temporary National Personnel Commission — Secretariat

- Planning and Organization Section
- Personnel Section
- Finance and Budget Section
- Office Services Section
- Public Information Section
- Position Classification Section
- Recruitment Section
- Training Section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Recruitment Section
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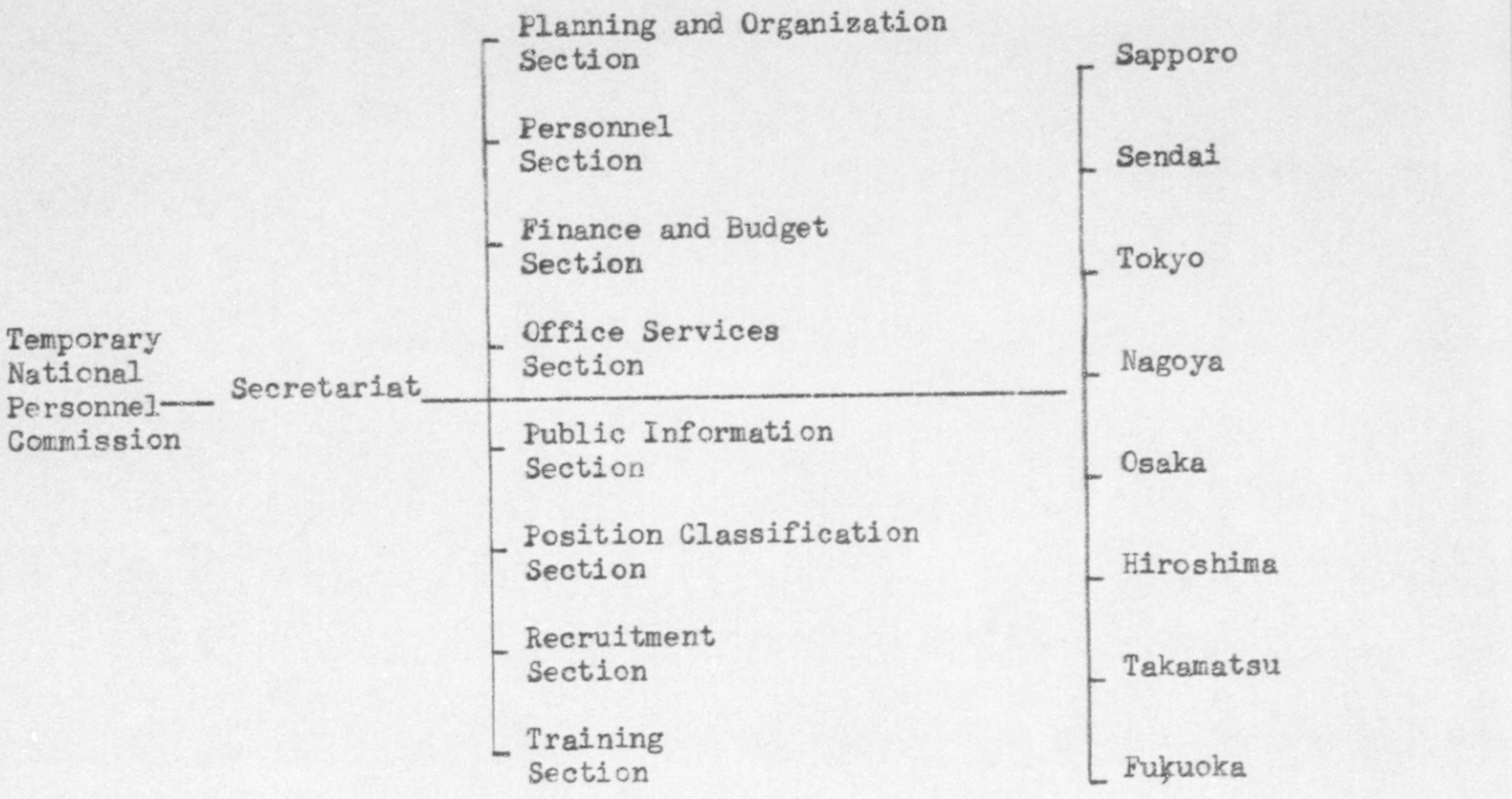
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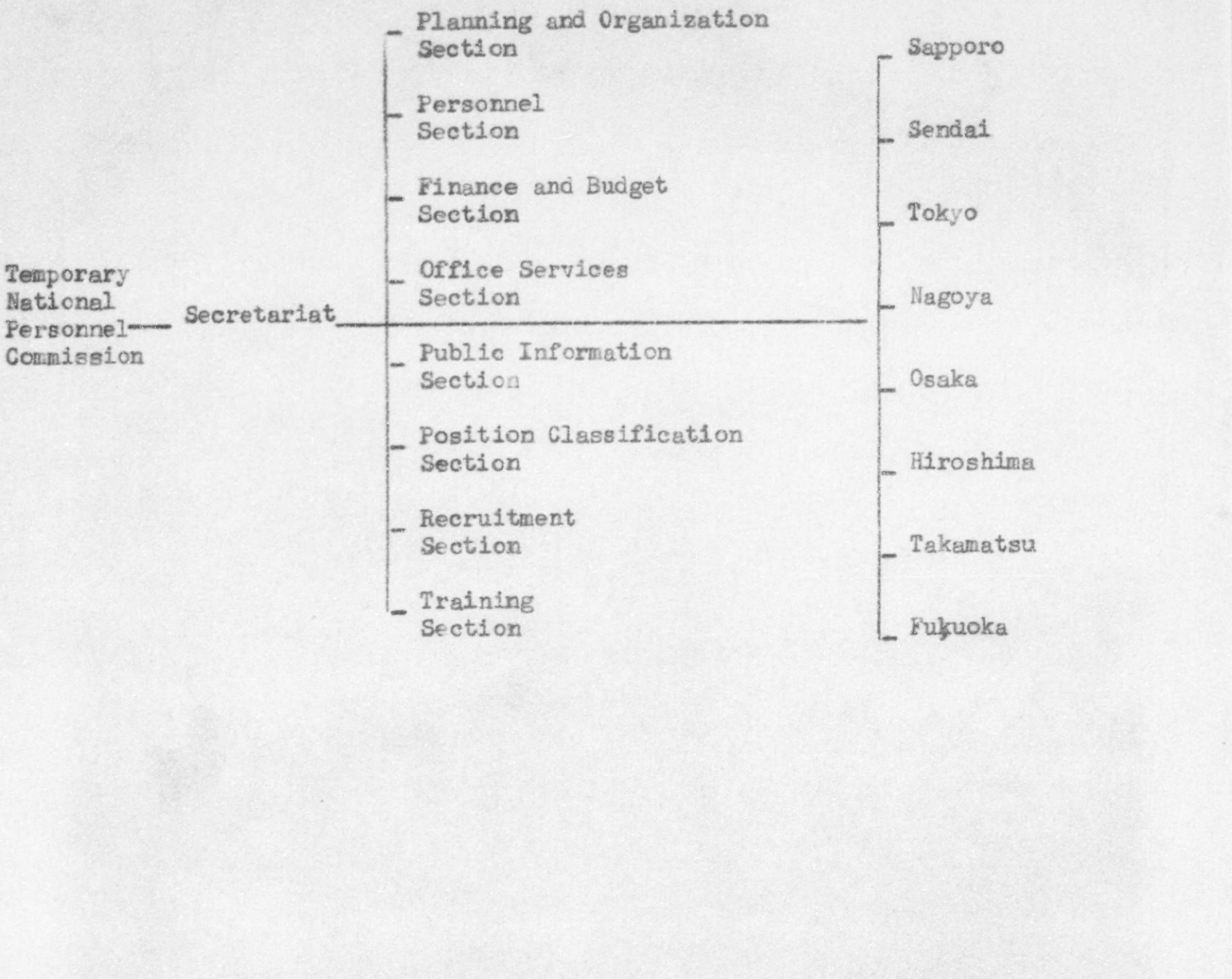
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National Personnel Authorit

National Personnel Council

Director General

- Bureau of Recruitment
  - Planning & Control Sec
  - Examination Section
  - Transaction Sec.
- Bureau of Compensation
  - Position Classification Division
    - Administrative Services Sec.
    - Standards Section
    - Allocations Section
  - Compensation Research Sec.
  - Compensation Hearings Sec.
  - Injury Compensation Section
  - Retirement Section
- Bureau of Equity
  - Disciplinary Appeals Sec.
  - General Appeals Sec.
- Bureau of Efficiency
  - Training Section
  - Safety Section
  - Health Section
  - Welfare Section
  - Recreation Section
  - Employee Evaluation Section
  - Employee Utilization Section
- Bureau
  - Investi
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  - Viol Inve Sect

Regional Office

- Sapporo
- Sendai
- Tokyo
- Nagoya

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irector General

- Bureau of Investigation
  - Employment Investigation Section
  - Violations Investigation Section
- Bureau of Public Information
  - Editorial Section
  - Dissemination Sec.
- Bureau of Law
  - Counseling Section
  - Drafting Section
- Bureau of Administration
  - Organization & Planning Section
  - Budget and Finance Sec.
  - Office Services Sec.
  - Statistics & Reports Section
  - Library Section
- Bureau of Personnel
  - Staff Recruitment Section
  - Staff Compensation Sec.
  - Staff Efficiency Section

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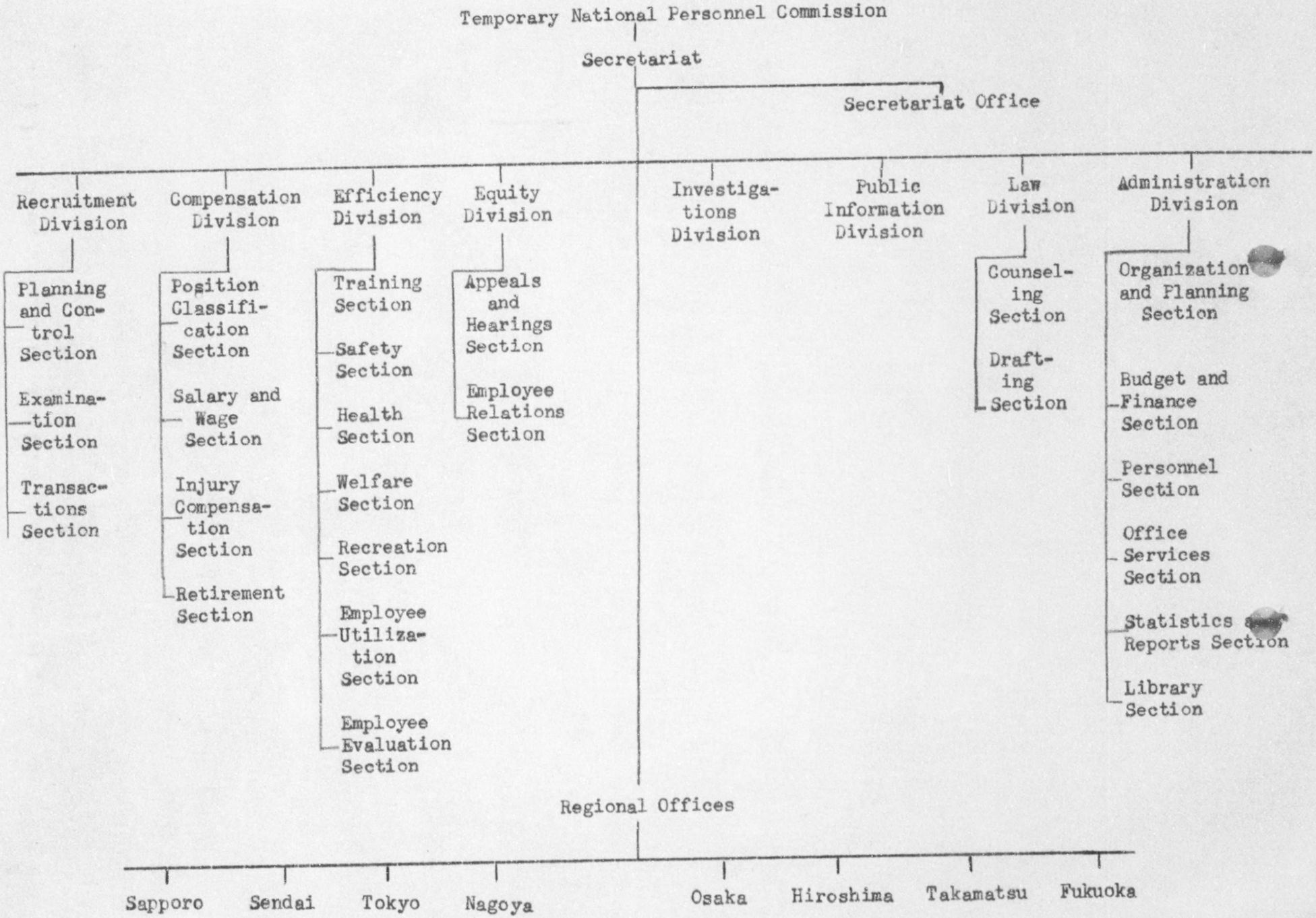
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Compensation Division
Position Classification Section
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Safety Section
Health Section
Welfare Section
Recreation Section
Employee Utilization Section
Employee Evaluation Section
Equity Division
Appeals and Hearings Section
Employee Relations Section
Investigations Division
Public Information Division
Law Division
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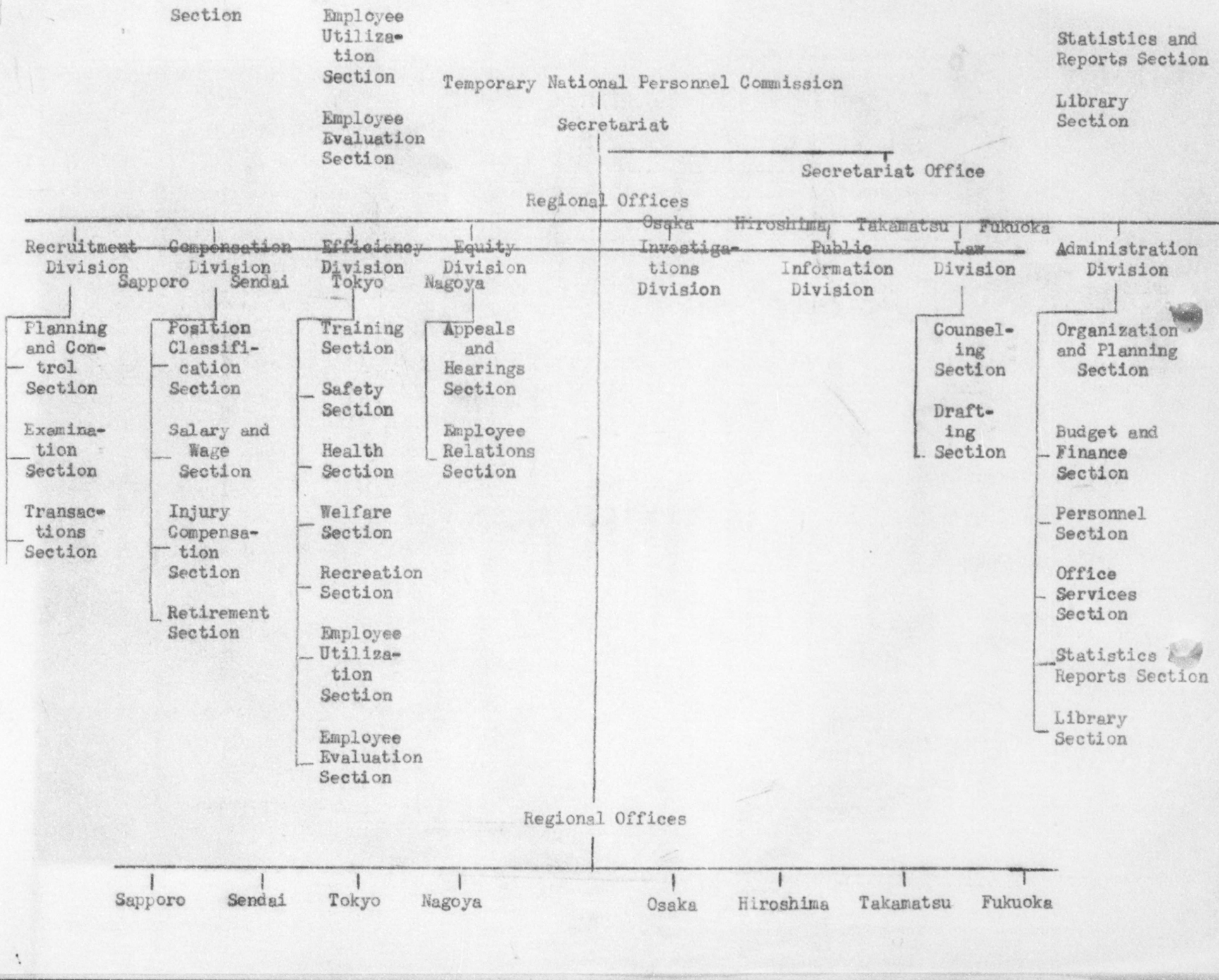
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Efficiency Division
Equity Division
Osaka Investigations Division
Hiroshima Public Information Division
Takamatsu Law Division
Fukuoka Administration Division
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Nagoya
Planning and Control Section
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National Personnel Authority

National Personnel Council

From March 25, 1950

Secretariat

- Recruitment Division
  - Planning & Control Sec.
  - Examination Section
  - Transactions Section
- Compensation Division
  - Position Classfication Section
  - Salary & Wage Section
  - Injury Compensation Section
  - Retirement Section
- Efficiency Division
  - Training Section
  - Safety Section
  - Health Section
  - Recreation Section
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  - Employee Utiliaztion Sec.
  - Employee Evaluation Sec.
- Equity Division
  - Disciplinary Appeals Sec.
  - General Appeals Sec.
- Investigation Division
  - Employee Investigation Section
  - Violations Investigation Section

Established on 13 May 1949

Regional Offic

- Sapporo
- Sendai
- Tokyo
- Nagoya
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Authority

Office of Confidential Secretaries

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Public Information Division

Law Division

Administration Division

Internal Personnel Division

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Editorial Section

Counseling Section

Organization & Planning Section

Staff Recruitment Section

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Dissemination Sec.

Drafting Section

Budget and Finance Sec.

Staff Compensation Section

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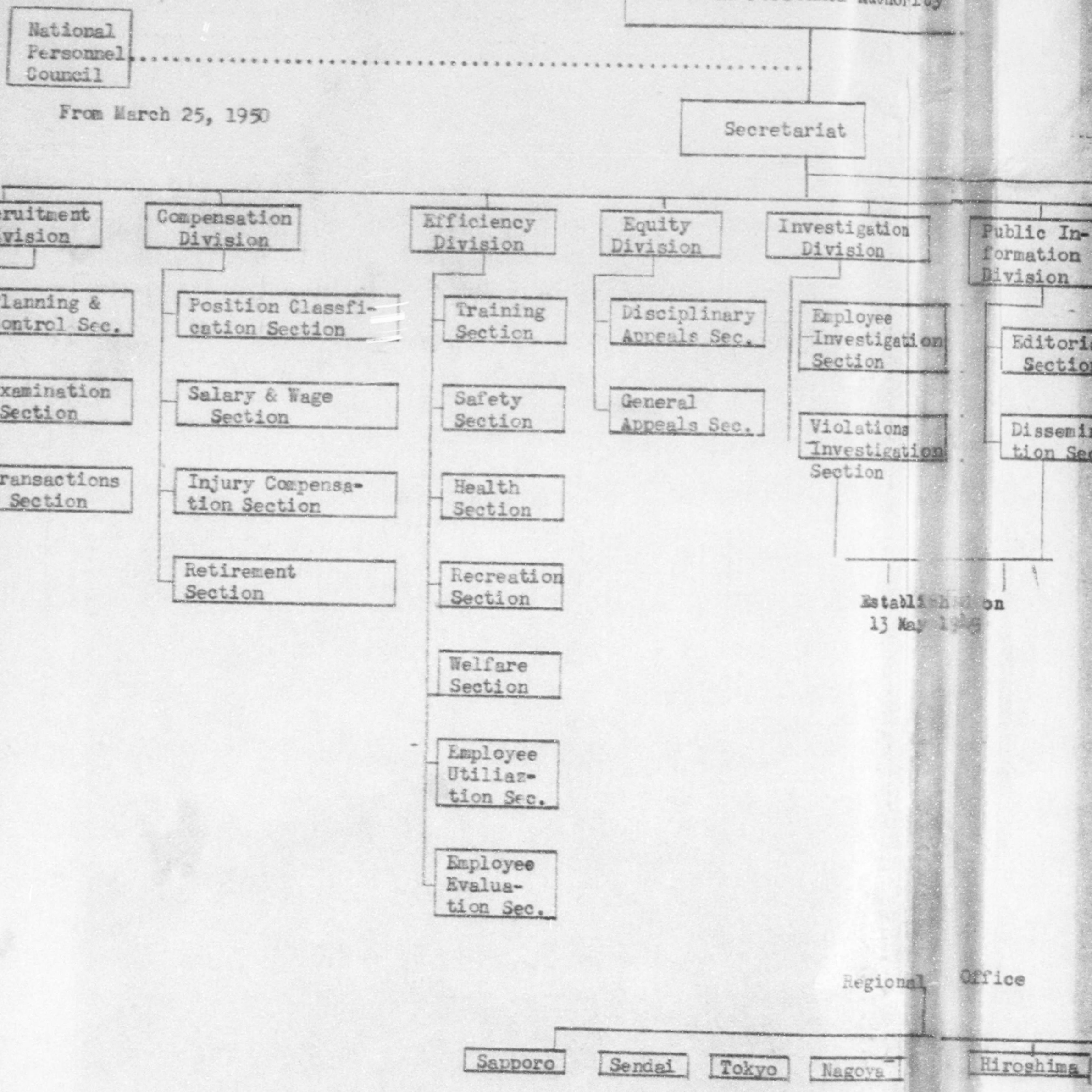
National Personnel Authority
National Personnel Council
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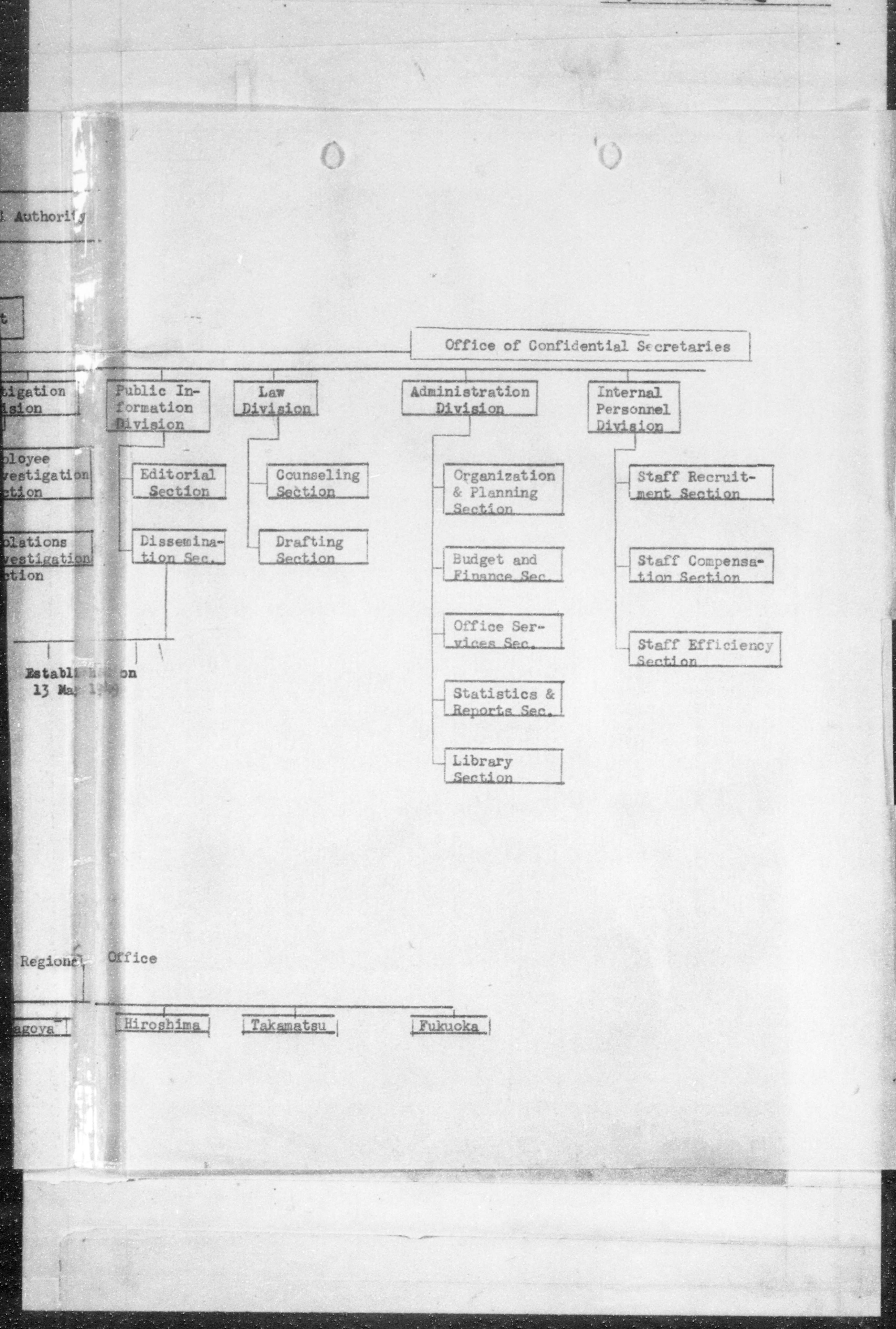
Authority
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Fukuoka

Pursuant to Rule No. 2-3 of the National Personnel Authority (Organization of the Secretariat of the National Personnel Authority), the regulation concerning the sectional organization of the National Personnel Authority's Secretariat shall be established as follows:

, 1949

President of National Personnel Authority

ASAI Kiyoshi

Regulation No. 12 of the National Personnel Authority

(Effective date: November 10 , 1949)

(Office of Director-General)

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

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

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

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

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

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

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

(7) In addition to those functions given in the preceeding items, the work of the Secretariat which does not come under the jurisdiction of other bureaus.

(Bureau of Recruitment)

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

I. Planning and Control Section. This section is responsible for the planning, coordination and control of recruitment programs based on the needs of the government service. The specific functions are to;

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

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

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

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

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

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

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

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

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

(5) Make necessary arrangement for examination;

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

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

(8) Nominate and supervise the examiners;

(9) Prepare employment eligible lists;

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

(11) Establish and maintain controls on temporary employments.

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

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

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

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

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

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

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

(Bureau of Compensation)

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

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

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

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

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

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

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

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

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

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

(9) Collect and maintain current data relating to the organizational structure of the National Government and participate in necessary

studies thereon in cooperation with other government agencies;

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

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

II. Compensation Research Section. This section is responsible for conducting basic surveys relating to the compensation of government employees and developing and recommending an appropriate pay plan. The specific functions are to;

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

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

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

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

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

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

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

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

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

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

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

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

(5) Determine facts related to requests for adjustment of pay presented by government agencies or employees to make necessary adjustment, if admissible, under the pay plan;

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

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

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

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

AUTHORITY NHP PROJ.REG. 5(E) AND 5(D) OR (E) NNDB # 775012

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

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

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

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

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

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

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

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

(1) Conduct investigations and studies related to the problem and develop and recommend a comprehensive, unified retirement program;

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

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

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

(5) Recommend necessary amendments to the retirement law and rules partaining thereto;

(6) Investigate Murual Aid Associations in connection with ~~direct~~ development and operation of the retirement program;

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(7) Perform statistical operations which are an integral part of the retirement program.

(Bureau of Equity)

4. The Bureau of Equity shall have two sections - Disciplinary Appeals Section and General Appeals Section.

I. Disciplinary Appeals Section. This section is responsible for formally hearing or otherwise evaluating appeals from alleged adverse actions against employees and making recommendations theren 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;

(5) Furnish to the Authority - the Director-General and the Bureau of Law, information regarding the activities of this section to serve as the basis for corrective administrative measures and necessary amendments to the law and rules.

II. General Appeals Section. This section is the central clearing house for employees 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 lwas and rules pertaining thereto;

(2) Receive from employee, individually or collectively, appeals,

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 3(D) OR (E) MNO # 779012

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) Furnish to the Authority - the Director-General and the Bureau of Law, information regarding the activities of this section to serve as the basis for corrective administrative measures and necessary amendments to the law and rules;

(4) Develop affirmative programs to establish sound employee-management relations and sound grievances procedures. Advise the agencies of the government on such programs and direct their installation through both the National Personnel Council and directly with the Directors of Personnel of the ministries and agencies;

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 5(D) OR (E) NND# 775012

(Bureau of Efficiency)

5. The Bureau of Efficiency shall have seven sections - Training Section, Safety Section, Health Section, Welfare Section, Recreation Section, Employee Evaluation Section, and Employee Utilization Section.

I. Training Section. This section is responsible for developing, planning and coordinating training programs for employees in the government service. The specific functions are to;

(1) Determine training needs for employees in the regular service of the government;

(2) Cooperate with various agencies of the national government in promoting, planning, developing, conducting and evaluating the training programs to meet the individual needs of the various agencies;

(3) Conduct training research; develop and arrange training materials, training aids, course outlines, bibliographies; and promote specialized techniques for training;

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

II. Safety Section. This section is responsible for the administration and promotion of safety programs for government employees throughout the country. The specific functions are to;

(1) Determine the needs for specific safety programs;

(2) Develop safety standards and cooperate with the various agencies of the government 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 Section.

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III. Health Section. This section is responsible for the establishment and administration of health standards for the government service and promoting general health programs relating to the protection and improvement of health for government employees. The specific functions are to;

(1) Establish and enforce physical standards for appointment in the government service in cooperation with the Bureau of Recruitment;

(2) Cooperate with various agencies of the government to develop and administer appropriate programs for the protection and improvement of employees health through proper working conditions and environment;

(3) Cooperate with various agencies of the goveernment to develop and administer appropriate programs relating to the establishment of health insurance, medical service insurance, and the like forms of protection for government employees;

(4) Develop and administer appropriate programs for the promotion of health education in the government services

IV. Welfars Section. This section is responsible for facilitating the administration of programs for the protection and improvement of economic and personal welfare of government employees. The specific functions are to;

(1) Give advice and assistance to welfare programs administered by various agencies of the government;

(2) Determine the needs of welfare facilities in various agencies of the government;

(3) Promote the activities of Mutual Aid Associations, co-operative credit societies, or any other associations for mutual benefit;

(4) Study matters as to assisting and improving employees economic and personal welfare and make recommendations thereon.

V. Recrdation Section. This section is responsible for the promotion and administration of programs relating to recreation as an aid to improving employees morale. The specific functions are to;

(1) Develop appropriate recreation programs and give necessary assistance to government agencies and employee organizations for the administration of such programs;

(2) Promote and encourage employees recreation programs within the government service;

(3) Evaluate the needs for recreation facilities and give advice and assistance in the procurement of resonably adequate facilities.

VI. Employee Evaluation Section. This section is responsible for the administration of programs relating to the evaluation of employee performance as a necessary adjust to improving employee performance and job satisfaction.

The specific functions are to;

(1) Devise standards and practical methods of evaluating employee performance in cooperation with the various agencies of the government;

(2) Give advice and direction relating to the proper evaluation of empooyee performance;

(3) Devise standards of job performance as to determining superior performance and in-adequate performance;

(4) Conduct necessary investigation whenever inadequate or superior group or individual performance is reported to determine the basic reason therefor; and utilize the information gained in making appropriate recommendation for establishment of plans rewarding superior work performance and measures for

correcting inadequate performance and apporpriate action thereon;

(5) Control the administration of the employee evaluation system.

VII. 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) Cooperate with other bureaus and sections concerned to develop appropriate programs leading to the improvement of personnel techniques, simplification of works in the government service and other amelioration of office practices for he the better utilization of employees;

(2) Develop appropriate promotion policy to improve the effective utilization of employees;

(4) Develop and promote employee suggestion programs;

(5) Perform inspections of the programs of government agencies relating to the effective utilization of employees.

(7) Develop appropriate programs for effective transfer of employees;

(Bureau of Investigation)

6. The Bureau of Investigation shall have two sections - Employment Investigation Section and Violation Investigation Section.

I. <u>The Employment Investigation Section</u> shall conduct field investigations relating to the qualification of candidates for employment and take charge of the registration of employee organizations. The specific functions are to;

(1) Conduct investigations relating to the qualification and character of candidates for employment and applicants for examination as requested by the Bureau of Recruitment and to report the facts to that bureau;

(2) Maintain files for confidential documents concerning activities of this section.

(3) Carry out business relating to the registration of employee organizations;

(4) Develop procedures for finger-printing and otherwise for investigating and identifying employees.

II. <u>The Violation Investigation Section</u> is responsible for investigating and reporting relevant fact to appeals against disadvantageous actions and requests for administrative actions as well as to the alleged violation of the National Public Service Law and the rules and directives of the National Personnel Authority. The specific Functions are to;

(1) Determine and report the relevant facts to, or th give evidence, on, complaints, grievance and requests for administrative actions as well as appeals against disadvantageous actions by employees and the public as requested by the Authority, Director-General, bureaus or sections;

(2) Investigate and report the relevant facts on alleged viblation of the National Public Service Law and the rules

and directives of the Authority as requested by the Authority Director-General, bureaus of sections;

(3) Maintain files for confidential documents concerning activities of this section;

(4) To maintain security for the Authority throughout its building and report to the Director-General on needed security measures.

(Bureau of Public Information)

7. The Bureau of Public Information shall have two sections - Editorial Section and Dissemination Section.

I. Editorial Section. This section is responsible for the preparation of basic information text. The specific functions are to;

(1) On its won initiative and upon request, investigate specific phases of the National Personnel Authority's program and prepare authentic statements;

(2) Edit manuscripts by the National Personnel Authority's personnel for style, authenticity, and conformity with basic informational policy.

II. Dissemination Section. This section is responsible for the dissemination of information through all afailable media. The specific functions are are to;

(1) Answer all genetal inquiries either through correspondence or at the reception desk;

(2) Adapt basic informational text for the use of the press;

(3) Adapt basic informational text for the use of the radio;

(4) Adapt basic informational text for lectures, exhibits, posters, and other audio-visual media;

(5) Prepare for publication all books, pamphlets, reports, and other publications of the National Personnel Authority.

(Bureau of Law)

8. The Bureau of Law shall have two sections - Counciling Section and Drafting Section.

I. Counciling Section. This section is responsible for advising on and reviewing legal maters and handling litigation in connection with questions of law as they relate to the National Public Service Law, other pertinent laws, and rules of the National Personnel Authority. The specific functions are to;

(1) Advise the Authority, the staff, and other governmental agencies on legal problems relating to the National Public Service Law, other pertinent laws, and rules of the Authority;

(2) Review the documents, directives, rules and laws proposed for action to the Authority for legal soundness;

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

II. Drafting Section. This section is responsible for the drafting of all legal documents, rules and amendments to law. The specific function are to;

(1) Draft proposed amendments to the National Public Service Law andt to draft other pertinent laws and proposed amendments thereto as requested;

(2) Draft proposed rules, directives and legal documents for the Authority as requested and based on subject content furnished by the varioys bureaus and sections.

(Bureau of Administration)

9. The Bureau of Administration shall have five sections - Organization and Planning Section, Budget and Finance Section, Office Services Section, Statistics and Reports Section and Library Section.

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

(1) Develop plans for the organizational structure, functions and procedures of the Authority and conduct constand surveys on these matters to the end of impeoving 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, including standardization of their designs and duplication and use;

(4) Establish standards for equipment and supplies;

(5) Conduct audits and surveys of the operational programs of the Authority to bring about improvement therein;

(6) Develop manuals of law and rules, procedures and forms for use by the Authority and the other agencies of government;

(7) Develop work load measurement programs both as to operations and personnel for determining budget; requirements and bringing about proper work load distribution.

II. Budget and Finance Section. This section is responsible for executing, planning and controlling the financial program of the agency.

The specific functions are to;

(1) Secure from the Bureaus and sections estimates, together with adequate supporting data, work loads and other exhibits for the preparation of annual budgets;

(2) Compile, prepare and administer the annual budget of the Authority;

(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) Keep accounting records on specific unit costs of operation;

(7) Review and approve purchases and ~~cont-racts~~ contracts for budgetary control;

(8) Conduct concerning disbursement, and revenue and draw checks;

(9) Prepare and submit accounting records and reports, as required, to other governmental agencies.

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

(1) Operate the office and dormitory 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 mail, correspondance, documents and other communications of the Authority through a central mail and messenger service;

(4) Plan programs relating to the purchase and contract, and submit their records and reports, as required, to other government agencies;

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

(6) Review and pass on requests for and be responsible for the procurement, distribution and inventory control of office supplies, printing, furniture and fixtures, manuals and publications;

(7) Manage the transportation facilities;

(8) Arrange for publication of matters in the Official Gazettee;

(9) Conduct translation, interpretating and liaison activities.

III. 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 minister 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 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.

V. 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 materials.

(3) Keep abreast of publications in the field relating to the work of the Authority and place order for useful publications;

(4) Perform references and research work, compilation of bibliorgaphics 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.

(Bureau of Personn

10. The Bureau of personnel shall have three sections-Staff Recruitment Section, Staff Compensation Section and Staff Efficiency Section.

I. Staff Recruitment Section. This section is responsible for the employment, status and maintenance of records of the personnel of the National Personnel Authority. The specific functions are to:

(1) Determine personnel needs through liaison with the various bureaus and sections;

(2) Assist, advise or conduct the recruitment and examination program for the National Personnel Authority's personnel in conformity with procedures and standards established by the Bureau of Recruitment;

(3) Process all appointments, separations, and other personnel transactions relating to the "in-service" status of the personnel of the Authority;

(4) Keep all staff personnel records;

II. Staff Compensation Section. This section is responsible for the administration of all programs relating to the position classification and compensation of employees of the Authority. The specific functions are to:

(1) Investigate, as required, the duties and responsibilities of positions in the Authority;

(2) Clasify, in accordance with standards prescribed by the Bureau of Compensation, individual positions of the Authority;

(3) Review and act on requests, by the various bureaus and sections, for changes in classification of positions therein;

(4) Be responsible for the application of the pay plan to the positions in the Authority;

(5) Prepare the payrolls of the Authority and conduct payments of salary and wages;

(6) Receive, investigate, act on or refer, in accordance with provisions of the law or related rules, appeals and complaints from employees on compensation matters.

III. Staff Efficiency Section. This section is responsible for those activities which are concerned directly with perfecting and improving the working efficiency of the employees of the Authority. The specific functions are to:

(1) Determine training needs within the Authority and plan and conduct, or assist in , training programs in the various bureaus, sections or units;

(2) Develope or assist in developing training materials and specialized training techniques;

(3) Establish and carry out programs for promoting the health and safety of employees;

(4) Install and direct a medical service for the Authority's staff;

(5) Develop and carry out, in cooperation with the Bureau of Efficiency, general welfare and recreation programs to assist in the betterment of employee morale;

(6) Conduct such activities as are necessary to carry out the function of the Mutual Aid Associations and other mutual assistance programs.

(7) Administer, in accordance with the procedures and standards prescribed in the Bureau of Efficiency, the program for the evaluation of employee performance;

(8) Develop and carry out, in cooperation with the Bureau of Efficiency, programs relating to the most effective utilization of employee skills, knowledges and abilities, including proper employee placement, promotion and transfer.

11. The Office of the Director-General and the sections of each bureau may have working units or a group of two or more working units presided by one chief. The names and functions of group or unit shall be prescribed by Director-General.

12. Each regional offices may have sections and their each sections may have working units as deemed necessary. The names and functions of the sections or units shall be prescribed by the Director-General.

13. The Bureau of Compensation shall have one Deputy Chief of Bureau.

14. Each bureau shall have one or more secretaries of the Chief of Bureau - "Kyoku-cho-zuki" - positions under direct supervision of the Chief of Bureau concerned. The secretary shall deal with the general affairs of the bureau to which he is assigned, involving specific duties enumerated below;

(1) Deal with confidential matters as directed by the Chief of Bureau to which he is assigned;

(2) Perform over-all plan and coordination of the activities of the bureau to which he is assigned;

(3) Carry out the business which does not come under the jurisdiction of each section of the bureau to which he is assigned;

(4) Perform general secretarial duties of the Chief of Bureau to which he is assigned.

15. The Office of Director-General, the section of each bureau, and the Regional Office may have a deputy chief of office, a deputy chief of section and a deputy chief of Regional Office respectively, who will assist their chiefs and act for them in their absence.

16. Each group of working units and each working unit of the Office of Director-General and the sections of each Bureau may have a chief of group and a chief of unit respectively, who will be responsible for the administration of their works under the direction and supervision of their direct chief.

17. The sections of each regional office and units of their each sections

shall have a chief of section and a chief of unit respectively, who will be responsible for the administration of their works under the direction and supervision of their direct chief.

A ADMINISTRATION

A-1 ORGANIZATION & PLANNING

A-1 ORGANIZATIONAL CHARTS

A-1.1 ORGANIZATION

A-1.2 ORGANIZATION & PLANNING

A-1.3 ORGANIZATIONAL UNITS

A-2 BUDGET & FINANCE

A-2 1949 BUDGET (3)

A-2.1 BUDGET (PAST NOTES)

A-2.2 BUDGETING PROCEDURES

A-3 OFFICE SERVICES

A-3 NPA BUILDING LAYOUT & OFFICE SPACE

A-3.1 OFFICE SERVICES

A-3.2 JANITORIAL & MESSENGER SERVICE

A-3.3 FILES

A-4 STATISTICS & REPORTS

A-4.1 WORK LOAD MEASUREMENTS

A-5 PROCEDURES

C CORRESPONDENCE & MEMOS

M MISCELLANEOUS

P PERSONNEL

P-1 STAFF RECRUITMENT

P-1 STAFFING

P-1.1 NPA STAFF APPOINTMENTS

P-1.2 STAFFING REQUIREMENTS

P-2 STAFF COMPENSATION

P-3 STAFF EFFICIENCY

P-3.1 TRAINING

F.C.R.
Secret

Organization Chart of Position Classification Division

March 7. 1951

Chief of Classification Division	Mr. Onouchi
Chief of Management Section	Mr. Otake 40
Management Unit	S. Kamimura
Planning Unit	Y. Kawasaki
Research Unit	Y. Fukuda
Special Study Unit	
Chief of Specification Section	Mr. Ishikawa 140
General Affairs Unit	T. Watanabe
Chief of Social Science Branch	T. Yokoyama
Administration Unit	A. Ishihara
Economic Unit	H. Kawamura
Welfare & Education Unit	A. Yazaki
Legal Unit	S. Tsumagari
Chief of Natural Science Branch	T. Nishikawa
Physical Science & Research Unit	M. Umehara
Engineering Unit	M. Koyanagi
Medical Science & Agriculture Unit	T. Negishi
Chief of Craft & Field Operation Branch	I. Yuyama
1st Craft Unit	T. Watanabe
2nd Craft Unit	T. Ono
Communication Unit	T. Sakamoto
Public Safty & Martime Unit	H. Hashimoto
Chief of Allocation Section	Mr. Iyatomi 90
Chief of 1st Branch	T. Murakami
1st allocation Unit (Administration)	G. Shimizu
2nd " " (Finance, Business & Communication)	S. Kawamata
3rd " " (Legal, Public Safty & Education)	H. Kanai
Chief of 2nd Allocation Branch	I. Kudo
4th allocation Unit (Physical Science & Engineering)	H. Ise
5th " " (Medical Science & Agriculture)	T. Kitayama
Grievance Disposal Room	
6th Unit - Auditing Unit	

10/18/50

file

Chart of Organization of the Position Classification Section Compensation Bureau

- Chief of Position Classification Sec. (Y.Onouchi)
  - Control Branch (S.Kamimura)
  - Planning Room (T.Yokoyama)
    - Planning Branch (T.Iwasaka)
    - Investigation " (A.Yazaki)
  - Assistant to Sec. Chief (T. Yoneyama)
  - Social Science Unit (S. Taguchi)
    - Assistant to Unit Chief (T.Murakami)
      - Public Safety Branch (S.Unno) — Maritime Affair, Public Safety, Inspection
      - Education " (E. Taniguchi) — Education, Art Science, Social Guranty & Labor Relation.
      - Law " (H.Kanai) — Imperial Household, House Keeping, Law, Patent.
    - Assistant to Unit Chief (S.Onishi)
      - Finance Branch (A.Ishihara) — Fiscal Administration, Part of Communication & Transportation Management.
      - Business " (K.Kawamura) — Industrial Economics, Part of Communication & Transportation Management.
  - Natural Science Unit (K.Yatomi)
    - Assistant to Unit Chief (T.Nishikawa)
      - Medicine" (T.Negishi) — Medical Profession, Medical Affairs Management, Pharmaceutical Affairs Management.
      - Agriculture & Forestry" (S.Tamaki) — Agriculture, Animal Husbandry & Biology, Fishery Science & Forestry.
    - Assistant to Unit Chief (T.Tokumitsu)
      - Physical Science " (M.Koyanagi) — Physical Science
      - 1st Engineering " (Y.Fukuda) — Engineering
      - 2nd " " (H.Ise) — ~~Administration~~
  - Administrative Control (O.Isomura)
    - Assistant to Unit Chief (I.Kudo)
      - Administration " (Mochida) — Administration
      - Personnel Investigation " (Kawasaki) — Personnel Investigation, Accounting & Procurement
      - General Clerk " (Wuyama) — Clerk
    - Acting Assistant Unit Chief (T.Suzuki)
      - 1st Craft "X(Watanabe) — Operating (Office Appliance Operating
      - 2nd Craft "X(Shimizu) — General Labor (Making, repairs & Inspection (General)
      - ------- (Metal)

Mr. Roser

Read 28 Oct. '49.

Organization of the N.P.A.

National Personnel Authority	JINJIIN
Office of the Director General	JIMUSOCHŌ-SHITSU
National Personnel Council	JINJI SHUNINKAN-KAIGI
Bureau of Recruitment	NINYŌ-KYOKU
Planning and Control Section	KIKAKU-KA
Examination Section	SHIKEN-KA
Transactions Section	SHINSA-KA
Bureau of Compensation	KYŪYO-KYOKU
Position Classification Section	SHOKKAI-KA
Compensation Research Section	KENKYŪ-KA
Compensation Hearing Section	JISSHI-KA
Injury Compensation Section	HOSHŌ-KA
Retirement Section	
Bureau of Equity	KŌHEI-KYOKU
Disciplinary Appeals Section	SOGAN-KA
General Appeals Section	SEIRI-KA
Bureau of Efficiency	NŌRITSU-KYOKU
Training Section	KENSHŪ-KA
Safety Section	ANZEN-KA
Health Section	KENKŌ-KA
Welfare Section	KŌSEI-KA
Recreation Section	REKURIEISHON-KA
Employee Evaluation Section	KŌSA-KA
Employee Utilization Section	KATSUYŌ-KA

Bureau of Investigation	CHŌSA-KYOKU
Employment Investigation Section	SHOKUIN-KA
Violation Investigation Section	KANSATSU-KA
Bureau of Public Information	KŌHŌ-KYOKU
Editorial Section	HENSHŪ-KA
Dissemination Section	HŌDŌ-KA
Bureau of Law	HOSEI-KYOKU
Counselling Section	SHINGI-KA
Drafting Section	RITSUAN-KA
Bureau of Administration	KANRI-KYOKU
Organization and Planning Section	KIKAKU-KA
Budget and Finance Section	KEIRI-KA
Office Services Section	SHOMU-KA
Statistic and Report Section	TŌKEI-KA
Library Section	TOSHO-KA
Bureau of Personnel	JINJI-KYOKU
Staff Recruitment Section	NINYŌ-KA
Staff Compensation Section	KYŪYO-KA
Staff Efficiency Section	KŌRITSU-KA
Regional Office	CHIHŌ JIMUSHO

The Decision of the Meeting of the National Personnel Authority

, 1949

The National Personnel Authority makes the following decision concerning the staff of the Authority's Secretariat:

1. The decision of the Meeting of the National Personnel Authority dated October 18, 1949 concerning the internal organization and the staff of the Authority's Secretariat is hereby abolished.

2. The staff of the Authority's Secretariat other than the Director-General and the Confidential Secretary to the President shall be;

(1) Secretaries of the National Personnel Authority; and

(2) Koin and Yonin.

Eliminates #3 which is in negotiation.

Final Draft

28 Oct. '49

A part of Rule No. 2-3 of the National Personnel Authority (the Organization of the National Personnel Authority's Secretariat) is to be amended as follows.

, 1949

President of National Personnel Authority

ASAI Kiyoshi

1 The paragraph 2 is to be amended as follows;

"2. The Office of the Director-General is responsible for planning, coordinating and controlling the administrative and technical work of the bureaus and regional offices for the actual day-to-day administration of the law under the control of the Director-General."

2 The paragraph 5 is to be amended as follows;

5. The Bureau of Equity is responsible for the equitable handling of petitions, grievances, and formal appeals against adverse actions, presented by employees or employee organization, and for the initiation of actions necessary to effect equities."

3 In paragraph 7, the word "eligibles" is to be amended to the word "candidates".

4 The paragraph 15 and 16 are to be amended as follows;

"15. The Authority's Secretariat shall have, beside the Director-General, one Deputy Director-General, one Confidential Secretary as a position attached to the President, and such other positions as deemed necessary. The Deputy Director-General shall assist the Director-General, shall act on such matters as may be delegated by the Director-General, and shall act for him in his absence. The Confidential Secretary shall deal with confidential matters or temporarily assist the Authority's Secretariat in accordance with the orders of the President.

16. The Office of the Director-General shall have a Chief of Office and such other positions as deemed necessary. The Chief of Office shall supervise and ~~be~~ be responsible for the work of the Office of Director-General under orders of the Director-General."

CIVIL SERVICE DIVISION
Government Section

21 July 1949

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

SUBJECT : Advise on the Organization and Activities of the Bureau of Compensation

1. On 3 June 1949 I proposed in my weekly memorandum a new project, "Organize staff and develop the activities of the Compensation Bureau and Regional Compensation Sections". It was my feeling that unless this were established the present trend of independent operations by the Classification Section, Compensation Section and Injury Compensation Section would be aggravated and the concept of an integrated Bureau of Compensation would be most difficult to attain.

2. On 1 July 1949 I sent a memorandum to Mr. MacCoy supporting this functional integration and proposing the functional breakdown of the organization of the Bureau of Compensation. I felt that this phase should be cleared up as soon as possible, particularly since Mr. Takimoto, the new Bureau Chief, has now been on the job for some weeks and desires to further the integration and development of the Bureau.

3. The Bureau of Compensation as such has not been operating in the past except to the extent that this office was able to maintain the concept of leadership and integration between the functions of the Bureau. Certain staff functions have been carried on independently and at undesirable expense to NPA. For efficiency and economy purposes those functions of an overall nature of the bureau should be collected together and placed under proper direction of the chief of the bureau. I have reference here specifically to the provision of staff services for the bureau rather than for each section of the bureau, the liaison activities to the operating agencies of the government, the legislative matters and program which are urgently needed, the handling of Diet liaison, proper staff integration and direction between sections, the coordination of work programs and budgets, and the planning for the development of a field program of the bureau for the regional offices of NPA.

no reply
8/8/49
MS

4. I urge that you consider establishment of this project and the clearance of my memorandum of 1 July 1949 dealing with the proposed organization of the Bureau of Compensation. While a project of this kind could consume a great deal of time, I believe the amount of background work done with Mr. Takimoto and the section heads and the recent establishment of the Director General's weekly conference will mean that a minimum amount of individual advisory service will be required from this office. The recognition of this project, however, seems essential and is more apparent each day.

MacDonald Salter

MacDONALD SALTER
Chief, Classification & Compensation Br.

MS:jd

114 Gles Comp. - admin 7-8-49

CIVIL SERVICE DIVISION
Government Section

1 July 1949

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

SUBJECT : Organization of the Bureau of Compensation

1. Attached herewith is a statement of functions to be performed by the Bureau of Compensation organized into five sections. The organization is in accord with the original draft, except that the titles have been slightly changed.

2. The old Compensation Research Section is still continuing and it's activities will include a well defined sub-division to handle compensation hearings. This will be in accord with your memorandum of 18 May, 1949, concerning Compensation Hearings Section—NPA.

3. The old Compensation Hearings Section, which included matters of appeals of grievances against administrative action and which it was agreed belong properly as functions of the Equity Bureau, will now be called the Compensation Administration Section. This section will now deal primarily with all those matters relating to the day-to-day administration and operation of the compensation plan.

4. This matter is in accord with Mr. Bettis' thinking and experience to date with NPA and ONPA.

5. Should this program meet with your approval, we would like to immediately undertake the development of this organization and these functional distributions. Needless to say, it will be necessary also to immediately initiate action to obtain the services of a competent person to head the Compensation Administration Section.

6. No mention has been made in the attached outline of the staff and central services that should be performed as an adjunct to the office of the Director of the Bureau of Compensation. If the above program is to be implemented, immediate action can be taken toward the development of this unit which will lead to the more economical and efficient operation of the bureau. Such services will include legislative, research and liaison, ~~central~~ organizational information, ministry liaison on operating matters concerning classification and compensation and the benefit program and normal staff services necessary to the bureau and complementing those services furnished by the Bureau of Internal Administration.

Compensation Hearing Sec
Title to remain; function is recognized as part of research; will determine next policy.

MACDONALD SALTER,
Chief, Classification-Compensation Branch.

MS:mvb
1 Attachment

Compensation Research Sec
Title to remain; function will therefore deal with payroll audit regulations, etc.

MS with Bett. 8/8/49 advised Bettis accordingly.

ORGANIZATION OF THE BUREAU OF COMPENSATION

OF N.P.A.

In accordance with your memorandum of 18 May, 1949, the following proposal is made for the organization of the Bureau of Compensation:

BUREAU OF COMPENSATION

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

Position-Classification Section. This section is responsible for developing and recommending the classification plan and amendments thereto; it will administer the position-classification plan. The specific functions are to:

1. Develop and prepare a position-classification plan for recommendation to the Cabinet and the Diet by the Authority.

2. Investigate the duties and responsibilities of positions in the regular service and conduct classification surveys as required.

3. Establish classes and class titles and prepare class descriptions and definitions of series of classes.

4. Recommend rules to the Authority for the installation and administration of the position-classification plan and interpret rules issued by the Authority in the administration of the plan.

5. Install and administer the position-classification plan.

6. Allocate positions to their proper classes or approve allocations made by various ministries and agencies.

7. Review and act on requests of agencies to allocate or revise the allocation of positions and advise agencies regarding position allocations.

8. Recommend amendments to the position-classification plan and changes in the definitions of series of classes or class description and titles as deemed necessary.

9. Conduct audits of the operations of operating agency personnel programs in cooperation with other sections of the Authority and when necessary make recommendations for corrective action.

10. In cooperation with the Training Section, develop, prepare and conduct training programs necessary to the continuous development and effective administration of the position-classification plan.

Compensation Research Section. This section conducts basic surveys and prepares recommendations effecting the compensation plan. The specific functions are to:

1. Develop andprepare a compensation plan for recommendation to the Cabinet and the Diet by the Authority.

2. Investigate and determine the proper compensation for various classes of positions.

3. Investigate and determine the proper rates or amounts for employee allowances.

4. Continuously conduct studies relating to the cost of living.

5. Continuously conduct studies of salaries and wages in private employment to determine comparative rates of pay for similar work in the national government.

6. Conduct other special studies related to the compensation plan.

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

8. Determine all pertinent facts related to appeals presented to the section to arrive at proper and equitable solutions and effect proper adjustments when appropriate.

9. Prepare and make recommendations for the amendment to the compensation plan when deemed necessary.

Compensation Administration Section. This section is responsible for the administration of all matters pertaining to the compensation plan. Specific functions are to:

1. Prepare and recommend rules for the administration of the compensation plan.

2. Prepare technical interpretations found necessary in the administration of the compensation plan and rules pertaining thereto.

3. Recommend standards for hours of work, leaves and attendance and timekeeping and payroll procedures.

4. Conduct payroll audits to determine that the compensation plan is being enforced and properly administered.

5. In cooperation with other sections of the Authority, conduct audits of the operating personnel programs and as necessary make corrective recommendations.

6. In cooperation with the Training Section, develop and assist in the conduct of the training programs necessary to the proper administration of the compensation 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 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.

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

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

File
6-24-49
Itm

SPECIAL CONSUMERS' PRICE SURVEY

TABULATION ORGANIZATION

(Figures in the blackets are approximate numbers of the unit members)

GENERAL CHIEF. T. Kawahara. (Chief, Tabulation Div.)

PLANNING and CONTROL Section

CHIEF. H. Hayashi

I. Section, (209) CHIEF. H. Hayashi

RECEIVING Unit (23) Chief. H. Mizuno RECEIVES + report start into areas; enters control record

CHECKING Unit (30) Chief. Miss Y. Takeda check arithmetic on cost of items

CODING Unit (152) Chief. H. Noguchi standardize terminology of items - numerical code

SUMMATION Unit (4) Chief. S. Katsu Enters total costs on summary sheet

II. Section (243) CHIEF. M. Takanashi

CONVERTING Unit (79) Chief. B. Miyamoto converts weights amounts to a standard quantity table

TABULATING Unit (104) Chief. E. Takada Totals reports for each area

AVERAGING Unit (30) Chief. Miss A. Kimura derives average cost from reports for area

FINAL TABLE Unit (30) Chief. Miss F. Yamada Final summary sheet

III. Section - Household Schedule (36) CHIEF. S. Shinohara

Not ready yet

CODING Unit (10) Chief. Miss S. Tsunomura

PUNCHING Unit (16) Chief. Miss S. Ohara

TABULATING Unit (10) Chief. S. Ueno

NPA - Bur. Int. Pers

file

~~30 June 49~~

CIVIL SERVICE DIVISION
Government Section

21 June 1949

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

SUBJECT : Staff--Bureau of Internal Personnel, NPA

Mr. Roser's weekly progress report for the period June 13-17 brings to mind the fact that he is encountering a great deal of difficulty with the NPA; Mr. Sato, Director-General; Mr. Kanatsugu, Chief of Personnel, NPA; and the various division chiefs of the Bureau of Internal Personnel, NPA, in attempting to carry out your orders to place all the emphasis on the Bureaus of Compensation, Examination, and Investigation, while holding to a minimum and, in some cases, even reducing the staffs of other divisions.

In some cases the division chiefs have become politely abusive to Mr. Roser and have even suggested that the NPA should publicly announce in the newspapers that they don't intend to do anything with the various sections of the Efficiency Bureau. I believe it was Mr. Kaneko, Chief of the Employee Evaluation Section, who made this suggestion to Mr. Roser.

So far, he is holding the fort, but I would like to suggest that this particular item be placed on your agenda for discussion with the three Commissioners at your next meeting. I intend to take it up personally with Mr. Sato.

W. PIERCE MacCOY
Deputy Chief
Civil Service Division

WPM:jb

24 June 49
Discussed with NPA
Mr Roser will confer with them this afternoon and fix standards for immediate action.

29 June 49
Discussed with Roser. Apparently he has reached satisfactory agreement with NPA

Resolution of Meeting of the National Personnel Authority on May 18, 1949.

The National Personnel Authority makes the following decision (concerning the establishment of the Internal Personnel Division in the National Personnel Authority's Secretariat:

1. The National Personnel Authority's Secretariat shall have the Internal Personnel Division.
2. The Internal Personnel Division is responsible for conducting the personnel programs covering the staff of the Authority's Secretariat (to be hereinafter referred as the staff).
3. The Internal Personnel Division shall have the Staff Recruitment Section, Staff Compensation Section and Staff Efficiency Section.
4. The Staff Recruitment Section is responsible for ~~all activities relating to the filling of positions in the National Authority.~~ the employment, status and maintenance of records of the personnel of the N. P. A. The specific functions are to;
   (1) Determine personnel needs through liaison with the various divisions and sections.
   (2) Plan the recruitment program to meet these needs.
   (3) Process all appointments, separations, and other personnel transactions relating to the "in service" status and work performance of the staff.
   (4) Keep all staff personnel records.
   (5) Enforce and maintain standards of timekeeping and leave record keeping.
5. The Staff Compensation Section is responsible for the administration of all programs relating to the compensation of the staff. The specific functions are to:
   (1) Investigate as required the duties and responsibilities of positions in the Authority.

(2) Recommend the classification of individual positions.

(3) Review and action requests by the various divisions and sections' for the allocation and reallocation of positions therein.

(4) Be responsible for the application of the compensation plan to the positions in the Authority.

(5) Receive, investigate and act on, within the law and rules, appeals and complaints from the staff.on compensation matters.

6. The Staff Efficiency Section is responsible for those activities which are concerned directly with perfecting and improving the efficiency of the employees of the Authority. The specific functions are to:

(1) Determine training needs within the Authority and plan and conduct training programs with the assistance of the appropriate divisions and sections.

(2) Develop or assist in developing training materials and specialized training techniques.

(3) Conduct safety programs within the Authority's Secretariat.

(4) Establish and carry out programs for promoting the health, protection, and improvement of employees.

(5) Perform on-the-job medical service for the staff.

(6) Install and conduct employee guidance and consultation service for the purpose of advising induviduals on personal problems.

(7) Develop welfare and recreation programs, to assist in the betterment of employee morale.

(8) Conduct such activities as are necessary to carry out the functions of the Mutual Aid Associations and other mutual assistance programs.

(9) Administer the program for the evaluation of employee performance, including probationary performance and the establishment of job standards.

(10) Develop and carry out programs relating to the most effective utilization of employee skills, knowledges and abilities, including proper employee placement, promotion and transfer.

7. The Personnel Section, Administration Division of the Authority's Secretariat is to be abolished, and from the functions of the same division, the phrase "the personnel program covering the staff" is to be deleted.

NPA-Bur. Int. Personnel

1 - Mr Hoover
2 - file

5/20/49

CIVIL SERVICE DIVISION
Government Section

May 17, 1949

WPMcC
5/20/49

MEMORANDUM FOR: Mr. W. Pierce MacCoy
Chief, General Personnel Administration Branch

SUBJECT : Establishment of Bureaus of Internal Personnel and Internal Administration

1. Mr. Sato discussed with me yesterday afternoon a proposed draft covering the functional definitions establishing the bureau of Internal Personnel. The Commission intends to establish this unit as a Division in the same manner as the other organizational units of NPA are now established. I was informed that the Commission plans to approve this draft in the form of a Tatsu (Internal Directive) either today or tomorrow.

2. The proposed draft follows with very slight modifications, made at my suggestion, the proposed definitions prepared by Mr. Bell. There was one objection in the draft concerning one of the functions in the Recruitment Section of the Bureau of Internal Personnel which would place "work performance" in that section. Upon questioning, I learned that a strict interpretation of the NPSL ~~which~~, for some reason, places that particular function in the Recruitment Section rather than in the Efficiency Section. Because there are many other minor changes which should be made in possibly every section of each bureau before regulations are formally adopted, I consider this particular point as unimportant.

3. The present organizational structure of NPA was approved by the Commission probably during the latter part of August and appears in toto in the September 2, 1948 Official Gazette. The Commission's action established a Personnel Section as one of the units in the Division of Internal Administration. The only action planned by the Commission, at this time, concerning with the creation of the Division of Internal Personnel, is to abolish the Personnel Section of the present Division of Internal Administration.

4. I have asked Mr. Kanatsugu, Chief of the present Personnel Section, to prepare for you an up-to-date list of all organizational units which have been created, including also the names of chiefs to the various bureaus or sections who have been appointed.

Foster B. Roser
FOSTER ROSER
Examination Specialist

FR:rr

CIVIL SERVICE DIVISION
Government Section

12 May 1949

MEMORANDUM FOR: Mr. Foster Roser, Examination Specialist

SUBJECT : Organizational Structure of NPA

It will be appreciated if you will secure for me a complete up-to-date list of all organizational units now established in the NPA, indicating the names of the chiefs assigned to such organizational units. By "established", I have reference to those organizational units to which personnel are now assigned. Please indicate on your list the interdependence and lines of authority of such organizational units.

W. PIERCE MacCOY
Deputy Chief
Civil Service Division

WPM:jb

CIVIL SERVICE DIVISION
Government Section

12 May 1949

MEMORANDUM FOR: Mr. Foster Roser, Examination Specialist

SUBJECT : Future Status of the Bureau of Internal Administration and Internal Personnel

My memorandum to Mr. Peterson will, I believe, answer most of the questions which you have raised in your memorandum of 11 May to Mr. Hoover. As I explained briefly to you on the evening of 11 May, I had discussed the point which you had raised with Dr. Asai and Mr. Sato following the National Personnel Council meeting on Wednesday, 1 May. According to Dr. Asai the difficulty had arisen due to a misunderstanding over a conference he and the other two commissioners had had with Mr. Hoover several weeks previously. At that particular time I was objecting to the NPA's delay in establishing their bureaus under that title. Dr. Asai explained to Mr. Hoover that due to the fact that the Prime Minister was making such a point of reduction of bureaus in the National Government, he felt that it was inadvisable to establish new bureaus in NPA at this particular time. Mr. Hoover concurred in Dr. Asai's reasoning and agreed to the delay of the establishment of bureaus in NPA. (by the name "Bureau")

At this same meeting the establishment of the two new organizational units to be eventually known as the Bureau of Internal Administration and the Bureau of Internal Personnel were discussed. Mr. Hoover directed Dr. Asai to establish these organizational units in the same manner as he had established other such units at this level but not to call them bureaus as of this moment. Dr. Asai apparently misunderstood, as did the other two commissioners, and thought that Mr. Hoover was agreeing not only to the delay in establishing all bureaus but to the delay in establishing the two new bureau units covering internal administration. Due to the language difficulty this is not improbable and Dr. Asai agreed readily to establish these units during the week of May 16 to 21. He stated that he and Mr. Sato would discuss the matter further with you.

W. Pierce MacCoy

W. PIERCE MacCOY
Deputy Chief
Civil Service Division

WPM:jb

File
5-13-49

CIVIL SERVICE DIVISION
Government Section

12 May 1949

MEMORANDUM FOR: Mr. Gordon Peterson, Organization Specialist

SUBJECT : Establishment of Organizational Structure of NPA

Mr. Hoover has requested that you advise Mr. Sato (and through him, the Commissioners) that there is to be prepared and presented to this office not later than Wednesday, 18 May, whatever document is necessary to formally establish the Bureau of Internal Administration and the Bureau of Internal Personnel in the NPA. These two bureaus will be organized through the dissolution of the old Bureau of Administration, and the reallocation of the functions of the old bureau are to conform to the chart indicating the establishment of the two new bureaus which has been approved by Mr. Hoover as of 20 December 1948. Mr. Sato should be instructed to discuss the matter with Mr. Roser.

W. PIERCE MacCOY
Deputy Chief
Civil Service Division

WPM:jb
cc. Mr. Roser

Notified Sato
1430hours 13 May 49

CIVIL SERVICE DIVISION
Government Section

May 11, 1949

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

SUBJECT : Future Status of the Bureau of Internal Administration and Internal Personnel.

1. At a meeting with the commissioners of the NPA and the Director-General, I stated that I should like to activate the Efficiency Section of the Bureau of Internal Personnel and accordingly, have someone appointed as Section Chief. Rather innocently, at the time, it seemed to me that the commission was determining that such an appointee should be a Unit Chief rather than a Section Chief. As the discussion went on, it developed that although an organizational chart as well as bureau and section definitions were prepared, indicating that two bureaus had been agreed upon by both you and the commission, it now appears that no agreement actually ever was reached as to whether the creation of two separate bureaus should be established.

2. As it now stands, all the functions and activities which were to be incorporated in the Bureau of Internal Personnel are presently embodied in the Personnel Section of the Division of Internal Administration. In questioning, I learned that there are no definitions nor has any formal action ever been taken to create the Division of Internal Administration and its many related activities.

3. In pressing the commission for the adoption of an informal approval of the creation of the two bureaus, so that I may activate the respective sections, I was given the impression that you had sponsored the idea of a personnel bureau not only in NPA but in every other ministry as well in which the agency had 1000 or more employees. The commissioners strongly feel that in the light of the reorganization and retrenchement plans that the establishment of personnel bureaus has small chance of becoming a reality.

4. Dr. Asai suggested that they discuss this matter with you and come to an agreement as to how we should handle this problem. I too would like to get this matter settled because several of my projects are set up upon the basis of the organization incorporated in the chart prepared as of December 1948.

Mr Roser - Look Mr MacCoy. Look received instructions from me and is taking this matter up with the Commission today. 5/11/49

FOSTER ROSER
Examination Specialist

FR:rr

National Personnel Authority

May 9, 1949

To:

Mr. W. Pierce MacCoy,

Deputy Chief of Civil Service Division,

Government Section, GHQ, SCAP

Organization structure of Investigation and Public Information Divisions of the Secretariat

Apropos of the proposed creation of sections in the Investigation and Public Information Divisions of the National Personnel Authority's Secretariat, the President made the request on the case to Mr. Hoover the other day, and prospective appointees to the post of section chiefs of these two divisions have generally been tentatively decided with your preliminary understanding (with the exception of Mr. Sato Toshio whose candidacy is to be struck out owing to his subsequent conditions and a new appointee is being selected to take his place). As you are already aware, once these prospective candidates are appointed section chiefs, they will receive an advancement in their salary grade under the Law Administering the New Pay of Government Employees, and if their new appointments to section chiefs are postponed for any length of time, their promotion will correspondingly be delayed. As the candidates concerned are carrying on the same duties as section chiefs, I would appreciate your giving understanding to the proposed creation of the sections involved as early as posible.

T. Sato

Sato Tomoo

Director-General
of
National Personnel Authority

TONOMI - INVESTIGATION
TAKIMOTO PUBLIC INFO
OKUMA INVESTIGATION

CIVIL SERVICE DIVISION
Government Section

4 May 1949

MEMORANDUM FOR THE RECORD:

SUBJECT: Proposed Administrative Readjustment Bill Prepared by the Cabinet.

A conference was held in Mr. Hoover's office today on the above subject with the following persons present:

Mr. Honda, Minister of State
Mr. Nakagawa - Administrative Management Agency
Mr. Onagi - " " "
Captain Diamantes - Public Administration Div. GS
Captain McWherter - " " "
Mr. W. P. MacCoy - CSD

Mr. Honda presented the government's administrative readjustment bill stating that they had found it necessary to insert a number of provisions as supplementary provisions and they would like Mr. Hoover's opinion on them. Discussion on the bill is presently occurring in the Cabinet. Under the present plan, approximately 263,000 positions will be eliminated; however, a new increase of approximately 26,000 in budgeted positions will be allowed, meaning a net decrease of 237,000. At present there are approximately 100,000 vacancies in govt. positions - 6% of the total number of positions. Mr. Honda presumes that of the 100,000 vacancies, 70% will be included in the number of positions to be eliminated under the present plan, so the number of vacant positions in present plan would be about 70,000 making an actual elimination of persons about 167,000. Of 26,000 to be newly increased, some will be filled by transfer of employees from other government agencies. Mr. Honda presumes that of the 26,000 about 70% will be filled by transfer of present employees and 30% by new employees.

Mr. Honda reports that there are 1,560,000 actual government employees not counting the 100,000 vacant positions. Taking this figure of 1,560,000, the plan would provide a 10.7% reduction in staff. The Administrative Management Agency originally proposed a cut of 310,000 positions including the 100,000 vacancies. The present Cabinet plan reduces this by 47,000. Roughly the decrease in Administrative Management Agency's proposed number for reduction was: Communication special account, a cut of 33,000; food administration offices and crop reporting offices reduced 5500; tax collection [illegible]rs [illegible]nel reduced 7500.

Mr. Honda reported continued efforts with the Cabinet to achieve original proposed reduction figure until the last when it looked as if it might result in cabinet being disunited at which point he agreed to this plan. He feels this is the first step and that from now on through special studies of the various business of government offices and recommendations to streamline such, it will be possible to achieve further reductions. Mr. Hoover stated he had hoped the plan would provide for a larger reduction but felt too that it was a step in the right direction.

In connection with the Cabinet's appointment of a special committee to study administrative readjustment, Mr. Hoover stated that we regard the Administrative Management Agency as set up for that purpose. Mr. Honda explained that the Prime Minister desired the special committee in order to make the decisions of Administrative Management Agency convincing to the ministries and agencies.

Mr. Honda also stated that his work on the administrative readjustment had led him to feel the Administrative Management Agency and the Budget Bureau should be brought together in order to work more effectively, and Mr. Hoover agreed it is a question that would bear further examination.

Mr. Hoover called attention to the Supplementary Provisions, Articles 4, 5, and 6 of the proposed law given him by Mr. Honda and stated that these provisions are objectionable on the basis that they are unnecessary and something which may eventually embarrass their program.

(1) Reference to Article 78 of NPSL is legally unnecessary because any reduction in staff would naturally come under this article.

(2) The suspension of the application of the right of appeal is considered ill-advised because it means in effect that you have suspended the equity procedures. NPSL gives responsibility to NPA to deal with situations arising under such circumstances and he is sure they will be prepared to deal with them. The government would put themselves in a questionable position before the world if they were to suspend the equity processes.

(3) Any approval of the ability of separated employees (through reduction in force) to enter private business is entirely within the province of NPA to cover by rule and the matter should be so handled. This is a routine personnel administration.

Mr. Hoover then defined administrative reorganization because of the general confusion on the point. First, the realignment of the various

agencies of government, the structural form of government, etc., and second, the special reduction in the number of persons employed. In these two areas, it is not NPA's function to perform but is the primary responsibility of Administrative Management Agency for referral to the Cabinet.

He supports NPA in all statements about not interfering with the administrative reorganization. It does not mean that NPA would fail to perform proper functions under the law concerning personnel matters, some of which may be related to the administrative readjustment. NPA is set up to handle personnel functions but we do not intend to infringe on the function of general management.

Mr. Honda stated that (1) the reference to Art. 78 of NPSL was included because it was felt that the size of this proposed reduction in force was so great that such a sizeable reduction was not anticipated when Art. 78 was passed. Now that he understands our position there will be no difficulty on this point; (2) inserted part about suspending appeals because they thought there would be a large number of appeals and administratively would be more practical to suspend appeals for this occasion. Understood CSD point and would report it to Cabinet for discussion. Mr. Hoover stated that we expected it to be eliminated; (3) inserted ref. to Art. 103, NPSL, because of number of cases involved but understands that NPA can handle situation by rule. Mr. Hoover pointed out provision referring to Art. 103, NPSL, was normal personnel function that could be handled by including automatic approval in the discharge notice--a statement that employee was exempt from Art. 103 of NPSL.

Mr. Hoover asked that conference be kept confidential and not released to press. This does not refer to official actions, either by the Cabinet or NPA, being released. Asked that this message be relayed to Cabinet.

G. Pierson

GP:jb

CIVIL SERVICE DIVISION
Government Section

3 May 1949

MEMORANDUM FOR THE RECORD

SUBJECT: Organization of the Salary & Wage Section, NPA

In order that a study may be made of the organization, assignment of functions and internal operation of the Salary and Wage Section, Bureau of Compensation and Classification, NPA, Mr. Hasumi was requested on 27 April 1949 to furnish this office with the following information:

1. Chart outlining the organization
2. Functional statement showing responsibilities of each unit and sub-unit
3. Staffing chart showing name and grade of each unit head and number of employees by grade and assignment
4. Special projects in progress and current work assignments

It is planned that after a careful study has been completed visits will be made to the offices to ascertain the physical lay-out and to make such suggestions as are deemed appropriate.

It is anticipated that weekly staff meetings will be held in the offices of the Salary and Wage Section in order to discuss current problems and to coordinate the activities. Mr. Hasumi will be requested to supply this office with a weekly summary of activities and progress regarding pending projects. Initial staff conferences will be held during the week of 9 May.

JESSE B. BETTIS
Compensation Specialist

JBB:jd

Limits of Businesses of Office Services

Section and Personnel Section

May 2, 1949

The organization and administration of the National Personnel Authority are those which are different from these seen in Japan heretofore. And these are the points of which the National Personnel Authority should be the models of other government agencies as such the National Personnel Authority as conducts a new type of personnel administration based on the National Public Service Law. Above all the Personnel Section of the National Personnel Authority should assume the responsibility to carry out a new type of personnel administration and make itself a model of other government agencies. At the same time, the Office Services Section also possesses, as the competent section of office services, specific functions which can not be found in other government agencies. Accordingly, the organization and powers of the Personnel Section and the Office Services Section should necessarily be those improved from the previous habit of Japanese methods and introduced the methods of advanced countries. In this sense it will be necessary that the work related with efficiency such as welfare, recreation, safety, health, etc. be transferred from the Office Services Section to the Jurisdiction of the Personnel Section.

Henceforth, the limits of the duties of the Office Services Section and the Personnel Section shall be established as follows:

1. Powers of the Office Services Section

As the section in charge of office services in the National Personnel Authority it will make the following units control each interested work from the standpoint of "goods".

(1) Supplies Unit

A. Purchase of furniture and consumables.

B. Custody and supply and distribution of furniture and consumables.

C. Conclusion and fulfilness of various contracts.

(2) Building and Ground Unit

A. Maintenance and management (repair) of the NPA Building.

B. Supervision of the NPA Building - supervision of the guards.

C. Allocation of rooms.

D. Permission on use of rooms.

E. Maintenance of telephones - supervision of telephone operators.

F. Management of the transformer sub-station - supervision of electrical operators.

G. Management of the employees' dormitories - supervision of the caretakers.

H. Management of automobiles - control of chauffeurs.

(3) General Clerks Services Unit

A. Dispatch and receipt of correspondence, postal goods, newspapers and official gazettes.

B. Message service of the above.

C. Copying business.

D. Japanese type-writing.

E. Central filing of documents.

(4) Liaison Unit

A. Translation.

B. Interpretation.

C. English type-writing.

2. Powers of the Personnel Section

This section takes charge of all types of work, in addition to the employment and compensation of the employees of NPA, connected mainly with the employees including the matters related with efficiency such as welfare, recreation, safety, health, etc. The specifications are enumerated here below:

(1) Employment Unit

A. Preparation and enforcement of the employment program.

B. Determination of status.

C. Status.

D. Work performance (attendance, tardiness, early leaving, leave of absence and official tour.)

E. Workers association relations.

(2) Compensation Unit

A. Determination of standards for compensations and travelling expenses

B. Determination of amount of compensation of each employee (principal salary, areal allowance, family allowance and overtime allowance).

C. Drafting and allocation of the position classification plan of NPA.

(3) Efficiency Unit

A. The matters on health and safety of employees

Enforcement of physical examination

Management of the dispensary

Cleanliness and arrangement of offices - supervision of janitors and cleaners (including the inside and outside of the building, toilet, etc.)

Management of the Mutal Aid Association.

B. Training course

Planning and administration of training course within NPA.

C. Welfare and Recreation

Management of restaurant, booths, etc.

Recreation.

D. Evaluation and utilization.

~~Hoover~~ BH 4/30/49

2 - file 4-29-49

CIVIL SERVICE DIVISION
Government Section

28 April 1949

MEMORANDUM FOR THE RECORD:

SUBJECT: Article in Tokyo Shimbun 27 April Concerning Retrenchment Program of National Personnel Authority

At Mr. Hoover's request I interviewed the three commissioners of the National Personnel Authority, Dr. Asai, Mr. Yamashita and Mr. Ueno in an attempt to ascertain how the information had been furnished to the Tokyo Shimbun and other Japanese newspapers concerning the commissioners' conference with Mr. Hoover on the subject of the government retrenchment program. It occurred to me that I might secure more information from each commissioner if I discussed the matter with them individually - therefore I called on Mr. Ueno first. It is interesting to note that two newspaper reporters were in Mr. Ueno's office when I arrived and that Mr. Ueno had to excuse himself.

During the conference Mr. Ueno stated that Dr. Asai had been quite perturbed concerning the press item and had called a conference immediately on the morning of 27 April to discuss the matter with the other two commissioners. It was then that Mr. Ueno discovered that the reporters had not interviewed Dr. Asai before they interviewed him . Because they had commenced their interview with him by stating that they understood the three commissioners had had a meeting with Mr. Hoover on the government retrenchment program, he thought they had talked with Dr. Asai concerning the matter. Incidentally, the reporters told the same story to Mr. Yamashita. Neither Mr. Yamashita nor Mr. Ueno bothered to check the matter with Dr. Asai before they discussed the meeting with the reporters. Mr. Ueno was prone to lay the blame for the majority of the article on Mr. Yamashita.

In my subsequent interview with Mr. Yamashita I discovered that the reporters had ascertained the fact that the three commissioners had left for interview with Mr. Hoover and because the question of retrenchment is the most serious problem before the government at the present moment, they guessed the reason for the conference and stated this as a fact when they interviewed both Mr. Yamashita and Mr. Ueno. Both of these gentlemen were naive enough to assume without checking that they had secured such specific information from Dr. Asai and therefore apparently talked quite freely.

In my interview with Mr. Yamashita following my talk with Mr. Ueno, Mr. Yamashita admitted that he had given the reporters points 2 and 3