DECLASSIFIED E.O. 12958 SEC. 3(E) AND 3(B) OR (E) NNDB # 775072

GHQ/SCAP Records(RG 331)
Description of contents

THE
NATIONAL ARCHIVES
OF THE
UNITED STATES

(1) Box no. 2188

(2) Folder title/number: (23)
Functional and Position Charts - Government Section

(3) Date: Apr. 1949 - Apr. 1951

(4) Subject:

Classification	Type of record
031.3	e, r

(5) Item description and comment:

(6) Reproduction: (Yes) No

(7) Film no. Sheet no.

DECLASSIFIED E.O. 12958, SEC. 3.5(b) AND 3.6(b) OR (c) NND # 773 072

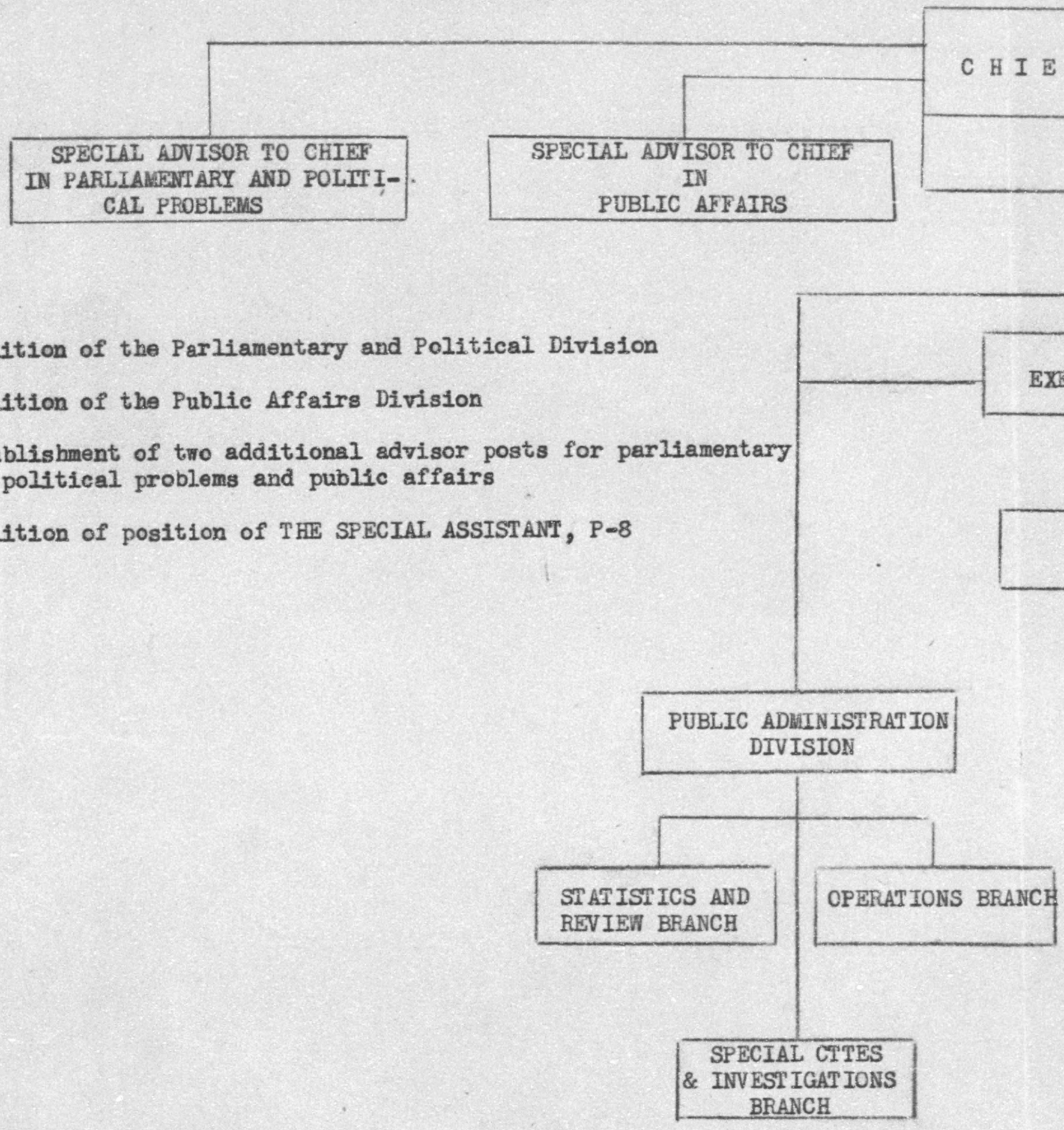
ALTERNATIVE PROPOSAL OF BUDGET CHANGES

I. Abolition of the Parliamentary and Political Division

II. Abolition of the Public Affairs Division

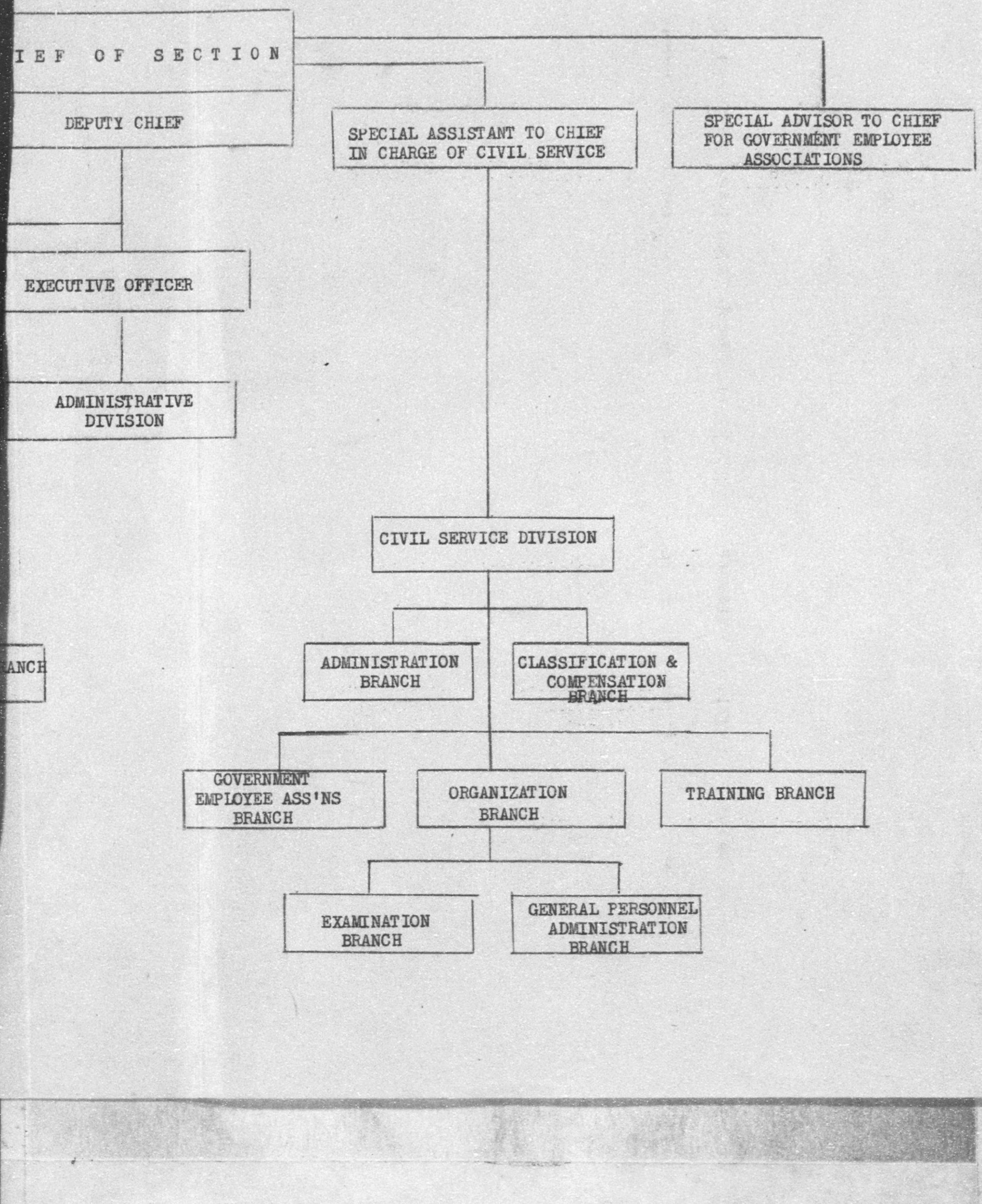
III. Establishment of two additional advisor posts for parliamentary and political problems and public affairs

IV. Abolition of position of THE SPECIAL ASSISTANT, P-8



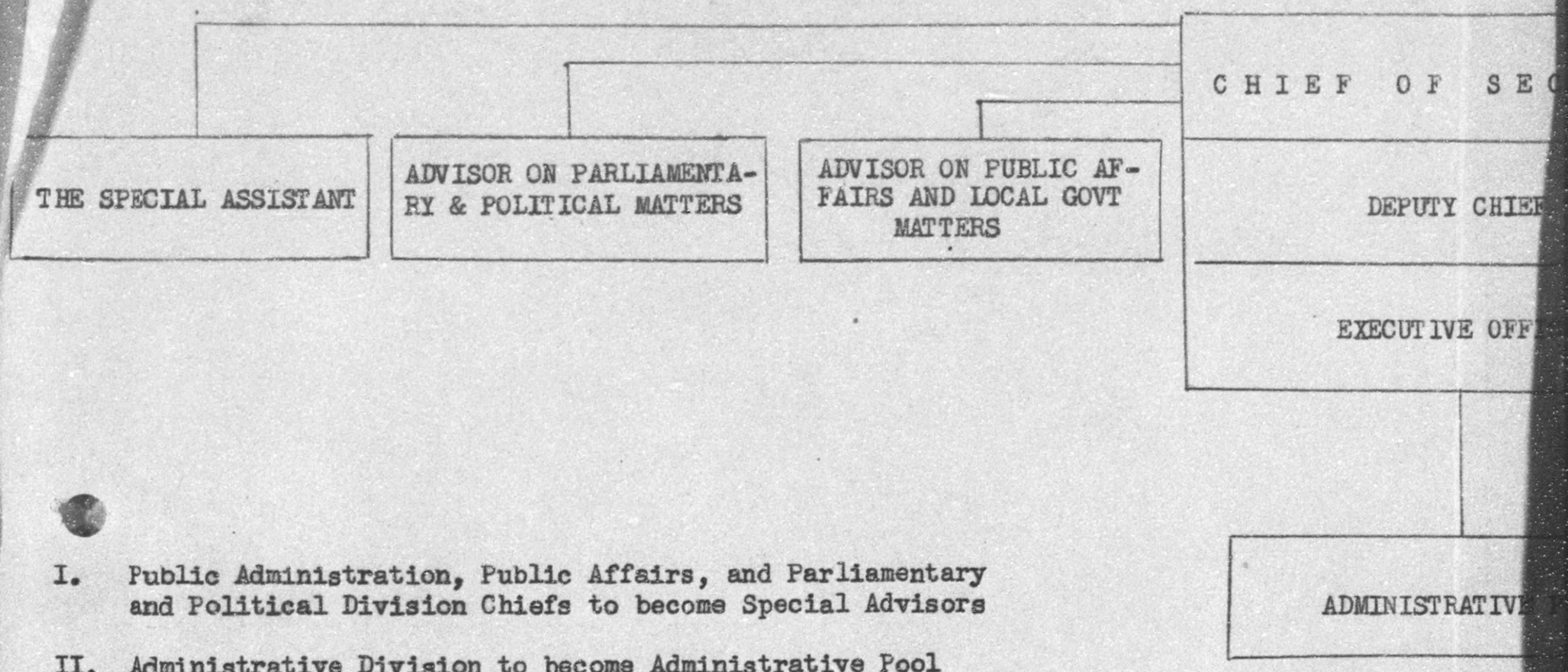
DECLASSIFIED EO 12958 SEC 3.5(b) AND 3.6(b) OR (c) NNDB # 775 972

BUDGET CHANGES FY 1950-51 (Based on Memorandum from Mr. E. B. Juliber)



DECLASSIFIED E.O. 12356 SEC. 3(E) AND 3(B) OR (E) NNDG # 775 072

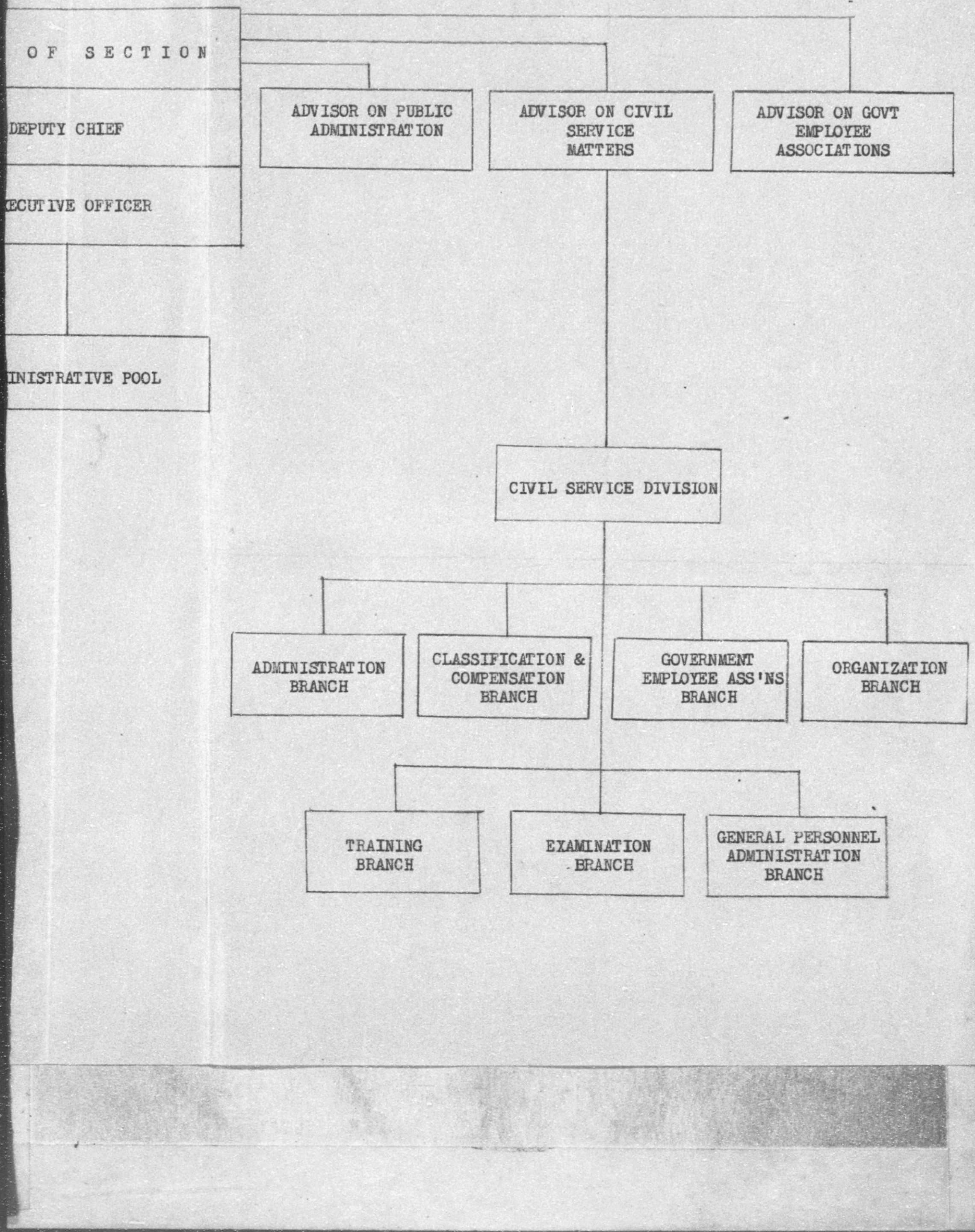
SUGGESTED CHANGES IN ORGANIZAT



I. Public Administration, Public Affairs, and Parliamentary and Political Division Chiefs to become Special Advisors

II. Administrative Division to become Administrative Pool

IN ORGANIZATION FOR FY 1950-51



DECLASSIFIED DATE PUBLIC SEC. 3(E) AND 3(D) OR (E) NND # 775 072

GOVERNMENT SECTI

CHIEF OF SECTIO

Advises the Supreme Commande
Allied Powers as to the status o
policies pertaining to the interr
tures of civil government in Jap

DEPUTY CHIEF

Principal advisor to Chief.
capacity of Deputy in all matte
sence of Chief assumes complete
Section.

EXECUTIVE OFFICER

Under the direction of the
Chief, coordinates all activiti
Section. Forms policies for th
and advises Section Chief in al
pertaining to administration an
nel. Acts in name of Section Ch

THE SPECIAL ASSISTANT

~~Responsible for advising the Chief and formulating policy on matters pertaining to organization and administration of public and private finances; Responsible for the research, preparation and final compilation of special reports on current factors influencing the Occupation.~~

3. ~~Direct for the Supreme Commander and Chief of Staff advising advises~~ to Section Chief

~~Assignments~~

DECLASSIFIED E.O. 14,032 SEC. 3(E) AND 3(B) OR (E) NNDG # 775 072

NMENT SECTION

F OF SECTION

he Supreme Commander for the as to the status of and the ining to the internal struc- government in Japan.

DEPUTY CHIEF

advisor to Chief. Acts in uty in all matters and in ab- assumes complete charge of

CUTIVE OFFICER

direction of the Section tes all activities of policies for the Section tion Chief in all matters dministration and person- ame of Section Chief.

SPECIAL ADVISOR TO CHIEF FOR GOVERNMENT EMPLOYEE ASSOCIATIONS

Serves as advisor to Chief in the field of government administration in regard to the establishment of associations of Japanese Government employees; coordinates such activities with the program and activities of Civil Service Division, Government Section.

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DECLASSIFIED E.O. 12065 SEC. 3(E) AND 3(B) OR (E) NNDG # 775 072

IAL ADVISOR TO CHIEF FOR GOVERNMENT EMPLOYEE ASSOCIATIONS

Serves as advisor to Chief in the d of government administration in rd to the establishment of associa- s of Japanese Government employees; dinates such activities with the ram and activities of Civil Service sion, Government Section.

SPECIAL ASSISTANT TO CHIEF IN CHARGE OF CIVIL SERVICE

Acts in a special advisory capacity to Chief on all matters concerning Japanese civil service; advises and assists the Japanese authorities in writing, interpreting and administering national, prefectural, municipal and other laws governing public personnel administration; directs and coordinates all activities of the Civil Service Division with officials of Government Section and SCAP, as well as the Japanese authorities, in order to achieve objectives of the Occupation with respect to the public personnel administration at all levels of government in Japan.

DECLASSIFIED BY: F1.052 SEC. 3(E) AND 3(D) OR (E) NNDB # 775 012

GOVERNMENT SECTION

CHIEF OF SECTION

LR 725 SECRETARY GS-7
LR-725-1 GS-7
MIL. BRIG. GENERAL

THE SPECIAL ASSISTANT

LR 339 WHEELER P-8

DEPUTY CHIEF

LR655 SECRETARY GS-6
LR 398 PIZZO P-8

EXECUTIVE OFFICER **

LR810 SECRETARY GS-6
MIL. MAJ HADLER LT. COLONEL

T I O N

O N

GS-7
GS-7

NERAL

GS-6

P-8

SPECIAL ADVISOR TO CHIEF
FOR GOVERNMENT EMPLOYEE
ASSOCIATIONS

LR 824 (v) CAF-15

SPECIAL ASSISTA
CHIEF IN CHARG
CIVIL SERVIC

LR 414 BLAINE HOOV

*

GS-6

T. COLONEL

* Acts in dual capacity as
Division

** Acts in dual capacity as

GS 2B

SPECIAL ADVISOR TO CHIEF
FOR GOVERNMENT EMPLOYEE
ASSOCIATIONS

LR 824 (v) CAF-15

SPECIAL ASSISTANT TO
CHIEF IN CHARGE OF
CIVIL SERVICE *

LR 414 BLAINE HOOVER CAF-15

* Acts in dual capacity as Chief, Civil Service Division

** Acts in dual capacity as Chief, Pub. Adm. Div.

ADMINISTRATIVE DIVISION

The Administrative Division recommends policy on all matters relating to the internal administration of Government Section; supervises the administrative personnel in preparation and maintenance of supply and personnel records and requisitions; prepares and checks reports and correspondence and directs the activities of the interpreters and the section library. The Administrative Officer, as Division Chief, advises and coordinates with the Executive Officer on matters pertaining to personnel and administration.

ADMINISTRATIVE DIVISION

Mil.	Chief & Assistant Executive Officer		Lt. Colonel
LR 698	Interpreter-Translator	AKA	CAF-11 ✓
LR ~~881~~ 961	Administrative & Research Assistant	BETTENCOURT	CAF-7 ✓
LR 727	Personnel Clerk	OSBURN	CAF-5 ✓
LR 730	Secretary and Ass't Personnel Clk	JOHNSON	CAF-4 ✓
✓ Mil.	Chief Clerk	BARSANTI	M/Sgt
✓ Mil.	Assistant Chief Clerk	TAYLOR	~~S/FC~~ SGT
N/A ~~LR 860~~	Chief File Clerk & ~~Librarian~~	GILBERT	~~CAF-4~~ ✓S/FC
Mil.	File Clerk	ANDERSON	Cpl
Mil.	File Clerk	FULKERSON	Cpl
Mil.	Library Clerk (W)*	MOSELY	~~Sgt~~ GPL
Mil.	Supply Sgt	BERKOWITZ	Sgt
LR ~~26~~ 725-1	Secretary to Section Chief	SHERIDAN	CAF-7 ✓
LR 725	Secretary to ~~Section~~ Chief	S. HAYES	CAF-7 ✓
LR 655	Secretary to Deputy Chief	SMITH	CAF-6 ✓
LR 810	Secretary to Executive Officer	STONE	CAF-6 ✓

* Request for allocation pending

GOVERNMENT SECTION

PUBLIC ADMINISTRATION DIVISION

* Mil Chief

STATISTICS & REVIEW BRANCH

Mil Chief	McWherter	Major
LR 805 Atty Investigator	Uchiyama	GS-11
LR 816 Res. & Ed. Clk	Mangelsdorf	GS-5
LR 816-1 Res. & Ed. Clk	Grahamslaw	GS-5
LR 517 General Clerk	Ogino	GS-4

OPERATIONS BRANCH

Mil. Chief	Joseph	M
Mil. Deputy Chief	Stoglund	Ca
LR 827 Clk Typist & File Clk	Maynard	GS
Mil. Clerk	Shadwick	Sg

* Executive Officer acts in dual capacity as

...NMENT SECTION

...C ADMINISTRATION DIVISION

Lt. Col.

...OPERATIONS BRANCH

...f	Joseph	Major
...ty Chief	Skoglund	Captain
...k Typist & File Clk	Maynard	GS-4
...k	Shadweck	Sgt

ORGANIZATION BRANCH

LR 954 Chief	S. Hayashi	GS-12

...acts in dual capacity as Chief of Division

GOVERNMENT SECTIO

PUBLIC ADMINISTRATION DIVISION

Advises on policies concerning the Cabinet in the e
power under the Constitution of Japan and recommends me
faithful execution of the laws of the land, the conduct
and the relationship of the national government to loca
vises on policies relating to the Emperor and the Imper
and barring of undesirable personnel from public servic
militaristic, ultra-nationalistic and terroristic organ
practices, and totalitarian devices from Japanese Gover

STATISTICS & REVIEW BRANCH

Under the direction of the Division Chief, advises on policies concerned with the removal and barring of undesirable personnel from public service and the exclusion of militaristic, ultra-nationalistic and terroristic organizations, feudalistic practices, and totalitarian devices from Japanese Government and society; and reviews the actions of the Japanese Government in the implementation of such policies.

OPERATIONS BRANCH

Under the direction of the Di
Chief, studies and advises on poli
concerning the structure and opera
techniques of the National Minist
and independent executive agencie
commends measures relating to the
ful execution of the laws of the
the conduct of affairs of state,
relationship of the National Gove
to local public entities.

GOVERNMENT SECTION

PUBLIC ADMINISTRATION DIVISION

ies concerning the Cabinet in the exercise of executive
titution of Japan and recommends measures relating to the
f the laws of the land, the conduct of affairs of state,
of the national government to local public entities; ad-
lating to the Emperor and the Imperial House; the removal
irable personnel from public service; and the exclusion of
nationalistic and terroristic organizations, feudalistic
itarian devices from Japanese Government and society.

OPERATIONS BRANCH

Under the direction of the Division Chief, studies and advises on policies concerning the structure and operating techniques of the National Ministries and independent executive agencies. Recommends measures relating to the faithful execution of the laws of the land, the conduct of affairs of state, and the relationship of the National Government to local public entities.

ORGANIZATION BRANCH

Under the direction of the Division Chief, advises on the suppression of institutions expressive of the spirit of militarism and the adoption of administrative process for enforcing the dissolution and prohibition of ultra-nationalistic, social, political, professional, and commercial societies and institutions. Plans and supervises the preparation and implementation of programs and procedures to prevent the restoration of any anti-democratic and militaristic activity.

DECLASSIFIED E.O. 14026 SEC. 3(E) AND 3(D) OR (E) NNDG # 775 072

GOVERNMENT SECTION

CIVIL SERVICE DIVISION

~~GOVERNMENT EMPLOYEE ASS'NS BR.~~

~~LR 887 Chief CAF-14~~

100-1

ORGANIZATION BRANCH

LR 865 Chief PETERSON CAF-14

~~LR 448 Pers. Org. Spec.(v) CAF-13~~

DECLASSIFIED E.O. 14,652 SEC. 3(E) AND 3(D) OR (E) N.NDG # 773 012

CIVIL SERVICE DIVISION

ORGANIZATION BRANCH

LR 865 Chief PETERSON CAF-14

~~LR 448 Pers. Org. Spec.(v)CAF-13~~

TRAINING BRANCH

LR 462 Chief TINSALE CAF-14

LR 442 Training Spec. CAF-13
SHIVELY

CIVIL SERVICE DIVISION

ORGANIZATION BRANCH

LR 865 Chief PETERSON CAF-14

~~LR 448 Pers. Org. Spec.(v)CAF-13~~

TRAINING BRANCH

LR 462 Chief TINSALE CAF-14

LR 442 Training Spec. CAF-13
SHINEY

DECLASSIFIED BY NARS DEC 5(E) AND 5(D) OR (E) NNDG # 775 012

GOVERNMENT SECTION

CIVIL SERVICE DIVISION

GOVERNMENT EMPLOYEE ASS'NS BR.

Advises Japanese Government on the organization of government employee associations, on the scope of activities of such associations, and on the proper methods and extent of negotiations with these associations. Studies existing associations and makes recommendations for their improvement in conjunction with assisting employee groups, who wish to form associations, on problems of organizational structure, internal administration, and area and extent of operations.

Out

ORGANIZATION BRANCH

Advises Japanese government on the distribution of organizational functions within the Japanese government; on the establishment of suitable organizational subdivisions within the National Personnel Authority; on the structure and operation of branch and area field offices of the National Personnel Authority, and on the operating techniques and procedures to facilitate work flow, financial administration, staffing, record keeping and proper employee utilization.

DECLASSIFIED E.O. 12,652 SEC. 3(E) AND 3(D) OR (E) NNDG # 775 012

CIVIL SERVICE DIVISION

BR.

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ORGANIZATION BRANCH

Advises Japanese government on the distribution of organizational functions within the Japanese government; on the establishment of suitable organizational subdivisions within the National Personnel Authority; on the structure and operation of branch and area field offices of the National Personnel Authority, and on the operating techniques and procedures to facilitate work flow, financial administration, staffing, record keeping and proper employee utilization.

TRAINING BRANCH

Makes studies of existing and needed training programs within the Japanese government. Advises on the internal structure and functions of the National Personnel Authority Training Section in conjunction with making recommendations regarding service-wide training programs and advising the educational authorities as to government needs for trained personnel at the entrance level. Conducts a comprehensive training program in public personnel administration for high ranking Japanese civil servants.

Civil Service Division *

LR 414 - CHIEF - HOOVER GS-15
LR 878 - ASST CH - MACCOY GS-13
LR 746 - SEC'Y - HASTINGS GS-5
LR 746-1 - " - READ GS-5

ADMIN BRANCH

LR 920 - METHODS EX - MACHIN GS-9
LR 745 - CH INTERP - NARUMI GS-9
LR-743 - RES INTERP - SUZUKI GS-8
LR-744 - " " - ISONAGA GS-8
LR-738 - INF & ED CLK - DARLEK GS-5
LR 921 - CLERK STENO - REILLY GS-4
LR-700-1 - CLK STENO - BERGSTROM GS-4
LR-700-4 - " " - AURELL - GS-4
LR-700-4 - " " - JOHNSON GS-4
LR-700-5 - " " - GS-4
LR-607 - CH. FILE CLK - GIRARD GS-3
LR-888 - RECEPTIONIST - EASLEY GS-3

CLASSIFICATION & COMPENSATION BR

LR 459 - CHIEF - SALTER GS-14
LR-863 - COMP SPEC - BETTIS GS-13
LR-446 - CLASS. SPEC - RANKIN GS-13
LR-874 - " " - SOMMANSAL GS-13
LR-925 - COMP SPEC - DE ANGELIS - GS-13
LR-873 - CLASS & COMP ANALYST (INTERP) - ONODERA - GS-11

EXAMINATION BRANCH

LR 456 - CHIEF - SHIRVEN - GS-14
RP-450 - EXAM SPEC - SPEICHER - GS-13
LR-452 - " " - RASER - GS-13
LR 453 " " - H. HOOVER - GS-12
LR-453-1 - " " - PIERSON - GS-12
LR 892 - LANG SPEC - SATO - GS-11
LR 828 - INFO & ED CLK - PISER - GS-5

ORGANIZATION BRANCH

LR-865 - CHIEF - PETERSON GS-14

GENERAL PERSONNEL ADMIN BR

LR 441 - PERS'L SPEC - ELIOT - GS 13

TRAINING BRANCH

LR-462 - CHIEF - TINDALE - GS-14
LR-442 - TRAINING SPEC - SHNELL - GS 13

18 MAY 1950.

* SEE ATTACHED SHEETS FOR REDUCTIONS TO BE MADE IN 1951 & 1952.

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 3(D) OR (E) NNDG # 773 012

CIVIL SERVICE DIVISION

LR 414 Chief * Blaine Hoover

SPECIAL ASSISTANT TO CHIEF CSD

LR 875 (Deputy Chief) ** MacCoy

LR 746 Secretary ~~(v)~~ Read

LR 746-1 Secretary Hastings

~~LR 420 Methods Examiner~~ ~~Machin~~

ADMINISTRATION BRANCH

Machini

~~LR 702 Admin. Ass't CAF-7~~

LR 745 Ch. Interp. Marumi CAF-9

LR 743 Res. Interp. Deguchi CAF-8

LR 744 Res. Interp. Sonaga CAF-8

LR 738 Inf. & Ed. Clk Davis CAF-5

LR ~~700-1~~ 921 Clk-Steno Bergstrom CAF-4

LR ~~700-2~~ 921 Clk-Steno Reilly CAF-4

~~LR 700-3 Clk-Steno CAF-4~~

LR 700-4 Clk-Steno Gurrola CAF-4

LR 700-5 Clk-Steno Johnson CAF-4

~~LR 882 Receptionist CAF-3~~

LR 607 Ch. File Clk Phillips CAF-4

~~LR 584 File Clk (v) CAF-3~~

CLASSIFICATION & COMPENSATION BR.

LR 459 Chief Salter CAF-14

LR 863 Comp. Spec. Bettis CAF-13

LR 446 Class. Spec. Rankin CAF-13

LR 874 Class. Spec. Domanowski CAF-13

~~LR 444-1 Class. Spec. (v) CAF-12~~

LR ~~445~~ 925 Comp. Spec. DeAngelis CAF-~~12~~ 13

LR 873 Class. & Comp. Analyst (Interpreter) Heyde CAF-11

EXAMINAT

LR 456 Chief D

LR 450 Exam. Sp

~~LR 451 Exam. Sp~~

LR 452 Exam. Sp

LR 453 Exam. Sp

LR 453-1 Exam. S

LR 828 Info. & I

LR 892 Langs

* Acts in dual capacity; also Special Assistant to Chief in Charge of Civil Service

SEE PAGE 7B1

** Acts
Admi

DECLASSIFIED E.O. 12356 SEC. 3.4(b) AND 3.4(b) OR (c) NNDC # 775 012

CIVIL SERVICE DIVISION

hief *	BLAINE HOOVER	CAF-15
AL ASSISTANT TO CHIEF, CSD		
eputy Chief **	MACCOY	CAF-15
ecretary (~~v~~)	READ	CAF-5
Secretary	HASTINGS	CAF-5
~~Methods~~	~~Machine~~	~~659~~
~~Statistician~~		

PENSATION BR.

TER	CAF-14
BETTIS	CAF-13
RANKIN	CAF-13
DOMANOWSKI	CAF-13
ec. (v)	CAF-~~12~~ 13
DeAngelis	CAF-~~12~~ 13
mp. Hayashi	CAF-11
erpreter)	

EXAMINATION BRANCH

LR 456 Chief	Shirven	CAF-14
LR 450 Exam. Spec.	Spencer	CAF-13
~~LR 451 Exam. Spec. (v)~~		~~CAF-13~~
LR 452 Exam. Spec.	ROSER	CAF-13
LR 453 Exam. Spec.	Horner	CAF-12
LR 453-1 Exam. Spec.	Dierson	CAF-12
LR 828 Info. & Ed. Clk	PISER	CAF-5

LR 892 LANG SPEC - SATO - GS-11

GENERAL PERSONNEL ADMINIS. BR.

~~LR 875 Chief **~~	~~Macbeth~~	~~CAF-15~~
LR 441 Personnel Sp.	ELIOT	CAF-13

SEE PAGE 7B1

** Acts in dual capacity; also Chief, General Personnel Administration Branch, Civil Service Division

GOVERNMENT SECTION

CIVIL SERVICE DIVISION

Acts in a special advisory capacity to Chi
matters concerning Japanese civil service; advi
sists the Japanese authorities in writing, inte
and administering national, prefectural, munici
other laws governing public personnel administr
rects and coordinates all activities of the Civ
Division with officials of Government Section a
as well as the Japanese authorities, in order t
objectives of the Occupation with respect to th
personnel administration at all levels of gover
Japan.

ADMINISTRATION BRANCH

Coordinates the services and assignments of administrative personnel with operating requirements, administrative decisions, established procedure and Civil Service Division objectives in order to facilitate the professional work of the Division.

CLASSIFICATION & COMPENSATION BR.

Plans, advises and assists in effectuating comprehensive classification and compensation plans for the Japanese government. This includes advising and assisting the National Personnel Authority with wage surveys, cost of living studies, statistical techniques and the theories involved in determining and enforcing equitable compensation plans. Trains National Personnel Authority officials in techniques for conducting classification studies as well as advising and assisting them with methods of establishing and maintaining a classification system in the government of Japan.

EXAMI

Plans,
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for the gove
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Bureau of the
Authority on
administratio
of civil serv
include recru
test preparat
tion, statist
tification an

SEE PAGE 7A1

775 012

CIVIL SERVICE DIVISION

Acts in a special advisory capacity to Chief on all
Lers concerning Japanese civil service; advises and as-
Ls the Japanese authorities in writing, interpreting
administering national, prefectural, municipal and
r laws governing public personnel administration; di-
s and coordinates all activities of the Civil Service
sion with officials of Government Section and SCAP,
ell as the Japanese authorities, in order to achieve
ctives of the Occupation with respect to the public
onnel administration at all levels of government in
n.

& COMPENSATION BR.

vises and assists
g comprehensive
and compensation
Japanese govern-
cludes advising
the National Per-
y with wage sur-
living studies,
chniques and the
ved in determining
equitable compen-
Trains National
rity officials in
conducting clas-
ies as well as
sisting them with
blishing and main-
ification system
nt of Japan.

EXAMINATION BRANCH

Plans, advises and assists in developing an effective recruitment and examination program for the government of Japan. Advises members of the Recruitment Bureau of the National Personnel Authority on matters of internal administration and on all phases of civil service examining which include recruitment of applicants, test preparation and administration, statistical techniques, certification and appointments.

GENERAL PERSONNEL ADMINIS. BR.

Makes special studies on matters of personnel administration and assists Chief, Civil Service Division, on matters pertaining to general administration. Advises and assists in writing and issuing subsidiary rules and orders, as well as advising high level Japanese officials on problems of administration, in order to implement the general personnel program as prescribed by law. In addition, this Branch serves as a coordinating agency for Civil Service Division Branch operations.

SEE PAGE 7A1

G O V E R N M E N T S E C T I O N

PERSONNEL RECAPITULATION

MILITARY: OFFICERS	
Brig. General	1
Lt. Colonel	~~4~~ 3
Major	3
Captain	1
	~~9~~ 8

MILITARY: ENLISTED MEN	
M/Sgt	1
S/FC	1
Sgt	3
Cpl	3
	8

CIVILIANS		10 May 49	25 Apr 49
P-8	4	4	4
P-7	1	2	2
P-6	2	1	1
P-5	3	3	3
P-3	1	2	2
CAF-15	2	3	3
CAF-14	6	5	5
CAF-13	8	8	9
CAF-12	6	5	4
CAF-11	1	2	2
CAF-9	2	1	1
CAF-8	2	2	3
CAF-7	6	6	5
CAF-6	2	2	2
CAF-5	11	11	11
CAF-4	10	10	10
CAF-3	2	2	2
	69	69	69

I. Abolition of position of THE SPECIAL ASSISTANT, P-8 (functions presently performed by Finance Division of ESS)

II. Merger of Parliamentary & Political Division and Public Affairs Division

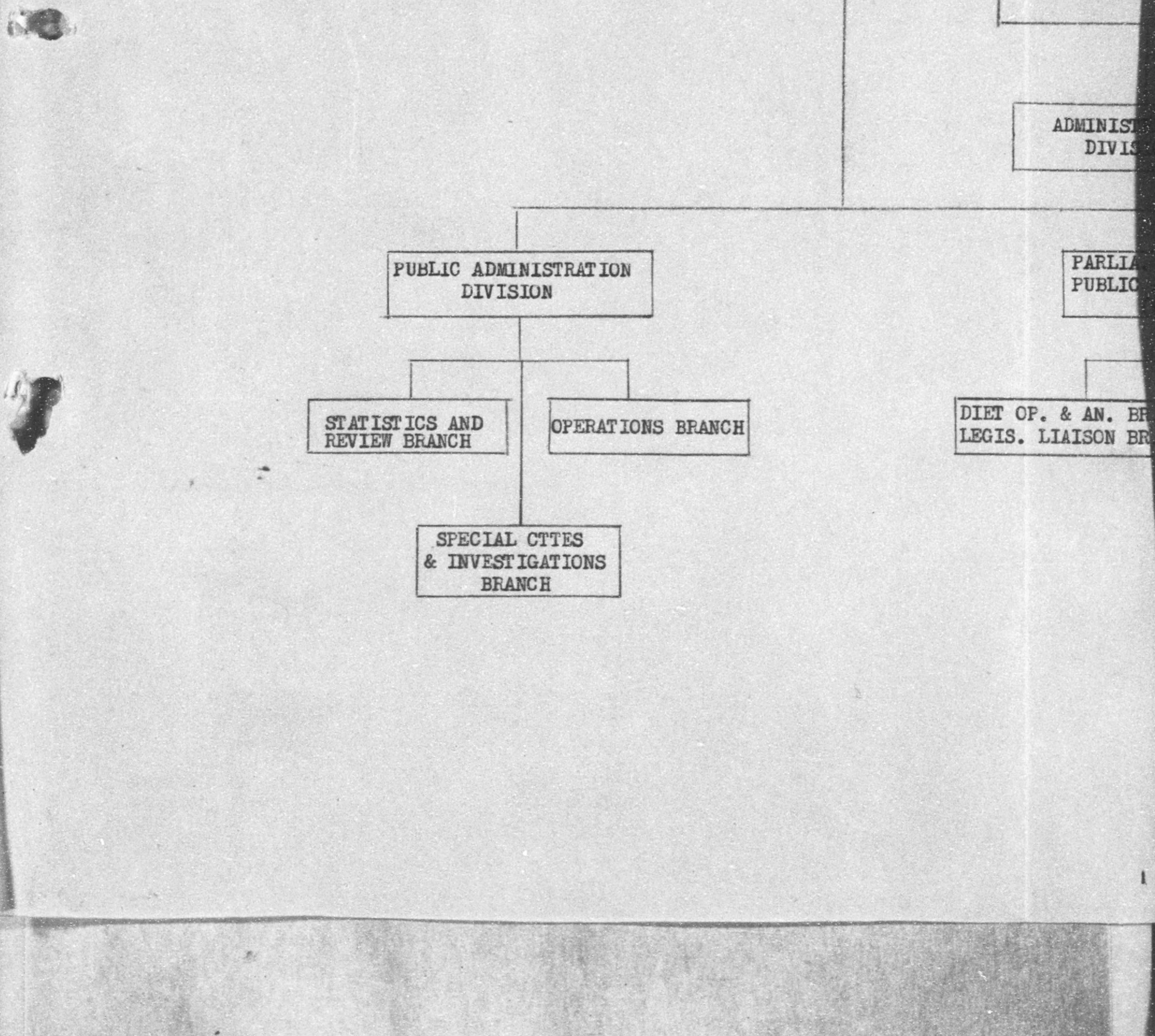
A. Parliamentary and Political Division

1. Transfer of some functions (such as preparation of daily summaries) to competent SCAP Staff Sections

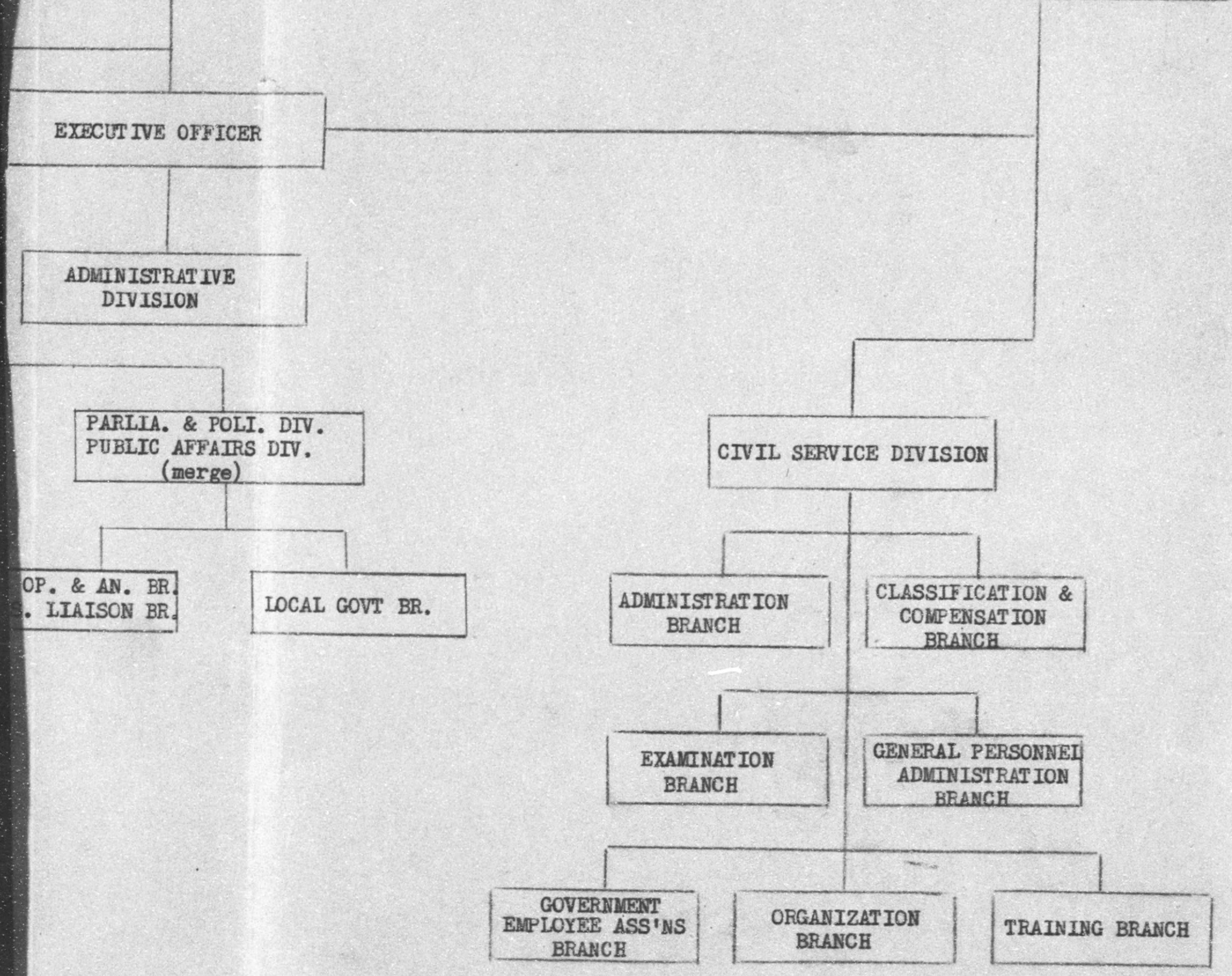
2. Consolidation of functions of the two branches of the Division

B. Public Affairs Division

1. Transfer of duties of Research and Analysis Branch to CI & E



SUGGESTED BUDGET CHANGES FY 1950-51
(Based on Memorandum from Mr. E. B. Juliber,
CTS Management Team)



THE SPECIAL
ASSISTANT TO
CHIEF

CHIEF OF SECTION

DEPUTY CHIEF

SPECIA
TO CHI
OF CI

EXECUTIVE OFFICER

ADMINISTRATIVE DIVISION

The Administrative Division recommends policy on all matters relating to the internal administration of Government Section; supervises the administrative personnel in preparation and maintenance of supply and personnel records and requisitions; prepares and checks reports and correspondence and directs the activities of the interpreters and the section library. The Administrative Officer, as Division Chief, advises and coordinates with the Executive Officer on matters pertaining to personnel and administration.

SPECIAL ASSISTANT
TO CHIEF IN CHARGE
OF CIVIL SERVICE

EXECUTIVE OFFICER

ADMINISTRATIVE DIVISION

The Administrative Division recommends policy on all matters relating to the internal administration of Government Section; supervises the administrative personnel in preparation and maintenance of supply and personnel records and requisitions; prepares and checks reports and correspondence and directs the activities of the interpreters and the section library. The Administrative Officer, as Division Chief, advises and coordinates with the Executive Officer on matters pertaining to personnel and administration.

PARLIAMENTARY AND POLITICAL DIVISION

The Parliamentary and Political Division advises on policies concerning the National Diet as the highest organ of state power and the sole law-making organ of the state under the Constitution of Japan and recommends measures relating to the internal organization and procedures of the House of Representatives and the House of Councillors, the functioning of standing and special committees, the impeachment court, the National Library, and other agencies of the Houses, including those conducting investigations in relation to government; maintains close liaison with important political parties and prepares reports and appraisals on their platforms and policies; and represents General Headquarters in all matters requiring conferences and discussion with the Diet or members, committees or agencies thereof.

PUBLIC ADMINISTRATIO

The Public Administra
vises on policies concerni
the exercise of executive
Constitution of Japan and
ures relating to the fait
the laws of the land, t
fairs of state, and the re
national government to lo
ties; advises on policies
Emperor and the Imperial H
and barring of undesirabl
public service; and the
taristic, ultra-national
istic organizations, feud
and totalitarian devices
ernment and society; an
review of progress of Le
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ATION DIVISION

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and supervises SCAP
Legislative Commit-
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PUBLIC AFFAIRS DIVISION

The Public Affairs Division is responsible for advising the Section Chief concerning policies relating to the decentralization of government and the development of local autonomy and the implementation thereof; handles matters relating to information and education media and programs; prepares reports and analyses relating to governmental and political affairs and to the application and implementation of basic directives; develops a comprehensive program of political education in behalf of the Japanese people, including initiation of measures to stimulate popular understanding and acceptance of social reforms resulting from governmental and political changes during the period of the occupation; informs and advises Eighth Army concerning Section programs; undertakes special projects assigned by the Chief or Deputy Chief.

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initiation of measures to stimu-
pular understanding and acceptance
al reforms resulting from govern-
and political changes during the
of the occupation; informs and ad-
ighth Army concerning Section pro-
undertakes special projects as-
by the Chief or Deputy Chief.

CIVIL SERVICE DIVISION

The Civil Service Division is responsible for and advises on policies concerning all matters pertaining to personnel administration in the public service in Japan at national, prefectural, municipal and all other levels to assure, in manner consistent with democratic practices, maximum integrity and efficiency in the performance of public duties. This includes the initiation, revision and supplementation, as necessary, of the laws, policies, practices, programs, procedures, rules and standards affecting all public personnel administration in Japan and specifically includes, in addition to all related matters, supervision of public employee recruitment, placement, classification, compensation, leave, allowances, training, discipline, health, recreation, welfare, safety, efficiency, injury compensation, employee relations, grievances, working conditions and retirement.

GOVER

PARLIAMENTARY

LR 695	Chief
~~LR~~	~~Deputy Ch~~
LR 795	Secretary

DIET OPERATIONS & ANALYSIS BRANCH

LR 521	Chief	Loeb	GS-12

GOVERNMENT SECTION

PARLIAMENTARY & POLITICAL DIVISION

95	Chief	Williams	GS-15
	~~Deputy Chief~~	~~[Loeb]~~	~~GS-~~
95	Secretary (Steno)	Sunderland	GS-5

LEGISLATIVE LIAISON BRA

Mil.	Chief	Capt. Gui
Mil.	Legis. Ass't.	Capt. Nor
LR	Clerk-Steno	

SECTION

ITICAL DIVISION

Williams GS-15

~~[illegible]~~ ~~GS-~~

o) Sunderland GS-5

LEGISLATIVE LIAISON BRANCH

Mil.	Chief	Capt. Guida	LT COL
Mil.	Legis. Ass't.	Capt. Norris	MAJOR
LR	Clerk-Steno		GS-

GOVERN

DIET OPERATIONS AND ANALYSIS BRANCH

Advises Diet officials on GHQ legislative requirements in terms of Occupation objectives. Advises Diet members on use of new legislative powers and procedures. Composes differences arising among Japanese government agencies, and between Japanese and GHQ officials, over legislative procedures and Occupation objectives. Supervises and directs staff of 60 Japanese in Diet Liaison Sections. Prepares summaries and analyses of legislative progress and political activities connected therewith during Diet sessions. Carries out special assignments as directed by the Division Chief.

PARLIAMENTARY

The Parliamentary a
Chief, implements SCAP p
parliamentary government
vises on organization an
subsidiary agencies; eva
Japanese political parti
of GHQ-sponsored legisla
tical thought; examines
legislation pertaining t
Diet, welfare of its mem
coordinates and clears f
jectives, legislation pr
Diet; supervises relatio
agencies with Japanese l
library of post-war Japa
Department of Army; revi
on Japanese political de
cal Section.

OVERNMENT SECTION

LIAMENTARY AND POLITICAL DIVISION

amentary and Political Division, for the Section
nts SCAP policies for establishing responsible
government under Constitution of Japan; ad-
ization and operation of National Diet and its
ncies; evaluates activities and policies of
ical parties for (1) facilitating enactment
d legislation and (2) gauging trends in poli-
examines and advises on proposed Japanese
taining to general elections for National
f its members and staff, Diet Library, etc.;
clears for GHQ, on basis of Occupation ob-
lation proposed for introduction into National
relations of GHQ staff sections and Allied
panese legislature; compiles and maintains
war Japanese legislation for use of GHQ and
my; reviews and appraises draft manuscripts
tical developments prepared by Civil Histori-

LEGISLATIVE LIAISON BRANCH

Coordinates legislative requirements
sections and clears legislative bills for
into Diet; obtains opinions of Attorney G
and Diet Legal Bureaus on legality of pro
dispatches copies of legislative bills und
ation to Department of Army and prepares n
and letters for attachment thereto; mainta
ence index of laws enacted by Diet during
of laws enacted by and bills under deliber
and biographical roster of Diet members;
of Cabinet Orders for information of staff
Arranges conferences for visiting Allied d
Cabinet Ministers and Diet leaders; escort
government leaders to offices of SCAP and
Section; performs special assignments as d
Division Chief.

IVISION

ision, for the Section
blishing responsible
ion of Japan; ad-
ational Diet and its
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proposed Japanese
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Diet Library, etc.;
of Occupation ob-
duction into National
sections and Allied
les and maintains
for use of GHQ and
draft manuscripts
ed by Civil Histori-

LEGISLATIVE LIAISON BRANCH

Coordinates legislative requirements of GHQ staff sections and clears legislative bills for introduction into Diet; obtains opinions of Attorney General's Office and Diet Legal Bureaus on legality of proposed legislation; dispatches copies of legislative bills under Diet deliberation to Department of Army and prepares necessary cables and letters for attachment thereto; maintains cross-reference index of laws enacted by Diet during Occupation, file of laws enacted by and bills under deliberation in Diet, and biographical roster of Diet members; maintains list of Cabinet Orders for information of staff sections. Arranges conferences for visiting Allied dignitaries with Cabinet Ministers and Diet leaders; escorts Japanese government leaders to offices of SCAP and Chief, Government Section; performs special assignments as directed by Division Chief.

GOVERNMENT SECTION

PUBLIC AFFAIRS DIVISION

LR 510 Chief Hauge GS-15

LR 877 Adm. Ass't & Ed.Clk Ferguson GS-9

LR 665 Spec Ass't Matsukato GS-12

LR 844 Secretary Kobayashi GS-5

LOCAL GOVERNMENT AND LEGAL BRANCH

LR 895 Chief Cottrell GS-13

PROGRAMS AND ANALYSIS BRANCH

LR 834 Chief Grilli GS-13

LR 864 Research Ass't. Joy GS-7

GOVERNMENT SECTION

PUBLIC AFFAIRS DIVISION

Advises concerning policies relating to the decentralization of government and the development of local autonomy; advises concerning the organization and structure of government; advises concerning the conduct of national and local elections; advises concerning the development of political education programs; undertakes special projects assigned by the Chief or Deputy Chief, Government Section; supervises operation of the Programs and Analyses in the Local Government and Legal Branch.

LOCAL GOVERNMENT AND LEGAL BRANCH

Initiates and develops measures and programs designed to effect government decentralization; develops plans and formulates policies designed to implement occupation objectives in the development of democratic institutions and practices in prefectural and municipal governments; consults with and advises local government authorities and nationally organized local government associations on problems of local government organization, functions and operations and the relations among the various levels of government in keeping with the principle of local autonomy; maintains constant review of the legislative enactments and regulations of national and local autonomous governments; undertakes special assignments involving legal problems and issues.

PROGRAMS AND ANALYSES BRANCH

Initiates and develops measures and programs designed to achieve a maximum effectiveness of government organization and operation in consonance with democratic practices and procedures; advises concerning election legislation and practices and maintains surveillance over the administration of elections to assure the free expression of the popular will; prepares governmental and political reports and analyses; participates in the initiation and development of measures to stimulate popular understanding and acceptance of governmental and political reforms.

PUBLIC AFFAIRS DIVISION

LR 510 Chief HAUGE P-8

~~LR 811 Deputy Chief~~ ~~P-6~~

~~Mil. Asst~~ Deputy Chief (v) ~~Lt. Col.~~

LR ~~509~~ 877 Adm. Ass't & Ed Clk CAF-7
FERGUSON

LOCAL GOVERNMENT BRANCH

~~LR 862 Chief (v) P-6~~

LR ~~811~~ ~~(Deputy Chief of Dir Occ~~ ~~in dual role as~~ chief of
~~862~~ 895 Local Govt Br) ~~P-6~~ GS-13
COTTRELL

~~LR 665 - Spec Asst - MATSUKATA GS-12~~

~~LR 844 Secretary - KOBAYASHI - GS-5~~

PROGRAMS
~~RESEARCH~~ AND ANALYSIS BRANCH

LR 834 Chief GRILLI P-6

IR 864 Research Assistant ~~(v)~~ JOY CAF-7

GOVERNMENT SECTION

PUBLIC AFFAIRS DIVISION

Advises concerning policies relating to the decentralization of government and the development of local autonomy; advises concerning the development of political education programs; undertakes special projects assigned by the Chief or Deputy Chief; supervises the operation of the Research and Analysis and the Local Government Branches.

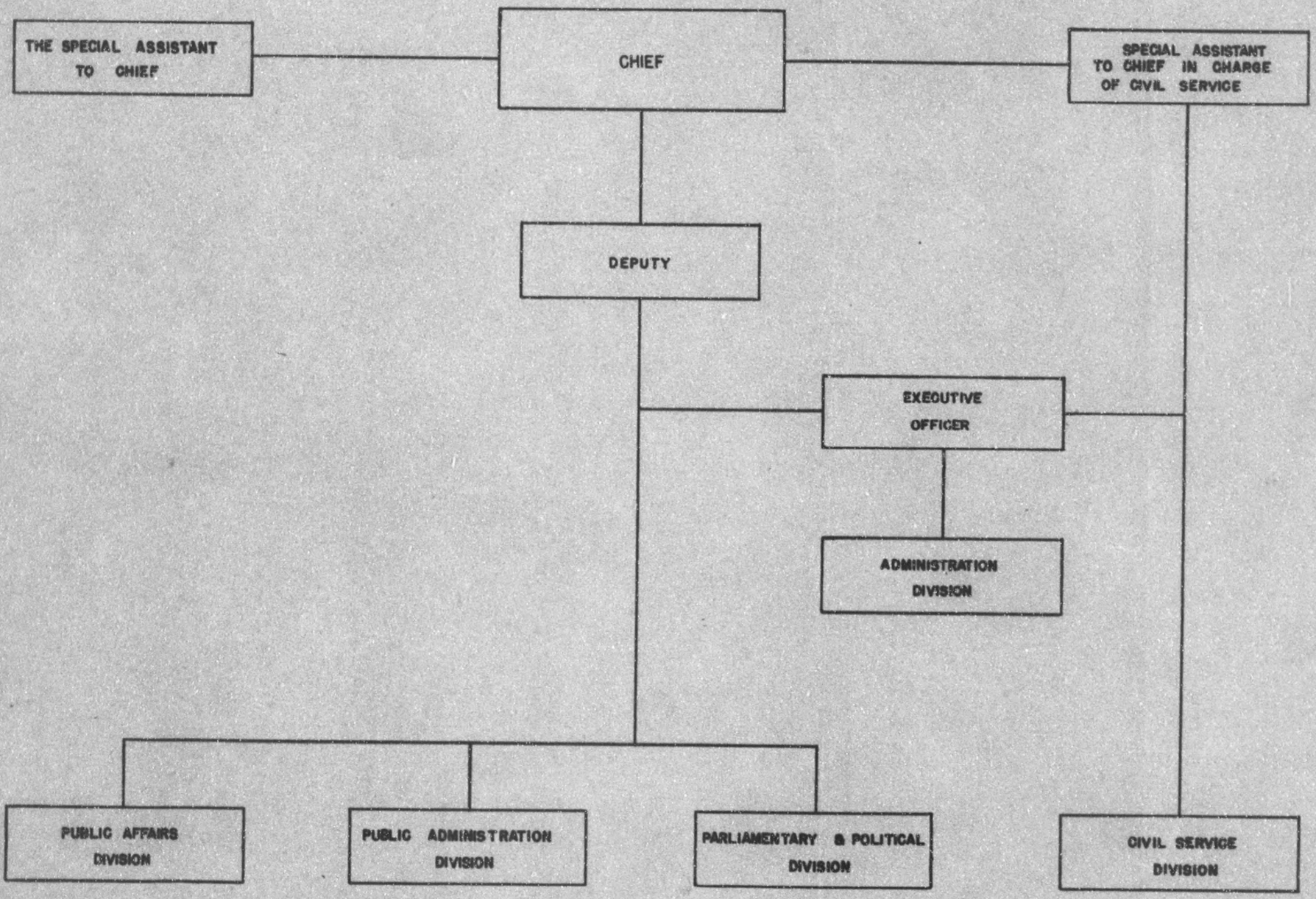
Haka Pare.

LOCAL GOVERNMENT and Legal BRANCH

Initiates research, prepares plans and formulates policies designed to implement Occupation objectives in the development of democratic institutions and practices in prefectural, city, town and village governments; maintains constant review of the legislative enactments and regulations of national and local autonomous governments to insure effective coordination; reviews local government organization and procedures to assure the achievement of Occupation objectives.

~~RESEARCH~~ PROGRAMS AND ANALYSIS BRANCH

Handles matters relating to information and education media and programs; prepares reports and analyses relating to governmental and political affairs and to the application and implementation of basic directives; participates in the initiation and development of measures to stimulate popular understanding and acceptance of governmental and political reforms.



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25 Apr 49

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Vacancy LR 339
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Williams LR 695
Hauge LR 510

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CAF 14 (5)

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Peterson 865
Tindale 462
Shirreen 456
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Clist 441
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Rankin 446
Domanowski 874
Vacancy 448
Shirley 442
Speicher 450
Vacancy 451
Roser 452

CAF-12 (4)

Vacancy 444-1
DeAngelis 445
Vacancy 453
Pierson 453-1

CAF-11 (2)

aka 698
Hayashi

CAF-9 (1)

Nakumi 745

CAF-8 (3)

Ferguson 877
Suzuki 743
Fukumoto 744

CAF-7 (5)

Bettencourt 831
Hayes, S. 26
Hays, R. 725
Jost 864
Machin 702

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Smith 655
Lawrence 810

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Osburn 727
Sunderland 795
Sheridan 714
Stone 816
Grahamslaw 816-1
Maynard Fumi 801
Vennett 844
Vacancy 746
Whalen 746-1
Darilek 738
Piser 828

CAF-4 (10)

Karkula 730
Scalzino 360
Ogino 517
Maynard, J. 827
Richard 700-1
Reilly 700-2
Baker 700-3
Darmer 700-4
Johnson 700-5
Phillips 607

CAF-3 (2)

Vacancy 888 (699-2)
Easley 584

MISSION OF THE COURTS & LAW DIVISION

The Courts and Laws Division directs policies of the Japanese Government concerning administration of justice, namely the organization and functions of the Ministry of Justice, Procurator's offices, and bar associations; reviews specific actions and dispositions taken by them. Controls, advises, and if necessary, directs in the revision of the new enactment of the basic codes and all other legislation not of an exclusively economic or political-administrative nature. Reviews and passes on all remaining bills. Advises other divisions of Government Section and counsels with other Sections of SCAP on legal problems. Encourages groups interested in reform of laws or improvement of Japanese legal institutions.

MAJOR PROJECTS

1. Formulates policies, controls and directs legislation with regard to basic legal and judicial questions, and recommends measures required to attain the objectives of the occupation in the field of the administration of Justice in Japan.

2. Controls Japanese civil and criminal courts, public procurators and attorneys-at-law in their functions and attitudes to secure that the laws be applied in a democratic spirit. Supervises appointments to the bench, particularly to the Supreme Court.

3. With broad authority for direct action, represents Government Section in planning, controlling, and directing legal reforms of all legislation except of exclusively economic or political-administrative nature. This includes the basic codes such as the Civil Code, Penal Code, Code of Civil Procedure, Code of Criminal Procedure, Court Organization Law, Public Procurator's Office Law and Lawyers Law. It furthermore includes new enactments necessary to implement the Constitution, such as; Judge Impeachment Law, People'sExamination of Judges Law, Habeas Corpus Law, Mandamus Law, Family Registration Law, and State Redress Law. Apart from revisions and new enactments, causes the abrogation of laws prejudicial to occupation policies.

4. Reviews and passes upon all legislation submitted to the Diet, regardless of whether or not such legislation was initiated by Government Section, any other SCAP Staff Section or any Japanese Governmental Agency. This review is intended to promote a uniform SCAP policy with regard to legal and constitutional interpretation.

5. Maintains continuous contact with several Legislative Committees, the Minister of Justice, the President of the Supreme Court, and other high Japanese officials from varicus Ministries and the Bureau of Legislation as well as with prominent scholars and jurists who supply fundamental data concerning the administration of justice in Japan. Directs and advises these high governmental officials on measures necessary to conform to the requirements of Allied policy.

6. Serves as advisor of Government Section in all legal questions.

7. Cooperates with other staff sections of SCAP regarding social and economic legislation and the interpretation of Japanese laws in general.

8. Performs such special duties regarding the administration of justice in Japan and the research on and analysis and interpretation of various countries, including international law, as may be assigned by the Chief, Government Section.

9. Examines and comments from the legal point of view on drafts of directives initiated by other staff sections and reviews Japanese ordinances pursuant to SCAP Directives.

10. Encourages groups interested in reform of laws or improvement of Japanese legal institutions.

MISSION OF THE GOVERNMENTAL POWERS DIVISION

Governmental Powers Division is specifically charged with recommending policies on civil liberties under Japanese and Occupation law; policies, studies and reports on constitutional law and constitutional development and fundamental policies with respect to demobilization and demilitarization of the Japanese Government and on recommending policies concerning relationship between government and business. With respect to these specific assignments, this Division reviews and studies proposed legislation, cabinet orders and SCAP instructions to the Japanese Government and advises Section Chief on the adherence to accepted policies. This Division is further charged with preparing policy recommendations with respect to the legal and governmental aspects of labor problems and is responsible for recommending policy directives regarding Imperial institutions.

MAJOR PROJECTS

1. The demobilization bureau.
2. Maritime Safety Authority.
3. Surveillance of all cabinet orders.
4. Labor Legislation.
5. Public health and welfare legislation.
6. Economic legislation (studies on the fundamental principles involved in proposed bills such as the Export Commodities Bill, The Anti-Monopoly Act, and Commercial and Industrial Cooperative Union Law, etc.)
7. Exclusion of the zaibatsu families from restricted concerns.
8. Insurance legislation.
9. Popularization of the Constitution.

MISSION OF LEGISLATIVE DIVISION

The mission of Legislative Division is to formulate plans and recommend measures for developing the National Diet as the chief organ of state power, free of bureaucratic domination and feudal practices which heretofore rendered it impotent as a representative body and a democratic influence; to advise, guide, and supervise the Diet in using newly authorized parliamentary practices and procedures; to counsel and assist the Diet in framing laws supplementing the Diet Law and rules and regulations of the Houses; and to advise the Diet on precedents, problems, and policies arising from relations with the executive and judicial branches of government.

MAJOR PROJECTS

1. Government Section's agent for effecting compliance with Staff Memorandum No. 29, AG 320 (18 Mar 47)GS, and Staff Memorandum No. 81, AG 091.1 (25 Sep 47)GS.

2. Coordination and clearance of all legislation in which GHQ sections are interested.

3. To follow the progress of all bills through the Diet, to see that they are not amended contrary to Occupation objectives.

4. To supervise the Diet in its use of newly authorized legislative aids and devices, and to aid them in framing additional supplementary laws.

5. To examine, prior to introduction in the Diet, all laws dealing with agriculture, forestry, fisheries, transportation, and communications, for the purpose of giving or withholding Government Section concurrence.

6. To check upon the manner in which the Diet functions under its new constitutional powers and the Diet Law.

7. Constant guidance of the Diet, correcting misapplication, violation, disregard, or ignorance of the 509 parliamentary Rules and Regulations of the Houses.

8. To aid the Diet in settling jurisdictional disputes between the Cabinet and the Diet, between the Diet and a Ministry, or between the House of Representatives and the House of Councillors.

9. Prepares a daily analysis and periodic comprehensive summaries and evaluations covering all Diet activities for the personal information of the Supreme Commander and the Chief, Government Section, and for dissemination to War Department and general and special staff sections of GHQ. Prepares a monthly analytical study and review of Diet activities and accomplishments for inclusion in the Summation of Non-Military Activities in Japan.

10. Supplies War Department agencies in Washington and Allied groups and missions in Japan with requested information and materials concerning Diet legislation; arranges for contacts with Diet by Allied personnel, missions, and agencies.

MISSION OF THE NATIONAL GOVERNMENT DIVISION

The National Government Division advises Divisions on policies relating to internal structure of national government; recommends measures for elimination of undesirable or undemocratic administrative procedures or practices; supervises the major reform and reorganization of national ministries and other executive agencies made necessary by the institution of autonomous governments in prefectures and municipalities; reviews bills presented to Diet for accomplishment of these objectives; represents Section Chief in conferences with high officials of Japanese government and representatives of other staff sections in matters pertaining to organization and operating techniques of national government; advises on policies concerning separation of powers between executive, legislative and judicial branches; and is responsible for developing and directing SCAP surveillance programs for national elections.

MAJOR PROJECTS

1. Examination of structure of national ministries and other executive agencies.

2. Make recommendations on elimination of undesirable or undemocratic administrative procedures or practices of executive branch.

3. Recommend changes in structure and procedures of national government in achieving decentralization in harmony with the letter and spirit of local autonomy laws.

4. Examine and comment on proposed legislation affecting 1, 2, and 3.

5. Participate in inter-section conferences with respect to 1, 2, 3, and 4.

6. Conduct continuing study on national election laws.

7. Develop plan and program for surveillance of national elections.

8. Direct surveillance program in field in connection with national elections. This involves coordination with Eighth Army and the use of its military government and tactical field forces.

9. Participate as member of GHQ Coordinating Committee of Controls Council on all matters concerning the structure and operating methods of government.

10. Presently engaged in guiding a study being made by the Administrative Research Bureau of the Japanese Government, headed by a Minister of State, of the entire structure and procedures of the national government with special emphasis on field offices which have been opened as direct local branches of national ministries and agencies. These local offices count up into the thousands and were activated because of the granting of local autonomy. Thus the reality of local autonomy has been greatly confined. This study will undoubtedly result in the abandonment of most of such branches and restoration of the responsibility for the discharge of such functions to prefectural authorities. It should also result in the saving of a large sum of public money and, moreover, simplify the interminable procedures which plague the average citizens in connection with his relations to his government.

MISSION OF THE POLITICAL AFFAIRS DIVISION

The mission of the Political Affairs Division is to promote the development and adoption of sound democratic programs, organization and practices by national and prefectural political parties and other political organizations. It keeps informed of, and evaluates, the activities, composition, strength, importance, platforms and objectives of political parties and reports developments and evaluations thereof. It reviews and takes necessary action with reference to registration statements and current declarations filed by political parties and other societies and organizations. It maintains liaison with key party representatives of registered political parties, advises same on matters concerning their internal organization, platform, program and activities.

Major Projects

1. Drafting of Political Parties Bill.
2. Election Law Revision.
3. Revision of Political Party Constitutions.
4. Survey of Political and Quasi-Political Organizations' Activities.
5. Weekly Reports from Political Parties.
6. Advise Political Parties on Matters Concerning their Internal Organization, Platform, Program or Activities.
7. Personal Interviews with Political Party Officials.
8. Maintain Adequate Records as Follows:
   a. Platforms
   b. Officials
   c. Activities
9. Assistance with Democratic Government Education Association Project.
10. Collect, Maintain and Analyze Current Press Reports.
11. Analysis of Political Reactions to National Issues.

MISSION OF THE P.S.Q.D.

The Public Service Qualifications Division is responsible for insuring Japanese Government compliance with SCAP directives requiring:

a. The removal of exponents of ultra-nationalism and aggression from local and national public life, from politics, industry and the field of public information. The achievement of this major occupation objective has necessitated extensive legislation and the establishment of 165 screening committees to determine eligibility of 25,000 national and 600,000 local incumbents and candidates for office.

b. The dissolution of organizations that foster militarism, nationalism or hostility to the Occupation. This program entails supervision of the Government's action in initiating and conducting investigation of suspect groups and in disposing of confiscated assets.

MAJOR PROJECTS

1. Supervises preparation of legislation implementing SCAPIN 550.
2. Supervises establishment of Government agencies responsible for administering the purge.
3. Checks Government action by screening individual questionnaires.
4. Maintains liaison with Government representatives regarding purge program.
5. Disseminates information regarding the purge to all interested echelons.
6. Submits to the Chief, Government Section, policy recommendations regarding the purge.
7. Prepares and maintains biographical data, reports of SCAP action and statistics on Japanese Government action.
8. Supervises Japanese Government's administration of SCAPIN 548 and maintains appropriate liaison.
9. Submits to the Chief, Government Section, policy recommendations regarding dissolution of undesirable organizations.
10. Coordinates dissolution action with interested Staff Sections and investigative agencies.

MISSION OF THE SPECIAL PROJECTS DIVISION

Special Projects Division develops and executes long-range programs designed to achieve occupation objectives in the fields of government and politics, especially with regard to popular understanding of the principles and techniques of democratic government, the duties and responsibilities of citizens under the terms of the new Constitution; formulates programs designed to inform and interpret for Military Government units the meaning and implications of new or pending legislation, political developments, local government and court reforms, etc.; prepares daily news summaries for use of the Supreme Commander and the Section Chief; dispatches ~~daily~~ radio report to Washington describing and analysing governmental affairs; prepares weekly and monthly analyses of governmental affairs to inform and advise the Supreme Commander, the War Department and Joint Chiefs of Staff concerning the current governmental and political situation in Japan; undertakes special assignments for the Chief and Deputy Chief Government Section.

Major Projects

1. Formulation of a basic long-range program of political education and enlightenment in behalf of the Japanese people, especially with regard to the popular understanding of the principles and techniques of democratic government and to acceptance of the duties and responsibilities of citizenship. These programs include:

a. Development of popular understanding of the character and implications of the new Constitution and implementing legislation.

b. Development of informed opinion concerning civil liberties guaranteed by the new Constitution.

c. Initiation of measures to stimulate development of an enlightened public opinion concerning local and national elections and encouragement local and national elections and encouragement of responsible citizenship through exercise of popular franchise.

d. Indoctrination concerning the requirements and objectives of the program to eliminate anti-democratic elements from positions of public responsibility.

e. Development of an understanding of the techniques and responsibilities of party government.

f. Development of informed opinion concerning current and projected programs to reorganize and decentralize the government.

g. Development of informed opinion concerning the elimination of influences inimical to the evolution of a democratic society.

2. Preparation of specific programs designed to inform and interpret for Military Government units the meaning and implications of new or pending legislation, political developments; organization of regional conferences, formulation of programs, outlines, and interpretive materials for presentation to Military Government units in the field. On the basis of materials collected through regular information channels or directly from top sources in the Japanese Government, prepares analyses, reports and memoranda, informing and advising the Supreme Commander, the War Department, the State Department and the Joint Chiefs of Staff concerning the current governmental and political situation in Japan including:

a. A daily interpretive summary of government news for the personal use of the Supreme Commander and the Chief of Section.

b. Daily radio reports for the War Department, State Department, and the Joint Chiefs of Staff.

c. Weekly and monthly accounts of Japanese government activities and achievements, including an evaluation of the progress of social, legal and judicial reforms and an analysis of political affairs.

d. Special reports and analyses concerning the structure and functions of Japanese government agencies, political parties, local government, and the judiciary, the inter-relations of government and business, and the effects and implications of SCAP directives and policies, thus providing an interpretation and evaluation of Government Section.

3. Assists PIO in development of program to inform the American people, through the American press, concerning matters relating to the government administration, local government reforms, decentralization of government, etc.

Should Government Section be required to decrease the current allotment of military and Department of the Army civilian personnel by 20%, personnel in all divisions would be cut without dropping or curtailing any projects or functions.

The percent of reduction in each division would depend on the current political situation which cannot be forecast at this time.

GOVERNMENT SECTION

HEADQUARTERS GROUP

Authorized ------- 6
Unestablished ---- 0
Established ------ 6
Filled ----------- 6
Unfilled --------- 0

Name recruitment stateside: LR 485, Special Advisor, P-7, Ralph Reid

General recruitment stateside: None

Name recruitment local: None

General recruitment local: None

Number of established positions for which no requisitions have been submitted: None

Total unfilled established positions: 0

ADMINISTRATIVE DIVISION

Authorized ------- 18
Unestablished ---- 0
Established ------ 18
Filled ----------- 15
Unfilled -------- 3

Name recruitment stateside: LR 482, Clk-Steno, CAF-4, Cynthia P. Cochran

General recruitment stateside: None

Name recruitment local: None

General recruitment local: LR 482-2, Clk-Steno, CAF-4
LR 20 , Translator, CAF-7
LR 20-3 , Translator, CAF-7

Number of established positions for which no requisitions have been submitted: None

Total unfilled established positions: 3

GOVERNMENT SECTION

CIVIL SERVICE DIVISION

Authorised ------- 32
Unestablished ---- 0
Established ------ 32
Filled ----------- 8
Unfilled --------- 24

Name recruitment stateside: LR 457, Interpreter, CAF-7
Yoneo Narumi

General recruitment stateside: LR 454, Clk-Steno, CAF-4
LR 454-1, Clk-Steno, CAF-4
LR 441, Pers. Spec., CAF-13
LR 440, Statistician, P-6
LR 448, Pers. Org. Spec., CAF-13
LR 460, Ch, Org. Spec., CAF-14
LR 449, Procedures Spec., CAF-13
LR 447, Compensation Spec., CAF-14
LR 445, Compen. Spec., CAF-12
LR 446, Classif. Spec., CAF-13
LR 444, Classif. Spec., CAF-12
LR 444-1, Classif. Spec., CAF-12
LR 456, Ch, Exam. Spec., CAF-14
LR 450, Exam. Spec., CAF-13
LR 451, Exam. Spec., CAF-13
LR 452, Exam. Spec., CAF-13
LR 453, Exam. Spec., CAF-12
LR 453-1, Exam. Spec., CAF-12
LR 453-2, Exam. Spec., CAF-12
LR 453-3, Exam. Spec., CAF-12
LR 453-4, Exam. Spec., CAF-12
LR 453-5, Exam. Spec., CAF-12
LR 442, Training Spec., CAF-13

Name recruitment local: LR 458, Interpreter, CAF-6,
Yoshimari Aka
LR 462, Ch, Training Branch, CAF-14
Mr. Tindall

General recruitment local: LR 458-1, Interpreter, CAF-6

Number of established positions for which no requisitions have been submitted: None

Total unfilled established positions: 24

GOVERNMENT SECTION

COURTS AND LAW DIVISION

Authorized ------- 9
Unestablished ---- 0
Established ------ 9
Filled ----------- 9
Unfilled --------- 0

Name recruitment stateside: None

General recruitment stateside: None

Name recruitment local: None

General recruitment local: None

Number of established positions for which no requisitions have been submitted: None

Total unfilled established positions: 0

GOVERNMENTAL POWERS DIVISION

Authorized ------- 4
Unestablished ---- 0
Established ------ 4
Filled ----------- 3
Unfilled --------- 1

Name recruitment stateside: None

General recruitment stateside: None

Name recruitment local: None

General recruitment local: LR 431, Deputy Chief, P-6

Number of established positions for which no requisitions have been submitted: None

Total unfilled established: 1

GOVERNMENT SECTION

LEGISLATIVE DIVISION

Authorized ------- 3
Unestablished ---- 0
Established ------ 3
Filled ----------- 3
Unfilled --------- 0

Name recruitment stateside: None

General recruitment stateside: None

Name recruitment local: None

General recruitment local: None

Number of established positions for which no requisitions have been submitted: None

Total unfilled established positions: 0

LOCAL GOVERNMENT DIVISION

Authorized ------- 6
Unestablished ---- 0
Established ------ 6
Filled ----------- 6
Unfilled --------- 0

Name recruitment stateside: None

General recruitment stateside: None

Name recruitment local: None

General recruitment local: None

Number of established positions for which no requisitions have been submitted: None

Total unfilled established positions: 0

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GOVERNMENT SECTION

NATIONAL GOVERNMENT DIVISION

Authorized ------- 5
Unestablished ---- 0
Established ------ 5
Filled ----------- 5
Unfilled --------- 0

Name recruitment stateside: None

General recruitment stateside: None

Name recruitment local: None

General recruitment local: None

Number of established positions for which no requisitions have been submitted: None

Total unfilled established positions: 0

POLITICAL AFFAIRS DIVISION

Authorized ------- 6
Unestablished ---- 0
Established ------ 6
Filled ----------- 5
Unfilled --------- 1

Name recruitment stateside: None

General recruitment stateside: None

Name recruitment local: None

General recruitment local: LR 503, Government Analyst, P-5

Number of established positions for which no requisitions have been submitted: None

Total unfilled established positions: 1

GOVERNMENT SECTION

PUBLIC SERVICE QUALIFICATIONS DIVISION

Authorized ------- 19
Unestablished ---- 0
Established ------ 19
Filled ---------- 19
Unfilled --------- 0

Name recruitment stateside: None

General recruitment stateside: None

Name recruitment local: None

General recruitment local: None

Number of established positions for which no requisitions have been submitted: None

Total unfilled established positions: 0

SPECIAL PROJECTS DIVISION

Authorized ------- 7
Unestablished ---- 0
Established ------ 7
Filled ---------- 7
Unfilled --------- 0

Name recruitment stateside: None

General recruitment stateside: None

Name recruitment local: None

General recruitment local: None

Number of established positions for which no requisitions have been submitted: None

Total unfilled established positions: 0

GOVERNMENT SECTION

Authorized -------	115
Unestablished ----	0
Established ------	115
Filled ----------	86
Unfilled ---------	29

Name recruitment stateside:

Hq Cp	LR 485, Special Advisor, P-7, Ralph Reid
Adm Div	LR 482, Clk-Steno, CAF-4, Cynthia P. Cochran
Civil Ser Div	LR 457, Interpreter, CAF-7, Yoneo Narumi

General recruitment stateside:

Civil Ser Div	LR 454, Clk-Steno, CAF-4
	LR 454-1, Clk-Steno, CAF-4
	LR 441, Pers. Spec., CAF-13
	LR 440, Statistician, P-6
	LR 448, Pers. Org. Spec., CAF-13
	LR 460, Ch, Org. Spec., CAF-14
	LR 449, Procedures Spec., CAF-13
	LR 447, Compensation Spec., CAF-14
	LR 445, Compensation Spec., CAF-12
	LR 446, Classification Spec., CAF-13
	LR 444, " " CAF-12
	LR 444-1 " " CAF-12
	LR 456, Ch, Examination Spec., CAF-14
	LR 450, Examination Spec., CAF-13
	LR 451, " " CAF-13
	LR 452, " " CAF-13
	LR 453, " " CAF-12
	LR 453-1 " " CAF-12
	LR 453-2 " " CAF-12
	LR 453-3 " " CAF-12
	LR 453-4 " " CAF-12
	LR 453-5 " " CAF-12
	LR 442, Training Spec., CAF-13

Name recruitment local:

Civil Ser Div	LR 458, Interpreter, CAF-6, Yoshimari Aka
	LR 462, Ch, Training Br., CAF-14, Mr. Tindall

General recruitment local:

Adm Div	LR 482-2, Clk-Steno, CAF-4
	LR 20 Translator, CAF-7
	LR 20-3 Translator, CAF-7
Civil Ser Div	LR 458-1, Interpreter, CAF-6
Govt. Powers Div	LR 431, Deputy Chief, P-6
Political Aff Div	LR 503, Government Analyst, P-5

Number of established positions for which no requisitions have been submitted: None

Total unfilled established positions: 29

Personnel Survey Report

Govt Sec GHQ Manpower Board 20 Oct 47

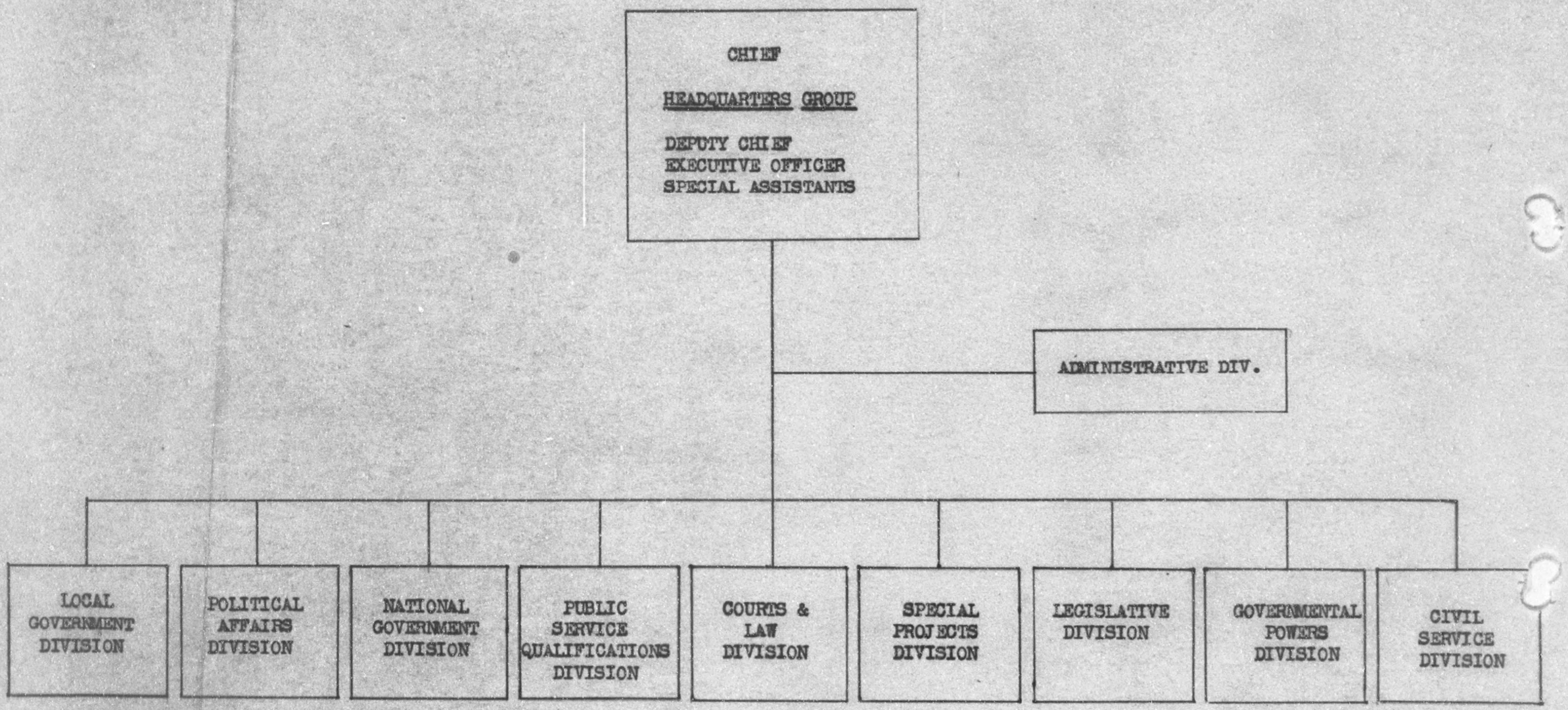
In compliance with verbal instructions from Col. P. H. Brown, Manpower Board, Government Section personnel report as of 20 Oct 47 is herewith submitted.

Incl.:
Personnel Survey Report
(in dup)

- C.W. - - - - - - - - - - -

GS FILES

GOVERNMENT SECTION



SECTION GOVERNMENT SEC

	*	Hq Group DIV a	b	c	Admin DIV a	b	c	L Gov DIV a	b	c	Pol Afrs DIV a	b	c	Nat Gov DIV a	b	c	P S Qual DIV a	b	c
GEN or CG.	a	1			0			0			0			0			0		
	b	#	1			0			0			0			0			0	
	c			1			0			0			0			0			0
LT COL	a	1			1			0			0			0			0		
	b		1			1			0			0			0			2	
	c			1			1			0			0			0			0
MAJ	a	0			0			2			0			0			2		
	b		0			1			2			1			0			0	
	c			0			1			2			1			0			0
CAPT	a	0			1			0			1			0			1		
	b		0			0			0			0			0			2	
	c			0			0			0			0			0			2
1ST LT	a	0			0			0			0			0			0		
	b		0			0			0			0			0			0	
	c			0			0			0			0			0			0
2ND LT	a	0			0			0			0			0			1		
	b		0			0			0			0			0			0	
	c			0			0			0			0			0			0
TOTAL OFFICERS	a	2			2			2			1			0			4		
	b		2			2			2			1			0			4	
	c			2			2			2			1			0			4
[illegible]	a																		
	b																		
	c																		
Enl	a	0			7			0			0			0			0		
	b		0			8			0			0			0			0	
	c			0			8			0			0			0			0
TOTAL MILITARY	a	2			9			2			1			0			4		
	b		2			10			2			1			0			4	
	c			2			10			2			1			0			4
Paid Fm US Govt Funds -DACiv	a	6			15			6			5			5			19		
	b		6			18			6			6			5			19	
	c			6			18			6			6			5			19
Total Mil & DACiv	a	8			24			8			6			5			23		
	b		8			28			8			7			5			23	
	c			8			28			8			7			5			23

GOVERNMENT SECTION

Gov DIV			P S Qual DIV			C & Law DIV			Spe Proj DIV			Legis DIV			Gov Pow DIV			Civ Ser DIV			TOTAL		
	b	c	a	b	c	a	b	c	a	b	c	a	b	c	a	b	c	a	b	c	a	b	c
0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
0		0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	4	4
0		0	2	0	0	0	1	1	0	0	0	0	2	2	0	0	0	0	0	0	4	7	7
0		0	1	2	2	1	0	0	0	0	0	2	0	0	0	0	0	0	0	0	6	2	2
0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0		0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
0		0	4	4	4	1	1	1	0	0	0	2	2	2	0	0	0	0	0	0	14	14	14
0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	8	9	9
0		0	4	4	4	1	1	1	0	0	0	2	2	2	0	0	0	1	1	1	22	23	23
5		5	19	19	19	9	9	9	7	7	7	3	3	3	3	4	4	8	32	32	86	115	115
5		5	23	23	23	10	10	10	7	7	7	5	5	5	3	4	4	9	33	33	108	138	138

*# (Over)

*# (Over)

DOWNGRADED EVERY 12 MOS. SEC. 5(E) AND 5(D) OR (E) NSDG # 775 012

	*	Hq Group DIV a b c	Admin DIV a b c	L Gov DIV a b c	Pol Affs DIV a b c	Nat Gov DIV a b c	P S Qual DIV a b c	C a
(Bal Fwd)	a	8	24	8	6	5	23	10
Total Mil	b	# 8	28	8	7	5	23	
& DACiv	c	8	28	8	7	5	23	
Paid Fm Cost	a	0	0	0	0	0	0	0
of Occupation	b	0	0	0	0	0	0	
--Jap Nat'ls	c	0	0	0	0	0	0	
Paid Fm Cost	a	0	0	0	0	0	0	0
of Occupation	b	0	0	0	0	0	0	
Foreign Natls	c	0	0	0	0	0	0	
GRAND	a	8	24	8	6	5	23	10
TOTAL	b	8	28	8	7	5	23	
	c	8	28	8	7	5	23	

*a: Actual Strength as of _____; b: Current Allotment per G-1 C/N No. 5, 1

Stagger numbers diagonally as indicated.

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V DIV	P S Qual DIV			C & Law DIV			Spe Proj DIV			Legis DIV			Gov Pow			Civ Ser DIV			TOTAL		
c	a	b	c	a	b	c	a	b	c	a	b	c	a	b	c	a	b	c	a	b	c
5	23	23	23	10	10	10	7	7	7	5	5	5	3	4	4	9	33	33	108	138	138
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	23	23	23	10	10	10	7	7	7	5	5	5	3	4	4	9	33	33	108	138	138

per G-1 C/N No. 5, 14 July 1947 (date); c: Requested Allotment.

ted Allotment.

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Change in Organization

Gov't Section

Chief of Staff
THRU: G-1

21 April 1951

1. Reference GHQ, SCAP and FEC Staff Memorandum Number 2, 7 January 1949, Subject: Change in Organization of Staff Sections.

2. Government Section has re-evaluated its missions and functions in light of changing conditions, and is submitting revised organizational and functional charts designed to more effectively fulfill its basic objectives, with the minimum expenditure of personnel.

Incls:
1 - Explanation of Change in GS Organ. Structure, (Dup.)
2 - Structural Chart (Dup.)
3 - Personnel Chart (Dup.)
4 - Functional Chart (Dup.)

- - - -

DECLASSIFIED E.O. 12958, SEC. 3.5 NND # 773 012

EXPLANATION OF CHANGE IN GOVERNMENT SECTION ORGANIZATIONAL STRUCTURE

1. The raison d'etre of Government Section is to advise the Supreme Commander for the Allied Powers as to the status of and policies pertaining to the internal structure of civil government in Japan. Corollary thereto are the following broad functions:

a. To guide the policy and organization of the Japanese Government in accordance with broad objectives of the Occupation;

b. To advise on the elimination of governmental controls over business and industry;

c. To advise on the institutionalization of new relationships between the citizen and the state in a representative democracy;

d. To observe political personalities, parties, associations, and forces in order to predict trends affecting Occupation policy;

e. To advise concerning the progressive relaxation of Occupation supervision and control of the Japanese Government in order that dangers of political vacuum, uncertainty and possible crisis upon the elimination of the SCAP authority is minimized.

2. Within these functions specific operations are necessarily unchanged so long as the SCAP structure exists; but others have been completed or have reached such stage that their completion can be predicted or is predictable depending upon sequence of events.

3. Until a Treaty is signed, SCAP continues the final authority within Japan but it becomes his increasing responsibility to guide the Japanese Government along lines that will aid in securing public support for a warm acceptance of the treaty terms presently under discussion and strengthen understanding of the mutual benefits to be derived from America's friendly relationships with a sovereign Japanese nation. Within these concepts, Government Section believes that the SCAP structures should be subject to successive reduction and that all functions not demanded by specific Occupational objective interfere with the achievement of self-determination by the Japanese and desirable relationships with them, and hence should be abolished.

4. Government Section has successively effected personnel reductions as reductions of function have become possible. Through this process, Government Section has maintained the bare skeleton structure necessary to carry out its basic function. It now appears that organization of Government

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Section can again be changed and some additional personnel reductions effected.

5. Present planning is as indicated on the positional and functional charts herewith, which must be considered together with these notes of explanation:

a. The Civil Service Division can be dissolved during the first quarter of the next fiscal year and all positions except one or two advisors and a technical assistant released;

b. The residual functions of the Public Affairs Division are incorporated in the Parliamentary and Political Division which makes it unnecessary to fill the new vacant position of Chief of the Public Affairs Division (GS-15) and assures coordination of these closely related functions. In the newly organized Division, the reports and analyses function can be decreased by one military and one civilian space during the third quarter of the next fiscal year.

c. Under the proposed reorganization, the Executive Group is reduced by one secretarial position (GS-5), the Administrative Division by one clerk stenographer position (GS-4), and the Public Affairs Division by one Information and Editorial clerk (GS-5) by the end of the fiscal year. Additionally since the position of Chief is filled by a DAC, one military position (Major General) can be released; and because the position of Deputy Chief is filled by a military officer who already has other functions, that DAC position (GS-15) need not be held.

6. When policies concerning further review of the Purge and the SCAP review of legislation are solidified, it may be possible for the Chief of Government Section to request still further personnel reduction. At present, however, these matters are unsettled and depend upon high-level decisions, some of which have international connotations and therefore must be made in Washington.

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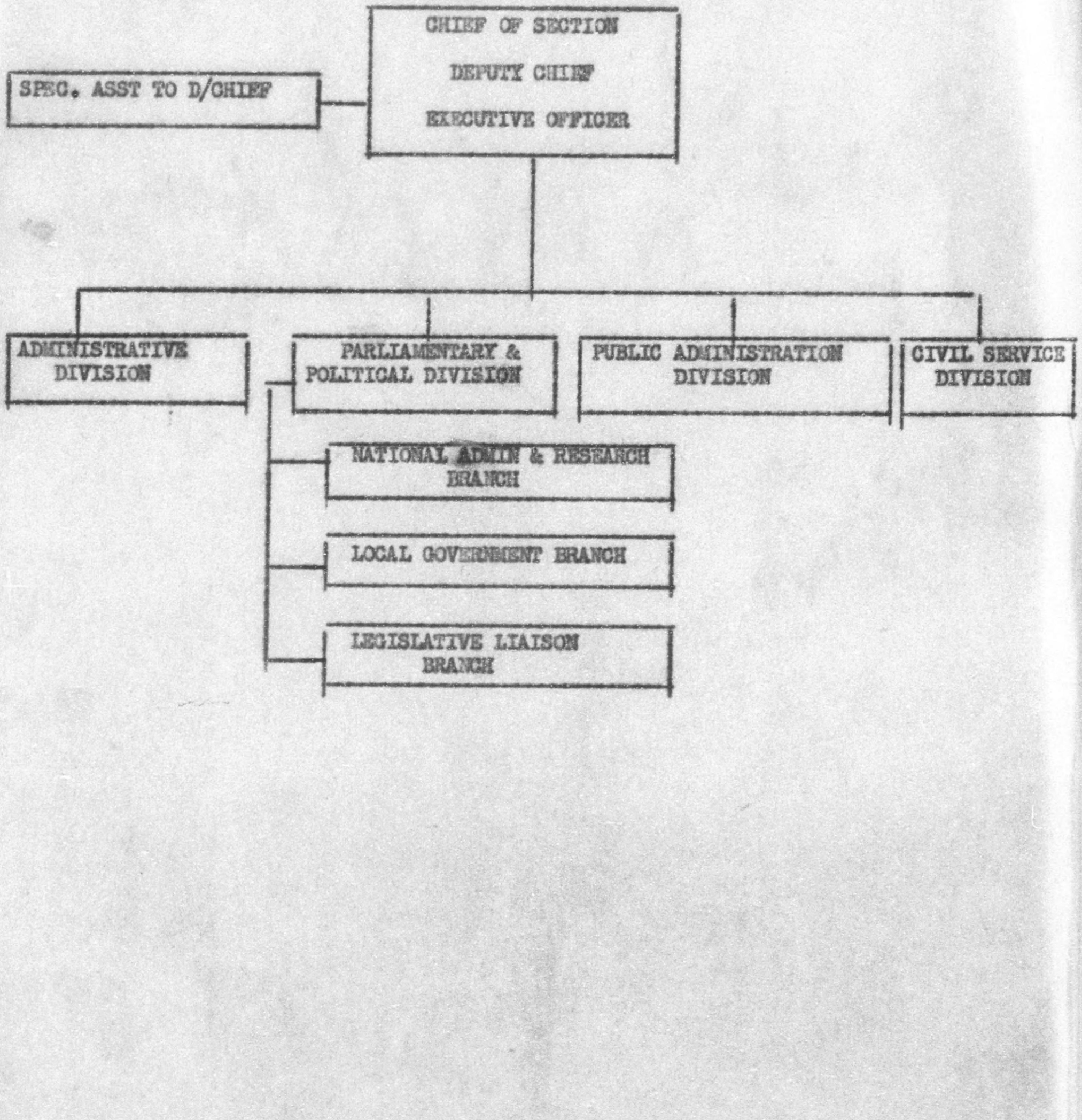
GOVERNMENT SECTION

ORGANIZATION CHART - STRUCTURE



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GOVERNMENT SECTION

ORGANIZATION CHART - PERSONNEL

EXECUTIVE GROUP

DAC	CHIEF OF SECTION	GS-16	-398
DAC	SECRETARY	GS-7	-725-1
DAC	SECRETARY	GS-7	-655
MIL	DEPUTY CHIEF & EXECUTIVE OFFICER	COL	
DAC	SECRETARY	GS-6	-810

SPECIAL ASSISTANT TO DEPUTY CHIEF		
665 DAC	GS-13	
844 DAC	GS-5 *	

* Position to be cancelled before 30 June 1951.

DESIGNATED AND ENCUMBERED UNDER SEC. 3(a) AND 3(b) OR (c) AMDA # 775 612

ADMINISTRATIVE DIVISION

MIL DIVISION CHIEF & ASST EXEC OFFICER		LT COL
DAC INTERPRETER-TRANSLATOR	698	GS-11
DAC RESEARCH INTERPRETER	743	GS-8
DAC CHIEF FILE CLERK (SCAP LIBRARIAN)	185a	GS-4
DAC FILE CLERK	(T)-346	GS-3
DAC PERSONNEL CLERK -	727	GS-5
DAC ADMINISTRATIVE ASST. (RESEARCH)	725	GS-7
DAC CLERK-STENO -	730	GS-4 *
DAC CHIEF CLERK -	1615	GS-5

*Position to be cancelled before 30 June 1951.

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 5(D) OR (E) NNDC # 775 072

PARLIAMENTARY & POLITICAL DIVISION

DAC	CHIEF OF DIVISION	- 695	GS-15
DAC	DEPUTY CHIEF	- 1367	GS-14
DAC	SECRETARY (STENO)	- 795	GS-5

NATIONAL ADMINISTRATION & RESEARCH BRANCH

DAC	CHIEF OF BRANCH	- 1366	GS-14
MIL	GOVERNMENT ANALYST		MAJOR #
MIL	HISTORIAN		CAPTAIN #
DAC	RESEARCH ANALYST	- 877	GS-9
DAC	INFORMATION & EDITORIAL CLERK	- 1729	GS-5 *

LOCAL GOVERNMENT BRANCH

DAC	CHIEF OF BRANCH	- 895	GS-14
DAC	CLERK-TYPIST	- 426	GS-2 #

LEGISLATIVE LIAISON BRANCH

MIL	CHIEF OF BRANCH	LT COL
MIL	LEGISLATIVE ASSISTANT	MAJOR

* Position to be cancelled before 30 June 1951.

\# Position to be cancelled during 3rd quarter of FY 1952.

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CHIEF	GS-15	Frank Rizzo
Deputy	Lt. Col.	Jack P. Napier
Special Assistant	GS-13	Makoto Matsukata
Secretary	GS-7	Sheilah Hayes
Secretary	GS-7	Edna Mae Smith
Secretary	GS-6	Nori Kobayashi
Secretary	GS-5	Genevieve Bergstrom (1st Qtr.)

ADMINISTRATIVE DIVISION

CHIEF	Capt.	William E. Curtis
Int-Trans	GS-11	Raymond T. Aka
Pers. Clerk	GS-5	Valerie Osburn
Clerk-Steno	GS-4	Rebecca B. Truman (1st Qtr.)
Adm Clerk	GS-5	Jessie Johnson
Chief File Clerk	GS-4	Phyllis Buckman
File Clerk	GS-3	Verlin Oberst
Res. Interp	GS-8	Gilbert Suzuki

PUBLIC ADMINISTRATION DIVISION

Intel. Res. Analyst	GS-12	Sakaye Hayashi
Spec. Inv.	GS-9	Harold Bettencourt
Stat. Officer	Major	J.D. McWherter
Atty Advisor	GS-12	Mikio Uchiyama
Res. & Ed Clk	GS-5	Veranice Reilly
Clerk-Trans	GS-6	Hatsuye Okino
Res. Asst.	GS-7	Betty Hesselman

PARLIAMENTARY AND POLITICAL DIVISION

CHIEF	GS-15	Justin Williams
Legis Asst	Major	Crescenzo Guida
Legis Asst	Capt.	Charles Norris
Dist Oper. Branch	GS-13	Helen Loeb
Research Analyst	GS-9	Edna Ferguson
Secretary	GS-5	Ruth Grahamslaw

PROGRAM AND ANALYSES BRANCH

CHIEF	GS-14	Marcel Grilli
Info and Ed. Clerk	GS-5	Ruth Hays (1st Qtr.)
Local Govt Spec.	GS-14	Nicholas Cottrell
Res. Spec.	Capt	Alfred A. Joseph
Res. Spec.	Lt.	Clifford Skoglund (3rd Qtr.)
Clerk Typist	GS-2	Virginia Lincoln (3rd Qtr.)

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CIVIL SERVICE DIVISION

CHIEF	GS-15	Maynard Shirven	
Deputy	GS-15	Thomas K. Tindale	(2nd Qtr.)
Secretary	GS-5	Grace Read	(2nd Qtr.)
Secretary	GS-5	George Jankovsky	(2nd Qtr.)
Training	GS-14	John Shively	(2nd Qtr.)
Examination	GS-14	Joseph Speicher	(2nd Qtr.)
Pers. Asst.	GS-11	John Jun Sato	(2nd Qtr.)
Info and Ed. Clerk	GS-5	Johanna Mikkelsen	(2nd Qtr.)
Int. Trans	GS-8	Chito Isonaga	
Info and Ed. Clerk	GS-5	Rosemary Derilek	(2nd Qtr.)

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8

GOVERNMENT SECTION
ORGANIZATION CHART -- FUNCTIONS

SPECIAL ASSISTANT TO DEPUTY CHIEF

CHIEF OF SECTION
DEPUTY CHIEF OF SECTION
EXECUTIVE OFFICER

ADMINISTRATIVE DIVISION

The Administrative Division recommends policy on all matters relating to the internal administration of Government Section; supervises the administrative personnel in preparation and maintenance of supply and personnel records and requisitions; prepares and checks reports and correspondence and directs the activities of the interpreters and the section library. The Administrative Officer, as Division Chief, advises and coordinates with the Executive Officer on matters pertaining to personnel and administration. Furnishes translator-interpreter, stenographic, research assistance and library services to the Chief, Government Section and technical divisions as required.

PARLIAMENTARY & POLITICAL DIVISION

The Parliamentary & Political Division, for the Section Chief, implements SCAP policies for establishing and strengthening responsible government in the legislative and executive branches at both national and local levels; consults and advises with Japanese political leaders on appropriate party policies and platforms; prepares analyses and reports for SCAP and Department of Army on current political trends and developments in Japan; observes conduct, advises on administration and analyzes results of national and local elections; examines and makes policy recommendations on proposed legislation pertaining to organization and administration of government at national and local levels; reviews, coordinates and clears for GHQ in terms of Occupation objectives all proposed legislation; supervises relations of GHQ staff sections and Allied agencies with National Diet; compiles comprehensive and continuing history of the political re-orientation of Japan under the occupation.

PUBLIC ADMINISTRATION D

The Public Administ
Division advises on poli
cerning the Cabinet in
cise of executive power
the Constitution of Jap
recommends measures rel
the execution of the la
land, the conduct of af
state, and the control
national government's
agencies extending into
administrative district
on policies relating to
ations of the national
on policies relating to
Emperor and the Imperial
on the removal and barr
undesirable personnel f
office; and on the exel
of militaristic, ultra-
istic, terroristic and
democratic organisation
istic and anti-occupati
ties, and totalitarian
from Japanese governmen
society; supervises SCA
of progress of legislat
mittees and other gover
agencies conducting inv
of matters of SCAP inte
of the investigatorial
of the Public Procurato
well as other agencies
ties designed to ensure
will continue a democra
ese government chosen
sponsive to the freely
will of the people; gat
prepares informational
on prominent Japanese p
on behind-the-scenes ac
in political and other
and on special subject
Chief of Government Se
quires in order to adv
pursuant to current Ge

DECLASSIFIED E.O. 12958 SEC. 3(E) AND 3(D) OR (E) NNDG # 775 012

GOVERNMENT SECTION

ORGANIZATION CHART — FUNCTIONS

CHIEF OF SECTION
DEPUTY CHIEF OF SECTION
EXECUTIVE OFFICER

& POLITICAL DIVISION

liamentary & Political
or the Section Chief,
SCAP policies for
g and strengthening
government in the
and executive branches
ional and local levels;
advises with Japan-
al leaders on appropri-
olicies and platforms;
lyses and reports for
partment of Army on
itical trends and
in Japan; observes
vises on administration
results of national
lections; examines and
recommendations on
islation pertaining to
and administration of
t national and local
ews, coordinates and
HQ in terms of
bjectives all prop-
tion; supervises
GHQ staff sections
gencies with National
s comprehensive and
istory of the politi-
ation of Japan under
n.

PUBLIC ADMINISTRATION DIVISION

The Public Administration Division advises on policies concerning the Cabinet in the exercise of executive powers under the Constitution of Japan and recommends measures relating to the execution of the laws of the land, the conduct of affairs of state, and the control of the national government's executive agencies extending into local administrative districts; advises on policies relating to the operations of the national government on policies relating to the Emperor and the Imperial House; on the removal and barring of undesirable personnel from public office; and on the exclusion of militaristic, ultra-nationalistic, terroristic and other undemocratic organizations, feudalistic and anti-occupation activities, and totalitarian devices from Japanese government and society; supervises SCAP review of progress of legislative Committees and other governmental agencies conducting investigations of matters of SCAP interest and of the investigatorial activities of the Public Procurators, as well as other agencies and activities designed to ensure that there will continue a democratic Japanese government chosen by and responsive to the freely expressed will of the people; gathers and prepares informational materials on prominent Japanese personages, on behind-the-scenes activities in political and other fields, and on special subjects which the Chief of Government Section requires in order to advise the SCAP pursuant to current General Orders

CIVIL SERVICE DIVISION

The Civil Service Division is responsible for and advises on policies concerning all matters pertaining to personnel administration in the public service in Japan at national, prefectural, municipal and all other levels to assure, in manner consistent with democratic practices, maximum integrity and efficiency in the performance of public duties. This includes the initiation, revision and supplementation, as necessary, of the laws, policies, practices, programs, procedures, rules and standards affecting all public personnel administration in Japan and specifically includes, in addition to all related matters, supervision of public employee recruitment, placement, classification, compensation, leave allowances, training, discipline, health, recreation, welfare, safety, efficiency, injury compensation, employee relations, grievances, working conditions and retirement.

DECLASSIFIED BY: 1405E SEC. 3(E) AND 3(D) OR (E) NNDG # 775 072

GOVERNMENT SECTION

ORGANIZATION CHART — FUNCTIONS

CHIEF OF SECTION
DEPUTY CHIEF OF SECTION
EXECUTIVE OFFICER

& POLITICAL DIVISION

...liamentary & Political ...or the Section Chief, ...SCAP policies for ...g and strengthening ... government in the ... and executive branches ...ional and local levels; ...d advises with Japan- ...al leaders on appropri- ...olicies and platforms; ...alyses and reports for ...partment of Army on ...itical trends and ... in Japan; observes ...vises on administration ... results of national ...lections; examines and ... recommendations on ...islation pertaining to ... and administration of ...t national and local ...ews, coordinates and ...HQ in terms of ...bjectives all prop- ...tion; supervises ... GHQ staff sections ...gencies with National ...e comprehensive and ...istory of the politi- ...ation of Japan under ...n.

PUBLIC ADMINISTRATION DIVISION

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DECLASSIFIED E.O. 11652 SEC. 3(E) AND 5(D) OR (E) NNDG # 775 012

PUBLIC ADMINISTRATION DIVISION

MIL	CHIEF OF DIVISION	COL *
MIL	CHIEF, STATISTICS & REVIEW BRANCH	MAJOR
DAC	CHIEF, ORGANIZATION BRANCH - 1041	GS-13
DAC	ATTORNEY ADVISOR - 1563	GS-12
DAC	SPECIAL INVESTIGATOR - 1368	GS-9
DAC	RESEARCH & EDITORIAL CLERK - 816	GS-5
DAC	CLERK-TRANSLATOR - 1372	GS-6

* Acts in triple capacity as Deputy Chief, Government Section, Executive Officer and Chief, Public Administration Division.

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 5(D) OR (E) NNDG # 775 012

CIVIL SERVICE DIVISION *

DAC	CHIEF OF DIVISION	-414	GS-15
DAC	DEPUTY CHIEF	-1371	GS-15
DAC	SECRETARY	-746-1	GS-5
DAC	SECRETARY	-746	GS-5
DAC	CHIEF, TRAINING BRANCH	-462	GS-14
DAC	CHIEF, EXAMINATION BRANCH	-1370	GS-14
DAC	ASST. CHIEF, EXAMINATION BRANCH	2114	GS-11
DAC	INFORMATION & EDITORIAL CLERK	-828	GS-5
DAC	INTERPRETER-TRANSLATOR	-744	GS-8
DAC	INFORMATION & EDITORIAL CLERK	-738	GS-5

* This entire division is to be abolished and all positions cancelled before 30 Sept 51, with the possible retention of two or three persons for a short period during FY 1952.

DECLASSIFIED E.O. 11652 SEC. 5(E) AND 5(D) OR (E) NNDG # 775 012

EXECUTIVE OFFICER

ADMINISTRATIVE DIVISION

The Chief, Administrative Division, organizes, directs, and establishes the policy for the Administrative Division of Government Section; supervises the administrative personnel in preparation and maintenance of supply and personnel records and requisitions; prepares and checks reports and correspondence and organizes and directs the activities of the interpreter pool and the section library; maintains contact with other staff sections. The Division Chief, as a staff officer, advises the Section Chief on matters pertaining to personnel and administration.

LOCAL GOVERNMENT DIVISION

The Chief, Local Government Division, recommends policy on all matters relating to the organization of prefectural and municipal governments; prepares plans and recommendations for appointments or election of local officials; is responsible for staff supervision of local elections and for surveillance of local political movements; maintains liaison with Military Government teams in the field on local governmental organization matters; directs the educational program re the Law concerning Local Autonomy in prefectures, cities, towns, and villages.

PARLIAMENTARY AND POLITICAL DIVISION

The Chief, Parliamentary and Political Division, has full responsibility for establishing responsible cabinet government and representative government; formulates and supervises execution of plans and policies to insure an efficient democratic internal organization of both Houses of the National Diet; coordinates relations of GHQ and Allied Missions with the Diet; evaluates leaders, platforms, and practices of political parties, encouraging their democratization and sponsoring sound legislation for their reform; prepares analyses and evaluations of the national political situation; advises as to policies pertaining to administration of the National Diet Library, Diet Building and building acquisition program, Diet budget and contingent fund, Diet Secretariats, Illegal Property Transactions Special Committees, Standing Committees, Diet Legal Departments, Courts of Impeachment, Legislative Council, and Members' Retirement Board.

ADMINISTRATIVE MANAGEMENT DIVISION

The Chief, ADMINISTRATIVE MANAGEMENT Division, advises on policies relating to the internal structure of the national government; recommends measures for the elimination of undesirable or undemocratic administrative procedures or practices in the national government; supervises the major reform and reorganization of the national ministries and other executive agencies made necessary by the institution of autonomous governments in prefectures and municipalities; reviews bills to be presented to the National Diet for the accomplishment of these objectives; represents Chief, Government Section, in conferences with high officials of the Japanese government and representatives of other staff sections in matters pertaining to the organization and operating techniques of the national government; advises on policies concerning the separation of powers between the three branches of the national government--executive, legislative, and judicial; is responsible for developing and directing SCAP surveillance programs for all national elections.

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DECLASSIFIED E.O. 11652 SEC. 3(E) AND 3(D) OR (E) NNDG # 773 072

GOVERNMENT SECTION

CHIEF
DEPUTY CHIEF

SPECIAL PROJECTS DIVISION

...ecial Projects Division observes ...ntinuing administration by the ...se government of the require... contains in SCAPIN 548, "Abo... of Certain Political Parties, ...iations, Societies and Other Or...ations" and SCAPIN 550, "Removal ...clusion of Undesirable Person... from Public Office." Undertakes ...termine the nature, purpose, ac...ty and leadership of organisa... and political parties of Japan. ...rts periodically to the Chief, ...rnment Section, on these matters ...prepares such special reports as ... be assigned. Undertakes other ...ects generally of a classified ...re as directed by the Chief, ...ty Chief or Executive Officer.

COURTS AND LAW DIVISION

Represents SCAP in all contacts with the Japanese Government on matters pertaining to the administration of justice; formulates policies which govern the organization and operation of all Japanese agencies engaged in legal activity, including Civil and Criminal Courts, the Attorney General's Office, Procurator's Offices, Registration and Deposit Offices, and Bar Associations; supervises the activities of the Japanese Government which relate to basic legal reforms either necessitated by the New Constitution or conducted in furtherance of the objectives of the occupation; assists various units of SCAP which are primarily concerned with special acts of legislation, in regard to the legal regularity of such legislation; encourages the formation and activities of private groups and organizations interested in legal reform, civil liberties and the improvement of Japanese legal institutions; provides general legal advice to other divisions of Government Section and other units of SCAP on matters pertaining to international and Japanese law.

PUBLIC AFFAIRS DIVISION

Public Affairs Division prepares daily news summaries for use of the Supreme Commander, the Section Chief, and G-2; dispatches daily Radio Report to Washington, describing and analyzing governmental and political affairs; prepares weekly and monthly analyses of governmental affairs, special reports and press releases; prepares and develops programs (in coordination with other staff divisions when necessary) to inform the Japanese people and Eighth Army Military Government units concerning GS projects and programs; prepares timely reports on political developments in Japan and on related matters; participates with Civil Information and Education in the development of a comprehensive program of political education for the people of Japan; undertakes other special projects.

GOVERNMENTAL POWERS DIVISION

The Special Assistant to the Chief, in charge of Governmental Powers Division, is responsible for and advises the Chief, Government Section, on civil liberties under Japanese and under Occupation Law; is responsible for policy recommendations relating to the Japanese Constitution and for preparing studies and reports on constitutional law and constitutional history; advises the Chief, Government Section, on policies to be pursued with respect to demobilization and demilitarization, and with respect to the relationship between government and business and elimination of Zaibatsu influences; passes upon the conformity of Japanese cabinet orders and legislation to organic law; consults and advises other staff sections and cabinet officials or other authoritative agencies of the Japanese Government with respect to safeguarding against any return to militaristic, feudalistic or totalitarian practices; is responsible for considering applications of policy directives to the Imperial institutions.

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 3(D) OR (E) NNDG # 773 072

O N

1 APRIL 1948

SPECIAL
ADVISORS

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DECLASSIFIED E.O. 11652 SEC. 3(E) AND 5(D) OR (E) NNDG # 775 012

Change in Organization Capt Melvin, 26-6961

10 June 1949

Govt Sec G-1

1. 1. Pursuant to para 1, SCAP and FEC Staff Memorandum No. 2 dtd 7 Jan 49, request approval of the following change in internal organization and position classification:

a. That a new Branch "Government Employee Associations Branch" be established in the Civil Service Division, Government Section, and that the position of Chief, Government Employee Associations Branch (proposed LR number 887, proposed rating CAF-14) be established. Mr. Luther Steward, President of the United States Government Employees Association, as Advisor to Chief, Government Section for Employee Associations (See GS 2A-B) acts in this capacity during intermittent periods in order to advise and make recommendations regarding general policy, legal basis, and administrative significance of Employee Associations within the Japanese Government. There is, however, an increasing need for the additional services of a qualified individual who will be responsible for the continuing activity of planning, inaugurating and coordinating an integrated program for government associations as a part of the function of the Civil Service Division.

b. That position of Compensation Specialist, LR 447, CAF-14 (GS 7B) be cancelled.

2. Revised copies of Civil Service Division Functional and Position Charts and over-all Government Section index chart are attached hereto.

5 Incls
1. Chart GS 1 (triplicate)
2. Chart GS 7A (triplicate)
3. Chart GS $7A_1$ (triplicate)
4. Chart GS 7B (triplicate)
5. Chart GS $7B_1$ (triplicate)

- C. W. - - - - - - - - - - - - - - - - -

GS files

DECLASSIFIED E.O. 11652 SEC. 3(E) AND 3(D) OR (E) NND # 773 012

8735

Maj. Osborne
26 - 5940

Changes in Organization of Staff Section

G-1 · CS 11 March 1949

Thru: CPS

2 1. The requests in paragraph 1, Check Note No. 1, are approved with the understanding that if recruitment for the Chief, Public Administration Division is successful, the question will be reopened.

2. Grades of the civilian positions concerned are subject to review by CPS.

3. G-1 Position Charts have been corrected to indicate these changes within current personnel ceilings. Request that CPS correct their charts accordingly.

- W.A.B. - - - - - - - - - - - -

DECLASSIFIED PER PUBLIC LAW 105-153 SEC. 3(b) AND 3(d) OR (E) NNDG # 775012

Capt Melvin, 26-6961

Changes in Organization of Staff Section

Govt Sec G-1 7 March 1949

1. Pursuant to Para 1, SCAP and FEC Staff Memorandum No. 2 dated 7 Jan 49, request approval of changes in classification and transferral of the following positions:

A. That the position of Deputy Chief, Lt Colonel, be transferred from Public Affairs Division to Public Administration Division. In view of the fact that the civilian position of Chief, Public Administration Division is vacant due to inability to obtain a qualified individual and the fact that the Executive Officer is acting in the dual capacity as Chief of this Division, the service of an additional officer is required to meet the pressure of the present workload.

B. That the position of Chief, Local Government Branch, Public Affairs Division (LR 862, P-6), presently vacant, be reclassified to Deputy Chief, Public Affairs Division (proposed LR number 874; proposed rating, P-7). The incumbent of this position will also act in a dual capacity as Chief, Local Government Branch, Public Affairs Division. This dual role would effect utilization of manpower to the fullest capacity and permit the transfer of one military position vacancy to the Public Administration Division.

C. That the position of Examination Specialist, Examination Branch, Civil Service Division (LR 453-2, CAF-12) be cancelled and that the position of Interpreter, Classification and Compensation Branch, Civil Service Division (proposed LR number 873; proposed rating, CAF-11) be established. The services of an additional interpreter equally skilled in the English and Japanese languages coupled with ability to perform liaison work is urgently needed at this time and will contribute directly to the attainment of the objectives of the Division.

2. The functions of the above mentioned Branches and Divisions remain unchanged.

- C. W. - - - - - - - - - - - - - - - -

Govt Sec Files

DECLASSIFIED BY NARA DATE 9/6/82 NND 3(B) AND 3(D) OR (E) NNDG # 775 672

Capt Nelvin, 28-6951

Functional and Position Charts

Govt Sec | Chief of Staff | 31 Jan 1949

1. The attached functional and position charts for Government Section are submitted in compliance with SCAP and FEC Staff Memorandum No. 2 dated 7 January 1949.

1 Incl

Function and Position Charts (triplicate)

- C. W. - - - - - - - - - - - - - - -

GOVT SEC FILES