2. Judicial jurisdiction within a merchant vessel of a foreign country in territorial waters belongs to the country of that vessel according to the British principle.

X 3. In cases where a foreign merchant vessel has collided with a vessel of a third country in territorial waters, the coastal country has judicial jurisdiction according to either of the two principles.

4. In coastal trade, the same privileges may be given to foreign merchant vessels as are given to these of the coastal country.

5. The coastal country may impose a navigation tax on foreign vessels navigating territorial waters.

7/ Q. Which of the following war crimes is considered as most typical?

1. War treason.

2. Act of hostility by a private person.

X 3. Violation of the rules of warfare

4. Espionage

5. ?

Q. Concerning the protection of aliens in a state there are two views viz: "Protection to the extent normally given by a civilized state" and "Protection to a degree as normally given by the state". Which of the following adopts the letter view?

1. Japan

X 2. China

3. France

4. U.S.A.

5. Great Britain

Q. A ship of country A committed an offense within the jurisdiction of country B in the territorial waters of country B, patrol boat C of country B immediately pursued it. Which of the following steps is correct in international law?

1. Patrol boat C captured the ship of country A at a point 8 nautical miles on the open sea, but released it.

2. Patrol boat C captured the ship of country A at a point 13 nautical miles on the open sea, admonished the captain of the ship of country A and released it.

3. The ship of country A made good its escape in the dark; patrol boat C captured it after two days in the territorial waters of country A.

X 4. The ship of country A entered the territorial waters of country D; therefore patrol boat C suspended pursuit.

5. The ship of country A entered the territorial waters of country E contignous to country B; patrol boat C pursued it 2 nautical miles and captured it.

Q. Which of the following procedures is taken for admission of a peace-loving country to the United Nations Organization?

A. Recommendation of the General Assembly

B. Recommendation of the Security Council

C. By a two-thirds majority of the General Assembly

D. By a majority vote of the Security Council

E. By a majority vote, including five Permanent Members, of the Security Council

1. A-B

2. A-D

X 3. B-C

4. B-D

5. C-E

Y6 Q. What is the correct chronological order in which the following conferences were held?

San Francisco Conference-A

Dumbarton Oaks Conference-B

Yalta Conference-C

Moscow Conference-D

1. D-C-A-B
2. D-A-C-B
3. D-B-A-C
X 4. D-B-C-A

2 Q. Concerning the privilege of the Head of a State within a foreign territory which of the following statements is correct?

1. Qualification to represent the state abroad is acquired by the sovereign or head of such state only when he has been legally appointed to office or enthroned under the laws of that state.
2. Even in a case where the sovereign or head of state resides by making it apparent that he is the sovereign or head of state, privilege need not be recognized unless he has come as a diplomatic representative.
3. If a foreign sovereign or head of a state arrives against the wishes of the recipient state, the demand for this withdrawal cannot be compelled.
4. However no privilege as a sovereign need by granted in such a case.
5. In a monachical state, a regent, in respect of diplomatic privilege, is subject to greater limitations than the sovereign.

Q. Which of the following statements is correct as a definition of a "cartel" ship?

X 1. A vessel used to send prisoners of war from the enemy country to the home country when an exchange of prisoners of war takes place.

2. A neutral merchant ship free to pass a blockade where no notification of the time of departure has been made in the declaration of blockade.

3. A neutral vessel captured by warship of a belligerent state for carrying war contraband to a belligerent state.

4. A merchant ship which is potentially convertible into a man-of-war simultaneously with the commencement of war.

Q. In the method of voting in the Security Council of the United Nations, which of the following is correct (excluding procedural matters)?

1. Unanimous vote

2. Majority vote of all the members

3. Two-thirds majority of all the members

4. Seven members including the permanent members

5. Majority vote including those of the permanent members

Q. Which of the following methods, as a general rule, is the voting procedure of the Security Council. Procedural matters are excluded.

1. Majority vote of the 11 member nations.

2. Vote of approval of 7 of the member nations.

X 3. Vote of approval of 7 member nations including all of the permanent members.

4. Approval of two-thirds of the permanent members.

5. Majority vote including a two-thirds majority approval of the permanent members.

81 Q. Which of the following international agreements first prescribed war as a crime?

1. General Protocol for the Pacific Settlement of International Disputes.

2. Covenant of the League of Nations

X 3. The Sixth Pan-American Conference

4. Treaty on Limitation of the Use of Armed Force for the Collection of Dabts

5. Anti-War Pact.

Q. In the commonly accepted view when do the special privileges of a diplomatic envoy become effective?

1. When the receiving country gives its agreement

2. When he presents his credentials to the head of state of the receiving country.

3. When he enters the territory of the receiving country.

4.

X 5.

Q. In which of the following cases is a state free of responsibility as a matter of course?

1. When the court does not entertain a suit brought up by a foreigner.

2. When the court unjustly delays the trial of a foreigner.

X 3. When a low class official, without any connection with his duties, causes unlawful injuries upon the interests of a foreigner.

Q. For which of the following reasons is the international movement of capital easier than the international movement of labor?

1.

2. Capital raises the standard of living of the importing country.

3. Capital is not accompanied by political power.

X 4. Capital is internationally of a uniform quality.

5.

Q. On which of the following reasons is the adoption of the single exchange rate of 360 yen based?

1.

2. To promot exports

3. To link domestic economy with international economy.

4.

5.

Mr. Hasegawa 26-6559
HGS/RYG/JFH/jrm

NR 610 (2 Feb 1950)MG Subject: Request for Civil Service Examination Forms Used by Japanese Geological Survey

1 From: NR To: GS Date: 2 Feb 1950
ATTN: Mr Maynard N. Shirven

Reference telephone conversation between Mr Maynard N. Shirven, GS, and Mr H. Hasegawa, NR/MG, on 30 January 1950. Request that NR be furnished copies of Civil Service examination forms utilized by geologists entering the Japanese Geological Survey. It is understood that geologists are given two examinations, general and specialized.

- H. G. S. - - - - - - - - - -

2 From: GS To: NR Date: 6 Feb 1950

I am informed by Mr. Miyaji, Chief, Recruitment Bureau, National Personnel Authority, that the category of personnel you refer to above is not covered at present by the examinations for entrance into government service. Thus, their appointment falls under Rule 8-1 of the National Personnel Authority. In general, for classes of people covered by the examinations, there are two tests, one general and one specialized.

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

CSD

MacCoy Reden

CIVIL SERVICE DIVISION
Government Section

20 January 1950

MEMORANDUM FOR : Brigadier General Courtney Whitney
Chief, Government Section

SUBJECT : Critical Examinations

Following is an estimate of the time it will require the National Personnel Authority to properly review applicants' examination papers, grade the papers and issue certificates to fill the declared vacancies:

a. Initial marking of papers - 3 weeks

b. Item analysis - 2 weeks

c. Spot checking of marking by CSD - to be done concurrently with item analysis

d. Statistical analysis of results and establishment of standards - 2 weeks

e. Final rating of papers - 2 weeks

f. Establishment of eligible lists - 2 weeks

g. Review of experience qualifications - to be done concurrently with "a" through "e" above.

h. Personal investigations - to be done concurrently with foregoing and completed by 1 May. However, investigations for certain groups can be completed by 1 April.

In view of this schedule, we believe that certification can begin about 1 May or a little sooner and can probably be completed by 1 September.

In the United States, mistakes are often made in grading papers and in compiling certificates based on those grades. The applicant always has the right of appeal wherein his case may be reviewed and, if necessary, correction made. This merely results in the minor difficulty of recalling certificates, making necessary corrections and reissuing said certificates. Such an error in Japan, in this particular examination, would virtually be catastrophic. Therefore, it is imperative that sufficient time be assured to grade and review papers and certificates and to permit the Civil Service Division sufficient time to

review every step of the work handled and completed by the National Personnel Authority before certificates are issued. In this particular situation, even one error in grading a paper wherein the applicant could appeal and be sustained would be highly embarrassing both to the National Personnel Authority and to the Civil Service Division. Under these circumstances, we are placing every precaution humanly possible around the review, grading and establishment of certificates. Hence, all of the above time will be definitely needed to assure the elimination of all human error wherever possible.

The above time schedule has been compiled by Mr. Shirven, Chief of the Examination Branch, and I personally would be inclined to push the final date forward to 1 June for commencement of certification which would likewise place the completion date one month later to 1 October. We shall be better able to forecast the starting date of certification by 1 March.

WPM:ger

W. PIERCE MacCOY
Acting Chief

Memo to Whitney

CIVIL SERVICE DIVISION
Government Section

4 January 1950

MEMORANDUM FOR: Brig. General Courtney Whitney, Chief
Government Section

SUBJECT : Critical Examination

1. This is an interim report merely to keep you advised of the progress of the critical examination as rapidly as the news is submitted to us by the NPA. Apparently 8113 candidates throughout Japan have filed applications for the 2649 designated positions. Applicants are distributed as follows:

Tokyo	4377
Osaka	848
Fukuoka	651
Nagoya	650
Sendai	465
Sapporo	389
Hiroshima	388
Takamatsu	345

(All figures cited are subject to minor corrections on later returns.) The NPA does not have a breakdown of the figures from the other regional offices but of the 4377 applicants in Tokyo, they have submitted 7020 sets of applications. In other words, this means that many applicants have filed for more than one position. If this ratio holds for the rest of the country, we may expect approximately 13,000 applications.

2. Incomplete returns to date indicate that the applicants have filed for their own positions and similar positions at the same level in other branches of the National Government, but have not filed for consideration for positions above their own level. In other words, apparently the Japanese have followed a typical custom and have refused to file for their bosses' jobs. To offset this and to provide a future promotion eligible list, the Civil Service Division is advising the NPA to consider all applications on the qualifications of the applicant in establishing eligible registers. Following this advice the NPA has informed this office today that a cursory inspection of the qualifications of the applicants indicates that this will produce approximately 10 eligibles for each Vice Minister's position. Since the top three only will be certified from each eligible list, it is possible that some Vice Ministers will be replaced. Upon questioning, the NPA has advised that, in its opinion, individuals certified in this manner will be willing to accept the appointment and will not be prone to refuse to be considered in competition with the present incumbent of the Vice Minister's position.

3. To avoid any errors which could be challenged, all certificates of eligibles following the examination will be triple checked, the final check

being made by members of the Civil Service Division. This will mean that eligible lists will very probably not be prepared and published until approximately three months after the examination.

4. As a point of comparison, it is interesting to note that even with the present development of examinations and the use of trained examination staffs in the United States, the U. S. Civil Service Commission rarely is able to issue a certificate following an examination under 60 days and for the high level positions, it usually requires from 90 to 120 days before applicants are advised of the results of the examination and certificates issued. The Personnel Officer examination conducted by the U. S. Civil Service Commission in 1940 required 6 months before advice was issued to the applicants as a result of the examination and departments advised that certificates were available. The Budget Officer examination in 1946 required 4 months.

5. Other reports will be prepared and forwarded to your office as additional statistical material is received on the critical examination from the NPA.

W. PIERCE MACCOY
Acting Chief

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W. PIERCE MACCOY
Acting Chief

Cover. 12. Request for special Exam —

For the public opinion survey work those persons who have fudamental knowledg of sociology, social psychology, psychology and mathematics are desirable. The civil service entrance examination coducte by N.P.A. was held with only psychology and mathematics among such subjects. And in fact, the Institutehas employed persons from the successful candidates in relation to mathematics and psychology. However, sociology and social pcychology have not been counted for the subject of the civil service examination.

It would be needless to say that the public opinion survey has particularly close relation with sociology and social psychology in the field of science. Neverhteless, these subjects were omitted from the civil service examination of Grade 5 and 6.

This is the reason why we desire to hold an entrance examination by the Institute.

special

C-1E Passin
Public Opinion Research Division

Disapproved during conference with NPA.
Hoover
29 Dec 49.

Date: November 24, 1949.

From: Chief, National Public Opinion Research Institute.

To: Director-General, Secretariat N.P.A.

Subject: Approval for the Entrance Examination of the National Public Opinion Research Institute Personnel.

We hereby request your approval for the performance of the Entrnace Examination of the National Public Opinion Research Institute Personnel, as shown in the attached sheets, due to the particularity of duties of its personnel, in accodance with Paragraph 8-(2) of the Announcement of the Entrance Examination of Civil Service of Grade 5 and 6.

OUTLINE OF THE ENTRANCE EXAMINATION OF N.P.O.R.I.

1. Kind of Job: Professional, Social Affairs.

2. Duties: Drawing up of questionaires of public opinion survey, performance of preparatory survey, other planning such as selection of survey objectives; performance of survey, arrangement of results and reports, research on public opinion and method of survey.

3. Expected Number of Persons to be Appointed: About 10.

4. Qualifications: Univeraity (old system) graduates and expected graduates in March 1950.

   Age: Under 28 in full on March 31, 1950.

5. Disqualifications:

   a) Any person who is designated as a person falling under application of any part of Article 38 of the N.P.S.L.

   b) Any person falling under the application of the memorandum pursuant to "Imperial Order Concerning Prohibitions of and Removal from Public Office".

6. Method of Recruitment:

   Announcement shall be made in the Official Gazette.

7. Place and Method of the Examinations:

   (1) First Examination (written one).

      a) Date: January 16, 1950.

      b) Place: TOKYO, KYOTO, SENDAI.

      c) Contents: Test on knowledge of sociology, intelligence and commonsense tests.

   (2) Second Examination (oral test and physical examination).

      a) Date: Successful candidates of the First Examination shall be notified individually, at the same time announcement shall be postered at each Examination Centre.

      b) Place: TOKYO.

      c) Contents: Personal and physical examination on qualifica-

fications necessary for the researching position.

d) Announcement of the Result: Successful candidates shall be notified individually by telegram as well as their names shall be postered at the Institute.in early February.

8. Procedure of Application:

The following ducuments are required tobe filed to the Institute before January 10, 1950,

a) Personal History.

b) Report Card of Univeraity Concerned.

c) Photograph.

9. Treatment and Place of Work:

a) Technician of the Prime Minister's Office.

b) Grade 6.

c) The Institute. (TOKYO)

CIVIL SERVICE DIVISION
Government Section

Miss Read
Pls. keep this where we can refer to it.
WPMac
12/28/49

28 December 1949

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

SUBJECT : Administration of Critical Examinations

1. The following is a tentative schedule for attendance by Civil Service Division personnel at the critical examinations:

Place	15 January	21-23 January
Osaka	Miss Pierson	Mr. Rankin
Nagoya	Mr. Tindale	Mr. Speicher
Hiroshima	Mr. Eliot	Mr. DeAngelis
Takamatsu	Mr. Salter	Mr. Hoover
Fukuoka	Mr. Speicher	Mr. Salter
Kumamoto	Mr. Shirven	Mr. Peterson
Kanazawa	Mr. Rankin	Mr. Shively
Matsue	Miss Piser	Mr. Sato
Sendai	Mr. Peterson	Miss Pierson
Akita	Mr. Sato	Miss Piser
Niigata	Mr. Shively	Mr. Eliot
Sapporo	Mr. Hoover	Mr. Tindale
Obihiro	Mr. DeAngelis	Mr. Shirven

Maynard N. Shirven
MAYNARD N. SHIRVEN
Chief, Examination Branch

MNS:rp

Memo to Whitney

CIVIL SERVICE DIVISION
Government Section

9 December 1949

MEMORANDUM FOR : Brigadier General Courtney Whitney
Chief, Government Section

SUBJECT : Press Conference Conducted on 26 November 1949
by Mr. MacCoy

For your information, I am including a question which was directed to me by a representative of the Mainichi, and my reply.

Q: (Mainichi) When the dates for the examination were announced, there was considerable confusion among government officials. The Cabinet attempted to extend the date of the examination for another year or tried to eliminate Article 9 of the Supplementary Provisions of the National Public Service Law. Is your press statement to be considered as a warning to the government that it should desist from these activities?

A: I do not think this is correct. I have not officially been aware of any attempt by the Cabinet to either eliminate or change Article 9. No request has come to my office. I have discussed the matter with Mr. Masuda and explained certain phases with which he was not familiar. I understood that the Prime Minister and the Cabinet understood the Provisions fully. You gentlemen are wrong in attaching significance to my statement to the effect that it is a warning to the government. We are here to assist the Japanese government and guide them in a new technical field to establish good, sound civil service for the citizens of Japan.

It was interesting to note that no reference was made to this question or answer in the various press notices.

WPM:ger

W. PIERCE MacCOY
Acting Chief

MacCoy Reader

CIVIL SERVICE DIVISION
Government Section

9 December 1949

MEMORANDUM FOR : Brigadier General Courtney Whitney
Chief, Government Section

SUBJECT : Critical Examinations

You will be interested to know that this office is receiving letters from Japanese employees who are below the level of the positions designated for critical examinations but who are qualified to apply for such examinations because of either their education in private colleges and universities in Japan, and/or experience on the job, who are extremely interested in the coming examinations. In each case, they stress the point that this is the first opportunity in the history of their government where those individuals who were not graduates of Tokyo Imperial Law School have had an opportunity to be considered for the top level positions. They pointed out that, in many cases, they came from families where they could not afford to attend the Imperial Universities, whether in Tokyo or in other cities in Japan, but of economic necessity attended technical and private universities where the cost of enrollment and personal maintenance during their schooling period was economically more available to members of their families. They have pointed out that even though they were graduates of technical and private universities and, therefore, were technically competent to fill high ranking jobs, it was impossible for them, even with years of experience, to ever expect to be promoted to the high ranking supervisory positions.

In one letter, the individual pointed out that although he was a graduate of a technical college and had been employed on his present position in the Ministry of International Trade and Industry for twelve years, just recently a young graduate from Tokyo Imperial Law School, without any technical background, had been appointed over him as his Section Chief.

Another individual states on this same subject - "There were exceptions, but these were very few and far between and furthermore, to get advancement to Bureau Chief or to a Vice Minister's post was almost non-existent." They all voice their wholehearted appreciation of the democratic method established by the National Personnel Authority in placing these positions in open, competitive examinations.

However, they have all expressed one fear which stems from the various press notices and that is that too much credit will be given, under political pressure, to character reports on the present incumbents in the high level positions. One writer states - "Present incumbents

are making a strong representation to the National Personnel Authority that greater stress or points be given on their background (personal character). * * * I would like to stress this point to the officials of GHQ that this matter be very carefully weighed and a fair solution to the problem be devised." (Explanation in parenthesis added by writer for clarification of meaning in Japanese).

I thought the above information might be of interest to you in view of the official political pressure that is being brought to bear on SCAP to amend or delay the examinations.

WPM:ger

W. PIERCE MacCOY
Acting Chief

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CIVIL SERVICE DIVISION
Government Section

6 December 1949

MEMORANDUM FOR : Brigadier General Courtney Whitney
Chief, Government Section

SUBJECT : Reply to "Aide Memoire" dated 2 December 1949

1. An "Aide Memoire" dated 2 December 1949 has been submitted to this office for comment. The subject deals with the critical examinations now being planned by NPA under the provisions of the NPSL for the top administrative positions in the Japanese National Government. Article 9 of the first Supplementary Provisions of the NPSL specifically provides that persons holding positions of "Administrative Vice-Ministers, Chiefs and Assistant Chiefs of Bureaus, Section Chiefs and Assistant Section Chiefs, and other similar positions as designated by the Authority" are deemed as holding temporary appointment not to exceed 3 years from July 1, 1948. Prior to the expiration of this temporary appointment "for the purpose of proper administration of the public service, the Authority may give appropriate examinations to any employee holding any government position whatsoever and make transfers or removals." In regard to these positions specified above, "the Authority shall administer the necessary examinations under this law within 2 years after July 1, 1948."

It is the consensus of the opinion of this Division that "Aide Memoire" represents an attempt at the highest legislative and administrative levels by the bureaucrats to nullify the critical examination program. Thus the bureaucrats with the assistance of their Diet adherents are exerting the strongest pressure at their disposal to perpetuate themselves in their government positions.

If the suggestions or requests as contained in "Aide Memoire" were to become actual amendments to said Article 9, they would serve to completely destroy the objectives of the critical examinations and at the same time cause to be abandoned one of the goals of the Occupation.

This attempt and the reasoning behind it indicates that the bureaucratic incumbents are fighting for the maintenance of their power and undoubtedly this action represents the opening gun in their campaign to abolish any necessity for requiring them to prove their competence before the Japanese people.

2. The opening statements made in the "Aide Memoire" challenge the decision that these examinations should be made on an open, competitive basis. Mr. MacCoy, Acting Chief of the CSD, in a recent press conference

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CIVIL SERVICE DIVISION
Government Section

6 December 1949

MEMORANDUM FOR : Brigadier General Courtney Whitney
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indicated a number of technical purposes behind these examinations consistent with the basic policy decided by the Japanese Government that these examinations should be conducted on an open, competitive basis. The Hoover Advisory Commission in its Report clearly pointed out that the top bureaucracy of the Japanese Government was not democratic in its practices or in its method of securing personnel. In fact, it was estimated at that time that approximately 80 percent of the top level positions were held by graduates of a single University. The Japanese Government sought the assistance of this Headquarters in installing a democratic and efficient civil service for their government. To implement this installation, the NPSL was enacted and provided specifically for the conduct of the examinations for the higher bureaucracy.

In contrast to the figures shown in past recruiting procedures, recent examinations held on an open, competitive basis by the NPSL resulted in 240 appointees being selected from 25 different Universities and 46 prefectures. It is hoped that as a result of the critical examinations the higher administrative positions will be filled in the same manner wherein all those who are qualified are given an equal opportunity to compete.

3. The first request is that the NPA should prepare the lists of employment eligibles in consultation with appointing officers. It is well known to this staff that there is a desire to eliminate objective and written examinations in the selection of candidates as required by Article 9. The bureaucracy would much prefer to have an individual evaluation made of their training and experience and personal qualifications which, if coupled with the advice and influence of their appointing officers, could be accomplished in such a manner that their appointment would be assured. The suggestion wherein the selection of incumbents would depend entirely upon a consultation between NPA and an appointing officer obviously would violate the impartiality and scientific basis on which these open, competitive examinations are to be conducted. The primary basis for the decisions as to whether a candidate has succeeded in the examination and in what order candidates should be certified to an appointing officer will rest largely on short-answer, objective written examinations. The examination includes not only a section involving written and assembled test material but also evaluation of their administrative abilities and personal characteristics. It moreover includes a probationary period for those who subsequently are appointed to positions as a result of the examination. The probationary period offers the supervisor six months in which to observe the ability and leadership of his employee and is considered a working test period, a basic part of the examination process. The appointment of no new appointee is deemed permanent until he has satisfactorily passed the probationary period.

All successful condidates in the examinations are to be investigated relative to their administrative abilities and personal characteristics. It is not planned to "consult" with appointing officers in the American

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sense of the word. To do so would be contrary to the principles of the merit system in that obviously the facts or information given by superiors in relation to competing subordinates may be unfair both to said subordinates and candidates from private employment. It must be borne in mind that the appointing officers and supervisors, in most instances, must also take the examinations in question. The usual technique is to make an impartial investigation of all candidates who successfully pass the required written examinations. Such investigation may include a personal interview with the candidate's superior or may be a reference verification in the form of a printed questionnaire depending on the level of position and the duties and responsibilities. Such investigation will vary slightly according to the level of position for which the candidate is being examined.

Consultation as is used in the "Aide Memoire" would be obviously unfair from the viewpoint of the public and many candidates in the examinations who are not incumbents. The public could be quick to criticize the purpose of the consultation in that they may hazard the guess that this gives the incumbent an undue advantage tending to perpetuate the present bureaucracy in their positions. The incumbents themselves, on the other hand, if competing against an appointing officer for his position, may be given an unfair and derogatory evaluation if the appointing officer were fearful of their replacing him through the examination process. On the other hand, if a bureau chief desired to perpetuate the incumbents in their positions, he could also be unfair to outside candidates by giving the incumbents undue build-up.

4. The second request is that certification of eligible candidates for each vacancy be expanded and not limited to three candidates. The recommendations of the Herbert Hoover Report on "personnel management" for the federal service is cited in support of this request.

The Japanese may interpret the Herbert Hoover Report to suggest that all successful candidates be certified to the appointing officer. Nothing would please the bureaucrats more than this procedure. This technique alone could serve to perpetuate every incumbent in his position who successfully passes the necessary examinations. The examinations in that instance would simply be qualifying in character.

It should be pointed out that the Herbert Hoover Report is simply a suggestion and has almost no, if any, basis for fact in American practice today either on the federal, state or municipal level. The procedure of certifying either the three top eligibles or only the top eligible is the prevailing practice.

Considering the bureaucracy as it exists today and the purposes and objectives of the critical examination program, it is absolutely essential to place only those who are found to be the best qualified in the top level administrative positions in the Japanese Government. To do this, it was felt necessary to restrict the selection of the appointing officers to but three eligibles.

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It must be remembered that the number of potential candidates for these high level positions will be restricted in number due to the high entrance qualifications and the limited available number of people in Japan who could possibly possess these qualifications. Under such circumstances, if the appointing officer were to have a wider choice of eligibles, such as a list of five or more, or even the entire list of successful candidates, it might well result in perpetuating a majority of incumbents in their positions and defeat the purposes of the examination. If the critical examinations relative to top level positions are to accomplish their purpose, it is necessary to recognize that only the best qualified persons are to be considered. Under valid testing procedures, the candidate who places highest on an eligible list is the best qualified and those who rank lower on the list are correspondingly less desirable or less qualified for one or more reasons. Therefore, because it is held that differentiation can be made through the ranking of candidates on an eligible list, it has been deemed advisable to certify the three highest persons from each list to the appointing officer.

5. The third point requested is that <u>appointing officers be permitted to review with NPA its decisions on examinations</u>. This item could be the most vicious of the three requests. It is our understanding that the Japanese would interpret such a review on the part of the appointing officers to actually mean that even after an eligible list has been formally promulgated, possible review of the rankings of the eligibles could be effected. Thus, if an appointing officer were not satisfied as to where an incumbent were ranked on an eligible list, it would be possible for him to request reviews, possibly indefinitely. Put more bluntly, it reduces the standings of persons on an eligible list on the basis of "negotiations" between the appointing officer and the NPA. If NPA stood its ground, it could mean months of delay before an eligible list would be finally determined and the rankings of the incumbents agreed upon.

The reaction to such "negotiations" by the public as well as the participants from private employment would be such that the entire examination program would be discredited and future examinations for other positions in the Japanese Government would undoubtedly be held in a similar light.

"Review" in Japanese implies a re-evaluation of an existing situation with the probable result of concurrence to cause a change in the original decision. In any public examination program, the integrity of the examining process must be protected. Every effort has been made by NPA to conduct an adequate and scientific public examination for these high level positions consistent with American practices and experience. Short-answer, objective tests leave no room for bargaining or negotiation.

FOSTER B. ROSER
Acting Deputy Chief
Civil Service Division

CONFIDENTIAL

2 December 1949

A I D E M E M O I R E

It is the understanding of the Japanese Government that the purpose of the projected examination of higher officials is to examine the competence of those who presently hold positions in the government in accordance with the provisions and the purport of Article 9 of the Supplementary Provisions of the National Public Service Law. However, in a press release issued a week ago, Mr. MacCoy, Acting Chief of the Civil Service Division, indicated that these examinations are intended to

(a) Provide for confirmation of those officials who are best suited for their present positions.

(b) Provide for the promotion of those officials who are best suited to assume higher positions.

(c) Provide for the selection and appointment of those private citizens who are best suited for responsible government positions.

It is considered that this explanation is somewhat at variance with the understanding of the Japanese Government as mentioned above. However, if in view of the various circumstances it is deemed necessary to modify the examinations and make them open and competitive, it is desired, in carrying them out, that special consideration be given so that the intended object will be attained and the examinations will be consonant with actual conditions.

1. Since the appointment of a public official is made on the basis of an overall evaluation of the "result of his examination and the merit of his performance of duties or other demonstrated abilities" as prescribed in Article 33 of the National Public Service Law and since in the case of the present incumbents especially their ability for leadership, organization, planning and external negotiations, their character and their performance of duty are under daily examination by their appointing officers, it is desired only in connection with this particular examination that the National Personnel Authority prepare the lists of qualified candidates for appointment upon consultation with the appointing officers in order that their views on these requisite points may be given full weight.

2. Since it will be difficult to obtain the right man for the position if the number of qualified candidates is limited to only three, it is desired that the scope be expanded as much as possible.

In this connection the Report on "Personnel Management" by the Hoover Commission on the Organization of the Executive Branch of the Government might be cited. Its pertinent points are as follows:

On Page 16 (Chapter III, Problems and Proposed Remedies) the Report says:

> Under the merit system as it operates in the Federal Government, appointing officers are generally required to select persons for jobs from among no more than three names of qualified applicants. This rule is, in our judgment, unnecessary from the standpoint of insuring that selections will be made on the basis of merit and, at the same time, it often operates so as to keep the government from getting the right man for the job.

On Page 18 (Recommendations) the Report further states:

> All applicants for civil service posts should be grouped into categories such as "outstanding", "well qualified", "qualified" and "unqualified".
>
> Appointing officers should . . . start with the highest category of qualified applicants and select anyone in that category for vacancies.

3. In view of the fact that the projected examination is a totally new experience both to the examiner and the examinees and unforeseen situations which call for appropriate adjustment might arise, it is desired that if and when an appointing officer asks the National Personnel Authority for review and the National Personnel Authority deems there exists reasonable justification therefor steps be made available for such review.

Woodbridge

Press Conf. CSD File

PRESS CONFERENCE 26 November 1949

Mr. W. Pierce MacCoy, Acting Chief, Civil Service Division, Government Section, GHQ, SCAP, discussed "The examinations to be held for Position in the Japanese Government" at today's 11 a.m. conference for members of the Japanese press. A copy of his prepared statement is attached.

Mr. Lester C. Hardwick presided.

QUESTIONS:

Q. (Sekai Keizai) What kind of examinations are held in the United States for governmental positions? Are they actually held for the higher official positions?

A. It would be impossible for me to tell you what kind of examinations are held because they differ according to the type of job we are attempting to fill. Each type of position calls for a different type of open competitive examination composed of several parts. Our high officials are required to take an examination. All individuals in Civil Service have to pass an examination to qualify for their position. I personally, have taken several Civil Service examination.

Q. (Sekai Keizai) Is the examination for high government officials in the United States the same as when a Section Chief is promoted to a Unit Chief?

A. What do you mean by the same?

Q. (Sekai Keizai) When a government official is transferred or promoted to another desk in the same Section must he undergo another examination?

A. He must undergo an examination if he is given a different type of work or new duties from that which he had been performing. For example: For many years I had been in straight personnel administration work, both industrial and government service. Several years ago, I was recommended for a position which would cover all administrative fields and thus became ~~personnel~~ administrator at a high level which covered budget and financing. Therefore it was necessary for me to take a Civil Service examination to cover my new duties and to cover the new type of responsibility I had assumed.

Q. (Yomiuri) Will the examinations in Japan be the same for both higher and lower level positions?

A. Let me make a statement and see if it answers your question. These examinations are to be given on 15 and 22 January. They will cover all individuals in the higher levels from assistant section chiefs up to and including vice ministers. I think the point that is brothering you

is this: The same examinations will not be given for each level of position. The same examination would not be given for a vice minister's position as that for an assistant section chief. The type of the examination depends on the responsibilities of the position. Each individual applies for an examination in the field that he wishes to qualify, thus a section chief might apply for an examination in his particular field, but if he felt qualified he could try for the next job higher. He will be permitted to take both examinations. If he passes both examination he qualifies himself for his position as section chief and at the same time he has qualified himself for apromotion to the next step higher. The time for the different examinations will be so arranged during these two days, that each individual can apply for and take as many examinations as he feels qualified to take.

Q. (Tokyo Shimbun) The subject of discussion at present is the kind of subjects that will be covered by these examinations. Will the subjects by the same as those covered recently for the National Personnel Authority?

A. The answer to that is no. The examinations given for each level are based on the responsibilities and special duties of that special level of position. For example: The questions recently given by the National Personnel Authority have been for the lower level positions. The ones for the higher level position will be more difficult and require men with greater experience and greater knowledge to pass the examinations.

Q. (Tokyo Shimbun) What will be the standards or qualifications for private citizens who want to take these examinations for ket positions in government service? When will such standards be decided?

A. The standards have now been established. The standards for private citizens are the same as those for government officials. There are certain qualifications required for various jobs the same as we have certain standards in private industry.

Q. (Kyoto) Which will be more important the written or oral examination?

A. I cannot give you the percentage figures on the weight on either part of the examination. It is impossible to say that there is more weight placed on either the oral or written part of the examination.

Q. (Kyoto) Character examinations have not yet been decided on, but I wonder whether character examinations might not impair the objectiveity of the examinations?

A. We are dealing with human beings and you can never avoid considering character in individuals. I think one thing should be remembered in this or any type of examination. Your are examining for a purpose and that is to find the best qualified people to fill any particular position. You will have to take everything into consideration. Individuals are complicated pieces of machinery. Personality and character must always be weighed along with examination figures in qualifing a person for a job. If the time ever arrives when they eliminate character from examinations I expect to get out of personnel work.

Q. (Mainichi) When the dates for the examinations were announced there was considerable confusion among government officials. The cabinet attempted to extend the date of the examination for another year or tried to eliminate Article 9 of the supplementary provisions of the National Personnel Service Law. What is your opinion?

A. I do not think this is correct. I have not been aware of any attempt by the cabinet to either eliminate or change Article 9. No request has come to my office. I have discussed the matter with Mr. Masuda and explained certain phases of which he was not familar. I understood that the Prime Minister and the cabinet understood the provisions fully. You gentlemen are wrong in thinking my statement is a warning. We are here to assist you and guide you in a new technical field to establish good sound Civil Service for the citizens of Japan.

Q. (Kyoto) The list containing the names of successful candidates will be valid for two years. I want to know whether you think this two year period is too long?

A. That question is up to the National Personnel Authority to decide. To be very honest, only experience can answer this. Any time the National Personnel Authority sees fit, under the law, they may change this provision. If a list becomes so depleted that you do not have a sufficient number of names on the list that are qualified to fill a certain position, the Authority has the right to call another examination. They must have enough names to submit any office that calls for employees so that a selection may be made from qualified persons.

Q. (Kyodo) If the Prime Minister wants to question the examinations given by the National Personnel Authority, has he the right to do so?

A. You said the Prime Minister. Every citizen has the right to question the examination given by the National Personnel Authority. In other words, if the examination being given by the Authority is considered poor, ~~the examiners of each city~~ any citizen can request the Personnel Authority to reconsider. No one outside of the National Personnel Authority can ever see the questions before an examination is given.

Q. (Associated Press) Is there any provisions made for an incumbent to hold over or is there not a tendency to let an incumbent have some amount of leeway over a new person for their position?

A. No, an incumbent will have no leeway in an examination. He will have to qualify in the top group to hold his position.

Q. (AP) If a top level official decided to take the examination and fell down on it would he be dismissed?

A. They will be dismissed when the register is prepared of the names of those passing the examination. They will not be dismissed immediately as it takes some time to grade the examination papers and make out the register.

Q. (AP) Will the appointments be made by the National Personnel Authority?

A. No, the National Personnel Authority is merely a government agency for assisting the operating agencies. The agency where the employee is to work will make the selection from the top ranking group.

Q. (AP) Do you foresee a big change in the present ~~practice~~ upper staff as a result of this group of examinations?

A. You are asking me to look into a crystal ball. I have no way of knowing this. It would be only guess work.

Q. (Hokkaido) You said that a person cannot take the examinations for department chiefs and section cheifs at the same time. But you also said that the two days devoted to the examinations were planned so as to enable a person taking an examination to take as many as he felt he was qualified to take. Please explain.

A. It would be impossible for him to write one examination with his right hand and the other with his left. He can take one examination after another. If we find any individual or a sufficient number who want to take more examinations than can be fitted into these two days, he will be given extra time. An individual can in two day's time take four examinations.

Q. (Hokkaido) When will the results of the examinations be known?

A. I cannot tell you - it depends a great deal on the number of examination papers to be graded and the number of names for the register. We do not know as yet, how many outsiders will apply for the examinations as well as those in government service at present.

Q. (Sekai Keizai) According to the job classification law, if a present government official fails to pass the examination will he continue to receive the same salary as he received previously?

A. You have two things mixed up. In the first place, the classification law has not been passed. I have seen a co py of the law that is being considered by the Diet. It doesn't say that a person who fails to pass the examination will continue to hold his position. It says they will make a study of every job. If they find the duties or responsibilities of a certain job does not fit the job title a change will be made. If the person in such a job does not fit the position, he will not be forced to take a reduction but will continue on the same salary in another position and the incoming person will take the job at the reduced salary. We assume that the individual who holds this job either passed the examination given by the National Personnel Authority or has been judged by other means, established by this Authority as competent to hold that position. In other words an individual must be qualified by an examination or other means of evaluation established by the National Personnel Authority to hold a job once it is established. The second part is that if it is found necessary to reestablish the proper grade of a job so it is necessary to reduce the salary on the job the person holding the position will not be penalized. He will hold that salary until he is moved on to another job. While the new man will accept

the new salary established by the National Personnel Authority.

Q. (Asahi) Will later examinations be held for persons who because of illness or other unavoidable reasons will not be able to take the examinations on the stated date?

A. If it is illness or a bona fide reason, which will be investigated by the National Personnel Authority, yes.

Q. (Asahi) Will such examinations be on a competitive basis?

A. Yes, the whole setup is on a competitive basis. It will be open and competitive.

Q. (Asahi) Persons who fail to pass the examination - will they be given a second chance to take it when the later date is set up?

A. No. Understand, because it is a rainy day or some other not bona fide excuse they cannot take the examination at the later date. The same questions will not be used in the second examination.

Q. (Jiji Press) Will these examinations not make it very difficult, for example: A Finance Ministry official is on loan to the Ministry of International Trade - is he to return to the Finance Ministry to cover his examination for that job? Will these examinations not make it difficult for an interflow of officials.

A. No, for the reason the individual first has the opportunity to take the examination in his own field and has the opportunity to take the examination for his other position. If he takes it only for the job he now fills, he will have an opportunity later to take the other one. As time goes on and the register becomes smaller, more examinations will be held. There is one other consideration: an individual takes an examination for a class or group of classes of jobs. He may be filling the same type of job in one Ministry as he filled in his Ministry of origin. He may be transferred along his job level so long as there is no examination of the job involved. This will stop one of the most vicious practices in good administration in the Japanese government; that is the transferring of a trained individual from a particular job to one that has no connection with his training at all. Your government has lost agreat deal by this practice. For example: transferring a well trained welfare worker from the Welfare Ministry to the Ministry of Commerce just because some friends wanted to give him a promotion.

Q. (Nihon Keizai) Who will examine the examiners?

A. You have put your finger on practically the hardest question to answer in any established system. The present examiners in the National Personnel Authority have gone through a period of training for from one to two years. This training was given by experts who were brought over here from the United States who have had many years of this type of work. Succeeding members of this staff will have to pass an examination prepared under Civil Service provisions and given by high staffed personnel of the National Personnel Authority.

Q. (Yukan Chugai) What will happen to the salary of deputy section chiefs who do not take the examination or who do not pass the examination?

A. Again you are mixing up the two points. The salary has no connection at this moment with the examination. If he fails, his appointment will be terminated as soon as the list is prepared. The chief of the section will be given the list of names of those who passed. When the Classification Law is passed then the matter of salary will be taken up as the job or groups of jobs are classified. The salary, under the Classification Law has no bearing on the individual or on those going to take the examination. We are very interested and anxious to see that Classification Law passed by your Diet. Without an exception it is one of the best classification laws we have seen. The National Personnel Authority has done a very fine job. The experts which we brough over with us from the United States have spent two years in training these men in the National Personnel Authority. These two years of training ~~were~~ have evidently been well spent in the type of law which they ~~rafted~~ drafted and recommended to your government. When it is passed, Japan will have one of the most outstanding Classifications Laws in the world.

Q. (Kyoto) The officials who fail in these examinations, will they be given jobs at lower levels?

A. They may be because it has been included that they may be demoted to the level to which they belong as shown by their examination.

You gentlemen have deadlines to make. It would not be fair to carry on the questions. Before you leave I want to make this clear. Of all the press conferences I have been in or in all the ones I have attended, I am most pleased with this one and most impressed with the intelligent questions you have asked. Thank you.

RESTRICTED

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

CHECK SHEET

(Do not remove from attached sheets)

File No.: | Subject: National Public Service Examinations for Higher Level Positions in the Japanese Government | Mr. MacCoy 26-8925

Note No.: 1 | From: GS | To: Chief of Staff | Date: 28 Oct 1949

1. The attached draft of command letter is submitted for your approval.

2. The Civil Service Division of the Government Section is assisting the National Personnel Authority in establishing a new civil service system in Japan as provided for in the National Public Service Law. Under provisions of this law, the National Personnel Authority will hold examinations in January for positions of assistant section chief and higher in the central offices of the Japanese government and all administrative positions of equivalent rank in the regional and local offices of the national government. The examinations will be held in the fourteen cities enumerated in the draft of the command letter.

3. By past experience, it has been found that various Civil Affairs Teams in the localities have been of great help to the Government Section in connection with the Japanese civil service examinations by disseminating information and stimulating favorable publicity about the examinations.

4. Government Section desires to send information concerning the forthcoming examinations to the Civil Affairs Teams in order that they may again assist in encouraging qualified persons to apply for the examinations.

C. W.

disapproved
file

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GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
APO 500

AG ( )GS

SUBJECT: National Public Service Examinations for Higher Level Positions in the Japanese Government

TO: Commanding General
Eighth Army
APO 343
ATTENTION: Adjutant General

1. Open competitive examinations for most positions of assistant section chief and higher in the central offices of the Japanese government and all administrative positions of equivalent rank in the regional and local offices of the national government will be held in January at fourteen different localities in Japan as follows:

Akita	Matsue	Sapporo
Fukuoka	Nagoya	Sendai
Hiroshima	Niigata	Takamatsu
Kanazawa	Obihiro	Tokyo
Kumamoto	Osaka	

Complete information will be contained in the formal announcement scheduled to be published in the Official Gazette of 12 November 1949.

2. The positions will be designated for examination by Rule and Directives of the National Personnel Authority in accordance with Article 9 of the Supplementary Provisions of the National Public Service Law,

> "Persons actually holding, on a date which shall be established by the Authority, government positions as Administrative Vice-Ministers, chiefs and assistant chiefs of bureaus, section chiefs, and assistant section chiefs and other similar positions as designated by the Authority shall, as provided by rules of the Authority, be deemed as having received temporary employment in such government positions. Such temporary employment shall not exceed three years from July 1, 1948, and may be sooner terminated by rules or directives of the Authority. The Authority shall from time to time designate additional government positions similar to these government positions which shall be subject to the provisions

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AG ( )GS
Subj: National Public Service Examinations for Higher Level Positions in the Japanese Government

of this Article. For the purpose of proper administration of the public service, the Authority may give appropriate examinations to any employee holding any government position whatsoever, and make transfers or removals.

"In regard to the government positions as specified in the preceding paragraph, the Authority shall administer the necessary examinations under this Law within two years after July 1, 1948".

3. On a given date all positions designated by the National Personnel Authority will be declared occupied on a temporary basis. All such positions will then be filled on a regular basis by conditional appointment from appropriate eligible lists established as a result of an open competitive examination.

4. The resulting eligible lists will also be used to fill future vacancies in these positions in accordance with Articles 50, 51, 52 and 56 of the National Public Service Law.

5. It is considered desirable that this examination be successful. To that end, a large number of qualified applicants must be attracted. Accordingly, it is requested that all Civil Affairs Regions and Teams encourage qualified persons to file applications for this examination after it is announced and in general stimulate favorable publicity. No information should be released until after the examination has been announced (about 12 November 1949).

6. Timely information concerning the examination will be furnished to all Civil Affairs Regions and Teams.

BY COMMAND OF GENERAL MacARTHUR:

file
WPM
12/15

CIVIL SERVICE DIVISION
Government Section

21 September 1949

MEMORANDUM FOR : Mr. Maynard Shirven, Chief
Examination Branch

SUBJECT : Project No. 44.

Reference is made to your weekly progress report of 19 September covering period Sep 12 to 16 inclusive.

I note that you state that completed studies on employment investigations are awaiting your review. I assume that you are referring to the studies which have been made by Harwood and if so, I would appreciate discussing the matter with you after you have had a chance to review the material and before any additional instructions are issued to the Japanese or any new systems installed.

W. PIERCE MacCOY
Acting Chief

WPM:mw

Mr. MacCoy:-

I have now reviewed HH's report and should appreciate a chance to discuss the whole matter.

MS

A conference with Dr. Agai, 11 Oct, he said that he thought the bill has little chance of passage, and that it is just a gesture by the opposition parties. However, he will inquire concerning the viewpoint of the Govt and will keep us informed of any developments. NPA will take no position unless necessary.

MMG

CIVIL SERVICE DIVISION
Government Section

Mr Shirven

I suggest NPA carry the ball to oppose this. They have a better chance than we have to be successful
12 Sept 49.

24 August 1949

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

SUBJECT : Proposed Legislation on Reinstatement of Employees

1. Attached is a copy of a bill which is expected to be presented to the next session of the Diet by three opposition parties, namely the non-coalition Democrats, the Social Democrats, and the People's Cooperative Party. If presented, the bill is believed to have a good chance of passage. However, the Secretariat of the House of Councillors is going to discuss it with NPA prior to formal introduction, so that NPA may express an opinion.

2. In effect, the bill provides that persons dismissed because of reduction in force shall have absolute preference for reemployment by the former employer in similar positions for a period of two years, except in case of those separated because of inefficiency or physical or mental incapacity. It further provides that the program shall be administered by the Public Employment Security Offices rather than by NPA.

3. The effect of the bill as drawn at present could well be disastrous for NPA's recruitment program, and possibly for other programs as well. Therefore, I think that NPA should be prepared to make specific recommendations concerning the bill. Moreover, I am inclined to think that perhaps NPA should develop some positive program of its own which might forestall the demand for such legislation.

4. May I suggest a conference of those of our staff who are concerned with this problem?

Maynard Shirven

MAYNARD N. SHIRVEN
Chief, Examination Branch

MNS:rp
Attachment

Glo. discuss with Mr. Asai
and interested NPA staff members
to be sure they know how to
when it is officially brought
their attn. from place Peterson
on notice so that he will catch the
bill, if it comes thru, when it is
officially presented to S. Will try to
get a stop/pass on it then.
8/31/49

COPY

Tentative Translation

Legislative Bureau,
House of Councillors
(Joint Proposal of
Opposition Parties)

Draft Bill Guaranteeing Reinstatement of Separated Employees

(Object)

Article 1. The object of this law is to give priority in opportunity for reinstatement to the employees who were separated from the service as a result of the recent reduction in force as well as the enterprise consolidation for the purpose of economic reconstruction.

(Definition)

Article 2. The "separated employees" as referred to in this law shall mean the following:

(1) National public employees as well as employees of the Japanese Monopoly Corporation and the Japanese National Railway Corporation who were dismissed, on and after June 1, 1949, on the ground of reduction in force.

(2) Employees of local public entities who were dismissed, on and after June 1, 1949, on the ground of reduction in force.

(3) Persons who were eliminated, on and after November 1, 1948, on the ground of enterprise consolidation.

2. The "reinstatement" as referred to in this law shall mean that the separated employees, after separation, are employed by the employer at the time of separation, and engage in the same kind of work, under the said employer, as that in which they were engaged before their separation.

3. The "employer" as referred to in this law shall mean the National Government, the Japanese Monopoly Corporation, the Japanese National Railway Corporation, local public entities or others who operate an enterprise.

(Reporting Desires for Reinstatement)

Article 3. Any separated employee, who wishes to be reinstated, shall file an application with the Public Employment Security Office, attaching thereto a certificate of separation issued by the employer in accordance with the provision of Article 4.

2. The Public Employment Security Office which is to receive the application referred in the preceding paragraph shall be one which is in charge of the locality in which is situated the Government office, business office or place of enterprise where the following persons belong:

(1) The Appointing officer (where he delegates his appointing power, an officer who is delegated such authority), in case the separated employee who makes the application is a national public employee or an employee of the Japanese Monopoly Corporation or the Japanese National Railway Corporation or local public entities.

(2) The operator of enterprise (in case there is, besides the operator, a person who is authorized to decide appointments in the enterprise, that person), in case the separated employee who makes the application is an employee of a private enterprise.

(Certificate of separation)

Article 4. The employer, when requested by a separated employee, shall promptly deliver to him a certificate of separation setting forth the following particulars:

(1) Name of separated employee.

(2) Date of separation.

(3) Statement that he was dismissed or eliminated on the ground of reduction in force or enterprise consolidation.

(4) Type of work in which he was engaged during his service.

(5) Name or place of the Government office, business office or place of enterprise as provided in Paragraph 2 of the preceding article.

(List of separated employees)

Article 5. The Public Employment Security Office shall provide lists of separated employees, and, when the application referred to in Article 3 has been made, enter therein the names of the separated employees involved and other particulars to be provided by orders.

(Action at the Time of New Appointment)

Article 6. The employer who caused separations of employees shall, in case it is necessary to newly appoint persons to engage in the same type of work as that in which the separated employees were engaged, report to the Public Employment

Security Office as provided in Paragraph 2 of Article 3, giving the type of work and the number of persons to be employed.

Article 7. The Public Employment Security Office shall, when the report referred to in the preceding article has been made, notify the employer all the names of the employees in the lists of separated employees who were before separation engaged under the said employer, in the type of work mentioned in the report referred to in the preceding article.

2. The Public Employment Security Office shall, when the report referred to in the preceding article has been made, notify that the report has been made, giving the type of work and the number of persons reported to the separated employees whose names have been notified to the employer in accordance with the provision of the preceding paragraph.

(Priority in Reinstatement)

Article 8. The employer who caused separations of employees shall preferentially select persons to be employed from among those whose names have been notified under Paragraph 1 of the preceding article and reinstate them. However, this shall not apply when he has obtained the approval of the Chief of Public Employment Security Office in the case that the person concerned comes under one of the following specifications or when he has refused the reinstatement.

(1) When due to mental or physical debility, he has difficulty or is incompentent to perform work.

(2) When his work performance was very unsatisfactory.

(3) When a position held by him at the time of his separation is of a lower grade than the one to be filled.

(4) When an age-limit is provided for retirement and he has reached such age-limit.

(Cooperation with Surveys)

Article 9. When an employer (including representatives in case the employer is a juridical person) and a separated employee are requested by a Public Employment Security Office to appear or to submit reports for the purpose of surveys necessary for the enforcement of this law, they shall comply with such requests.

(Penal Provisions)

Article 10. Persons enumerated below shall be fined not to exceed Yen 5,000:

(1) Those who have violated the provisions of Article 4.

(2) Those who have not complied with the request to appear as provided in Article 9.

(3) Those who have failed to submit reports referred to in Article 9 or have made false reports.

Article 11. Persons enumerated below shall be fined not to exceed Yen 50,000:

(1) Those who have appointed new employees without making a report as provided in Article 6.

(2) Those who have violated the provisions of Article 8.

2. With respect to the National Government or local public entities, the appointing officer shall be subject to the penalty referred to in the preceding paragraph.

Article 12. When the representative or agent of a juridical person, the employer or the employee has committed any act of violation mentioned in Item 1 or Item 3 of Article 10 or the preceding paragraph, not only the person committing the offence shall be punished but the juridical person involved shall also be subject to the penalty referred in each article.

Supplementary Provisions

1. The present law shall come into force as from the day of its promulgation.

2. This law shall lapse when two years have elapsed counting from the day of its promulgation.

3. With respect to the application of the penal provisions to the acts committed before the expiration of the period referred to in the preceding paragraph, this law shall still remain in effect even after the expiration of the said period.

With reference to the Draft Bill Guaranteeing Reinstatement of Separated Employees, asked by phone on August 20, First Section Chief NAKAHARA of the Legal Bureau of the House of Councillors replied as follows:

"This bill was planned by the three non-Government (non-coalition) Parties (Democratic ~~liberal~~ Party, Social (1st) Party, and Peoples Cooperative Party) as a material for convening the extraordinary session of the Diet, and was drawn up hastily based upon the fundamental principle.

As the draft bill has not been discussed by the joint committee of the three parties as yet, there may be some alterations with regard to the minute details. However, it is practically certain that this bill will be submitted to the forthcoming Diet.

As the bill has a close connection with the National Public Service Law, the Legal Bureau of the House of Councillors intends to hold discussions with the NPA regarding the establishment of the pertinent rules of NPA".

CIVIL SERVICE DIVISION
Government Section

19 August 1949

MEMORANDUM FOR: The Record

SUBJECT : CPA Examination

Three members of the CPA Advisory Council called at this office this morning to seek technical advice on the handling of the panel examination discussed in the inclosures. A very brief discussion of the nature of an oral examination was held. This conference was held with the knowledge of the Money and Banking Branch, ESS, and was purely advisory in nature. Mr. Otake of NPA was present.

Maynard N. Shirven

MAYNARD N. SHIRVEN
Chief, Examination Branch

MNS:rp
2 Incls.

Tokyo, July 17, 1949

Mr. Shirvend
Government Section
G.H.Q., SCAP

Dear Mr. Shirvend:

As you are perhaps aware the Public Accountant Administration Commission was abolished and the CPA Advisory Council has newly been created, all the former Commissioners being appointed members of the Council.

The 7th amendent to the CPA Law stipulates that those CPA's under the old CPA Law who are practising for more than 15 years may sit for the Panel Examination in lieu of sitting for the Special CPA Examinations and a Ministerial Ordinance regulating how to conduct such Panel Examination is to be laid down.

However, I must confess that though I am now teaching over half a century I do not know the meaning of such examination and all the members of the Council at a fix how to lay down the Ordinance.

Would you be good enough to appoint the time we, the members of the Council, may call on you to ask something about the conduct of such examination ? I will come again to your office within a day or two so that I may be able to be informed of the time most conviniet to you.

Yours sincerely,

Gen Murase

(Gen Murase)

Member, the CPA Advisory Council

Tentative Draft of a Ministerial Ordinance relating to the Panel Examination to be recommended to the Minister of Finance in response to his Inquiry submitted to the Discussion of the CPA Advisory Council

The Regulation relating to the Panel Examination:

ARTICLE 1. This Ministerial Ordinance is to stipulate those provisions necessary for conducting the Panel Examination as prescribed in Paragraph 7, Article 57 of the CPA Law,(Law No. 103, 1948, hereinafter referred to as "The Law") except those matters as prescribed in Paragraph 8 of the same Article.

ARTICLE 2. The Panel Examination shall be conducted only once in Tokyo on the date as may be determined by the Minister of Finance.

Paragraph 2. The exact time, place and such other matters as necessary for conducting the Panel Examination shall be gazetted being determined by the Minister of Finance after consulting the CPA Advisory Council.

ARTICLE 3. The Minister of Finace may, after consulting the CPA Advisory Council, prohibit those candidates from sitting for the Panel Examination or revoke their passing, who try or tried to sit for the Panel Examination by any dishonest means.

ARTICLE 4. The objective of the Panel Examination shall be to judge whether the candidates have such insight, character and experience in auditing and/or certifying financial statements as necessary to be qualified as CPA's.

PARAGRAPH 2. Oral examination shall be given for the Panel Examination on the facts stated in the papers submitted by the candidates as prescribed in Article 5.

PARAGRAPH 3. The Board of Examiners may request the candidates to furnish any additional information to the papers ~~submitted by them~~ referred to in the preceding Paragraph in case the Board deems it necessary,

provided that such additional information shall be furnished by the time previously determined.

ARTICLE 5. The applicants for the Panel Examination shall file their application forms(Form # 1) duly filled up with the Chairman of the Board of Examiners through the regional Financial Departments exercising jurisdiction over the districts in which their residences are located with the following papers attached:-

(i) Curriculum Vitae (A detailed mention shall be made as to the applicant'S school career, occupation and the removals of the office of CPA under the old CPA Law, if any.)

(ii) The original or a copy of the document certifying that the applicant comes under Paragraph 7, Article 57 of the Law.

(iii) Statement showing the actual experience in auditing and/or certifying financial statements the applicant acquired during the period as prescribed in Paragraph 7, Article 57 of the Law.(Form # 2)

(iv) Photograph of the applicant (A carte-de-visite size, unmounted and taken within the last one year)

PARAGRAPH 2. A 500 yen revenue stamp shall be affixed on the application form as examination fee.

ARTICLE 6. The routine works incidental to the conduct of the Panel Examination shall be dealt with at the Financial Bureau of the Ministry of Finance.

Supplementary Provisions

This Ministerial Ordinance shall become operative as from the date of its promulgation.

Examinations given by Kyoto Branch Office of Post Office Life Insurance Bureau

Examination Questions for the Appointment of Unit Chief

1. State your aspirations as Unit Chief.
2. Select any three of the following questions and state what you know about them.
   (1) The meaning of "counter-choice" and the methods for preventing it.
   (2) The meaning of "net premium" and "additional premium".
   (3) Reasons for restricting the maximum amount of insurance and of pension.
   (4) The meaning of the "reinstatement of contract".
   (5) Succession to the status of a policy-holder.

Examination Questions for the Appointment of Branch Chief

1. State your views on the policies for improving business efficiency.
2. Select any three of the following questions and state what you know about them.
   (1) Priviledges for the protection of subscribers.
   (2) Insurance without medical examination.
   (3) Refund of an insurance reserve.
   (4) Unexpired premium.
   (5) Continuous recipients of pension.

Examination Questions for the Appointment of Secretaries

1. State what your should be attentive in the performance of

duties of a national public employee.

2. Select any three of the following questions and state what you know about them.

(1) The pre-requisites for immediate payment of insurance money and the reasons why its scope has been limited.

(2) Measures for an insurance contract which violates the duty of furnishing prescribed information.

(3) The causes for the lapsing of a contract.

(4) The recipient of refund money.

(5) Payment of pension.

Examination Questions for New Applicants (Time Available: 40 minutes)

Name

Rewrite the following Katakana (words underlined) in Chinese characters:

If it turns out that promises (　　) are fully kept in a family and proper confidence (　　) is expected (　　) of society(　　), How greatly will the happiness (　　) in life be increased (　　)?

It is no exaggeration (　　) to say that the solution (　　) of all these can be obtained by the sense of responsibility (　　) of Individuals (　　).

****

(1) Work out the following:-

$120 - \{(68 + 23) - 38\} =$

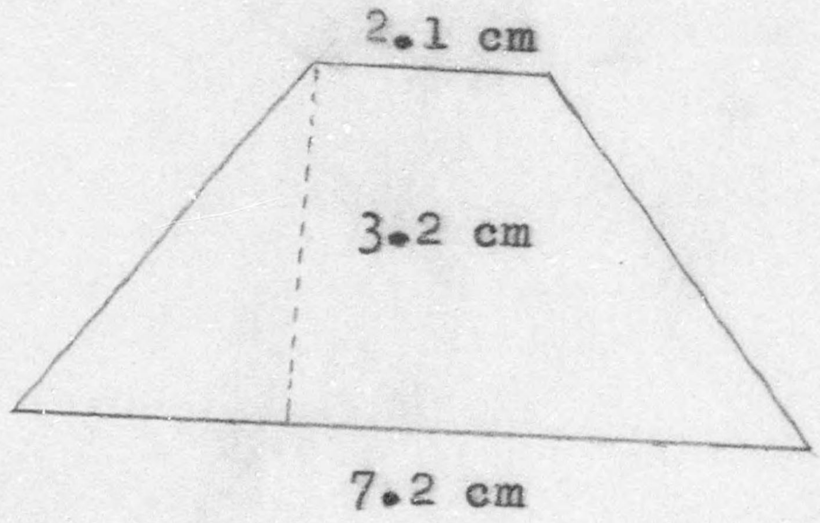
$(15 \times 4 - 35 \div 7) \div 11 =$

(2) Calculate the value of X

$X - 8 = 3$　　$6 - X = 4$

$5X - 6 = 24$ $\qquad$ $1\frac{3}{7} + x = \frac{5}{7}$

(3) Calculate the area of the following (Trapezoid).



Examination Questions for New Applicants

(Time available: 40 minutes)

Rewrite the following Katakana (words underlined in Chinese characters:

It is solely the gift ( ) of the "letter" by which we can learn about the former ages ( ), understand ( ) the conditions of the present world ( ), convey our thoughts ( ) to the society at large and hand them down ( ) to posterity. The fact that civilization ( ) advances ( ) progressively ( ), year after year, must be attributed ( ), in large measure, to the merits of the "letter".

---------- ※ ----------

1. What is the total of one hundred and thirty thousand two hundred and eight plus give million and thirty-two plus twenty million four hundred?

2. Which is the biggest and which is the smallest of the following?

(5/6 9/12 45/48)

3. $80 - \{(65 + 24) - 36\} =$

4. $(19 \times 3 - 56 \div 8) \div 5 =$

5. When a certain sentence was written with 20 letters in each line, the number of the lines was 26, the last line containing 18 letters, If this sentence were rewritten with 22 letters in each line, what will be the number of the lines and that of the letters in the last line?

Administration of Written Examination

1. Object:

This procedure purports to clarify the flow of work relating to the planning, preparation, and administration of written examination and announcement of its result as well as to promote efficiency of work operations.

2. Applicability:

This procedure prescribes general rules concerning the holding of written examination, and the steps outlined below may be applied with such omission or alteration as may be considered appropriate.

3. Procedures:

3.1. From the time of commencement of recruitment up to the time of closing.

3.1.1. The Examination Program Drafting Unit (to be hereinafter referred to as the Drafting Unit) is to perform the following work: — Drafting Unit

3.1.1.1. To prepare a list of anticipated examinees by estimating the number of examinees for each examination centre after liaison with the sections concerned.

3.1.1.2. To investigate, by means of the above list, the examination centres, examination halls, their location, number of examination rooms and accomodation capacity and prepare a list of particulars of examination halls.

3.1.1.3. To proceed with the work of constructing examination items by keeping contacts with the Examination Unit.

3.1.1.4. To draft an "instruction for administration of examination" and after obtaining the decision of the Chief of Examination Section (to be hereinafter referred to as the Section Chief), forward it to the Preparation Unit.

"Instruction for Administration of Examination" gives and outline of the rules of procedure concerning administration of examination

3.1.1.5. To find the necessary approximate number of the following papers and notify it to the Preparation Unit:

(a) Examination question books

(b) Answer sheet blanks

(c) Directions to examinees

(d) Directions to monitors

(e) List showing allotment of monitors

(f) Report on administration of examination

(g) Others.

3.1.1.6. To find the necessary approximate number of the following articles and notify it to the Preparation Unit.

(a) Papers to be posted for announcement

(b) Monitor's badge

(c) Consumable articles

(d) Others.

3.1.2. The Preparation Unit is to perform the following work:

Preparation Unit

3.1.2.1. To print an approximate number of papers enumerated in "3.1.1.5.".

3.1.2.2. To prepare an approximate number of articbs enumerated in "3.1.1.6.".

3.2. After the closing of recruitment.

3.2.1. The Drafting Unit is to perform the following work: — Drafting Unit

3.2.1.1. To receive a list showing applicants by examination centres and occupations, revise the list of particulars of examination halls referred to in "3.1.1.2." and obtain decision of the Section Chief.

3.2.1.2. To find an approximate number of (a) the entire monitor force, (b) employees to be detailed as monitors and (c) outsiders to be temporarily employed as monitors and notify the Section Chief accordingly.

3.2.1.3. To obtain from the Section Chief his decision on the number of monitors and employees to be detailed for the purpose.

3.2.1.4. To prepare a schedule for administration of examination and obtain decision of the Section Chief.

3.2.1.5. To determine the number of various papers and articles necessary for administering examination, prepare a list of necessary papers and articles for each examination centre and forward it to the Preparation Unit.

3.2.2. After the printing of the papers referred to in "3.1.1.5.", the Preparation Unit is to keep them in custody at some fixed place, arranging them by examination centres. — Preparation Unit — By "fixed place" is meant the place referred to in the procedure for preservation of secrecy

3.2.3. The Preparation Unit is to prepare and keep in custody the articles referred to "3.1.1.6." arranging them by examination centres.

3.2.4. The Drafting Unit is to draft a plan for holding a consultation meeting for administering examination (including the training course) and submit it to the Section Chief, at the same time making preparations for the consultation meeting. — Drafting Unit

3.2.5. The Section Chief is to hold the consultation meeting for administering examination. — Section Chief

3.3. From the time of departure of employees detailed as monitors until the time of administering examination.

3.3.1. The employees detailed as monitors leave for their respective destinations after receiving from the Preparation Unit various papers and articles necessary for administering examination. — Employees detailed as monitors

3.3.2. The detached employees hold a consultation meeting for administering examination (including the training course) at each examination centre on a suitable day.

3.3.3. The detached employees and the monitors at the examination centre are to make necessary arrangements for the examination hall in accordance with the "instruction for administration of examination". — Examiners

3.4. Administration of examination.

3.4.1. The monitors are to administer the examination in accordance with the "instruction for administration of examination" and the directions to monitors. — Examiners

3.5. After the examination is over.

3.5.1. The detached employees, upon return to the headquarters, are to submit the papers mentioned below (a) to the Section Chief, (b) to the Drafting Unit and (c) to the Preparation Unit. — Dispatched employees

(a) Answer sheets, report on administration of examination and list showing the allotment of monitors.

(b) Applications for examination and photographs.

(c) Examination question books, answer sheets blanks, admission cards, monitor's badges and others.

3.5.2. The Section Chief is to forward the papers under (a) above to the Preparation Unit. — Section Chief

3.5.3. The Preparation Unit is to perform the following work: — Preparation Unit

3.5.3.1. To verify the number of the examination question books, answer sheet blanks and the monitor's badges, and keep them in custody at the fixed place.

3.5.3.2. To verify the answer sheets by means of the report on administration of examination and the admission cards. The used admission cards are to be kept in the fixed place for custody.

3.5.3.3. To divide the answer sheets into valid and invalid ones in accordance with the "procedure for disposal of result of written examination". The valid answer sheets are to be forwarded to the

Examination Unit, while the invalid answer sheets, the report on administration of examination and the list showing the allotment of monitors are to be forwarded to the Drafting Unit.

3.5.4. The Drafting Unit is to perform the following work: — Drafting Unit

3.5.4.1. The prepare, in dupliate, a list of absentees and invalid answers by means of the invalid answer sheets and the report on administration of examination, and submit one copy thereof to the Section Chief.

3.5.4.2. To divide the applications and ~~the~~ photographs by examinees submitting valid answer sheets, absentees and those submitting invalid answer sheets by means of the other copy of the list of absentees and invalid answers. Further, in case of valid examinees, the applications are cut at the perforation so as to separate the applications proper from the scoring material cards. The scoring material cards are to be forwarded to the Examination Unit and the others are kept at the fixed place for custody.

3.5.4.3. To prepare a report on nationwide administration of examination by the ~~showing~~ list the allotment of monitors and the report on administration of written examination at each examination centre and submit it to the Section Chief.

3.5.5. The Examination Unit is to perform the following work: — Examination Unit

3.5.5.1. To conduct the scoring of answer sheets in accordance with the procedure for disposal of result of written examination.

3.5.5.2. To enter the scores in the scoring material cards which are then to be separated into the scoring cards and the material cards. The former are to be divided into successful and unsuccessful examinees which are to be arranged in the order of the admission numbers of each examination centre.

3.5.5.3. To prepare a table of frequency distribution of scores for each examination centre in the order of the highest scores and a list of successful examinees by examination centres and occupations and submit them to the Section Chief together with the scoring cards.

3.5.6. The Section Chief is to forward them to the Drafting Unit. — Section Chief

3.6. After the scoring is over.

3.6.1. The Drafting Unit is to perform the following work: — Drafting Unit

3.6.1.1. To check by way of verification the scoring cards of successful examinees with the list of successful examinees by examination centres and occupations. The scoring cards of unsuccessful examinees are to be kept in custody.

3.6.1.2. To divide the applications and photographs of valid examinees into those for successful and unsuccessful examinees by means of the scoring

cards of the successful examinees are to be forwarded to the Dispatching Unit and the applications and photographs of both the successful and unsuccessful examinees are to be kept in custody.

3.6.1.3. To forward the scoring cards of the successful examinees to the List Preparation Unit.

3.6.1.4. To prepare a list showing the anticipated number of examinees for each examination centre by occupations, number of absentees, number of invalid examinees, number of valid examinees, number of unsuccessful examinees and number of of successful examinees.

3.6.2. The Dispatching Unit is to perform the following work: Dispatching Unit

3.6.2.1. To prepare in advance a draft notification of success in examination and have it printed when the number of successful examinees has been ascertained.

3.6.2.2. To prepare various articles necessary for dispatching the notification of success in examination.

3.6.2.3. To fill in necessary particulars in the notifications of success in examination by means of the applications of the successful examinees and dispatch them.

3.6.3. The List Preparation Unit is to prepare a list of successful examinees by means of the scoring cards of the successful examinees and announce it. List Preparation Unit

The list of successful examinees is to give the serial numbers and the names in the order of the admission numbers by occupation for each examination centre.

3.6.4. The Drafting Unit is to prepare a report on the course of administration of written examination. Drafting Unit

Recruitment

1. Object:

This procedure purports to clarify the steps and responsible parties of work operations concerning recruitment (acceptance of applications for examination) and also to impart efficiency in the administration of such operations.

2. Applicability:

This procedure is for general purpose concerning recruitment, and the steps outlined below may be applied with such omissions or modifications as may be deemed adequate according to circumstances.

3. Procedure:

		Responsible Party
3.1.	The case of presenting application at the office.	
3.1.1.	The applicant is to present an application for examination, his photograph and any other paper necessary for the application (to be hereinafter referred to as the application papers).	Applicant
3.1.2.	The Office Application Unit is to inspect the above application papers, order correction of any defect found therein, and forward them to the Arrangement Unit.	Office Application Unit
3.1.3.	The Arrangement Unit is to enter necessary particulars in an examination card, forward it to the Office Application Unit, and arrange the application papers in serial order according to subject.	Arrangement Unit
3.1.4.	The Office Application Unit is to hand over the examination card to the applicant.	Office Application Unit; Applicant
3.2.	The case of forwarding application by post.	Applicant
3.2.1.	The Mail Application Unit is to inspect the application papers which have been received by	Mail Application Unit

mail, arrange those without any defect according to subject and forward them to the Arrangement Unit. As to the defective application papers, the applicants concerned are to be informed accordingly.

3.2.2. The Arrangement Unit is to give the application papers a serial number continuing from the last number given to the application accepted at the office on the same day, enter necessary particulars in the examination cards, forward them to the Mail Application Unit and arrange the application papers after stamping them with the mark "Mail". — Arrangement Unit

3.2.3. The Mail Application Unit is to dispatch each of the examination cards to the applicant. — Mail Application Unit

3.2.4. In case the examination cards dispatched have been returned, the Mail Application Unit is to investigate and dispatch them again. However, if these have been returned once more, they are to be kept in custody. — Mail Application Unit

3.3. Arrangement of records.

3.3.1. Number of persons who apply for application blanks for examination (Number of application blanks delivered).

3.3.1.1. The Office Application Unit and the Mail Application Unit are each to report the number of persons who have applied for application blanks during the day to the officer in charge of recruitment (to be hereinafter referred to as the officer in charge.) — Office Application Unit and Mail Application Unit

3.3.1.2.	The officer in charge is to enter the particulars reported in a "daily summary."	Officer in Charge of Recruitment
3.3.1.3.	The officer in charge is to report the above reports to the chiefs of regional office.	Chief of Regional Office
3.3.2.	Number of applicants.	
3.3.2.1.	The Arrangement Unit is to report to the officer in charge the number of the applicants who have presented themselves at the office and also of the applicants whose applications have been received by mail.	Arrangement Unit
3.3.2.2.	The officer in charge is to enter the particulars furnished by those reports in a "daily summary".	Officer in Charge
3.3.2.3.	The officer in charge is to report the above reports to the chiefs of regional office.	Chief of Regional Office
3.4.	Report from each regional office.	
3.4.1.	The chief of each regional office is to report the number of persons who have applied for application blanks and that of the applicants to the Chief of Examination Section in accordance with the "Outline of Recruitment Business."	Chief of Regional Office Remarks: The Outline of Recruitment Business indicates an outline of business concernig examination for recruitment.
3.4.2.	The Chief of Examination Section is to forward the above reports to the Chief of Examination Planning Unit.	Chief of Examination Section
3.4.3.	The Chief of Examination Planning Unit is to forward the above reports to the staff in charge.	Chief of Examination Planning Unit

3.4.4. The staff in charge is to summarize the above reports. — Staff in charge

3.5. Preparation of various records and reports on recruitment business after the time for application has closed.

3.5.1. After the time for application has closed the officer in charge is to prepare promptly the following records from the application papers and report them to the chiefs of regional office. — Officer in charge

1) Applicants classified by areas
2) " " " ages
3) " " " schools
4) " " " careers .
5) " " " occupations
6) Percentage of application
7) Other particulars to be reported as specified in the "Outline of Recruitment Business".

3.5.2. The chief of regional office is to keeps in custody the above reports until the examination is held as specified in the "Outline of Recruitment Business." — Chief of Regional Office

3.5.3. The chief of regional office is to confirm the above reports and report to the Chief of Examination Section.

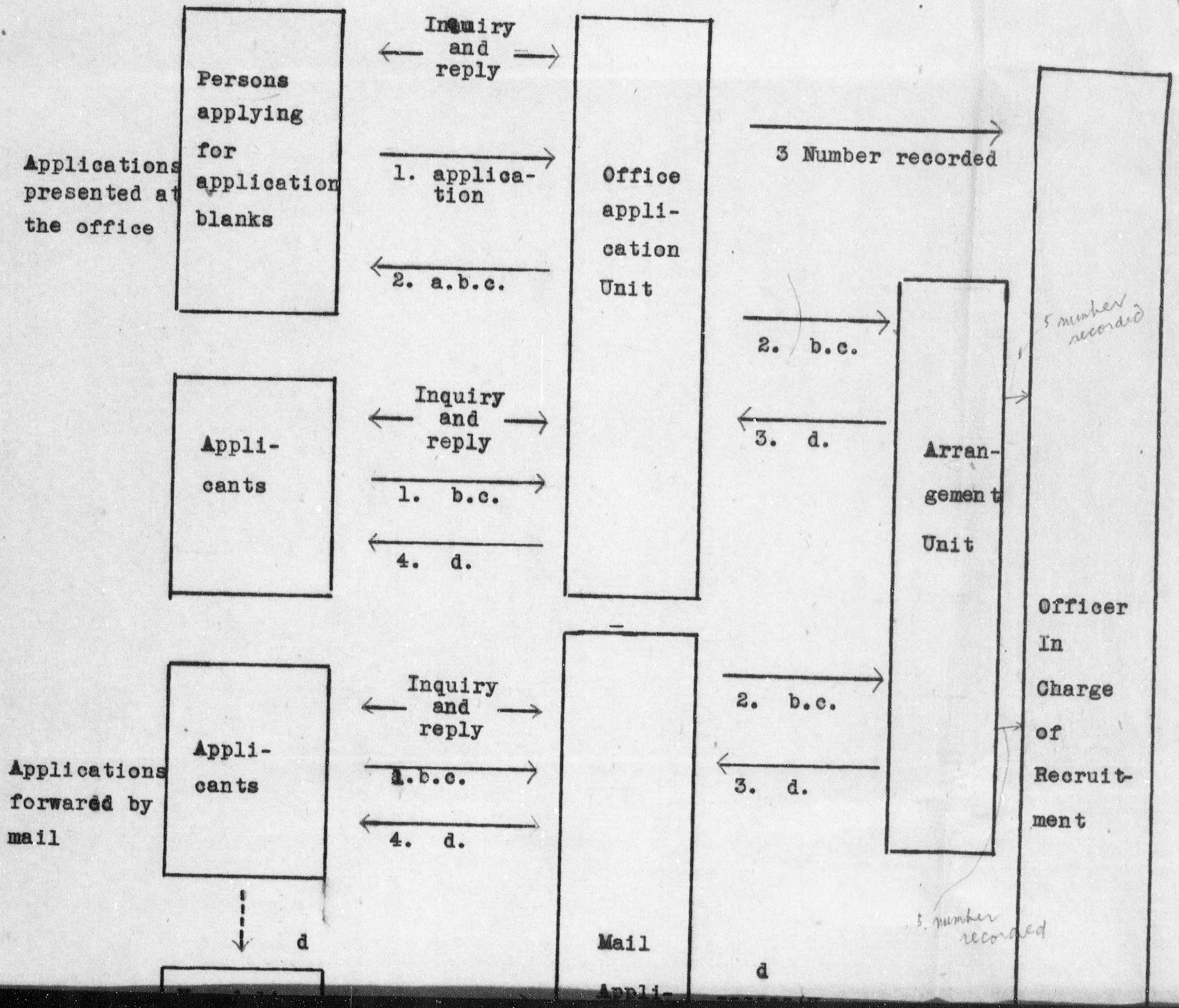
3.5.4. The Chief of Examination Section is to forward the above reports to the Chief of Examination Planning Unit. — Chief of Examination Section

3.5.5. The Chief of Examination Planning Unit is to forward the above reports to the staff in charge. — Chief of Examination Planning Section

3.5.6. The staff in charge is to collect the above reports and prepare a "report on recruitment business" which is to be submitted to the Chief of Examination Planning Unit. — Staff in charge

3.5.7. The Chief of Examination Planing Unit is confirm the above report and submit it to the Chief of Examination Section. — Chief of Examination Planning Unit.

Chief of Examination Section.


Persons applying for application blanks
Inquiry and reply
1. application
2. a.b.c.
Office application Unit
3 Number recorded
Applications presented at the office
2. b.c.
3. d.
Arrangement Unit
5 number recorded
Officer In Charge of Recruitment
Applicants
Inquiry and reply
1. b.c.
4. d.
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Applicants
Inquiry and reply
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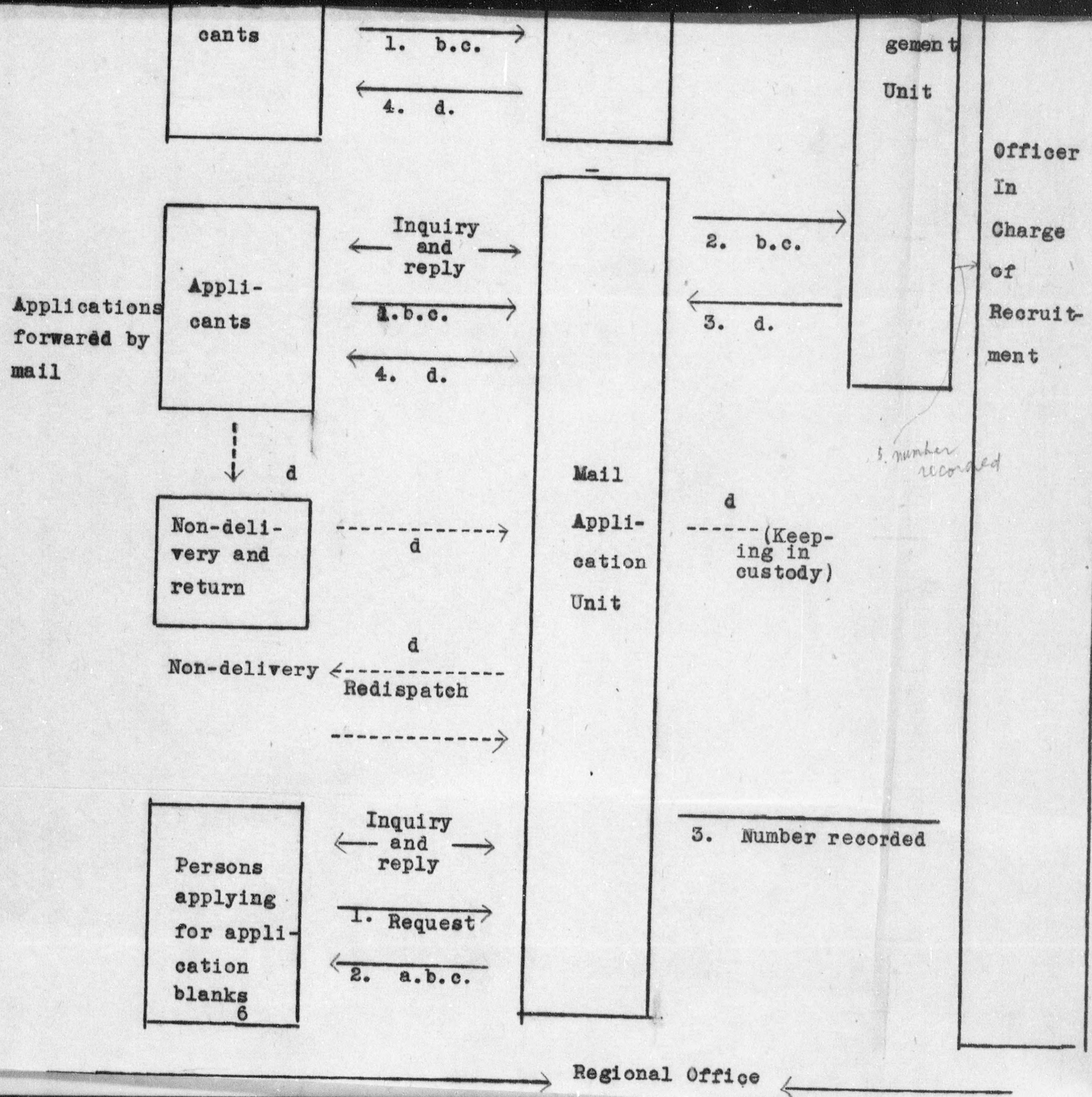
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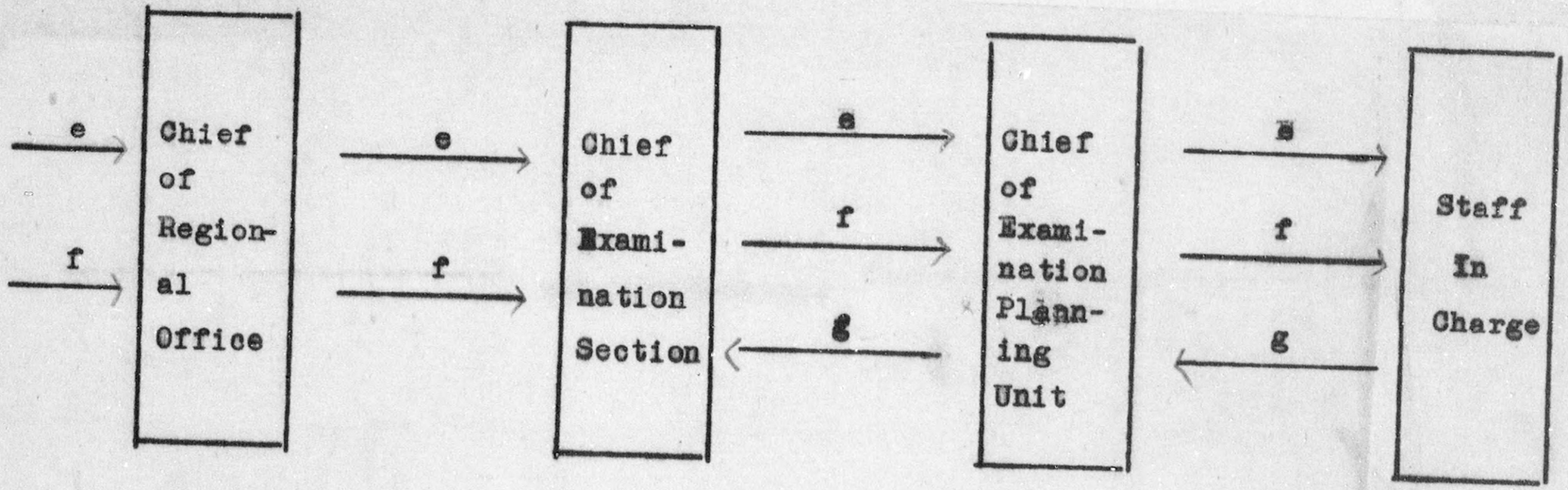

a b c: Application papers

(a. Public announcement of Examination
(b. Application
(c. Photograph

d : Examination card

e : Report on number

f : Various reports after closing

g : Report on Recruitment business

NPA Headquarters

National Personnel Authority

August 11, 1949

Examination Section,

Recruitment Division

Medical Examination Procedure

1. Object:

This procedure is designed to clarify the steps and responsible parties of work operations concerning planning, physical arrangements, and administration of medical examination and arrangement of its result so as to bring about efficient administration of such operation.

2. Applicability:

This procedure is for general purpose concerning medical examination, and the steps outlined below may be applied with such omissions or modifications as may be deemed adequate according to circumstances.

3. Procedure:

3.1	Up to the determination of qualifications for receiving medical examination.	Responsible Party	Remarks
3.1.1	The Drafting Unit is to perform the following work.	Drafting Unit	
3.1.1.1	To prepare a list of the anticipated number of examinees for each examination centre after liaison with the sections concerned.		
3.1.1.2	To prepare, by means of the above list, a list of particulars of medical examination halls by examination centre, their location, number of medical staff and daily number of persons that can be examined.		By "medical staff" are meant outside physicians, their assistants and the NPA employees connected with medical examination

3.1.1.3 To prepare, after liaison with the sections concerned, the criteria for evaluation of medical examination and examination cards (including detailed medical examination cards), and forward them to the Preparation Unit after obtaining clearance of the Chief of Examination Section (to be hereinafter referred to as the Section Chief).

3.1.1.4 To draw up the following types of papers for use in administration of medical examination and forward them to the Preparation Unit after obtaining clearance of the Section Chief.

(a) Report on administration of medical examination

(b) Instruction for administration of medical examination — "Instruction for administration of medical examination" gives an outline of the rules of procedure concerning administration of medical examination

(c) Guide to medical staff — "Guide to medical staff" indicates in concrete terms the sequence of the procedures for guidance of medical staff

(d) List showing allotment of medical staff

(e) Others

3.2 From the time of determination of qualifications for receiving medical examination to the time prior to administration of medical examination.

3.2.1 The Drafting Unit is to revise the list of particulars of medical examination halls by means of allist of the number of qualified examinees, and obtain clearance of the Section Chief. Drafting Unit

3.2.2 The Drafting Unit is to find out the number of days required for medical examination by means of the list of the number of qualified examinees for each medical examination centre and the list of particulars of examination halls, designate the examination halls, divide the applications by dates of medical examination and forward them to the Dispatching Unit.

3.2.3 The Dispatching Unit is to fill in necessary particulars in the admission cards and dispatch them. Dispatching Unit

3.2.4 The Drafting Unit is to find out the approximate number of the entire medical staff and the employees to be detailed from NPA, and submit them to the Section Chief. Drafting Unit

3.2.5 The Section Chief is to determine the number of the entire medical staff and the employees to be detailed. Section Chief

3.2.6 The Drafting Unit is to prepare a schedule for administration of medical examination, and forward it to the Preparation Unit after obtaining clearnace of the Section Chief. Drafting Unit

3.2.7 The Drafting Unit is to determine various papers and articles for use in medical examination and the number required, and prepare a list of papers and article required by each examination centre which is to be forwarded to the Preparation Unit.

3.2.8 The Drafting Unit is to prepare, in duplicate, a list of examinees, one copy to be used as a list of evaluation of medical examination and the other forwarded to the Preparation Unit after being classified by dates of examination and examination halls by means of the applications.

3.2.9 The Preparation Unit is to perform the following work: — Preparation Unit

3.2.9.1 To have various papers for administration of medical examination printed and maintain them in some fixed place.

3.2.9.2 To prepare the following articles:

(a) Papers to be posted for announcement

(b) Badges for medical staff

(c) Consumable articles

(d) Others

3.2.10 The Drafting Unit is to draw up a plan for holding a consultation meeting for administering medical examination and submit it to the Section Chief, at the same time making physical arrangements therefor. — Drafting Unit

3.2.11 The Section Chief is to hold the consultation meeting for administering medical examination. — Section Chief

3.2.12 The employees to be detailed from NPA are to leave for their respective destinations after receiving from the Preparation Unit various papers and articles necessary for administering medical examination. — Employees detailed from NPA

3.2.13 The employees to be detailed are to hold a consultation meeting with the medical staff at each examination centre in accordance with the "instruction

for administration of examination" (to be hereinafter referred to as the "instruction for administration").

3.2.14 The employees detailed from NPA and the medical staff at each examination centre are to make physical arrangements for the medical examination hall in accordance with the "instruction for administration".

3.3 Administration of medical examination. — Examiners

The medical staff are to administer medical examination in accordance with the "instruction for administration" and "the guide to medical staff"

3.4 After medical examination is over.

3.4.1 The employees detailed from NPA, upon return to the headquarters, are to submit the papers mentioned below - (a) to the Section Chief and (b) and (c) to the Preparation Unit. — Employees detailed

(a) Report on administration of medical examination

List of evaluation of medical examination

(b) Original photographed films

Admission cards

Medical examination cards

Detailed medical examination cards

(c) List showing allotment of medical staff

Badges for medical staff

3.4.2 The Section Chief is to forward the papers under (a) above to the Preparation Unit. — Section Chief

3.4.3 The Preparation Unit is to verify and maintain the papers and articles under (c) above. — Preparation Unit

3.4.4 The Preparation Unit is to check and verify the list of evaluation of medical examination with the examination cards and the admission cards, after which it is to maintain the examination cards and the admission cards at some fixed place.

3.4.5 The Preparation Unit is to check and verify the report on administration of medical examination with the list of evaluation of medical examination and forward it to the Drafting Unit.

3.4.6 The Preparation Unit is to check the films with the detailed medical examination cards and maintain them at some fixed place.

3.4.7 The Drafting Unit is to divide the applications, the scoring cards and the photographs into those for successful and unsuccessful candidates and absentees in accordance with the list of evaluation of medical examination, forward the list of evaluation of medical examination to the List Preparation Unit and the scoring cards of successful candidates to the Dispatching Unit, the rest being kept in its custody. Drafting Unit

3.4.8 The Drafting Unit is to summarize the reports on administration of medical examination of all the examination centres, prepare a report on nationwide administration of medical examinations and submit it to the Section Chief.

National Personnel Authority

August 10, 1949

Examination Section,

Recruitment Division

Procedure for Disposal of Result of Examination

1. Object:

This procedure is designed to clarify, after an examination is over, the steps and responsible parties of work operations concerning the determination of successful candidates, preparation of a list of successful candidates, dispatch of notifications of success and establishment of employment eligible lists so as to bring about efficient administration of such operations.

2. Applicability:

This procedure is for general purpose concerning the disposal of the result of an examination, and the steps outlined below may be applied with such omissions or modifications as may be deemed adequate according to circumstances.

3. Procedure:	Responsible Party	Remarks
3.1 The Drafting Unit is to draw up the notifications of success and forward them to the Preparation Unit after obtaining prescribed clearance.	Drafting Unit	
3.2 The Preparation Unit is to have the notifications of success printed and forward them to the Dispatching Unit.	Preparation Unit	
3.3 The Drafting Unit is to strike out from the list of successful candidates of written examination the absentees of oral and medical examinations as well as the unsuccessful candidates by means of the scoring cards of the absentees and unsuccessful candidates, and forward the list to the List Preparation Unit after	Drafting Unit	

clearance of the Section Chief.

3.4 The List Preparation Unit is to prepare a list of successful candidates and forward it to the Drafting Unit. — List Preparation Unit

3.5 The Drafting Unit is to revise the "table of frequency distribution of scores in the order of the highest scores" by means of the scoring cards of the absentees of oral and medical examinations as well as the unsuccessful candidates, and also check and verify it with the scoring cards. — Drafting Unit

3.6 The Drafting Unit is to establish the order of precedence of the successful candidates by means of the criteria for determining the order of precedence and enter it in the scoring cards, and forward it to the Dispatching Unit after obtaining clearance of the Section Chief.

3.7 The Dispatching Unit is to enter necessary particulars in the notifications of success by means of the scoring cards in which the order of precedence has been entered and forward them to the Drafting Unit. The scoring cards are to be forwarded to the List Preparation Unit. — Dispatching Unit

3.8 The List Preparation Unit is to establish employment eligible lists by means of the scoring cards and forward them to the Drafting Unit together with the scoring cards. — List Preparation Unit

3.9 The Drafting Unit is to check and verify the notifications of success with the list of successful candidates and submit them to the Section Chief. — Drafting Unit

3.10 The Section Chief is to obtain clearance of the Director-General on the papers enumerated above, and dispatch the notifications of success, at the same time making an announcement of successful candidates. — Section Chief

3.11 The Drafting Unit is to check and verify the employment eligible lists with the "table of frequency distribution of scores in the order of the highest scores" and the scoring cards of successful candidates and submit the lists to the Section Chief. — Drafting Unit

3.12 The Section Chief is to verify the employment eligible lists, and submit them to the meeting of the National Personnel Authority in accordance with the prescribed procedure. — Section Chief

3.13 The Drafting Unit is to prepare a report on the result of examination and submit it to the Section Chief. — Drafting Unit

3.14 The Preparation Unit is to arrange and maintain the whole files related to the examination. — Preparation Unit

National Personnel Authority

August 6, 1949

Examination Section,

Recruitment Division

Oral Examination

1. Object:

This procedure is designed to clarify the steps and responsible parties of work operations relating to the planning, preparation, administration and arrangement of the result of oral examination so as to bring about efficient administration of such operations.

2. Applicability:

This procedure is for general purpose concerning oral examination, and the steps outlined below may be applied with such omissions or modifications as may be deemed adequate according to circumstances.

3. Procedure:

	Responsible Party	Remarks
3.1 Up to the time of determination of candidatrs for oral examination.		
3.1.1 The Program Drafting Unit (to be hereinafter referred to as the Drafting Unit) is to perform the following work:	Drafting Unit	
3.1.1.1 To prepare a list of anticipated examinees by estimating the number of examinees for each examination centre and occupation after liaison with the sections concerned.		
3.1.1.2 To investigate and make physical arrangements by means of the above list, concerning examination centres, examination halls, their location, number of examination rooms, number of monitors, number of groups and capacity of accomodation and prepare a list of particulars of examination halls.		

3.1.1.3 To receive from the Examination Group an evaluation slip of oral examination and criteria for evaluation of oral examination on which clearance is given by the Chief of Examination Section (to be hereinafter referred to as the Section Chief), and forward them to the Preparation Unit.

The criteria for evaluation of oral examination indicate the criteria for evaluation of the examination

3.1.1.4 To draft the following papers for administration of oral examination and find the approximate number of copies required after clearance of the Section Chief.

a) Report on administration of oral examination

b) Instruction for administration of oral examination

Instruction for administration of oral examination gives an outline of the rules of procedures concerning administraion of the examination

c) Direction to monitors of oral examination

Direction to monitors of oral examination indicates in concreteterms the sequence of operations for guidance of monitors

d) List showing allotment of monitors

e) Others

3.2 From the time of determination of candidates for oral examination to the time prior to administration of oral examination.

3.2.1 The Drafting Unit is to perform the following work.

Drafting Unit

3.2.1.1 To prepare a list of examinees of oral examination for each examination centre after the candidates for oral examination have been determined, and thereby revise the list of particulars of examination halls and obtain clearance of the Section Chief.

3.2.1.2 To find the number of the entire monitor force, examiners and groups as well as the approximate number of employees to be detailed as monitors, and submit them to the Section Chief.

3.2.1.3 To obtain clearance of the Section Chief on the number of the entire monitor force, examiners and groups.

3.2.1.4 To find the number of days for examination by means of the list of examinees of oral examination for each examination centre and the list of particulars of examination halls, classify the applications and photographs by examination hall and date of examination, and forward the applications to the Dispatching Unit and the photographs to the Preparation Unit.

3.2.1.5 To draw up a schedule for administration of oral examination and forward it to the Preparation Unit after clearance of the Section Chief.

3.2.1.6 To determine the necessary number of various papers and articles for use of oral examination and prepare a list of papers and articles required for each examination centre and forward it to the Preparation Unit.

3.2.2 The Dispatching Unit is to enter necessary particulars in the admission cards by means

Dispatching Unit

of the applications and dispatch them, and forward the applications to the Drafting Unit.

3.2.3 The Drafting Unit is to prepare, in duplicate, a list of examinees, one copy to be used as a list of evaluation of oral examination and the other forwarded to the Preparation Unit after being classified by dates of examination by means of the applications.

3.2.4 The Preparation Unit is to perform the following work. — Preparation Unit

3.2.4.1 To have various paper for use in oral examination printed and keep them in custody at some fixed place.

3.2.4.2 To prepare the following papers and articles:

a) Papers to be posted for announcement

b) List of evaluation of oral examination

c) List of examinees

d) Applications

e) Photographs

f) Monitor's badges

g) Consumable articles

h) Others

3.2.5 The Drafting Unit is to draw up a plan for holding a consultation meeting for administering oral examination and submit it to the Section Chief, at the same time making preparations for the consultation meeting.

3.2.6 The Section Chief is to hold the consultaion meeting for administering oral examination. — Section Chief

3.2.7 The employees to be detailed as monitors are to leave for their respective destinations after receving from the Preparation Unit varioys papers and articles necessary for administering oral examination.

3.2.8 The employees detailed as monitors and the employees in charge at each examination centre are to hold a consultation meeting in accordance with the instruction for administration of oral examination.

3.2.9 The employees detailed as monitors and the employees in charge at each examination centre are to make physical arrangements for examination hall in accordance with the instruction for administration of oral examination.

3.3 Administration of oral examination.

3.3.1 The monitors are to administer the oral examination in accordance with the instruction for administration of oral examination and the direction to monitors of oral examination.

Examiners

3.4 After the oral examination is over.

3.4.1 The employees detailed as monitors, upon return to the headquarters, are to submit the papers mentioned below - (a) to the Section Chief, (b) to the Drafting Unit and (c) to the Preparation Unit.

Employees detailed as monitors

a) Report on administration of oral examination
   List of evaluation of oral examination
b) List showing allotment of monitors, applications and photographs
c) Evaluation slip of oral examination
   Blanks for evaluation of oral examination
   Admission cards

Monitor's badges

3.4.2 The Section Chief is to forward the papers under (a) above to the Preparation Unit. — Section Chief

3.4.3 The Preparation Unit is to perform the following work. — Preparation Unit

3.4.3.1 To verify the number of the blanks for evaluation of oral examination and the monitor's badges, and keep them in custody at some fixed place.

3.4.3.2 To keep in custody the admission cards and the evaluation slips of oral examination after checking and verifying the lists of evaluation of oral examination with the evaluation slips of oral examination and the admission cards.

3.4.3.3 To check and verify the report on administration of oral examination with the list of evaluation of oral examination, and forward it to the Drafting Unit.

3.4.4 The Drafting Unit is to perform the following work. — Drafting Unit

3.4.4.1 To divide the applications, scoring cards and photographs into successful and unsuccessful candidates and absentees in accordance with the list of evaluation of oral examination, and forward the list of evaluation of oral examination to the List Preparation Unit, at the same time sending the scoring cards of the successful candidates to the Dispatching Unit and keeping the other papers in custody.

3.4.4.2 To prepare a report on nationwide administration of oral examination and a report on the course of administration of oral examination by means of the list showing allotment of monitors at each examination centre and the report on administration of oral examination.

115 Jul 49

CIVIL SERVICE DIVISION
Government Section

22 July 1949

MEMORANDUM FOR THE RECORD :

SUBJECT : Examinations Under Supplementary Article 9.

On 22 July 1949 discussed this matter with NPA requesting that they submit by Monday 25 July their proposed program under this Article of the National Public Service Law.

BLAINE HOOVER
Chief
Civil Service Division

BH:mw

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CIVIL SERVICE DIVISION
Government Section

22 July 1949

MEMORANDUM FOR: The Record

SUBJECT : Coverage of the NPSL

Date : 21 July 1949 - NYK Building

Conferees : Mr. H. S. Eaton, Public Safety Division, G-2
Mr. Harwood Hoover, Examination Specialist, CSD

Purpose : To investigate a report received from NPA that changes to the NPSL were contemplated which would remove the National Rural Police from coverage of that Act.

Discussed:

1. Mr. Eaton and Mr. Misobuchi, Asst. Chief of NRP, are serving on a committee which is drawing up proposed changes to the National Police Law. One of these changes, Article 13-2, describes in some detail the functions of the NRP personnel program. Apparently this change would give the NRP authority over such programs as examination. One part of the change stated in effect that the Director-General would establish qualification and physical standards..... Apparently Mr. Eaton believes that this change is in accord with the overall national personnel program as conceived by the NPSL. He stated that this change would be forwarded to Government Section within two weeks for review to determine its conformance with this law.

2. Mr. Eaton stated that on Saturday Mr. Nakagawa, Director of Personnel, NRP, appeared in his office very much disturbed about a report he had received that the NPA would conduct recruitment and promotional examinations for NRP personnel. Mr. Nakagawa proposed an additional change to Article 15-2 which would provide, in effect, that "when a new examination is held the old eligible list could be inserted in whole or in part with the new list". Messrs. Eaton and Engle reportedly rejected the proposal because they did not believe it would be consistent with good civil service practice.

HARWOOD HOOVER
Examination Specialist

HH:jd

leader

CIVIL SERVICE DIVISION
Government Section

21 July 1949

MEMORANDUM FOR: Miss Grace Pierson

SUBJECT : Project No. 25--Identify "critical" positions Japanese civil service (for examination)

Due to the manner in which the above project has progressed, Mr. Hoover has authorized the transfer of this project from Mr. Rankin to Mr. Shirven. You will please issue a regular notice to all concerned denoting the transfer of this project.

W. PIERCE MacCOY
Deputy Chief
Civil Service Division

WPM:jb

CIVIL SERVICE DIVISION
Government Section

15 July 1949

MEMORANDUM FOR THE RECORD

SUBJECT: Conference Concerning National Diet Library

Conference was held at the National Diet Library, July 14, with Mr. Kanamori, Chief Librarian, Mr. Nakai, Assistant Chief Librarian, and various members of the staff of the Library, the NPA, and the CSD. An organization chart of the Library which is attached to the file copy of this memorandum, was obtained.

There was some discussion of the needs of the Library for technical personnel at the entrance level. Mr. Kanamori stated that the personnel obtained as a result of the last NPA examination were not entirely satisfactory as they lacked certain attitudes which are considered essential for library work. It was suggested that some improvement might be obtained by holding a special examination designed to attract applicants who have a genuine interest in library work.

There was also general discussion of the problem of staffing the library at the higher levels. This discussion was in connection with the examinations under Supplemental Article 9 of the NPSL, but that fact, of course, was not mentioned. Mr. Kanamori explained that there are very few technically qualified librarians in Japan, and that there is no library training worthy of the name at the present time. He stated that he had found it necessary to make strenuous efforts to find persons qualified for the higher posts in the Library and that in many cases he had had to be satisfied with persons whose qualifications were not high in a technical sense.

It appears that the budget for the Library, which is in fact, although not in theory, controlled by the Ministry of Finance, does not permit the Library to raise salaries to a level commensurate with those paid in educational institutions or in governmental agencies in general. The low salaries, combined with slow promotions, have contributed to increase the difficulties in obtaining adequate personnel.

Maynard Shirven

MAYNARD SHIRVEN
Chief, Examination Branch

MS:jd

over

CIVIL SERVICE DIVISION
Government Section

1 July 1949

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

SUBJECT : Guarantee of Status

Your attention is invited to the following press translation:

PLANNING DISCHARGE
ENCOUNTERS OBSTACLE

JIJI PRESS

"TOKYO, June 25 - The Government's plan of discharging approximately 14,000 reparations plants maintenance personnel in July has hit a snag as it was discovered that the recently enacted law limiting Government agency staffs was inapplicable to 1,943 Government officials engaged in the maintenance system, it was learned.

A new law has to be enacted to make possible their discharge but the process would make it inevitable to postponement until after the end of the next Diet Session, probably in October, it was said.

If the Government attempted to discharge those Government officials through some means unendorsed by law, it would conflict with the clause of the National Public Service Law guaranteeing public servants' positions, it was further learned."

There appears to be widespread misunderstanding of the guarantee of status provisions of the NPSL. I suggest that the Law Bureau of NPA make an analysis of these provisions and that the NPA then issue a public statement or series of statements designed to clarify the meaning of the law. It is absurd that the NPSL should be relied upon to prevent the discharge of employees after their functions are terminated.

MAYNARD N. SHIRVEN
Chief, Examination Branch

MNS:rp

cc: Mr. Peterson

Reader

CIVIL SERVICE DIVISION
Government Section

21 June 1949

MEMORANDUM FOR: Mr. Joseph L. Speicher, Acting Chief, Examination Branch

SUBJECT : Development of Examination Material

I note from your weekly progress report, June 13-17, that you have completed working agreements with Dr. Loomis, Lt. Col. Donaldson, and Mr. Herrington. I wonder if you have had any contact looking towards establishing working agreements on examination material with Mr. N. B. Neff, Chief of the Welfare Division of Public Health and Welfare Section, or with Mr. I. H. Markuson, Chief, Public Assistance Branch, Welfare Division, Public Health and Welfare Section.

The reason I mention these two cases is because they have both contacted me regularly during the past two and a half months seeking information as to how examinations were to be prepared and, upon my assurance that we would utilize their technical assistance in compiling examination material, how soon we would reach their field to work out such agreements.

Mr. Neff is Mr. Markuson's chief, and they are particularly interested in the examinations to select properly qualified welfare workers, both at the national level and at the local levels. They understand, of course, that we will not inject ourselves into the local picture; however, it is my understanding from Mr. Markuson that they will take their lead in the local field from what we establish in the national level.

This memorandum is not to place any particular urgency on their program nor to give them priority over any other field, but merely to indicate to you their particular interest at this time.

W. PIERCE MacCOY
Deputy Chief
Civil Service Division

WPM:jb

CIVIL SERVICE DIVISION
Government Section

June 15, 1949

MEMORANDUM FOR: Mr. Maynard Shirven, Chief, Examination Branch

SUBJECT : Rental of International Test Scoring Machine

1. In accordance with your request, I have investigated the possibility of securing an IBM Scoring machine.

2. I contacted Mr. F. R. Girard, Deputy Chief of the Funds Control Division of ESS in the Empire Building who states that, at the present time, we shall be unable to convert yen to dollars for the rental of such machine. He stated, however, that this situation may change within the next sixty days during which time a fund will in all probability be established for such purposes.

3. Mr. Girard referred me to a Mr. Armstrong of IBM who has offices in Tokyo. In my conversation with Mr. Armstrong, I learned that if financial arrangements could be made, a test scoring machine could be obtained from the States but that, so far as he knows, no machines are available at the present time either in Japan, the Philipines or Hawaii. He estimated that it would take from three to six months to obtain such a machine from the States. Rental at the present time is $44. per month, $66. per month with a Graphic-counter and $4. per month is charged for taxes.

4. Rental is made on an annual basis with the entire amount payable before installation of the machine. The above charges include maintenance and replacement of any necessary parts. Mr. Armstrong feels certain that if the annual amount required for the first year could be obtained in dollars, that for the second and ensuing years, only 25% would be required in dollars, the balance of which could be paid in yen.

5. Both Mr. Girard and Mr. Armstrong have agreed to notify me when such dollar fund is established and it would appear that within the next six months we might anticipate possession of such equipment.

Foster R Roser

FOSTER ROSER
Examination Specialist

FR:rr

CIVIL SERVICE DIVISION
Government Section

June 15, 1949

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FOSTER ROSER
Examination Specialist

FR:rr

Mr. Giard

Friends Central

~~Forestry Bldg~~

Empire Bldg. ~~7th Floor~~ 6th Flor.

26-5695

FBI

Mr. Armstrong

26-5214

CROCKETT

Research & Progress Div. / E.S.S.

Mr.

National Personnel Authority

Recruitment Division May 11, 1949

Memorandum for: Mr. M.M. Shirven, Chief, Examination Branch, CSD

Subject: Rent of International Test Scoring Machine

1. Since the administration of x-4 and x-5 examinations in the earlier months of this year, it has strongly felt in our office that steps should be taken to economize time spent, and to prevent errors from arising, in scoring answer sheets.

2. Following studies made in our office on the probable utilization for scoring purpose of statistical machines now used in the office of the Statistics Bureau of the Japanese Government and on the Possibility of designing and constructing in our country of new type of machine to be used for scoring purpose, as well as the expected rent of the International Test Scoring Machine of the International Business Machine Corporation, a conclusion has been reached that the most desirable and appropriate step is to contract with the IBM Corporation for the rent of the Scoring Machine which will be installed and operated in our office.

3. Negotiations have been made with various quarters concerned both within NPA and of the Boekicho(Bourd of Trade) for the necessity of using this type of machine and measures to be taken before contract is made with the Corporation.

4. No objection has been raised by any quarters concerned: no financial difficulty is expected to be found, except the spending of dollar fund for the rent charges which is subject to the approval of the SCAP section in charge.

5. With the situation as described above, it is requested that you will give us help in obtaining the machine so that the

efficient work may be carried out in the administration of examinations which are expected to increase in number and to be conducted in a large scale in the near future.

6. It is further added that the Machine, when installed in our office, will be used not only for the NPA examinations but for other examinations conducted in a nation-wide scale, such as Aptitude test for candidates of College Entrance Examinations Administered by the Ministry of Education.

Chief, Recruitment Division

K. Miyaji

CIVIL SERVICE DIVISION
Government Section

18 May 1949

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

SUBJECT : Key Positions

This afternoon I have talked with Mr. Yamashita about the filling of key positions at NPA with the following results:

Chief, Bureau of Compensation

It is proposed to appoint Mr. Takimoto of the Bureau of Labor Statistics to this position. The concurrence of the Vice-Minister has been obtained and the concurrence of the bureau chief who is Mr. Takimoto's immediate superior is being sought. Final decision is expected within a few days.

Deputy Chief, Bureau of Compensation

It is desired to appoint Mr. Keitoku of the Allowance Bureau to this position. It is understood that the concurrence of the Vice-Minister has been obtained but that some reluctance has been displayed by Mr. Imai, who is Mr. Keitoku's immediate superior.

Chief, Bureau of Administration

It is desired to appoint Mr. Ono of the Ministry of Agriculture and Forestry to this position. The concurrence of the Vice-Minister has been obtained but some reluctance is felt by the bureau chief who is Mr. Ono's immediate superior. However, a successful conclusion of this negotiation is now expected within a short time.

Chief, Bureau of Efficiency

It is desired to promote Mr. Kaneko who is now Chief of the Employee Evaluation Section to this position.

Chief, Investigations Bureau

The appointment of Mr. Kawasaki is now under consideration

It has been pointed out to Mr. Yamashita that under the NPSL it is not legally necessary for him to obtain concurrences for any of the foregoing appointments. However, such appointments if made without the concurrence of the agencies concerned would undoubtedly leave a bad taste and might hamper the program of the NPA in the future.

MAYNARD SHIRVEN
Chief, Examination Branch

MS:jd

CIVIL SERVICE DIVISION
Government Section

16 May 1949

BH discussed with M Shirven 5/19/49 GP
MS to discuss w Hoover.

#36
#39

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

SUBJECT : Examination Program

1. The Examinations Branch has followed the policy of refusing to permit the Recruitment Division of NPA to undertake new examinations because of the possibility that such examinations might interfere unduly with the examinations under Article 9 of the Supplementary Provisions of the NPSL. For that reason we have rejected requests to hold examinations for tax collectors for the Ministry of Finance and for police for the National Rural Police Headquarters, as well as several others. We have now received a request to hold examinations for positions in the foreign service of Japan at the entrance level.

2. We have now developed a fairly large staff in the Examining Section of the Recruitment Division and we expect to increase that staff upon the completion of the present training course at Nikko. It seems to me, therefore, that the time has now arrived when that section should be able to undertake more than one examination or group of examinations at the same time. I believe in fact that it would be possible for us to undertake additional examinations without diverting any key personnel from the so-called critical examinations. In view of this consideration I am inclined to authorize the NPA to proceed with the foreign service examinations. Moreover, I am inclined to re-examine our decision with respect to tax collectors, particularly in the light of the recent SCAPIN directing the Japanese government to establish a professionalized tax collection service. While the number of positions involved in the foreign service examinations, and to a lesser extent in the tax collection service, is not extremely great, both of these are in critical areas.

3. A conference at which we can undertake a general review of the examining program is therefore requested.

Maynard Shirven

MAYNARD SHIRVEN
Chief, Examination Branch

MS:jd