THE
NATIONAL ARCHIVES
OF THE
UNITED STATES

GHQ/SCAP Records(RG 331)
Description of contents

(1) Box no. 2188

(2) Folder title/number: (8)
Budget 1950

(3) Date: ?

(4) Subject:

Classification	Type of record
031.3, 032	e

(5) Item description and comment:
Budget of Govenment Section

(6) Reproduction: (Yes) No

(7) Film no. Sheet no.

CONFIDENTIAL

FORM B

GOVERNMENT SECTION
FUNCTIONS AND PROJECTS BY DIVISION

Division	Description of Function or Project	Mission Reference	Priority of Function or Project	Personnel Required				
				U.S.			Indigenous	
				Mil	Civilian Present	Civilian Reduced	JN	FN
Executive & Administrative	Organizing, directing and establishing policy for Section. Planning, recommending and advising the Chief, Government Section, on all missions and special projects not specifically assigned to Divisions of Government Section. Maintain close observation as to the workability of recently accomplished reforms with a view to making adjustments when experimentation has indicated it is desirable.	1-2-3		2	7		0	
	Selecting and appointing of personnel and maintaining personnel records. Procurement of supply equipment and services and maintenance of supply records. Initiating, preparing and checking of reports and correspondence. Maintenance of a central file system of all current files and all records of completed projects. Maintenance of a section library. Maintenance of an interpreter pool.			8	6		1	
Public Affairs	Preparing news summaries, radio summaries etc. for the SCAP and for the Department of Army concerning the governmental and political situation in Japan.	1 II a (3) 1 II a (5) 1 II b (4)			2			
	Formulating and inducting programs designed to inform and interpret for Military Government the mission and implication of new and pending legislation and political development.				1			
	Developing and executing long range programs designed to achieve occupation objectives in the field of Government and politics, especially with regard to popular understanding of the principles and techniques of democratic government and the duties and responsibilities thereof.				2			

CONFIDENTIAL

FORM B

GOVERNMENT SECTION
FUNCTIONS AND PROJECTS BY DIVISION

Division	Description of Function or Project	Mission Reference	Priority of Function or Project	Personnel Required				
				U.S.			Indigenous	
				Civilian				
				Mil	Present	Reduced	JN	FN
Parliamentary & Political	Supervising of the Diet and advising both Diet and Cabinet members in the proper use of Parliamentary principles.	1 II a (3) 1 II a (5) 1 II b (3)			3			
	Preparing analyses of the National political situation as reflected in the Diet for the Supreme Commander for the Allied Powers and the Section Chief.				2			
	Conducting surveillance of basic laws implementing the Constitution to detect any weaknesses or desired alteration therein.				1			
	Recommending certain legislation and Diet proposed amendments to GHQ - sponsor legislation.				1			
	Conducting of a continuous education program directed towards the elimination of corrupt practices in the field of political affairs. Conducting continuous programs aimed at implanting a sense of responsibility in the minds of the duly elected law makers of the people.			1	1			
	Coordinating all legislation and Cabinet Orders with Cabinet, Diet and SCAP agencies.			1	1			
Civil Service Division	Technical and procedural development, effectuation and implementation of personnel standards prescribed by law.	1 II b (5)			11			
	Examination for initial appointment and promotion.				10			
	Position classification and pay plan.				7		2	
	Employee training.				3			

FORM B

GOVERNMENT SECTION
FUNCTIONS AND PROJECTS BY DIVISION

Mission	Description of Function or Project	Mission Reference	Priority of Function or Project	Personnel Required				
				U.S.			Indigenous	
					Civilian			
				Mil	Present	Reduced	JN	FN
Civil Service Division (Cont)	Employee evaluation.				2			
	Health and medical programs: to include entrance physical examinations, periodic physical check-ups of all government employees and maintenance of first aid and health rooms and hospitals for care of government employees. A primary mission of program being discovery of disease in incipient stage.				1½			
	Employee welfare including welfare association and credit unions.				1½			
	Personnel relations programs.				1½			
	Retirement Plan: study and establishment of a practical retirement program on a sound actuarial basis to permit government employees dignified retirement following a period of loyal government service.				1½			
	Compensation plan for employees injured in line of duty.				1½			
	Establishment of a system for the collection and use of employment statistics.				1½			
Public Administration Division	Advising on policies concerning the Cabinet in the exercise of executive power under the Constitution of Japan and recommending measures relating to the faithful execution of the laws of the land, the conduct of affairs of state, and the relationship of the national government to local public entities.	1 II a (5) 2			3			
	Advising on policies relating to the Emperor and the Imperial House.				1			

FORM B

GOVERNMENT SECTION
FUNCTIONS AND PROJECTS BY DIVISION

Division	Description of Function or Project	Mission Reference	Priority of Function or Project	Personnel Required				
					U.S.		Indigenous	
					Civilian			
				Mil	Present	Reduced	JN	FN
Public Administration Division (Cont)	The removing and barring of undesirable personnel from public service.			1	4			
	The excluding of militaristic, ultra-nationalistic and terroristic organizations, feudalistic practices, and totalitarian devices from Japanese government and society.			2	2			
	Total for Section			15	79		3	

FORM A

CONFIDENTIAL

MISSION OF GOVERNMENT SECTION

Reference Number	Statement of Mission	Source	U.S. Personnel Mil	U.S. Personnel Civ	Indigenous Required JN	Indigenous Required FN
1	I. The Government Section is established as a special staff section of this headquarters to advise the Supreme Commander for the Allied Powers as to the status of and the policies pertaining to the internal structure of civil government in Japan. II. It is the function of the Government Section to: a. Investigate, study, and advise the Supreme Commander for the Allied Powers in general with respect to the structure of civil government in Japan, and in particular with respect to: (1) Relationship of civil government to military affairs and the control of military forces. (2) Relationship of the Japanese Government to subordinate governmental agencies or subdivisions (including regions, prefectures and municipalities), the methods and degree of centralized control, and the nature and extent of feudal and totalitarian practice. (3) Relationship of the Japanese Government and subordinate governmental agencies or subdivisions to the people (including the degree and type of representation of the people in government). (4) Relationship of the government to business, the methods and degree of control by the Japanese Government and subordinate governmental agencies or subdivisions over business (including financial regulations, subsidies, and other devices for the control and manipulation of industry).	General Orders No. 10, dated 23 Jun 47 SCAP: Basic Directive for Post-Surrender Military Government in Japan Proper, dated 8 Nov '45 (JCS 1380/15) as amended by WX59252. WX68469. WX68524. JCS Serial No. 36, Japanese Constitution, dated 27 Mar 46, W82394 JCS Serial No. 47, Criteria for the Adoption of a New Japanese Constitution, dated 23 May 46, WCL43814 JCS Serial No. 54, Basic Principles for New Japanese Constitution, dated 6 Jul 47. WCL25073 JCS Serial No. 60, Further Policies Relative to New Japanese Constitution, dated 10 Oct. 46. WCL20693.	9	59	3	0

CONFIDENTIAL

Reference Number	Statement of Mission (continued)	Source	Personnel Required Mil U.S.	Civ	JN Indigenous	FN Indigenous
	(5) Relationship of the laws, policies, practices, procedures and other factors in the personnel administration of the Japanese Government to democratic precepts and the integrity and efficiency of administration.	JCS Serial No. 62, Provision for the Review of a New Japanese Constitution, dated 23 Oct 46. W84180.				
	b. Make recommendations for:	—				
	(1) The demilitarization of the Japanese Government and all subordinate governmental agencies and subdivisions.	JCS Serial No. 66, Issuance of the Policy Decision on Review of the Japanese Constitution, dated 18 Dec 46. W87951.				
	(2) The decentralization of the Japanese Government and the encouragement of local responsibility.	—				
	(3) The elimination of the feudal and totalitarian practices which tend to prevent government by the people.	JCS Serial No. 82, Basic Post Surrender Policy for Japan, dated 26 Jun 47. W 81011.				
	(4) The elimination of those relationships between government and business which tend to continue the Japanese war potential and to hamper the achievement of the objectives of the occupation.	—				
	(5) The revision and supplementation as necessary of the laws, policies, practices, and procedures affecting personnel administration of the Japanese Government for the purpose of assuring conformity to democratic precepts and the making of a maximum contribution to the integrity and efficiency of administration; and the implementation of decisions made with respect to this subject matter by the Supreme Commander for the Allied Powers.	JCS Serial No. 89, Prohibition of Military Activity in Japan and Disposition of the Japanese Equipment, dated 18 Mar 48. W 97791				

Reference Number	Statement of Mission (continued)	Source	U.S. Personnel Required Mil	U.S. Personnel Required Civ	Indigenous Required JN	Indigenous Required FN
2	a. The Government Section is charged with staff responsibility for all matters relating to the removal and exclusion of Japanese personnel from national and local elective and appointive posts and influential political and economic positions, and for advising the Japanese Government relative to the administration of SCAPIN 548 and SCAPIN 550 and the implementing legislation. b. All interpretations, opinions, instructions and questionnaires with attached record cards relating to the application of the reference directives must be given to or received from the Imperial Government by the Government Section and copies furnished of such questionnaires and attached record cards to the Civil Intelligence Section for its files. c. In carrying out the above responsibilities the Government Section must secure the advice and recommendations of such interested staff sections as possess expert knowledge in their special fields, concerning all matters relating to the scope of screening and the timing of removal and exclusion of personnel as it affects current and prospective programs.	Staff Memo. No. 13, dated 11 Jan 47, GHQ, SCAP, FEC Basic Directive for Post Surrender Military Government in Japan Proper dated 8 Nov 45 (JCS 1380/15) as amended by WX59252, WX68524, WX68469 JCS Serial No. 82, Basic Post Surrender Policy for Japan dated 26 Jun 47, W81011 JCS Serial No. 89, Prohibition of Military Activity in Japan and Disposition of the Japanese Equipment, dated 18 Mar 48. W 97791.	3	9	0	0
3	The Government Section is charged with the staff responsibility for all matters relating to the Diet and for advising the House of Representatives and the House of Councillors on bills proposed by or to the Diet for enactment into law. No proposed legislation, whether in the form of a bill or other act of government (except Ministerial ordinances, instructions, or regulations under existing laws) can be approved by any staff section without coordination with the Government Section.	Staff Memo. No. 29, dated 20 Mar 47, GHQ, SCAP & FEC, Basic Directive for Post Surrender Military Government in Japan Proper dated 8 Nov 45. (JCS 1380/15) as amended by WX59252, WX68524, WX68469 JCS Serial No. 82 , Basic Post Surrender Policy for Japan, dated 26 Jun 47, W81011.	3	11	0	0
			15	79	3	0

CONFIDENTIAL

FORM B

GOVERNMENT SECTION
FUNCTIONS AND PROJECTS BY DIVISION

Division	Description of Function or Project	Mission Reference	Priority of Function or Project	Personnel Required				
				U.S.			Indigenous	
				Mil	Civilian Present	Civilian Reduced	JN	FN
Executive & Administrative	Organizing, directing and establishing policy for Section. Planning, recommending and advising the Chief, Government Section, on all missions and special projects not specifically assigned to Divisions of Government Section. Maintain close observation as to the workability of recently accomplished reforms with a view to making adjustments when experimentation has indicated it is desirable.	1-2-3		2	7		0	
	Selecting and appointing of personnel and maintaining personnel records. Procurement of supply equipment and services and maintenance of supply records. Initiating, preparing and checking of reports and correspondence. Maintenance of a central file system of all current files and all records of completed projects. Maintenance of a section library. Maintenance of an interpreter pool.			8	6		1	
Public Affairs	Preparing news summaries, radio summaries etc. for the SCAP and for the Department of Army concerning the governmental and political situation in Japan.	1 II a (3) 1 II a (5) 1 II b (4)			2			
	Formulating and inducting programs designed to inform and interpret for Military Government the mission and implication of new and pending legislation and political development.				1			
	Developing and executing long range programs designed to achieve occupation objectives in the field of Government and politics, especially with regard to popular understanding of the principles and techniques of democratic government and the duties and responsibilities thereof.				2			

CONFIDENTIAL

FORM B

GOVERNMENT SECTION
FUNCTIONS AND PROJECTS BY DIVISION

Division	Description of Function or Project	Mission Reference	Priority of Function or Project	Personnel Required				
				U.S. Civilian			Indigenous	
				Mil	Present	Reduced	JN	FN
Parliamentary & Political	Supervising of the Diet and advising both Diet and Cabinet members in the proper use of Parliamentary principles.	1 II a (3) 1 II a (5) 1 II b (3)			3			
	Preparing analyses of the National political situation as reflected in the Diet for the Supreme Commander for the Allied Powers and the Section Chief.				2			
	Conducting surveillance of basic laws implementing the Constitution to detect any weaknesses or desired alteration therein.				1			
	Recommending certain legislation and Diet proposed amendments to GHQ - sponsor legislation.				1			
	Conducting of a continuous education program directed towards the elimination of corrupt practices in the field of political affairs. Conducting continuous programs aimed at implanting a sense of responsibility in the minds of the duly elected law makers of the people.			1	1			
	Coordinating all legislation and Cabinet Orders with Cabinet, Diet and SCAP agencies.			1	1			
Civil Service Division	Technical and procedural development, effectuation and implementation of personnel standards prescribed by law.	1 II b (5)			11			
	Examination for initial appointment and promotion.				10			
	Position classification and pay plan.				7		2	
	Employee training.				3			

FORM B

GOVERNMENT SECTION
FUNCTIONS AND PROJECTS BY DIVISION

Mission	Description of Function or Project	Mission Reference	Priority of Function or Project	Personnel Required				
				U.S.			Indigenous	
				Mil	Civilian Present	Civilian Reduced	JN	FN
Civil Service Division (Cont)	Employee evaluation.				2			
	Health and medical programs: to include entrance physical examinations, periodic physical check-ups of all government employees and maintenance of first aid and health rooms and hospitals for care of government employees. A primary mission of program being discovery of disease in incipient stage.				1½			
	Employee welfare including welfare association and credit unions.				1½			
	Personnel relations programs.				1½			
	Retirement Plan: study and establishment of a practical retirement program on a sound actuarial basis to permit government employees dignified retirement following a period of loyal government service.				1½			
	Compensation plan for employees injured in line of duty.				1½			
	Establishment of a system for the collection and use of employment statistics.				1½			
Public Administration Division	Advising on policies concerning the Cabinet in the exercise of executive power under the Constitution of Japan and recommending measures relating to the faithful execution of the laws of the land, the conduct of affairs of state, and the relationship of the national government to local public entities.	1 II a (5) 2			3			
	Advising on policies relating to the Emperor and the Imperial House.				1			

FORM B

GOVERNMENT SECTION
FUNCTIONS AND PROJECTS BY DIVISION

Division	Description of Function or Project	Mission Reference	Priority of Function or Project	Personnel Required				
				U.S.			Indigenous	
				Mil	Civilian Present	Civilian Reduced	JN	FN
Public Administration Division (Cont)	The removing and barring of undesirable personnel from public service.			1	4			
	The excluding of militaristic, ultra-nationalistic and terroristic organizations, feudalistic practices, and totalitarian devices from Japanese government and society.			2	2			
	Total for Section			15	79		3	

RECAPITULATION OF PERSONNEL BY DIVISIONS

Division	1948	1949	1950
Headquarters	6	9	9
Administrative Div.	18	5	5
Civil Service Div.	27	42	42
Courts & Law	8	0	0
Governmental Powers	5	0	0
Legislative Div.(Par.& Pol.)	3	5	5
Local Government	6	4	4
National Govt.	3	0	0
Political Affairs	5	0	0
Public Serv. Qual. Div. (Spec. Proj.)	12	3	0
Public Affairs	5	3	3
Total DAC's	98	71	68
Total Military	23	16	16
Total Foreign Nationals	3	3	3
GRAND TOTAL	124	90	87

CONFIDENTIAL

GOVERNMENT SECTION PERSONNEL CHART

EXECUTIVE GROUP

Title	Grade	1948	1949	08
Chief - Brig. Gen.		1	1	
Deputy Chief	P-8	1	1	
Financial Advisor	P-8	1	-	
Special Advisor	P-8	1	1	
Research Analyst	P-5	1	2	
Adm Asst to Chief of Sec.	CAF-7	1	2	
Secretary	CAF-6	-	2	
Secretary	CAF-5	1	1	
Officer:		1	0	
Enlisted Men:		0		

ADMINISTRATIVE DIVISION

Title	Grade	1948	1949	1950
Chief - Lt. Col.		1	-	-
Chief Interpreter	CAF-11	-	1	1
Chief, Interpreter	CAF-9	1	-	-
Translator A	CAF-8	1	-	-
"	CAF-7	3	-	-
Translator B	CAF-6	2	-	-
Personnel Coord.	CAF-7	1	-	-
Conference Steno	CAF-5	2	-	-
Chief Clerk	CAF-7	1	1	1
Personnel Clerk	CAF-5	1	1	1
Clerk-Steno	CAF-4	1	1	1
Clerk-Steno	CAF-3	2	-	-
Clerk (Timekeepr-Rec.)	CAF-4	1	-	-
Chief File Clerk	CAF-4	1	1	1
File Clerk	CAF-3	1	-	-
Officer:		1	3	3
Enlisted Men:		9	6	6
Foreign National (Mimeograph Operator)		1	1	1

LOCAL GOVERNMENT

	Grade	1948	1949	1950
Chief of Division	P-6	1	1	1
Chief, Town & Village	P-6	1	1	1
Chief, Municipal Br.	P-6	1	1	1
Chief, Prefectural Br.	P-6	1	—	—
Adm Asst. & Sec	CAF-5	1	1	1
Clerk-Steno	CAF-3	1	—	—
Officer:		1	1	1
Enlisted Men:		0	0	0

POLITICAL AFFAIRS

	Grade	19
Chief of Division	P-6	1
Chief, Political Parties Br.	P-5	1
Adm. Asst.	CAF-5	1
Secretary	CAF-5	1
Clerk-Steno	CAF-3	1
Officer:		-
Enlisted Men:		-

	Grade	1948	1949	1950
...LITICAL AFFAIRS				
...n	P-6	1	-	-
... Parties Br.	P-5	1	-	-
	CAF-5	1	-	-
	CAF-5	1	-	-
	CAF-3	1	-	-
		-	-	-
		-	-	-

NATIONAL GOVERNMENT DIVISION	Grade	1948	1949	1950
Chief of Division	P-6	1	--	--
Deputy Chief	P-6	1	--	--
Adm Asst	CAF-5	1	--	--
Officers:		1	--	--
Enlisted Men:		0	--	--

PUBLIC SERVICE QUALIFICATIONS DIVISION

Title	Grade	1948	1949	1950
Chief-Major		1	-	-
Chief, Gov. Ser. Br.	P-5	1	-	-
Chief, Econ Br.	P-5	1	-	-
Govt. Analyst	P-4	4	2	-
Research Analyst	P-4	1	-	-
Chief, Screening Pool	P-2	1	-	-
Research Analyst	P-2	1	-	-
Adm. Asst.	CAF-5	1	-	-
Special Clerk	CAF-5	1	-	-
Gen. Clerk	CAF-4	1	1	-
Officer:		2	-	-
Enlisted Men:		-	-	-

COURTS & LAW DIV.

Title	Grade	19
Chief of Division	P-5	1
Chief, Civil Affairs Br.	P-5	1
Chief, Crim. Affairs Br.	P-5	1
Chief, Judicial Affairs Br.	P-5	1
Legal Research Asst.	P-2	1
Adm. Asst.	CAF-5	1
Secretary	CAF-5	1
Steno	CAF-4	1
Officer:		1
Enlisted Men:		0

CONFIDENTIAL

Grade	1948	1949	1950
P-8	1	--	--
P-6	1	--	--
P-6	1	--	--
P-6	1	--	--
P-2	1	--	--
CAF-5	1	--	--
CAF-5	1	--	--
CAF-4	1	--	--
	1	--	--
	0	--	--

PUBLIC AFFAIRS DIV.

	Grade	1948	1949	1950
Chief of Division	P-8	1	1	1
Govt. Analyst	P-5	--	1	1
Govt. Analyst	P-6	1	--	--
Research Analyst	P-4	1	--	--
Adm Asst & Ed Clerk	CAF-7	1	1	1
Clerk-Steno	CAF-6	1	--	--
Officer:		2	2	2
Enlisted Men:		0	0	0

CONFIDENTIAL

LEGISLATIVE DIVISION
(Parl. & Pol.)

Title	Grade	1948	1949	1950
Chief of Division	P-8	1	1	1
Legislative Liaison Officer	CAF-11	--	1	1
Chief, Dist Opr & Anl Br.	P-5	1	1	1
Adm. Asst.	CAF-4	1	1	1
Secretary	CAF-5	--	1	1
Officer:		2	2	2
Enlisted Men:		0	0	0

GOVERNMENTAL POWERS

Title	Grade
Chief of Division	P-8
Deputy Chief	P-6
Chief, Civ. Lib. Br.	P-5
Adm. Asst.	CAF-5
Clerk Steno	CAF-3
Officer:	
Enlisted Men:	

GOVERNMENTAL POWERS

	Grade	1948	1949	1950
vision	P-8	1	-	-
f	P-6	1	-	-
Lib. Br.	P-5	1	-	-
	CAF-6	1	-	-
	CAF-3	1	-	-
		-	-	-
ns		-	-	-

CIVIL SERVICE DIVISION

Title	Grade	1948	1949	1950
Chief of Division	CAF-15	1	1	1
Chief, Gen Pers Adm Br.	CAF-14	1	1	1
Statistician	P-6	-	1	1
Chief Org Spec	CAF-14	1	1	1
Chief Class & Com Spec	CAF-14	1	1	1
Compensation Spec	CAF-14	-	1	1
Chief Exam Spec	CAF-14	1	1	1
Chief Train Branch	CAF-14	1	1	1
Procedures Spec	CAF-13	-	1	1
Pers Org Spec	CAF-13	1	1	1
Pers Specialist	CAF-13	1	1	1
Class Spec	CAF-13	-	1	1
Exam. Spec.	CAF-13	1	1	1
Train Spec.	CAF-13	-	1	1
Compensation Spec	CAF-12	2	2	2
Class Spec	CAF-12	1	2	2
Exam. Spec.	CAF-12	3	6	6
Adm. Asst.	CAF-7	1	1	1
Interpreter	CAF-7	1	1	1
Interpreter	CAF-6	2	2	2
Personnel Research Asst.	CAF-7	-	1	1
Chief File Clerk	CAF-4	1	1	1
Clerk-Steno	CAF-5	-	1	1
Clerk-Steno	CAF-4	1	5	5
Clerk-Steno	CAF-3	4	2	2
File Clerk	CAF-3	1	1	1
Clerk, File	CAF-2	1	1	1

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section
Civil Service Division

6 October 1948

Question 1. When can it be expected that Civil Service Division will have reached a point where its work is on the down-grade?

Answer. The work of the Civil Service Division is divided now into two main parts. Our original mission was to establish an administratively sound civil service system for the Japanese National Government. However, soon after the division was established and the staff entered on duty in Tokyo, our mission was expanded to include the problem of studying, recommending and establishing an administratively sound civil service system for the entire local government system of Japan. This, in effect, exactly doubled the responsibilities of the division. After the study and recommendations have been completed, however, on the local system, the work of establishing the system can and will run concurrently with the work already in progress on the national system. Therefore, the addition of this second part to the mission of the division does not indicate a doubling of the time necessary, but will merely mean the lengthening of the time which the division will require to complete its mission by the difference in the period required to study and start the national system and the time when the same work is done for the local system.

It is estimated that it will require two years to complete the classification survey and establish the civil service organization (National Personnel Authority) on a sound working basis. Since absolutely no trained personnel officers were available any place in Japan, the division has found it necessary to train selected individuals in large quantities on the rudimentary principles of civil service and to guide them step by step in their daily operations until they thoroughly learn how to manage and operate a modern personnel system. Even the normal concepts of basic personnel administration are lacking in the minds of the government administrative level and if we are to leave in Japan a sound structure which has any hopes of living beyond the period of the Occupation, it is imperative that these concepts be not only introduced but well anchored in the minds of not only the NPA personnel but also in the complete administrative structure of the National government. This means that this basic work will not be completed until 31 December 1950.

Almost an entire year has been lost in establishing this basic organization and operating principle due to the emasculation of the original law recommended by the United States Personnel Advisory Mission to Japan, which has caused the Civil Service Division to spend the bulk of this past year on bringing the law into line and making necessary corrections to even permit the existence of a logical and sane civil service program in the Japanese Government. It was originally planned that this year's work would be directed towards inaugurating

the activities of the Japanese National Personnel Authority, (2) placing the Japanese Government well on its way to the completion of the survey of positions in the National Government, and (3) the establishment of the conduction of specialized examinations designed to irradicate the old bureaucratic clique which has become so firmly entrenched in the upper strata of the National Government. Because of the weakness of the law, which was created by the adroit machinations of this same bureaucracy in a desparate effort to establish a facade of civil service, while still protecting themselves and their control, it has been necessary to push these three vital items forward into next year's calendar.

If time permits, the complete and thorough establishment of a sound personnel administration program, and the cracking and dissolution of the old dangerous bureaucratic regime is brought to its complete fruition, it will require approximately three additional years beyond the time limit established above. This would set the date forward, for the adequate and complete establishment of a civil service system which would meet the aims of the Occupation, to 31 December 1953.

To establish 25 per cent of the ultimate aim of the Occupation in this administrative field, the intensity of work of the Civil Service Division should not start on its down-grade until 1 January 1951.

Question 2. Are our standards too high with respect to civil service reform?

Answer. The answer to this question, of course, is a brief "no". As stated in reply to the previous question, the establishment of a civil service reform in the Japanese Government is of such a peculiar character that if the Occupation hopes to leave anything more than a false front of (1) a law establishing a civil service authority, (2) an organization, and (3) a building in which to house that organization, it is necessary to carry forward a complete and adequate program on the entire front of the civil service picture.

The Occupation, in handling the civil service reform, is faced with one of those peculiar situations where it must either be all or nothing. The record and the history of the Occupation can be damaged irreparably at two points by failure to carry through a complete and sound civil service reform. Firstly, by become a laughing stock, both in the United States and the capitols of other allied nations, because it was naive enough to think that by merely writing certain words on paper, which could be called a law, and by setting up an organization of untrained individuals to supposedly operate that law, that without any further guidance and training of the entire governmental administrative structure, it could alter hundreds of years of thinking in a nation's administrative way of life. Secondly, the permitting of the retention of a solid front of the third part of the triumvirate that controlled Japan prior to the war to remain in power could, within a very short time following the termination of the Occupation, quickly irradicate all of the changes inaugurated by the Occupation and place this nation back in the hands of those individuals and those interests which the Occupation in its wisdom deemed wisest to irradicate in its attempt to reestablish this country on sound democratic principles that would insure the impossibility of the repetition of the holocaust which the world has just gone through.

No nation in history, nor any political party of a nation, has found it advisable or feasible to attempt to enter into a partial civil service reform that hasn't lived to regret it and found it necessary to take hasty measure to correct the situation at the earliest practicable moment. Where this has happened, it has always required the application of measures which must be patched again and again because time was not available for sufficient thought to be applied to the situation prior to the installation of the remedial measures. This has unfailingly resulted in unfairness and hardship on the civil servant himself and in unnecessarily expensive operation of his government to the taxpayers involved.

In the Japanese situation, we must add to these serious considerations the aims of the Occupation, which are likewise the aims of the democratic nations of the world, looking towards and praying for assured peaceful years to come. If we leave less than this possibility in the governmental situation in Japan, then this Occupation has failed of its high objectives of which we have all been so proud, and of which the world holds such high hopes. No one must make any mistake in thought in this matter because if the upper bureaucracy is permitted to remain, the door has been left open to the return to power of the entire governmental organization structure which planned and precipitated the war from which we have just emerged. In the vernacular of the street, it would be a gamblers dream, a sure bet, upon which there would be no danger of betting your entire life's savings.

CONFIDENTIAL

Maj Jack P Napier 26-6962

Transmittal of Forms A and B

Govt Sec G-1 17 August 1948

1. Pursuant to G-1 Check Sheet, Subject: Missions and Functions of SCAP, dated 9 August 1948, six (6) copies of Forms A and B are submitted.

2. Memorandum for the Record dated 15 January 1948, setting forth personnel policies of the Chief, Government Section, is quoted for your information:

"On January 1st the Supreme Commander addressing himself to the Japanese people stated in part:

'Politically, progress toward reform has been equally encouraging. Your new constitution is now in full effect, and there is increasing evidence of a growing understanding of the great human ideals which it is designed to serve. Implementing laws have reoriented the entire fabric of your way of life to give emphasis to the increased responsibility, dignity and opportunity which the individual now holds and enjoys. Government has ceased to be totalitarian and has become representative, with its functions decentralized to permit and encourage a maximum of individual thought and initiative and judgment in the management of community affairs. Control of every political segment has been shifted to permit the selection of a new leadership of your free choice, capable of advancing democratic growth.

'Socially, many of the shackles which traditionally have restricted individual thought and action have been severed and action has been taken to render the exercise of police power a matter for individual and community, rather than national responsibility. The judicial system has been freed from executive and legislative controls, and laws have been enacted to temper inordinate bureaucratic power by requiring all public officials to justify the trust of public responsibility and answer for their acts directly to the people.'

"It has been the operational phase of the mission of the Government Section to assist the Japanese Government and people to the end that just such a pronouncement of accomplishment by the Supreme Commander might be made. With it, it must be realized that such operational phase is drawing to a close. For as the Supreme Commander pointed out, the future development of this newly designed structure will now lie largely in the hands of the Japanese people — that success or failure will depend upon their ability 'to practice the simple yet transcendental principles which modern civilization demands'. Success will in turn largely depend upon the amount of self-reliance displayed by the Japanese leadership — and self-reliance is a natural quality whose growth is measured by the degree of attendant freedom and responsibility."

EXTRA
GS CHECK SHEET
BUDGET

CONFIDENTIAL

Govt Sec G-1 17 August 1948

1 (Cont'd) "It must accordingly be our purpose to achieve the remaining operational objectives of the Government Section in the reorganization of the Japanese governmental structure and the revision of existing law to conform thereto as rapidly as possible. With this in view, following consultation with the Division Chiefs, I find that, with few exceptions, the Government Section can achieve its remaining assigned operational objectives by June 30th next. Thereafter, the small group remaining, in the absence of other instructions, will confine itself to a role advisory to the Supreme Commander in pertinent phases of his supreme responsibility in the occupation of Japan. Meanwhile, as the task assigned to each division is completed, the division will be dissolved, with its personnel released to other sections where vacancies exist, or returned to the United States.

"Following receipt of this memorandum, division chiefs will at once establish target dates for the completion of their several operational responsibilities, provide all personnel with the maximum notice possible as to the date on which their services in this section will be released, and assist in every way those who wish to transfer to other agencies of this headquarters.

"The foregoing has been read by the Supreme Commander, who has no objection to the procedure outlined.

SIGNED/ COURTNEY WHITNEY
COURTNEY WHITNEY,
Brigadier General, U.S. Army,
Chief, Government Section."

3. Pursuant to this policy of the Chief, Government Section, looking to successive reductions in personnel, progressive reductions from peak strength have been made. Upon completion of the primary program of legislative reforms, 13 spaces were released. Upon promulgation of the basic legislation necessary to Local Government Autonomy, 4 spaces were released. Upon completion of constitutional reform, governmental reorganization, and other staff missions assigned to Government Section, an additional 20 spaces were released. (Government Section Check Sheets dated 26 March 1948 and 18 May 1948) Recapitulation of these figures shows that by position cancellation or by transfer of spaces, Government Section has released 46 positions. Civil Service Reform, a new function not originally contemplated in Government Section Manning Authorizations, picked up 9 spaces which would have otherwise been released. Prior to assignment of the Civil Service Reform, Government Section ceiling was 83 civilian employees. Government Section, less Civil Service, now is authorized

1 (Contd) 37 civilian employees: a personnel saving of 46 spaces (55.4%) has been achieved.

STATISTICAL SUMMARY

Government Section		Government Section less Civil Service	
Peak personnel authorization:	116	Peak personnel authorization:	83
Present personnel authorization:	79	Present personnel authorization:	37
Percentage reduction:	31.9	Percentage reduction:	55.4

4. An irreducible minimum has been reached beyond which no personnel reductions can be made if these staff functions assigned to Government Section and remaining uncompleted are to be accomplished.

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

CONFIDENTIAL

COPY

Capt. R. Melvin 26-6961
Civil Service Division Budget
Additional Budget justification

Govt Sec G-1 21 August 1948

1. The Personnel Advisory Mission, constituted by the War Department in November 1946, recommended the establishment of a Civil Service Division within Government Section to implement the following activities deemed necessary to establishing a new civil service system in Japan as approved by the Commander in Chief.

A. Technical and procedural development, effectuation and implementation of personnel standards prescribed by law.

B. Examination for initial appointment and promotion.

C. Position classification and pay plan.

D. Employee training.

E. Employee evaluation.

F. Health and medical programs.

G. Employee welfare including welfare associations and credit unions.

H. Personnel relations programs.

I. Reirement Plan.

J. Compensation plan for employees injured in line of duty.

K. Establishment of a system for the collection and use of employee statistics.

CIVIL SERVICE
CHECK SHEET
BUDGET

2. The presently approved complement of forty-two positions is unsufficient to adequately initiate and carry forward the program above outlined. The present employee population of the Japanese national government is approximately 1,800,000.

3. To properly train and supervise a staff of Japanese technicians in conducting a position classification and wage survey (sub-item C above) alone, would require the services of at least 15 highly skilled classification and wage analysts. The Civil Service Division is at present trying to accomplish this with 7 analysts.

4. In the field of examinations, (sub-item B above) with only the

CONFIDENTIAL

employee population of the Japanese national government in mind, the Civil Service Division should have at least 25 to 30 experts in test preparation, test analysis and for training of a Japanese staff in this technical field. The division is at present trying to conduct these functions with 10 positions.

5. The division, in relation to all other sub-items enumerated in Item 1, is in a similarly undermanned condition. This condition is now critically accentuated by developments associated with the letter of the Supreme Commander to the Prime Minister of Japan, 22 July 1948, which make it necessary for the National Personnel Authority to immediately assume administration of all employees of the national government rather than to assume such administration by segments of government as was originally planned.

6. Subsequent to assuming responsibility for the reform of the personnel system of the Japanese national government, the Civil Service Division was additionally charged with the responsibility of extending its field of activity to include personnel administration in all prefectures and municipalities in Japan. This will involve the establishment of about 60 personnel agencies controlling a local government employee population of approximately 500,000. Since this work will have to be carried on simultaneously with work in the national field, the need exists for additional technical personnel at the earliest practicable moment.

7. If the presently approved complement of personnel assigned to the Civil Service Division were reduced by 50% it would necessitate a complete revision of the program assigned to this division by the Commander in Chief. From that point on the civil service program would be a fascade of reform. All work in employee training, employee evaluation, health, safety, welfare, personnel relations, retirement and injury compensation, would have to be eliminated entirely. It would be necessary for the division to request that the additional responsibilities entailed in the over-haul of the local civil service system in the prefectures and municipalities be dropped. At the national level, all work would have to be curtailed to the barest elements. Such a reduced staff could not possibly cover the technical territory that is needed to properly examine, test, and crack the entrenched hierarchy of the present Japanese bureaucracy at both national and local levels. The wage study and classification analysis which is so sorely needed to reestablish the Japanese economy on a firm foundation and make a democratic bureaucracy possible would have to be conducted in fashion so sketchy that it would not stand up. It would be impossible to initiate or carry on a civil service program such as the Supreme Commander announced in his letter of 22 July 1948 to the Prime Minister. Furthermore, the critically needed government pay reforms could not be accomplished. The effect of such a collapse on the entire occupation program and situation, can not be forecast.

8. In view of the work load now resident in the Civil Service Division, it is deemed essential that the staff of that division be augmented by addition of the following technical personnel:

2 classification analysts - CAF-13
2 classification analysts - CAF-12
2 wage analysts - CAF-13
2 wage analysts - CAF-12
2 examination specialists - CAF-13
8 examination specialists - CAF-12
1 industrial engineer - CAF-13
1 actuarial specialist - CAF-14
3 actuarial specialists - CAF-13

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

GOVERNMENT SECTION
PERSONNEL STATUS REPORT

5 October 1948

Government Section (exclusive of Civil Service Division)

Present	26	(Total P-2, CAF-7 & above: 12)
Open	10	(1 Trans. CAF-6; 4 Clk-Steno CAF-4; 1 Govt Anl P-7; 1 Govt Anl P-5; 1 Res. Anl. P-3; 1 Clk-Tran Caf-5; 1 Leg. Research Trans CAF-9)
On Way	1	(Research Analyst)P-3
Being Estab.	0	
	37	38

Civil Service Division

Present	31	(Total P-2, CAF-7 & above: 21)
Open	10	(1 File-Clk CAF-3; 1 Statistician P-6; 1 Procedures Spec CAF-13; 1 Comp. Spec. CAF-14; 1 Personnel Org. Spec CAF-13; 2 Examination Spec CAF-13; 2 Examination Spec. CAF-12; 1 Clk-Steno CAF-4)
Being Estab.	10	
On Way	1	(Rankin - Classification Spec CAF-12)
	42	43

TOTAL PRESENT 57 (P-2 and CAF-7 and above: 33)

TOTAL INCLUDING ALL POSITIONS: 79

TOTAL AUTHORIZED: 79

MILITARY PERSONNEL

Officers Present:	8	27
Authorized	9	32
		59
EM Present	6	
EM authorized	6	

GOVERNMENT SECTION

5 Oct 1948

DISTRIBUTION OF PERSONNEL ACCORDING TO GRADE

GRADE	GOVT SEC LESS CSD	CIV SERVICE DIV
CAF-15	0	1
14	0	5
13	0	3
12	0	7
11	2	0
10	0	1
9	0	1
8	0	2
7	3	1
TOTAL:	5	21
CAF-6	3	0
5	6	3
4	4	5
3	0	2
2	1	0
TOTAL:	14	10

GRADE	GOVT SEC LESS CSD	CIV SERVICE DIV
P-8	4	0
7	0	0
6	0	0
5	3	0
4	0	0
3	0	0
2	0	0
	7	0

TOTAL GOVT SEC P-2, CAF-7 & above: 12 Below: 14
TOTAL CSD P-2, CAF-7 & above: 21 Below: 10
33 24

TOTAL PERSONNEL: 57

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

6 October 1948

MEMORANDUM FOR THE CHIEF, GOVERNMENT SECTION

SUBJECT: Drafting and Processing Legislation

1. During the Occupation approximately one thousand legislative bills have been processed and introduced into the Diet. These measures, without exception, fall into two categories, those originating in or inspired by GHQ staff sections and those initiated solely by the Cabinet and members of the legislature. Until the close of the 92nd Diet session in the spring of 1947, the vast majority of legislative bills originated in this headquarters. With the virtual completion of the Occupation legislative program at that time, the necessity for bill-drafting officials in the various staff sections was no longer justified. Nevertheless, the proportion of legislative bills drafted in GHQ during the 1st and 2nd Sessions of the National Diet under the new Constitution has shown no diminution.

DRAFTING & P
ING LEGISL

2. From the standpoint of bill-drafting and legal advice in connection therewith, this headquarters is fully and completely protected by the Legislative and Justice Division, Legal Section. Moreover, each ministry of the Japanese Government and each of the two Houses of the Diet have a special corps of officials whose sole function is to draft and examine legislative bills; where SCAP is concerned, appropriate staff technicians are constantly consulted as a matter of routine. Finally, the Attorney General's office is required to certify that all Cabinet bills before their introduction into the Diet conform to SCAP directives, the Constitution of Japan and national statutes. Consequently, manpower in GHQ (outside of Legal Section) engaged in drafting legislation is sheer waste. Bills required by GHQ can easily be prepared by the bill-drafting specialists in the Japanese Government and in Legal Section in consultation with GHQ experts; all other legislation can be adequately prepared and processed by the Japanese Government with such advice as is required from technicians in GHQ.

3. Other than the pure technical aspects of legislative bills, GS can, and as a matter of fact does, supervise the legislative process from the preliminary bill-drafting stage to the ultimate enactment of a law by the Diet. Through CLCO, the Attorney General's office, the ministerial legislative experts, the secretariat of the House of Representatives and of the House of Councillors, and through direct and constant contact with staff sections of this headquarters, GS keeps abreast of all legislative activities and assures that no legislation inimical to special or general interests of SCAP is enacted

into law. Neither a cabinet nor a member bill can be introduced into the Diet until it has been submitted through GS to all interested staff sections for examination and approval. Similarly, a bill under consideration in either House of the Diet cannot be amended without prior approval of interested staff sections. Should an objectionable measure be enacted into law by some oversight, for which as yet there is no precedent, the injured staff section has redress through the office of the Chief of Staff which can direct that such law or any article thereof be set aside.

Justin Williams

JUSTIN WILLIAMS
Chief, Parliamentary and Political Division

MISSIO
SOUR

CONFIDENTIAL

FORM A

MISSION OF GOVERNMENT SECTION

Reference Number	Statement of Mission	Source	Personnel Required U.S. Mil.	U.S. Civ.	Indigenous JN	Indigenous FN
1	I. The Government Section is established as a special staff section of this headquarters to advise the Supreme Commander for the Allied Powers as to the status of and the policies pertaining to the internal structure of civil government in Japan. II. It is the function of the Government Section to: a. Investigate, study, and advise the Supreme Commander for the Allied Powers in general with respect to the structure of civil government in Japan, and in particular with respect to: (1) Relationship of civil government to military affairs and the control of military forces. (2) Relationship of the Japanese Government to subordinate governmental agencies or subdivisions (including regions, prefectures and municipalities), the methods and degree of centralized control, and the nature and extent of feudal and totalitarian practice. (3) Relationship of the Japanese Government and subordinate governmental agencies or subdivisions to the people (including the degree and type of representation of the people in government.) (4) Relationship of the government to business, the methods and degree of control by the Japanese Government and subordinate governmental agencies or subdivisions over business (including financial regulations, subsidies, and other devices for the control and manipulation of industry).	General Orders No. 10, dated 23 Jun 47 SCAP: Basic Directive for Post Surrender Military Government in Japan Proper, dated 8 Nov 45. (JCS 1380/15) as amended by WX59252. WX68469. WX68524. — JCS Serial No. 36, Japanese Constitution, dated 27 Mar 46, W82394 — JCS Serial No. 47, Criteria for the Adoption of a New Japanese Constitution, dated 23 May 46, WCL43814 — JCS Serial No. 54, Basic Principles for New Japanese Constitution, dated 6 Jul 47. WCL25073 — JCS Serial No. 60, Further Policies Relative to New Japanese Constitution, dated 10 Oct 46. WCL20693.	9	59	3	0

CONFIDENTIAL

Reference Number	Statement of Mission (continued)	Source	Personnel Required			
			U.S.		Indigenous	
			Mil.	Civ.	JN	FN
	(5) Relationship of the laws, policies, practices, procedures and other factors in the personnel administration of the Japanese Government to democratic precepts and the integrity and efficiency of administration.	JCS Serial No. 62, Provision for the Review of a New Japanese Constitution, dated 23 Oct 46. W84180				
	b. Make recommendations for:	—				
	(1) The demilitarization of the Japanese Government and all subordinate governmental agencies and subdivisions.	JCS Serial No. 66, Issuance of the Policy Decision on Review of the Japanese Constitution, dated 18 Dec 46. W87951.				
	(2) The decentralization of the Japanese Government and the encouragement of local responsibility.	—				
	(3) The elimination of the feudal and totalitarian practices which tend to prevent government by the people.	JCS Serial No. 82, Basic Post Surrender Policy for Japan, dated 26 Jun 47. W81011.				
	(4) The elimination of those relationships between government and business which tend to continue the Japanese war potential and to hamper the achievement of the objectives of the occupation.	—				
	(5) The revision and supplementation as necessary of the laws, policies, practices, and procedures affecting personnel administration of the Japanese Government for the purpose of assuring conformity to democratic precepts and the making of a maximum contribution to the integrity and efficiency of administration; and the implementation of decisions made with respect to this subject matter by the Supreme Commander for the Allied Powers.	JCS Serial No. 89, Prohibition of Military Activity in Japan and Disposition of the Japanese Equipment, dated 18 Mar 48. W97791.				

Reference Number	Statement of Mission (continued)	Source	Personnel Required U. S. Mil.	U. S. Civ.	Indigenous JN	Indigenous FN
2	a. The Government Section is charged with staff responsibility for all matters relating to the removal and exclusion of Japanese personnel from national and local elective and appointive posts and influential political and economic positions, and for advising the Japanese Government relative to the administration of SCAPIN 548 and SCAPIN 550 and the implementing legislation. b. All interpretations, opinions, instructions and questionnaires with attached record cards relating to the application of the reference directives must be given to or received from the Imperial Government by the Government Section and copies furnished of such questionnaires and attached record cards to the Civil Intelligence Section for its files. c. In carrying out the above responsibilities the Government Section must secure the advice and recommendations of such interested staff sections as possess expert knowledge in their special fields, concerning all matters relating to the scope of screening and the timing of removal and exclusion of personnel as it affects current and prospective programs. - - - - - - - -	Staff Memo. No. 13, dated 11 Jan 47, GHQ, SCAP, FEC Basic Directive for Post Surrender Military Government in Japan Proper dated 8 Nov 45 (JCS 1380/15) as amended by WX59252, WX68524, WX68469 — JCS Serial No. 82, Basic Post Surrender Policy for Japan dated 26 Jun 47, W81011 — JCS Serial No. 89, Prohibition of Military Activity in Japan and Disposition of the Japanese Equipment, dated 18 Mar 48. W97791. —	3	9	0	0
3	The Government Section is charged with the staff responsibility for all matters relating to the Diet and for advising the House of Representatives and the House of Councillors on bills proposed by or to the Diet for enactment into law. No proposed legislation, whether in the form of a bill or other act of government (except Ministerial ordinances, instructions, or regulations under existing laws) can be approved by any staff section without coordination with the Government Section.	Staff Memo. No. 29, dated 20 Mar 47, GHQ, SCAP, & FEC. Basic Directive for Post Surrender Military Government in Japan Proper dated 8 Nov 45. (JCS 1380/15) as amended by WX59252, WX68524, WX68469 — JCS Serial No. 82, Basic Post Surrender Policy for Japan, dated 26 Jun 47. W81011.	3	11	0	0

FORM B

GOVERNMENT SECTION
FUNCTIONS AND PROJECTS BY DIVISION

Division	Description of Function or Project	Mission Reference	Priority of Function or Project	Personnel Required				
				U.S.			Indigenous	
				Mil	Civilian			
					Present	Reduced	JN	FN
Executive & Administrative	Organizing, directing and establishing policy for Section. Planning, recommending and advising the Chief, Government Section, on all missions and special projects not specifically assigned to Divisions of Government Section. Maintain close observation as to the workability of recently accomplished reforms with a view to making adjustments when experimentation has indicated it is desirable.	1-2-3		2	7		0	
	Selecting and appointing of personnel and maintaining personnel records. Procurement of supply equipment and services and maintenance of supply records. Initiating, preparing and checking of reports and correspondence. Maintenance of a central file system of all current files and all records of completed projects. Maintenance of a section library. Maintenance of an interpreter pool.			8	6		1	
Public Affairs	Preparing news summaries, radio summaries etc. for the SCAP and for the Department of Army concerning the governmental and political situation in Japan.	1 II a (3) 1 II a (5) 1 II b (4)			2			
	Formulating and inducting programs designed to inform and interpret for Military Government the mission and implication of new and pending legislation and political development.				1			
	Developing and executing long range programs designed to achieve occupation objectives in the field of Government and politics, especially with regard to popular understanding of the principles and techniques of democratic government and the duties and responsibilities thereof.				2			

FORM B

GOVERNMENT SECTION
FUNCTIONS AND PROJECTS BY DIVISION

Division	Description of Function or Project	Mission Reference	Priority of Function or Project	Personnel Required				
				U.S.			Indigenous	
				Civilian				
				Mil	Present	Reduced	JN	FN
Parliamentary & Political	Supervising of the Diet and advising both Diet and Cabinet members in the proper use of Parlimentary principles.	1 II a (3) 1 II a (5) 1 II b (3)			3			
	Preparing analyses of the National political situation as reflected in the Diet for the Supreme Commander for the Allied Powers and the Section Chief.				2			
	Conducting surveillance of basic laws implementing the Constitution to detect any weaknesses or desired alteration therein.				1			
	Recommending certain legislation and Diet proposed amendments to GHQ - sponsor legislation.				1			
	Conducting of a continuous education program directed towards the elimination of corrupt practices in the field of political affairs. Conducting continuous programs aimed at implanting a sense of responsibility in the minds of the duly elected law makers of the people.			1	1			
	Coordinating all legislation and Cabinet Orders with Cabinet, Diet and SCAP agencies.			1	1			
Civil Service Division	Technical and procedural development, effectuation and implementation of personnel standards prescribed by law.	1 II b (5)			11			
	Examination for initial appointment and promotion.				10			
	Position classification and pay plan.				7		2	
	Employee training.				3			

FORM B

GOVERNMENT SECTION
FUNCTIONS AND PROJECTS BY DIVISION

Mission	Description of Function or Project	Mission Reference	Priority of Function or Project	Personnel Required				
				U.S.			Indigenous	
				Mil	Civilian Present	Civilian Reduced	JN	FN
Civil Service Division (Cont)	Employee evaluation.				2			
	Health and medical programs: to include entrance physical examinations, periodic physical check-ups of all government employees and maintenance of first aid and health rooms and hospitals for care of government employees. A primary mission of program being discovery of disease in incipient stage.				1½			
	Employee welfare including welfare association and credit unions.				1½			
	Personnel relations programs.				1½			
	Retirement Plan: study and establishment of a practical retirement program on a sound actuarial basis to permit government employees dignified retirement following a period of loyal government service.				1½			
	Compensation plan for employees injured in line of duty.				1½			
	Establishment of a system for the collection and use of employment statistics.				1½			
Public Administration Division	Advising on policies concerning the Cabinet in the exercise of executive power under the Constitution of Japan and recommending measures relating to the faithful execution of the laws of the land, the conduct of affairs of state, and the relationship of the national government to local public entities.	1 II a (5) 2			3			
	Advising on policies relating to the Emperor and the Imperial House.				1			

CONFIDENTIAL

FORM B

GOVERNMENT SECTION
FUNCTIONS AND PROJECTS BY DIVISION

Division	Description of Function or Project	Mission Reference	Priority of Function or Project	Personnel Required				
					U.S.		Indigenous	
					Civilian			
				Mil	Present	Reduced	JN	FN
Public Administration Division (Cont)	The removing and barring of undesirable personnel from public service.			1	4			
	The excluding of militaristic, ultra-nationalistic and terroristic organizations, feudalistic practices, and totalitarian devices from Japanese government and society.			2	2			
	Total for Section			15	79		3	

CONFIDENTIAL

FAR EAST COMMAND

Form A-3

ESTIMATES FOR GOVERNMENT AND RELIEF IN OCCUPIED AREAS - FY 1949

DETAIL OF PERSONAL SERVICES

					Actual FY 1948		Actual FY 1949		Actual FY 1950	
SERVICE	GRADE	TITLE	Salary Range From	To	Number	Total Salaries	Number	Total Salaries	Number	Total Salaries
P	8	Govt Analyst	$9975	$9975	9	$89,775	5	$49,875	5	$49,875
P	8	Attorney	9975	9975	1	9,975				
P	6	Govt Analyst (1 Statistician)	7102	8060	1	8,060	3	24,180	3	24,180
P	6	Govt Analyst	7102	8060	2	14,204	-		-	
P	6	Govt Analyst	7102	8060	1	7,102	-		-	
P	6	Govt Advisor	7102	8060	1	7,342	-		-	
P	6	Attorney	7102	8060	4	28,408	-		-	
P	5	Govt Analyst	5905	6862	6	35,430	3	17,715	3	17,715
P	4	Govt Analyst	4902	5905	6	29,412	2	9,804	-	
P	2		3397	4150	3	10,191	-		-	
CAF	15	Advisor & Div Ch	9975	9975	1	9,975	1	9,975	1	9,975
CAF	14	Classification & Comp Spec	8179	9376	1	8,179	2	16,360	2	16,360
CAF	14	Ch, Gen Pers Adm Br			1	8,180	1	8,180	1	8,180
CAF	14	Examination Specialist			1	8,180	1	8,180	1	8,180
CAF	14	Chief, Training Br			1	8,180	1	8,180	1	8,180
CAF	14	Ch, Organization Br			1	8,180	1	8,180	1	8,180
CAF	13	Pers Spec & Pers Org Sp	7102	8060	1	7,102	2	14,204	2	14,204
CAF	13	Organization Spec	7102	8060	1	7,342	3	21,306	3	21,306
CAF	13	Examination Spec	7102	8060	1	7,102	3	21,306	3	21,306
CAF	12	Compensation Spec	5905	6862	2	11,810	2	11,810	2	11,810
CAF	12	Examination Spec	5905	6862	3	19,431	6	35,430	6	35,430
CAF	12	Classification Spec	5905	6862	1	6,862	2	12,767	2	12,767
CAF	11	Legis Liaison Officer	4902	5905			1	4,902	1	4,902
CAF	9	Chief, Interpreter	4150	4902	1	4,150	2	8,300	2	8,300

FAR EAST COMMAND

Form A-3
(con't)

ESTIMATES FOR GOVERNMENT AND RELIEF IN OCCUPIED AREAS - FY 1949

DETAIL OF PERSONAL SERVICES

SERVICE	GRADE	TITLE	Salary Range From	Salary Range To	Actual FY 1948 Number	Actual FY 1948 Total Salaries	Actual FY 1949 Number	Actual FY 1949 Total Salaries	Actual FY 1950 Number	Actual FY 1950 Total Salaries
CAF	8		$3,773	$4,525	1	$3,773	1	$3,773	1	$3,773
CAF	7		3,397	4,149	9	30,700	5	16,985	5	16,985
CAF	6		3,021	3,773	4	12,586	3	9,063	3	9,063
CAF	5		2,644	3,397	14	37,529	7	18,508	7	18,508
CAF	4		2,394	2,845	8	19,453	10	23,940	9	21,546
CAF	3		2,168	2,619	11	24,829	3	6,504	3	6,504
CAF	2		1,954	2,394	1	1,954	1	1,954	1	1,954
TOTAL permanent, field					98	$485,396	71	$371,381	68	$359,183
Deduct lapses					9.7	48,047	2.27	11,923	-0-	-0-
NET permanent, field					88.3	437,349	68.73	359,458	68	359,183
Reg pay in excess 52 wks						3,324		1,689		1,684
Overtime and Holiday pay						496		400		400
Night work differential						-		-		-
Overseas Differential						80,516		66,175		62,625
TOTAL personal services						521,685		427,722		423,892
Deduct quarters . . . . . 26,000) & subsistence . . . . . 30,050)						56,050	20,090) 32,740)	52,830	20,000) 32,500)	52,500
01 - Personal services net						465,631		374,892		371,392

Form A-4

FAR EAST COMMAND

ESTIMATES FOR GOVERNMENT AND RELIEF IN OCCUPIES AREAS - FY 1950

REPORT AND FORECAST OF PERSONAL SERVICES

Month	AVERAGE Employed FY 48	AVERAGE Employed FY 49	AVERAGE Employed FY 50
July	75	71	68
August	76	71	68
September	76	68	68
October	74	68	68
November	97	68	68
December	96	68	68
January	98	68	68
February	98	68	68
March	97	68	68
April	84	68	68
May	83	68	68
June	71	68	68
TOTAL	85.5	68.6	68

CONFIDENTIAL

FAR EAST COMMAND

Form A-5

ESTIMATES FOR GOVERNMENT AND RELIEF IN OCCUPIED AREAS - FY 1950

SCHEDULE OF PERSONAL SERVICE REQUIREMENTS

		Number or Man-Years	Average Salary	Total Salary
FISCAL YEAR 1948				
1. Total permanent positions occupied	(Number)	98	$ 4953	$ 485,396
2. Average classified employment	(Man-Years)	85.5		423,481
3. Lapse saving (line 1 - line 2)	(" ")	12.5		61,915
4. Terminal leave payment*	(" ")	2.8		13,868
5. Lapse (line 3 - line 4)	(" ")	9.7		48,047
6. Net permanent	(" ")	88.3		437,349
FISCAL YEAR 1949				
1. Total permanent positions occupied	(Number)	71	$ 5230	$ 371,381
2. Average classified employment	(Man-Years)	68.6		358,778
3. Lapse saving (line 1 - line 2)	(" ")	2.4		12,603
4. Terminal leave payment*	(" ")	.13		680
5. Lapse (line 3 - line 4)	(" ")	2.27		11,923
6. Net permanent	(" ")	68.73		359,458
FISCAL YEAR 1950				
1. Total permanent positions occupied	(Number)	68	$ 5282	$ 359,183
2. Average classified employment	(Man-Years)	68		359,183
3. Lapse saving (line 1- line 2)	(" ")	--		
4. Terminal leave payment*	(" ")	--		
5. Lapse (line 3 - line 4)	(" ")	--		
6. Net permanent	(" ")	68		359,183

*Terminal Leave Computation	No. of Terminated Employees	X	Avg Leave and Travel Time in Mons.	÷	12	=	man years	:	Man-Years	X	Avg Salary	=	Total Salary
1948	28	X	1.2	÷	12	=	2.8	:		X	4952	=	13,868
1949	1	X	1.6	÷	12	=	.13	:		X	5230	=	680
1950	0	X		÷	12	=		:		X		=	

CONFIDENTIAL

Form A-6

Command:

Services and Supplies from Economy of Occupied Areas

Appropriations:

Projects:

		FY 1949 Man Years	FY 1949 Dollar Value	FY 1950 Man Years	FY 1950 Dollar Value
Personnel Services:	Research Technicians (2)		$ 950		$ 950
	Mimeograph Operator (1)		270		270
			$ 1220		$ 1220

Justifications:

Research Technicians - 2 - Civil Service Division:
Study technical and administrative documents in English or Japanese for research purposes in connection with the conduct of position classification surveys, and the utilization of existing and development of new statistical data relating to cost of living, pay rates and practices within the Japanese Government, and in private industry and other compensation and classification matters; assist in developing questionnaires and instructions for their use in Japanese; classify, organize, and assemble replies therefrom; translate information and results pertaining to such studies. Make occasional contacts, possibly involving field trips, in order to secure statistical or subject matter information dealing with Japanese field operations.

Mimeograph Operator - 1 - Administrative Division:
Operates the mimeograph machine in the running of routine unclassified publications for Government Section and assists in assembling of work. Does sketching and lettering of charts.

Form B-2

FAR EAST COMMAND

ESTIMATES FOR GOVERNMENT AND RELIEF IN OCCUPIED AREAS - FY 1950

SUPPORTING DATA

Project 412 - Pay of Civilian Employees

	Obligations		
	Estimated 1948	Estimated 1949	Estimated 1950
	$465,631	$374,892	$371,392

	Man Years	FY 1950 Positions	Estimated Cost
01 Personal Services	68	68	$371,392

Justifications:

a. Mission:

To investigate, study, and advise the Supreme Commander for the Allied Powers in general with respect to the structure of civil government in Japan, and in particular with respect to:

(1) Relationship of civil government to military affairs and the control of military forces.
(2) Relationship of the Japanese Government to subordinate governmental agencies or subdivisions (including regions, prefectures and municipalities), the methods and degree of centralized control, and the nature and extent of feudal and totalitarian practices.
(3) Relationship of the Japanese Government and subordinate governmental agencies or subdivisions to the people (including the degree and type of representation of the people in government).
(4) Relationship of government to business, the methods and degree of control by the Japanese Government and subordinate governmental agencies or subdivisions over business (including financial regulations, subsidies, and other devices for the control and manipulation of industry).
(5) Relationship of the laws, policies, practices, procedures and other factors in the personnel administration of the Japanese Government to democratic precepts and the integrity and efficiency of administration.

Form B-2 (continued)

Make recommendations for:

(1) The demilitarization of the Japanese Government and all subordinate governmental agencies and subdivisions.
(2) The decentralization of the Japanese Government and the encouragement of local responsibility.
(3) The elimination of the feudal and totalitarian practices which tend to prevent government by the people.
(4) The elimination of those relationships between government and business which tend to continue the Japanese war potential and to hamper the achievement of the objectives of the occupation.
(5) The revision and supplementation as necessary of the laws, policies, practices, and procedures affecting personnel administration of the Japanese Government for the purpose of assuring conformity to democratic precepts and the making of a maximum contribution to the integrity and efficiency of administration; and the implementation of decisions made with respect to this subject matter by the Supreme Commander for the Allied Powers.

The above functions were delegated to Government Section by General Orders No. 10, General Headquarters, Supreme Commander for the Allied Powers, dated 23 June 1947. Stgg Orders 13 11 Jan 47

b. Significance of the mission:

Although extensive progress has been made toward the realization of Government Section's primary responsibility consisting of demilitarizing and decentralizing the Japanese Government, eliminating feudal and totalitarian practices which tended to prohibit government by the people and eliminating those relationships between government and business which tended to hamper the achievement of the objectives of the Occupation, it must be pointed out that this progress has been achieved principally in the form of helping the Japanese create new machinery of government. That part of the mission has been attained and it now remains for Government Section to advise and guide the Japanese during the transitory period until they have acquired the experience, confidence and ability to continue the operation by themselves of the machinery of democratic government which has been established in Japan during the past two and one-half years. Even though this Section has adopted the policy of inducing the Japanese by guidance and example to do the job themselves rather than to depend upon General Headquarters and wherever and whenever possible to solve their own internal problems, from the long-range viewpoint it is extremely important if accomplished reforms are to retain any degree of permanency and have a lasting effect that the Japanese be expertly guided through the transitory period until they are able to hobble along on their own crutches. This principle holds particularly true in the fields of legislative procedure, reform of the basic Japanese Codes, organization and structure of governmental agencies, administration of governmental

personnel, and the implementation of those provisions in the Constitution and new laws which permit the local echelons of government to manage their own local affairs. In the last field particularly a great deal of confusion still exists on the part of the Japanese as to just where the line of demarkation between national and local affairs should be drawn.

With respect to reformation of the personnel administration of Japan, completion of the democratization of the Japanese Government hinges on complete and thorough-going reform of its bureaucracy. The Occupation has inaugurated far-reaching reforms, economic, social and political. These reforms in substantial part have been initiated through the revision of the Constitution of Japan and enactment of a huge body of laws. The creation in fact of the condition these reform measures are designed to create, as well as the national recovery and democratization of Japan generally, will depend upon faithful and efficient administration of these laws by the bureaucracy. The bureaucracy of Japan is today substantially as it was before the war. The upper ranges of this bureaucracy are populated by men selected under a system which put little emphasis on ability to perform the duties to which they were assigned, which favored certain social and educational connections, which did not encourage the general recruitment of citizens for public office on the basis of merit and which in effect set up a self-perpetuating fraternity of officialdom, well educated and adroit, but inefficient and undemocratic. These men were trained in a concept of rendering service to the heads of state who enjoyed all rights, including that of governing others. In a land where legislatures and courts were subordinated they had little responsibility for accounting for their acts, legally or otherwise, to anyone except their immediate administrative superiors. They represented the sovereign in the exercise of sovereignty with all the special privilege that implies in a government of men rather than a government of laws. These men have influence, legal training and little understanding of, and a distaste for democratic processes. These officials constitute the bureaucracy at its controlling levels. These officials, temporarily suppressed by the Occupation are unquestionably in a position to sabotage, and there is much evidence that they are disposed to sabotage, at the first opportunity, democratic reform attempted through administrative channels. The civil service reform is the program of SCAP for reform of the bureaucracy. In addition to the constructive elements which introduction of a merit system implies in a democracy, completion of the special emergency phase of the program is indispensible to the protection of Occupation objectives. Reduction or abandonment of this program during the next two years would seriously damage and probably imperil fundamentally the success of the Occupation of Japan.

This program has the personal approval of the Supreme Commander.

c. Organization and Functional Chart:

(1) See attached Functional Charts.
(2) See attached Personnel Charts.

d. Work Loads:

(1) See attached Exhibit "A".

Form B-2 (Continued)

The reorganization of Justice Ministry was completed and Courts were removed from jurisdiction of Justice Ministry and set up as a completely independent agency under Supreme Court. The remaining functions of old ministry of Justice were reallocated to newly created office of Attorney General. In the field of judicial reform not only was the structure of the courts greatly altered but also all the basic laws and codes under which the Japanese had been governed since 1898 were amended. This latter project necessitated a series of conferences lasting well over a year which has resulted, or will soon result, in a complete revision of all the basic Codes concerned with commercial activity, crimes, criminal procedure, civil actions, civil procedure, probate matters and other associated legal subjects.

During the same period Government Section initiated action which resulted in the adoption of legislation democratizing the election laws of Japan and establishing regulations limiting campaign contributions and expenditures and further controlling corrupt practices heretofore traditionally common in Japanese elections.

During 1948 decentralization of many of the functions of government was accomplished when all prefectures, cities, towns and villages were given the responsibility of discharging all functions of government formerly exercised by the central government of Tokyo which were susceptible of being taken over by the local governments. Government Section has maintained teams in the field traveling from prefecture to prefecture advising the leaders of all local governments in their new duties under the decentralization formula and extending advice to legal draftsmen at those levels in the task of establishing local autonomy laws and regulations.

During the same period the Legislative Division (redesignated as the Parliamentary and Political Division) processed approximately eight hundred bills submitted by the Japanese Government which required clearance of the Headquarters. Approximately two-thirds of these bills were subsequently enacted into law. The Section also processed all proposed Cabinet Ordinances which are required by directive to be submitted to the Headquarters prior to their promulgation by the Japanese Cabinet. This processing had to do not only with the content of the proposed Cabinet Ordinances but also included a determination as to whether such matter required legislative enactment or could legally be promulgated in the form of a Cabinet Ordinance.

Government Section also initiated a long-range, comprehensive and integrated program of political education and democratization in Japan based upon the new Constitution, the organization and functioning of the new structure of Japanese Government, the courts, and election reforms. Through this program the Japanese people have developed an understanding of the practical operations of representative government. As part of this program a movement was initiated which has resulted in the introduction of courses in the Japanese schools generally similar to civics and political science courses in the American schools. This for the purpose of firmly implanting in the minds of the younger generation the political, social and humanitarian conception of the democratic principles introduced into Japan during the Occupation.

Civil Service Division staff recruitment was started 1 July 1947, by Mr. Blaine Hoover, Special Assistant to the Chief, Government Section. Upon the arrival of Civil Service Division staff members in Japan, an orientation program was established in order to familiarize new employees with objectives of their mission, the existing organizational structure of the Japanese Government, and the National Public Service Law. Assignments of Civil Service Division staff members up to 1 July 1948 have included the following: Select staff for Japanese National Personnel Commission; train

Form B-2 (continued)

e. Progress:

Progress during FY 1948:

The Ministry of Home Affairs was abolished and all functions that could be carried out by local Government have been allocated to local Government by law and local Governments are all elective. The old police bureau which was national police system has been abolished and replaced by a system of independent local police forces supplemented by a national rural police to take care of rural areas and are under the tactical command of local Governors. Remaining functions which could not be decentralized have gone to other existing Ministries or to the newly created construction board. Reorganization of the law-enforcement structure in Japan during 1948 was accomplished by separating from normal civil police duties those functions that are considered alien to law-enforcement in other parts of the world such as the administration of sanitation regulations, the administration of fire regulations, the administration of census enumeration, and the administration as distinguished from enforcement of economic controls. In order to fill the gap that was created when these functions were divorced from the police, Government Section assisted in establishing the Maritime Safety Authorities Law (Coast Guard) to enforce Japanese laws in harbors, bays and sounds and territorial waters of Japan and assisted in the establishment of an Economic Inspection Board composed of five thousand economic inspectors who are taking over the investigatory functions formerly exercised by the economic sections of the old police divisions. Government Section is at this time assisting other staff sections in the establishment of law-enforcement agencies within the Railway Bureau and the Post Office Department. In addition to the abolition of the Home Ministry from the national field, Government Section was successful in advocating and creating an independent agency under the Prime Minister to bear the responsibility for administrative management and budget functions, an agency somewhat similar to the United States Bureau of the Budget.

In the field of removal and exclusion of undesirable personnel from public office, Government Section personnel during the year screened and processed a total of 32,344 questionnaires submitted by the Japanese Government containing the records of certain individuals whose past activities made them subject to examination under the Purge Directive, SCAPIN 550.

During the year it was alleged that over one hundred billion yen worth of ex-war goods returned by the Occupation forces to the Japanese Government had been illegally disposed of by the Japanese rather than being distributed to the people as directed by General Headquarters. In order to uncover any such goods remaining hidden or in illegal hands, and for the purpose of punishing those who had dealth irregularly in such goods, Government Section initiated the creation of a special Diet investigating committee and a special government prosecuting agency, both for the purpose of accomplishing investigation and prosecution by means of Japanese governmental agencies rather than using Occupation personnel. This program resulted, during the year, in diverting huge quantities of ex-war materials back into legal channels and in the indictment and prosecution of several hundred individuals.

Form B-2 (Continued)

interpreters on special technical vocabulary; secure building for Japanese National Personnel Commission; organize functions of Japanese National Personnel Commission; draft program to promote prestige of Japanese National Personnel Commission; organize administrative and technical offices of Japanese National Personnel Commission; plan training and train staff of Japanese National Personnel Commission; review annual budget of Japanese National Personnel Commission; set up rules of Japanese National Personnel Commission; select personnel key positions of Japanese National Personnel Commission; study and advise on appointment permanent members of Japanese National Personnel Commission; organize staff of Japanese National Personnel Commission; construct schedule of operations of permanent Japanese National Personnel Commission, period beginning 1 July 1948; revise National Public Service Law; clarify organizational structure upper levels Japanese Civil Service; identify "critical" positions Japanese Civil Service (for examination); assemble material for examinations critical administrative positions; initiate general classification study Japanese Civil Service; initiate general compensation studies Japanese Civil Service; initiate development of examinations "critical" positions Japanese Civil Service; select Ministry personnel officers for special instructions; give special instruction personnel officers of Ministries; organize staff functions and offices Ministry Personnel Offices; draft civil service laws and programs for public agencies below national level.

e: Progress (continued)

Anticipated Progress for FY 1949

a. Until a peace treaty is signed, close observation is indicated with a view of preventing undesirable personnel from re-entering policy-making positions in public office, present indications being to the effect that constant pressure is being brought upon the central government to soften the preventative provisions of SCAPIN 550 and 548.

b. The provision for a new judicial system, freed from supervision by the executive branch of government, and its creation on an independent basis has charged the Japanese judiciary with the implementation of legal concepts which are new and strange to the oriental mind. Continuous aid and advice in this field by legal personnel trained in the Anglo-Saxon law will be an absolute necessity for an undetermined future period.

c. Successful completion of the legislative investigation in the hoarded goods field and the Attorney General's prosecution of those who dealt in such goods is anticipated during the coming year. It is envisaged that the completion of the program now only well under way will result in the recovery of additional quantities of goods and in the successful prosecution of a number of well-known figures in Japanese political and industrial circles, particularly those connected with the ill-famed Arms Disposal Committee.

d. With reference to the program for decentralization of governmental activities it is anticipated that a conclusion will be reached as to the line of demarkation between national and local government activities. Local autonomy in the financial field not yet having been attained by local governments and with those echelons still dependent in a large degree to the central government for support, it is anticipated that a program will be completed which will make the local autonomous entities independent of the national government in the field of taxation. It is considered necessary that an educational program must be launched during the coming year to further orient the various city councils throughout Japan as well as the legislative assemblies of the prefectures in the field of local and municipal legislative procedure and governmental administration. It is also considered desirable to establish in the very near future a Civil Service system for local levels of government from the prefectures on down, the present Civil Service system being applicable only to the national government.

e. Constant observation must be made as to the workability of recently accomplished reforms with a view of making adjustments where experimentation has indicated it is desirable. This particularly applies in the field of national and local government structural reorganizations.

f. In the field of political affairs, a continuous educational program must be directed toward the elimination of corrupt practices in that field and the reorientation of politicians as to their responsibilities as well as an attempt to create a sense of political awareness on the part of the electorate of Japan. Additional efforts must also be made toward implanting a sense of responsibility in the minds of the duly elected law-makers of the people on both the national and local levels of government.

CONFIDENTIAL

Anticipated Progress for FY 1949 (continued)

g. The practical operation of basic laws implementing the Constitution will require constant and close observation on the part of the Headquarters during the transitional and experimental stage for the purpose of detecting weaknesses or desired alteration therein even though great care and extensive planning was engaged in during the drafting of this important legislation. Proposals already made for amendments thereto indicate the necessity of close surveillance in this field for some time yet to come.

h. It is anticipated that the following projects with respect to civil service reform will be completed in the fiscal year 1949:

Revision of the National Public Service Law; drafting of civil service law - prefectures and municipalities; planning of necessary revision of labor laws; the study and advice on appointment permanent members, Japanese National Personnel Commission; the organization of functions of the Japanese National Personnel Commission; the organization of offices of Japanese National Personnel Commission; the selection of staff for Japanese National Personnel Commission; the plans for training of the staff of the Japanese National Personnel Commission; the organizing of the staff of the Japanese National Personnel Commission; the arranging of facilities for training the staff of the Japanese National Personnel Commission; the construction of schedule of operations of the permanent Japanese National Personnel Commission for period beginning 1 July 1948; development of organization procedures and forms of the Japanese National Personnel Commission including field offices and operating personnel offices in government; the organizing of staff functions and offices of the Ministry Personnel Offices.

Progress will be made on the following projects:

Review of all proposed legislation, Cabinet orders, and other documented actions for reconciliation with Civil Service Division policy; development and maintenance of up-to-date information on all labor agreements; conducting of a program to promote prestige, Japanese National Personnel Commission; setting up of rules of the Japanese National Personnel Commission; the planning and initiation of activities of the Japanese National Personnel Council; the advising the Japanese National Personnel Commission on setting up and implementing training program service at large; clarification of organizational structure of upper levels of the Japanese Civil Service; identification of "critical" positions of the Japanese Civil Service (for examination); assembling of material examinations of critical administrative positions; initiating the development of examinations "critical" positions of the Japanese Civil Service; conducting of general compensation studies of the Japanese Civil Service; special instructions of personnel officers of the Ministries; planning and conducting of a national publicity campaign on civil service; the selecting of personnel for key positions of the Japanese National Personnel Commission; the training of the staff of the Japanese National Personnel Commission; the conducting of general classification study of the Japanese civil service.

Anticipated Progress for FY 1950

Continuation and advancement of the program projected for 1949.

CONFIDENTIAL

EXECUTIVE OFFICER

ADMINISTRATIVE DIVISION

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

LOCAL GOVERNMENT DIVISION

The Chief, Local Government Division recommends policy on all matters relating to the organization of prefectural and municipal governments. Prepares plans and recommendations for appointments or election of local officials. Is responsible for staff supervision of local elections and for surveillance of local political movements. Maintains liaison with Military Government teams in the field on local governmental organization matters.

POLITICAL AFFAIRS DIVISION

The Chief, Political Affairs Division, promotes the development and adoption of democratic programs, organization and practices by political parties and other political organizations. Keeps informed of, and evaluates the activities, composition, strength, importance, platforms and objectives of political parties. Reports developments and evaluations thereof. Reviews and takes necessary action with reference to registration statements and current declarations filed by political parties and other societies and organizations.

NATIONAL GOVERNMENT DIVISION

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

PUBLIC SERVICE

The Chief, Pub.
policy on all matt
and exclusion of p
local elective and
ential political a
anti-democratic so
ganizations. Negot
sections and the
relative to the ab
has charge of the
administration of
Japanese governme
contained in SCAP
He takes action n
Imperial Japanese
intent of all ph
out inspections
cords and statis
maintained under

8

CHIEF

DEPUTY CHIEF

C SERVICE QUALIFICATIONS DIVISION

ef, Pub. Ser. Qual. Div., recommends all matters relating to the removal sion of personnel from national and ctive and appointive posts and influ- olitical and economic posts. Dissolves cratic societies, associations and or- ns. Negotiates with and advises staff and the Japanese government on matters to the above. He is responsible for and e of the supervision and review of the ration of procedures instituted by the government to implement directives in SCAPIN 550, and extensions thereto action necessary to assure that the Japanese government complies with the f all phases of the purge and carries ections to determine compliance. Re- d statistics concerning the Purge are ed under his direction.

COURTS & LAW DIVISION

The Chief, Courts & Law Division deals with Japanese Government in respect to all matters relating to the administration of justice, including the organization and functions of civil and criminal courts, the Ministry of Justice, Procurator's offices, and bar associations; the policies governing the above institutions; the review of specific actions and dispositions taken by them. Controls, advises, and if necessary, to obtain conformity with the new Constitution and the objectives of occupation directs in the revision of the basic codes, consider more specific laws in collaboration with other units of SCAP primarily concerned. Gives general legal advice to other divisions of Government Section and counsels with other Sections of SCAP on specific problems. Encourages groups interested in reform of laws or improvement of Japanese legal institutions.

Public Affairs

~~PUBLIC RELATIONS~~ Public Affairs DIVISION

~~Public Relations~~ Division prepares daily news summaries for use of the Supreme Commander, the Section Chief and G-2. Dispatches daily radio report to Wash., describing and analyzing governmental and political affairs. Prepares weekly and monthly analyses of governmental affairs, special reports and press releases. Prepares and develops programs (in coordination with other staff divisions when necessary) to inform Japanese people and 8th Army MG units concerning GS projects and programs. Prepares timely reports on political developments in Japan and on related matters. Undertakes other special projects.

Parliamentary

LEGISL

The Chief, formulates pl measures for Diet as the c power, free o tion and feud guides, and using newly a practices and assists the D supplementing rules and reg advises the D problems, and relations wit judicial bran Section's age pliance with AG 320 (18 Ma sponsibility tion"; analyz prepares daily thereon for t and Chiefs of Staff Section agencies in Wa and missions i information ar Diet legislati tacts with Die missions, and

FY 1948

SPECIAL ASSISTANTS

AFFAIRS DIVISION

Division prepares summaries for use of the ...mander, the Section Chief ...spatches daily radio re... ...s, describing and ana... ...rnmental and political ...Prepares weekly and mon... ...ses of governmental af... ...cial reports and press ...Prepares and develops (in coordination with other ...sions when necessary) to ...nese people and 8th Army ...concerning GS projects and ...Prepares timely reports on ...developments in Japan and ...matters. Undertakes other ...ojects.

(Parliamentary & Political) LEGISLATIVE DIVISION

The Chief, Legislative Division, formulates plans and recommends measures for developing the National Diet as the chief organ of state power, free of bureaucratic domination and feudal practices; advises, guides, and supervises the Diet in using newly authorized perliamentary practices and procedures; advises and assists the Diet in framing laws supplementing the Diet Law, and rules and regulations of the Houses; advises the Diet on precedents, problems, and policies arising from relations with the executive and judicial branches; is Government Section's agent for effecting compliance with Staff Memorandum No.29, AG 320 (18 Mar 47)GS, "Staff Responsibility for Japanese Legislation"; analyzes Diet activities and prepares daily and periodic reports thereon for the Supreme Commander and Chiefs of General and Special Staff Sections; supplies War Dept. agencies in Wash. and Allied groups and missions in Japan with requested information and materials concerning Diet legislation; arranges for contacts with Diet by Allied personnel, missions, and agencies.

GOVERNMENTAL POWERS DIVISION

The special assistant to the Chief, in charge of Governmental Powers Division. Is responsible for and advises the Ch, Govt Sec on civil liberties under Japanese and under Occupation Law. Is responsible for policy recommendations relating to the Japanese Constitution and for preparing studies and reports on Constitutional law and Constitutional history. Is responsible for Japanese activities in the literary field, lectures, moving pictures & posters with respect to the publicizing & popularization of the Japanese Constitution. Advises Ch, Gov Sec on policies to be pursued with respect to the demilitarization of the Japanese Govt & the relationship between govt & business. Consults & advises other staff sections & Cabinet Officials or other authoritative agencies of the Japanese Govt with respect to safeguarding against any return to militaristic, feudalistic or totalitarian practices. Is responsible for preparing policy recommendations with respect to the legal and governmental aspects of labor problems & the establishment of a Labor Ministry. Is responsible for considering applications of policy ...ectives to the Imperial ...titutions.

CIVIL SERVICE DIVISION

The special assistant to the Ch, in charge of Civil Service Division, Government Section, advises the Ch, Government Section on legislation, programs, policies and procedures pretaining to the personnel administration of the Government of Japan.

EXECUTIVE OFFICER

ADMINISTRATIVE DIVISION

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

LOCAL GOVERNMENT DIVISION

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

PARLIAMENTARY AND POLITICAL DIVISION

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

ADMINISTRATIVE MANAGEMENT DIVISION

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

Public Servic
Special
Public Servic
Special
the contin
Japanese
ments con
lition of
Associati
ganizatio
and Exclu
nel from
to deter
tivity a
tions and
Reports
Governme
and prepar
may be
projects
nature a
Deputy Chi

GOVERNMENT SECTION

CHIEF
DEPUTY CHIEF

Public Service Qualifications
~~SPECIAL PROJECTS~~ DIVISION

Public Service Qual.

~~Special Projects~~ Division observes the continuing administration by the Japanese government of the requirements contains in SCAPIN 548, "Abolition of Certain Political Parties, Associations, Societies and Other Organizations" and SCAPIN 550, "Removal and Exclusion of Undesirable Personnel from Public Office." Undertakes to determine the nature, purpose, activity and leadership of organizations and political parties of Japan. Reports periodically to the Chief, Government Section, on these matters and prepares such special reports as may be assigned. Undertakes other projects generally of a classified nature as directed by the Chief, Deputy Chief or Executive Officer.

COURTS AND LAW DIVISION

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

PUBLIC AFFAIRS DIVISION

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

GOVERNMENTAL POWERS DIV

The Special Assistant to t
in charge of Governmental Po
sion, is responsible for and
the Chief, Government Sect
civil liberties under Japa
under Occupation Law; is re
for policy recommendations re
the Japanese Constitution and
paring studies and reports o
tutional law and constitution
tory; advises the Chief, Go
Section, on policies to be
with respect to demobilization
militarization, and with res
the relationship between go
and business and elimination
batsu influences; passes upon
formity of Japanese cabinet or
legislation to organic law; c
and advises other staff secti
cabinet officials or other aut
tive agencies of the Japanese
ment with respect to safeg
against any return to milita
feudalistic or totaliterian pra
is responsible for considering
pations of policy directives
imperial institutions.

FY 1949
~~APRIL 1948~~

SPECIAL
ADVISORS

DIVISION

contacts with
matters per-
ration of jus-
which govern
ration of all
in legal ac-
and Criminal
ral's Office,
istration and
Associations;
of the Japa-
late to basic
necessitated by
conducted in
jectives of the
arious units of
concerned with
ion, in regard
of such legis-
formation and
roups and organ-
legal reform,
improvement of
ions; provides
other divisions
and other units of
ining to interna-
w.

PUBLIC AFFAIRS DIVISION

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

GOVERNMENTAL POWERS DIVISION

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

CIVIL SERVICE DIVISION

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

EXECUTIVE OFFICER

ADMINISTRATIVE DIVISION

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

LOCAL GOVERNMENT DIVISION

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

PUBLIC AFFAI

The Public Affairs
news summaries for use
the Section Chief, and
Radio Report to Washing
lyzing governmental and
pares weekly and mont
mental affairs; partici
mation and Education i
comprehensive program o
for the people of Japa
the supervision of the
sal of Japanese offici
respect to safeguarding
the Japanese Governme
feudalistic and totalit

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

CHIEF

DEPUTY CHIEF

...recommends ...to the in- ...t Section; ...rsonnel in ... supply and ...s; prepares ...ndence and ...ties of the ...on library; ...f sections. ...fficer, ad- ...rs pertain- ...on.

...BLIC AFFAIRS DIVISION

...ic Affairs Division prepares daily ... for use of the Supreme Commander ...hief, and G-2; dispatches daily ...o Washington, describing and ana- ...ental and political affairs; pre ... and monthly analyses of govern- ...; participates with Civil Infor- ...ducation in the development of a ... program of political education ...e of Japan. Is responsible for ...n of the appointment and dismis- ...se officials; and advises with ...eguarding against any return of ... Government to militaristic, ...d totalitarian practices.

PARLIAMENTARY AND POLITICAL DIVISION

The Parliamentary and Political Division advises as to policies related to the establishment of the National Diet as the highest organ of state power and recommends plans to insure an efficient democratic internal organization of both Houses of the National Diet; prepares analyses and evaluations of the national political situation and of political parties and leaders thereof; advises as to policies pertaining to administration of the National Diet Library, Diet Building and building acquisition program, Diet budget and contingent fund, Diet secretariates, Illegal Property Transactions Special Committee, Standing Committees, Diet Legal Departments, Courts of Impeachment, Legislative Council, and Members' Retirement Board.

Fy 1950

SPECIAL
ADVISORS

Y AND POLITICAL DIVISION

ntary and Political Division
icies related to the estab-
ational Diet as the highest
wer and recommends plans to
ent democratic internal or-
oth Houses of the National
analyses and evaluations of
litical situation and of
and leaders thereof; ad-
cies pertaining to adminis-
National Diet Library, Diet
ilding acquisition program,
ontingent fund, Diet secre-
al Property Transactions
, Standing Committees, Diet
s, Courts of Impeachment,
il, and Members' Retirement

CIVIL SERVICE DIVISION

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

EXHIBIT "A"

GOVERNMENT SECTION

Project WORK LOAD AND MAN YEAR REQUIREMENTS 1950 FISCAL YEAR

	Man Years Required		
	HQ.	DAC	FN
1. Executive and administrative functions: organization, direction and establishment of policy for the Section. Planning, recommending and advising the Chief of Government Section on all missions and special projects not specifically assigned to divisions of Government Section, concerning such matters as the legislative investigation in the hoarded goods field and the abolition of certain political parties, associations, societies and other organizations. Close observation to prevent undesirable personnel from reentering policy making positions in public offices. Constant observation as to the workability of recently accomplished reforms with a view to making adjustments when experimentation has indicated it is desirable. Continuously aid and advise the Japanese judiciary. Personnel administration to include selection and appointment of personnel, procurement of supplies, equipment and services; maintenance of personnel and supply records and message center activities. Initiation, preparation and checking of reports and correspondence; maintenance of a central file system of all current files and all records of complete projects of Government Section; maintenance of a section library; maintenance and direction of an interpreter pool.	11	14	2
2. Local Government: Direct policies in all matters relating to the organization and functioning of local government. Maintain general liaison with Military Government teams in the field. Conduct official conferences with high Japanese Government officials and with all local officials. Review all major legislation for all functions of government in the field of local autonomy. Conduct a continuing educational program to orient various city councils and prefectural legislative assemblies throughout Japan in the field of local and municipal legislative procedure and governmental administration. Constantly observe recently accomplished reforms in local government and make adjustments when desirable.	1	4	0
3. Public Affairs: Prepare news summaries, radio summaries, etc., for the Supreme Commander for the Allied Powers and for the Department of the Army concerning the governmental and political situation in Japan. Formulate and conduct programs designed to inform and enterpret for military Government units the meaning and implication of new or pending legislation and political developments. Development and execution of long range programs designed to achieve occupation objectives in the field of Government and politics, especially with regard to popular understanding of the principles and techniques of democratic government and the duties and responsibilities of citizens under the new Constitution.	2	3	0

	Man Years Required		
	MIL.	DAC	FS
4. Parliamentary and Political: Supervise the activities of the Diet. Advise both Diet and Cabinet members in the proper use of parliamentary principles. Prepare analyses of the national political situation as reflected in the Diet for the Supreme Commander for the Allied Powers and the Section Chief. Prepare reports concerning the daily activities of the Diet for all GHQ Staff Sections. Conduct surveillance of basic laws implementing the Constitution to detect any weaknesses or desired alteration therein. Make recommendations concerning certain legislation and Diet proposed amendments to GHQ--sponsor legislation. Conduct a continuous educational program directed towards the elimination of corrupt practices in the field of political affairs. Conduct continuous programs aimed at implanting a sense of responsibility in the minds of the duly elected law makers of the people.	2	5	0
5. Civil Service: Continue program to promote prestige Japanese National Personnel Commission rules for current value; supervise schedule of operations, Japanese National Personnel Commission, period beginning 1 July 1949; review and advise on organization procedures, Japanese National Personnel Commission including field offices and operating personnel offices in government; advise on matters of organizational structure upper levels Japanese civil service; advise and supervise Japanese National Personnel Commission on assembling material for examinations of "critical" administrative positions; continue development of examinations, "critical" positions Japanese Civil Service; advise and supervise on training of staff, Japanese National Personnel Commission; advise Japanese National Personnel Commission on continuation of within-service Training Program; initiate permanent program on employee recruitment, training, evaluation, health, safety, welfare, recreation, and retirement. Examine collective bargaining agreements; conduct review of all proposed legislation, Cabinet orders, and other documented actions for reconciliation with Civil Service Division policy; continue and maintain up-to-date file labor agreements. Continue general classification study Japanese Civil Service; continue general compensation studies Japanese Service. Supervise and review activities Japanese National Personnel Council. Advise prefectural and municipal organizations in personnel functions, recruitment, organization, examination, training, classification, compensation, and general personnel administration. Continue Japanese National civil service publicity campaign. Continue special instruction to personnel offices--ministries.	0	42	2
TOTAL	16	68	3

~~DRAFT~~

PERSONNEL AUTHORIZATION	CIVILIAN	OFFICER	ENLISTED MEN
2 Jan 1948	116	13	9
26 Mar 1948 (voluntary reduction)	10 106	13	9
18 May 1948 (voluntary reduction)	10 96	2 11	3 6
1 June 1948 (Transfer to Legal Section: Courts & Law and Governmental Powers)	13 83	1 10	0 6
1 July 1948 (Transfer to Mil Gov Sec, Hq 8th Army: Local Govt)	4 79	1 9	0 6

REPORTS

GOVERNMENT SECTION REPORTS

	Man Years
a. Reports (covering periods of three months or less)	
(1) Summation of GS Activities (monthly report)	.6
(2) Japanese Press Report (daily report of Governmental news)	.5
(3) GS Activities Report for Chief of Staff (daily except for Sunday & holidays)	.03
(4) Bi-Weekly Radio (sent to SRS for report to WARCAD)	.3
(5) Special Reports (political parties, elections, etc.)	.1
(6) Publication of Texts of Laws Implementing the Constitution	.18
(a) The Diet Law	
(b) The Cabinet Law	
(c) Law for Oath, Testimony, etc. of Witnesses at the Houses	
(d) Law for Election of Members of the House of Representatives	
(e) Law for Election of Members of the House of Councillors	
(f) Imperial House Law	
(g) Imperial House Economy Law	
(h) Rules of the House of Councillors	
(i) Rules of the House of Representatives	
(j) Regulations governing the Legislative Committee, Joint Examination Meetings, and Joint Committees of the Houses	
(7) Fifteen page Recurring Report, GS Project Status Report	.25
(8) One page Report, subject: FEC Documents	.05
(9) The National Diet - Daily Analyses of Diet Activities	1.
(10) Cabinet Orders Promulgated Weekly list of Cabinet Orders promulgated	.11

3.12

b. Surveys and Historical Activities (covering periods of more than three months).

Man Years

(1) GS Report on Third Year of the Occupation (written for PIO, Sept. 2, 1947, to Sept. 2, 1948) .01

(2) Political Orientation of Japan (history) 2.

(3) Legislative Summary .11

(a) Periodic summary of laws enacted by the National Diet during each session

(4) Official Gazette Index to Laws and Cabinet Orders Enacted by the Diet .12

(a) Periodic listing of pertinent data needed for locating texts of laws and cabinet orders, as published in the Official Gazette

(5) Special Political Analyses .12

(a) Analyses of political parties: dates of establishment, membership, votes received, monetary contributions to and expenditures by, platforms, etc.

(6) Pertinent Biographical Data Concerning Members of the Diet. Revised periodically. .18

(a) Roster of Members of the House of Representatives
(b) Roster of Members of the House of Councillors

(7) Periodic Listing of Members Assigned to All Standing and Special Committees of the Diet. .18

(a) Standing Committee Assignments, House of Representative
(b) Standing Committee Assignments, House of Councillors

(8) Seventeen Page Report, subject: Purge Statistics for the Period January 1946 to May 1948 .05

(9) Seventeen Page Report, subject: Purge Summary for the Period January 1946 to May 1948 .08

(10) Forty Page Report, subject: Report of Termination of Activities of Demobilization for the Period July 1947 to July 1948 .05

2.90

6.02