CIVIL SERVICE DIVISION
Government Section

27 April 1949

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

SUBJECT : Non-Employment of Nurses in Tokyo University Hospital

Several days ago the press reported that 14 graduates of the nurses' training school connected with Tokyo University Hospital had been refused employment allegedly because of Communist sympathies. Since the nurses of this hospital are national government employees, refusal of employment solely on the ground of their alleged political beliefs would appear to constitute a clear violation of Article 27 of the National Public Service Law. Consequently, a brief investigation of the facts was made.

The investigation disclosed that all 14 of the graduate nurses who were refused employment had been members of a negotiation committee which had carried on negotiations on behalf of the nurses in connection with some dormitory scandal at the hospital. All members of this negotiating committee were refused employment and no other members of the class were refused employment. This appears to constitute a clear case, therefore.

No investigation has been made as to the political opinions of the nurses involved, so that it is not possible to state whether or not there are any grounds for believing that they are Communistic. It is at least a possibility that the charges of Communism are used as a cloak for discrimination against them on other grounds.

Since the decision whether or not to appoint a particular person is within the discretion of the appointing officer, it appears that it would be difficult to do anything in this situation. On the other hand, the NPA is obliged to enforce the provision of the law, of course, and can not afford to tolerate violation of such an important principle of the law. I should appreciate learning your opinion on this matter.

Mr Shirven
What right to
appointment was
possessed by these
nurses? 3/4/49
4/28/49

MS:jd

Maynard Shirven
MAYNARD SHIRVEN
Chief, Examination Branch

Translation

To: April 20, 1949

Chief of Recruitment Division

Report on Investigations of Non-Employment of Nurses at Tokyo University Hospital

1. The non-employment of the recent 14 graduates of the Welfare Women's Department including Shimada Fumiko is the result of considering the merit of their practical training at institute and their personality, but is not especially the Communist ideas which they are supposed to embrace.

2. The Welfare Women's Department is a nurse training institute under the former Higher Girls School Ordinance attached to the Tokyo University and is under the jurisdiction of the Ministry of Education, its course of study covering three years. The trainees have not the status of a public employee, and they become public employees only when they are appointed as nurses of the Tokyo University Hospital.

While the graduates were formerly subject to an obligatory term of service, this obligatory service system was discontinued as from this year under the Labor Standard Law, and appointment or otherwise of the nurses was decided by the independent judgement of the Director of the Tokyo University Hospital.

3. The factors for employment of the nurses for this year were as follows:

a. Result of examinations in academic subjects at the institute.

b. Condition of attendance.

c. Wishes of various medical departments of the hospital.

d. Result of practical training.

4. Results attained by those who were not employed:

a. The result of examinations in academic subjects was generally good among 76 graduates. There are some who were

the third and the fourth from the top.

b. As regards the condition of attendance (including their moral character), they stayed out from their dormitory at night more often than others and they did not frequently attend the afternoon practice which was their daily task, and, consequently, their result was not generally good.

c. As to the wishes of various medical departments, it appears that, at the Head Nurses Meeting (comprised of 16 persons), many head nurses did not desire to receive them for fear of giving bad effect on other good nurses as a result of "b" above.

d. The result of practical training was unsatisfactory because of many cases of absence, and there were many who were listed at the lowest level.

5. As a result of the above, the Director of the Hospital decided not to employ Shimada Fumiko and 13 others on April 3 last.

6. Further, in December last year, when a scandal of the dormitory superintendent of the Welfare Women's Department Dormitory occurred (this appears to have been groundless, but no investigation has been made), the negotiation committee which conducted negotiations with the Director of the Hospital comprised these 14 graduates, and none of those graduates who were not on the negotiation committee were refused employment.

Of the 14 graduates in question, there are 11 members of the Tokyo University Welfare Women's Department Unit of the Student Democratization League, and none of those who were not the members of the Democratization League were refused employment.

7. The above is a summary of the result of the investigation on the Director of the Tokyo University Hospital, the Chief of the Office Service Department of the hospital, the head nurses, and the graduates who were

employed and those refused employment.

Secretary Ren Tetsuya,

" Tubouchi Yoshiyuki,

Investigation Division

CIVIL SERVICE DIVISION
Government Section

20 April 1949

MEMORANDUM FOR: Chief, Recruitment Division, NPA

SUBJECT : Application of Article 103 of the National Public Service Law to Kansai Local Office Chief of Fertilizer Distribution Kodan

1. It is considered that the proposed concurrent employment of the Chief of the Kansai Local Office of the Fertilizer Distribution Kodan as president of a building company is inconsistent in principle with Article 103, paragraph 1, of the National Public Service Law. The general principle to be applied is that concurrent employment in a private enterprise should not be authorized when there is any possibility that the incumbent would be in a position to realize private profit as a result of influence or knowledge derived from his holding of a government position.

2. It is further considered that paragraph 4 of Article 103 should be applied in this instance.

MAYNARD SHIRVEN
Chief, Examination Branch

MS:jd

I. Concerning the Kansai Local Office Chief of the ~~Grocery~~ Hiroji Distributing Public Corporation Holding Concurrently the Presidental Position of a Building Company.

There was an urgent need to find an adequate building for the use of the various local offices of the Corporation and the Agriculture and Forestry Ministry which had been scattered over in Osaka and each having been threatened with eviction by its render. It would have been most convinient, therefor, if the Old Mitsubishi Shoji Building was purchased in order to put these offices together. For the realization of this plan, however, a sum of 70 million yen was needed as purchasing fund. Considening the difficulty of getting appropriated from the National Treasury under the present situation, no better plan might not be found than establishing a company to secure the means of banking accomodation. 10 million yen was invested by the group concerned and 60 million yen by the Mitsubishi Bank owing to the personal confidence obtained by the Kodan Office Chief during his privious private employment prior to the amalgamation of his business. No one but him would have been successful in this dealing. It would be obiously difficult to find a person to be compared with him in confidence and ability if he does not accept the presidental chair. For him, therefore, it seems necessary to undertake the presidental business until such time the initial project of the building Company established. He is rather compelled to accept the chair being demanded by the local agencies of the Kodan and also of the Ministry. As marchant he is, he has no will to keep the presidental chair

of a building company which does not pay as a profit making concern.

The recommendation submitted by the Agriculture and Forestry Ministry stated as follows the major business of this company is to collect rents. The presidental business is simple enough, taking some one hour daily after the closing hour of the Kodan, Official business will not be disturbed and also no remuneration will be paid.

The Situation is assfollows:

A) If the presidental assignment is disapproved at the initial period of the company, acquisition of office rooms for the Kodan and the Ministry agencies will be hard because of the lack of any other adequate person qualified to undertake his activities.

B) The presidental business will be performed after the business hours. In addition to that the Company and the Kodan situate in the same building. The Official position will not be disturbed by the position held concurrently.

C) No remuneration will be paid

On the other hand, However,

1) Both positions are permanent

2) Both positions are not necessarily compatible with each other.

3) This is the first case for the N.P.A. in its kind.

Taking the points above into consideration the N.P.A. is of the opinion to approve this case with a condition that approval will be given for a short period, (till the end of September) and that even during this period approval will be revoked whenever two positions are found to be inconistant

with each other.

II. Concerning the Habor Construction Division Chief of the Transportation Ministry Holding Concurrently a position of advisor to the Osaka Habor Rehabilitation Company.

The Osaka Habor Rehabilitation Company, feeling keenly the necessity of the technical advices of the experienced specialists in order to perform thier business perfectly, requested the Kobe Habor Construction Division Chief be an advisor with his technical guidance the advisory position will not be emunerated. Furthermore no need to make special travel during his duty hours from Kobe the Company in Osaka. The company sends for his advices once a month or several times a year, posibly none a year. The work might be called nominal. It was afraid first that the two positions would not be consistant with each other. A field investigation showed there is no such a worry.

Also it might be difficult to find a reason for disapproval of this case, approving, on the other hand, the case mentioned first.

The N.P.A. is of the opinion to approve the case without any condition.

File Exam. II-1

Prepared by
Harry Marsh
MAS

AN OPEN COMPETITIVE EXAMINATION FOR THE JAPANESE CIVIL SERVICE

With the passage of the Japanese Civil Service law in October 1947, it became necessary for the Temporary Personnel Commission which was thereby created to prepare for the appointment of a staff for the Commission which would have full power under the law on July 1, 1948. The Temporary Commission appointed one of its own members, Mr. Yoichi Ueno, a committee of one to conduct an open competitive examination for the purpose of selecting 220 persons for members of the technical staff. Mr. Ueno was formerly president of the Taylor Society in Japan and is still the head of the Society for the Advancement of Management in Japan. The success of the examination of January 1948 was largely due to the ability and understanding of Mr. Ueno in carrying out the suggestions made by the Civil Service Division of the Government Section of G.H.Q., S.C.A.P. The persons to be selected as a result of the examination were to be appointed to positions in the staff of the permanent Commission. The positions included a variety of administrative posts as well as those for technicians on classification and examination work.

The open competitive examination held for this purpose was given on 15 January 1948. It is the first open competitive civil service examination to be held in preparation of the establishment of the merit system in the democratic form of government for Japan. Some of its significance lies in the fact that from the first conference with the members of the National Personnel Commission to the day of the examination there was only a period of six weeks during which the plan of the examination, the creation of all the test items, the translations and retranslations and all the physical arrangements for the examination were made.

The examination was prepared in the following way. The staff of the Civil Service Division of the Government Section, S.C.A.P. started early in December 1947 to study the needs for the staffing of a permanent personnel agency for Japan. Conferences were held with members of the Temporary Personnel Commission for Japan and at the request of the Temporary Commission, five members of the staff of the Civil Service Division started, about the second week in December, to create test material. It was determined that the examination itself should be a short-answer, multiple-choice question type for the purpose of determining intelligence at approximately the college or university level with some emphasis on aptitude for government personnel work. In order to construct test questions which were appropriate for Japanese use and translation, about 250 test items were made by the Civil Service Division. From these, 100 items were selected for the test after conferences with representatives of the Temporary Personnel Commission, chiefly, with the advice and cooperation of Mr. Ueno.

The Japanese examination papers with the instructions to candidates are shown in Exhibit (A). On the original translation from English to Japanese, every effort was made to preserve the English meaning. The English text of the questions shown in Exhibit (B) is not the original prepared by the Civil Service Division, but a translation back into English from the Japanese. This re-translation is given here in order that one may gain an impression of the slight distortion in modes of expression in the Japanese language. In one case, Question 39, the translation quite completely changed the meaning so that the answers were rendered inapplicable. All papers on this question were scored right. Similar action had to be taken with several other test items in the examination, but the reliability of the test as a whole was well established.

The short answer type of examination question was quite unfamiliar to the Japanese although true-false questions have sometimes been used in college or university entrance examinations in Japan.

Because of the strangeness of this method of examining for government positions in Japan, it was agreed that the candidates should be given extra time in which to complete their work. The 100 questions were divided into two parts, fifty given in the morning and the other fifty in the afternoon, with three hours allowed to the candidates in each session. The questions given in the afternoon session were a little more difficult than those in the morning session.

The examination was advertised in the Japanese press and on the Japanese radio. It was also advertised through SCAP by sending information to the Military Government teams having responsibility in each of the forty-six prefectures throughout the country. As the result of the advertising, nearly 1300 applications were filed. An effort was made to recruit applicants primarily from among the most recent graduates of the universities (Daigaku) and the junior colleges (Senmon Gakko) throughout the country. There are about 50 universities and 300 colleges in Japan. However, the examination was open to any citizen who was a graduate of a middle school (Chuto Gakko). The middle school in Japan is approximately at high school level.

Because of the lack of physical facilities, it was impossible to hold the examination in different parts of the country and all candidates were required to appear at Nippon University in Tokyo. Approximately 1,000 candidates appeared at the appointed hour at Nippon University in Tokyo, although only 902 persons completed the examination. The physical arrangements for the examination were far from ideal. Tokyo still suffers severely from the effects of war. The buildings of the universities are without heat, and it was a cold day; some of the broken windows had not been replaced; instead of tables and comfortable chairs, the candidates were required to sit on small benches with only narrow shelves to write on. The candidates had to be assembled in a court-yard out of doors where

their applications were checked and they were assigned numbers to be used on their papers. From there they were directed to their seats which were in four different rooms in the university. All the usual precautions to preserve anonymity of the candidates were taken.

In spite of the lack of adequate physical conditions and difficulties of transportation, the plan for the examination was so well organized and carried out that the examination started and was completed exactly on time. It was orderly, well-monitored, and even though candidates were seated closely together, there was no evidence of attempts on the part of candidates to communicate with each other or to copy from each other's papers.

At the close of the examination, papers were locked in a vault over night, and the scoring of the papers which was started the next day, was completed in approximately 24 hours, or one day later, by a staff of thirty Japanese employees of the Temporary Commission. An item analysis was then made with the result that due to slight differences and changes in the meaning of questions and answers as they appeared in the Japanese language, the original scoring key was modified in twelve items. It was found that, with a passing mark of 60, approximately 300 candidates qualified as a result of the examination. The names of the first 230 candidates were posted by the Temporary Commission and all of them were given a medical examination on 22 January. Some did not appear for the physical and so the next in order on the list were used. Appointments were then offered to each of those who were finally qualified in the numberical order in which their names appeared upon the list, with the result that 230 persons were appointed and ready to start the training course on 2 February.

The training course consisted of a series of lectures and practical demonstration work. At the opening session of the training course, the general purpose of the course was set forth so as to orient the employee in what constitutes an efficient administration of government in a democratic society in which the government official and the employee is the servant of all the people. There then followed a discussion of the new organization of the Japanese government, a discussion of the new Japanese constitution, the nature of public administration, and finally, the theory and practice of public personnel administration. A thorough background of the techniques of public personnel administration was given in these courses. More intensive instruction in the techniques of personnel administration are given through "on the job" training. Special training is provided for personnel officers of the Ministries. They are selected from among present employees in the Ministries who were assigned to the training courses. The faculty of the training course was composed of the members of the staff of the Civil Service Division of SCAP. All instruction, of course, needed to be translated.

rewrite

As the result of the first training course the staff of the Temporary National Personnel Commission was organized and started on its regular

work on 1 June. Its work consists primarily in preparation for taking on a tremendous load of work which will devolve upon the Commission on 1 July when the new law will take effect. The Japanese National Civil Service is composed of over 3,000,000 positions. No one knows how many there may be, as there is no roster of the service and no adequate payroll system. Many national government employees are paid on prefecture government payrolls through grants of money to the prefectures by the national government. There is no classification or compensation plan in existence and all of this confused condition of the affairs of the government is laid upon the doorstep of the National Personnel Commission for permanent solution.

The Commission is provided with a budget of approximately ¥87,000,000 for its first fiscal year. While this may seem to be a large sum of money at the current rate of exchange (¥2 to $1.00), it is small as compared to the total gross budget for the national government for the fiscal year 1948-1949 which is approximately ¥400 billion.

The Personnel Commission will have two years from 1 July 1948 in which to complete open competitive examination for approximately 3,500 positions in the national government which are at the section chief or bureau chief level. It will continue to accumulate and train a technical staff to accomplish this huge task. Another nation-wide open competitive examination for recruitment of additional technical and clerical staff will be held on 27 June 1948. This examination will be held in seven cities scattered throughout the country. These cities are Osaka, Hiroshima, Fukuoka, Takamatsu, Sapporo, Sendai and Tokyo. Elaborate arrangements have been made for publicity and supervision of this examination with the assistance of local Military Government Teams and a much larger number of applicants is expected than appeared for the January examination. As the result of the June examination it is expected that approximately 200 persons will take an intensive training course during August and September and that another group will take another training course for technicians beginning sometime in October.

Through this method of intensive training and close supervision by the staff of technicians from the Civil Service Division of SCAP it is expected that the Japanese Commission will be in full functioning order so far as its examination load is concerned sometime about 1 January 1949.

23 March 1949

Computation of Standard Scores

The results of examinations and of the component tests of an examination shall be expressed in Standard Scores with a Mean of 50 and a Standard Deviation of 15.

The following formula is convenient for converting a raw score to a standard score.

$$SS = 50 + \frac{15}{\sigma}(X - M)$$

Where SS stands for standard score.
X stands for raw score.
σ stands for Standard Deviation of the raw scores.
M stands for Mean of the raw scores.

Example:

Given: $M = 60$, $\sigma = 12$, $X = 75$

Then : $SS = 50 + \frac{15}{12}(75 - 60)$

$SS = 69$

A convenient conversion table can be made in the following manner:

1) In one column set down the standard score scale, extending it as far above or below the Mean as may be necessary.

2) In the second column write the raw score Mean opposite 50 in the standard score column.

3) Write the raw score for one sigma above and below the Mean opposite 65 and 35 respectively in the standard score column. Repeat this procedure for the raw scores two and three sigmas from the Mean.

4) Interpolate the equivalent raw score values for each standard score in the scale.

Computation of Standard Scores (cont'd)

Example:

	S.S.	R.S. (M = 60 σ = 12)	
3σ	95	96	
2σ	80	84	
1σ	65	72	(Interpolate for values
M	50	60	in between)
1σ	35	48	
2σ	20	36	
3σ	5	24	

CIVIL SERVICE DIVISION
Government Section

3/29/49 presented with Hoover's.

28 March 1949

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

SUBJECT : Report on Examinations

1. On Sunday, 20 February 1949, written tests for 17 optional subjects of the current examination were administered at eleven centers as shown in Table No. 1. Applicants qualified to participate were those who passed the January 16 test with a score not lower than 0.5 standard deviation below the mean and had applied for examination in one of the options. Representatives of the Civil Service Division observed the test administration in all centers with the exception of Fukuoka and Kumamoto. Consistently favorable reports were received from all observers relative to the physical conditions and facilities, the efficient organization and direction of the activities, and the cooperation of local officials and Military Government. The problem of properly heating the examination rooms presented itself again as during the January examination, especially in the colder centers. In one or two cases less than optimum seating space was provided, but on the whole satisfactory progress has been made in this respect and in no case was crowding a serious factor. Rigid maintenance of the time schedule, effective monitoring, and adequate security of test materials were generally reported. Uniformity of test booklets, answer sheets, instructions, and scoring greatly simplified the administration of 17 different tests simultaneously. All answer sheets have been scored; item analyses of all tests have been made; and critical scores have been established. Under way is the process of combining the weighted standard scores of the first and the optional subjects which will determine candidates' positions on the eligible lists, subject to the further requirement of qualification in the oral and physical examinations. The following tables present data relevant to the written tests administered 20 February 1949:

A) Table No. 1 shows the potential and actual attendance at the tests in the various examination centers. The average percentage of absenteeism (10.1%) is somewhat lower than for the January test (13.0%). Absenteeism in Tokyo, however, rose from 12% to 13%. Consequently, eliminating the Tokyo figures brings the average percentage of absenteeism for the other centers down to 7.7%.

B) Table No. 2 shows the potential and actual attendance at the tests by the various optional subjects. It will be noted that the range of absenteeism ranges from 3.9% (Agricultural Engineering) to 15.8% (Fishery), with an average of 10.1%.

C) Table No. 3 presents, in summary form, the results of the testing after corrections based on the item analyses but before computation of standard scores. In view of the fact that the tests each consisted of 80 five-alternative multiple choice items, the mean scores appear to be lower than desirable. This indicates that the various tests (in proportion to their mean scores) were somewhat more difficult than had been anticipated. The dispersion of the scores as shown by the standard deviations is generally satisfactory and assures an effective degree of selectivity. Critical scores were established for each test based on considerations of the difficulty and selectivity of the test, the number of candidates participating, and the revised estimates of requirements by the various ministries. In no case is the critical score lower than 0.5 standard deviation below the mean or higher than 0.5 standard deviation above the mean.

2. Oral examinations were held in each of the eleven centers during 21-25 February as a further screening device for candidates for administrative positions. It was the purpose of these examinations to determine the adequacy or inadequacy of each candidate with respect to five aspects of personality thought to be important in positions involving dealing with people in face-to-face situations. Opportunity was also taken to obtain supplementary information regarding candiates' background and preferences. Table V presents the basic data for the oral examinations. It will be noted that roughly 90% of the candidates eligible to take the orals were approved by the Boards, and of the approximately 10% who were not successful, more than one-half were disqualified because of failure to appear. Twenty-two examining boards of three members each examined 2829 candidates (a rate of about 31 candidates per Board per day)and approved 2686 as satisfactory. It is doubtful whether the oral examination is worth the cost, especially in view of the fact that there is a personal investigation of each eligible.

3. Physical examinations were held in each of the eleven centers between 19-26 February as a final screening device for all candidates who were successful in the administrative or the technical examinations. Table V shows that of the 6063 candidates expected to present themselves for physical examinations, 536 did not appear and 216 failed the examination, leaving a total of 5311 successful candidates. Approximately 3.7% of those taking the examination failed for medical reasons. One candidate out of eight was disqualified as a result of the physical examination either through failure to appear or inability to meet the standards. The mortality owing to absenteeism is unduly high and measures must be taken to correct it.

4. A general tabulation of the results of the whole examination is shown in Table VI. The reduction of the 3012 candidates for administrative positions, who passed the first examination, to 2581 finally successful candidates is due to three factors:

a) voluntary withdrawal (did not appear for examination).

b) failure in the oral examination.

c) failure in the physical examination.

The attrition noted in the technical subjects is due to three factors:

a) voluntary withdrawals (did not appear for examination).

b) failure in the written technical examination.

c) failure in the physical examination.

Candidates applying only for appointment to technical rather than administrative positions were not required to take the oral examination.

Upon present knowledge of the requirements of the various Ministries, it appears that the examinations have yielded a sufficient number of qualified eligibles, while at the same time maintaining a satisfactory high standard of selection.

Maynard Shirven

MAYNARD SHIRVEN
Chief, Examination Branch

MS:rj

TABLE I

ATTENDANCE AT WRITTEN TESTS (BY CENTERS)

Examination Center	Number of Applicants	Number of Candidates Present	Absent	Percentage of Absenteeism
Sapporo	167	155	12	7.2
Sendai	203	189	14	6.9
Tokyo	2079	1808	271	13.0
Niigata	48	46	2	4.2
Nagoya	247	235	12	4.8
Kyoto	415	378	37	8.9
Osaka	558	515	43	7.7
Takamatsu	166	153	13	7.8
Hiroshima	212	191	21	9.9
Fukuoka	451	415	36	8.0
Kumamoto	132	122	10	7.6
TOTAL	4678	4207	471	10.1

TABLE II

ATTENDANCE AT WRITTEN TECHNICAL TESTS (BY SUBJECTS)

Subject	Number of Applicants	Number of Candidates Present	Number Absent	Percentage of Absenteeism
Law	998	886	112	11.1
Economics	1011	891	120	11.9
Mechanical Engineering	430	391	39	9.1
Applied Chemistry	281	251	30	10.2
Metallurgy	117	108	9	7.7
Mining	86	81	5	5.8
Electrical Engineering	223	199	24	10.7
Communications	219	201	18	8.2
Civil Engineering	256	229	27	10.5
Architecture	109	96	13	12.0
Agriculture	232	217	15	6.5
Agricultural Economics	153	149	14	8.6
Agricultural Chemistry	117	108	9	7.7
Forestry	165	153	12	7.3
Fishery	82	69	13	15.8
Animal Industry	86	79	8	9.3
Agricultural Engineering	103	99	4	3.9
_T_O_T_A_L_	4678	4207	471	10.1

TABLE III

RESULTS OF WRITTEN TECHNICAL TESTS

Examination	Candidates	Mean	Standard Deviation	Critical Score	Number Passing	Number Required
A. Law	886	44.77	9.48	M $-\frac{1}{2}$ Sigma	632	395
B. Economics	891	45.48	9.28	M $+\frac{1}{2}$ Sigma	285	147
C. Mechanical Engineering	391	29.86	8.74	M $+\frac{1}{2}$ Sigma	120	46
D. Applied Chemistry	251	35.10	8.62	M $+\frac{1}{2}$ Sigma	82	43
E. Metallurgy	108	32.23	8.27	M $+\frac{1}{2}$ Sigma	34	7
F. Mining	81	32.06	6.82	M $+\frac{1}{2}$ Sigma	28	3
G. Electrical Engineering	199	36.31	10.76	M $-\frac{1}{2}$ Sigma	134	103
H. Communications	201	38.08	11.42	M $-\frac{1}{2}$ Sigma	140	97
I. Civil Engineering	229	36.51	9.54	M $+\frac{1}{2}$ Sigma	78	28
J. Architecture	96	34.37	7.38	Mean	55	28
K. Agriculture	217	40.08	7.73	Mean	113	64
L. Agricultural Engineering	149	42.41	7.70	M $+\frac{1}{2}$ Sigma	54	36
M. Agricultural Chemistry	108	38.04	7.31	Mean	53	27
N. Forestry	146	34.65	5.86	M $+\frac{1}{2}$ Sigma	43	19
O. Fishery	69	37.00	6.91	M $+\frac{1}{2}$ Sigma	24	12
P. Animal Industry	79	40.78	7.61	M $+\frac{1}{2}$ Sigma	27	3
Q. Agricultural Engineering	99	34.21	6.52	Mean	46	22

TABLE IV.

Table IV shows the relationship of each test with the X-4 (16 January 1949) general test. The coefficients of correlation have not been corrected for restricted range and thus are somewhat lower than they would otherwise be. In general, the agricultural subjects show the least relationship with X-4 test, which was of a general reasoning or intelligence nature. The last two columns of Table IV indicate that university trained candidates had a distinct advantage in the tests. The educational background factor operated less strongly in the agricultural subjects, in general.

TABLE IV

RESULTS OF WRITTEN TECHNICAL TESTS

Examination	Correlation with X-4 Examination	Percentage of Candidates scoring above average on technical test	
		University Trained	Not University Trained
A. Law	.55	61	28
B. Economics	.58	67	29
C. Mechanical Engineering	.52	71	40
D. Applied Chemistry	.34	64	34
E. Metallurgy	.22	77	9
F. Mining Engineering	.33	67	36
G. Electrical Engineering	.46	67	32
H. Communications	.55	72	30
I. Civil Engineering	.63	68	35
J. Architecture	.44	67	50
K. Agriculture	.16	62	48
L. Agricultural Economics	.22	66	53
M. Agricultural Chemistry	.15	56	43
N. Forestry	.38	74	35
O. Fishery	.30	75	55
P. Animal Industry	.22	74	45
Q. Agricultural Engineering	.28	68	40

TABLE V

RESULTS OF ORAL EXAMINATIONS

Center	Dates	Number of Boards	Candidates Expected	Candidates Absent	Candidates Failed	Successful Candidates	Percentage Successful
Sapporo	Feb 21-22	1	83	4	0	73	95.1%
Sendai	21-23	1	117	3	1	113	96.2
Niigata	21	1	24	1	1	22	91.6
Tokyo	21-25	8	1452	113	102	1237	85.1
Nagoya	21-24	1	136	7	4	125	91.9
Kyoto	21-24	2	296	23	1	272	92.0
Osaka	21-24	3	377	13	14	350	92.9
Hiroshima	21-24	1	133	6	3	94	89.5
Takamatsu	21-23	1	105	1	10	124	93.2
Fukuoka	21-24	2	235	8	3	224	95.4
Kumamoto	21-22	1	54	4	4	46	85.2
Total		22	3012	183	143	2686	89.3

TABLE VI

RESULTS OF PHYSICAL EXAMINATIONS

Center	Dates	Number of Examiners	Candidates Expected	Candidates Absent	Candidates Failed	Successful Candidates	Percentage Successful
Sapporo	Feb 21-22	3	201	12	0	189	94.0%
Sendai	21-23	5	271	21	16	234	86.3
Niigata	21	3	60	3	3	54	90.0
Tokyo	19, 21-26	11	2772	290	65	2417	87.2
Nagoya	21-24	4	306	17	8	281	91.9
Kyoto	21-24	5	533	44	29	460	86.3
Osaka	21-24	3	752	64	27	661	87.9
Hiroshima	21-24	5	281	25	21	235	83.6
Takamatsu	21-23	2	209	15	12	182	87.0
Fukuoka	21-24	4	524	35	19	470	89.6
Kumamoto	21-22	4	154	10	16	128	83.1
Total		49	6063	536	216	5311	87.5

TABLE VI

RESULTS OF PHYSICAL EXAMINATIONS

Center	Dates	Number of Examiners	Candidates Expected	Candidates Absent	Candidates Failed	Successful Candidates	Percentage Successful
Sapporo	Feb 21-22	3	201	12	0	189	94.0%
Sendai	21-23	5	271	21	16	234	86.3
Niigata	21	3	60	3	3	54	90.0
Tokyo	19, 21-26	11	2772	290	65	2417	87.2
Nagoya	21-24	4	306	17	8	281	91.9
Kyoto	21-24	5	533	44	29	460	86.3
Osaka	21-24	3	752	64	27	661	87.9
Hiroshima	21-24	5	281	25	21	235	83.6
Takamatsu	21-23	2	209	15	12	182	87.0
Fukuoka	21-24	4	524	35	19	470	89.6
Kumamoto	21-22	4	154	10	16	128	83.1
Total		49	6063	536	216	5311	87.5

TABLE VII

FINAL SUCCESSFUL CANDIDATES

Subject	Number of Candidates after First Examination	Number of Successful Candidates	Percentage Successful
ADMINISTRATION	3012	2581	85.8
TECHNICAL SUBJECTS	4838	2070	42.8
Law	997	595	59.6
Economics	999	270	27.1
Mechanical Engineering	428	113	26.4
Applied Chemistry	279	80	28.7
Metallurgy	117	33	28.2
Mining	86	25	29.0
Electrical Engineering	224	126	56.1
Communications	217	135	62.2
Civil Engineering	255	73	28.6
Architecture	109	53	48.6
Agriculture	233	108	26.4
Agricultural Economics	145	54	37.2
Agricultural Chemistry	117	51	43.6
Forestry	127	43	33.8

TABLE VII (Contd)

Subject	Number of Candidates after First Examination	Number of Successful Candidates	Percentage Successful
Animal Industry	87	26	29.9
Fishery	83	23	27.7
Agricultural Engineering	97	44	45.4
Others	238	218	91.5

CIVIL SERVICE DIVISION
Government Section

14 March 1949

MEMORANDUM FOR THE RECORD

SUBJECT: Designation of Special Examining Bodies

1. NPA has received a request for designation of a special examining body to hold an examination for mine inspectors and a special examining body to conduct an examination for policemen for the National Rural Police under Rule 7-3. A copy of the plan for the examination for mine inspectors is attached. The plan for examination for policemen involves a general mental test in essay form and a test of knowledge of the Japanese language. The examination would be open to primary school graduates and would be held as the needs of the service demanded, probably as often as twice a month in the metropolitan areas.

2. The Recruitment Bureau has been advised that the NPA should not recognize these examinations as NPA examinations. Moreover, the NPA itself is not in a position to conduct examinations for the positions in question at the present time. Therefore, the Ministry of Commerce and Industry and the National Rural Police Headquarters should be informed that appointments as mine inspectors and as policemen respectively should be made under Rule 8-1 and that for purposes of such appointment the examinations which they conduct will be recognized. These examinations, however, will not confer status different from that held by employees currently on the job and persons appointed as a result of these examinations may, in the discretion of the NPA, be required to take another examination at a later date.

Maynard Shirven

MAYNARD SHIRVEN
Chief, Examination Branch

MS:jd

Att.

Subject: Appointment of Mine Inspector

(1) National Personnel Authority ~~shall~~ may designate Mine Safety Examination ~~Committee~~ body (~~hereafter referred to Committee~~) as the examination organ in accordance with the provision of the Rule No.7-3 of the National Personal Authority.

(2) The Qualification of the appointment examination of Mine Inspector shall be as follows:

a) Person who ~~A~~ finished courses which are designated by the Committee and has the Qualification to enter the Technical College (reguler course) under the former Ordinance or has the Qualification in accordance with the provision of Article 56 of School Educatiom Law; or person who the Committee deemed to have the proper knowlege and ability.

b) Person who has experiences in Mining not less than 4 years.

c) Person above 30 years of age.

(3) Technical Official of Ministry of Commerce and Industry who has been appointed as a Mine Inspector until the Mine Saftey Law ~~sh~~ shall come into its force, may be appointed as a Mine Inspector under the said Law at the date of its promulgation in accordance with the procedure of the Rule No.8-1 of the National Personal Authrity.

(4) For ~~sometime~~ the time being until the examination will be held, the Minister of Commerce and Industry may appoint~~ed~~ the Mine Inspector in accordance with the procedure of the Rule No.8-1 of the National Personal Authority.

CIVIL SERVICE DIVISION
Government Section

dup temp appt file

14 March 1949

MEMORANDUM FOR THE RECORD:

SUBJECT : Temporary appointment of Noda Nobuo.

The following temporary appointment was approved 14 March 1949 on the basis of the recommendation of Major General Marquat, Chief of ESS, GHQ, SCAP in an informal memorandum dated 10 March 1949:

Noda Nobuo now Deputy Director, Price Board, to be Deputy Director General, Economic Stabilization Board, 1st Class, 14th Grade, No. 6.

JOSEPH L. SPEICHER
Examination Specialist

JLS:rp
Att.

Name of Ministry: Economic Stabilization Board

1. Position to be assumed:

(a) Title of Position: Deputy Director General, Economic Stabilization Board

(b) Class: 1st class

(c) Grade: 14 grade, No. 6

(d) Duties and Responsibilities:

Assisting the Director General, the Deputy Director General is responsible for matters relating to formation of fundamental policies and plans with respect to urgent measures for economic stabilization as well as the coordination, adjustment and propulsion of the functions of various Government offices concerned.

2. Person to be appointed:

(a) Name: Noda Nobuo

(b) Age: 57

(c) Present Position: Deputy Director, Price Board

(d) Personal History:

Date of Assuming		Title of Position	Office
August 1921) January 1941)			Mitsubishi Limited Partnership.
April 1932) January 1941)		Staff-member	Mitsubishi Economic Research Institute.
February 1941) May 1946)			Mitsubishi Heavy Industry Co., Ltd.
June 1946) June 1947)		Research officer	Ditto
June 1947) April 1948)		Director, Production Bureau	Economic Stabilization Board
April	1948	Deputy Director	Price Board (1 class)

(e) Decision and Date of the Central Screening Committee: 17 June 1947 (Principal Public Office No. 21643).

3. This matter was approved by Major General Marquat, Chief of ESS, GHQ, SCAP, in his informal memorandum dated 10 March 1949.

/s/ Appr. K. Yamaguchi
Mar. 11, 1949.

Appr. 14 Mar 49

File

CIVIL SERVICE DIVISION
Government Section

March 10, 1949

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

SUBJECT : Application of the Educational Public Service Law

1. The NPA has been requested by the Ministry of Education to establish the applicant-eligible lists for principals and teachers required by the Law for the Special Regulations Concerning Educational Public Service (Law No. 1, 1949) and to issue rules governing the administration of these lists.

2. The pertinent provisions of Law No. 1, 1949 are quoted herewith:

a. Article 1. This law shall provide for matters concerning the employment and dismissal, limitation, disciplinary punishment, performance on duty and study and self-improvement of the educational public service personnel who serve the entire nation by means of education on the basis of the speciality of their duties and responsibilities.

b. Article 13. The initial appointment of principals and teachers shall be made by means of evaluation, and the evaluation shall be made by the Presidents of universities in case of schools attached to the universities, by the Minister of Education in case of national schools other than schools attached to universities or by superintendents of education controlling the schools to which principals or teachers belong in case of public schools other than schools attached to universities (to be called as evaluating officers hereinafter in this Article) from among those who shall be listed in the appointment-applicants list.

2. The appointment-applicants list prescribed in the proceding paragraph shall be prepared by the Personnel Authority in case of national schools or by boards of education of the metropolis, district or urban or rural prefectures in case of public schools in accordance with the kinds of certificates concerning those who shall hold certificates for principals or teachers and apply for initial appointment.

"3. Excluding those prescribed in the preceding two paragraphs, necessary matters concerning the appointment-applicants list shall be determined by the rules of the Personnel Authority in case of national schools and by the rules of the prefectural boards of education in case of public schools.

"4. The promotion of teachers shall be made by the evaluation based on the actual results of their to date work performance, and the evaluation shall be made by their respective evaluating officers.

"5. Evaluating officers shall hear the opinions of the principals of the schools concerned at the time of evaluation as prescribed in par. 1 and the preceding paragraph concerning teachers."

c. "Article 23. In the event when provisions of this Law are recognized to be inconsistent or in conflict with the provisions of the National Public Service Law, the provisions of the National Public Service Law shall prevail regarding those matters."

3. Article 13 of the First Supplementary Provisions of the National Public Service Law provides as follows:

"In case it is necessary to make exceptions to this Law on the basis of the special nature of the duties and responsibilities of any positions in the regular government service, such exceptions may be separately provided by law or rules of the Authority. These exceptions shall not, however, be contrary to the spirit of Article 1 of this Law."

4. It is the view of the Ministry of Education that the language of Article 1 of the Law No. 1, 1949, constitutes that law an exception to the National Public Service Law under Article 13 thereof. This contention is based upon the use of the word "specialty" in Law No. 1 and the use of the words "special nature of the duties and responsibilities of any positions" in Article 13 of the First Supplementary Provisions of NPSL. I am informed by Mr. MacCoy that such an interpretation was not the intent of the law, but the language is sufficiently inexact in both English and Japanese to make an interpretation difficult without reference to the intent. Even in this matter there may be some difference of opinion, as it is possible that the interested SCAP sections did not have the same understanding of the meaning of the relevant provisions.

5. It is the view of the Recruitment Bureau of NPA that if the Law No. 1, 1949, is, in fact an exception to the NPSL, NPA has nothing to gain by the establishment and maintenance of applicant-eligible lists for principals and teachers and this function should be delegated at once to the Ministry of Education. However, if Law No. 1 does not constitute an exception to NPSL, the necessary rules and procedures must be developed at once. Therefore, our opinion as to the interpretation of Law No. 1 has been requested.

6. The following alternatives appear possible:

a. A finding that Article 13 of Law No. 1, 1949, is in contravention of the NPSL and consequently without legal effect. Rule 8-1 may then be applied as a temporary measure. (NPA is not prepared to hold examinations in this field at present.)

b. Application of Rule 8-1 of the NPA for the appointment of principals and teachers without expression of opinion as to the legality of Article 13 of Law No. 1.

c. Promulgation of a rule delegating authority to the Ministry of Education to establish applicant-eligible lists for principals and teachers without determination of the legality of Article 13 of Law No. 1.

7. It appears that eventually it will be necessary to make a determination that Article 13 of Law No. 1 is in contravention of the NPSL and consequently is without legal effect. This determination, of course, will be subject to court review. The decision as to how and when this determination should be made is largely a matter of tactics, particularly with respect to the timing. Your advice on this entire matter is requested.

MAYNARD SHIRVEN
Chief, Examination Branch

MS:vr

NPA. Exam.

RB Robinson 26-6427

PO/RBR/mls

NonCompetitive Examinations Proposed for
Incumbent Ministry of Communications Officials

CCS GS

1 Mar 49

1 1. In accordance with Article 9, Supplementary Provisions of the National Public Service Law (Law No. 120 of 1947), as amended, persons holding positions from Vice-Ministers down to Assistant Section heads and other positions of similar organizational level in the service as designated by the National Personnel Authority, on a date to be established by the Authority, shall be deemed to have received temporary employment in such positions, such temporary employment not to exceed three years from 1 July 1948.

2. Articles 3, 33 and 36 of the same law empower the National Personnel Authority to require persons mentioned above to take open competitive examinations to obtain permanent appointment. However, Article 36 also provides a means whereby initial appointments may be made on the basis of an evaluation of demonstrated abilities other than competitive examination. The evaluation mentioned must be conducted by the National Personnel Authority, or an evaluating body appointed thereby, in accordance with standards established by the Authority.

3. To require incumbent Government officials to take examinations in competition with applicants in unlimited numbers, in the knowledge that they must attain scores higher than any competitors in order to be appointed to the Government service, immediately, in an equivalent but not necessarily the same position currently held, will have an extremely demoralizing effect. It is believed that many Japanese officials will resign rather than enter an open competitive examination where little or no recognition or advantage may be realized from their years of experience.

4. The great majority of officials in the Ministry of Communications who would be involved in this situation, are considered to be well qualified for the positions they hold. They have many years of service in the communications enterprises during which they have gained experience of great value. From the standpoint of the Government, it seems extremely unwise to risk the loss of such officials. The least disastrous result of such a loss would be a long period of great confusion and lowered efficiency. From the point of view of the officials involved, it seems entirely unfair to endanger their careers by requiring them to compete with any and all persons who may be able to meet the examination prerequisites.

5. In order to avoid these circumstances in regard to Ministry of Communications officials, it is recommended that the officials referred to in paragraph 1 be given the opportunity to take suitable non-competitive examinations for the purpose of demonstrating their fitness for continued employment in their present positions. Postal and telecommunications specialists are available in CCS to assist the Government Section in preparing and later providing some surveillance over the administration of suitable non-competitive examinations.

CIV. Ser. Div.

C/S from CCS to GS, dtd 1 Mar 49, subj: Non-Competitive Examinations Proposed for Incumbent Ministry of Communications Officials.

6. It is requested that the Civil Communications Section be advised as to what action is contemplated in this matter.

- G. I. B. - - - - - - - - - - - - - - - - -

B. Hoover 26-8925
23 March 1949

From: GS TO: CCS

2 1. Civil Service Division is thoroughly conversant with the problems enumerated by Civil Communications Section in Note #1.

2. The examinations constructed by the Japanese National Personnel Authority (under observation and technical direction of the Civil Service Division) will be directed toward testing personnel, including those at the top administrative levels, to ascertain their competence to be appointed or to retain position in the Japanese governmental service. These examinations will be practical in character and will as far as practicable evaluate relevant experience.

3. It is the responsibility of both the National Personnel Authority within the Japanese government and the Civil Service Division within SCAP to assure both basic organizations that only the most competent are approved for appointment. In general, to accomplish this end, examinations must be placed on an open competitive basis. To do otherwise would recruit or retain inferior personnel and perpetuate many of the abuses and weaknesses of the present bureaucratic setup.

4. In general, under such a system of examinations, the incumbent who knows his business has an advantage by reason of his knowledge and experience on the job and, if he cannot prevail against the man who lacks that experience, his displacement is a contribution to the efficiency of the service.

5. It is assumed and hoped that postal and telecommunications specialists are also available in CCS to assist Civil Service Division in preparing suitable competitive examinations.

6. To the extent that present incumbents are demonstrably competent their removal by examination processes is not anticipated.

7. This matter has been discussed with Mr. Blaine Hoover, Chief of the Civil Service Division, Government Section by Mr. J. W. Lisman, Director of the Postal Division, Civil Communications Section.

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

GOVERNMENT SECTION
CIVIL SERVICE DIVISION

28 February 1949

MEMORANDUM FOR : Mr. Maynard Shirven
Chief, Examination Branch

SUBJECT : Revised Pay Legislation -- My memorandum of 24 February.

This is to be considered a correction of my memorandum to you of 24 February in which I advised you that Mr. Hoover was interested in having you consider the writing of new pay legislation if it were deemed necessary in compliance with Articles 28 and 67 of the National Public Service Law.

Mr. Hoover did not intend to imply that a new pay law should be written, but rather that any change in the pay law necessary, should be prepared and proposed as an amendment to Law #46.

On Monday, 28 February, a conference was held in Mr. Hoover's office with members of the National Personnel Authority and certain staff members of the Civil Service Division including Messrs Salter and Bettis. At this meeting Mr. Hoover ordered Mr. Bettis through Mr. Salter to prepare a file on information which should be included in a future draft of an amendment to Law #46. I should like to suggest therefore, that in line with Mr. Hoover's brief instructions to you, that you discuss the matter with Messrs Salter and Bettis prior to taking any action on your part.

W. PIERCE MacCOY
Deputy Chief
Civil Service Division

WPM/hm

File
4-1-49

GOVERNMENT SECTION
CIVIL SERVICE DIVISION

21 February 1949

MEMORANDUM FOR : Mr. Maynard Shirven
Chief, Examination Branch

SUBJECT : Transfer Lists of Japanese Rural Police.

Mr. Eaton of Public Safety Division called on 21 February to inquire whether the Civil Service Division required lists indicating transfers of troopers, officers and supervisors of the Japanese Rural Police when transfers were made from one headquarters to another. He stated that the police headquarters had been advised by CLCO that the Civil Service Division, Government Section was supposed to receive copies of these transfer lists which are normally prepared for forwarding to the Public Safety Division for approval of the transfers.

I advised Mr. Eaton that this was the first I had ever heard of the Civil Service Division being interested in such lists and felt there must be some error. I stated that as far as I could see, you were the only individual who might even conceivably be interested in receiving such lists and that I would check the matter with you.

Mr. Eaton stated that if the Civil Service Division was supposed to have these lists it would be necessary to go back to the first of the year since none had been furnished us from that date forward and since this involved a rather large clerical job, he wished to avoid it if possible.

I advised Mr. Eaton that if you had any interest in these lists or had requested them, that you would get in touch with him as soon as you returned to the city. Mr. Eaton is the Chief Police Administrator and can be reached on 26-7541, extension 206.

W. Pierce MacCoy

W. PIERCE MacCOY
Deputy Chief
Civil Service Division

WPM/hm

File

CIVIL SERVICE DIVISION
Government Section

16 February 1949

MEMORANDUM FOR THE RECORD

SUBJECT: Cases under Articles 101 and 103 National Public Service Law

Case No. I.

Facts: Tomiyama is an official of the Marine Control Bureau of the Transportation Ministry at Niigata. He wishes to occupy a concurrent position as teacher in the technical school at Niigata operated by the Prefectural Government. His duties in that position will require approximately two hours per week in addition to any time which may be required for preparation. He will lecture on marine engines and related subjects. It is proposed that he will receive no compensation but will be reimbursed for actual expenses incurred.

Findings: Tomiyama may be authorized to accept concurrent appointment under the facts cited above. If the duties of the concurrent position are performed during regular duty hours, he may not receive compensation and a careful check should be made to insure that he is reimbursed for only such expenses as are actually incurred in connection with the concurrent position. It is not at once apparent that there should be any such expenses with the possible exception of local transportation. However, if the duties of the position are to be performed outside his regular working hours, there is no apparent reason why he should not receive compensation (see Article 104).

Case No. II.

Facts: Minobe is at present a member of the Statistical Committee of the Cabinet (grade 13). It is proposed to appoint him concurrently as a member of the Holding Company Liquidation Commission and to pay him an additional salary of ¥6,250 per month. The duties of the concurrent position will require one-half day per month and will be performed during regular working hours.

Findings: A proposed concurrent appointment is clearly a violation of 101 of the National Public Service Law, however, there would be no objection to the concurrent appointment provided that no additional salaries were involved.

Case No. III.

Facts: Maeda occupied a position in the Banking Bureau of the Ministry of Finance. In this position for a period of two months his duties involved supervision of the Bank of Japan. He is no longer in that position. He

requests authorization to become a director of a private bank.

Findings: Article 103 of the National Public Service Law provides as follows:

> Any person is hereby prohibited for a period of two years after leaving the service from accepting or serving in a position with a profit-making enterprise which involves a close connection with any agency of the state defined by rules of the Authority with which such person was formerly employed within five years prior to separation from the service (paragraph 2).

Inasmuch as the Ministry of Finance and, in particular, the Banking Bureau unquestionably has a close connection with every private bank in Japan, the requested authorization cannot be granted under Article 103.

Case No. IV.

Facts: Tagami who is an official of the Special Procurement Board (Office of the Prime Minister) has been suspended from office pending prosecution on a criminal charge. He has addressed a petition (copy attached) to the Prime Minister in which he states that he is convinced of his innocence. He further states that owing to the fact of his suspension he is unable to support himself, and he requests authorization to accept a position as advisor to two companies (see petition) for the period of his suspension. Investigation reveals that the two companies concerned have no relationship of any nature to the Special Procurement Board.

Findings: Under Article 103 of the National Public Service Law, approval of the requested employment cannot be granted since the petitioner, even though he has been suspended, is still in the employ of the government and, in fact, is receiving compensation from the government. However, if the petitioner desires to resign his position in the Office of the Prime Minister, there would be no objection to his employment as indicated.

MAYNARD SHIRVEN
Acting Chief, Examination Branch

MS:rj
Att

27 January 1949

TO: PRIME MINISTER SHIGERU YOSHIDA

FROM: SUSPENDED SECRETARY OF THE PRIME MINISTER'S OFFICE TATSUO TAGAMI

SUBJECT: PETITION FOR BECOMING AN ADVISER OF PRIVATE COMPANIES WHILE SUSPENDED FROM OFFICE

I was ordered suspension from office because of my being prosecuted on 25 February 1948 in relation to a criminal case. I firmly believe in my innocence and in a judgment of "not guilty" in a court, so I have kept my status as secretary to date without retiring. However, delay in judgment in a court has caused such a situation that the final decision cannot be expected to be made in the near future. On the other hand, In present inflationary economic conditions make it impossible for me to support my life with one-third of salary paid to me while suspended from office; Therefore, I would like to gain salary from the following private company as advisor, so that I could make up deficit in living costs. I hereby file a petition that special permission will be granted after taking into consideration the above stated circumstances:

1. Name of company: INAGAKI Industry Co. Ltd.
   INAGAKI SINGYO K.K.
   Address (main office): C/o 7 floor Osaka Build. Soze-cho, Kitaku, Osaka-shi
   Address (Tokyo branch): c/o Tomogawa Build. 3, 3 chome, Ginza, Chuo-ku, Tokyo-to
   Business of company: Knitted goods, spinning and weaving industries
   Duties of advisor: Legal advice and economic survey
   Salary of advisor: ¥ 5,000. --

2. Name of company: Hokkaido oil industry Co. Ltd.
   Hokkaido ushi kogyo k.k.
   Address: 10, Nishi-kata-machi Bunkyo-ku, Tokyo-to
   Duties of advisor: Legal advice, managing advice and economic survey
   Salary of advisor: ¥ 5,000. --
   Business of company: Production of oil from rice-grain and processing

01 03 Exam file 2-11-49

CIVIL SERVICE DIVISION
Government Section

11 February 1949

MEMORANDUM FOR: Dr. Kiyoshi Asai, President, National Personnel Authority

SUBJECT : Satoshi Ishikawa

Your letter addressed to Mr. Hoover concerning the appointment of Mr. Satoshi Ishikawa has been referred to me for action. The appointment of Mr. Ishikawa is approved under the conditions outlined in your letter. Please consult with me when his appointment to a permanent position is considered.

MAYNARD N. SHIRVEN,
Acting Chief, Examination Branch.

MNS:mvb
1 Attachment

File
1-49

CIVIL SERVICE DIVISION
Government Section

9 February 1949

MEMORANDUM FOR: Mr. Maynard Shirven

SUBJECT : Communication from Mr. Kawashima, Asabu, Ichibe-cho

The attached memorandum dated January 31 and received today by mail will no doubt interest you. It suggests the prevalence of practices which should be immediately stopped. Probably, "there should be a rule".

BH

BLAINE HOOVER
Chief
Civil Service Division

BH:jb

Jan. 31.

Dear Mr. Hoover,

According to the National Public Service Law, the authority of appointment is vested in the head of each Ministry and independent establishment, but in fact under the present application of the law they cannot implement their authority and function perfectly, rejected by the subsisting bureaucrats, because the head do not know fully the details and practices within the government office.

Thus the bureaucrats control the personnel authority in effect, for example the list of candidates to be promoted is written originally by the chief secretary who ordinarily takes leadership of exclusivism and the head of the office has only two choices whether he gives his consent or not to the listed candidates. If the eligible official is outside of the exclusivism and unpopular to the public workers' union, his name is not nominated from the first in the candidates list whatsoever ability and industriousness he may have. Consequently the head of the office has no opportunity at all to promote these honest, capable but miserable persons.

Therefore, the head should take his initiative to select candidates from the beginning, not granting his right to draft the original list.

Moreover, after the promotion is executed by the examination of the National Personnel Authority, those capable person will not be assigned to the position in which he can acquire due knowledge to succeed the examination of higher class.

After all I insist that the heads of the offices who are elected by the Diet or appointed with consent of the Diet based on the national opinion should have stronger power than now in the personnel affairs. These representatives of the nation are very reliable but not the executive secretaries, bureaucrats who want to take over the rights of the representatives illegally. These bureaucrats sometimes utilize the public workers union to strengthen their power. Please keep these circumstances in your mind.

Yours truly,
M. Kawashima

GOVERNMENT SECTION
CIVIL SERVICE DIVISION

28 January 1949

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

SUBJECT : Examinations Held Outside of NPSL.

Referring to your inquiries of 19 January 1949, I attach an opinion prepared by Mr. MacCoy.

Blaine Hoover

BLAINE HOOVER
Chief
Civil Service Division

BH:mw
Enclosure

Copied for history
April '51

GOVERNMENT SECTION
CIVIL SERVICE DIVISION

27 January 1949

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

SUBJECT : Examinations Held Outside of the National Public Service Law.

Legal Opinion

Mr. Shirven's first question refers to Rule 7-3 of the National Personnel Authority Rules. Series 7 of the Rules covers the Articles 42 to 49 inclusive in the National Public Service Law. While paragraph 1 of the Rule 7-3 would appear to be ambiguous in that it states "All examinations", paragraph 2 of the same rule states, "Such special examining bodies and such examiners shall be deemed to be vested with appropriate authority by the National Personnel Authority and shall act in the name of and as agents of the National Personnel Authority, subject to the general supervision of the Director-General and subject to the same regulations as the regular examining staff of the National Personnel Authority and to such special regulations as the Director-General may impose."

Since neither the National Personnel Authority nor the Director-General of that body would have any authority over any organization other than that covered by the National Public Service Law, therefore any instruction issued in favor of the law or the rules under the law could affect only those examinations or examining bodies conducting such examinations for positions and/or organizations which are indicated by the law as being under the auspices of the National Personnel Authority. Thus any examination conducted for a position which falls under the purview of the National Public Service Law, and therefore the National Personnel Authority, must be conducted by the National Personnel Authority or the National Personnel Authority must officially and specifically authorize such examinations to be conducted by other bodies in compliance with the National Public Service Law and the Rules issued by the Authority thereunder.

Any examinations held under other conditions are not legal in the sense that they can give status in the national government to the individuals passing such examinations and could not be recognized by the National Personnel Authority as establishing status for such individuals in either the wording or the meaning of the National Public

Service Law.

In the cases referred to by Mr. Shirven of economic investigators for the Economic Investigation Board, and clerks for the Supreme Court, since both of these groups of positions fall under the purview of the National Personnel Authority, according to the National Public Service Law, such examinations must be conducted by the National Personnel Authority or the National Personnel Authority must officially approve any other examining body as expert examiners in compliance with Article 48 of the Law and Rule 7-3 of the Rules. These positions listed by Mr. Shirven are legally within the purview of the National Personnel Authority since they are not mentioned as exceptions in Article 2 of the National Public Service Law.

In reply to Mr. Shirven's second question which refers to Rule 8-1, paragraph 6 and covers in a general manner Articles 50 to 58 inclusive, he inquires as to the possibility of various government agencies appointing individuals to positions which are not specifically listed as exceptions to the most recent civil service examination. While it is true that a strict legal interpretation might hold,as he indicates, that since certain specific exceptions are listed, all positions not specifically excepted were to be filled from the resulting employment lists. However, it is not felt that the Japanese government, Attorney General's Office, nor the Courts would be inclined to apply such a strict interpretation under the present circumstances, especially in light of the second paragraph of Article 1 of the Supplementary Provisions which states, "In this Law, provisions other than those concerning the establishment of the Authority and the performance on duty (inclusive of the penal provisions and supplementary provisions related thereto) may be gradually applied as practicable, as provided by law, rules or directives of the Authority."

Rule 8-1 complies with the above quoted Article 1 in the Supplementary Provisions since it provides a rule stating that under certain specified conditions, employees may be appointed"for the time being" as heretofore. While this rule specifically refers in its first part to first, second and third class officials, it provides further latitude in paragraph 5 which states," Other employees shall be newly appointed or promoted in accordance with basic standards established by the appointing officer except as otherwise provided by Directive of the National Personnel Authority." (Underlining added by writer.)

Since no other Directive has been subsequently issued by the National Personnel Authority on this subject it must be assumed that this paragraph provides sufficient latitude for the various appointing officers to accomplish the necessary appointments to continue to conduct their business in the same manner as they have prior to the passage of the National Public Service Law and the issuance of Rules by the National Personnel Authority.

Mr. Shirven's last question is answered legally by paragraph 7 of Rule 8-1 which states, "Appointments made in accordance with this Rule shall not confer permanent status and all persons so appointed shall be deemed to have the same status as persons appointed to like positions as heretofore."

Administrative Opinion

In view of the fact that it was the intention of this Division to insure that the National Personnel Authority should have sufficient time within certain prescribed limits to accomplish all of the various necessary technical and administrative functions of the personnel administration program envisioned by the National Public Service Law as they were able to assimilate such duties, I concur with Mr. Shirven's recommendation that the National Personnel Authority officially advise the two agencies concerned, and any others that may request under similar circumstances, that they have no objection to such agency conducting examinations authorized by previous rules or ordinances, but in each case they should specifidally direct the agency's attention to the above quoted paragraph 7 of Rule 8-1 of the National Personnel Authority Rules.

I believe also that they should further warn the agencies that it is very possible that such individuals so examined and appointed may be required to take a further examination at a later date, prescribed by and conducted under the auspices of the National Personnel Authority to properly acquire the necessary legal status as national employees under the National Public Service Law.

W. PIERCE MacCOY
Deputy Chief
Civil Service Division

WPM/hm
Attachment

Mr. Hoover
Please give me your recommendation and recommendation on this
24 Jan 49
FHT 1/20/49

CIVIL SERVICE DIVISION
Government Section

January 19, 1949

Done WPT 1/27/49

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

SUBJECT :: Examinations Held Outside of the NPSL:

1. On January 15 and 16, the Economic Investigation Board conducted an examination for economic investigators. On January 20, the Supreme Court will conduct an examination for clerks. These two agencies have inquired of the NPA as to whether their examinations are under the jurisdiction of the NPA and if so, what action should be taken.

2. Rule 7-3, paragraph 1 reads as follows:

> "All examinations shall be prepared and conducted by the staff of the Authority unless the Authority by resolution has approved the use of the services of other persons as special examiners or as examining bodies."

It is necessary to determine whether the word "examination" as used in this paragraph means examinations conducted under the NPSL or whether it means any examination conducted for positions which are under the jurisdiction of the NPSL.

3. Rule 8-1, paragraph 6 reads as follows:

> "No appointments shall be made to positions of the kind for which the National Personnel Authority has announced an examination or has notified the agencies of government of its intention to hold an examination, except by selection of appointees from appropriate eligible lists or otherwise as prescribed by the Authority."

This paragraph seems to contemplate the employment of personnel at the discretion of the individual agencies except in those cases where the NPA by overt action has assumed responsibility for examination and certification.

4. The announcement for the Civil Service examination which is being currently held, provided a list of excepted positions which will not be filled from the lists resulting from that examination. The list of exceptions was not intended to be all inclusive, but it appears that a strict legal interpretation might hold that since the exceptions are listed, all positions not specifically excepted would be filled from the resulting employment lists. This interpretation, however, is not supported by the Examination Branch.

5. It is the recommendation of the Examination Branch that Rule 7-3 be held to apply only to examinations being conducted under the NPSL and that Rule 8-1 be held to authorize agencies to continue pre-existing employment practices until such time as the NPA is prepared to assume jurisdiction. It is further recommended that the agencies concerned be informed by the NPA that the NPA has no objection to their holding such examinations as have been authorized by law or regulation, but that employees appointed as the result of such examinations will not acquire any status under the NPSL other than that possessed by employees previously hired under the pre-existing procedures.

Maynard Shirven

MAYNARD SHIRVEN
Examination Specialist

MS:vr

file

CIVIL SERVICE DIVISION
Government Section

25 January 1949

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

SUBJECT : Interim Report on Examinations

1. On Sunday, 16 January 1949, the first subject of the current examination was administered at eleven examination centers as shown in Chart No. 1. Reports from all centers agree that the preparations for the examination were complete in every detail and that the examination itself was administered in exact accordance with plans. The only criticism of the administration is that the " no smoking" rule was not strictly observed in several centers. This will be called to the attention of the examiners in charge. The physical conditions for the examination were in general satisfactory in-so-far as space and light are concerned but were extremely unsatisfactory from the standpoint of heating arrangements. In nearly all centers the examination was conducted in near freezing temperatures which representatives of this division considered a hardship upon the candidates. It is impossible to determind what, if any, effect these conditions may have had upon their performance. It appears, however, that this examination is being held at the worst possible time and that in-so-far as possible they should try to avoid winter examinations.

2. Table No. 1 shows the number of applications and the number of candidates actually present for examination at each examination center. You will note that for the country as a whole only 13% of the applicants failed to appear for the examination. In my opinion this is an extraordinarily good showing.

3. Table No. 2 shows the number of applications for each optional subject of the examination. Although the number of applications for some of the highly specialized optional subjects is comparatively small, it is believed that in every case the number is adequate to meet the needs. If necessary, passing standards on the general examination will be adjusted in such a way as to provide a minimum number of eligibles.

4. Table No. 3 shows the educational background of the applicants.

5. Table No. 4 shows the occupational status of the applicants. Your attention is invited to the relatively large number of applicants who are currently in the government service.

Noted FHH 1/27/49

6. Table No. 5 shows the age distribution of the applicants.

7. The initial rating of all papers has been completed, the item analysis has been made and a re-rating is under way. It is expected that the passing point will be set at or above the mean score. As soon as the final rating of this examination has been completed an eligible list will be established which will be available for use in certifying to general or non-specialized positions at the appropriate level. Specialized examinations for the optional subjects will be held on 20 February 1949 and oral examinations will begin the following day. Any candidates who fail to pass the oral examination will be removed from the general eligible list. No certifications will be made from that list until after the oral examinations have been completed.

Maynard N. Shirven

MAYNARD N. SHIRVEN,
Examination Specialist.

MNS:mvb
Encl: 5 Tables

TABLE NO. 1

Examination Center	Number of Applicants	Number of Candidates Present	Percentage of Absenteeism
Sapporo	443	368	17
Sendai	608	510	16
Niigata	153	126	18
Tokyo	5254	4645	12
Nagoya	669	572	14
Kyoto	875	781	11
Osaka	1616	1387	14
Hiroshima	652	562	14
Takamatsu	523	444	15
Fukuoka	1076	929	13
Kumamoto	446	367	18
Total	12,315	10,691	13

TABLE NO. 2

(Number of Applications for Each Optional Subject)

Optional Subject	Number of Applications
General	4,314
Law	1,675
Economics	1,738
Mechanics	646
Applied Chemistry	400
Metallurgy	165
Mining	132
Electricity	343
Communication	322
Civil Engineering	379
Construction	196
Agriculture	416
Agricultural Economy	290
Agricultural Chemistry	176
Forestry	258
Fisheries	116
Zootechny	208
Agricultural Engineering	131
Unclear	39
Other	357
Total	12,301
(Additional Study of B Group Jobs)	
Sand arretation engineering	3
Pioneer engineering	1
Naval architecture	18
Arithmetics	22
Optics	6
Chemics	12
Geologics	26
Botanics	2
Pharmacy	10
English	12
Literary art	4
Psychology	9
Histology	11
Social work	3
Industrial management	2
Spinning	7

(Table No. 2 Continued)

Optional Subject	Number of Applications
City Planning	34
Textile	8
Navigation	4
Physics	58
Geo-physics	11
Statistics	12
Biologics	8
Medicine	7
Literature	9
Chinese	4
Philosophy	5
Education	2
Sociology	8
Trading	2
Drawing	1
Photography	3
Oil Engineering	3
Labor education	1
Art	2
Hygiene	4
Printing	1
Electric Engineering	1
Meteorology	1
Sericulture	5
Job Guidance	6
Housekeeping	1
Lumbering Industry	1
Agricultural Machine	1
Foreign Affair	6
Total	357

TABLE NO. 3

(Educational Background of Applicants)

Examination Center	University				College				High School	Under High School	Total
	Graduates	Still in School	Left Before Graduation	Total	Graduates	Still in School	Left Before Graduation	Total			
Sapporo	67	94	3	163	86	40	10	136	106	38	444
Sendai	88	130	8	226	146	77	29	252	98	32	608
Tokyo	830	1637	30	2497	856	1398	93	2347	325	85	5254
Niigata	29	5	—	34	58	16	7	81	30	5	150
Nagoya	101	90	12	203	176	119	21	324	105	36	668
Osaka	313	287	20	621	379	268	75	723	224	44	1610
Kyoto	143	412	8	562	109	115	14	238	59	16	875
Takamatsu	78	20	13	111	169	46	29	246	118	50	523
Hiroshima	85	76	11	173	189	85	55	330	108	41	650
Fukuoka) Kumamoto)	241	230	32	503	489	163	77	729	232	55	1519
Total	1976	2980	137	5093	2659	2327	418	5406	1405	402	12301

Table No. 4

(Occupational Status of Applicants)

Examination Center	No Experience	Public Servants	Teacher	Employee of Private Enterprise	Business	Total
Sapporo	137	178	40	86	3	444
Sendai	263	185	62	92	6	608
Tokyo	2,368	1,540	331	979	36	5,254
Niigata	28	71	26	21	4	150
Nagoya	190	256	79	123	11	668
Osaka	423	654	113	405	15	1,610
Kyoto	523	211	56	80	5	875
Takamatsu	95	229	77	114	8	523
Hiroshima	136	274	70	121	49	650
Fukuoka Kumamoto	410	526	166	343	38	1,519
Total	4,573	4,171	1,021	2,364	175	12,301

TABLE NO. 5

(Age Distribution of Applicants)

Examination Center	Age 17	Age 18	Age 19	Age 20	Age 21	Age 22	Age 23	Age 24	Age 25	Age 26	Age 27	Age 28	Age 29	Age 30	Age 31
Sapporo			1	11	21	24	38	66	68	65	57	37	24	20	12
Sendai				7	16	34	61	55	102	77	69	58	62	40	27
Tokyo		5	18	75	290	472	577	750	816	694	567	375	288	221	106
Niigata				3	13	13	19	17	17	19	14	13	10	10	2
Nagoya			2	8	33	57	82	84	84	94	71	48	37	39	29
Osaka		1	13	40	81	174	195	194	203	171	164	121	121	80	52
Kyoto			1	11	36	58	86	121	149	138	117	60	53	28	17
Takamatsu		1	7	12	35	48	54	50	57	57	57	42	44	40	19
Hiroshima			3	17	25	57	70	76	81	89	68	61	49	37	17
Fukuoka	1		11	45	104	149	209	200	199	164	153	115	91	76	2
Kumamoto															
Total	1	7	56	229	654	1086	1391	1613	1776	1568	1337	930	779	591	283

12301

CIVIL SERVICE DIVISION
Government Section

20 January 1949

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

SUBJECT : Proposed Program of Examination Branch

1. There is attached a proposed program for the Examination Branch. This program has been developed by functional area rather than by project, in order to assure completeness of coverage. However, it is believed that the following major projects emerge at once:

a. Examinations for top administrative personnel, including vice-ministers, bureau chiefs, section chiefs, and others, as provided by Articles 9 and 10, Supplementary Provisions, National Public Service Law.

b. Development of reduction-in-force regulations and procedures.

c. Development of regulations, procedures and forms for certification (including preparation and maintenance of eligible lists).

d. Development of regulations, procedures and forms for personnel actions, including appointments, separations, transfers, promotions, etc., and development of regulations and procedures for reporting personnel actions to the National Personnel Authority.

e. Development of definitions and regulations concerning civil service status.

f. Compensation research. (This project is included tentatively on the basis of our discussion.)

2. No attempt is made here to schedule these projects or to indicate order of priority. Some are obviously of greater magnitude than others, but I believe that all of them must be undertaken at once and carried on simultaneously. This course will impose a heavy work load on the Branch, but any other course may expose us to the risk of being unprepared to exercise functions that are essential under the National Public Service Law.

Maynard N. Shirven

MAYNARD N. SHIRVEN
Chief, Examination Branch

MNS:rp
1 encl. - Program of Examination Branch
20 January 1949

PROGRAM OF EXAMINATION BRANCH
(Proposed 20 January 1949)

1. Recruitment

a. Planning of program and procedures for obtaining qualified applicants.
b. Analysis of recruitment efforts made to date.
c. Study of sources of recruitment, including study of relation of educational system to public service.
d. Development of standard announcement.

2. Examination

* a. Administrative Officers Examination (Articles 9 and 10 of Supplementary Provision, National Public Service Law).
* b. Current recruitment examination (to be completed about 1 March 1949).
c. Survey of needs for entrance examinations and development of examination schedule.
d. Survey of needs for promotion examinations.
e. Development of procedures for promotion examinations.

3. Certification

a. Development of regulations and procedures, including eligible lists.

4. Personnel Actions

a. Development of procedures and forms for appointments, separations, transfers, promotions, etc.
* b. Development of reduction-in-force procedures, including reemployment lists, etc.

5. NPA Staff Training
(including Regional Office Examination Staff)

* a. Training of staff in examination procedures and techniques.

6. Status

a. Development of definitions and of regulations concerning status.

7. Research

a. Development of examination and placement research program.
b. Validation of examinations.

8. Compensation Research

* a. Development and direction of program and training of staff.

* Denotes projects under way.

GOVERNMENT SECTION
CIVIL SERVICE DIVISION

19 January 1949

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

SUBJECT : Inquiry from Labor Division, Economic & Scientific Section.

Miss Smith of Labor Division, Economic & Scientific Section phoned me on 19 January to ask two questions:

1. What efforts were being made by the National Personnel Authority to assure Japanese women that they had the same opportunity to take examinations as did the men, and,

2. What steps was the National Personnel Authority taking to be sure that the present women employees of the Japanese national government were not dealt with unfairly in any contemplated reduction in force.

I read to Miss Smith, Article 27 of the National Public Service Law and advised her in general terms of the contemplated rule which the National Personnel Authority would issue concerning reduction in force and the procedures for handling this action.

I explained to Miss Smith the method of advertising relative to the examinations and pointed out the fact that all advertisements, posters, etc. have stressed the possibility of women taking the civil service examinations. She offered the use of their office for future examinations in contacting womens' organizations with which she works throughout Japan, for assisting us in broadcasting information. I suggested that since another examination would be held, possibly in February, that she contact Mr. Shirven direct. This is merely provided for your information.

W. PIERCE MacCOY
Deputy Chief
Civil Service Division

WPM/hm

noted BLH 1/19/49

CIVIL SERVICE DIVISION
Government Section

17 January 1949

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

SUBJECT : News Translation

Seventeen Year Olds Grapple With Difficult Questions. First examination for the recruitment of public servants. The first examination for public servants was held simultaneously in 10 different localities throughout the nation on the 16th starting at 9:00 a.m. and ending at 1:00 p.m.

In Tokyo, 5254 persons filed applications for the examination (635 failed to show up for the examination) which was held at the Chuo University and the Meiji University. Mrs. Borthick, Civil Service Division, Government Section, GHQ was present to observe the examination.

The examination held today is one of two types. The A examination (administrative) given to-day and the B examination (professional service). To-days examination was an over-all general intelligence test which was a multiple choice type. Since requirements to take this examination were open to anyone whose capabilities were equal to that of a college graduate and no other scholastic restriction were required, they were some taking the test who only completed the High School. The youngest applicant taking part in the examination were 17 year olds and among these were 66 women.

Strict secrecy of the examination problems has been maintained after it has been completed and even after completion of the examination its contents will not be made public.

At the Chuo University, the examination commenced at 9:30 a.m. However at 10:00 a.m. they were 20 applicants that came tardy but these persons were allowed to take the examination. The room where the examination was held was very crowded and interspersed among the males could be seen a few females here and there all struggling with the difficult questions.

Persons with a higher mark than the average shall be given another examination (B exam) on the 20th of February and successful candidates will be notified in the early part of March. The National Personnel Authority have already received requests for additional personnel from the various agencies and ministries. However the Authority expects that these figures are in excess of actual needs even after administrative adjustments have been made so they will undertake further investigations before assignments to the various agencies are made from the eligible list.

Suzuki

NATIONAL PERSONNEL AUTHORITY

Classification Section

January 12, 1949

To: Mr. MacDonald Salter

CSD, GS; GHQ, SCAP

From: Mr. Taro MIYAKE

Subject: Result on the Final Test held on Dec. 13, 1948

Division	Scores	No. of Examinee
A class	51 - 47	23
B class	46 - 44	33
C class	below 43	19
	Total	75

Ranking and scores of each examinee are as follows:

Rank	Score	Name	Group
A class			
1	51	YONEYAMA Takeshi	R. Assistant
2	50	KANNO Hiroo	R. 3
3	49	TANAKA Toshihiko	B. Assistant
4	48	KIMURA Eitaro	*R. 11
5	48	ISHIKAWA Makoto	
6	48	SUZUKI Toshio	R. Assistant
7	48	FUKUDA Yasushi	*B. 12
8	47	TACHIBANA Toshiya	*R. 10
9	"	YAZAKI Atsuo	*R. 7
10	"	NEGISHI Tomijiro	B. Assistant
11	"	ISHIWARA Akira	R. 12
12	"	MURAKAMI Takeo	*B. 5

13	"	SATO Shin	*B. 1
14	"	KOBATA Hiroyuki	*B. 8
15	"	GUNJI Chikao	*B1 8
16	"	KYOGOKU Jujiro	*R. 4
17	"	ONISHI Seiichiro	R. 3
18	"	IWASAKA Toshio	R. 1
19	"	MOCHIDA Koichi	*R. 13
20	"	KAWASAKI Yoshio	*B. 2
21	"	YOKOYAMA Takeo	R. 12
22	"	TOKUMITSU Hisashie	R. 9
23	"	KAWAMATA Shojiro	*B. 10

B class

24	46	ISOMURA Osamu	B. 2
25	"	KAWAMURA Akira	*R. 5
26	"	TARAO Mitsubumi	*R. 8
27	"	KISHINO Hiroshi	B. 5
28	"	MINATOGAWA Kiyoyuki	R. 11
29	"	ISHI Kiyoshi	*B. 13
30	"	ITO Yoshisuke	R. 1
31	"	KUTAKA Minoru	R. 5
32	"	HIROTA Toyohiko	R. 11
33	"	ENDO Tatsuya	R. 3
34	"	IIXUKA Shoji	*R. 1
35	"	TONOMI Toshio	*R. 2
36	45	TARAMA Tetsuo	B. 9
37	"	ONOUCHI Yukio	
38	"	SHIMIZU Giichi	B. 7
39	"	HASHIMOTO Hideo	B. 11
46	"	OYA Fumihilo	R. 2
41	"	KIMURA Shiro	R. 5

42	"	KONDO Rihei	R. 6
43	"	GODA Mitsuhiko	B. 6
44	"	SUZUKI Umeo	B. 7
45	"	ICHIMURA Kenji	R. 2
46	"	TAKAHASHI Tetsuo	R. 8
47	"	OKUNO Sadahiro	R. 2
48	44	KANAI Hachiro	*B. 4
49	"	ENDO Kyukoo	B. 3
50	"	SAKOGUCHI Toshiyuki	B. 6
51	"	SHOJI Torao	*B. 9
52	"	SAIJO Hiromichi	R. 7
53	"	KAWAKITA Seido	R. 4
54	"	KUDO Tsutomu	R. 5
55	"	MAEDA Tetsuo	R. 1
56	"	OKUBO Yoshio	B. 4

C class

57	43	KOYANAGI Masaru	B. 6
58	"	OGURA Koichi	B. 2
59	"	UMEBARA Minoru	*R. 9
60	"	NANIMATSU Takamasa	B. 9
61	"	YAZAKI Mitsuyoshi	R. 12
62	42	KAMEYAMA Yutaka	B. 5
63	"	HAZAMA Masahiro	R. 10
64	"	NUMAKURA Akira	B. 10
65	41	SAWANO Yoshio	*B. 11
66	"	KAWASAKI Akinobu	B. 5
67	"	MATSUMOTO Toshikuni	B. 11
68	"	NAKURA Matsuzo	B. 9
69	"	NAKAZAWA Kitaro	R. 8
70	40	NAGATA Ichiro	*B. 6

71	"	Miura Zentaro	R. 13
72	"	ISE Hiroshi	R. 2
73	"	SUKU Shoji	*R. 6
74	"	SUGAI Minoru	B. 8
75	"	FUNASEKO Kenji	R. 12

* ..... Group Ledder

NATIONAL PERSONNEL AUTHORITY

Classification Section

January 12, 1949

To: Mr. MacDonald Salter

CSD, GS; GHQ, SCAP

From: Mr. Taro MIYAKE

Subject: Result on the Final Test held on Dec. 13, 1948

Division	Scores	No. of Examinee
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C class

57	43	KOYANAGI Masaru	B. 6
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66	"	KAWASAKI Akinobu	B. 5
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73	"	SUKU Shoji	*R. 6
74	"	SUGAI Minoru	B. 8
75	"	FUNASEKO Kenjá	R. 12

* ..... Group Ledder

GOVERNMENT SECTION
CIVIL SERVICE DIVISION

Mr McCoy
Agreed.
File
1/12/49

11 January 1949

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

SUBJECT : Judicial Apprentice Examination.

Mr. Ishida, Chief of the Personnel Affairs Bureau of the Supreme Court presented the attached memorandum to this office for a decision. Actually the memorandum isn't too clear and it took quite a bit of questioning to bring all of the facts in the matter to the surface. Briefly it boils down to the following:

An individual graduates from law school and then takes Examination #1. If he passes this examination he is entered as a judicial apprentice wherein he must serve for two years. During this two year period he receives no salary but rather receives a subsistence allowance which covers food, quarters, clothing, transportation, necessary study books and study material.

At the end of this two year period, he takes Examination #2 which is actually, in American thinking, his examination for admittance to the bar. Following Examination #2 if he passes he is permitted to become a practicing attorney in private practice or a judge or a procurator. At this point the National Public Service Law takes effect. The National Public Service Law has no interest in the examination to qualify an individual for a practicing attorney in private practice nor does it have any interest in the examination to qualify an individual for the position of judge since this position falls in the"special service." Procurators, however, must be qualified through examinations conducted under the National Personnel Authority.

The question Mr. Ishida is raising concerns Examination #1 or that examination which indicates whether an irdividual has secured a sufficient amount of education to properly qualify him for his two year service as a judicial apprentice.

The Court Organization Law states that this examination shall be under the auspices of the Supreme Court and since the individual is not considered a public servant, nor qualified at that point to hold a position either as a practicing attorney, a judge or a procurator, I have advised Mr. Ishida that this examination is directly under the Supreme Court and the National Personnel Authority will have no interest whatsoever in such an examination.

The point that was worrying Mr. Ishida was that Article 67 of the Court Organization Law states, "A judicial type higher civil service examination." I pointed out to Mr. Ishida that assuming that the English translation was a correct statement of what was said in Japanese, that this phrase meant that the examination should be similar to the higher civil service examination but did not mean that it was to be the higher civil service examination. The wording apparently had confused him since, as he points out in his memorandum, the higher civil service examination had been abolished by the amendment to the National Public Service Law.

If there is any difference in your thinking concerning this subject it will be appreciated if you will advise me immediately so that I may clarify the point with Mr. Ishida.

W. Pierce MacCoy

W. PIERCE MacCOY
Deputy Chief
Civil Service Division

WPM/hm
Attachment

8 21

Re: Character of Judicial Apprentices
and the Examination for Appointment

The judicial apprentices have hitherto been appointed by the Supreme Court from among those persons who had passed the judicial type higher civil service examination, (See Art. 66 of the Court Organization Law.) (But the said examination was abolished pursuant to Art. 12 of the Supplementary Provision of the National Public Service Law, the First Amendment). Those apprentices complete their course of study, upon passing another examination at the end of two years training. (See Para. 1 of Art. 67 of the Court Organization Law). Judges, public procurators, and lawyers were, as a rule, required as prerequisits for acquiring their qualifications to finish the course of judicial apprentices. In other words those apprentices who have finished the said course were qualified as judges, public procurators and lawyers.

As is clear from above, the apprentices are nothing but students who are given the training necessary for becoming lawyers. They are neither Government Officials nor Public Officials, with no duties assigned to nor any power vested with. Although they receive a fixed allowance from the national treasury during their terms of study as provided for in Para. 2 of Art. 67 of the Court Organization Law, it is neither pay nor compensation for their offices, but is only to guarantee their student-like living.

Therefore the examination for appointment of those apprentices is naturally different in its character from that of Public Officials, and the said examination seems most appropriate to be held by the Supreme Court in the light of the purport provided for in Art. 66 of the Court Organization Law.

NATIONAL PERSONNEL AUTHORITY

ADVANCED COURSE IN POSITION-CLASSIFICATION

FINAL EXAMINATION - PART II

Instructions:

This test is designed to give you an opportunity to show what understanding you have of the administrative and technical problems involved in the development and administration of a position-classification plan. Many of these problems were not discussed directly during the training course. We want your ideas of what should be done, in accordance, of course, with the basic principles of position-classification. Because of the lack of adequate translation service, it is urged that the student organize his thoughts carefully and express them concisely.

1. From your knowledge of current personnel practices and problems which exist throughout the Japanese Government, which of these practices do you believe are contrary to the successful operation of a civil service system and which of the problems do you believe could be alleviated or resolved by the application of principles of position classification and the utilization of a position-classification plan? Discuss fully.

2. Assume that you have been made Chief of the Classification Section of the National Personnel Authority with a staff of 200 position classifiers. Outline your proposed organization and work program for the period covered by the preliminary steps and the conduct of the classification survey. Show the approximate amount of time to be spent on each phase of the program.

3. After the position-classification plan has been developed, how much responsibility and authority should be given to the ministries and agencies

for the allocation of positions and how much should be retained by the National Personnel Authority? Outline your proposal and give your reasons.

4. A position-classification plan includes a code of rules. List the matters pertaining to the installation and administration of the plan which you think should be covered by these rules.

5. During the development of a position-classification plan selected positions in the ministries and agencies are covered by work audits. In your opinion is it better to organize the classification staff and assign the work audits on an organizational or occupational basis? Discuss the advantages and disadvantages of each.

6. Position-classification plans may have (1) one set of classification grades; (2) a set of classification grades for each service; or (3) no classification grades. Give the advantages and disadvantages of each.

NATIONAL PERSONNEL AUTHORITY

ADVANCED COURSE IN POSITION-CLASSIFICATION

FINAL EXAMINATION

PART I - TRUE - FALSE TEST

Study each of the following statements and decide whether it is true or false. If the statement is true, write the word "true" in the blank following the statement. If the statement is false, write the word "false" in the blank.

Example: The first statement is true. Therefore, the word "true" has been written in the blank following this statement.

1. The National Public Service Law specifies that the National Personnel Authority shall develop a position-classification plan for the Japanese National Government. True

2. Although position descriptions and class descriptions are both utilized in the allocation of positions to classes, they are very different in form, content, and purpose. _____

3. "Administrative supervision" involves supervision of the employee's time, ~~and~~ general procedures, and conduct in relation to the rules,

3. Administrative supervision involves control over employees in regard to hours of work, leave, conduct and discipline, expenditures, supplies, equipment and space.

regulations, and broad plans of organization and has little effect on the allocation of the position.

4. A position-classification plan may exist without grades. ____

5. The most difficult determination to make in the process of allocating a position is to distinguish the kind of work. F

6. One purpose of a position-classification survey is to evaluate the efficiency of employees. F

7. The position-classification plan must be amended with every major change in the compensation plan. F

8. In determining the class to which any position should be allocated, the description for each class should be considered as a whole. ____

9. Upon being allocated to a class, a position is automatically given the title of the class. ____

☐ ☑ 10. The use of a position-description questionnaire form in classifying positions eliminates the necessity of work audits. renders unnecessary F

☐ 11. Grade definitions should be prepared prior to the development of a position-classification plan. evolving F

12. Two positions should be allocated to the same class if both incumbents

are chiefs of sections in the same bureau or ministry. F.

13. A position-classification plan establishes the salary scale for each class and consequently for each position in the class. F.

14. Qualification requirements of a position should never be used as the sole allocation guide. ____

15. In order to put the employee's mind at ease, the position classifier should state his tentative conclusion regarding the proper allocation of the position at the conclusion of the work audit. F.

16. A good position-classification plan does not permit an administrative officer to change an employee's duties and responsibilities materially after his position has once been classified. F.

17. Position analysis is essentially an analysis of the position in terms of market price. F.

18. A class title indicates both the kind and level of work of the class. ____

19. Variety and scope are important allocation factors in a position even though each duty or problem is itself of a limited degree of difficulty. F.

20. Qualification requirements as an allocation factor are of little assistance in allocating vacant positions because there is no incumbent whose qualifications may be studied. F

21. An incumbent may occasionally be expected to perform duties not specifically stated in the position description. ____

22. Titles of classes of equivalent rank in different fields of work should customarily have the same modifying adjective or symbol. F.

23. There are as many classes of positions as there are distinct kinds of positions. ____

24. Only those duties should be listed in a class description which are common to all positions properly allocable to the class. F.

25. Where no position-classification plan exists, salaries of positions may be used as a good index of the level of the duties and responsibilities. F.

26. Analyzing the facts about a position is the measuring and weighing of the essential duties and responsibilities of a position or a class in terms of allocation factors against class descriptions, if available, or against other classes. F

27. The general rule for allocating mixed positions is that the highest type of duty performed governs the allocation. E

28. If a question arises as to whether certain positions should be grouped in the same class, the basic criterion is whether the same salary scale would apply to them equitably. F

29. During a position-classification survey prior to the development of a position-classification plan information should be obtained regarding the qualifications of the incumbents and the opinions of supervisors as to minimum qualification requirements for the positions.

30. All classes within a series of classes are given the same title. F

31. Position classifiers should get the facts on a particular position by conducting an interview or work audit after studying organizational data, the occupational area involved, pertinent allocation factors, and arriving at a tentative conclusion as to the proper allocation.

32. For use during an original position-classification survey it is more practical to use a general questionnaire than a specialized questionnaire.

33. In allocating a border-line position consideration should be given to the effect of its allocation upon the allocation of other positions having similar but slightly different characteristics.

34. Changes in a position may result from the abilities or deficiencies of the incumbent. is possible

35. The minimum qualifications in a class description indicate that persons who lack those qualifications are unlikely to be able to perform the duties of the job successfully.

36. The National Public Service Law specifies that all positions in the Japanese National Government are to be covered under the position-classification plan.

37. It is usually advisable to have the operating officials review some or all of the class descriptions for content while in course of preparation.

38. The position classifier sets up positions so as to produce an efficient organization.

39. A class may contain one position or hundreds of positions.

40. The pay level for similar work in private industry should be considered at the time a class is allocated to the grade. F

41. Grade definitions should be prepared prior to the allocation of classes to grades.

42. All positions having a variety of duties are called mixed positions. F

PART II - MULTIPLE CHOICE TEST

For the following questions you are given a choice of five answers. Choose the one correct answer to each question and write the number of the answer in the blank following the question.

Example: The correct answer to the first question, "When should an employee's position be considered for a change in allocation?" is answer #1, "When there is a permanent change in his duties and responsibilities". Therefore, the number "1" has been written in the blank following the question.

1. When should an employee's position be considered for a change in allocation?

(1) When there is a permanent change in his duties and responsibilites. (2) When he has completed his probation period. (3) When more people are to be employed in the office. (4) When he has shown efficiency in the performance of his duties. (5) When his work has become too routinized. 1

2. Which one of the following should prepare the position description? write down

(1) Position classifier. (2) Immediate supervisor. (3) Incumbent of the position. (4) Chief, Secretariat Section. (5) Personnel Officer. ~~(6) Vice Minister~~ 3

3. Which one of the following considerations is least important in the allocation of positions by a position classifier?

(1) The type of work or field of activity. (2) The kind and degree of supervision involved. (3) Physical conditions under which the work is performed. (4) The responsibilities, other than supervisory, involved. (5) The difficulty and complexity of the work. 3

4. Which of the following items gives the basic difference between two classes in the same series?

(1) Number of employees supervised. (2) Degree or level of difficulty and responsibility of work. (3) Person-to-person contacts. (4) Kind of work. (5) Organizational position of work. 2

5. In the sorting of positions into occupational groups, attention is paid to which one of the following factors?

(1) Difficulty of the duties. (2) Responsibility given the incumbent. (3) Organizational location. (4) Specialized kind of work. (5) Related professions, trades, or other kinds of work. 5

6. Four of the following are essential characteristics of a position. Which one is the exception?

(1) It is a specific office or employment. (2) It has a specific organizational location. (3) Its duties and responsibilities must be assigned by competent authority. (4) It must have an incumbent. (5) It can be occupied by only one person at any given time.

4

7. Four of the following are important considerations in classifying a position. Which one is the exception?

(1) The character or kind of work to be performed. (2) The responsibilities imposed. (3) The qualifications required for the given positions. (4) The relationships between positions of the same general character but of different levels of difficulty. (5) The difficulty of securing qualified personnel at the salary the jurisdiction is able to pay.

5

8. Which one of the following is not a step in the development of a position-classification plan?

(1) Writing descriptions of each class. (2) Analyzing individual positions. (3) Allocating positions to classes. (4) Establishing

appropriate pay scales for each class. (5) Grouping positions into classes.

4

9. Which of the following possible methods of securing information about the duties and responsibilities of positions is the least expensive and most satisfactory in an original survey?

(1) Interviews with employees and supervisors and observation of the work by a trained position classifier. (2) A combination of work audits and general position-description questionnaires. (3) Specialized position-description questionnaires. (4) Study of organization and functional charts. (5) A combination of work audits and specialized position-description questionnaires.

2

10. Which one of the following conditions is essential to the allocation of two classes to the same grade?

(1) Both have the same educational requirements. (2) The same tests of fitness can appropriately be applied to both. (3) The length of the probationary period is the same for both. (4) The duties are at the same level of difficulty for both. (5) The degree of technical proficiency required is the same for both.

4

11. In the absence of a position-classification plan, which of the following conditions is most likely to prevail?

(1) Equal pay for the same kind and level of work. (2) A definite system of classes and class titles. (3) Compensation based on an individual's qualifications. (4) A uniform position terminology. (5) Recruitment for classes rather than for individual positions. 3

12. Which one of the following descriptions of the same task is the best for position classification purposes?

(1) "Types letters from rough draft and files copies in alphabetical and subject files; posts invoice costs to twelve accounts." (2) "Handles correspondence and filing; keeps accounts." (3) "Answers letters and sends copies to file; makes journal entries." (4) "Types correspondence and makes file copy for files; posts costs to books." (5) "Types letters from rough draft; files copies in dual filing system; keeps books." 1

13. Arrange the following in the order in which positions are grouped during the development of a position-classification plan: class, grade, occupational group, service, series of classes.

1. class,
2. _____

3. _____

4. _____

5. grade

14. You are asked to determine the proper allocation of a mixed position consisting of five different specialized kinds of work. You are given the following information about the duties. What series and class grade do you recommend?

Series of Classes	Class Grade	% of time
A	6	50%
B	5	25%
C	7	10%
D	6	10%
E	4	5%

Series A

Class Grade 6

PART III - DEFINITIONS OF CLASSIFICATION TERMS

Match the classification terms in the right column with their proper definitions by writing the letter of the appropriate classification term in the blank space before the definition. Note that there are more classification terms than definitions.

Definitions	Classification Terms
_____ 1. A group of individual positions sufficiently alike in duties, responsibilities, and consequent qualification requirements that the same tests of fitness may be used to choose qualified appointees and that the same schedule of compensation may be applied with equity under the same or substantially the same employment conditions.	a. Allocation b. Reallocation c. Position d. Mixed Position e. New Position f. Vacant Position g. Class of Positions h. Classification Grade
_____ 2. The process of identifying the class to which any position belongs and the designation of a position by competent authority as being of a specific class.	i. Series of Classes j. Service k. Occupational Group l. Position Analysis m. Position Evaluation

_____ 3. The broadest grouping of related offices and employments under a classification plan.

_____ 4. A position constituted of duties that vary with time and are of different levels of difficulty or materially different kinds of work, where it is impracticable to allocate the position upward or downward from time to time to conform to such variations.

_____ 5. A responsibility for the performance of a task which the employee will carry out himself.

_____ 6. A position which has not been previously allocated and carried on the records as a currently existing position.

_____ 7. A group of two or more classes of positions closely similar as to kind of work but differing in responsibility and difficulty, which constitute steps in a normal line of promotion.

n. Position Classification Plan

o. Classification Survey

p. Occupational Survey

q. Organization Survey

r. Responsibility

s. Non-supervisory responsibility

t. Administrative responsibility

_____ 8. An organized and coordinated series of work-audits in which the individual positions are studied at the same time, instead of intermittently at different times.

_____ 9. A second or subsequent allocation of a position, the duties and responsibilities of which have not materially changed since it was last allocated.

_____ 10. A major subdivision of the classification scheme, embracing generally all series of classes in associated or related occupations, professions, or activities.

_____ 11. The critical examination of classification facts and their interpretation in terms of allocation factors.

_____ 12. A zone of difficulty and responsibility of work including one or more classes of positions for which comparable basic qualifications and compensation are prescribed.

PART IV - ILLUSTRATIVE CASES

READ ALL THE INSTRUCTIONS BEFORE YOU BEGIN TO ANSWER THIS QUESTION.

There are listed 15 reasons that are sometimes given for requests for allocation of positions to higher or lower classes.

1. Overtime work
2. Efficiency of incumbent
3. Volume of work
4. Same title
5. Temporary detail to higher-level duties
6. Length of service
7. Difficulty and complexity of work
8. Qualifications of incumbent
9. Education of incumbent
10. Pay level in private industry for similar work
11. Marital status
12. Supervisory control exercised over the position
13. Working conditions
14. Grade of incumbent's former position
15. Cost of living.

The same item is permitted to be listed more than once.

There are given below 12 cases in which requests are made for allocation of positions to higher or lower classes. In some instances the reason for the request is an allocation factor that should be considered in the allocation of the position. In other cases it is not.

Example: Read the first case carefully. The reason for the request is "length of service". The number of "length of service" in the list given above

is number "6". Accordingly, the number "6" has been written in the space following "Reason for request". As "Length of service" is not an allocation factor, the word "no" has been written in the space after the question, "Is the reason for request an allocation factor?"

1. Mrs. Watanabe is a charwoman in the Ministry of Finance. She has given fifteen years of faithful service and has been in the top pay step of her grade for three years. Mrs. Watanabe thinks it unfair that charwomen who have been appointed in the last few years should receive increases in pay periodically while she cannot receive any additional salary. Her supervisor asks the NPA classifier to reallocate her position to a higher class so that she can receive an increase in pay.

Reason for request: 6

Is the reason for request an allocation factor? No

2. Mr. Shirai and Mr. Kuroyama occupy typesetter positions in the Cabinet Printing Bureau. When a typesetting contest was held at the shop, Mr. Shirai won first place. He also normally produces a great deal more work than does Mr. Kuroyama. Mr. Shirai thinks that his position should be

allocated higher than Mr. Kuroyama's position.

Reason for request: 3

Is the reason for request an allocation factor? N

3. The Chief of the Accounting Section, Ministry of Construction, has appealed to the National Personnel Authority and requested that the allocation of his position be reviewed. He gave as his reason that the position of Chief, Accounting Section, Economic Stabilization Board, carries a higher grade than his position although the titles are the same.

Reason for request: 4

Is the reason for request an allocation factor? N

4. Mr. Narumi serves as a messenger for a bureau chief. He rarely leaves the office before six o'clock because the bureau chief normally works late. The other messengers leave the office at four o'clock. The duties and responsibilities are similar. Should Mr. Narumi's position be allocated at a higher level than the other messengers' positions?

Reason for request: 1

Is the reason for request an allocation factor? N

5. Mr. Sakano is employed as a clerk in the Labor Administration Bureau, Ministry of Labor. During a work audit he tells the N.P.A. position

classifier that he has been assigned the duties of making confidential investigations that require a great deal of resourcefulness and tact. Mr. Sakano's supervisor admitted that Mr. Sakano's statements were correct but insisted that the assignments were confidential and therefore could not be recognized because it would defeat the purpose of the assignment for the nature of Mr. Sakano's official duties to be made public.

Reason for request: _____

Is the reason for request an allocation factor? _____

6. Mr. Hattori is a translator engaged in translating from English into Japanese. He requires a great deal of instruction and help from his supervisor and completes a much smaller amount of work daily than do the other translators in the unit. The material assigned for translation is the same as that assigned to the other translators. The supervisor of the Translation Unit has asked that Mr. Hattori's position be reviewed and possibly allocated at a lower level.

Reason for request: 12

Is the reason for request an allocation factor? Y

7. Miss Shigemura, in reporting the duties of her position to the position classifier, called his attention to the extremely crowded office conditions. Miss Shigemura stated that the ventilation in the building is very poor and that on summer days the office is hot and uncomfortable. Also the supervisor does not permit morning and afternoon tea distribution as do the supervisors in the other offices in the building. Miss Shigemura thinks that these matters should be given consideration.

Reason for request: 13

Is the reason for request an allocation factor? N

8. Mr. Watanabe is serving as a telegrapher in the Ministry of Communications, Telegraph and Telephone Bureau. He now receives the salary of a third-class telegrapher. He studied diligently and passed the test for second-class telegrapher last month. Since there are no vacant positions of second-class telegraphers in that office, he has not been promoted to a higher position. Mr. Watanabe's supervisor wants to reallocate his present position to a higher class.

Reason for request: 8

Is the reason for request an allocation factor? N

9. Miss Noguchi occupies a typist position and performs her duties efficiently. She is now at the highest pay step in the grade for typists. Her supervisor requests that her position be allocated at a higher level because private industry pays almost twice as much for the same sort of work.

Reason for request: 10

Is the reason for request an allocation factor? N

10. There are two kinds of typist positions, English and Japanese. The class of positions involving use of a typewriter with Roman characters has been allocated to grade 5 while the class of positions involving use of a typewriter with Japanese characters has been allocated to grade 4. The employees using the typewriters with Japanese characters have presented a petition to N.P.A. requesting that positions involving use of typewriters using Japanese characters be allocated to a higher level because the typing techniques in Japanese are more difficult than those in English and require a longer training period.

Reason for request: _____

Is the reason for request an allocation factor? N Y