

**HANDBOOK
ON
JAPAN'S CIVIL SERVICE
STATISTICAL OVERVIEW**

December 2000

International Affairs Division
National Personnel Authority
Japanese Government

Contents

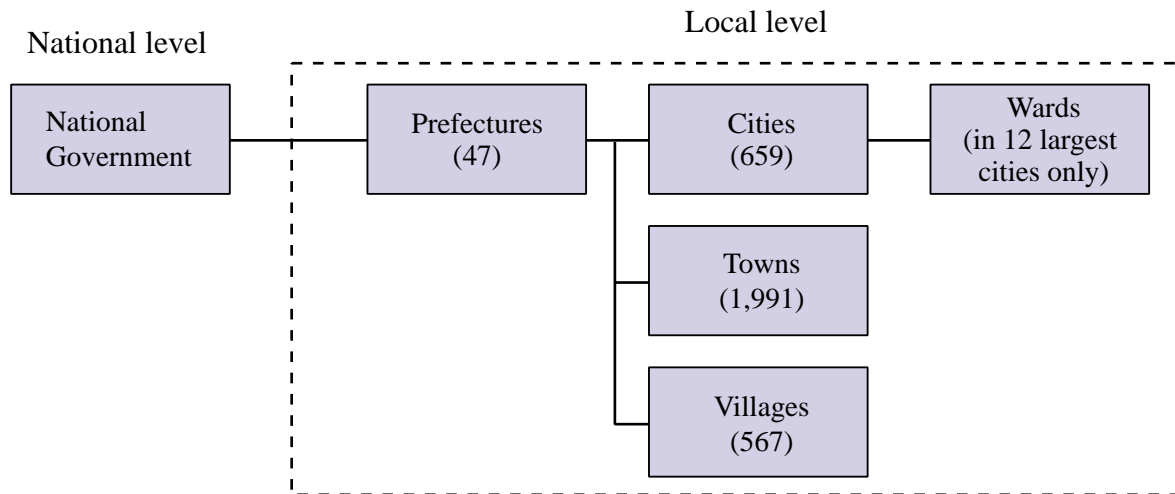
1 . General	1
Government System by Level (As of July 2000).....	3
Local Administrative Divisions of Japan (Prefectures).....	3
Chart of Japanese Government (As of January 5, 2001).....	4
Chart of Japanese Government (As of January 6, 2001).....	5
Number of Employees by Industry	6
Number of Public Employees per one thousand population (1998)	7
Ratio of Employees by Ministry	8
Comparison of Personnel Ceilings by Function	9
Labor Rights for National Public Employees	9
Employee Organization by Ministry	10
2 . Recruitment	11
School System and Education Rate in Japan (1999)	12
National Education Rate	12
New Recruits by Entry Level	13
Causes of Separation	13
Type of Recruitment Examination	14
Number of Successful Female Candidates by Examination Level	15
Percentage of Woman among Successful Candidates by Examination Level	15
Number of Initial Appointments by Sub-Division of Examinations	16
Results of a Questionnaire to New Recruits	17
Number of Employees by Age	18
Ratio of Employees by Education Level	18
Ratio of Employees by Gender	21

Leaves of Absence: Itemization of Reasons	21
Non-Disciplinary Dismissals: Itemization of Reasons	21
Separation by Age	22
Separation by Grade	22
3. Remuneration	23
Base Salary in Higher Positions	24
Employees in Each Salary Schedule under the NPA Remuneration Schemes	25
Salary Schedule for Administrative Services (I)	26
Salary Schedule for Designated Service	27
Number of Employees by Grade and Step (Salary Schedule for Administrative Service (I))	27
Number of Employees by Gender and Grade	28
Ratio of Employees by Examination Level and Grade	28
Breakdown of Remuneration (F.Y. 2000)	29
Average Monthly Salary and Allowance	30
Average Monthly Salary (as of April 2000)	30
Examples of Special Step Increase cases	31
The Remuneration Report and Recommendation Process	32
Retirement Allowance (F.Y. 2000)	33
Pension Scheme	33
4. Working Hours, Leave, etc.	35
Annual Leave in a Year	36
Child Care Leave of Absence for National Public Employees	37
Causes of Death of National Public Employees	37
Accidents in the Line of Duty	38
Housing Situation for Employees	38
5. Training	41
Trends in Training	42
Training Activities Conducted during F.Y. 1998	42

Major Training Courses Conducted by the NPA (F.Y. 2000)	43
Number of Trainees on Long-Term Overseas Fellowship	44
Number of Trainees on Short-Term Overseas Fellowship	44
Outline of the International Cooperation Group Training Courses Conducted by the NPA	45
6. Equity Process	47
Number of Disciplinary Actions	48
Appeals Related to Adverse Action	49
Requests for Administrative Action Related to Working Conditions	49

1. General

Government System by Level (As of July 2000)



Local Administrative Divisions of Japan (Prefectures)

- | | | |
|-------------|--------------|--------------|
| 1 Hokkaido | 19 Yamanashi | 34 Hiroshima |
| 2 Aomori | 20 Nagano | 35 Yamaguchi |
| 3 Iwate | 21 Gifu | 36 Tokushima |
| 4 Miyagi | 22 Shizuoka | 37 Kagawa |
| 5 Akita | 23 Aichi | 38 Ehime |
| 6 Yamagata | 24 Mie | 39 Kochi |
| 7 Fukushima | 25 Shiga | 40 Fukuoka |
| 8 Ibaraki | 26 Kyoto | 41 Saga |
| 9 Tochigi | 27 Osaka | 42 Nagasaki |
| 10 Gumma | 28 Hyogo | 43 Kumamoto |
| 11 Saitama | 29 Nara | 44 Oita |
| 12 Chiba | 30 Wakayama | 45 Miyazaki |
| 13 Tokyo | 31 Tottori | 46 Kagoshima |
| 14 Kanagawa | 32 Shimane | 47 Okinawa |
| 15 Niigata | 33 Okayama | |
| 16 Toyama | | |
| 17 Ishikawa | | |
| 18 Fukui | | |

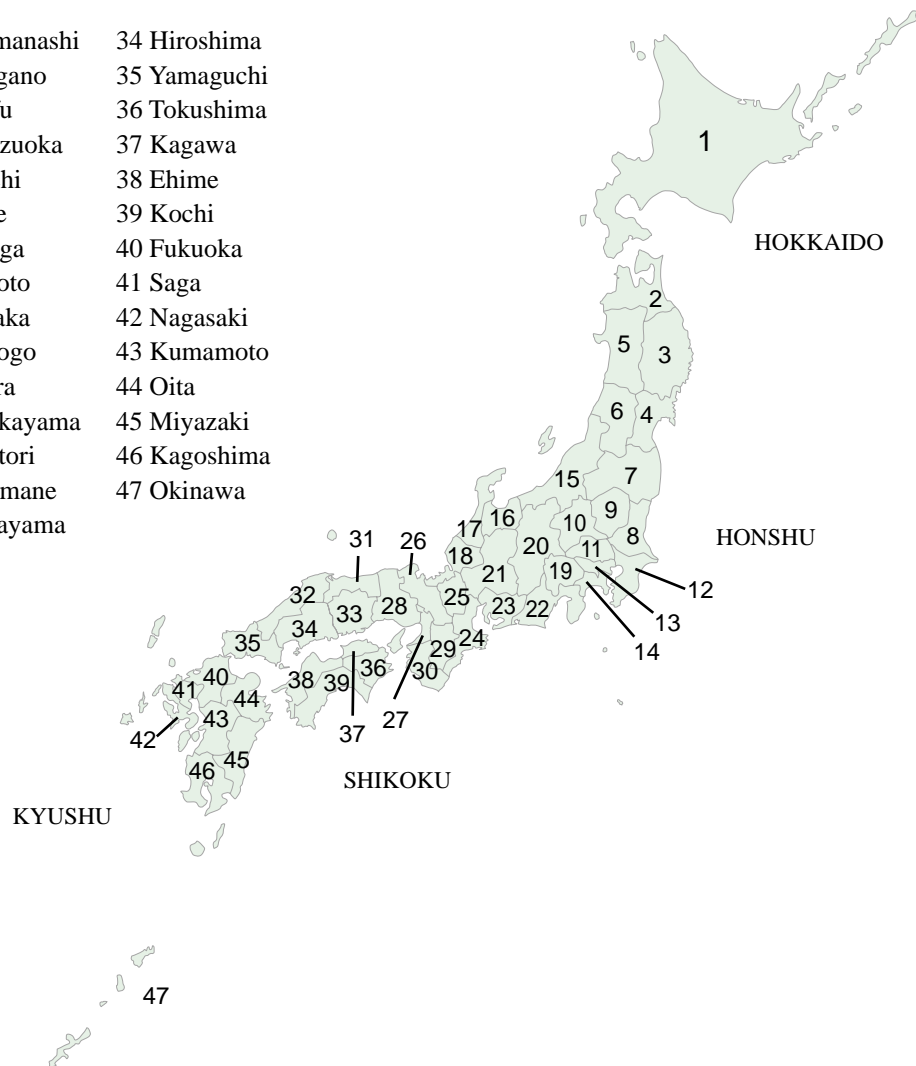


Chart of Japanese Government (As of January 5, 2001)

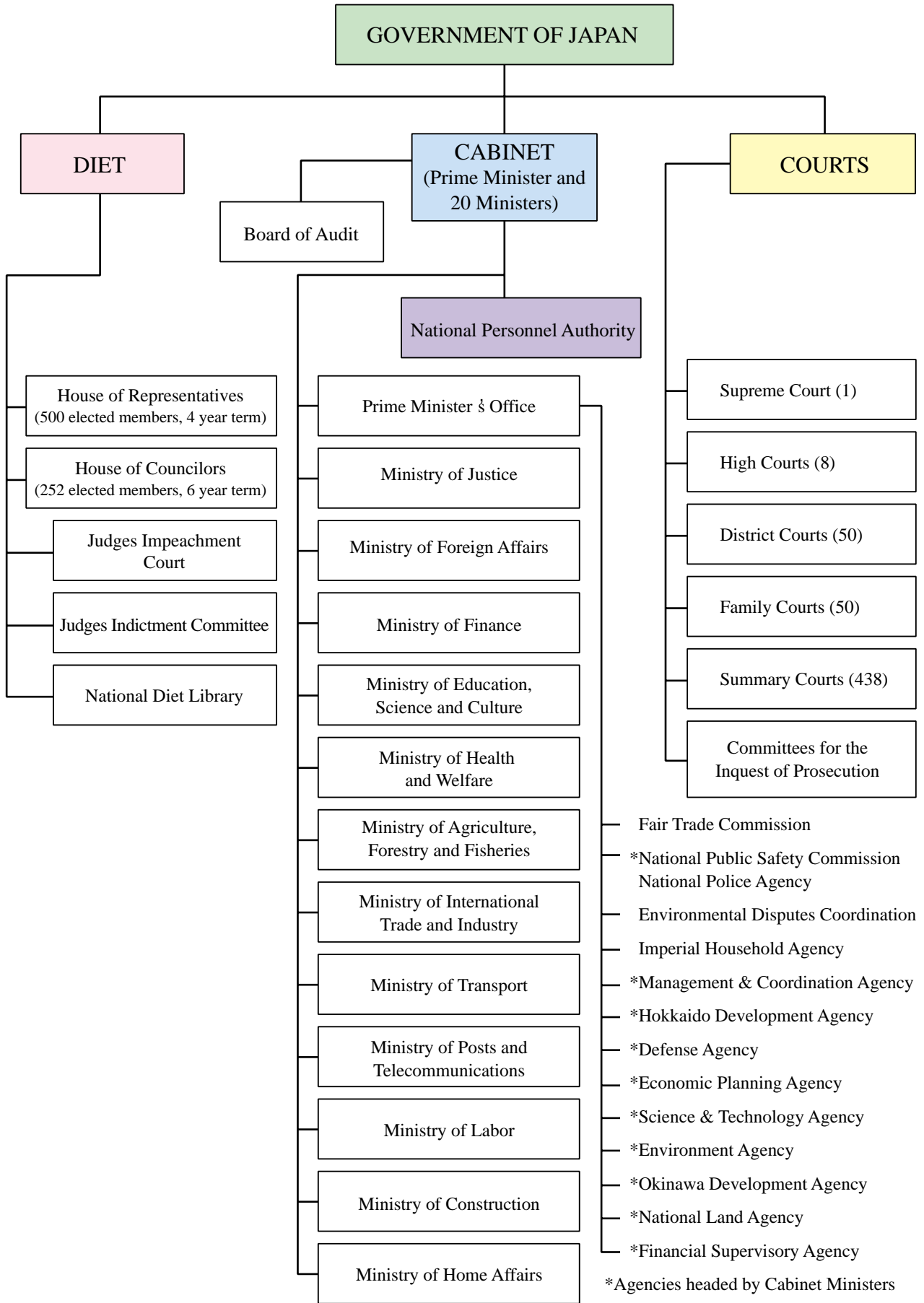
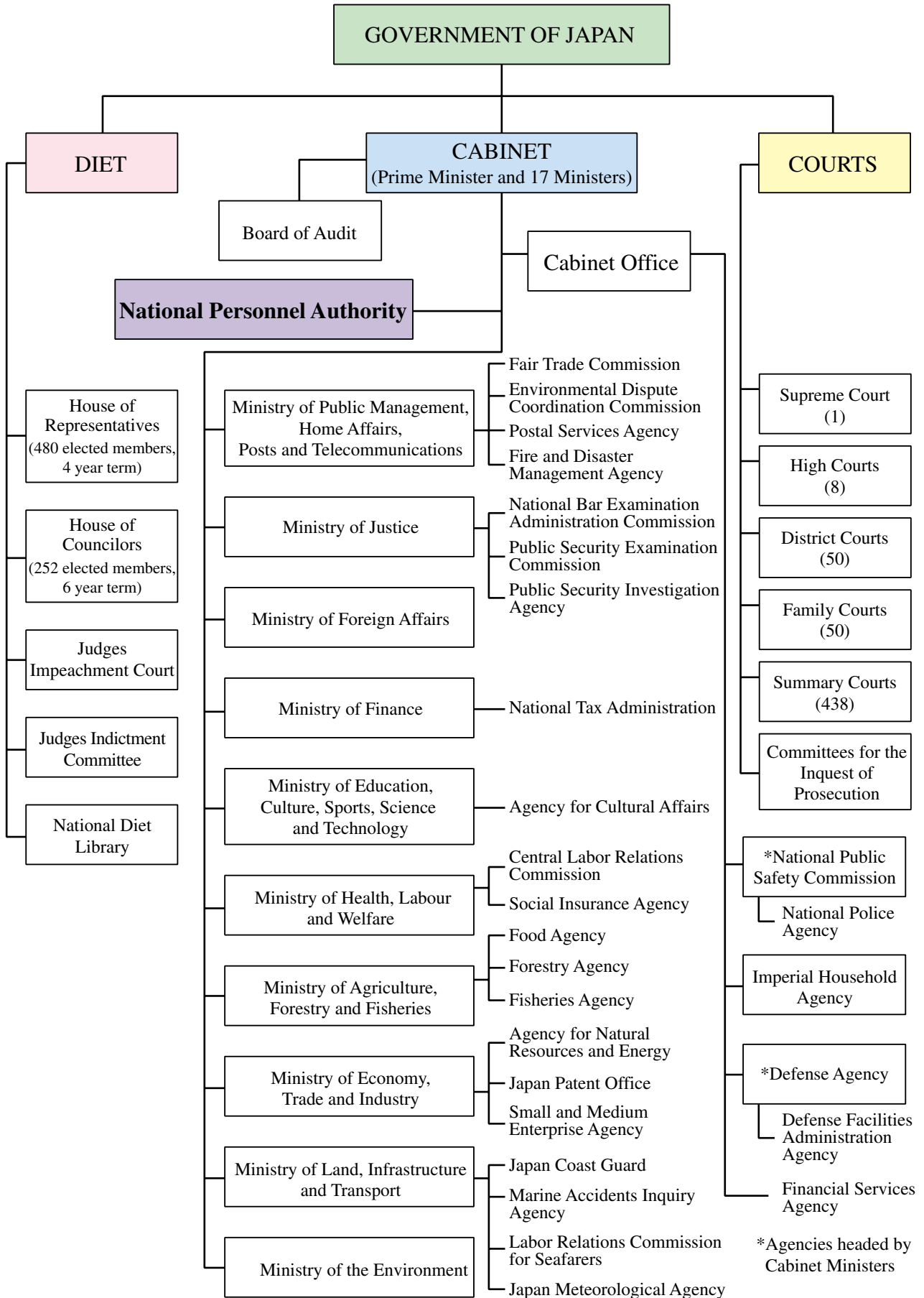
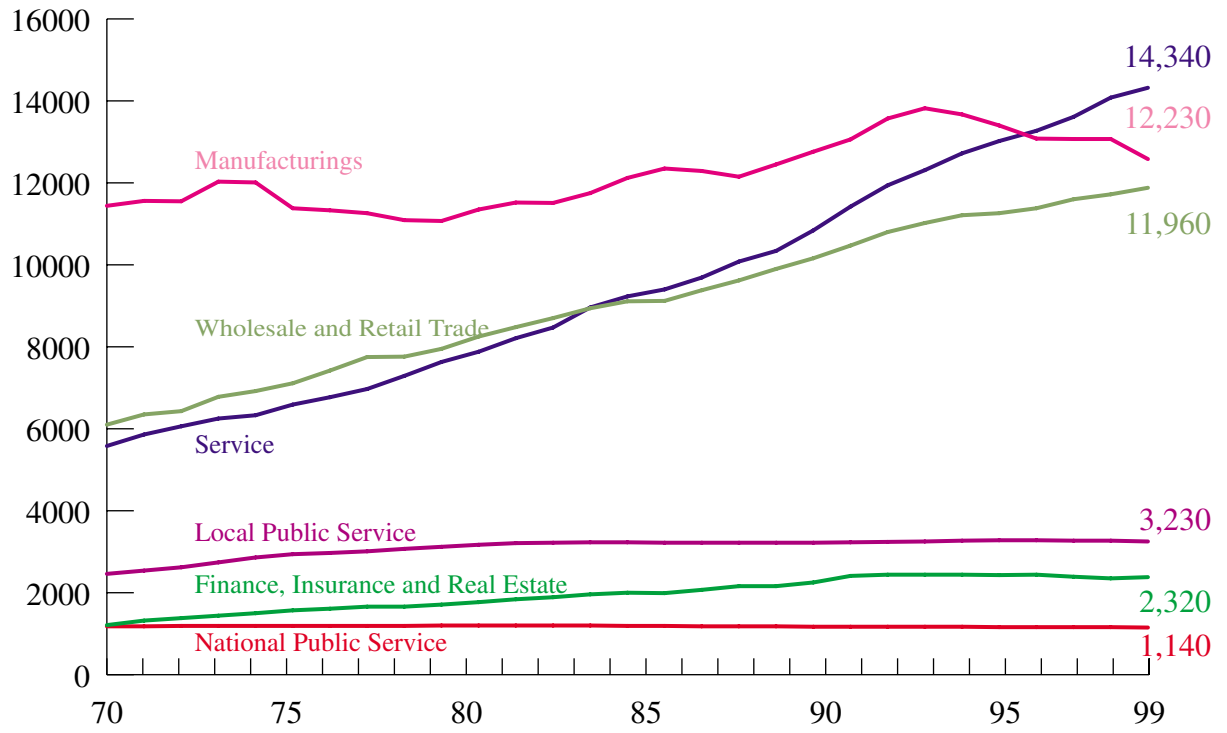


Chart of Japanese Government (As of January 6, 2001)

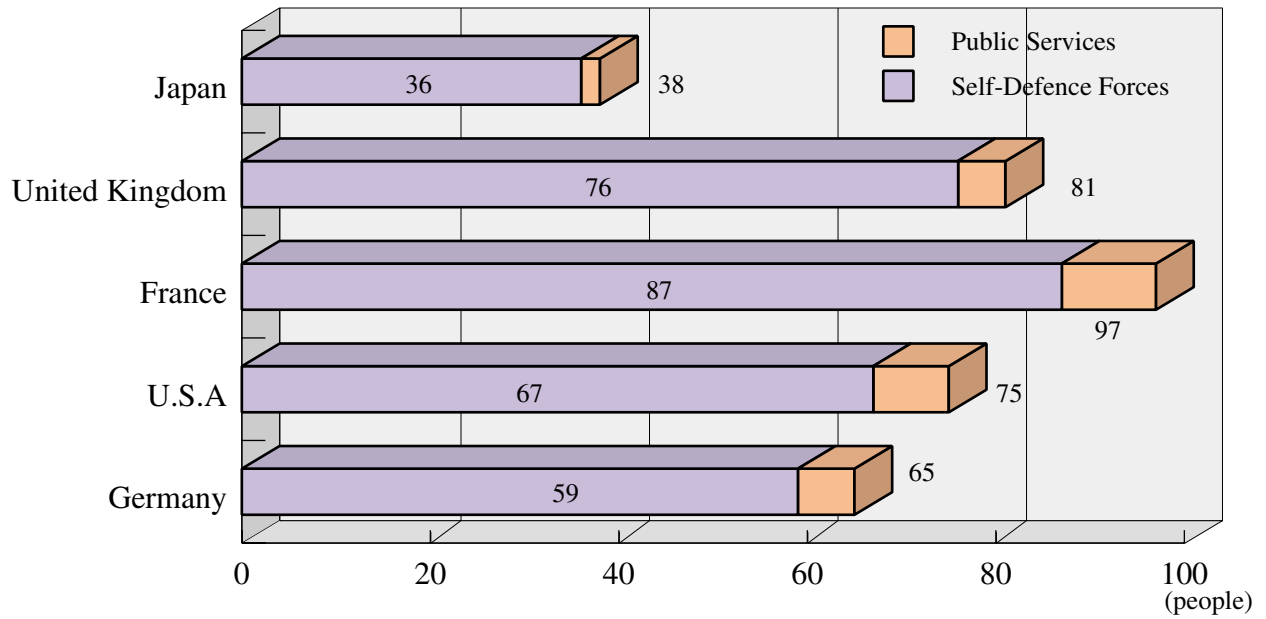


Number of Employees by Industry

(thousands of people)



Number of Public Employees per one thousand population (1998)

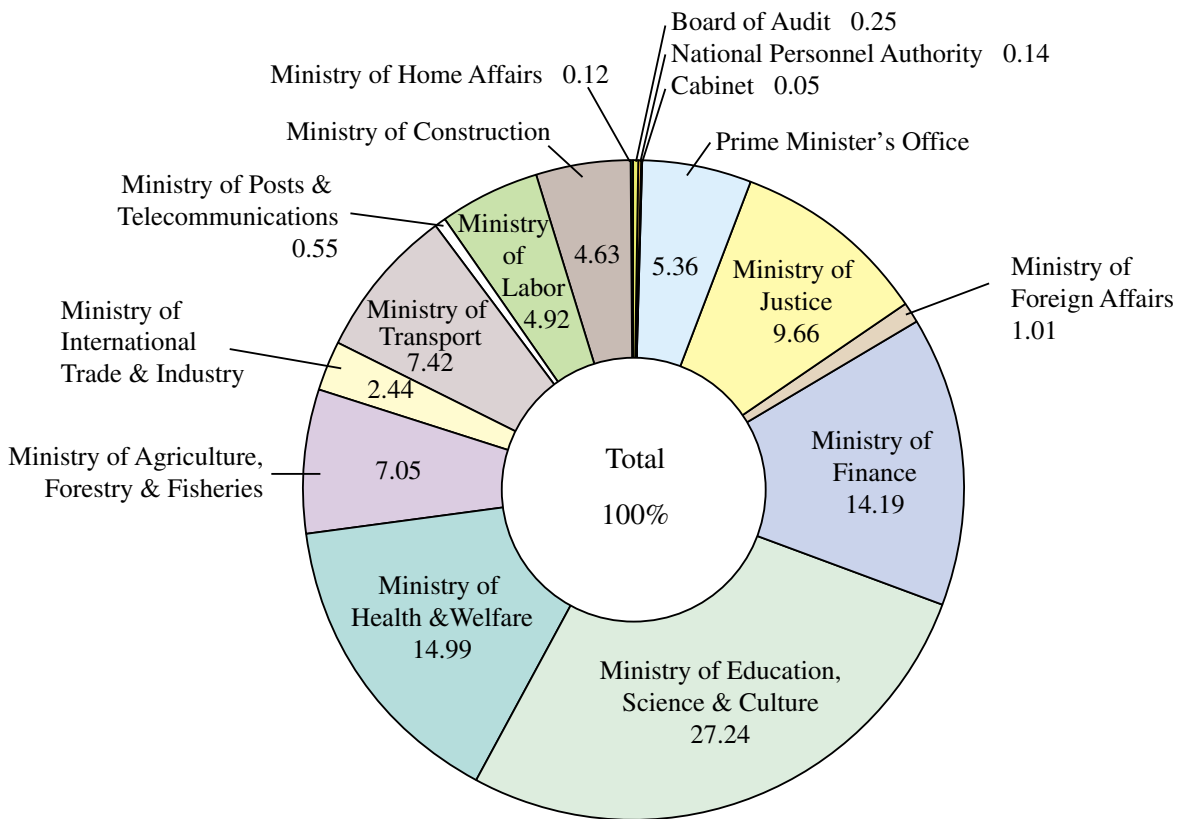


Source: The Personnel Bureau of the Management and Coordination Agency

Note: 1) Public Services includes National Public Service, Local Public Service and Employees of Government Enterprises.
2) In principle, number of public employees is the result of 1998 research.

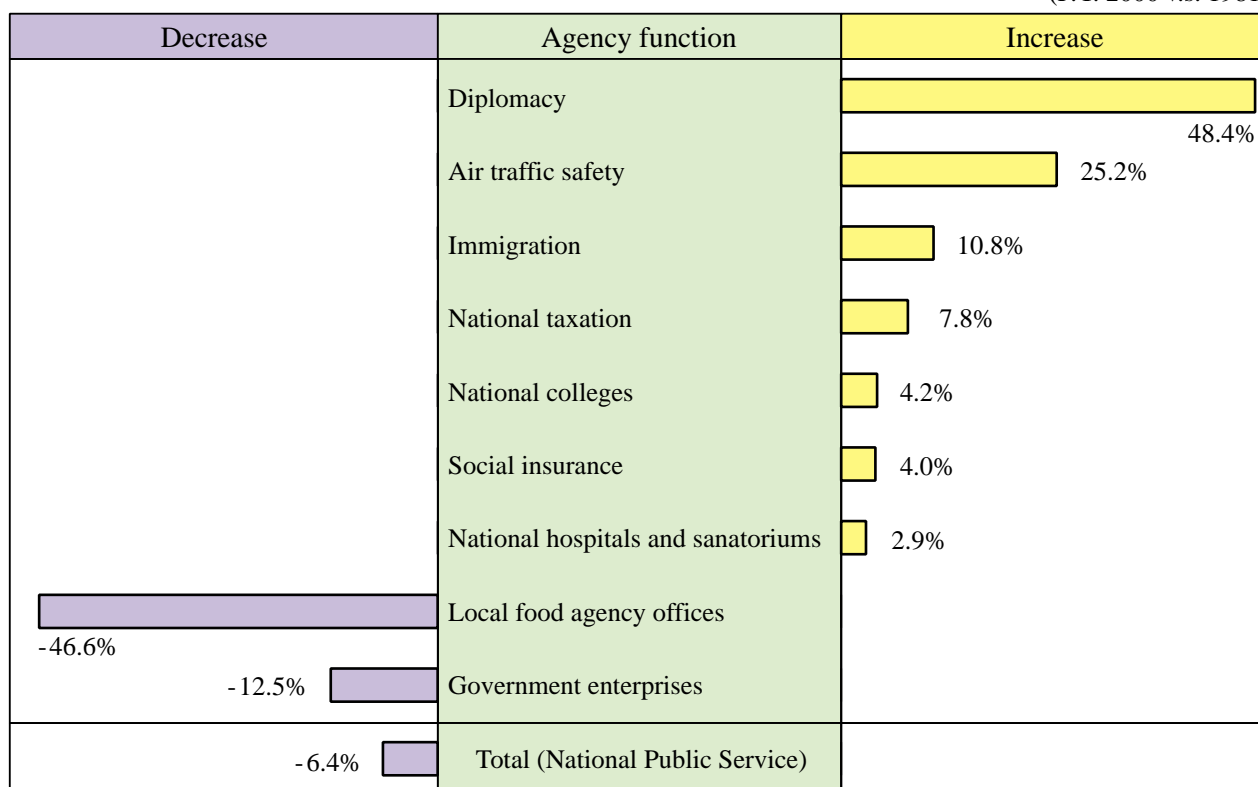
Ratio of Employees by Ministry (under NPA Pay Scheme, as of March 1999)

(percentage)



Comparison of Personnel Ceilings by Function

(F.Y. 2000 v.s. 1981)



Source: The Personnel Bureau of the Management and Coordination Agency

Labor Rights for National Public Employees

Category	Law	Right of Association	Right of Collective Agreement	Right of Strike and Other Tactics
Employees under NPA Schemes	National Public Service Law	YES (cf. Note)	NO	NO
Government Enterprise	National Enterprise Labor Relations Law, etc.	YES	YES	NO
Courts	Law concerning Temporary Measures of Court Personnel	YES	NO	NO
Diet	Diet Personnel Law	YES	NO	NO
Self Defence Agency	Self Defence Force Law	NO	NO	NO

Note: Police, Maritime Safety Agency, prison and immigration office employees are excluded.

Employee Organization by Ministry

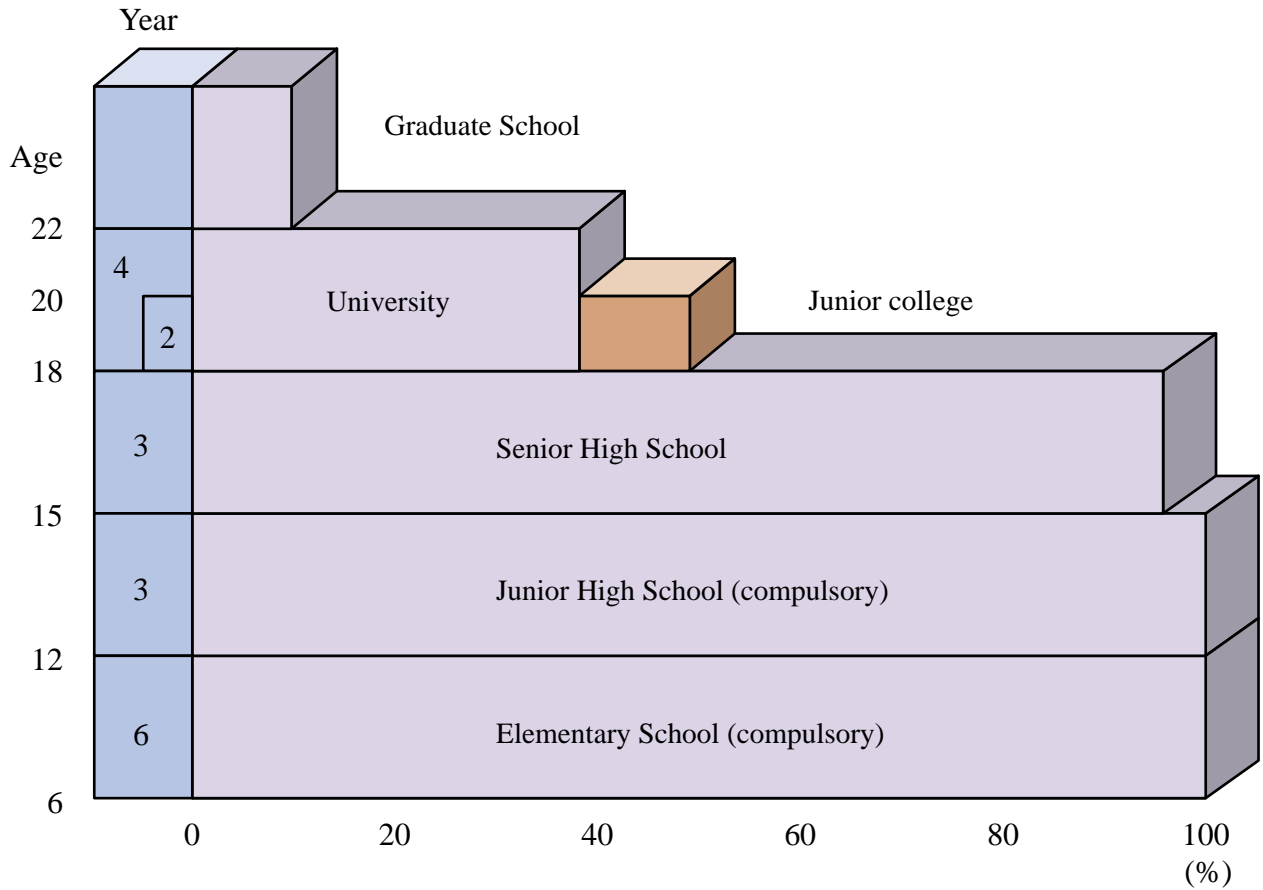
(As of March 2000)

	Number of Employees (A)	Members of Employee Organizations (B)	Organization Rate (B/A) (%)
Prime Minister's Office	15,936	9,859	61.9
Ministry of Justice	26,706	11,462	42.9
Ministry of Foreign Affairs	4,640	1,380	29.7
Ministry of Finance	62,257	52,437	84.2
Ministry of Education, Science & Culture	120,414	28,363	23.6
Ministry of Health & Welfare	68,998	38,919	56.4
Ministry of Agriculture, Forestry & Fisheries	30,420	29,226	96.1
Ministry of International Trade & Industry	10,491	6,500	62.0
Ministry of Transport	22,057	18,056	81.9
Ministry of Posts & Telecommunications	2,219	1,805	81.3
Ministry of Labor	22,026	19,302	87.6
Ministry of Construction	18,985 *3,823	11,448 *262	60.3 *6.9
Ministry of Home Affairs	471	0	0
National Personnel Authority	551	184	33.4
Board of Audit	1,095	1,051	96.0

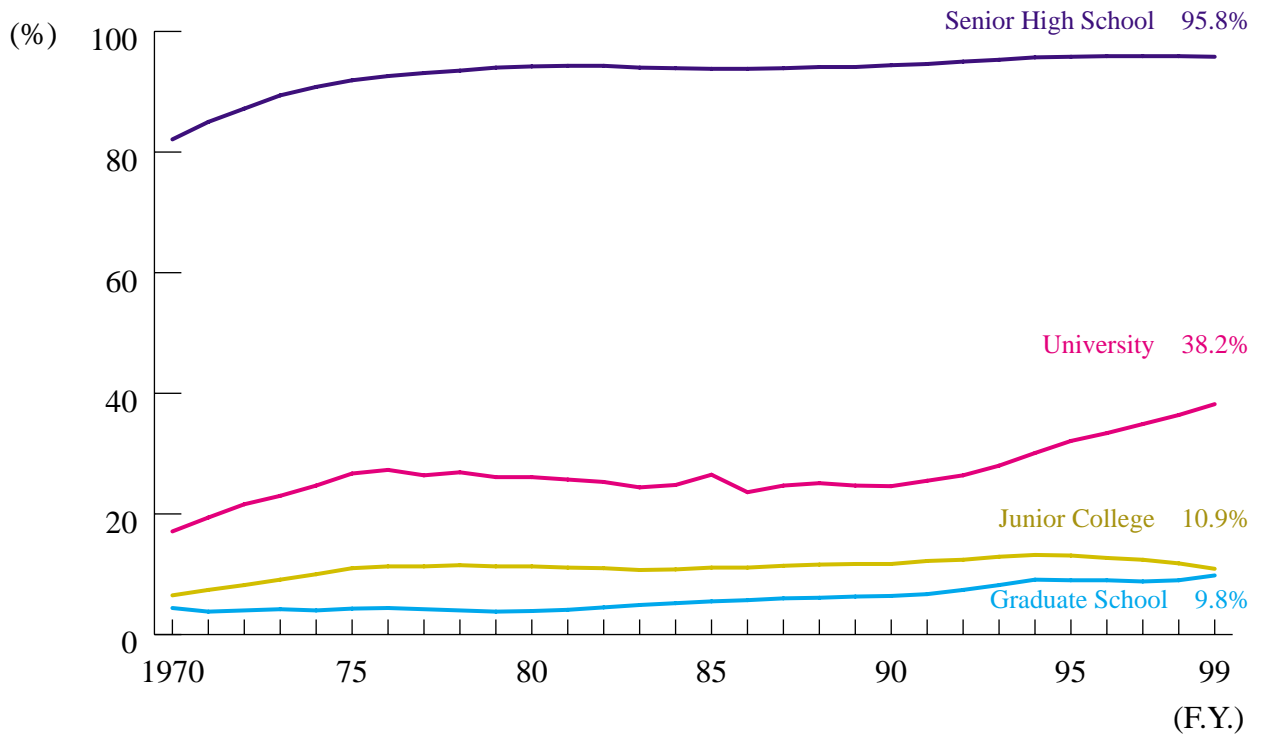
Note: 1) *The lower figure of Ministry of Construction means the total number of manager class employees who can become members of Employee Organizations.
2) Number of Employees (A) refers to the number of employees under the NPA Pay Schemes including prosecutors but excluding policemen and managerial personnel.

2. Recruitment

School System and Education Rate in Japan (1999)



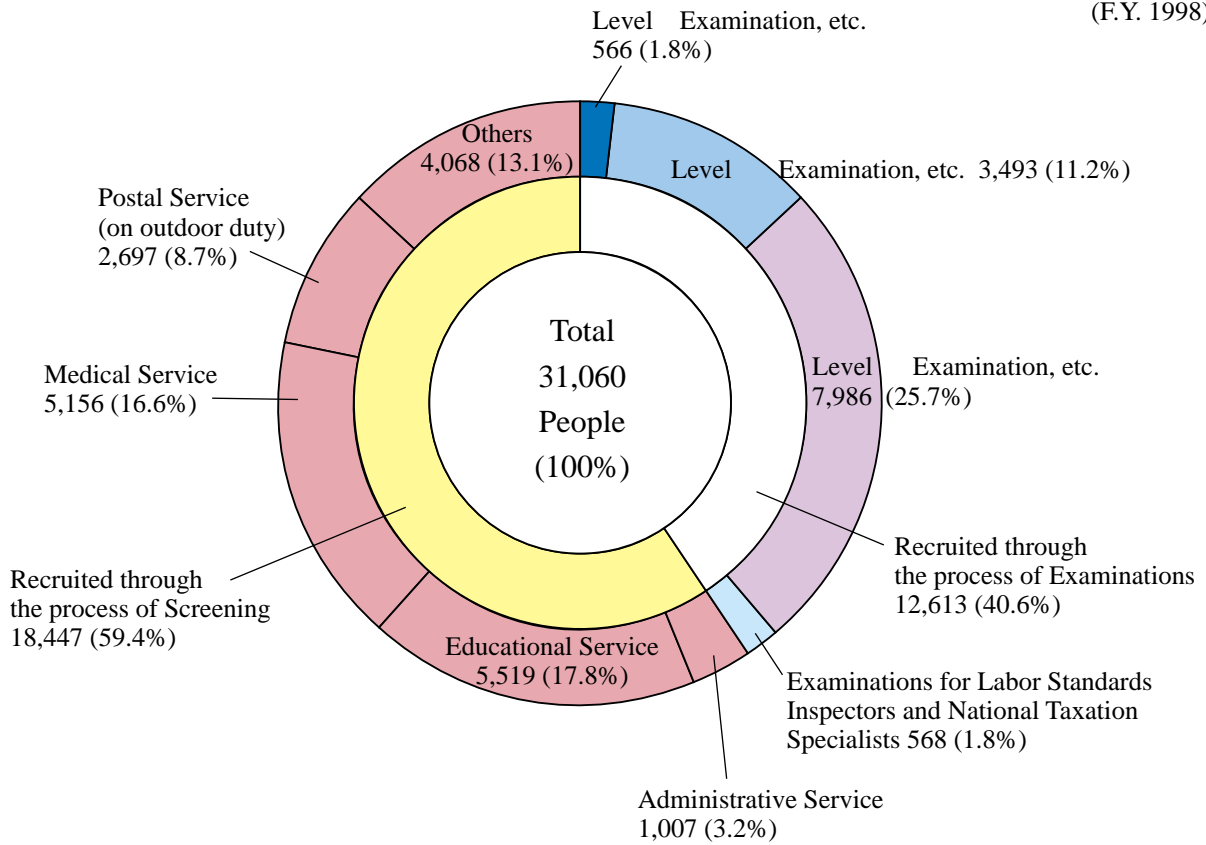
National Education Rate



Source: Ministry of Education, Science and Culture

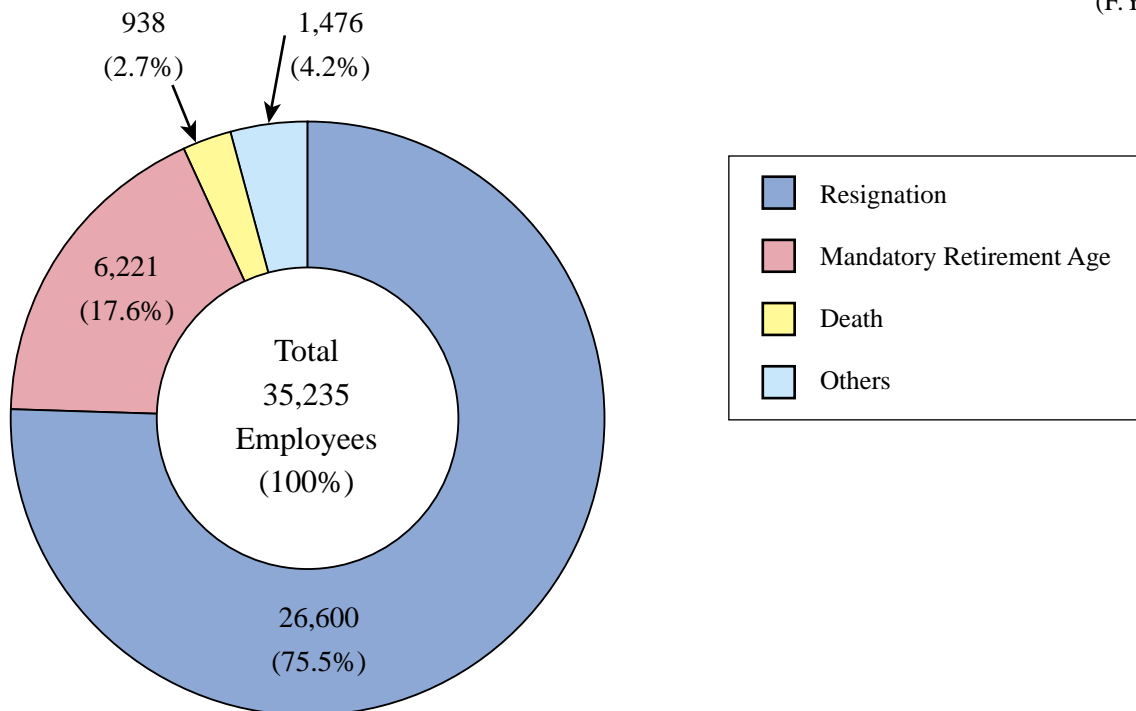
New Recruits by Entry Level

(F.Y. 1998)



Causes of Separation

(F.Y. 1998)



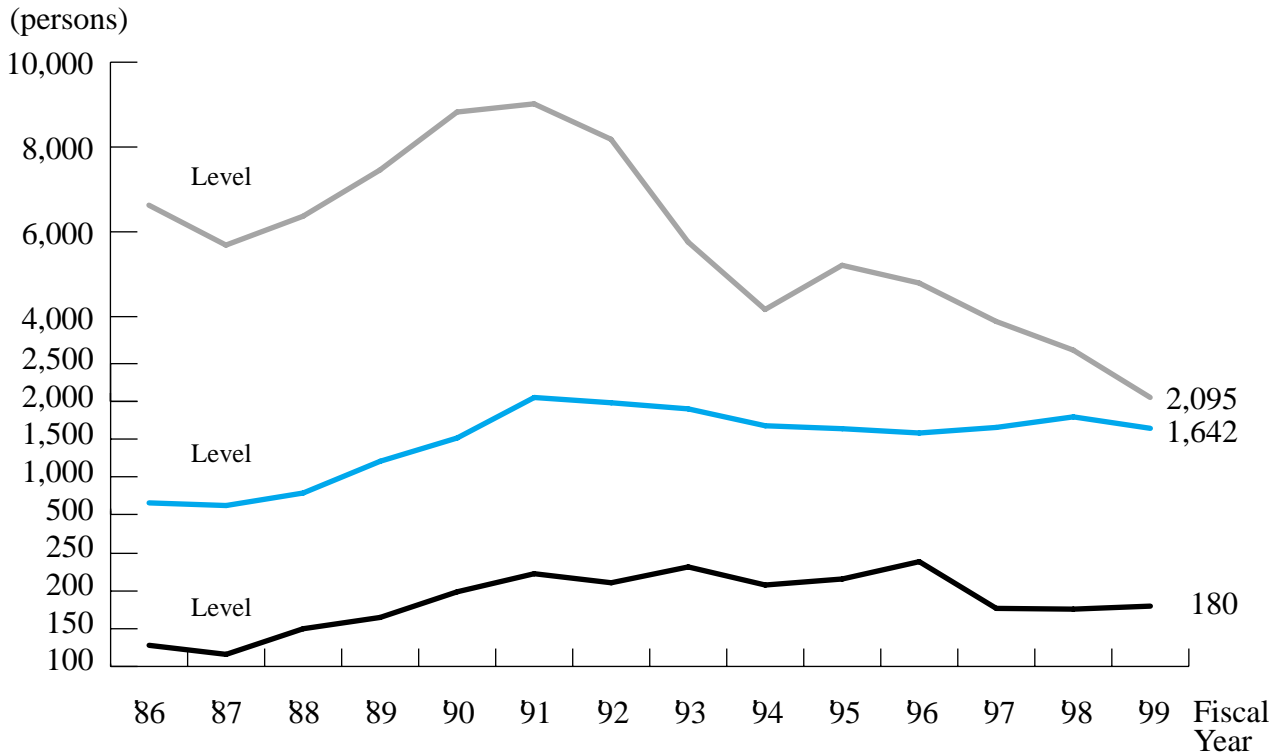
Type of Recruitment Examination

(F.Y. 1999)

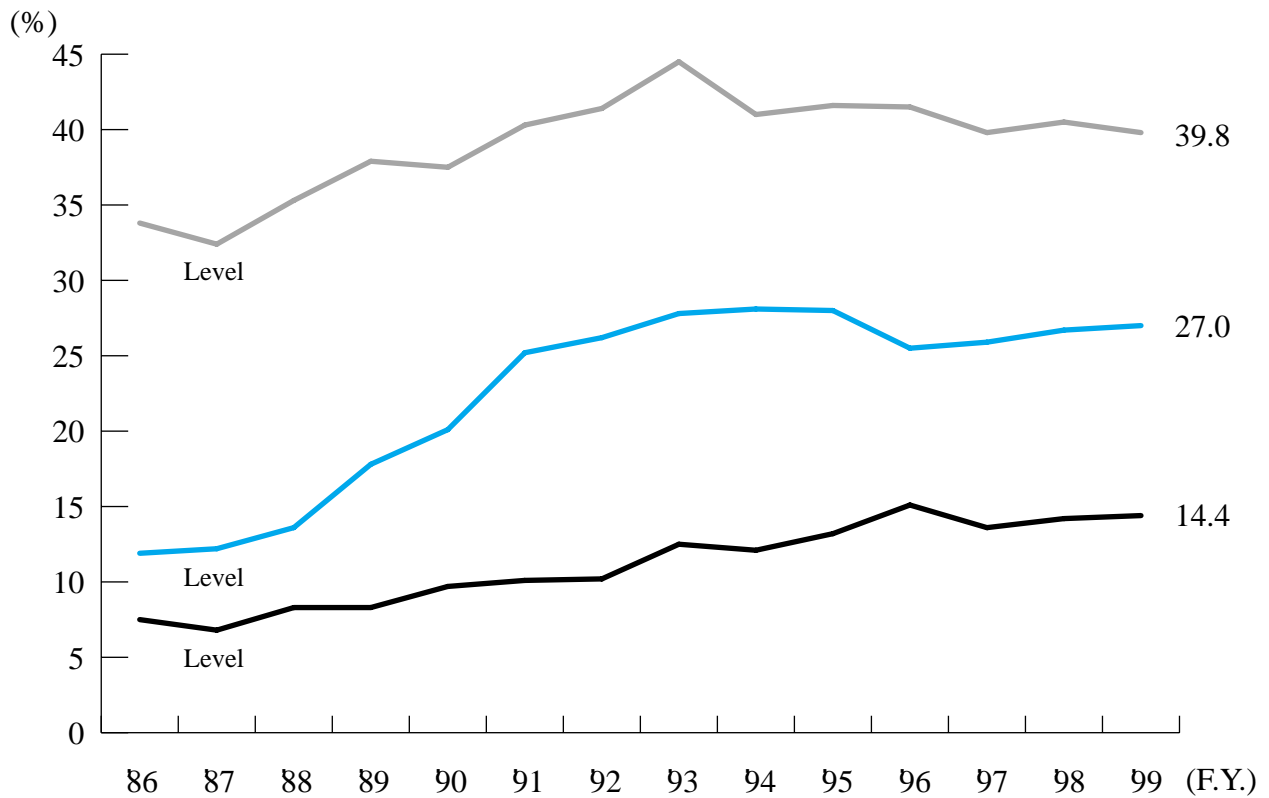
Type of Examination	Number of Applicants(A)	Number of Successful Candidates(B)	Ratio of Successful Candidates to Applicants (A)/(B)
University Graduate Level			
Level Recruitment Examination	40,535	1,252	32.4
Level Recruitment Examination for Foreign Service Personnel	861	21	41.0
Level Recruitment Examination	72,715	6,072	12.0
Recruitment Examination for National Taxation Specialists	10,851	683	15.9
Recruitment Examination for Labor Standards Inspectors	5,804	139	41.8
Recruitment Examination for Juvenile Training Schools Instructors	4,897	176	27.8
Recruitment Examination for Air-Traffic Controllers	1,252	12	104.3
Recruitment Examination for Foreign Service Specialists	1,493	60	24.9
Senior High School Graduate Level			
Level Recruitment Examination	108,995	5,270	20.7
Recruitment Examination for Imperial Guards	1,345	46	29.2
Recruitment Examination for Prison Guards	16,494	908	18.2
Recruitment Examination for Immigration Security Guards	3,242	98	33.1
Recruitment Examination for Aeronautical College Students	1,394	126	11.1
Recruitment Examination for Maritime Safety College Students	925	97	9.5
Recruitment Examination for Maritime Safety School Students	1,921	175	11.0
Special Recruitment Examination for Maritime Safety School Students	3,094	138	22.4
Recruitment Examination for Meteorological College Students	789	74	10.7
Total	276,607	15,347	18.0

Note: Two types of recruitment examination(*) were conducted by the Ministry of Foreign Affairs, which is designated as an examination Authority by the NPA

Number of Successful Female Candidates by Examination Level

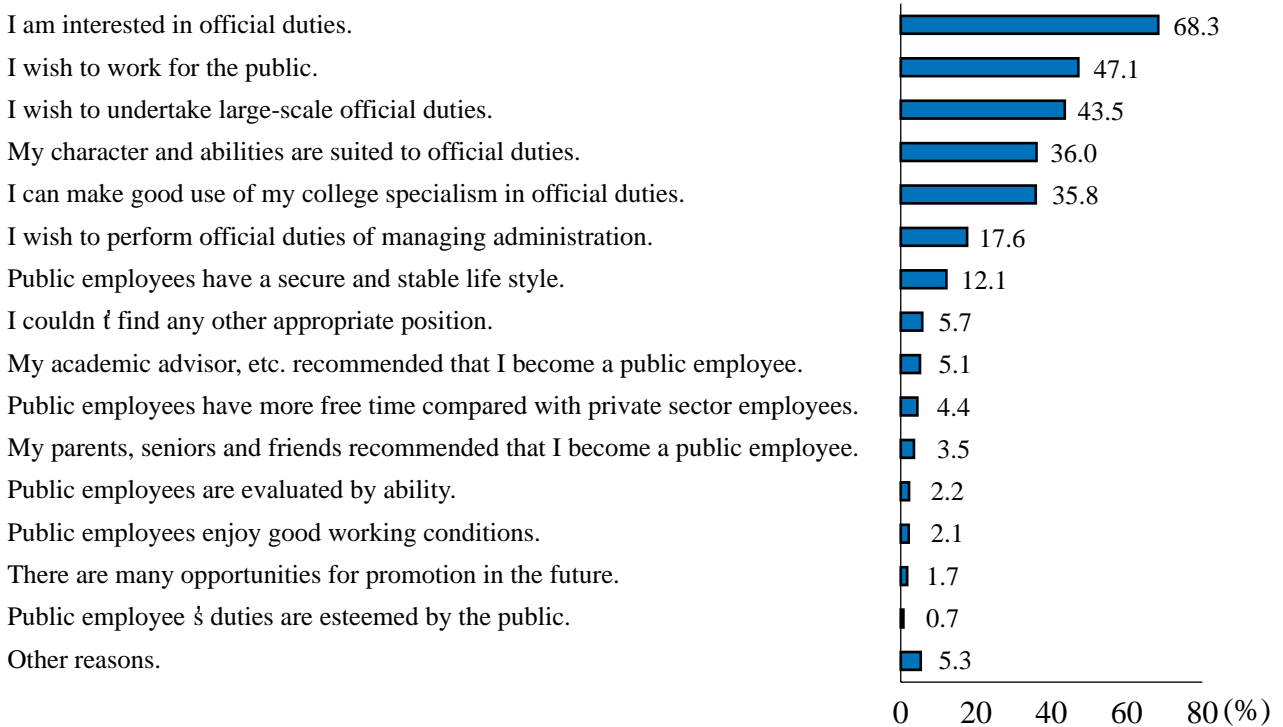


Percentage of Woman among Successful Candidates by Examination Level

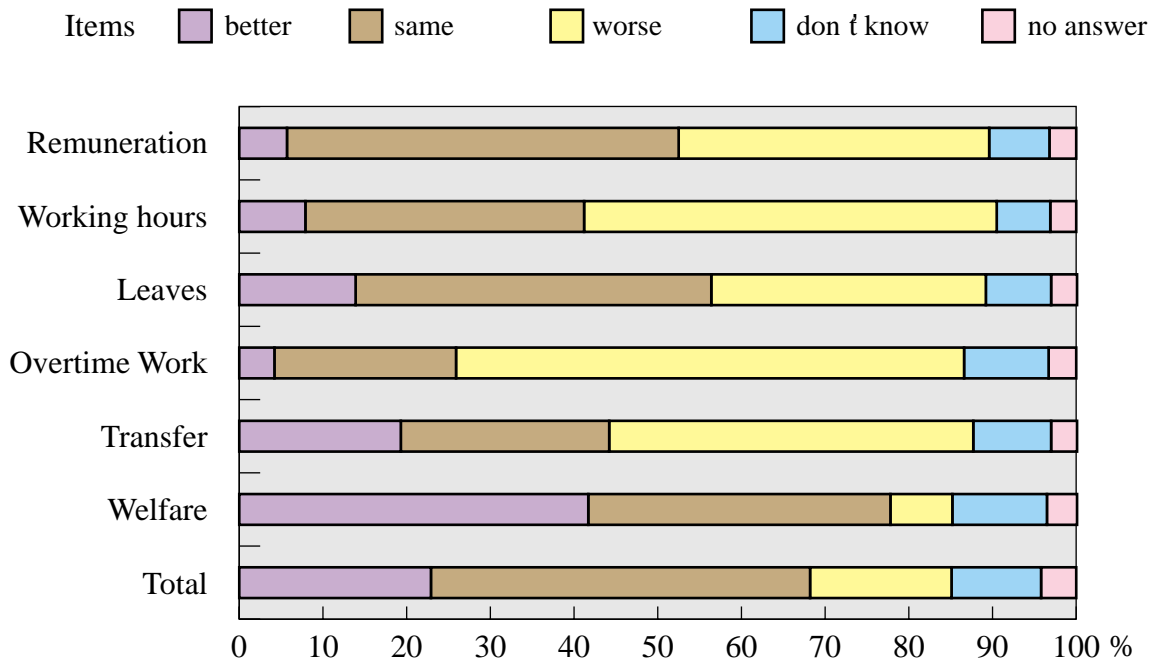


Results of a Questionnaire to New Recruits

Q.1 Why did you become a public employee? Please select not more than 3 items from below.

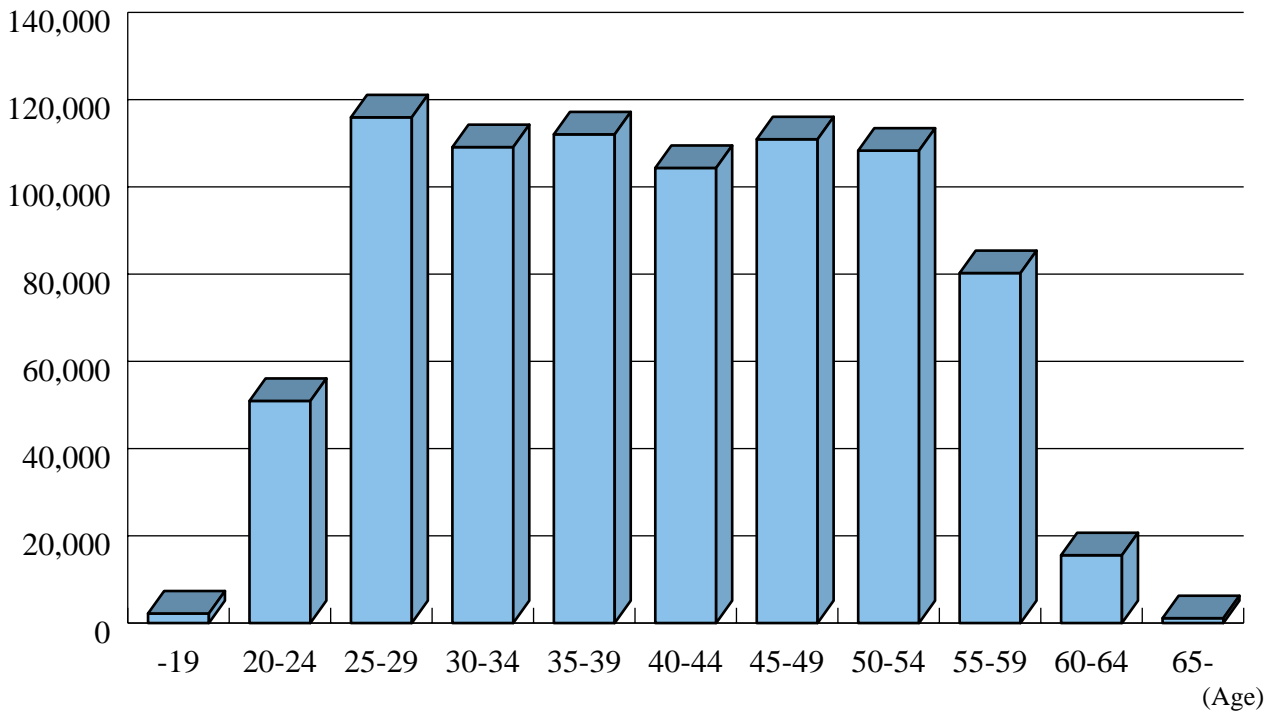


Q.2 What do you think of the working conditions for national public employees compared with those of the private enterprises you considered when deciding your employment? (choose one answer)

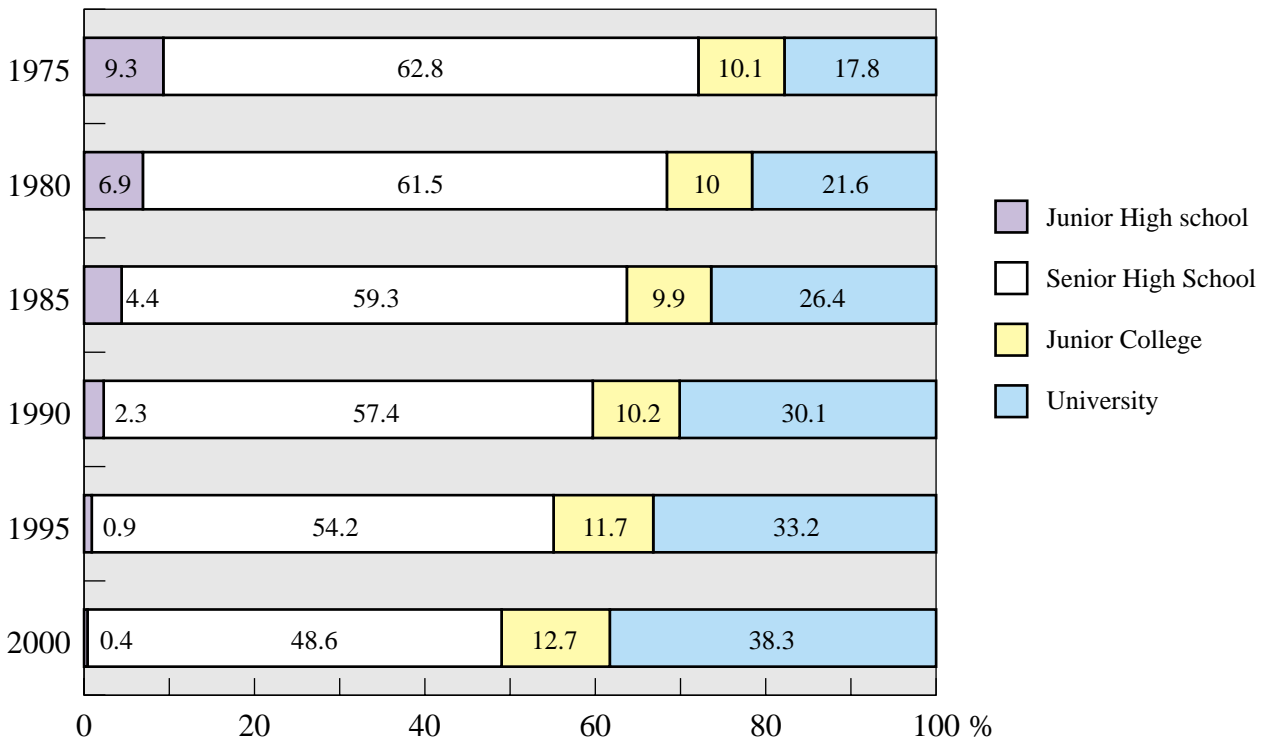


Note: 1) This questionnaire was sent out to those recruited through the Level Recruitment Examination in 99
 2) In the case of "Overtime Work" and "Transfers", "better" means "less", "worse" means "more"

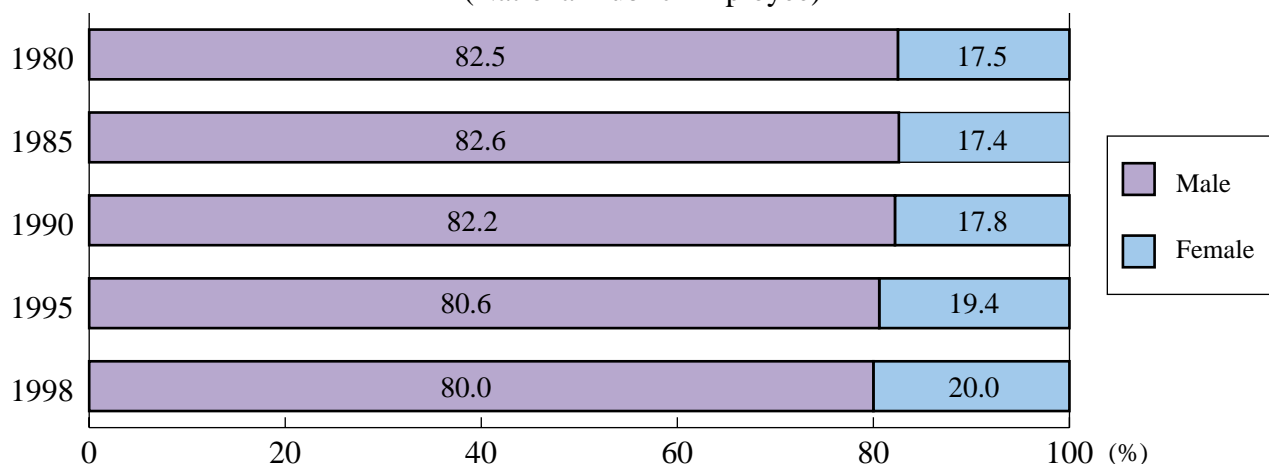
Number of Employees by Age
(National Public Employees, as of March 1998)



Ratio of Employees by Education Level
(Salary Schedule for Administrative Service ())



Ratio of Employees by Gender
(National Public Employee)



Leaves of Absence: Itemization of Reasons
(National Public Employee in Regular Service)

(people)

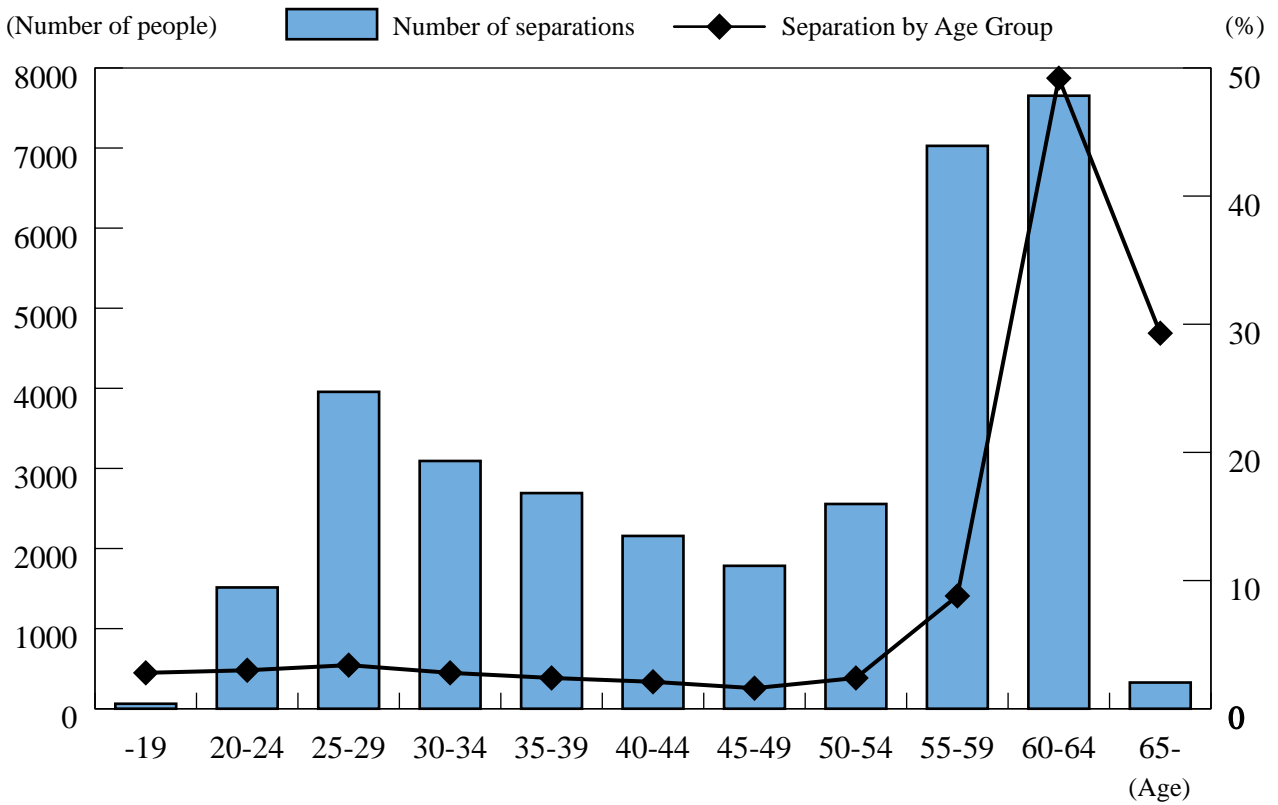
F.Y.	Illness	Prosecution in a criminal case	Research	Others	Total
1990	1,145	8	753	2	1,908
1992	1,118	9	803	0	1,930
1994	1,089	8	831	0	1,928
1996	1,092	8	847	1	1,948
1998	1,153	12	808	0	1,973
1999	1,216	12	776	0	2,004

Non-Disciplinary Dismissals: Itemization of Reasons
(National Public Employee in Regular Service)

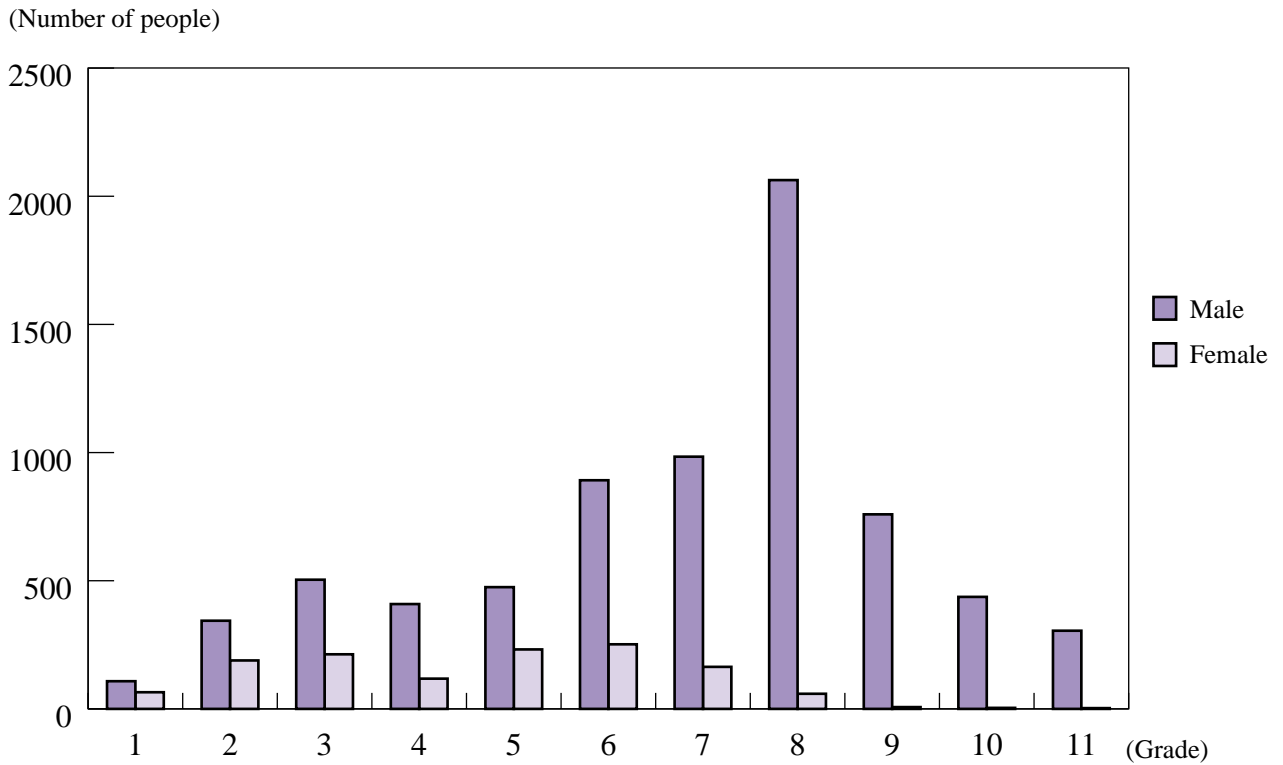
(people)

F.Y.	Inadequate fulfillment of duties	Mental or physical disability	Lack of ability	Abolishment of positions/over-staffing	Total
1965	0	0	18	0	18
1970	4	6	16	0	26
1975	2	3	30	0	35
1980	1	6	30	0	37
1985	1	1	19	0	21
1990	2	2	26	0	30
1995	0	3	31	0	34
1999	1	6	24	0	31

Separation by Age (National Public Employees, F.Y. 1998)



Separation by Grade (Administration Service , F.Y. 1998)



3. Remuneration

Base Salary in Higher Positions

(As of April 2000)

Base Salary Per Month (yen)	Political Appointees	Regular Service		
		Administrative	Education, Research	Public Prosecutors
2,304,000	Prime Minister			
1,682,000	Minister of State President of the Board of Audit President of the NPA			Public Prosecutor General
1,610,000	Director-General of the Cabinet Legislation Bureau Chairman of the Fair Trade Commission			
1,492,000				Chief of Tokyo High Public Prosecutor's Office
1,375,000	Parliamentary Vice Minister Commissioner of the Board of Audit Commissioner of the NPA Deputy Chief Cabinet Secretary (appointed from the Diet members)		Rector of University (2)	Chief of other High Public Prosecutor's Office
1,365,000	Deputy Chief Cabinet Secretary Grand Chamberlain to H.M. the Emperor			
1,346,000	Commissioner of the Fair Trade Commission	Administrative Vice Minister	Rector of University (6)	Prosecutor (1st step)
1,269,000			Rector of University (10)	
1,185,000		Agency Head	Rector of University (14)	Prosecutor (2nd step)
1,106,000		Director-General of Bureau (important)	Rector of University	Prosecutor (3rd step)
1,025,000		Director-General of Bureau		
937,000				Prosecutor (4th step)

Base Salary Per Month (yen)	Diet	Judges	Defence Forces
2,304,000	President of each House	Chief Justice of Supreme Court	
1,682,000	Deputy President of each House	Justice of Supreme Court	
1,646,000	Secretary-General of each House		
1,610,000	Director-General of Legislation Bureau of each House	Chief Judge of Tokyo High Court	
1,492,000		Chief Judge of other High Court	
1,375,000	Member of each House		
1,365,000		Judge (Special Step)	
1,346,000		Judge (1st Step)	Chairman of Joint Staff Council
1,269,000			Chief Staff
1,185,000		Judge (2nd Step)	
1,106,000		Judge (3rd Step)	District Commanding General
1,025,000			
937,000		Judge (4th Step)	

Employees in Each Salary Schedule under the NPA Remuneration Schemes

(As of April 2000)

Branch of Service	Number of Employees (%)	Definition
Administrative Service ()	221,692 (45.5)	All employees not subject to any other salary schedule (general office workers, diplomats, etc.)
Administrative Service ()	16,710 (3.4)	Employees engaged in the operation of machines, custody of office buildings, etc.
Professional Administrative Service	7,853 (1.6)	Plant quarantine officers, animal quarantine officers, Patent Office examiners, ship inspectors, air traffic control officers, etc.
Taxation Service	54,499 (11.2)	Employees who perform work involving the assessment and collection of taxes at the Tax Administration Agency
Public Security Service ()	19,555 (4.0)	Policemen, imperial guards, immigration security personnel and prison guards
Public Security Service ()	22,721 (4.7)	Employees working in a Public Prosecutor's Office, the Public Security Investigation Agency, reformatories and the Maritime Safety Agency
Maritime Service ()	647 (0.1)	Captains, mates, chief engineers, engineers, etc. aboard ocean-going or coastal vessels
Maritime Service ()	1,091 (0.2)	Employees aboard vessels who are not subject to Salary Schedule for Marine Service()
Educational Service ()	59,856 (12.3)	Professors, assistant professors, lecturers, research assistants, etc. working in universities
Educational Service ()	2,270 (0.5)	Principals, head teachers, teachers, nurse-teachers, assistant teachers, practical training assistants, etc. working in senior high schools
Educational Service ()	3,577 (0.8)	Principals, head teachers, teachers, nurse-teachers, assistant teachers, etc. working in junior high schools, primary schools, and Kindergartens
Educational Service ()	4,371 (0.9)	Principals, professors, assistant professors, lecturers, research assistants, etc. working in technical colleges
Research Service	9,787 (2.0)	Employees performing laboratory work or carrying out research and studies
Medical Service ()	5,670 (1.2)	Doctors and dentists
Medical Service ()	9,346 (1.9)	Pharmacists, dietitians, etc.
Medical Service ()	44,868 (9.2)	Public health nurses, midwives, nurses, assistant nurses, etc.
Welfare Service	905 (0.2)	Living instructors for rehabilitation facilities for people with physical disabilities and child welfare facilities, child counselors, nursery teachers, care workers
Designated Service	1,520 (0.3)	Administrative vice-ministers, heads of agencies, university presidents, chiefs of laboratories or research institutions, etc.
Total	486,938 (100)	

Note: Above number indicates the persons to whom each salary schedule is applied.

Salary Schedule for Administrative Services()

(As of April 2000)

Organization	Grade										
	1	2	3	4	5	6	7	8	9	10	11
Central Ministries and Agencies	Officer		Senior Officer	Unit Chief			Assistant Director		Deputy Director	Director	
Regional Bureau	Officer		Senior Officer	Unit Chief		Assistant Director		Director		Department Director	Head of the Bureau
Prefectural Bureau	Officer		Senior Officer	Unit Chief		Director		Head of the Bureau			/
Local Offices	Officer		Senior Officer	Unit Chief	Director		Head of the Bureau		/	/	/

(yen)

Pay Step	Grade										
	1	2	3	4	5	6	7	8	9	10	11
1			189,000	225,000	243,100	264,300	284,300	306,300	341,300	380,200	430,100
2	137,500	174,400	196,300	233,300	252,300	273,500	293,800	316,600	353,700	392,800	444,800
3	141,900	181,400	203,800	242,000	261,700	282,800	303,600	327,100	366,100	405,400	459,500
4	146,500	188,900	211,300	251,100	270,500	292,100	313,700	337,800	378,200	418,000	474,300
5	151,800	195,000	219,500	260,400	279,300	301,500	323,700	348,500	390,100	430,700	488,800
6	157,700	200,500	227,600	269,100	288,200	311,100	333,900	359,200	402,000	443,100	503,200
7	163,800	206,000	235,600	277,800	297,000	320,700	344,100	369,300	413,800	455,300	517,500
8	170,200	211,400	243,200	286,300	305,700	330,300	354,100	379,100	425,800	466,900	531,800
9	174,800	216,400	249,900	294,700	314,400	339,900	363,800	388,800	437,600	478,300	546,100
10	178,600	220,900	256,400	302,900	322,900	349,400	373,300	398,400	448,700	489,400	560,400
11	181,800	225,400	262,800	310,800	331,200	359,000	382,600	408,000	458,800	499,200	571,800
12	184,700	229,800	268,500	318,300	338,900	368,400	391,600	417,600	468,500	508,200	579,200
13	187,500	234,100	274,100	325,500	346,500	377,600	400,300	426,600	476,400	515,800	586,300
14	189,800	237,400	279,300	332,500	353,800	386,600	407,400	434,700	483,100	522,900	592,500
15	191,900	240,500	284,500	338,800	359,600	394,300	413,100	440,700	489,800	527,500	597,300
16	193,500	243,600	289,100	344,500	364,500	400,000	418,000	446,600	494,400		
17		246,600	293,300	348,200	368,500	405,200	422,300	450,500	498,900		
18		249,500	297,000	351,600	371,900	408,700	426,000	454,400	503,200		
19		251,500	300,300	354,900	374,900	412,300	429,700	458,300			
20			302,700	357,200	377,800	415,800	433,300	462,000			
21			304,700	359,500	380,400	419,300	437,000	465,800			
22			306,700	361,800	383,000	422,800	440,700				
23			308,700	364,100	385,600	426,300					
24			310,700	366,400	388,200	429,900					
25			312,700	368,800	390,900						
26			314,600	371,100	393,700						
27			316,500	373,400							
28			318,500	375,800							
29			320,500								
30			322,500								
31			324,500								
32			326,500								

Salary Schedule for Designated Service

(As of April 2000) (yen)

Examples of Post	Step	Amount
Deputy Director-General of a Bureau of a Central Ministry or Agency Deputy Head of an Agency within a Central Ministry or Agency	1	593,000
	2	658,000
	3	729,000
	4	810,000
	5	873,000
	6	937,000
Director-General of a Central Ministry or Agency	7	1,025,000
Director-General of the National Cancer Center	8	1,106,000
Agency Head	9	1,185,000
Superintendent-General of the Metropolitan Police Agency	10	1,269,000
Administrative Vice-Minister	11	1,346,000
Rectors of Tokyo University & Kyoto University	12	1,375,000

Number of Employees by Grade and Step (Salary Schedule for Administrative Service ())

(As of April 2000) (people)

Pay Step	Grade										
	1	2	3	4	5	6	7	8	9	10	11
1	-	-	2	51	7	3	1	1			
2		1,515	554	116	16	1	5	3			
3	313	4,630	2,144	405	269	12	31	1			
4	928	5,907	6,512	849	330	219	63	10		2	7
5	857	6,090	6,160	1,468	232	245	148	146	58	17	20
6	1,494	4,274	6,159	2,084	243	182	161	238	93	104	79
7	1,790	546	4,753	3,993	370	185	160	431	134	143	88
8	801	141	4,076	6,301	689	216	84	410	155	148	173
9	129	22	3,085	4,807	1,081	557	108	261	95	108	157
10	30	8	3,019	4,599	1,481	837	144	270	95	110	221
11	14	5	1,320	4,294	1,514	1,121	275	286	94	111	341
12	1	3	461	3,625	1,828	1,443	283	295	131	83	218
13		1	289	3,006	2,068	1,975	374	327	230	219	94
14			233	2,529	2,527	2,259	563	408	438	345	67
15			192	2,407	1,564	2,702	620	554	770	304	27
16			126	1,119	1,380	3,004	767	847	584		
17			133	1,232	1,303	3,022	1,184	1,372	416		
18			128	991	1,084	3,399	1,723	1,942	312		
19			107	861	1,130	3,469	1,812	2,716			
20			91	828	1,124	2,769	2,330	2,540			
21			87	669	1,088	2,193	2,658	2,501			
22			79	515	1,026	1,558	3,125				
23			60	288	1,066	1,332					
24			49	169	653	638					
25			58	108	421						
26			54	103	323						
27			42	54							
28			30	30							
29			29								
30			12								
31			19								
32			8								
Pay increase over the top step			(328,500) 3 (334,500) 1	(378,200)20 (380,600) 3 (383,000) 3 (392,600) 1 (397,400) 1 (404,600) 1 (407,000) 2 (423,800) 1	(396,500)115 (399,300) 27 (404,900) 3 (413,300) 1 (430,100) 1	(433,500)190 (437,100) 54 (440,700) 10 (444,300) 1	(444,400)2,976 (448,100) 924 (451,800) 119 (455,500) 11 (459,200) 1 (462,900) 1	(469,600)1,931 (473,400) 506 (477,200) 71 (481,000) 1 (488,600) 1 (500,000) 1	(507,500)151 (511,800) 13 (516,100) 3	(532,100)251 (536,700) 75 (541,300) 12 (545,900) 1	(602,100) 6 (606,900) 1
Total	6,357	23,142	40,075	47,533	24,964	33,596	20,651	18,070	3,772	2,033	1,499

Grand total 221,692

Note: 1. Newly recruited employees, employees working in embassies, etc. are not included.

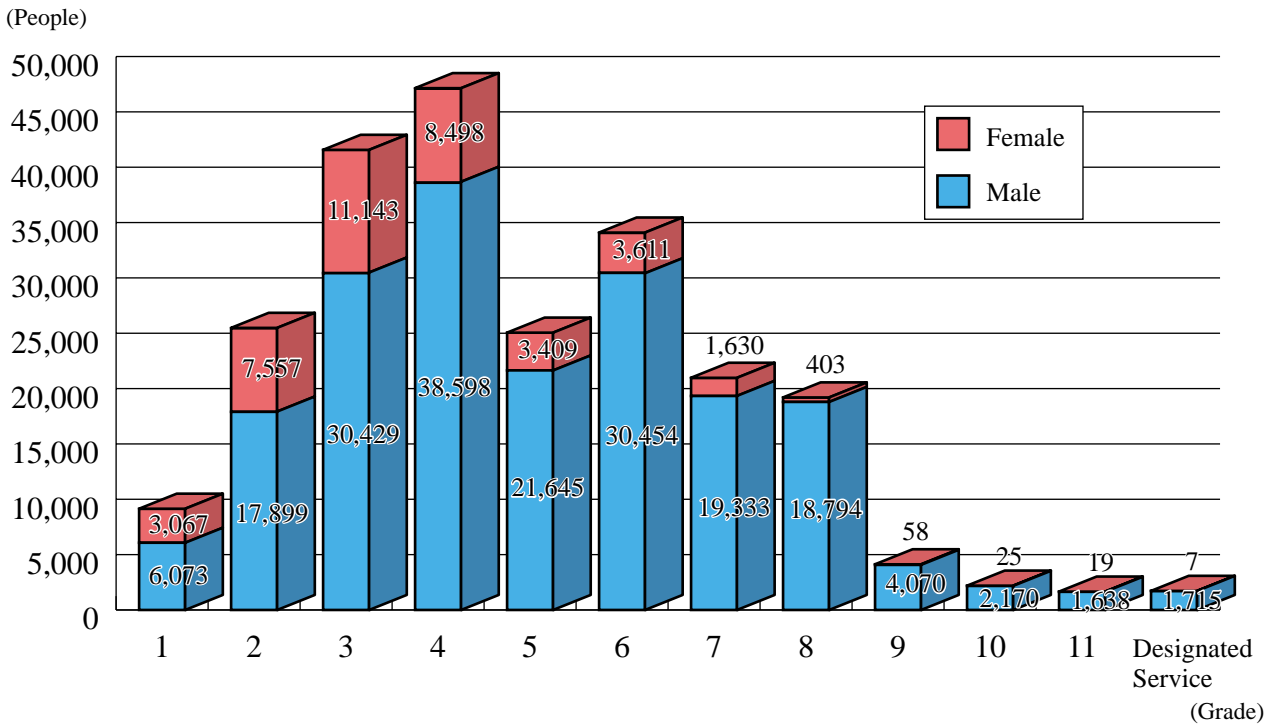
2. Employees who are 55 years old or more receive no regular step increase.

3. Employees under 54 years of age who reach the top step of grade do not automatically receive a regular step increase.

However, when they get an excellent work performance evaluation, their salary may be increased beyond the top step once in 18 or 24 months up to 55 years of age.

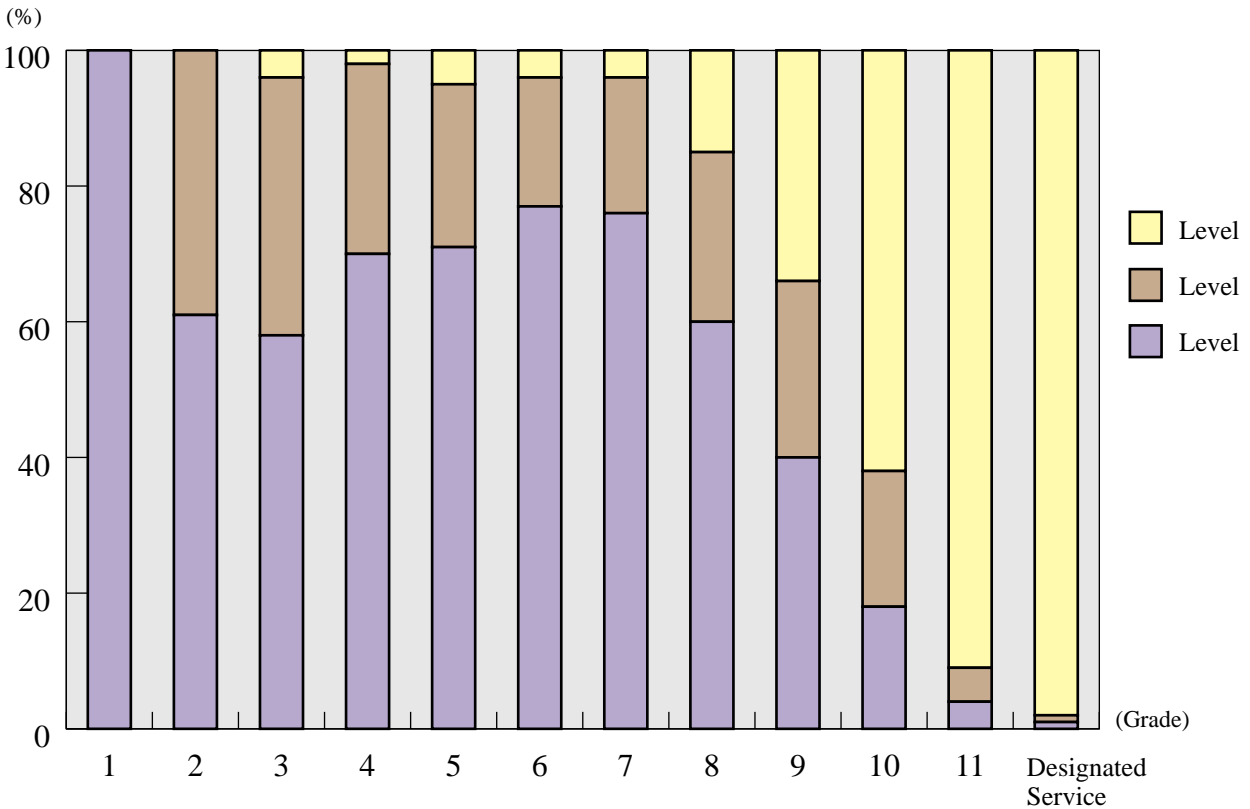
Number of Employees by Gender and Grade

(Salary Schedule for Administrative Service () and Designated Service, as of March 1999)

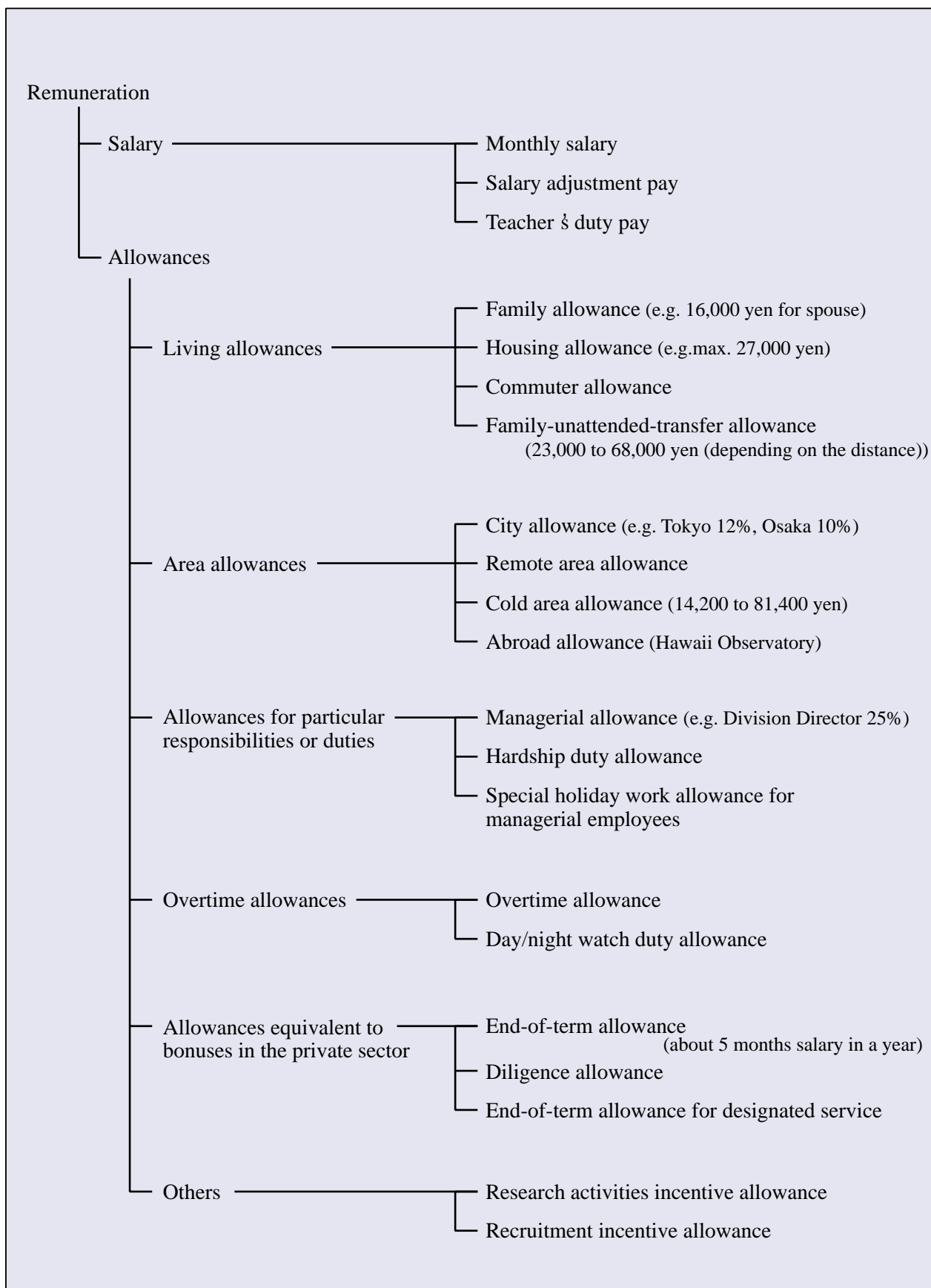


Ratio of Employees by Examination Level and Grade

(Salary Schedule for Administrative Service () and Designated Service, as of March 1999)



Breakdown of Remuneration (F.Y. 2000)

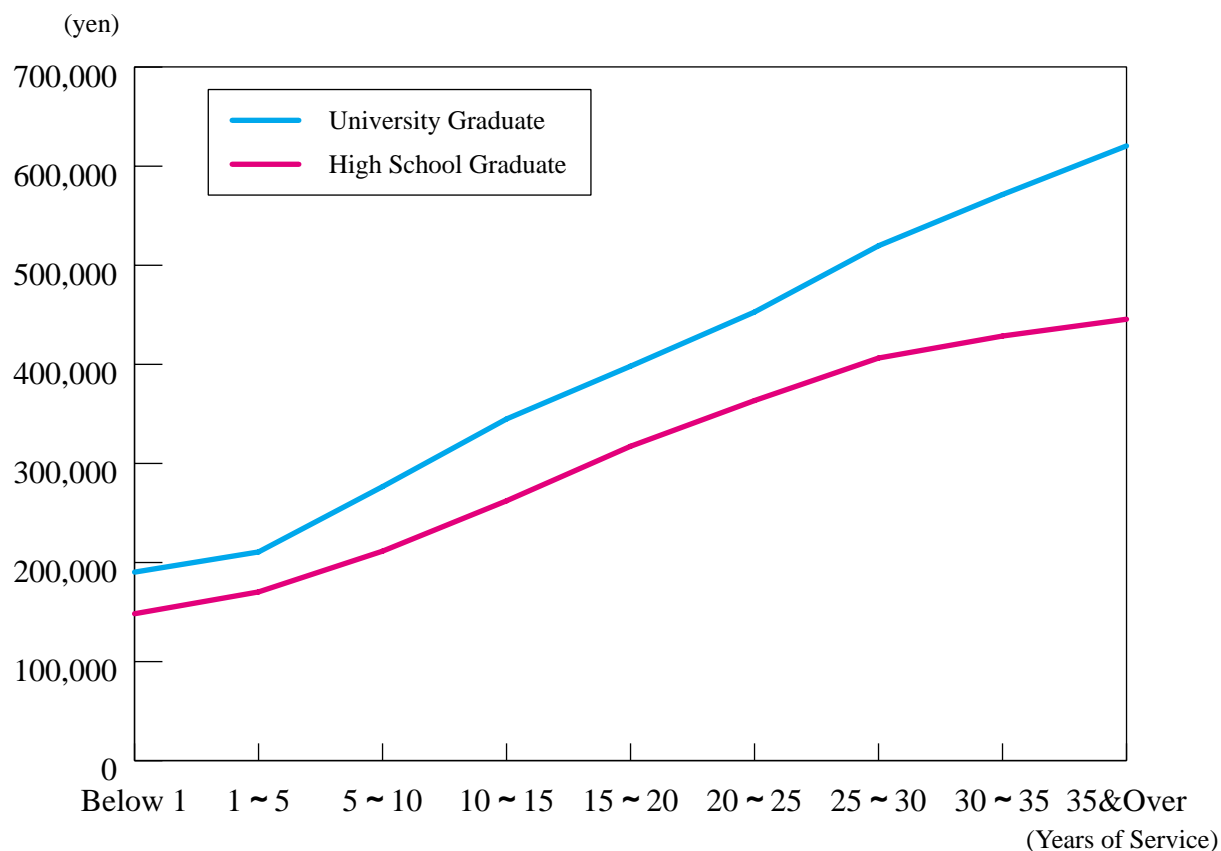


Average Monthly Salary and Allowance

(yen)

	1995	1997	1999
Basic Salary	323,292	337,365	351,755
Family Allowance	12,038	12,145	12,635
City Allowance	18,266	19,237	20,226
Housing Allowance	3,401	3,662	3,854
Commuter Allowance	10,638	11,123	11,199
Others	6,262	6,112	6,133
Total	373,897	389,644	405,802

Average Monthly Salary (as of April 2000) Work Experience and Level of Education

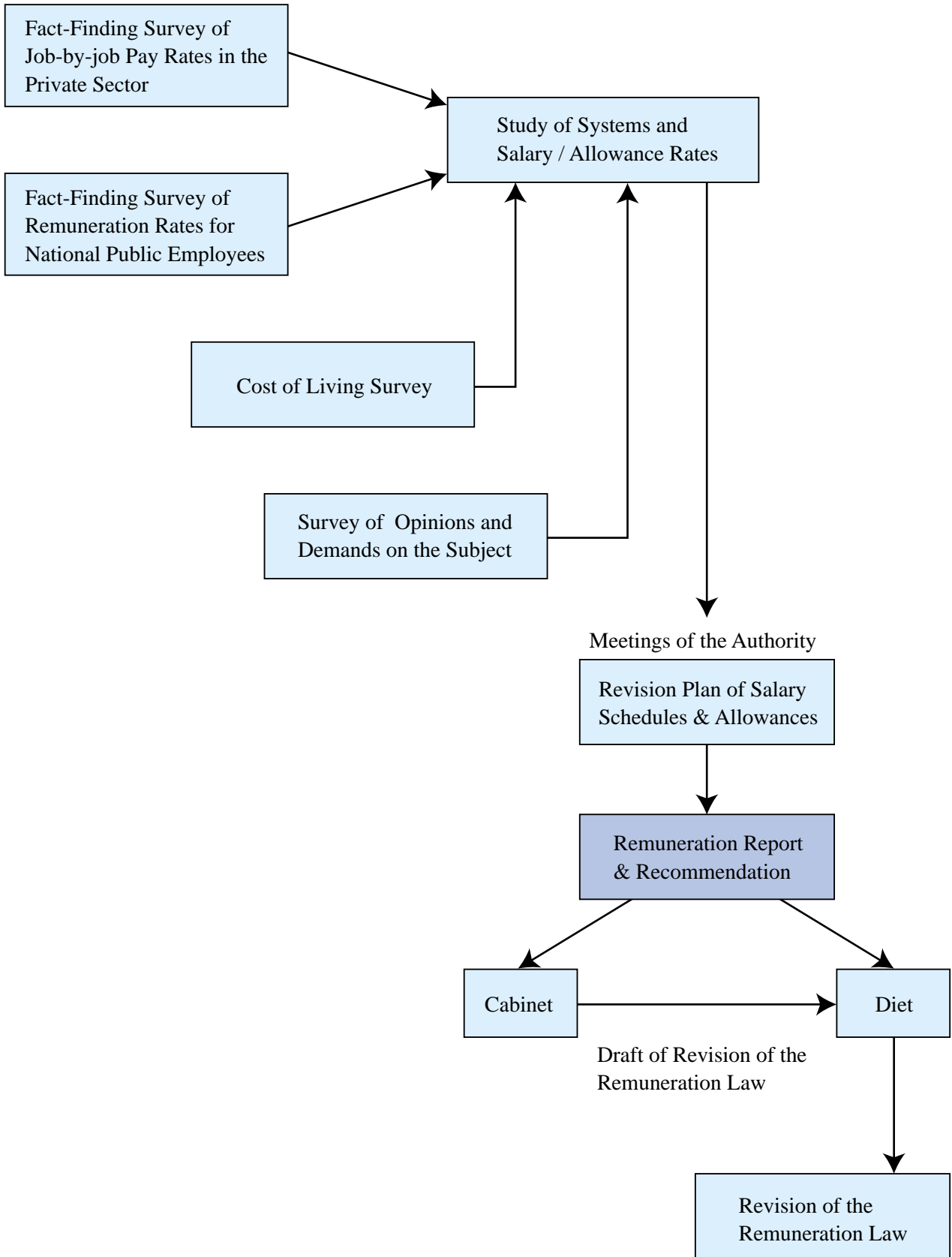


Examples of Special Step Increase cases

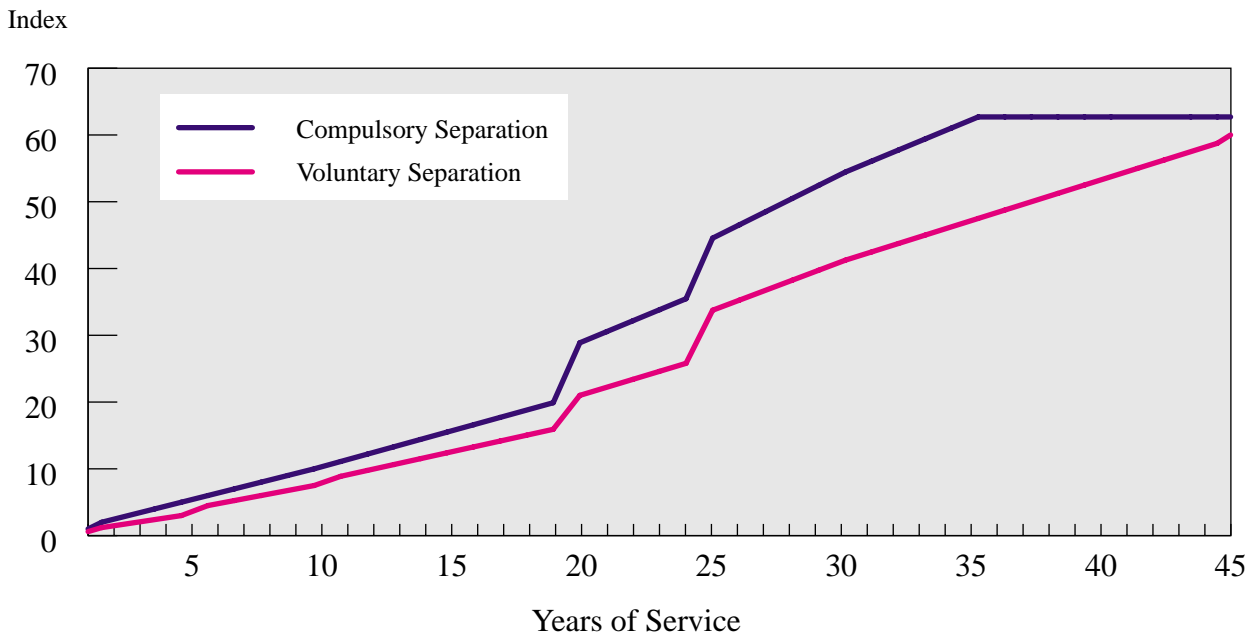
Cases	Qualification	Effect
Step increases resulting from performance evaluation	Exceptionally good work performance (max. 10% of total employees)	Not less than 1 step increase
	Exceptional contributions to official duties such as diligence in difficult work, or transferal to an office in a remote place for a fair period (max. 5% of total employees)	Not less than 1 step increase
Step increases resulting from training and reward	Exceptionally good record of training performance	Half-step increase
	Reception of a reward in recognition of an invention, etc.	Not less than 1 step increase
Special cases	Critical injury or death suffered while in the pursuit of official duties	Not less than 1 step increase

Note: “ A half-step increase ” refers to a case, where the minimum period for a regular step increase is cut into half.
(e.g. 12 months to 6 months)

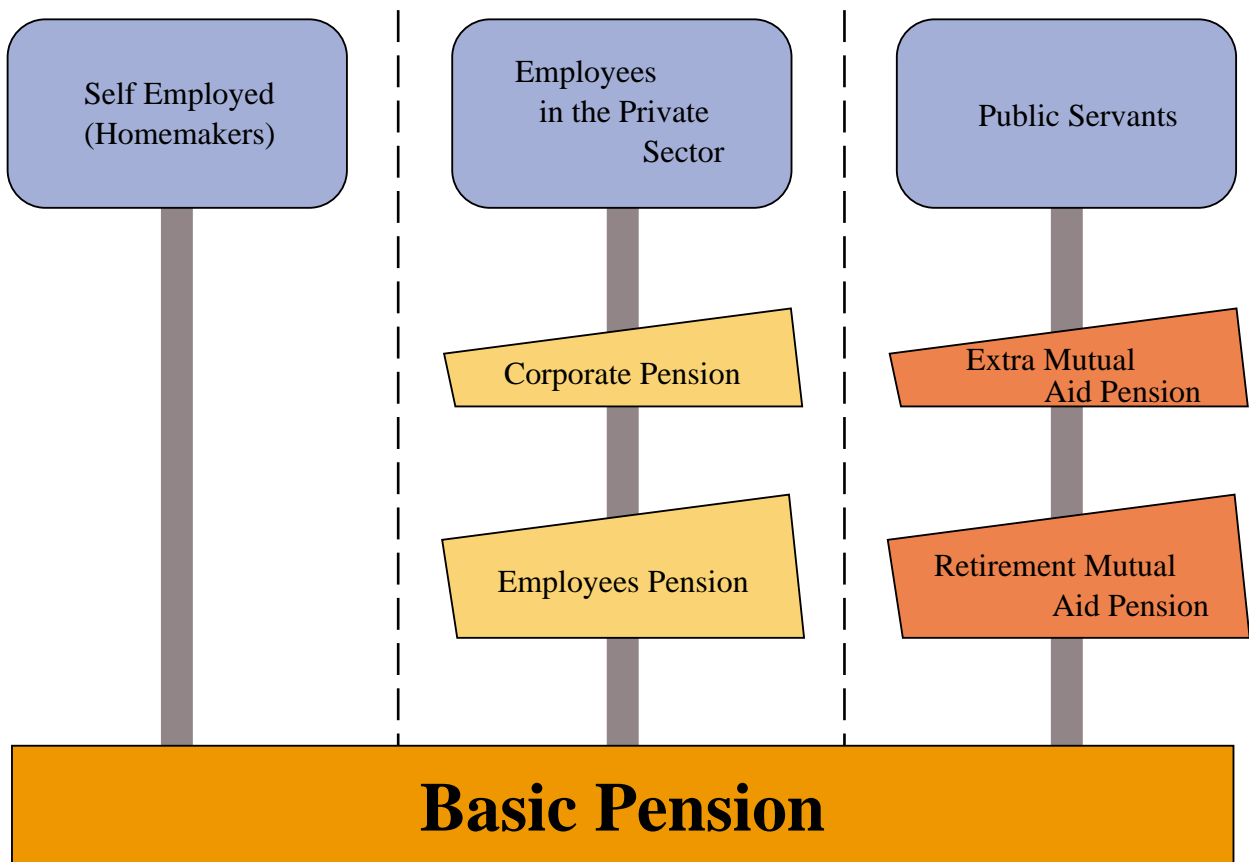
The Remuneration Report and Recommendation Process



Retirement Allowance (F.Y. 2000)



Pension Scheme



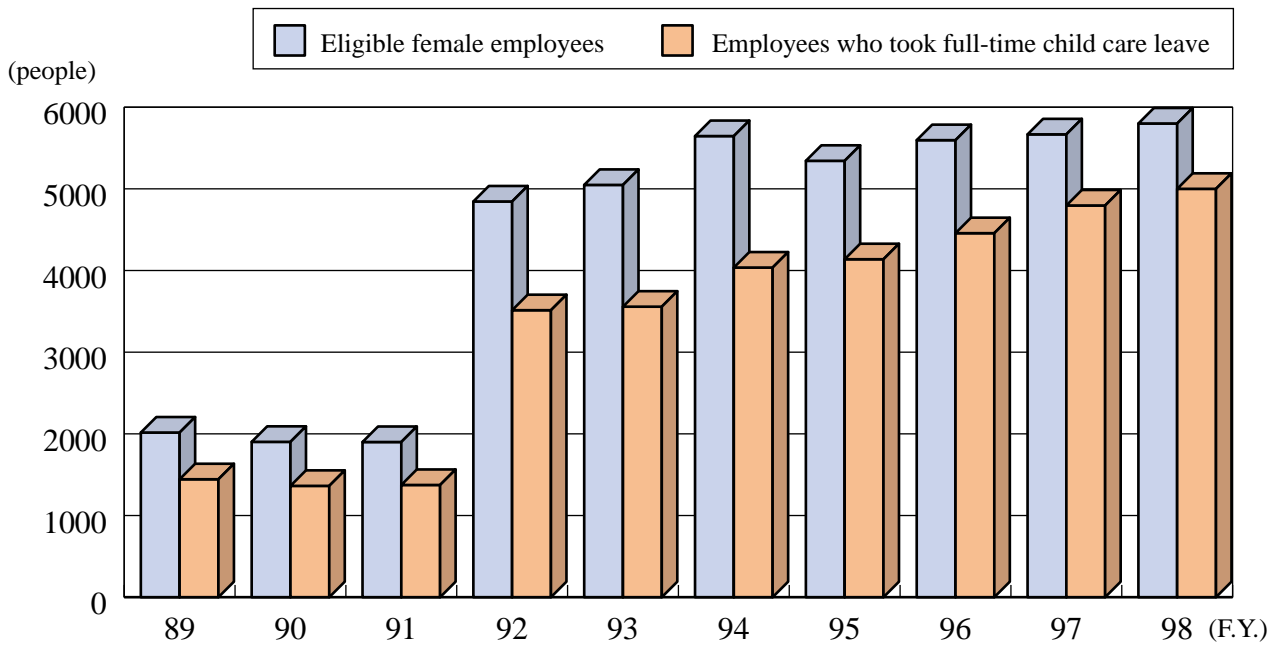
4. Working Hours, Leave, etc.

Annual Leave in a Year

	Employees in the Private Sector (in 1996)	National Public Employees (in 1996)
Number of days for annual leave permitted	17.4 days	20.0 days
Number of days actually taken for annual leave	9.4 days	11.6 days
Rate of annual leave actually taken	54.1 %	58.0 %

Source: Ministry of Labour (Employees in the Private Sector)

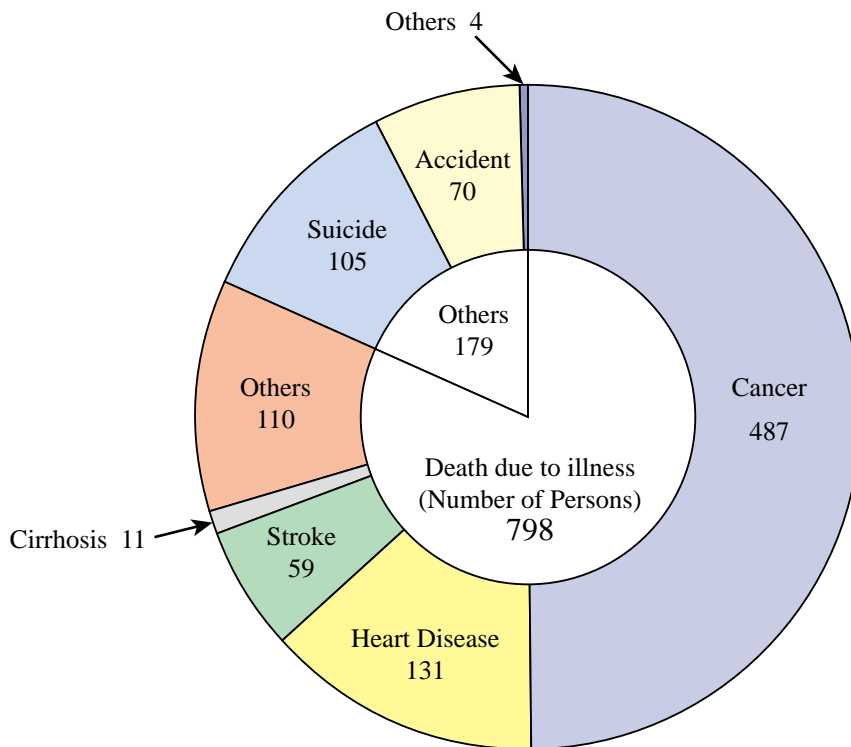
Child Care Leave of Absence for National Public Employees



Note: The new child care leave system introduced in 1992 provides for both of full-time child care leave and part-time child care leave until the child reaches one. The former allows a male/female employees who has a child of less than one year of age to take a leave of absence. The latter allows a male/female employee to take a leave of absence for up to two hours a day to care of the child.

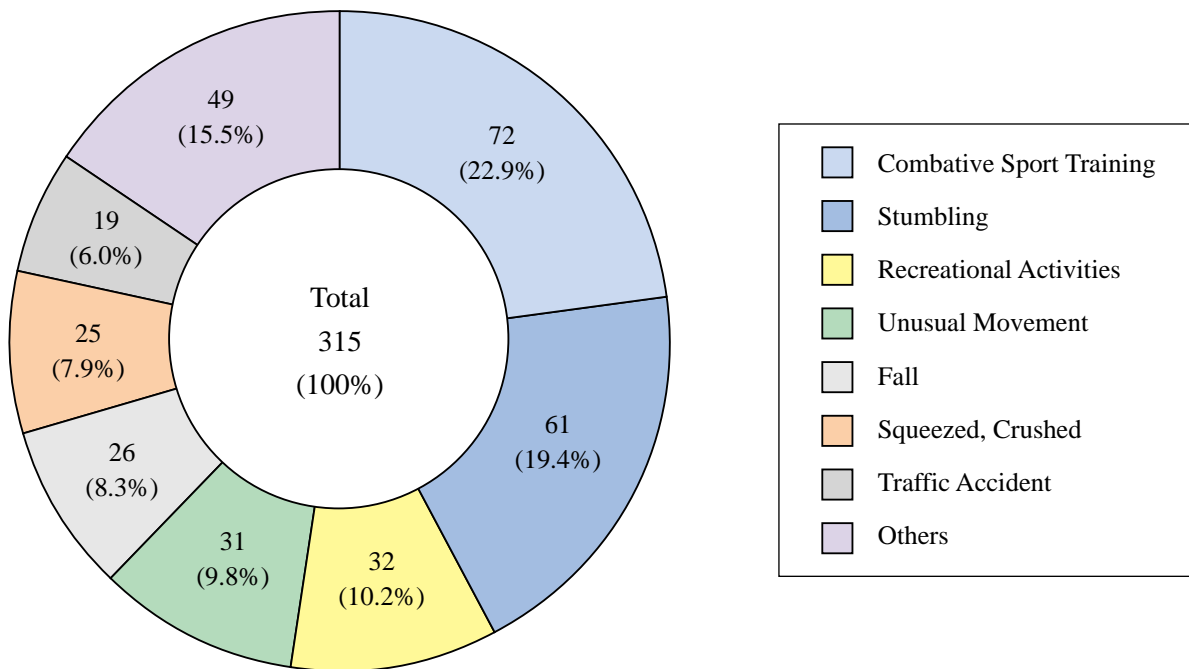
Causes of Death of National Public Employees

(F.Y. 1996)



Accidents in the Line of Duty

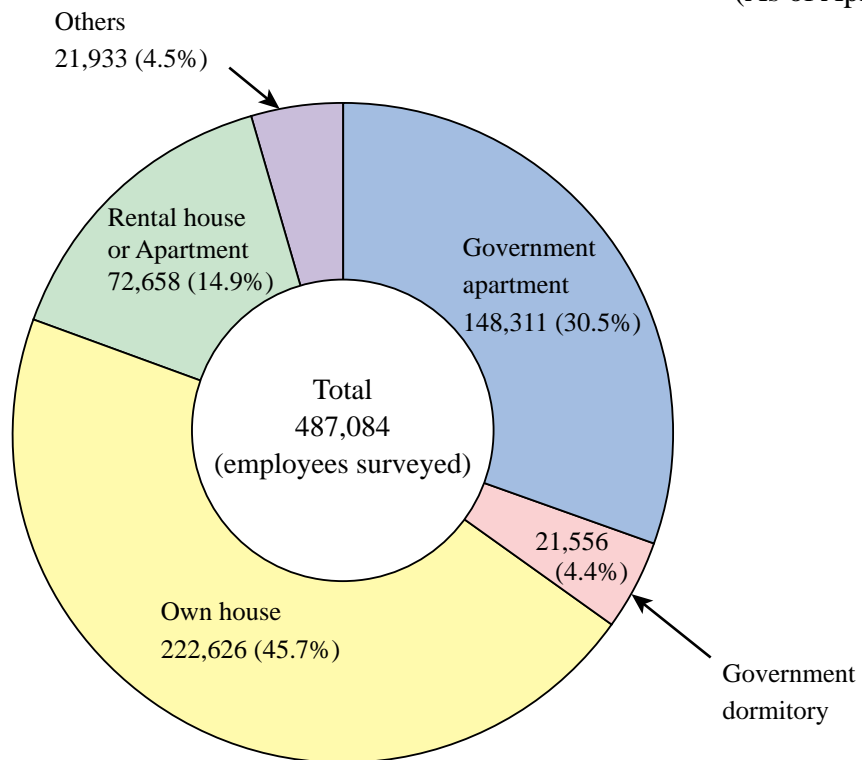
(F.Y. 1998)



Note: Accidents counted are ones which required a leave of absence of more than one day

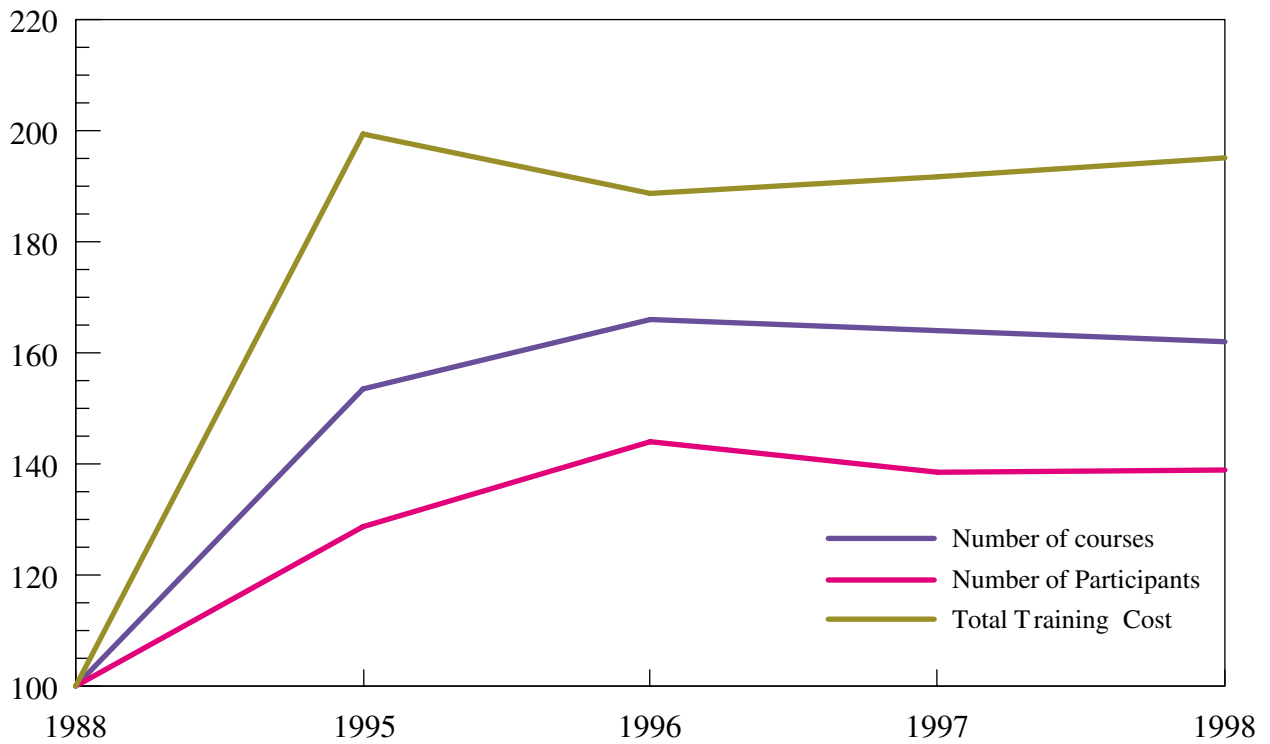
Housing Situation for Employees

(As of April 2000)



5. Training

Trends in Training
(1988 = 100)



Training Activities Conducted during F .Y. 1998
(Courses requiring attendance for 20 hours or more)

	Number of Courses	Number of Trainees
Managerial Training	17	340
Supervisory Training	1,324	41,303
Training for Other Employees	1,107	32,313
Training for New Appointees	820	30,575
Other Training	527	8,305
Professional Training	3,080	59,339
Total	6,875	172,175

Major Training Courses Conducted by the NPA (F.Y. 2000)

Officers	Unit Chiefs at Headquarters	Assistant Directors at Headquarters	Directors at Headquarters	Director General / Deputy Director General at Headquarters
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Initial Interministerial Training Course for Level Exam. Employees</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Initial Administrative Training Course</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Unit Chief Level</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Assistant Director Level</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Chief Researcher Level</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Special Course for Unit Chief (for Level and Exam. Employees)</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Special Course for Assistant Director (for Level and Exam. Employees)</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Director Level</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Administrative Forum</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Administrative Seminar for Top Executives</div>				
【 Administrative Training 】				
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: 60%; margin-left: auto; margin-right: auto;">Long-term Overseas Fellowship Program</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: 60%; margin-left: auto; margin-right: auto;">Short-term Overseas Fellowship Program</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: 80%; margin-left: auto; margin-right: auto;">Domestic Fellowship Program</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: 60%; margin-left: auto; margin-right: auto;">Training for Instructor on Specific Theme (ex. Management, Ethics)</div>				

(F.Y. 1999)

		Period	Number of Courses	Total Number of Courses
Administrative Training	Initial Interministerial Training Course	4 days	1	723
	Initial Administrative Training Course	9 weeks	4	439
	Unit Chief Level	2 weeks	1	70
	Special Course for Unit Chief (for Level or Exam. Employees)	2 weeks	2	96
	Assistant Director Level	3 days and 1 week	8	349
	Chief Researcher Level	2 weeks	1	39
	Director Level	1 day and 1 week	5	126
	Administrative Forum	3 hours	4	100
Administrative Seminar for Top Executives		3 hours (or 2days)	11	180

Administrative Training (Special Course for Assistant Director) was newly launched in F.Y. 2000.

Number of Trainees on Long-Term Overseas Fellowship

(people)

F.Y.	U.S.A.	U.K.	France	Germany	Canada	Australia	Total
1989	26	4	3	3	1	0	37
1990	25	8	4	1	2	1	41
1991	32	5	4	1	2	0	44
1992	34	8	3	0	3	0	48
1993	41	4	3	1	2	1	52
1994	45	4	5	0	1	0	55
1995	47	7	2	2	2	0	60
1996	51	8	3	2	1	0	65
1997	50	12	2	0	4	2	70
1998	58	12	0	1	1	1	73
1999	67	11	4	2	1	1	86

Personnel dispatched to overseas graduate schools for 2 years.

Number of Trainees on Short-Term Overseas Fellowship

(people)

F.Y.	U.S.A.	U.K.	France	Germany	Canada	Australia	Others	Total
1990	14	6	3	1	3	3	6	36
1991	19	5	0	2	2	2	5	35
1992	20	8	1	1	0	2	4	36
1993	12	10	1	2	1	4	4	34
1994	14	9	1	3	0	4	5	36
1995	14	11	1	1	1	3	5	36
1996	16	12	0	1	2	2	8	41
1997	18	15	0	2	0	4	3	42
1998	15	11	0	2	1	4	9	42
1999	22	13	0	0	2	2	5	44

Personnel dispatched to foreign governments, international organizations and institutes for six months or 1 year.

Outline of the International Cooperation Group Training Courses
Conducted by the NPA

(F.Y. 2000)

	Target Group	Methods	Contents	Period	Total Number of Participants
Seminar on Government Human Resource Management for Senior Class Officials	Senior Class Officials in Central Personnel Agency	Lecture, Seminar, Observation, Discussion	Personnel Administration in Japan (Advanced Course)	4 weeks	109 (1991 ~)
Seminar on National Government Administration for Senior Class Officials	Director-level Officials in the Central Government	Lecture, Seminar, Observation, Discussion	Role of Public Administration in the Development of Countries (Advanced Course)	5 weeks	185 (1986 ~)
Training Course In Government Human Resource Management	Middle-level Officials in Central Personnel Agency	Lecture, Seminar, Observation, Discussion	Personnel Administration in Japan (Fundamental Course)	4 weeks	25 (1999 ~)
Group Training Course in Government Administration in Development	Assistant Director-level Officials in the Central Government	Lecture, Seminar, Observation, Discussion	Improvement of Administration in Developing Countries (Fundamental Course)	6 weeks	10 (2000 ~)
Administrative Training for Korean Government Officials	Director-level Officials in the Central Government	Lecture, Observation	Character of Japan, Current Issues and Situation in Administration, Policy-Making Process	3 weeks	435 (1984 ~)
Seminar on Government and Civil Service System for Viet Nameese	Officials in Personnel Agency	Lecture, Seminar, Observation, Discussion	Civil Service System	4 weeks	38 (1996 ~)
Seminar on Civil Service System for Argentina Officials	Senior Officials in the Central Government	Lecture, Seminar, Observation, Discussion	National Administration and Personnel Management	2 weeks	34 (1996 ~)
Mansfield Fellowship Program	Officials of the U.S. federal government with at least two-year experience	On-the-spot training	Placements at ministries and agencies of the Japanese Government	1 year	33 (1996 ~)

6. Equity Process

Number of Disciplinary Actions

(F.Y. 1999) (people)

	Dismissal	Suspension from duty	Reduction in remuneration	Reprimand	Total
Illegal activity related to employee organizations	0	0	0	0	0
Irregularity related to general service discipline (absence, disturbance of order in the office, etc.)	7	20	272	296	595
Irregularity related to the transaction of daily work	5	5	110	174	294
Irregularity related to the handling of public money or property (loss, illegal handling, etc.)	5	9	135	199	348
Unlawful acquisition of public money or property (embezzlement, etc.)	122	11	14	23	170
Illegal acceptance of benefits in connection with official duties (bribe-taking, etc.)	0	0	13	5	18
Traffic offenses	2	7	85	66	160
General misconduct (theft, injury, etc.)	23	40	82	29	174
Lack of supervisory responsibility	0	3	71	128	202
Total	164	95	782	920	1,961

Appeals Related to Adverse Action

F.Y.	Cases Filed	Approvals of Action	Revisions of Action	Cancellations of Action	Cases Dismissed	Cases Withdrawn or Rejected
1990	63	30	2	2	103	1,409
1991	76	33	3	1	0	3,003
1992	226	37	1	0	0	2,376
1993	36	40	0	1	0	2,534
1994	31	35	0	2	12	1,107
1995	50	42	0	1	0	33
1996	41	44	1	0	0	14
1997	69	24	2	2	0	5
1998	73	48	1	0	0	13
1999	82	53	0	2	0	24

Requests for Administrative Action Related to Working Conditions

F.Y.	Cases Filed	Cases Adjudicated	Cases Withdrawn	Cases Rejected	Cases Carried Over
1990	16	0	27	131	356
1991	17	0	63	63	247
1992	7	48	64	91	51
1993	18	6	25	20	18
1994	73	2	9	12	68
1995	13	2	3	13	63
1996	16	5	56	14	4
1997	30	1	8	10	15
1998	17	1	14	13	4
1999	6	2	4	2	2

Note: Personnel with complaints about their working conditions may file requests with the NPA to improve the situation.



***Published by the International Affairs Division
Bureau of Administrative Services and Policy Coordination
National Personnel Authority
Japanese Government***



1-1-1 Kasumigaseki, Chiyoda-ku Tokyo 100-8913, JAPAN

Tel 81-3-3501-1067

Fax 81-3-3580-6092

<http://www.jinji.go.jp/top.htm>



