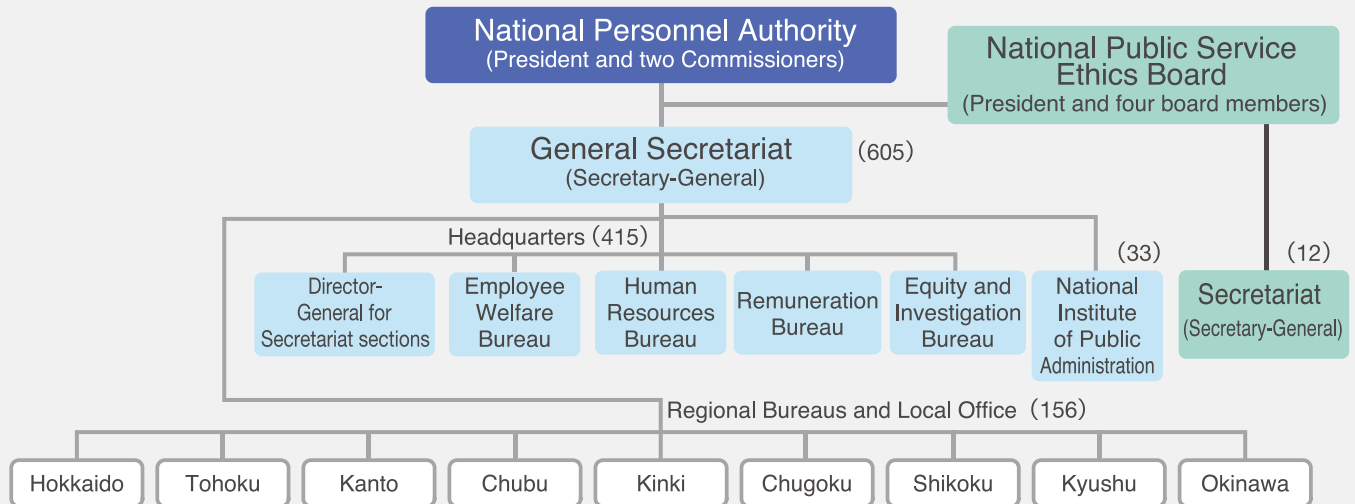


# Organization of NPA 2

The NPA is organized as a council, consisting of three commissioners, one of whom is appointed President. The Cabinet appoints Commissioners with the consent of the Diet. The appointment and dismissal of commissioners is certified by the Emperor. The General Secretariat is placed under the NPA as an administrative department, comprising five divisions and two offices (Secretariat sections) and four bureaus as well as National Institute of Public Administration and eight regional bureaus and one local office that operate under the Secretary-General.

In addition, the National Public Service Ethics Board is set up under the NPA, based on the National Public Service Act and the National Public Service Ethics Act.



## Secretariat Sections

The Secretariat Sections are in charge of internal management duties, including general, personnel and financial affairs; interpretation of laws and rules under the jurisdiction of the NPA; international cooperation related to personnel administration; comprehensive coordination of NPA's policies; and consideration of mid- to long-term personnel administrative measures.

## Employee Welfare Bureau

Securing a working environment that allows national public employees to work without undue worries.

The Employee Welfare Bureau engages in the establishment of rules on working hours and leave systems; planning of systems related to employees' health and safety; duties concerning accident compensation; planning of service discipline and disciplinary action regulations; duties concerning the relationship with employee organizations.

## Human Resources Bureau

Securing and developing human resources that support a better administrative service.

The Human Resources Bureau engages in ensuring fairness in personnel administration, taking responsibility for recruitment examinations; appointment; guarantee of an employee's status; planning and operation of training systems; activities to secure diverse and promising human resources for the public service; and human resources development through the implementation of various cross-ministerial training programs.

## Remuneration Bureau

Realizing appropriate remuneration in line with general social conditions.

The NPA makes recommendations to ensure the appropriate remuneration of national public employees at a level balanced with that of private company employees in compensation for restriction on their basic labor rights. The Remuneration Bureau is in charge of duties concerning the recommendations and establishes standards to determine salary and allowances. The Bureau also studies employment and remuneration measures for elderly public employees.

## Equity and Investigation Bureau

Protecting the employees' interests and securing fair personnel management.

The Equity and Investigation Bureau engages in the equity process which is a quasi-judicial function when national public employees have objections and/or dissatisfactions regarding disciplinary action, request appropriate administrative actions on working conditions or have objections regarding acknowledgement of accident on duty or remuneration decisions. The Bureau also handles consultation of working conditions and environment, etc. to resolve cases appropriately.

## Secretariat of National Public Service Ethics Board

Maintaining public employee ethics that serve as a foundation for the public service trusted by the public.

In accordance with the purpose of the National Public Service Ethics Act, which is to ensure public trust in public services, the Secretariat of the National Public Service Ethics Board is responsible for affairs related to the maintenance of ethics pertaining to the duties of national public employees. This entails the submission of opinions regarding the enactment or revision of the National Public Service Ethics Code; overall planning and coordination of training for maintaining ethics; the review of mandatory reports; conducting an investigation in cases of a suspected violation of the Ethics Act and the Ethics Code; and the approval of disciplinary actions.