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(CORRECTION DIVISION)

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Note: A study of this Division should include *POLICIES ON "SOURCES OF TROUBLE",* Volume 1, pages 510-529.

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(A study of this Department should include the section in Volume 4 entitled CLASS AND GRADE PROGRAMME, pages 360-403, and the section in this Volume entitled FAST FLOW, pages 78-101.)

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(See also INVOICING, Volume 3, pages 255-270, and ROUTING - RECEPTION, Volume 1, pages 61-75.)

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(Includes HCO Board of Review data. Course curriculum information is fully covered in Volume 4 under Department of Training.)

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(See also FAST FLOW. pages 78-101.)

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(A study of this section should include the CLASS AND GRADE PROGRAMME, Volume 4, pages 360-403.)

MEMBERSHIPS

*(See also MEMBERSHIPS, Volume 3, pages 143, 150,151.157, 165,
245-254 and 258.)*

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(A study of this Department should include HATS, Volume 0, pages 63-77, and Volume 1,
pages 153-159; DEV-T, Volume 0, pages 119-152;
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and the PERSONNEL, DATA and ORG SERIES in the 1970 and 1971 Year Books.)

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(See also sections on HATS, Volume 0, pages 63-77, and Volume 1, pages 153-159.)

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(A study of this section should include COURSE SUPER VISION, Volume 4, pages 141-218.)

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Appendix

Note: The materials in this volume are listed mainly in order of appearance. Additionally, some policies are listed in more than one section (with page numbers in *italics),* as they deal with more than one area of operation. Relevant policies from *other* OEC volumes are also listed, with volume and page numbers in *italics.* A complete *date order* index appears in the back of the book, starting on page 366.

The GREEN FORM and other technical forms not included in the OEC Volumes are found in the technical materials of the levels where they specifically apply.

YOUR POST

A post in a Scientology Organization isn't a job. It's a trust and a crusade.

We're free men and women—probably the last free men and women on Earth. Remember, we'll have to come back to Earth some day no matter what "happens" to us.

If we don't do a good job now we may never get another chance.

Yes, I'm sure that's the way it is.

So we have an organization, we have a field we must support, we have a chance.

That's more than we had last time night's curtain began to fall on freedom.

So we're using that chance.

An organization such as ours is our best chance to get the most done. So we're doing it!

L. RON HUBBARD

PURPOSES OF THE QUALIFICATIONS DIVISION

The Qualifications Division is Division Number 5 of the Organization. This Division is headed by the Qualifications Secretary. It consists of three departments.

The Department of Examinations, Department Number 13, is headed by the Director of Examinations.

The Department of Review, Department Number 14, is headed by the Director of Review.

The Department of Certifications and Awards, Department Number 15, is headed by the Director of Certifications.

The Departments have various sections and units.

THE QUALIFICATIONS DIVISION

The prime purpose of the Qualifications Division is:

"TO ENSURE THE RESULTS OF SCIENTOLOGY, CORRECT THEM WHEN NEEDFUL AND ATTEST TO THEM WHEN ATTAINED."

The activities of the Division are covered by the prime purpose of the Division and all rules, regulations, policies and routes relating to that Division are for the purpose of assisting it to carry out its purpose and no order, rule, regulation, policy or route may swerve it or its Departments, Sections or Units or its executives or personnel from carrying out the purposes outlined herein.

DEPARTMENT OF EXAMINATIONS

The prime purpose of the Department of Examinations and all its sections and units is:

"TO HELP RON ENSURE THAT THE TECHNICAL RESULTS OF THE ORGANIZATION ARE EXCELLENT AND CONSISTENT, THAT STUDENTS AND PRECLEARS ARE WITHOUT FLAW FOR THEIR SKILL OR STATE WHEN PASSED AND THAT ANY TECHNICAL DEFICIENCY OF ORG PERSONNEL IS REPORTED AND HANDLED SO THAT THE TECHNICAL RESULTS OF THE ORGANIZATION CONTINUE TO BE EXCELLENT AND CONSISTENT."

IT MUST BE KEPT IN MIND THAT THE PRODUCT OF THE ORGANIZATION IS NOT SCIENTOLOGISTS, BUT CONDITIONS CHANGED BY SCIENTOLOGY. THEREFORE THE ABILITY OF THE AUDITOR TO CHANGE CONDITIONS IN PRECLEARS AND THE ABILITY OF THE PRECLEAR OR CLEAR TO CHANGE CONDITIONS ALONG THE DYNAMICS ARE THE ONLY CONCERN OF THE DEPARTMENT OF EXAMINATIONS.

The orders, rules, regulations, policies and routes relating to this department were intended to assist it and expedite the carrying out of its purpose. Therefore no order, rule, regulation, policy or route may be interpreted to swerve the Department of Examinations from its prime purpose, which is paramount in all its activities. Its policies and routes exist to carry out its prime purpose and for no other reason.

The integrity of Scientology and its hope for beings in this Universe are entrusted to the Department of Examinations.

THE DEPARTMENT OF REVIEW

The prime purpose of the Department of Review and all its sections and units is:

"TO HELP RON CORRECT ANY NON-OPTIMUM RESULT OF THE ORGANIZATION AND ALSO TO ADVISE WAYS AND MEANS BASED ON ACTUAL EXPERIENCE IN THE DEPARTMENT TO SAFEGUARD AGAINST ANY CONTINUED POOR RESULT FROM ANY TECHNICAL PERSONNEL OR THE FUNCTION OF THE ORGANIZATION."

The Department of Review must take over any non-optimum product of the organization, whether a technical project, an activity, a student or a preclear and bring about an attainment of the expected result regardless of obstacles.

The orders, rules, regulations, policies and routes relating to this department were intended to assist it and expedite the carrying out of its purpose. Therefore no order, rule, regulation, policy or route may be used to swerve the Department of Review from its prime purpose of ensuring that the results of Scientology are excellent and consistent.

THE DEPARTMENT OF CERTIFICATIONS AND AWARDS

The Department of Certifications and Awards has the prime purpose in all its functions:

"TO HELP RON ISSUE AND RECORD VALID ATTESTATIONS OF SKILL, STATE AND MERIT HONESTLY DESERVED, ATTAINED OR EARNED BY BEINGS, ACTIVITIES OR AREAS."

The validity of issue and decrying any false issue are the concerns of the Department of Certifications and Awards.

The Department is fully within its rights to recommend issue when it is unjustly denied or to refuse issue when it is obviously not in keeping with its prime purpose.

The orders, rules, regulations, policies and routes were intended to assist it and expedite the carrying out of its purpose. Therefore no order, rule, regulation, policy or route may deny the personnel of the Department the right to carry out its prime purpose as above.

L. RON HUBBARD

STATISTICS FOR DIVISIONS

Qual Division 5 —

Cash Collected by reason of the Division for the week.

This division's certs and grades and awards are all really the Tech Division's work. But we early found that a Qual Division's various services were paid for when good and not

when bad. So this division's gross statistic is how much *cash* was paid—not later collected, for Qual Division services.

L. RON HUBBARD

[Excerpted from HCOPL 30 September 1965, *Statistics for Divisions.* A complete copy of this P/L is in Volume 1, page 328. It was later amended by HCO P/Ls 29 March 1970, *Tech and Qual Stats Revised,* page 8; 17 June 1970 Issue II, *OIC Change-Cable Change,* page 10; 5February 1971 Issue *V,Org Gross Divisional Statistics Revised,* page 22; and 5 February 1971 Issue III, *FEBC Executive Director Org GDSes,* in the 1971 Year Book.]

CHNICAL DIVISION 4		QUALIFICATIONS DIVISION 5			DISTRIBUTION DIVISIC	
CHNICAL SECRETARY		QUALIFICATIONS SECRETARY			DISTRIBUTION SECRET	
ECHNICAL SEC. SEC.		QUALIFICATIONS SEC. SEC.			DISTRIBUTION SEC. S	
		RESULT	CORRECTION	ABILITY		
ACTIVITY	PRODUCTION	Department 13	Department 14	Department 15	PURPOSES	CLEARING
Department 11	Department 12				Department 16	Department 17
DEPARTMENT OF TRAINING	DEPARTMENT OF PROCESSING	DEPARTMENT OF EXAMINATIONS	DEPARTMENT OF REVIEW	DEPARTMENT OF CERTIFICATION & AWARDS	DEPARTMENT OF PUBLIC INFORMATION	DEPARTMENT OF CLEARING
Director of Training	Director of Processing	Director of Examinations	Director of Review	Director of Certification & Awards	Director of Public Information	Director of Clearing

THE PROMOTIONAL ACTIONS OF
QUALIFICATIONS DIVISION 5

(From HCO PL 20 November 1965, *The Promotional Actions of an Organization,* with the additions 8 la and 85a from HCO PL 15 December 1965 and HCO PL 4 February 1966. These are given complete for all divisions in Basic Staff Volume 0, starting on page 84.)

72. **QUALIFICATIONS SECRETARY** - Co-ordinates and gets done the promotional functions of Division 5.

73. DEPARTMENT 13 (Dept of Examinations) — Makes sure no untrained student or unsolved case gets past.

74. Finds the real errors in any failures (no student or pc ever gets upset if the actual error is spotted— they only get upset when a wrong error is found).

75. Refuses to get so concentrated on "validating people" that errors are overlooked for this backfires also.

76. Routes those passed quickly to Certs and Awards and those failed quickly to Review and routes any Ethics matters discovered promptly to Ethics.

77. DEPARTMENT 14 (Dept of Review) — Quickly repairs any flat ball bearings turned out by the Tech Division so they will be no discredit to org.

78. Gives brilliant standard isolation of any errors in students or pcs—discovers them with ease.

79. Repairs thoroughly.

80. Makes a continual effort to get failed cases in the field or ARC Broken Scientologists in for a Review.

81. Sends to Ethics all Ethics matters discovered. Cultivates an aura of effortless competence.

81 a. Review makes the dissatisfied satisfied with the Org by remedying all tech misses.

82. DEPARTMENT 15 (Dept of Certs and Awards) - Issues credentials that will be seen around—pins that people will wear, certificates they will hang up, cards they will show.

83. Never issues anything falsely as it will be hidden or discredited.

84. Issues literature to all new releases and other completions that tells them what they have attained and what next to do and encourages them to do it.

85. Heavily promotes auditors outside the org to bring in their pcs for examination and Release declarations.

85 a. Pushes along the Free Membership programme and makes sure Accounts sends a bill for the next year's Membership the moment the six months expires AND IS ITS STATISTIC.

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 2 NOVEMBER 1967

QUALIFICATIONS DIVISION, DEPARTMENTS OF EXAMINATIONS, REVIEW AND CERTIFICATIONS AND AWARDS

All Organization Boards are to be posted in accordance with the following line-up which complies with HCO Policy Letter of February 28, 1966 entitled, "Danger Condition Data, Why Organizations Stay Small":

DEPARTMENT OF EXAMINATIONS

DIRECTOR OF EXAMINATIONS

QUAL INTERVIEW & INVOICE SECTION Qual Interview & Invoice In-charge Qual Invoice Clerk Qual Routing Clerk Qual Folder Clerk Qual Invoice Routing Clerk Qual Page

STUDENT EXAMINATIONS SECTION

Student Examinations In-charge Certification Examiner Classification Examiner Examination Marker Practical Demonstrations Examiner

PC EXAMINATIONS SECTION pc Examinations In-charge HGC pc Examiners Student pc Examiners

CLEAR CHECKING SECTION

Clear Checker

OT CHECKING SECTION OT Checker

DEPARTMENT OF REVIEW

Director of Review

CASE SECTION

Chief Case Officer

CASE OFFICER UNIT

Case Officers

CASE REVIEW UNIT 1
Leading Review Auditor Unit 1 Review Auditors

CASE REVIEW UNIT 2
Leading Review Auditor Unit 2
Review Auditors

CRAMMING SECTION

Chief Cramming Officer Cramming Officers

STAFF SECTION

Staff Section Officer

STAFF TRAINING UNIT

Chief Staff Training Officer Staff Training Officers

STAFF REVIEW UNIT Chief Staff Review Officer Staff Review
Officers

Org Exec Course

Org Exec Course Supervisor Org Exec Course Administrator

INTERN TRAINING SECTION

Intern Training Officer

ORG REVIEW & CORRECTION SECTION Org Review and
Correction

DEPARTMENT OF CERTS AND AWARDS

Director of Certs & Awards

INVOICE SECTION

Invoice Clerk

LOGGING SECTION

Logging Clerk

CERTIFICATE & AWARDS PREPARATION SECTION

Certificate & Awards Preparation Clerk

CERTIFICATE & AWARDS STOCK SECTION

Certificate & Awards Stock Clerk

MEMBERSHIP SECTION

Membership In-charge Membership Index Card Clerk
Membership Card Preparation Clerk Membership Card Issuance
Clerk Memberships Promotion Clerk

Mary Sue Hubbard
The Guardian WW

for

L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 NOVEMBER 1967
[Excerpt]

CHAPLAIN'S SECTION

Chaplain

Chaplain's Court Arbiter Chaplain's Court Clerk
Chaplain's Court Files Clerk Sunday Services Promotion
Clerk Chaplain's Sunday Services Assistant

Mary Sue Hubbard
The Guardian WW
for
L. RON HUBBARD
Founder

[Excerpted from HCO Policy Letter of 2 November 1967, *Distribution Division, Departments of Public Information, Clearing and Success.* A complete copy is in Volume 6, page 9.]

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 17 JUNE 1968
Issue II
(Corrects HCO PL 2 November 1967 Dissem Division and HCO PL 2
November 1967 Qualifications Division)

Remimeo

ARC BREAK REGISTRARS AND AUDITORS

ARC BREAK REGISTRARS AND AUDITORS ARE RELOCATED IN QUAL TO WORK AS A TEAM.

L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 29 OCTOBER 1968

Remimeo

STAT FOR CLASS VIII C/S QUAL IS NUMBER NAMES IN CF.

L. RON HUBBARD
Founder

QUAL STATS REVISED

Remimeo

(Amends HCO PL 30 Sept 65 "Statistics for Divisions", HCO PL 22
Sept 69 "HGC Statistic" and HCO PL 27 Apr 67 "Tech Division
Statistic" and HCO PL 31 Mar 69 "OIC Report Forms")

Qual statistics are hereby revised as follows:

QUALIFICATIONS DIVISION

Qual Sec:

1. GI divided by total number on staff.

2. Total number of creditable success stories received less total number of poor success stories received.

Dir Exams:

1. Total number of pcs completed on a grade, intensive or review action with very good indicators.

2. Total number of outnesses reported.

Dir Review:

1. Total number of auditors who have an "OK to Audit" and total number of Supervisors who have an "OK to supervise" who are actually auditing and supervising.

2. Total number of students or pcs corrected who paid in full, plus staff corrected with VGIs.

Qual CIS: Total number of active auditors on staff.

Dir C & A: Total number of certs issued.

Cramming Officer: Total number of students completed less total number of students back to Cramming on the same level of training.

Staff Training Officer: Total number of hours attended by staff on staff training divided by the total number on staff.

Qua! Consultant: Total number of students routed back on course.

Note that these statistics stress the inter-dependence of Tech and Qual with the rest of the org and reflect the actual production in terms of result.

It may not be realized that the Qual statistic "GI divided by total number on Staff" is in fact an industrial statistic which accurately shows the value of each staff member.

LRH:JZ:nt.ei.rd

Judy Ziff D/CS-5
for
L. RON HUBBARD
Founder

[Excerpted from HCO PL of 29 March 1970, *Tech and Qual Stats Revised,* a complete copy of which is in the 1970 Year Book. It was later cancelled by HCO P/L 17 June 1970 Issue II, *OIC Change—Cable Change,* page 10.]

EXECUTIVE DIRECTIVE FROM L. RON HUBBARD

LRH ED 107 INT [Excerpt]   3 June 1970

To: Class IV Orgs and Saint Hills for ACTION. AOs for Info. From: Ron

Subject: ORDERS TO DIVISIONS FOR IMMEDIATE COMPLIANCE

[ORDERS TO DIVISION V-Excerpted]

Reference: LRH ED 104 INT Auditing Sales and Delivery Pgm No. 1, LRH ED 106 INT
                What Was Wrong

DIVISION V

1. The purpose of Division V is to CORRECT malfunctions in the org. Realize that the whole org has moved into Div V and squashed it. Begin a program of unloading functions.

2. Shift the C/S to Div IV. There is no Div V C/S. The Review Auditor does his own C/Sing on cases he repairs.

3. Refuse to do any major actions on cases. Repair them so they will now run and shift them back to Div IV.

4. Get in DECLARE discipline at the Examiners. Refuse to declare more than one grade at a time. Get the pc to state the ability he has attained, not "I'm Level 0 now" but the exact wording of that grade. Refuse flatly to pass any pc run only on one process for a grade as disclosed by folder inspection. Get the earliest Examiner discipline in. Folder, meter, pc statement as to the exact end phenomena of the Grade. Student by examination and meter check for false completion.

5. Refuse to back down when anyone in Tech starts yelling you're invalidating their gains or repute. That's how all this decline started—an invalidation of Qual opinion by the Tech Sec at SH 1965. Wiped out Qual. Five years later the subject was gone over the whole world and having to be put back.

6. Provide helpful service to students and pcs. Make them feel especially safe in Qual.

7. Really repair students with your interest, 2 way comm and learning drills (they'll be coming out in HCO B again shortly).

8. Really repair pcs using assessed lists like the GF, L1B, L4A, ruds, etc so they're flying.

9. Take credit from Tech for every auditing hour (or part thereof costs an hour) you spend on a pc. Take all pc repair from hours pc has bought. Only if he has run out of Tech hours and needs repair do you charge him. Try to get him to buy a new package of hours as soon as possible—but of course a pc needing repair isn't likely to buy more until repaired.

10. Get in your Staff Training Officer (who in small orgs can also be Cramming) and begin to push the staff through Staff Status I and II and III and OEC so the org form will be held and thus keep the org from being in a continual correction status.

11. Get your Certs and Awards requiring all certs to be signed by the HCO Area Sec (or HCO ES) before they are valid. Get the signed cert routed back for presentation by the Registrar to the pc or student.

12. Give me a great big hand getting this Auditing Sales and Service Pgm No. 1 IN so that it stays in and totally assume the function of org correction for which Qual was designed. Qual was meant to do Product Correction and Org Correction. It got so bad Qual became the Product *Division* not the Product Correction Division. So help me out by getting the org to be a service org producing pcs run on all grade processes for each grade and auditors who know they use what they learn.

L. RON HUBBARD
Founder

LRH:dz.rd

URGENT

OIC CHANGE - CABLE CHANGE

(Effective for the week beginning 24 July 1970 and ending for
first report 30 July 1970 and continuing thereafter.)
(Cancels HCO PL 29 Mar 70, Tech and Qual Stats.)
(Amends HCO PL 30 Sept 65, Statistics for Divisions.)

Qual Stats are revised as follows:

QUALIFICATIONS DIVISION

Qual Sec and CDS:

1. The amount of money paid for student training into the org for a certificate course. (All solo excepted.)

2. The number of creditable success stories turned in less 2 points for every no-story and less 2 more points for every ethics action taken on a student, pc or staff member.

Dir Exams:

1. 1 point for every non F/N Examiner Report. (It being understood that an Examining Report is done after every session.)

2. 10 points for every uncertain or flunked student. (It being understood that students are given meter checks by Examiner and spot Exams for every theory or practical completion.)

Note: Each of the 2 Examiner stats loses 100 points for each proven instance of evaluation, invalidation of students or pcs by expression or statement by the Examiner, instances of penalty to be decided by Qual Sec, Div 6 Sec and a third member agreed upon by the two.

Dir Review:

1. Errors discovered and corrected in pcs' folders, 1 point for each plus 10 points for each student completed with VGIs.

2. Number of falsely signed off items on Div IV checksheets corrected in Cramming.

Cramming Officer:

See No. 2 Dir Review.

Staff Training Officer:

1. GI divided by the number of people.

2. Course completions by staff members.

Qual Consultant:

1. Number of staff, students and pcs spotted in the org during week with Bis.

2. Number of Bis routed or handled.

No Qual C/S Stat as there now isn't one.

Review Auditor:

1. Errors discovered and corrected in pcs' folders, 1 point for each.

2. 10 points for each pc completed with VGIs.

DirC&A:

1. Number of classifications rejected by reason of inadequate case gain or false representations.

2.   Number of awards refused by reason of inadequate hours or abilities for the level not attained.

It will be noted that these statistics reflect the original design of Tech and Qual and do not favor "Quickie Grades" for pcs, inabilities in auditors, unpaid staffs or an ARC Broken field.

Accuracy in compiling these stats, posting them weekly where they can be seen and managing on the basis of these is a survival factor in an org.

L. RON HUBBARD
Founder

[Excerpted from HCO Policy Letter of 17 June 1970, Issue II, *OIC* ALL RIGHTS RESERVED *Change-Cable Change.* A complete copy is in Volume 1, page 359.]

[Amended by HCO PL 5 February 1971 Issue V, *Org Gross Divisional Statistics Revised,* page 22, and HCO PL 5 February 1971 Issue III, *FEBC Executive Director Org GDSes,* in the 1971 Year Book.]

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 15 JULY 1970

Issue II

Remimeo EC Hats Qual Div Hats

REORGANIZATION OF THE CORRECTION DIVISION

(TO BE USED AT ONCE ON ORG BDS. SUBJECT TO MODIFICATION
WITH EXPERIENCE.)

The three departments of Correction Div V are reorganized as given on the following Org Board.

AWARENESS LEVELS:

Dept 13 - ENHANCEMENT Dept 14 -
CORRECTION Dept 15 - VALIDITY

DIVISION FIVE CORRECTION DIVISION

[theta] Qualification Secretary M *Dept 13*

DEPARTMENT OF PERSONNEL ENHANCEMENT

[theta] Director of Personnel Enhancement M *PERSONNEL OBSER VA*

TION SECTION

M *Status Unit:*

Inspects staff for out-points in duty performance or any needful Training and case cycles.
Collects data from Examiner, Personnel I/C, Org Seniors, Ethics files, Ethics Officer, Medical
Officer, Chaplain, Course Supervisor, Course Admin, Hats Officer, STO, Personal Folder, Case
Supervisor and Org Council.

Reports data to Data Analysis Unit. B *Data Analysis Unit:*

Applies Data Series HCO P/Ls to find personnel needing improvement. Sends names and data
to Reports Unit.

P *Reports Unit:*

Gets any further data necessary. Sends CSW to Staff
Programming Section.

B *STAFF PROGRAMMING SECTION* M *Hubbard Consultant*

Unit:

Does Consultation on current status. Relays data to Programming
Unit or Dept 15.

B *Programming Unit:*

Reviews folder. Locates personnel's needs on Management Chart. Targets out program of
Processing and Training for increased value to themselves and the **Org.**

P *Routing Unit:*

Routes personnel to first step on Program. Posts personnel names on Personnel
Enhancement Board.

P *STAFF TRAINING AND STAFF A UDITING SECTION*

M *Staff Training Officer:*

Training, Admin and Inspection Unit.

Keeps all Admin for the section.

Keeps attendance up on training cycles and programs.

Inspects and 8c's all training cycles in the Org and gives checkouts.

Liaises closely with Personnel Bureau and keeps them informed of increased staff member value.

B *Staff Training Unit:*

(Has a separate unit for all classes of staff enhancement cycles: OEC,

Interneship, etc.)

Sees personnel successfully through staff enhancement cycles.

P *Staff Auditing Unit:*

Collects staff folders from Tech Services. Gets staff folders
CSed by the Tech CS. Staff Staff Auditors audit staff.

B *Dept 14*

DEPARTMENT OF ORGANIZATION CORRECTION

[theta] Director of Organization Correction

M   *ORGANIZATION SITUATION RECOGNITION SECTION*

M *Org Perception Unit:*

Knows the correct ideal scenes related to purpose and time of all parts of the entire Org.

Collects data of GI and all Org GDSes and departmental statistics, post hats, packs of divisional duties and descriptions of Org lines, etc.

B *Org Data Analysis Unit:*

Surveys for out-points the collected data of the existing Org scene and sub-scenes.

P *Org Situation Analysis Unit:*

Knows the statistics that should exist.

Produces summaries of situations regarding the Org form and sends to Org Correction Section.

B *OR G CORRECTION SECTION* M *Org Inspection Unit:*

Inspects situations more closely.

Calls Boards of Investigation to go over GDSes that are down.

Finds out WHY a departure from an ideal scene, what changed and isolates the change.

Establishes the hat material missing, which divisional duties are not being done, which hats are not being worn and details of Org lines which do not flow, etc. Looks for the basic Org Outnesses.

B *Org Correction Unit:*

Establishes the need to handle situations.

Evaluates resources available and capability.

Looks into the Reality of Hat write ups and corrects to Ideal Scene.

Expansion of Data in Hats.

Passes correction data to Correction Program Unit.

P *Correction Program Unit:*

Writes up programs which correct, undo harmful changes and revert to the ideal scenes. Uses a gradient solution.

P *ORG IDEAL SCENE ATTAINMENT SECTION* M *Org Prediction Unit:*

Ensures that all the functions of the Org are taking place. (Each Production Unit of the Org is represented in this Unit.) Settles practical aspects of correction programs.

B *Org Reestablishment Unit:*

Gets situations handled by implementation of the correction programs.

Gets hats re-written, packs of Divisional Duties, etc formed, Org lines straight and flowing and changes reverted so that production increases by statistics.

P *Org Correction Verification Unit:*

Sees that every sub-ideal scene and the ideal scene is returned to, or attained, and is verified by production statistics.

Successful and unsuccessful Org correction actions are written up and made known to seniors.

P *Dept 15*

DEPARTMENT OF TECHNICAL CORRECTION

[theta] Director of Technical Correction

M *EXAMINATIONS SECTION* M *Examiner Unit:*

Inspects the product and verifies that results have been attained. B *Consultant and Medical*

Officer Unit:

Uses two way comm to establish what needs correcting. Inspects Medical and hygiene aspect of product. Arranges or administers Medical Care.

P *Routing Unit:*

Routes the product back to its Production Unit, or on to Correction Section or Certs and Awards Section.

B PRODUCT CORRECTION SECTION

M *Logging Unit:*

Logs all products coming in for correction and corrected products going out.

B *Product Correction Unit:*

(Each production unit is represented in this unit: i.e. PC Correction — Review Unit. Student Correction - Cramming Unit.) Corrects products of production units.

P *Admin Unit:*

Keeps materials and records of correction actions. Has a Bull Pen where all unresolving data is kept for final resolution.

P *CER TS AND A WARDS SECTION* M *Completion Logging*

Unit:

Logs all products that have been completed. B *Certs and Awards*

Unit:

Attests as to skill, state and merit of product. P *Admin Unit:*

Keeps stocks of certificates and symbols.

D/CS-5

for

L. RON HUBBARD

Founder

[Amended by HCO PL 8 August 1970 Issue III, *Reorganization of the Correction Division,* page 14. Cancelled by HCO PL 7 December 1971 Issue IV, *Correction Division—Purposes, Ideal Scenes, Products, Statistics,* page 35.]

Issue III Remimeo

BC Hats   (Amends HCO Policy Letter 15 July '70. Qual Div Hats
Various Div V functions are added.)

REORGANIZATION OF THE CORRECTION DIVISION

(TO BE USED AT ONCE ON ORG BOARDS. SUBJECT TO MODIFICATION WITH EXPERIENCE.)

The three departments of Correction Div Vare reorganized as given on the following Org Board.

AWARENESS LEVELS:

Dept 13 - ENHANCEMENT Dept 14 -

CORRECTION Dept 15 - VALIDITY

DIVISION FIVE CORRECTION DIVISION

[theta] Qualification Secretary

M *Dept 13*

DEPARTMENT OF PERSONNEL ENHANCEMENT

[theta] **Director** of Personnel Enhancement

M   PERSONNEL OBSERVATION SECTION *M* Status Unit:

Inspects staff for out-points in duty performance or any needful Training and case cycles. Collects data from Examiner, Personnel I/C, Org Seniors, Ethics files, Ethics Officer, Medical Officer, Chaplain, Course Supervisor, Course Admin, Hats Officer, STO, Personal Folder, Case Supervisor and Org Councils. Reports data to Data Analysis Unit.

B   *Data Analysis Unit:*

Applies Data Series HCO P/Ls to find personnel needing improvement. Sends names and data to Reports Unit.

P   Reports Unit:

Gets any further data necessary. Sends CSW to Staff Programming Section.

B   MEDICAL-HYGIENE SECTION *M* Inspections

Unit:

Does daily inspections, liaises with Inspections and Reports. Reports to Orders of the Day and appropriate terminals to handle outnesses.

B Medical—Hygiene Unit:

Administers Medical care. Acts to improve Health and Hygiene of staff. Arranges professional medical care as needed. Keeps supplies for normal and emergency use.

P *Completions Unit:*

Keeps all reports, logs, inventories, records and files in present time.

B *STAFF PR0GRAMMING SECTION*

M   *Hubbard Consultant Unit:*

Does Consultation on current status. Relays data to Programming Unit or Dept 15.

B *Programming Unit:*

Reviews folder. Locates personnel's needs on Management Chart.

Targets out program of Processing and Training for increased value to themselves and the Org.

P *Routing Unit:*

Routes personnel to first step on Program. Posts personnel names on Personnel Enhancement Board.

P *STAFF TRAINING AND STAFF A UDITING SECTION*

M *Staff Technical Services Unit:*

Keeps all Staff Student and Case Folder Admin. Keeps up-to-date the Staff Auditing Scheduling Board and the Staff

Student Progress Board.

Rounds up pcs for Staff Staff Auditors.

Liaises closely with Personnel Bureau and keeps them informed of

increased staff member value.

B *Staff Training Unit:*

Staff Training Officer sees that staff do train, keeps attendance up and gives checkouts.

In Sen and SO Orgs there is a separate unit for all staff enhancement cycles:

Org Exec Course Supervisor runs OEC.

C/S Internship Supervisor runs C/S Internship, etc.

Sees personnel successfully through staff enhancement cycles.

P *Staff Auditing Unit:*

Gets Folder Summaries and Folder Error Summaries of Staff Case folders done and C/Sed.

Staff Case Supervisor C/Ses staff folders in a large org, otherwise done by Staff Staff Auditors, C/S Interns or Tech C/S. Staff Staff Auditors audit staff.

B *Dept* 14

DEPARTMENT OF ORGANIZATION CORRECTION

[theta] Director of Organization Correction

M *OR   GANIZA TION SITUA TION RECOGNITION SECTION*

M   *Org Perception Unit:*

Knows the correct ideal scenes related to purpose and time of all parts of the entire Org.

Collects data of GI and all Org GDSes and departmental statistics, post   hats,   packs   of divisional duties and descriptions of Org lines, etc.

B   Org Data Analysis Unit:

Surveys for out-points the collected data of the existing Org scene and   sub-scenes.

P   Org Situation Analysis Unit:

Knows the statistics that should exist.

Produces summaries of situations regarding the Org form and sends to Org

Correction Section.

B OR   G CORRECTION SECTION

M Org Inspection Unit:

Inspects situations more closely.

Calls Boards of Investigation to go over GDSes that are down.

Finds out WHY a departure from an ideal scene, what changed and

isolates the change.

Establishes the hat material missing, which divisional duties are not being

done, which hats are not being worn and details of Org lines which do not

flow, etc. Looks for the basic Org Outnesses.

B Org Correction Unit:

Establishes the need to handle situations.

Evaluates resources available and capability.

Looks into the Reality of Hat write ups and corrects to Ideal Scene.

Expansion of data in Hats.

Passes correction data to Correction Program Unit.

P   *Correction Program Unit:*

Writes up programs which correct, undo harmful changes and revert to the

ideal scenes.

Uses a gradient solution.

P *OR   G IDEA L SCENE A TTAINMENT SECTION*

M   *Org Prediction Unit:*

Ensures that all the functions of the Org are taking place.   (Each Production

Unit of the Org is represented in this Unit.)   Settles practical aspects of correction programs.

B Org Reestablishment Unit:

Gets situations handled by implementation of the correction programs.   Gets Hats re-written, packs of Divisional Duties, etc formed, Org lines   straight and flowing and changes reverted so that production increases by   statistics.

P Org Correction Verification Unit:

Sees that every sub-ideal scene and the ideal scene is returned to, or   attained, and is verified by production statistics.   Successful and unsuccessful Org correction actions are written up and   made known to seniors.

P   *Dept* 15

DEPARTMENT OF PRODUCT VALIDITY [theta]   Director of

Product Validity M   *EXAMINATIONS SECTION*

M   *Examiner Unit:*

Inspects the product and verifies that results have been attained.

B   *Consultant, Medical Liaison Officer and ARC Break Registrar Unit:*

Uses 2-way comm to establish what needs correcting.

Liaises with the Medical Officer for staff and with Medical Practitioners for staff and public as necessary.

ARC Break Registrar programs the recovery of and signs up ARC broken Dianeticists and Scientologists from the field for the ARC Break Auditor to handle.

P   *Routing Unit:*

Routes the product back to its Production Unit, or on to Correction Section or Certs and Awards Section.

B   *PRODUCT CORRECTION SECTION*

M   *Logging Unit:*

Logs all products coming in for correction and corrected products going out.

B   *Product Correction Unit:*

(Each Production Unit is represented in this Unit: i.e. PC Correction-Review Unit, which has Review Auditors. Student Correction—Cramming Unit, run by the Cramming Officer.) Corrects products of production units.

ARC Break Auditor handles ARC breaks, pulls overts, and gets in Life Ruds.

P   *Admin Unit:*

Keeps materials and records of correction actions. Has a Bull Pen where all unresolving data is kept for final resolution.

P   *CERTS AND AWARDS SECTION*

M   *Completion Logging Unit:*

Logs all products that have been completed. B   *Certs and Awards Unit:*

Attests as to skill, state and merit of product. P   *Admin Unit:*

Keeps stocks of certificates and symbols.

D/CS-5 for

L. RON HUBBARD Founder

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IDEAL SCENES AND STATISTICS FOR
CORRECTION DIVISION FIVE

THE IDEAL SCENE OF *QUAL* (Correction Division Five) and the *QUALIFICATIONS SECRETARY.*

To see that any departures from the Ideal Scene of the Org, its staff and quality of results and products are detected and quickly corrected.

STATISTIC: Number of Div V correction cycles successfully completed.

Calculated: For Org corrections, one point for every Org situation recognised, written up as a fully targeted correction program and then all targets having been completed with the situation handled and the Ideal Scene established.

For Product Validity corrections, one point for every successful completion of a correction program which was written in target form to correct an auditor, case supervisor, pc, pre **OT,** supervisor, student, staff member or any other non-optimum Org product and which resulted in increased ability.

Dept 13 DEPARTMENT OF PERSONNEL ENHANCEMENT

Ideal Scene: An Org in which all its personnel are specialists on their posis having attained their abilities through auditing, tech and other training and who can improve conditions across the dynamics.

Statistic: GI-number on staff. *Staff Case Supervisor*

Ideal Scene: All staff being successfully audited to increased abilities in handling others and their own lines and mest.

Statistic: 1. Percentage of staff who are in good case condition measured by the last Examiner Reports and cancelled by any adverse Exam report. (Calculated as per HCO Pol Ltr 20 Jul '70 [Technical] Cases and Morale of Staff: The number of folders in Staff Case Category No. 1 as a percentage of the number on staff.)

2. Number of staff cases C/Sed. PERSONNEL

ENHANCEMENT SECTION

Personnel Enhancement Officer

Ideal Scene: Correctly establishes situations with regard to Org Personnel and establishes correct Personnel Enhancement Programs which result in optimum abilities for each Org personnel to operate across the dynamics. Sees that these abilities are attained by having staff folders available and training and auditing materials complete and Enhancement, Progress and scheduling boards in present time.

Statistic: 1. Number of study points, based on Flag authorised point system, achieved by staff as students following written and agreed upon Staff Enhancement Programs.

2. Number of Well Done and Very Well Done hours audited on staff cases as a result of staff members following written and agreed upon Staff Enhancement Programs.

Medical Officer

Ideal Scene: All staff well and healthy and hygienic with the overall standard of health continuously increasing.

Statistic: 1. Percentage of staff well from medical ills (i.e. not on medical lines **AND** not on out personal hygiene lines).

2. Number of sick staff now well and routed off Medical Officer lines plus number of out personal hygiene cycles handled to Medical Officer's satisfaction.

STAFF TRAINING SECTION

Staff Training Officer

Ideal Scene: All staff being Tech and Admin trained making good progress and attaining specialist abilities.

Statistic: 1. Total number of staff student study points based on Flag authorised point system, less 1,000 for every staff member not on course for the week.

2. Course completions by staff members. STAFF AUDITING

 SECTION

Leading Staff Staff Auditors and Staff Staff Auditors

Ideal Scene: All staff cases kept flying and being successfully and frequently audited to increased abilities and maintained high morale.

Statistic: Number of hours of Well Done and Very Well Done auditing sessions. (If no C/S the Staff Staff Auditors share the Staff C/S percentile stat.)

Dept 14 DEPARTMENT OF ORGANIZATION CORRECTION

Director of Organization Correction

Ideal Scene: An Org that is effectively and causatively managed on statistics and which is rapidly corrected where departures from its Ideal Scenes and Sub-Ideal Scenes occur. An Org where correct hats are worn, Org lines are fast and smooth and all Divisional materials are available to individual staff members. An Org where policy is known and used, with Org rudiments in and Departmental checklists complete. An Org that does not produce non-optimum products and with all statistics which are based on Ideal Scenes on an uptrend. An Org where conditions for others and its personnel are improved.

Statistic: Sum of points of each Unit, Section, Departmental, Divisional and Org conditions assigned on stats calculated on: Non-existence = -3, Danger = -2, Emergency = -1, Normal = +1, Affluence = +2, Power = +3.

ORGANIZATION SITUATION RECOGNITION SECTION

Organization Situation Recognition Officer

Ideal Scene: Correctly analysed major departures from the Organization Ideal Scene which are quickly acted upon to the completion of the correction cycle.

Statistic: Sum of points of each Unit, Section, Departmental, Divisional and Org conditions assigned on stats calculated on: Non-existence = -3, Danger = -2, Emergency = -1, Normal = +1, Affluence = +2, Power = +3, *PLUS* one for every Org outness reported to the Org Correction Section and acted upon with a correction action which has resulted in an increased stat.

ORGANIZATION CORRECTION SECTION

Organization Correction Officer

Meal Scene: Correctly programs the correction of an Org Situation so that it quickly reverts to the **Org** Ideal Scene through implementation of the Correction Program.

Statistic: Sum of points of each Unit, Section, Departmental, Divisional and Org conditions assigned on stats calculated on: Non-existence = -3, Danger = -2, Emergency = -1, Normal = +1, Affluence = +2, Power = +3, *PLUS* one for every effective corrective action taken which has resulted in an increased stat.

ORGANIZATIONAL IDEAL SCENE ATTAINMENT SECTION

Organization Ideal Scene Attainment Officer

Ideal Scene: An Org with all statistics based on Ideal Scenes on a rising trend and correction cycles swiftly handled. An Org with great community potential and Area Control.

Statistic: Sum of points of each Unit, Section, Departmental, Divisional and Org conditions assigned on stats calculated on: Non-existence = -3, Danger = -2, Emergency = -1, Normal = +1, Affluence = +2, Power = +3, *MINUS* one for every 5% of all the Departmental Admin Checklists not complete.

Dept 15 DEPARTMENT OF PRODUCT VALIDITY

Director of Product Validity

Ideal Scene: An Org whose products are flawless and where the technology of Optimum Survival is known and used and is forced to be viewed where it is not known and used. Non-optimum products of the Org rapidly and successfully corrected and none allowed to leave which are not optimum with no flaws missed.

Statistic: Number of Dept 15 correction cycles successfully completed. Calculated by one point for every successful completion of a correction program which was written in target form to correct an auditor, case supervisor, pc, pre OT, supervisor, student or staff member and which resulted in increased ability for that person MINUS 100 for every correction cycle ordered by a senior Org Qual to handle a non-optimum product which was allowed to leave the Org.

EXAMINATIONS SECTION

Examiner Ideal Scene: Distant location of bad indicators and product flaws.

Statistic: Number of students and pcs examined *PLUS* one point for every person with bad indicators routed, (BI's include every non F/N Examiner Report, it being understood that an Examiner Report is done after every session) *PLUS* ten points for every uncertain or flunked student. (It being understood that students are given meter checks by Examiner and spot Exams for every theory or practical completion.)

Note: The Examiner stat loses 100 points for each proven instance of evaluation, invalidation of students or pcs by expression or statement by the Examiner, instances of penalty to be decided by Qual Sec, Div 6 Sec and a third member agreed upon by the two.

ARC Break Registrar

Ideal Scene: Spots and recovers ARC Broken Dianeticists and Scientologists from the field.

Statistic: Number of ARC Broken and/or blown Dianeticists and Scientologists contacted and put back on Org lines during the week.

CORRECTION SECTION

Review Consultant Ideal Scene: Staff, students and pcs having difficulty swiftly handled.

Statistic: Number of staff, students and pcs who are having difficulty, interviewed and handled,

Cramming Supervisor Ideal Scene: Swift handling of technical misses in student's knowledge.

Statistic: 1. Number of falsely signed off items on Div IV and Dept 13 checksheets corrected in Cramming.

2. Ten points for every student completed with VGI's. *Leading Review*

Auditor and Review Auditors

Ideal Scene: Swift handling of bogged cases and correction of goofing auditors and

C/Ses.

Statistic: 1. Errors discovered and corrected in pcs' folders, one point for each.

2. Ten points for each pc completed with VGI's. *ARC Break Auditor Ideal*

Scene: Swiftly handled ARC Broken cases.

Statistic: Number of previously ARC Broken and blown pcs and students handled successfully in the week.

CERTIFICATES AND AWARDS SECTION

Certificates and Awards Officer

Ideal Scene: Validates flawless products while getting any non-optimum product of the Org corrected.

Statistic: 1. Number of classifications rejected by reason of inadequate case gain or false representations.

2. Number of awards refused by reason of inadequate hours or abilities for the level not attained.

D/CS-5

for

L. RON HUBBARD

Founder

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[Amended by HCO P/Ls 5 February 1971 Issue V, *Org Gross Divisional Statistics Revised,* page 22, and 5 February 1971 Issue III, *FEBC Executive Director Org GDSes,* in the 1971 Year Book. Cancelled by HCO P/L 7 December 1971 Issue IV, *Correction Division—Purposes, Ideal Scenes, Products, Statistics,* page 35.]

CLOs EC Hat HAS Hat QIC Hat

ORG GROSS DIVISIONAL STATISTICS REVISED

(Amends HCO PL 30 Sept 65 - Stats for Divisions, HCO PL 17 June 70 -
QIC Change, Cable Change, HCO PL 22 Sept 70 - Ideal Scenes & Stats for
Correction Div 5, Page 1, GDS for Div 5 only.)

QUAL DIVISION 5

1. The total amount of money paid for student training into the org for a Certificate Course (all Solo
    excepted).

2. The total number of creditable success stories turned in, less the number of people not passing Key
    Questions, and less 2 for any Ethics action taken on a student, preclear or staff member for the week.

3. Gross Income divided by number of persons on staff for the week.

> HCO Aide
>
> for
>
> L. RON HUBBARD
>
> Founder

[Excerpted from HCO Policy Letter of 5 February 1971. Issue V, *Org Gross Divisional Statistics Revised. A
complete copy covering all divisions is in the 1971 Volume.*)

FEBC ORG BOARD DIVISION 5

DEPARTMENT 13 ENHANCEMENT
DEPARTMENT OF PERSONNEL ENHANCEMENT

Director of Personnel Enhancement

Staff Case Supervisor

STAFF ROUTING AND SERVICES SECTION

Staff Routing and Servicing Officer

Staff Routing Unit

Staff Routing I/C

Pages

Staff Services Unit

Staff Servicing I/C

Staff Logging and Books Clerk Staff Materials Supply Clerk Staff Location Clerk Staff Assignment Clerk

PERSONNEL ENHANCEMENT SECTION

Personnel Enhancement Chief

Personnel Inspection Unit

Personnel Inspector

Personnel Consultant Unit

Personnel Consultant

Personnel Analysis Unit

Personnel Analysing Officer

Personnel Programming Unit

Personnel Programming Officer

Health and Hygiene Unit (AOs and SHs only) Medical Officer

Inspections Sub-Unit Hygiene Inspector

Records, Reports, Inventories Sub-Unit Records, Reports, Inventories I/C

Medical Liaising Sub-Unit Medical Liaising Officer

Appointments to Shore I/C Medical Accompanying I/C
Visiting I/C

Clinic Sub-Unit Clinic Officer

Medications I/C First Aid I/C Transportation I/C Visiting I/C
Advisement to C/S and Examiner I/C

STAFF HATTING COLLEGE SECTION

Dean of Staff Hatting College

Staff Hatting College Unit

Staff Training Officer

Specialist Training Unit

Specialist Training Officer

STAFF STAFF AUDITING SECTION

Leading Staff Auditor

Unit A Staff Staff Auditing Unit A Leading Staff Staff Auditor

Unit A Staff Staff Auditors

Unit B Staff Staff Auditing Unit B Leading Staff Staff Auditor

Unit B Staff Staff Auditors

*PERSONNEL ENHANCEMENT MATERIAL, EQUIPMENT AND
MAINTENANCE SECTION*

Personnel Enhancement Material, Equipment and Maintenance Officer

Staff Library Unit

Staff Librarian

Staff Training Equipment Unit

Training Equipment Supply I/C

Training Equipment Maintenance Clerk

A VALUABLE FINAL PRODUCT OF THE DEPARTMENT AND THE ORG:

EFFECTIVE AND WELL TRAINED ORG STAFF MEMBERS

DEPARTMENT 14 CORRECTION

DEPARTMENT OF ORGANIZATION CORRECTION

Director of Organization Correction

ORGANIZATION INSPECTION SECTION

Organization Chief Inspector

Stat Inspection Unit

Stat Inspector

Org Inspection Unit

Org Inspector

Org Product Inspection Unit

Org Product Inspector

Data Collection Unit

Data Collection I/C

Data Collection Filing Clerk

ORGANIZATION SITUATION RECOGNITION SECTION

Organization Situation Recognition Officer

Statistic Analysis Unit

Statistic Analyser

Data Analysis Unit

Data Analyser

Extreme Conditions Unit

Extreme Conditions Evaluator

Data Evaluation Unit

Data Evaluator

PROGRAMMING SECTION

Planning and Programming Officer

Planning Unit

Planning I/C

Programming Unit Programming **I/C**

ORGANIZATION CORRECTION SECTION

Organization Correction Officer

Program Briefing Unit

Program Briefer

Program Expediting Unit

Program Expeditor

Program Reports Posting Clerk

ORGANIZATION IDEAL SCENE ATTAINMENT SECTION

Organization Ideal Scene Attainment Officer

Program Debriefing Unit

Program Debriefer

Ideal Scene Verification Unit

Ideal Scene Verifier

Program Files Unit

Program Filing Clerk

PRODUCT: MORE EFFICIENTLY PRODUCED ORG VALUABLE FINAL PRODUCTS

DEPARTMENT OF PRODUCT VALIDITY

Director of Product Validity

QUAL INTERVIEW AND INVOICE SECTION

Interviewing and Invoicing Officer

Qual Invoicing Unit

Qual Invoicing I/C

Qual Routing Unit

Qual Routing I/C

Pages

Qual Folder Unit

Qual Folders I/C

Qual Consultant Unit

Qual Consultant

Chaplain Unit

Chaplain (Dept 18 Liaison)

EXAMINATIONS SECTION

Chief Examiner

Student Examinations Unit

Student Examining Officer

Student Examiner Certificate Examiner Classification Examiner Examinations Marker
Practical Demonstration Marker

PC Examinations Unit

PC Examining Officer

HGC PC Examiner Staff Examiner Student PC Examiner Upper Levels Examiner (St Hills and AOs only)

Product Examinations Unit

Product Examinations Officer

Product Examiner

REVIEW SECTION

Review Chief

Review Auditing Unit

Leading HGC Review Auditor HGC Review Auditors

Leading Staff Review Auditor Staff Review Auditors

Leading Student PC Review Auditor Student PC Review Auditors

Cramming Unit

Chief Cramming Officer

Leading Student Cramming Officer Student Cramming Officers

Leading Staff Cramming Officer Staff Cramming Officers

Medical Liaising Unit (Orgs Only) Medical Officer

Hygiene Inspections Sub-Unit Hygiene Inspector

First Aid and Assists Sub-Unit First Aid I/C
Assists I/C

Medical Liaising Sub-Unit Medical Liaising I/C
Advisement to C/S and Exams I/C Medical
Accompaniment I/C

Medical Reports Records and Inventory Sub-Unit Medical Reports
Records and Inventories I/C

Medical Unit Filing Clerk

ARC BREAK REPAIR SECTION

ARC Break Repairing Chief

ARC Break Repairing Registration Unit

ARC Break Repairing Registrar

ARC Break Repairing Auditing Unit

ARC Break Repairing Leading Auditor

ARC Break Repairing Auditors

ARC Break Surveying Unit

ARC Break Surveyor

CERTS AND A WARDS SECTION

Certifying and Awarding Chief

Invoicing Unit

Invoicing I/C

Logging Unit Logging **1/C**

Certificate and Awards Preparation Unit

C&A Preparing I/C

Certificate and A wards Stock Unit

C&A Stocks I/C

Certificate and A wards Filing Unit

C&A Filing Clerk

PRODUCTS: CORRECTED ORG PRODUCTS A VALUABLE FINAL PRODUCT OF THE DEPARTMENT AND THE ORG:

EARNED CERTIFICATES AND AWARDS

SO Training & Services Aide

for

L. RON HUBBARD

Founder

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HAS Hat OIC Hat

ADDITIONAL QUAL STAT

The statistic for the Word Clearer in Qual is:

NUMBER OF WORD CLEARING COMPLETIONS FOR THE WEEK

A word Clearing Completion is defined as: A Method No. 1 *End Phenomena FIN on all subjects on the list including added subjects,* done in sessions with in Ruds and carrying an F/N VGIs at Examiner with Success Story.

A/Qual Sec **FAO**

for

L. RON HUBBARD

Founder

[The Div V Mini Qual Org Board on opposite page has been twice revised.

The original 14 August 1971 issue listed under CRAMMING SECTION in Dept 14 the following:

Staff Members, C/Ses, Auditors, Course Supervisors, Staff Training Officer, Staff Processing Officer, Qual Interne Supervisor and Chaplain.

The first revision of 5 September 1971 shifted the Chaplain and Staff Training Officer to Dept 13 and added a Staff C/S; deleted Auditors, Course Supervisors and Staff Processing Officer; added Staff Librarian and Staff Information Officer; and created an Interne Section, with a Qual Interne Supervisor in Dept 14.

The next revision (shown opposite) added the stars showing which posts must be manned; indicated that Staff C/S is held from above by the Qual Sec; specified the minimum Word Clearing Auditors as two; and combined the posts of Interne Supervisor and Cramming Officer, deleting their appropriate section names.

Dept 15 remained the same throughout.]

Remimeo

REVISED 5 SEPT 1971 REVISED 19 NOV 1971

DIV V MINI QUAL ORG BOARD

CORRECTION DIVISION

QUAL SEC

D QUAL SEC for Org Admin

ENHANCEMENT DEPARTMENT 13	CORRECTION DEPARTMENT 14	VALIDITY DEPARTMENT 15
DEPT OF PERSONNEL ENHANCEMENT	DEPT OF CORRECTION	DEPT OF VALIDITY
PERSONNEL ENHANCEMENT DIRECTOR	CORRECTION DIRECTOR	VALIDITY DIRECTOR
* Staff C/S (Held by Qual Sec) Staff Training Officer	ORG LIBRARY	QUAL INTERVIEW AND INVOICE
PERSONNEL PROGRAMMING SECTION	Staff Librarian Staff Information Center	
Personnel Programmer	Policy	EXAMINER
QUAL CLEARING SECTION	Tech	
* 2 Word Clearing Auditors Purpose Clearing Auditors Qual Clearing Page	Tapes Packs	* CERTS AND AWARDS
Chaplain Medical Officer	* Intern Supervisor/ Cramming Officer	
	* Posts which must be manned.	

Qual Aide

for

L. RON HUBBARD

Founder

LRHjz.rd

FLAG DIVISIONAL DIRECTIVE

Issued from Flag to all Qual Divisions

FDD 18 QUAL INT   2 October 1971

To: Qual Secs All Qual Staff

From: Qual Aide

Subject:

DIVISIONAL SUMMARY FOR DIVISION V

CORRECTION DIVISION

(Cancels **FDD 1 DIV 5 FEBC ORGS**

28 March, 1971)

There is a new Mini Qual Correction Division Org Board, issued in HCO PL 14 August 71, revised 5 Sept 71. It is called a Mini Qual because it is essentially simplified in construction and can be manned and operated by a comparatively small dedicated group of staff, as an initial establishing action.

The primary function and purpose of the Qual Correction Division is the FINDING OF LOST TECHNOLOGY. Qual is also the custodian of Knowledge-the books, materials and tapes, plus the meaning contained in these materials.

The most essential commodity of an org is **KNOWLEDGE.** Knowledge gets lost through misunderstood words. Qual finds and restores lost technology to full use through its word clearing, cramming and personnel programming actions, plus the full utilization of the Qual Org Library. This is *keeping Scieiitology working.*

The Qual Sec must see that knowledge is not lost and is salvaged where it was lost (alter-ised or misused) and thus ensure that the quality and delivery of org products keeps rising and boom the org.

The Qual Sec must have a Deputy Qual Sec who takes care of all admin functions in the division and for the org regarding Qual—i.e. FP, Ad Council. This leaves the Qual Sec free, free and able to put his full attention on running the division and ensuring that its products are being well produced.

DEPT 13: DEPARTMENT OF PERSONNEL ENHANCEMENT AWARENESS LEVEL: ENHANCEMENT

The Dept of Personnel Enhancement is run by the Director of Personnel Enhancement. Dept 13 is basically for the org itself. HCO establishes the org but it is primarily Dept 13 which makes it functional—which makes it run.

The Valuable Final Product of Dept 13 and the Org is: EFFECTIVE AND WELL TRAINED ORG STAFF MEMBERS.

A *Stuff Case Supervisor* is posted in Dept 13. He may or may not have Auditors in Dept 13. This depends on what is the most workable system in the org. It is, however, the responsibility of the Qual Sec, Dir Personnel Enhancement and the Staff Case Supervisor to see that staff do get audited and that they are properly C/Sed and programmed. It is forbidden for staff to have "bit and piece" auditing. Staff auditing must also be scheduled in intensives. Put a pc label on them and crash them through to a completion every time.

The Staff Training Officer has the responsibility for seeing that staff personnel programme training actions are done. It is found by test that staff study runs best in the Academy, even part time. Standard tech courses have their own Supervisor and STO should see that an Admin Supervisor is appointed to run staff admin training periods. Staff study can be staggered to say, three study periods per day, if needed. The important thing is that staff do get and complete study cycles.

The *Personnel Programmer,* through his programming actions, can markedly raise the production and morale of the entire staff and org. The expansion of the org is dependent upon intelligent, well executed personnel programming.

He interviews each staff member personally and programmes him to a point of real win on his current post. He never programmes a person off his post.

The Personnel Programmer should have a working knowledge of tech and programming of pcs—anything in auditing has a comparable action in the field of programming.

He compiles a programme which will really put each staff member there on his post. He works towards creating a whole org of post specialists and uses word clearing liberally. He may have to repair past losses on earlier posts and does what is necessary to ensure that staff members *do* win on their posts, thus increasing the product quality and delivery of the org.

The Personnel Programmer does word clearing method 2 and also utilizes the Qual Word Clearing Word Clearers in all his programmes.

Dianetics and Scientology books are included in all programmes—these being essential Knowledge necessary to causative living and working, and which contain the basic data and truths of this universe. The Personnel Programmer should set a personal goal to have all staff read *all* Dianetics and Scientology books by L. Ron Hubbard.

After each staff member is programmed, they are sent to the Registrar to sign up for the first course. It is essential to get this done because it is found that 60% of programmed staff can get lost if not so handled. They are signed up for each action on a no charge invoice.

When the Personnel Programmer does his job well, the staff and org will be expanding and product quality rising sharply. The org repute in the area will rise. Word of mouth will increase. The org's publics will be happier and taking more services. The integrity of the org will be raised. Staff morale and production will be shooting up and up.

The Personnel Programmer liaises with the org Personnel Control Officer to ensure that all new staff joining the org are sent to him for programming immediately on joining staff.

The *Qual Clearing Section,* under the Qual Clearing Officer is primarily for staff use.

This section, with its Word Clearers and Post Purpose Clearers, has the vital new technology of word clearing, which enables Study Data to be fully applied.

Word Clearing is the main tool in the org to keep Scientology working and prevent technology or policy from getting lost or misused or altered.

The public is going to want Word Clearing and the Qual Sec is warned that when the public traffic gets to the stage that staff Word Clearing is severely reduced or stalled, that public word clearing should be moved to the Hubbard Guidance Centre in Dept 12. However, Qual remains the czar of word clearing and retains all case supervision and training of Word Clearing. Note: There is no credit allowed on public Word Clearing.

The Qual Sec must ensure that word clearing always remains in Qual.

All staff must be word cleared on all misunderstoods in past subjects (Method 1), then word cleared on their prime post duties and technology (Method 2) and finally Post Purpose Cleared.

Word Clearing plays a vital role in the safeguarding of technology and Knowledge and this function must NEVER be allowed to pass out of Qual's hands.

The post of *Chaplain* is needed in an org because there must be someone who can handle neglected public or staff. There must be someone they can turn to. The Chaplain handles persons who are in trouble or who have been neglected and fallen off the right lines. He must handle and get them back on the right lines.

The *Medical Officer* is responsible for the health, proper diagnosis, treatment and fast recovery of any sick staff member, student or preclear, ensuring that Dianetic auditing and Assists are fully utilized to speed recovery. He learns and applies basic first aid and provides the necessary liaison between the Case Supervisor and the Medical Doctor.

All in all, Dept 13 is a versatile Department, with very powerful tools to use to bring the org and its staff to a higher and higher operating level and become more and more EFFECTIVE AND WELL TRAINED ORG STAFF MEMBERS. The Qual Sec and Dir Pers Enhancement statistic of Gross Income divided by number on staff is a very accurate index of the progress and effectiveness of all Dept 13 personnel.

DEPT 14: DEPARTMENT OF CORRECTION AWARENESS
LEVEL: CORRECTION

Qual is essentially an exporter of Knowledge and Qual has an exciting new addition to its ranks—the Org Library in Dept 14.

Under the *Staff Librarian,* the Org Library ideally contains 2 copies of everything that has ever been issued—books, tapes, policies, technology, packs, manuals on all org machines, various dictionaries of all sizes, in English and other languages, plus speciality books on various subjects which may need to be used in Word Clearing. One set is a Master Copy and has a large red stripe and a red Master Copy, Do Not Remove stamp on it. Master copies are never removed from the library area. The other copies are numbered and may be signed out to staff, as in any library. The Librarian may refuse to sign out books to any staff member who does not promptly return materials or who loses them. There should also be a quiet area in Qual where staff can come and read.

We're in the business of Knowledge and Qual is where it's concentrated in the org.

The Library is a Technical Information Centre. There is also a Staff Information Officer, who is an expert on *where* to find *what* in the Library. Staff may come to the Staff Information Officer for assistance.

The Staff Librarian does standard Librarian logging duties and sees that the Org Library is kept in good condition, safeguarded and used.

The Org Library must be situated very close to Cramming and the Word Clearers.

The *Interne Section* has an Internship Supervisor and org Internes get their Okays to Audit in this Section regardless of earlier training, prior to auditing in the Hubbard Guidance Centre. The final OK to Audit is given after an apprenticeship in the HGC by the Case Supervisor, when the Auditor has proven his competence and standard application in a particular level.

The Internship system is the only known way to make course graduates into flubless Auditors. Volume auditing is the keynote of an Internship.

The Interne Supervisor can arrange to have all Field Auditors and Franchise Auditors invited in to get their Okays to Audit in the org. It is a commendable for a field auditor to get an OK to Audit in his nearest org. This will also open the door to getting tech in more in the field, bringing Auditors in for Cramming, etc. The responsibility for the safeguarding of Knowledge and ensuring its full correct use extends beyond the borders of the org and extends throughout the entire org field.

Cramming is an essential part of the Interne programme and plays a major role in its ultimate success.

It takes many hundreds of hours of actual auditing application, assisted by expert case supervision and instant cramming for the slightest Hub or non-standard application to make a real flubless professional Auditor at any level. He also pulls in and crams Course Supervisors and Case Supervisors.

The Cramming Officer uses the Library to augment the complete HCO Bulletin packs already in use in Cramming to ensure that Knowledge is known, duplicated and applied.

The Cramming Officer uses full study technology, word clearing, the learning drill, training drills and auditing procedure drills to locate "whys" and handle misunderstoods and any inability to apply standard technology. He knows that auditing is not flubless if the student or auditor:

(a) *Doesn't know the technology* — this could be so simple as the person never read the HCO Bulletin. So the Cramming Officer ensures that all new Bulletins are word cleared, star rated, clay demoed by all Supervisors, Auditors and Case Supervisors prior to application.

(b) *Hasn't drilled on it* — this is totally handled by the new drills for each auditing action and handles additionally the problem of "confusion in handling a sequence of motions". All new procedures must also be drilled.

(c) *Has misunderstoods on it* — totally handled by word clearing method 2. Any questions, strange or funny considerations about tech and the Auditor is word cleared on the material.

The Cramming Officer has, as his basic task, the finding of lost Knowledge and restoring it to full use.

PRODUCT: *CORRECT ORG PRODUCTS.*

VALUABLE FINAL PRODUCT OF THE DIVISION AND THE ORG:

EXPORTED KNOWLEDGE.

DEPT 15: DEPARTMENT OF VALIDITY

AWARENESS LEVEL: VALIDITY

The Director of Validity retains the standard Qual functions of Qualifications Interview and Invoice, Examinations, Certifications and Awards and ARC Break Auditor.

The validity of the org's valuable final products and products is confirmed in Dept 15. The quality of delivery and the true attainment of abilities to change conditions is the main vital concern of Dept 15 personnel.

Qualifications Interview and Invoice Officer ensures that all persons are smoothly routed in and out of Qual and are correctly invoiced for org services. Qual I and I collects and invoices money for Word Clearing and Cramming. No credit is extended for public Word Clearing.

The *Student Examiner* examines each student on the materials of the course just completed and must ensure that Knowledge and the ability to apply the data is attained.

The *Preclear Examiner* silently examines each preclear and the folder, and verifies that all processes or steps of a rundown have been done, and that the person has attained the full end phenomena before sending to Certs and Awards for Declare? The Preclear Examiner's observations are valuable to the Case Supervisor and he usually becomes one of the most trusted and valued persons in an org.

The integrity of Scientology and the hope for beings in this Universe is entrusted to the Examinations Section.

The *Certifications and Awards Officer* provides the final step towards achievement and validation of a Certificate well earned. Certs and Awards logs all achievement carefully and issues Certs and Awards which Scientologists and Dianeticists alike will be proud to display.

He must never issue a certificate or award to anyone who has not earned it and must refer all sour or bad indicators on completing persons to the Director of Validity and the Qual Sec for investigation and handling.

A good product will always have very good indicators.

Certs and Awards also issues Membership Cards and pushes the Scientology Membership programme along heavily.

No-one may chit or attack any Qual Staff member who is acting to safeguard technology and knowledge, and preserve the quality of the products and integrity of the organization.

The final function in Qual is the ARC Break Auditor. This is an old Qual function and cannot be dropped or shifted. As per the original ARC Break Program, the ARC Break Auditor delivers a free ARC Break session (usually handling ARC Breaks and cleaning up overts) on persons who are ARC Broken with some real or imagined person, in, or formerly in, the org. These persons are then routed to the Registrar for sign-up for their next paid service. The ARC Break Auditor can also be utilized to get in ARC Broken students and preclears and liaises with the ARC Break Registrar in Div 2 to get this done.

VALUABLE FINAL PRODUCT OF THE DEPT AND THE ORG:

EARNED CERTS AND AWARDS.

There is one other new function which is recognized and that is: Qual has PR value. Qual staff are opinion leaders in the org. What they say has weight.

The Qual Sec and Qual staff can use propaganda to push standard org actions.

For example: "I don't see why the D of P doesn't hire more Auditors" or an OOD item, "A meeting was held in Dept 13 and it was agreed that the D of P and HAS should hire more Auditors and then we can see the staff gets more auditing," or "Staff should be hatted, or do more study, or get more auditing," or "There ought to be a special staff Admin Supervisor in Dept 1 I." The stats go up and the Qual Sec says, "Well, that's pretty good, but what about all the paid up undelivered service?" "Deliver, deliver, deliver." "Quality, quality, quality."

It is up to Qual to keep these points mentioned. It may not be the right Why but staff remember it.

Remember, what Qual personnel say counts-push LRH Knowledge, Policies and orders and the org will catch on. Qual pushes basic actions which *should* be done.

Ron states, "This is the best Qual I've ever seen. This Qual will be so popular, no-one would think of reducing or scanting it. It's hung on the solid anchor of Dept 13—Word Clearing. It will build up org viability."

Qual sees that the quality of delivery is great and gets up morale through increasing production, by using Word Clearing, programming and cramming, and thus increasing Knowledge, and *keeping Scientology Working*. This generates a new higher speed of particle flow-and the germ which starts it all is Qual-the Correction Division.

Judy Ziff

Qual Aide

for

L. RON HUBBARD

Founder

LRH:JZ:nt.rd

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PRODUCT: *CORRECT ORG PRODUCTS.*

VALUABLE FINAL PRODUCT OF THE DIVISION AND THE ORG:

EXPORTED KNOWLEDGE.

DEPT 15: DEPARTMENT OF VALIDITY

AWARENESS LEVEL: VALIDITY

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A good product will always have very good indicators.

Remimeo   Issue IV

QualSec

Qual Staff Hats

CORRECTION DIVISION

PURPOSES, IDEAL SCENES, PRODUCTS, STATISTICS

(Cancels HCO PL 22 Sept 70 "Ideal Scenes & Stats", HCO PL 15 July 70 "Reorganization of the Correction Div" and HCO PL 8 Aug 70 "Reorganization of the Correction Div" Amendment)

PURPOSE OF THE CORRECTION DIVISION

To find and restore lost tech and safeguard Knowledge; to ensure the technical honesty and results of Scientology and Dianetics, correct them when needful and attest to them when attained.

Person Responsible:

Qualifications Secretary D/Qual Sec for Admin

IDEAL SCENE:

Fully hatted and manned Qual Division, well organized and drilled in its functions, which provides full word clearing facilities and excellent service to staff. resulting in effective and well trained staff. Top Library service, real Interne training penetrating swift Cramming, resulting in well corrected org products and exported knowledge. Smooth routing of students, staff and pcs, thorough examination and valid certification and classification of all the org's publics. The whole atmosphere in Qual should exude effortless competence, and utilizing the full technology of Dianetics and Scientology, make it known and used correctly. This is keeping Scientology working.

Valuable Final Products:

A. Effective and well trained staff members.

B. Exported Knowledge.

C. Earned Certs and Awards.

Statistics:

A. GI divided by number on staff.

B. Money paid for training.

C. Total number of creditable success stories turned in, less the number of

people not passing Key questions, and less 2 for any Ethics action taken on a

student, preclear or staff member for the week.

QUAL ESTABLISHMENT OFFICER

Purpose:

To help LRH to more firmly establish whatever and whoever already exists in the Correction Division.

Ideal Scene:

Establishes the Division by providing the terminals, lines, spaces and material for the whole Correction Division, so that it can and does correct Auditors, staff. supervisors. C/Ses and students and public effectively, deliver word clearing. programme staff and ensure the technical honesty of the org.

Product:

Well functioning Qual Div and staff who produce products of their post in quantity, quality and with viability.

Statistic:

Total number of rising Qual stats for the week.

SENIOR ORG *C/S*

Purpose:

To help LRH ensure that the results of Scientology are obtained.

Ideal Scene:

Posted directly under the Qual Sec, provides a senior C/S spur line from Tech Div, debugs any bogged cases. Sees any and all Red Tag folders daily, is a needed senior terminal to Org C/S in Dept 12. Sees that Tech Div C/Ses and Auditors are fully and adequately crammed for all auditing. C/Sing and programming flubs. Post held by the Qual Sec when there is no separate Senior C/S on post. Wears Flub Catch report line for lower orgs.

Statistic:

1. Total number of Cramming cycles ordered and completed for the week.

2. Total number of cases debugged and now running well.

DEPT 13 DEPARTMENT OF PERSONNEL ENHANCEMENT

AWARENESS LEVEL: ENHANCEMENT

Person Responsible:

Director of Personnel Enhancement

Purpose:

To ensure that all staff make excellent case and training progress and become true team contributors with increased value to themselves and the Organization.

Ideal Scene:

Provides top case supervision, seeing that all staff are audited regularly in intensives. Ensures co-ordination and execution of staff training progresses optimumly, through expert personnel programming. Staff Training Officer maintaining and controlling training lines and cycles, full use of word clearing and study technology, thus increasing org efficiency and staff ability. Gives Chaplain and MO assistance to staff and public as needed, ensuring that all persons handled are properly returned to the right lines. It is individual handling all the way to a win in the Dept of Personnel Enhancement.

Valuable Final Product:

Effective and well trained staff members.

Statistic:

GI divided by No. on Staff.

STAFF CASE SUPERVISOR

Purpose:

To push all staff cases to the highest possible level, achieving real gains with lots of flubless auditing.

Ideal Scene:

Expert, thorough case supervision, case programming and handling of each staff case to stable wins and routine progress up the Gradation Chart. Demanding high quality, flubless auditing from all staff staff Auditors and handling all tech departures with cramming and word clearing.

Product:

Wins of staff pcs and auditors.

Statistic:

Percentage of F/N at Examiner.

STAFF TRAINING OFFICER

Purpose:

To help LRH train individual staff members and applicants from his own and other orgs in Ethics, Tech and Admin.

Ideal Scene:

Keeping track of staff, guiding them through their courses, giving them checkouts, expediting their training, seeing that their personnel records in Dept 1 are factual as to training and assisting them in every way to get training and to be trained rapidly with the end product that orgs have no untrained staff.

Product:

Trained staff.

Statistic:

1. Total number of staff study points. 2. Total number of staff completions.

PERSONNEL PROGRAMMER

Purpose:

To help LRH to expertly programme each staff member to a point of real success on his own post, to operate well as a member of the group and attain higher and higher levels of skill, knowledge and ability, through full use of the technology of Scientology and Dianetics.

Ideal Scene:

Interviews and obtains data from all staff, then programmes them on the meter, in a gradient of wins, to be fully on post, developing its skills and know-how, and channelling staff into higher achievements through full utilization of all study technology.

Product:

1. Completed staff programmes.

2. The wins of staff members.

Statistic:

Total number of completed programme steps or cycles.

WORD CLEARING SECTION

Person responsible:

Word Clearing D of P

Purpose:

To help LRH clear away misunderstoods and barriers to learning and ensure that Knowledge is never lost.

Ideal Scene:

A well organized and line drilled word clearing Section with a minimum of two word clearers. their own word clearing C/S, and Page, handling misunderstoods on past related subjects, current studies or duties and clearing barriers to clear understanding of post purposes, thus ensuring flubless tech and admin quality, soaring org viability and full application of Dianetics and Scientology for the greatest good of the greatest number of dynamics—ultimate survival.

Product:

Successful staff and students.

Statistics:

Total number of hours of WD word clearing. Total number of WC completions.

CHAPLAIN

Purpose:

To help LRH to provide succor for the needy and direct them to their next correct step.

Ideal Scene:

The Chaplain cares for those who have been neglected or fallen off lines, visits the sick, handles civil disputes and wrongs between individual Scientologists and Dianeticists and generally sees that justice is done. The Chaplain also advises the Dir Personnel Enhancement or the Cramming Officer of needed correction cycles on staff.

Product:

Well handled public or staff personal upsets.

Statistic:

Number of people routed back on the right line.

MEDICAL OFFICER

Purpose:

To provide good basic medical service, fast handling of any non-optimum physical condition, and bring about the good health of the org staff and its public.

Ideal Scene:

The MO is well versed in first aid, understands basic body functions and their remedy, liaises with the Medical Doctor for needed tests, correct diagnosis and treatment, never ceases to use Assists and request Dianetic auditing for the sick: keeps the Case Supervisors well informed on all persons on MO lines, never neglects a sick person, and sees that they get the right treatment and get well fast.

Product:

A healthy staff and public.

Statistic:

Total number of medical cycles handled.

DEPT 14 DEPARTMENT OF CORRECTION

AWARENESS LEVEL: CORRECTION

Person Responsible:

Director of Correction

Purpose:

To help LRH ensure that all Scientology and Dianetics Knowledge is freely available, fully used and promptly corrected when mis-applied, thus ensuring the technical honesty of the organization.

Ideal Scene:

An org library full of all Scientology and Dianetics materials and tapes, reference books and dictionaries of all kinds, well tabulated and cross-referenced, which is used by the org staff and students. A textbook Interneship in which Auditors become flubless professionals through volume auditing, daily study and practical training. A Cramming finding whys for student and auditor flubs and alertly ensuring that materials are known, cleared of misunderstoods and drilled to confident certainty.

Product:

Corrected org products.

Valuable Final Product:

Exported Knowledge.

Statistics:

1. No. of items studied or used in the org library.

2. Total number of WD hours of auditing by org Internes.

3. Total number of correction actions done in Cramming.

STAFF LIBRARIAN

Purpose:

To help LRH provide a full library of all Scientology and Dianetics Knowledge for org staff reference and use. To safeguard this Knowledge and ensure it never gets lost or removed.

Ideal Scene:

All Scientology and Dianetics Knowledge and reference materials and dictionaries fully available, indexed and easily found, for org staff use and reference, plus the supply of information on where data is to be found. Sees the materials are correctly stored and safeguarded, with Master Copies clearly marked in Red and never allowed to leave the Library area; also has a library reading area where Knowledge can be studied in the Library.

Product:

Exported Knowledge.

Statistic:

Number of items of Knowledge read or studied.

INTERNE SUPER VISOR

Purpose:

To help LRH make real flubless professional Auditors through volume auditing, fast correction of flubs and daily precision training.

Ideal Scene:

Runs a tight on policy course which concentrates on a fast route to actual volume auditing, knowing that volume auditing with instant correction is the way to make flubless auditors. Puts all Internes and HGC Auditors through the OKay to Audit system and pushes them through to full OKay to Audit on each level. Continually pushes up the standard to higher and higher levels of standardness.

Product:

Flubless Auditors.

Statistic:

Total number of well done hours of auditing by all the org's Internes and HGC Auditors who do not have full HGC OKays to Audit on any level.

CRAMMING OFFICER

Purpose:

To help LRH to isolate and correct real causes for staff and student mis-application of technology or policy and see that the correct data is known, cleared of misunderstoods and drilled to confident certainty, thus ensuring the technical honesty of the organization.

Ideal Scene:

Competently isolates real causes for flubs in policy and tech, ensuring all data in a specific area is studied and that basics are known and applied. Uses word clearing and full study tech and drills to perfect application of all students, auditors and staff. Checks out all auditors and tech staff on all new HCO Bulletins and technical Policy Letters within 24 hours of receipt and drills auditors on any new procedure before issuing an OKay to audit. Checks out auditors and C/Ses on needed cramming cycles. Protects and safeguards knowledges and uses every skill to ensure lost technology is restored and that the integrity and honesty of Scientology and Dianetics are maintained. In a larger org, would have a separate Cramming Officer for tech and admin.

Product:

Corrected org products.

Statistic:

Total number of correction actions done in Cramming.

DEPT 15 DEPARTMENT OF VALIDITY

AWARENESS LEVEL: VALIDITY

Person Responsible:

Director of Validity

Purpose:

To help LRH ensure the technical honesty and results of the Organization.

Ideal Scene:

Fast smooth routing of all publics in and out of Qual, expert pc and student examinations, which pass correctly earned Gradation and Classification and detect and pass for correction all flubbed products. Immediate supply of all earned Certs and Awards, catches any dropped balls, permanently logs all achievements carefully. Fast handling of any ARC broken pcs and routing back onto org lines.

Valuable Final Product:

Earned Certs and Awards.

Statistic:

Total number of re-signups for the week.

QUAL INTERVIEW AND INVOICE OFFICER

Purpose:

To help LRH correctly route all publics into, within and out of Qual smoothly and efficiently.

Ideal Scene:

Logs in and invoices out all paying publics, collects all monies due, reports all non-paying persons as non-handled fast to Dir Validity, logs all staff in and out, invoicing contracted staff at no charge and collecting from non-contracted staff.

Product:

Well and properly routed publics.

Statistic:

Total amount of money collected for the week, by reason of Memberships and payment for Qual services.

EXAMINER

Purpose:

To help LRH ensure that the technical results of the Organization are excellent and consistent, that students and preclears are without flaw for their skill or state when passed and that any technical deficiency of org personnel is reported and handled so that the technical results of the organization continue to be excellent and consistent.

It must be kept in mind that the product of the organization is not Scientologists, but conditions changed by Scientology. Therefore the *ability* of the auditor to change conditions in preclears and the ability of the preclear or clear to change conditions along the dynamics are the only concern of the Examiners. The integrity of Scientology and its hope for beings in this Universe are entrusted to the Examiners.

PC EXAMINER IDEAL SCENE:

Examines all the org's pcs expertly and accurately, catches all flubs, by inspecting all folders sent for Declare? before calling the pc, ensuring that the process or rundown was run and full EP attained, and reports all technical deficiencies and ensures these are handled.

Product:

Earned Certificates and achievements.

Statistic:

1. Total number of pcs examined.

2. Total number of flubbed products picked up and routed for handling, if accompanied by a Cramming order to the person or persons responsible for the technical flub.

STUDENT EXAMINER IDEAL SCENE:

Gives thorough written and practical exams which detect all flubbed products and routes these to Cramming, and passes all who know and can apply the data for full Certification or Classification.

Product:

Students who can and do apply the data learned.

Statistic:

1. Total number of students examined.

2. Total number of flubbed products picked up and routed to Cramming.

CER TS AND A WARDS OFFICER

Purpose:

To help LRH issue and record valid attestations of skill, state and merit, honestly deserved, attained and earned, by Beings, activities or areas.

Ideal Scene:

Maintains excellent hard cover log books which list (a) all personal attainments, including the name of the Auditor for each Grade, and (b) category list of all course completions. Prepares handsome certificates the org's publics will be proud to display, in advance and supplies these when attained for Registrar presentation. Observes for any flubbed products and ensures these are corrected. Issues all the org's Certificates and awards, including Membership Cards. Issues preclears and students with data about their next step as a routine action.

Valuable Final Product:

Earned Certs and Awards.

Statistic:

1. Total number of certs and awards issued.

2. Total number of flubbed products picked up and reported.

ARC BREAK AUDITOR

Purpose:

To help LRH competently handle any and all ARC broken persons and get these back on lines.

Ideal Scene:

Liaises with the ARC Break Reg in Div 2 and competently and quickly handles all ARC Broken persons, gets these back on org lines; writes letters, gets FESed folders of ARC broken persons from the Tech Div and gets each handled by locating and indicating the correct by-passed charge.

Product:

Well handled ARC broken persons, who are no longer ARC broken, and sign up for their next service.

Statistic:

Total number of ARC broken persons handled who sign up for their next service.

Judy Ziff

Qual Aide

for

L. RON HUBBARD

LRH:JZ:ne.rd   Founder

HUBBARD COMMUNICATIONS OFFICE Saint Hill
Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 AUGUST 1971

Issue III Remimeo

REVISED 19 NOV 1971

REVISED 5 FEB 1972

DIV V MINI QUAL ORG BOARD

CORRECTION DIVISION

QUAL SEC

D QUAL SEC for Org Admin

VALIDITY DEPARTMENT 13	ENHANCEMENT DEPARTMENT 14	CORRECTION DEPARTMENT 15
DEPT OF VALIDITY	**DEPT OF PERSONNEL ENHANCEMENT**	**DEPT OF CORRECTION**
VALIDITY DIRECTOR	PERSONNEL ENHANCEMENT DIRECTOR	CORRECTION DIRECTOR
QUAL INTERVIEW AND INVOICE	★ Staff C/S (Held by Qual Sec) Staff Training Officer	ORG LIBRARY Staff Librarian Staff Information Center
EXAMINER	PERSONNEL PROGRAMMING SECTION Personnel Programmer	Policy Tech Tapes Packs
★ CERTS AND AWARDS	QUAL CLEARING SECTION ★ 2 Word Clearing Auditors Purpose Clearing Auditors Qual Clearing Page	★ Intern Supervisor/ Cramming Officer
	Chaplain Medical Officer	★ Posts which must be manned.

Sthil Students   *(Reissued 28.1.73 to correct word on p. 47,*

Assn/Org Sec Hat   *para 2. [Change in this type style.])*

HCO Sec Hat

Case Sup Hat

Ds of P Hat

Ds of T Hat

Staff Member Hat

Franchise

(issued May 1965)

Note: Neglect of this Pol Ltr has caused great hardship on staffs, has cost countless millions and made it necessary in 1970 to engage in an all out International effort to restore basic Scientology over the world. Within 5 years after the issue of this PL with me off the lines, violation had almost destroyed orgs. "Quickie grades" entered in and denied gain to tens of thousands of cases. Therefore actions which neglect or violate this Policy Letter are HIGH CRIMES resulting in Comm Evs on ADMINISTRATORS and EXECUTIVES. It is not "entirely a tech matter" as its neglect destroys orgs and caused a 2 year slump. IT IS THE BUSINESS OF EVERY STAFF MEMBER to enforce it.

ALL LEVELS

KEEPING SCIENTOLOGY WORKING

HCO Sec or Communicator Hat Check on all personnel
and new personnel as taken on.

We have some time since passed the point of achieving uniformly workable technology.

The only thing now is getting the technology applied.

If you can't get the technology applied then you can't deliver what's promised. It's as simple as that. If you can get the technology applied, you *can* deliver what's promised.

The only thing you can be upbraided for by students or pcs is "no results". Trouble spots occur only where there are "no results". Attacks from governments or monopolies occur only where there are "no results" or "bad results".

Therefore the road before Scientology is clear and its ultimate success is assured ;/ the technology is applied.

So it is the task of the Assn or Org Sec, the HCO Sec, the Case Supervisor, the D of P, the D of T and all staff members to get the correct technology applied.

Getting the correct technology applied consists of:

One: Having the correct technology.

Two: Knowing the technology.

Three: Knowing it is correct.

Four: Teaching correctly the correct technology.

Five: Applying the technology.

Six: Seeing that the technology is correctly applied.

Seven: Hammering out of existence incorrect technology.

Eight: Knocking out incorrect applications.

Nine: Closing the door on any possibility of incorrect technology. Ten: Closing the door

on incorrect application. One above has been done. Two has been achieved by many.

Three is achieved by the individual applying the correct technology in a proper manner and observing that it works that way.

Four is being done daily successfully in most parts of the world.

Five is consistently accomplished daily.

Six is achieved by instructors and supervisors consistently.

Seven is done by a few but is a weak point.

Eight is not worked on hard enough.

Nine is impeded by the "reasonable" attitude of the not quite bright.

Ten is seldom done with enough ferocity.

Seven, Eight, Nine and Ten are the only places Scientology can bog down in

any area.

The reasons for this are not hard to find. (a) A weak certainty that it works in Three above can lead to weakness in Seven, Eight, Nine and Ten. (b) Further, the not-too-bright have a bad point on the button Self-importance, (c) The lower the IQ, the more the individual is shut off from the fruits of observation, (d) The service facs of people make them defend themselves against anything they confront good or bad and seek to make it wrong, (e) The bank seeks to knock out the good and perpetuate the bad.

Thus, we as Scientologists and as an organization must be very alert to Seven, Eight, Nine and Ten.

In all the years I have been engaged in research I have kept my comm lines wide open for research data. I once had the idea that a group could evolve truth. A third of a Century has thoroughly disabused me of that idea. Willing as I was to accept suggestions and data, only a handful of suggestions (less than twenty) had long run value and *none* were major or basic; and when I did accept major or basic suggestions and used them, we went astray and I repented and eventually had to "eat crow".

On the other hand there have been thousands and thousands of suggestions and writings which, if accepted and acted upon, would have resulted in the complete destruction of all our work as well as the sanity of pcs. So I know what a group of people will do and how insane they will go in accepting unworkable "technology". By actual record the percentages are about twenty to 100,000 that a group of human beings will dream up bad technology to destroy good technology. As we could have gotten along without suggestions, then, we had better steel ourselves to continue to do so now that we have made it. This point will, of course, be attacked as "unpopular", "egotistical" and "undemocratic". It very well may be. But it is also a survival point. And I don't see that popular measures, self-abnegation and democracy have done anything for Man but push him further into the mud. Currently, popularity endorses degraded novels, self-abnegation has filled the South East Asian jungles with stone idols and corpses, and democracy has given us inflation and income tax.

Our technology has not been discovered by a group. True, if the group had not supported me in many ways I could not have discovered it either. But it remains that if in its formative stages it was not discovered by a group, then group efforts, one can safely assume, will not add to it or successfully alter it in the future. I can only say this now that it is done. There remains, of course, group tabulation or co-ordination of what has been done, which will be valuable—only so long as it does not seek to alter basic principles and successful applications.

The contributions that were worth while in this period of forming the technology were help in the form of friendship, of defence, of organization, of dissemination, of application, of advices on results and of finance. These were great contributions and

were, and are, appreciated. Many thousands contributed in this way and made us what we are. Discovery contribution was not however part of the broad picture.

We will not speculate here on why this was so or how I came to rise above the bank. We are dealing only in facts and the above is a fact—the group left to its own devices would not have evolved Scientology but with wild dramatization of the bank called "new ideas" would have wiped it out. Supporting this is the fact that Man has never before evolved workable mental technology and emphasizing it is the vicious technology he *did* evolve—psychiatry, psychology, surgery, shock treatment, whips, duress, punishment, etc, ad infinitum.

So realize that we have climbed out of the mud by whatever good luck and good sense, and *refuse* to sink back into it again. See that Seven, Eight, Nine and Ten above are ruthlessly followed and we will never be stopped. Relax them, get reasonable about it and we will perish.

So far, while keeping myself in complete communication with all suggestions, I have not failed on Seven, Eight, Nine and Ten in areas I could supervise closely. But it's not good enough for just myself and a few others to work at this.

Whenever this control as per Seven, Eight, Nine and Ten has been relaxed the whole organizational area has failed. Witness Elizabeth, N.J., Wichita, the early organizations and groups. They crashed only because I no longer did Seven, Eight, Nine and Ten. Then, when they were all messed up, you saw the obvious "reasons" for failure. But ahead of that they ceased to deliver and *that* involved them in other reasons.

The common denominator of a group is the reactive bank. Thetans without banks have different responses. They only have their banks in common. They agree then only on bank principles. Person to person the bank is identical. So constructive ideas arc *individual* and seldom get broad agreement in a human group. An individual must rise *above* an avid craving for agreement from a humanoid group to get anything decent done. The bank-agreement has been what has made Earth a Hell—and if you were looking for Hell and found Earth, it would certainly serve. War, famine, agony and disease has been the lot of Man. Riglit now the great governments of Earth have developed the means of frying every Man, Woman and Child on the planet. That is Bank. That is the result of Collective Thought Agreement. The decent, pleasant things on this planet come from *individual* actions and ideas that have somehow gotten by the Group Idea. For that matter, look how we ourselves are attacked by "public opinion" media. Yet there is no more ethical group on this planet than ourselves.

Thus each one of us can rise above the domination of the bank and then, as a group of freed beings, achieve freedom and reason. It is only the aberrated group, the mob, that is destructive.

When you don't do Seven, Eight, Nine and Ten actively, you are working for the Bank dominated mob. For it will surely, surely (a) introduce incorrect technology and swear by it, (b) apply technology as incorrectly as possible, (c) open the door to any destructive idea, and (d) encourage incorrect application.

It's the Bank that says the group is all and the individual nothing. It's the Bank that says we must fail.

So just don't play that game. Do Seven, Eight, Nine and Ten and you will knock out of your road all the future thorns.

Here's an actual example in which a senior executive had to interfere because of a pc spin: A Case Supervisor told Instructor A to have Auditor B run Process X on Preclear C. Auditor B afterwards told Instructor A that "It didn't work". Instructor A was weak on Three above and didn't really believe in Seven, Eight, Nine and Ten. So Instructor A told the Case Supervisor "Process X didn't work on Preclear C". Now *this* strikes directly at each of One to Six above in Preclear C, Auditor B, Instructor A *and* the Case Supervisor. It opens the door to the introduction of "new technology" and to failure.

What happened here? Instructor A didn't jump down Auditor B's throat, that's all that happened. This is what he *should* have done: Grabbed the Auditor's report and looked it over. When a higher executive on this case did so she found what the Case Supervisor and the rest missed: that Process X *increased* Preclear **C's TA** to 25 **TA** divisions for the session but that near session end Auditor B Qed and Aed with a

cognition and abandoned Process X while it still gave high TA and went off running one of Auditor B's own manufacture, which nearly spun Preclear C. Auditor B's IQ on examination turned out to be about 75. Instructor A was found to have huge ideas of how you must never invalidate anyone, even a lunatic. The Case Supervisor was found to be "too busy with admin to have any time for actual cases".

All right, there's an all too typical example. The *Instructor* should have done Seven, Eight, Nine and Ten. This would have begun this way. Auditor B: "That process X didn't work." Instructor A: "What exactly did *you* do wrong?" Instant attack. "Where's your auditor's report for the session? Good. Look here, you were getting a lot of TA when you stopped Process X. What did you do?" Then the PC wouldn't have come close to a spin and all four of these would have retained certainty.

In a year, I had four instances in *one* small group where the correct process recommended was reported not to have worked. But on review found that each one had (a) increased the TA, (b) had been abandoned, and (c) had been falsely reported as unworkable. Also, despite this abuse, in each of these four cases the recommended, correct process cracked the case. Yet they were reported as *not having worked!*

Similar examples exist in instruction and these are all the more deadly as every time instruction in correct technology is flubbed, then the resulting error, uncorrected in the auditor, is perpetuated on every pc that auditor audits thereafter. So Seven, Eight, Nine and Ten are even more important in a course than in supervision of cases.

Here's an example: A rave recommendation is given a graduating student "because he gets more TA on pcs than any other student on the course!" Figures of 435 TA divisions a session are reported. "Of course his model session is poor but it's just a knack he has" is also included in the recommendation. A careful review is undertaken because *nobody* at levels 0 to IV is going to get that much TA on pcs. It is found that this student was never taught to read an E-Meter TA dial! And no instructor observed his handling of a meter and it was not discovered that he "overcompensated" nervously, swinging the TA 2 or 3 divisions beyond where it needed to go to place the needle at "set". So everyone was about to throw away standard processes and model session because this one student "got such remarkable TA". They only read the reports and listened to the brags and never *looked* at this student. The pcs in actual fact were making slightly less than average gain, impeded by a rough model session and misworded processes. Thus, what was making the pcs win (actual Scientology) was hidden under a lot of departures and errors.

I recall one student who was squirreling on an Academy course and running a lot of off-beat whole track on other students after course hours. The academy students were in a state of electrification on all these new experiences and weren't quickly brought under control and the student himself never was given the works on Seven, Eight, Nine and Ten so they stuck. Subsequently, this student prevented another squirrel from being straightened out and his wife died of cancer resulting from physical abuse. A hard, tough instructor at that moment could have salvaged two squirrels and saved the life of a girl. But no, students had a right to do whatever they pleased.

Squirreling (going off into weird practices or altering Scientology) only comes about from non-comprehension. Usually the non-comprehension is not of Scientology but some earlier contact with an off-beat humanoid practice which in its turn was not understood.

When people can't get results from *what they think* is standard practice, they can be counted upon to squirrel to some degree. The most trouble in the past two years came from orgs where an executive in each *could not* assimilate straight Scientology. Under instruction in Scientology they were unable to define terms or demonstrate examples of principles. And the orgs where they were got into plenty of trouble. And worse, it could not be straightened out easily because neither one of these people could or would duplicate instructions. Hence, a debacle resulted in two places, directly traced to failures of instruction earlier. So proper instruction is vital. The D of T and his Instructors and all Scientology Instructors must be merciless in getting Four, Seven, Eight, Nine and Ten into effective action. That one student, dumb and impossible though he may seem and of no use to anyone, may yet some day be the cause of untold upset because nobody was interested enough to make *sure* Scientology got home to him.

With what we know now, there is no student we enrol who cannot be properly trained. As an instructor, one should be very alert to slow progress and should turn the

sluggards inside out personally. No *system* will do it, only you or me with our sleeves rolled up can crack the back of bad studenting and we can only do it on an individual student, never on a whole class only. He's slow = something is awful wrong. Take/as? action to correct it. Don't wait until next week. By then he's got other messes stuck to him. If you can't graduate them with their good sense appealed to and wisdom shining, graduate them in such a state of shock they'll have nightmares if they contemplate squirreling. Then experience will gradually bring about Three in them and they'll *know* better than to chase butterflies when they should be auditing.

When somebody enrols, consider he or she has joined up for the duration of the universe—never permit an "open-minded" approach. If they're going to quit let them quit fast. If they enrolled, they're aboard, and if they're aboard, they're here on the same terms as the rest of us—win or die in the attempt. Never let them be half-minded about being Scientologists. The finest organizations in history have been tough, dedicated organizations. Not one *namby-pamby* bunch of panty-waist dilettantes have ever made anything. It's a tough universe. The social veneer makes it seem mild. But only the tigers survive—and even *they* have a hard time. We'll survive because we are tough and are dedicated. When we *do* instruct somebody properly he becomes more and more tiger. When we instruct half-mindedly and are afraid to offend, scared to enforce, we don't make students into good Scientologists and that lets everybody down. When Mrs. Pattycake comes to us to be taught, turn that wandering doubt in her eye into a fixed, dedicated glare and she'll win and we'll all win. Humour her and we all die a little. The proper instruction attitude is, "You're here so you're a Scientologist. Now we're going to make you into an expert auditor no matter what happens. We'd rather have you dead than incapable."

Fit that into the economics of the situation and lack of adequate time and you see the cross we have to bear.

But we won't have to bear it forever. The bigger we get the more economics and time we will have to do our job. And the only things which can prevent us from getting that big fast are areas in from One to Ten. Keep those in mind and we'll be able to grow. Fast. And as we grow our shackles will be less and less. Failing to keep One to Ten, will make *us* grow less.

So the ogre which might eat us up is not the government or the High Priests. It's our possible failure to retain and practise our technology.

An Instructor or Supervisor or Executive *must* challenge with ferocity instances of "unworkability". They must uncover what *did* happen, what *was* run and what *was* done or not done.

If you have One and Two, you can only acquire Three for all by making sure of all the rest.

We're not playing some minor game in Scientology. It isn't cute or something to do for lack of something better.

The whole agonized future of this planet, every Man, Woman and Child on it, and your own destiny for the next endless trillions of years depend on what you do here and now with and in Scientology.

This is a deadly serious activity. And if we miss getting out of the trap now, we may never again have another chance.

Remember, this is our first chance to do so in all the endless trillions of years of the past. Don't muff it now because it seems unpleasant or unsocial to do Seven, Eight, Nine and Ten.

Do them and we'll win.

L. RON HUBBARD
Founder

SAFEGUARDING TECHNOLOGY

For some years we have had a word "squirrelling". It means altering Scientology, off-beat practices. It is a bad thing. I have found a way to explain why.

Scientology is a *workable system.* This does not mean it is the best possible system or a perfect system. Remember and use that definition. Scientology is a *workable system.*

In fifty thousand years of history on this planet alone, Man never evolved a workable system. It is doubtful if, in foreseeable history, he will ever evolve another.

Man is caught in a huge and complex labyrinth. To get out of it requires that he follow the closely taped path of Scientology.

Scientology will take him out of the labyrinth. But only if he follows the exact markings in the tunnels.

It has taken me a third of a century in this lifetime to tape this route out.

It has been proven that efforts by Man to find different routes came to nothing. It is also a clear fact that the route called Scientology *does* lead out of the labyrinth. Therefore it is a workable system, a route that can be travelled.

What would you think of a guide who, because his party said it was dark and the road rough and who said another tunnel looked better, abandoned the route he knew would lead out and led his party to a lost nowhere in the dark. You'd think he was a pretty wishy-washy guide.

What would you think of a supervisor who let a student depart from procedure the supervisor knew worked. You'd think he was a pretty wishy-washy supervisor.

What would happen in a labyrinth if the guide let some girl stop in a pretty canyon and left her there forever to contemplate the rocks? You'd think he was a pretty heartless guide. You'd expect him to say at least, "Miss, those rocks may be pretty, but the road out doesn't go that way."

All right, how about an auditor who abandons the procedure which will make his preclear eventually clear just because the preclear had a cognition?

People have following the route mixed up with "the right to have their own ideas". Anyone is certainly entitled to have opinions and ideas and cognitions—so long as these do not bar the route out for self and others.

Scientology is a workable system. It white tapes the road out of the labyrinth. If there were no white tapes marking the right tunnels, Man would just go on wandering around and around the way he has for eons, darting off on wrong roads, going in circles, ending up in the sticky dark, alone.

Scientology, exactly and correctly followed, takes the person up and out of the mess.

So when you see somebody having a ball getting everyone to take peyote because it restimulates prenatals, know he is pulling people off the route. Realize he is squirrelling. He isn't following the route.

Scientology is a new thing—it *is* a road out. There has not been one. Not all the salesmanship in the world can make a bad route a proper route. And an awful lot of bad routes are being sold. Their end product is further slavery, more darkness, more misery.

Scientology is the only workable system Man has. it has aireaay laxen people toward higher IQ, better lives and all that. No other system has. So realize that it has no competitor.

Scientology is a workable system. It has the route taped. The search is done. Now the route only needs to be walked.

So put the feet of students and preclears on that route. Don't let them off of it no matter how fascinating the side roads seem to them. And move them on up and out.

Squirrelling is today destructive of a workable system.

Don't let your party down. By whatever means, keep them on the route. And they'll be free. If you don't, they won't.

L. RON HUBBARD

Founder

LRHjw.jp.rd

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 31 MAY 1968 (Reissued from
Flag Order 800)

Remimeo

SCIENTOLOGY TECHNOLOGY

There is one Tech and that is Standard Tech.

Unfortunately there is other Tech around. This other Tech is a Liability. Other Tech is defined as any tech which is not standard Tech.

Let's start punching this hard.

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HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 21 NOVEMBER 1968

Remimeo

SENIOR POLICY

We always deliver what we promise.

L. RON HUBBARD

Founder

LRH:ei.rd

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 20 MAY 1969

Remimeo Dian Checksheet

KEEPING DIANETICS WORKING IN AN AREA

In that any Dianetics Course, starting out, has only its Course Supervisor trained, the problems of what is used for Case Supervision and Cramming Supervisor in Qual will arise.

Here more than any other points, alteration can enter.

Altering, doing something else, is a sufficiently serious problem to destroy a Course and all the benefits of Dianetics in a whole area.

Early on, during the development of the Standard Dianetics Course, we were suddenly getting case failures. These were traced by Case Supervision to wild variations from Standard Dianetic procedure. These variations were traced to an examiner who during student checkouts was giving "advice". As soon as this was handled, case gains immediately resumed.

Over the many years of Dianetic use, I think we must have seen all possible variations of auditing. "New" phenomena were often discovered and used and eventually the whole subject wandered off into never-never land and ceased to produce uniform results.

What has happened here in Standard Dianetics is that the exact actions that produce results on all cases have been isolated and used as THE procedure.

The procedure is a thin narrow walk way through a huge field of potential alterations.

THERE ARE NO DIFFERENT CASES.

Built in to the Standard Dianetic procedure are the remedies. For instance early

Dianetics was plagued by several problems:

1. Lack of visio—an inability to see pictures. This was solved by getting date and duration.

2. Perception shut off. Not required in total now to produce results. Sonic, ability to hear the sound in pictures, is not needed at all. Impression is sufficient.

3. Somatic shut off. Not now required to be solved but its source (drugs and alcohol) have been discovered.

4. Rough sessions. Solved by TRs.

5. Lack of auditor judgement in diagnosis. Solved by the E-Meter.

In these years of research I have been able to wrap up these and other things.

There have been more cases run on Dianetics than could easily be counted. So the research data is very broad. This is no new subject. It has been close to 39 years under research.

Thus what you are told on the Standard Dianetics Course is the essence of all this

work and experience. There are no unsolved problems, there is only varied application where there should not be.

The whole object of the course is to train people to get good RESULTS, and train people to give a course that results in GOOD AUDITORS. That's the whole thing.

We could also teach over 50,000,000 words about things that *don't* get results or train auditors.

The essence of a brilliant subject is a simple subject.

Therefore anything that varies the data of a Standard Dianetics Course can send it out into unworkability.

I've seen auditors also use "peyote" (a drug), CO^2 and drugs "to help auditing". I've seen many different meter types used. I've looked over a thousand different ways to run a session. And I've seen all these things fail.

The four points of greatest potential failure are

1. A Course Supervisor who interprets data and alters it in order to satisfy some student's offbeat quest.

2. An Examiner who throws curves into data by means of invalidating the right data.

3. A Case Supervisor who does not simply and only put the auditor back onto the main line and who seeks to "solve" cases by altering data.

4. An Auditor who, not knowing his data in the first place, alters the data and, because in an altered form he fails, starts off on a wilder alteration of data and fails harder.

Under Supervisor comes the course and cramming supervisor both.

So you see, that to get real Standard Dianetic results going in an area you have to be *very* alert to hold the exact data line as contained in the HCOBs.

Where you begin to find case failures, look to 1 to 4 above and to student failure to just simply study and drill.

For the first time you have an exact subject in the field of the "humanities". These "humanities" for all man's history have been a mass of superstition, bad logic, propaganda, authority and brutality. An *exact* humanity is so new that it has a bit of a hard time. All the errors and prejudices start to "blow off" when truth enters in.

Just be sure you don't lose the subject with the confusion.

Cope, make do, hold the line and you'll have a successful Dianetic area. It's worth working toward, worth achieving.

You have only one big stable datum. IF IT ISN'T WORKING IT IS

BEING VARIED.

To get it working again, find who and what is varying it and get back on the main line.

L. RON HUBBARD Founder

IMPORTANT CUTATIVES

In the period up to 1966 we were plagued by an occasional obsessiveness to ADD to any process or policy. Additives made things unworkable.

After 1966 when I left the post of Executive Director WW, a new condition set in. Checksheets, processes, intensives, grades began to be CUT DOWN.

This we can dub a CUTATIVE impulse to coin a word.

So persuasive were its advocates that even I was persuaded to agree to some points of it so you need not feel bad if you were gulled into buying the idea of shortening things in order to produce a quicker result.

No one really saw where the trend was going.

In 1970 a survey I have just completed has shown that this effort was so complete that the following had been broadly accomplished:

A. Training no longer included enough Scientology materials to make an effective Scientology auditor in many places.

B. Grades had been shortened from 50 hours 0 to IV to 2 1/2 minutes. C. The End

Phenomena of grades and processes were discarded. The end result has been:

1. Few skilled auditors.

2. Shrunken and struggling Sc orgs.

3. A field that is disappointed in results—for they think they have had grades and haven't.

4. People coming into Advanced Orgs to be cleared who have NO lower grades actually run and so they can't make any upper grades.

In effect Scientology was thrown away. From total workability it was cut down to occasional result.

I saw the first impulse of this in an executive long since dismissed from Saint Hill as a constant overt no-case gain case who agitated constantly to remove tapes from the Saint Hill Course. As 90% of the data on the SHSBC is on tape I merely thought he had gone over to the enemy and ignored him. Some others, however, had the same idea and started labeling basic books and bulletins "Mere Background Data" or saying "We don't use that now" or "That's old and you only look at it for interest". Thus the laws of listing and other phenomena were thrown away.

Recently I found the reason Case Supervisors failed is that they just don't know "The Original Thesis" and "Evolution of a Science" or "Sen 8-80" or "Sen 8-8008". WHEN I DEMANDED THEY *STUDY* THESE BOOKS THEY BECAME CAPABLE OF HANDLING CASES. They did not know what they were handling-the mind-and so

how could they be sensible in ordering what was to be run on a case?

Back in 1950 we used to have a small bunch of goony birds, ex-psychologists, ex-lunatics. They were constantly demanding a 2 second action that totally cleared someone. Behind this was an inability to concentrate attention or even to work. These were people striving for total effect instantly. Yet they couldn't run with reality on any process heavier than "How are you?" and they never saw a wall—they saw a mock up of it!

So the impulse of DO IT *ALL* NOW NOW that destroyed any sanity of psychiatry is always around.

A student with a one item checksheet who does it in one minute is the ideal course to such.

A preclear run for 2 1/2 minutes to total top grades becomes an ideal auditing session to such.

Such things just aren't real. And such unreality got into the lines too hard and is being escorted right back out right now.

The following policies are in full force and are to be backed up fully.

1. Course checksheets may not be cut, edited or reduced after a fully approved checksheet is issued for use on any course.

2.   No grade may be awarded for which all processes of that grade have not been run and where the end phenomena of that grade is not attested to singly and fully by the preclear before an examiner.

3. Anyone found relegating basic materials to unimportance by reason of age or volume is to lose his post and certificates.

4.   Any statistic claimed which is achieved by downgrading materials or grades or falsely pretending an end phenomena has been achieved for pcs or skill by auditors shall result in the dismissal of the division head presenting it.

    No suppressive person with a fat ethics file and no case gain may hold any executive position in a Scientology org.

If you in any org or franchise are having any field or financial trouble you need not look further than errors pointed out in this Policy Letter.

"Dianetic Triples" awarded after 1 1/2 hours of processing, "multiple declares" after 10 minutes from 0 to IV, using checksheets from which all basic material has been cut, the failure to realize gains and abilities and success have to be worked for to be true, are at the bottom of any trouble any org or franchise is having.

Beginning with the Pol Ltr of 10 May 1970 a more honest era has began. Scramble around and

put it right. Deliver Scientology not a Cutative.

L. RON HUBBARD
Founder

Remimeo
Applies to all
SHs and
Academies
HGCs
Franchises

URGENT AND

IMPORTANT

TECHNICAL DEGRADES

(This PL and HCO PL Feb 7, 1965 must be made part of
every study pack as the first items and must be listed on
checksheets.)

Any checksheet in use or in stock which carries on it any degrading statement must be destroyed and issued without qualifying statements.

Example: Level 0 to IV Checksheets SH carry "A. Background Material—This section is included as an historical background, but has much interest and value to the student. Most of the processes are no longer used, having been replaced by more modern technology. The student is only required to read this material and ensure he leaves no misunderstood." This heading covers such vital things as TRs, Op Pro by Dup! The statement is a falsehood.

These checksheets were not approved by myself, all the material of the Academy and SH courses IS in use.

Such actions as this gave us "Quickie Grades", ARC Broke the field and downgraded the Academy and SH Courses.

A condition of TREASON or cancellation of certificates or dismissal and a full investigation of the background of any person found guilty, will be activated in the case of anyone committing the following HIGH CRIMES.

1. Abbreviating an official Course in Dianetics and Scientology so as to lose the full theory processes and effectiveness of the subjects.

2. Adding comments to checksheets or instructions labelling any material "background" or "not used now" or "old" or any similar action which will result in the student not knowing, using, and applying the data in which he is being trained.

3. Employing after 1 Sept 1970 any checksheet for any course not authorized by myself and the SO Organizing Bureau Flag.

4. Failing to strike from any checksheet remaining in use meanwhile any such comments as "historical", "background", "not used", "old", etc. or VERBALLY STATING IT TO STUDENTS.

5. Permitting a pc to attest to more than one grade at a time on the pc's own determinism without hint or evaluation.

6. Running only one process for a grade between 0 to IV.

7. Failing to use all processes for a level.

8. Boasting as to speed of delivery in a session, such as "I put in Grade Zero in 3 minutes." Etc.

9. Shortening time of application of auditing for financial or labor saving considerations.

10. Acting in any way calculated to lose the technology of Dianetics and Scientology to use or impede its use or shorten its materials or its application.

REASON: The effort to get students through courses and get pcs processed in orgs was considered best handled by reducing materials or deleting processes from grades. The pressure exerted to speed up student completions and auditing completions was mistakenly answered by just not delivering.

The correct way to speed up a student's progress is by using 2 way comm and applying the study materials to students.

The best way to really handle pcs is to ensure they make each level fully before going on to the next and repairing them when they do not.

The puzzle of the decline of the entire Scientology network in the late 60s is entirely answered by the actions taken to shorten time in study and in processing by deleting materials and actions.

Reinstituting full use and delivery of Dianetics and Scientology is the answer to any recovery.

The product of an org is well taught students and thoroughly audited pcs. When the product vanishes, so does the org. The orgs must survive for the sake of this planet.

L. RON HUBBARD

Founder

Remimeo D of P Hat Tech Sec
Hat Qual Sec Hat Registrar Hat

TECH DOWNGRADES

A constant alertness must be maintained in the Tech and Qual Divisions and especially by a C/S and *D of P* for technical downgrades.

To people who have no personal reality on the results of processing it is especially easy to be "reasonable" about no results.

The public is not result conscious. This is proven by a century of botched up psychiatry and psychology. At no time in that century has a government or a society recognized or demanded *results.* The evidence that this is a *fact* is very plain. Psychiatry and psychology have *never* achieved a positive lasting result of any benefit but on the contrary downgrade, injure and kill. Yet they are still functioning as professions.

Now this seems to be an invitation or justification for an org not to try for any results.

But the *truth* is that the public is with you just so long as results *are* achieved. As soon as they aren't achieved, areas become upset.

And as for psychiatry and psychology, they are functioning but resultless, are in serious trouble and are despised.

So there is no tradition of or any general belief in results in the society or its governments.

Thus an org can become sloppy as there is no *visible* demand for results. There is only an invisible hope. And a definite reaction when they don't occur.

We CAN and DO achieve results beyond anyone's hopes.

So long as we continue to do this our area control will expand. When we don't it will contract.

In view of the above lack of demand, it is up to us to hold up our own standards. Quality is a matter we must give constant attention.

We must produce:

1. Students who CAN audit.

2. PCS who HAVE ACHIEVED gains in auditing.

A very high-handed attitude, based on truth, is what is required of us.

Example: PC has had triple grades but can't talk.

All right, so we don't let him go.

We say, "We're sorry but you must redo your grade zero."

We get a Folder Error Summary, repair it, really set him up, get him through a Comm Course and redo zero with further processes.

Example: The OCA graph of a pc "completing" his Dianetics is all below the line—unacceptable.

We don't kid ourselves, pay a completion bonus to the auditor and let the pc go.

We say, "Sorry. You haven't made it. This takes more auditing."

Example: A student "graduates" from the Academy yet doesn't audit.

We call him back, find out why, word clear him, drill him, demand he interne.

AS LONG AS A STUDENT OR PC THINKS HIS FAILURE TO MAKE IT IS ALL RIGHT WITH YOU, YOU WILL HAVE A BAD REPUTE IN HIS AREA. PRIVATELY HE WILL THINK THE SUBJECT DOESN'T WORK AND THAT YOU ARE FRAUDS.

The moment you say to somebody who hasn't made it, "You have not met our standards" truth and respect go in.

Reversely, the moment you say to somebody who *has* made it that he has, the truth of your skill is apparent to him.

To tell people that haven't made it that they have is to establish a lie and earn contempt.

To tell people they haven't made it WHEN THEY HAVE is to get back hostility and a bad repute.

THE GRADE CHART

When the pc has honestly achieved the auditing skills or pc grades of the Gradation Chart you are satisfied.

If the pc hasn't, you are *not* satisfied. This technical honesty is your

winning card.

Even if he buys no more training or auditing he will respect you and have confidence in you.

LOTS OF AUDITING

Real gains for pcs are attained with lots of auditing closely spaced as in intensives. Failure to receive *enough* auditing is the primary reason for case failures.

LOTS OF COACHING

The real gains of a student come from lots of coaching, lots of tough unswerving demands that he know his business.

CONCLUSION

You don't just sit back and say "We did all we could so we'll let it go."

You deal in truth. Students or pcs make it or they don't.

Whichever way it is, you say so.

You *demand* they do make it.

Never permit a downgrade of a training or processing result.

Even if the person buys no more auditing you still tell him.

Get off the dishonest false Public Relations morals of this planet.

Just be honest about results.

You will be startled how well it works and how right it is.

LRH:sb.rd

NOT HCO POLICY LETTER CORRECT COLOUR FLASH RED ON WHITE

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 6 AUGUST AD 15

Remimeo

All Qual Hats

All Staff Auditor Hats

Tech Executives

Ethics

HCO Sec

Div 7   QUALIFICATIONS TECHNICAL ACTIONS

THIS IS A STAR RATED TECHNICAL HAT FOR EXAMINERS,
REVIEW AUDITORS AND QUAL EXECUTIVES AND IS THE
STANDARD GUIDE FOR THEIR TECHNICAL ACTIONS

All cases that come to the Qual Division are unusual. The solution to ALL cases that come to the Qual

Division is to do the USUAL.

If you don't hold on to that datum hard, all the "unusual" cases will soon have Review doing the unusual. And the only salvation for any Qual situation is to do the USUAL.

Don't go into a dispersal because of the unusual nature of the Review cases. If they were standard they would not be in Review.

But Review *has* a standard procedure. It is an Always, invariable standard procedure. Don't audit the case, audit the procedure. If you do so YOU WILL NEVER MISS. You will only miss if you get wrapped up in how unusual it all is.

Today Case Supervision and Review actions are all very, very standard. And very, very workable. You only get in a mess with a case when you don't use standard actions.

It took more than a third of a century to find the keys to all cases. None is going to repeat all that research in the 20 minutes given to handle a case, so the best solution is to do what's known.

FORMER RELEASE CHECK

When someone buys a Former Release Rehabilitation, he first goes to Review to get a check. This *must* be a perfunctory check. If you *audit* the pc you may float a needle on the check. The Review auditor merely puts the pc who wants a Former Release check on a meter and asks: "Have you been Released earlier?" If it reads, THAT'S the end of the check. One says "Yes you evidently were," and adds, "Go to the Registrar and get a Former Release Rehabilitation." If it doesn't read it doesn't mean, not Former Release. THE PC MAY BE ARC BROKEN, and the meter of an ARC Broken pc may not read for the auditor. In fact an inexperienced auditor sometimes calls an ARC Broken needle a "floating needle" merely because it doesn't react to the auditor. So if the meter *doesn't* react on the question of was the pc a Former Release, all you do in Review is say "There may be ARC Breaks around Former Release. It therefore doesn't read right now. It may read if the ARC Breaks are picked up," and sends the pc to the Registrar for Rehabilitation just the same.

In short *two* things can happen in a Former Release check. It reads. It doesn't read. In both cases send the pc to the Registrar for a Former Release Rehabilitation.

So that action is real simple.

What the *pc* says and does has nothing to do with it. Say what you have to to get the pc to the Registrar,

but encourage no Itsa or you'll be tied up for an hour or two, working for nothing.

If the pc has already been to the Registrar and bought a Former Release Rehabilitation then after the above check send the pc to the HGC Admin.

That's *all* there is to it. You do anything else and you'll goof up everything. Start to audit the pc, invite the pc to Itsa, start picking up times or ARC Breaks and you've had it. You'll be wearing the HGC hat and costing the org money and slowing your own lines.

Believe me, do just the above and NO MORE on a "Former Release Check" in Review.

Don't get all wound up in the guy's case. They're ALL different and unusual. That's no reason why a Former Release Check should be unusual.

Get it?

CASE SUPERVISOR CHECK

When the Case Supervisor sends a pc already in the HGC to Review there is only ONE standard action:

Form 26 June 1965 is done like an *assessment,* fast, no excessive lisa.

Further, it's done NOW. The Case Supervisor wants it right away. NEVER have a "backlog" of Reviews on Case Supervisor request for Review.

Pc comes in, gets the Form done BANG. Right now. Takes 10-15 minutes. No more than that.

One puts down under recommendations what has been found on the assessment. "Pick up Cleaned Cleans" or "Auditor's Comm Cycle out, do ARC Break List 1 Auditing by List." Whatever you found you recommend it be done. Former Release gave a big read and BD. All right, put "Do Former Release Rehab," as the recommendation.

When the Case Supervisor asks for a Review of the case one ONLY does the form and does it only as an *assessment.* One does not handle any part of that form on a Case Supervisor request. And one does it straightaway. A Review "Backlog" is a disgrace. One day wait is too many. It's done *at once.* Why? Because it only takes a few minutes.

Do the form, send the pc to the Examiner and the Examiner returns the pc at once to the HGC or *at once* sends to Ethics if a Roller Coaster is found or no case change.

Honest, it's too easy.

If it takes anyone longer than that then it's because an *assessment* isn't being done. The form is being used for auditing! When all that's needed is an assessment.

REVIEW TO REPAIR

When a pc is to be handled or finished off by Review, we now have a different matter.

The Review Auditor sees "Review to Handle" on the slip or "Review to complete case".

This is his signal to do Form 26 June 1965 AS AN AUDITING ACTION.

Same form, different use. One now doesn't assess with the Form. One *Audits* with the Form.

This means one cleans it all up, section by section as one goes along.

ARC Break reads. Find out if it's a session ARC Break or a process ARC Break, and do the appropriate list, find it (or them) and indicate the By-Passed Charge (don't audit it by list).

If it's an environment ARC Break adapt List 1 to the environment. Locate and indicate the By-Passed Charge.

DON'T go on with ARC Break reading when Review is *handling* the pc. Clean it up.

Clean everything else up. Polish up the entire form 26 June 65 and leave it all

beaming.

Now do what's indicated with the case such as Former Release Rehab or flatten unflat processes.

If the case turns out on the Form to be an Ethics type, have the Examiner send to Ethics and don't do anything else after finding the pc is an Ethics type. No Case Gain in the past = SP. Roller Coaster = PTS. Leave it to Ethics to find out why. When (and

if) the pc gets a clean "bill of health" from Ethics (has disconnected or whatever) Review can get the pc back again and finish up the incomplete actions outlined in this section.

In short, in "Review to handle" one handles the whole case and finishes it off.

The same form (Form 26 June 1965) can be used in two different ways: as an assessment and as an auditing list of things to handle.

STUDENT ASSISTS

On a student assist the Review auditor uses Form 26 June 65 as an assessment form and handles what is found on the form. The Review auditor does not fail to do the form and also does not fail to handle what *V/Q.S found during assessment* after it is done. Note, one assesses, then handles what was found. He doesn't audit the whole form. And also Review doesn't complete the case as a case. It's just an assist.

Public assists are done the same way in Review.

DECLARE? FOR RELEASE

When the Examiner does *not* declare a pc and does not send the pc to Certs and Awards, he sends the pc to Review. (He can also, instead, send the pc to Ethics.)

When the Examiner sends a Declare? to Review, instead of Declaring, the Review Auditor does Form 26 June 65 as an assessment, locates the trouble and after the assessment is done handles what was found or indicates it's an Ethics matter.

In either case (audits or sends to Ethics) the Review Auditor hands the pc back to the Examiner. The Examiner may now send the pc to Certs and Awards to get the Release award, or to Ethics to handle the indicated Ethics matter (usually PTS situation).

But the Examiner must not send the pc back to the HGC after the Case Supervisor has said Declare? (except when the Declare? is for an earlier stage than the pc is being audited for). If anything else has to be done, Review does it.

BASIS OF QUAL ACTIONS

You see Qual Div handles the flat ball bearings that didn't roll on the assembly line of the HGC. Qual is wholly in the flat ball bearing business. The HGC and Academy are wholly in the assembly line business, dealing in fairly round ball bearings.

So when the HGC or Academy has said that's it (either, "We can't handle" or "Declare?" or "graduate") it's now up to Qual. If the pc or student is *not* a Release or not well skilled or the pc doesn't think he or she is a Release or the student feels he can't make it, then it's all up to Review.

Qual's tools for the student are the Assist and Cramming Section and for the pc are

1. 26 June 65 Form

2. Any standard process or auditing action.

3. HCO B 30 June 65 and any other Former Release Rehabilitation HCO B.

HGC USES OF QUAL TOOLS

The HGC also uses these same tools. The Case Supervisor commonly orders one of his or her auditors to do 26 June 1965 form.

On Power Processing and Former Release Rehab, an HGC Intensive on a pc always starts with:

1. The old pc assessment form from Dianetic days (if not already done and in hand on the pc).

2. 26 June 65 Form (if the pc has ever been audited before).

It cuts down the clutter and keeps auditors calmer and makes assignment easier when the HGC uses the Qual tools routinely and only squawks when baffled. Qual takes over on a pc if the HGC has really goofed or has mis-Declared?

The HGC assembly line considers all pcs a bit dented and runs an assembly line on the basis of "some dents in ball bearings must be handled in the HGC". When the ball bearing just *won't* roll at all in the HGC, the Case Supervisor throws in the chips and says "To Review to Handle." If the Case Supervisor wants a check on his auditor, he says "To Review for check." And the HGC gets the pc back.

Students and public wanting assists are sent straight to Review by the Registrar, by-passing the HGC as this is bit and piece auditing.

THE EIGHT BIG RULES

Qual (and the HGC) are not exempt from handling the Eight Big Rules of auditing:

1. A pc must never be audited while ARC Broken. (Assessment of a list is not auditing unless one is Auditing by List meaning cleaning up each line, not looking for *the* thing on the List.)

2. A pc will make no case progress while suffering from a Present Time Problem which fixes his attention on the environment.

3. A pc with withholds will be critical, natter or blow and is out of comm.

4. A pc will worsen after auditing if connected to a Suppressive Person (and *only* worsens when so connected).

5. A pc who makes no case gains is Suppressive (and can only be handled by Power Processes and a Class VII Auditor).

6. Auditing a pc past a state of Release on the processes of that stage can make the pc's tone arm rise and bar further case gain even at upper stages of Release. (If you don't rehabilitate at least in part a 1st Stage Release that was overrun, you won't get results at the 2nd Stage or any higher stage. If you don't rehab an overrun on 2nd Stage you won't get results on Third Stage, etc. Also, a pc who went 1st Stage on R6EW won't run on 2nd Stage until the 1st Stage is found. In some cases the pc won't now run on 2nd Stage if he went 4th Stage, by-passing the lot. In short you can't by-pass free needles.)

7. A pc whose needle doesn't react to the auditor even at TA 2 or 3 may be ARC Broken, not Released.

8. An auditor's fractured Comm Cycle, unseen additives, lack of skill on a meter, attitude or false report can make a standard process not seem to work, and only these may make one work toward unusual solutions and get unreal about standard tech.

There are other rules. They are important but not as important as each of the EIGHT BIG RULES.

Therefore, the only unusual solution you ever have to take in auditing is to straighten up one of the Eight Big Rules when it's out on the pc. It is rare but can happen. Example: PC'S ARC Break is too bad to get a read on any of the lower lines of Form 26 June 65. Obviously, then, to assess Form 26 June 65 at all on a few cases you have to locate and indicate the By-Passed Charge.

In checking a free needle, finding it doesn't respond at all, one has to know by looking at the pc whether the pc is Keyed Out or ARC Broken. The only other bug here is "Dead Thetan" wherein the old "Stage 4" needle so called has *never* responded to anyone (this is obvious as the pc never got any TA in auditing either).

A pc can have such a withhold that he just chops the auditor or the course or the org. It's always a withhold that makes him chop or blow. Don't be reasonable about it—it's a technical fact.

If an auditor really knows his Eight Big Rules, he can work then very easily with a form and know what he is looking at. The eight are on Form 26 June 65, too, you know. Only Rule 7 may prevent a straightforward assessment, as the ARC Break may have to be handled before one can get on down the list with reads.

COMMON MISTAKE

The Common Mistake of Review is to mistake a PTP or Withhold for an ARC Break.

This is easy to do. Supervisors are prone to say "PC ARC Broken" when a pc looks nattery or gloomy.

Review, although it takes no instructions on tech from Tech, can get mixed up on this too, prompted by the Supervisor's error or the pc's own statement. SPs commonly start a Review session with "I'm ARC Broken ...." when, fact is the SP has

a big withhold or PTP.

REPORTS

When a Review Auditor or an Examiner finds a tech mess like alter-is or the fractured comm cycle of an HGC auditor, they MUST report it to Qual Sec who MUST send in an Ethics chit on it. The chit is written by the Examiner or the Review Auditor and sent to Qual Sec for forwarding to Ethics.

ONLY in this way will Examiners or Review ever hold onto their own activities. If they don't chit gross auditing errors found in pcs or in auditing instmctions then their whole larger purpose is defeated. Qual is the technical cop. Handle flat ball bearings, yes. But *also* proof up the Tech Division against having so many by reporting its goofs.

This applies to any student received also. Qual, getting a student or pc who has then to be sent to Ethics MUST chit to Ethics whoever overlooked it in Tech. When Qual finds a student who is SP or PTS who has been on course a while, Qual *must* chit the student's Course Supervisor for a big goof in having the student on course at all. Similarly, Qual chits an auditor whose pc, sent to Review, turns out to be PTS or SP. The Academy or HGC must have gone stupid to be auditing or training such a student or pc. For they bring total chaos to the assembly line. Supervisors and auditors who don't send pcs who are PTS or SP to Ethics deserve Psychiatric Awards. For they are *wrecking* the org by continuing to train or process such a person. So that's Qual's hat, too.

When Ethics won't handle a Roller Coaster or an SP and pushes the being back into the Org Qual must cable or despatch the Office of LRH Saint Hill. We have the tech on PTS and SP. We mustn't train or audit them until the condition is handled properly in Ethics (and even then we train and process them with a cynical squint in the left eye, alert for further messes from them.)

SUMMARY

The technical activities of Qual are all standard, all laid out neatly. There are no unusual solutions if one does the usual as above.

No need to get in a panic about a case. Do the usual. If THAT doesn't work, it was done in an unusual way, wasn't it?

Qual can win all the way.

Just do the usual Qual actions on the standard Qual internal routing lines, and UP goes tech standards and results.

And that's what we want, don't we?

L. RON HUBBARD

[Note; Correction has been made per HCOB 21 Sept AD15, in above section entitled REPORTS, paragraph 3, second sentence, changing the last word Qual to Tech.]

HCO POLICY LETTER OF 1 FEBRUARY 1966

Gen Non-Remimeo   [Issue III] Applies to Saint Hill

HGC CURE

Info other orgs   **INTERNE TRAINING AND STAFF AUDITORS**

(Results from Comm Ev 1 Feb 66 and my studies of
situation)

Interne and staff auditor and course supervisor training and the training ofTech Division executives and any and all staff training of whatever kind is transferred herewith to the Qualifications Division Department of Review. (This does not include staff members taking standard courses in the Tech Div at night.)

The severe drop in the Tech Division's HGC completion statistics which began on 17 Nov 65 and reached bottom 14 Dec 65 and which did not properly recover had only one large change connected with it: HGC Interne training was transferred from the Qual Division to the Tech Division.

Mending a statistic fall consists of locating the change that preceded it and undoing that change.

This has been done in this Policy Letter by returning Interne training and staff auditor training back to Qual.

The Committee of Evidence of 1 Feb 66 revealed that the then Director of Processing did not believe it possible to alter or change a statistic, that one could only explain and justify one. It is possible also that the feeling that one could not change a case was forced on staff auditors at that time. On this possibility, anyone taking charge of interne and staff auditor training should stress the truth that an auditor *can* change cases and can change them as fast as his auditing is smooth and by-the-book. An auditor gets completions in exact ratio to the letter perfectness of his auditing and his adherence to the exact technology we now have in Scientology.

The Qual Sec need not necessarily change Interne Supervisors or times of training unless he sees fit. It is pointed out that he is held responsible for the quality of HGC auditor performance and technical knowledge and how he achieves this is up to him.

The Director of Processing is held responsible for the amount of auditing time put in on pcs. Should results not occur by reason of poor auditor performance on the advice of the Case Supervisor he should order the auditor to Qual. And if the results are not forthcoming by reason of non-compliance with the Case Supervisor's orders he should order the auditor to Ethics for a hearing.

If an auditor auditing in and for the HGC receives an order from the DofPor the Case Supervisor that is non-standard or is an extra-ordinary solution he must file a job endangerment chit with Ethics at once and may not execute the instruction.

The principal duties of the D of P are to get auditors putting in auditing time and getting lots of pcs done and interview pcs to check flatness or unflatness of processes. Checking *must* be done with a minimum of waiting time by the auditor and pc. The D of P does not check out release grade attainments as this is done by the Qual Examiner and any double examination (by both D of P and Qual Examiner) must be held to a minimum.

The D of P also musters his auditors before the morning session and before the afternoon session and hands out folders at these times with a minimum of session time loss.

The Case Supervisor does the folders. The Case Supervisor does *not* interview cases but runs them by the book and folder. When a Case Supervisor interviews cases or discusses them with the D of P or auditor it has been found that only then do errors creep in and hold up progress. Therefore the Case Supervisor and D of P must *not* occupy the same office.

The Case Supervisor may not take technical orders from the D of P. The Case Supervisor is under the

Tech Sec, not the D of P.

The D of P looks after staff auditors and Internes as Org personnel and is their immediate superior.

The D of P is responsible for staff auditor procurement without absolving HCO's personnel officer from it.

That auditors are on the job on time and are putting in their session time and their conduct and their actions as staff members are all in the province of the D of P.

The Qual Div's Dir Rev may remove an auditor from the active processing list if he believes that auditor is not sufficiently trained but if so must either take action to further train or inform the Qual Sec the auditor may not be permitted to audit, the Qual Sec informing the HCO Area Sec to transfer the person or dismiss. Before the D of P can assign an auditor to audit he must have an ok chit from Dir Rev.

The Leading Auditor idea may be preserved or discarded at the discretion of the DofP.

The D of P assigns auditors to specific cases. This is done by Tech Services in actual fact but only after consultation with or approval of the D of P.

The Case Supervisor may order a staff auditor to review for clumsiness or to Ethics for non-compliance but must do so through the D of P on whose actual authority it is done.

The daily summary of results by the HGC is compiled by the Case Supervisor and promptly posted on a *public board.* Auditors sent to Ethics or Review and pcs sent to Ethics or Review are noted by name on this board.

TABLE OF RESPONSIBILITY FOR HGC STAFF AUDITORS AND INTERNES

Org Exec Sec		Full responsibility for quantity and quality of service
Qual Sec	—	Training arrangements for all Tech Personnel and Internes. Satisfied pcs
Dir Exams		Authority to Declare
Dir Rev	—	OK to Audit chits, repair of goofs. Actual training. Satisfied pcs
Dir Certs & Awards		Declares pc awards
Chaplain	—	Port of refuge for pcs and auditors when all else fails
Tech Sec	—	Completion Statistic of the Tech Div, Executive Personnel appointments, general adherence to plan and design
DofP		Staff Auditors and Internes as Staff Members, pc auditor assignment, auditing quarters state of and assignment, Ethics and Review routing authority, auditor procurement, pc procurement, checkouts for flatness of processes, head of Dept.
Case Supervisor		All Case Folders, results on cases, indicating auditors and pcs to Review or Ethics or Declare, posting results, adherence to standards
HCO Area Sec	—	Taking effective action on down graphs that don't recover at once
Ethics Officer	—	All Ethics actions referred or found necessary
Personnel Officer		Staff Auditor Procurement
Dir Registration		New Internes

I wish to point out that these were more or less the arrangements which existed prior to the slump in November, and which were in force when I was Case Supervisor.

I, as Exec Dir SH, hold the Org Exec Sec SH and through her the Tech Sec SH and Qual Sec SH responsible for seeing that these orders and arrangements are carried out *exactly* for only these will cure the HGC slump. And they will cure it only if exactly performed.

Note: This instance of a slumped statistic brings to view a curious phenomenon I noted while studying it. Apparently there is a natural law that "where interdependence does not exist, a slump may occur". This applies to life, but it apparently is vital to an org. Where a function of an org does not have lines across two or more portions of an org, the function may slump.

In this case the action of auditing and responsibility for results as earlier organized crossed Tech, Qual and **HCO,** 3 divisions. When Interne and staff auditor training was dropped into Tech along with the auditing also the tension went out of the line and the statistic slumped.

If this law is so, then any function of an org that is not dependent on 2 or more portions of the org may slump. And on checking up I have found that only those functions at Saint Hill which do not have lines into two or more divisions *are* already slumped.

Thus a possible principle of organization exists—that a line, to function, must cross divisions. A staff member, being a terminal must not cross divisions. But lines of functions *must.*

This is only a comment but is curious enough to be remarked.

<div align="right">L. RON HUBBARD</div>

<div align="center">HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex</div>

<div align="center">HCO POEICY FETTER OF 1 FEBRUARY 1966 Remimeo</div>

<div align="center">Tech Div Qual Div</div>

STAFF AUDITOR AND SUPERVISOR PROCUREMENT

The Director of Processing is responsible for procuring qualified staff auditors, regardless of any action by Dept 1, Div 1.

This has always been the case and always will be.

The Director of Training is responsible for procuring Academy or College Supervisors regardless of any action by Dept 1 Div 1.

Neither of these policies absolves Dept 1 Div 1 from the procurement of staff Auditors and Supervisors.

<div align="center">QUAL DIV TRAINS STAFF</div>

The Qualifications Division trains staff Auditors, Internes, Supervisors, Ds of T, Ds of P and Tech Sees.

No other division than Qualifications may train staff.

Note: A recent slump in Tech statistics at Saint Hill followed at once in a shift of training of Internes from Qual to Tech Divisions.

Note: A slump in HGC completions was traced to the Tech Sec and D of P taking no interest or action in procuring HGC Auditors.

<div align="right">L. RON HUBBARD</div>

Remimeo   Issue II Tech Hats Qual Hats Ethics Hats

TECH RECOVERY

My study of a Nov 1965 plummeting HGC Completion statistic indicates certain policies are necessary in all HGCs and Qual Divisions.

The following errors were found:

1.   The HGC ceased to look for former release grades to rehabilitate and ignored opportunities to do so on the basis that "outer orgs have rehabbed them all already". This came out in the Comm Ev held on a D of P of that period. Of course, if the HGC failed to rehab earlier grades (or earlier life overruns) it could achieve no later grades or Grade V. This alone would have ended completions promptly on all grades and wiped out the graph.

2.   Invalidation of the appearance of a free needle and invalidating any auditor who "thought he saw one". This wiped out all release attainments and made for total overrun of all pcs of all grades. This error existed for 15 years so it is not surprising that it got back in again.

3.   Whenever an overrun occurred, "rehabilitation of it" was done by running *different* new processes instead of standard rehab routine as in HCOBs, i.e. Doing ARC Break, PTPs, Rudiments, anything but a real rehab of that process that was overrun.

4.   Abandonment of standard tech in favour of unusual solutions. This is always present when a collapse of Tech occurs.

5.   One SP was found in the middle of all this but after his departure the statistic did not recover so one can assume another SP was in the middle of it still or that the HGC remained PTS and didn't separate from the SP found because he was so convincing, so reasonable and so persuasive as to why a Tech statistic must remain down.

It is interesting that (1) above—ceasing to rehab lower grades—would be absolutely fatal to any upper grades. Therefore this becomes policy:

NO UPPER GRADE OF RELEASE MAY BE BEGUN NEWLY ON A PC UNTIL ALL LOWER GRADES ARE FULLY REHABBED TO FREE NEEDLE. THIS APPLIES TO ALL GRADES 0 TO VII.

Regarding (2)—Invalidation of what a free needle is—and thus running past all free needles, let it be noted that this is an Auditor's Code Break—continuing a process that has ceased to produce change and is therefore a crime. This was wrong too long to be allowed to go wrong again. Thus we get the policy:

AN AUDITOR WHO HAS BEEN FOUND TO HAVE OVERRUN A FREE NEEDLE ON A PRECLEAR MUST BE GIVEN AN ETHICS CHIT; AND IF THE ACTION IS SEVERAL TIMES REPEATED, ETHICS MUST ORDER A FULL REVIEW OF THE AUDITOR'S CASE INCLUDING AN EYESIGHT TEST AND CONDUCT A THOROUGH ETHICS INVESTIGATION AND HEARING.

Note that a Mark V Meter run with too high a sensitivity does not give a marked change when a needle floats. Thus sensitivity must be reduced in ordinary running and increased only to get in rudiments. Then a free needle becomes more visible. A Mark V cranked up to 128 sensitivity looks like a floating needle all the time at a casual glance on most pcs. Sensitivity 5 is ample.

Also, meters go out of 5,000 ohm calibration and don't read on the M and F "Clear" reads and change of electrodes can change M and F "Clear" reads.

A free needle, if a process is overrun vanishes with just one extra command so an auditor must be *alert.*

Please *also* note that this has been part of the Auditor's Code for ages—running past a flat point of a process has been forbidden since the first formulations of the Auditor's Code.

Regarding (3)—Rehabilitation by using other processes—the HCOBs on rehabs are very explicit. To *runanother* process would clobber the pc. Thus we get the policy:

REHABILITATIONS MUST BE DONE BY REHABILITATING THE PC ONLY ON THE PROCESS OVERRUN AND ONLY BY STANDARD HCOBS ON REHAB PROCEDURE.

Re (4)—Unusual solutions—we get the policy:

ANY AUDITOR ACCEPTING AN UNUSUAL SOLUTION WITHOUT FILING A JOB ENDANGERMENT CHIT OR FOUND USING AN UNUSUAL SOLUTION MUST BE CHARGED WITH A CRIME AND GIVEN AN ETHICS HEARING. FAILING TO REPORT AN UNUSUAL SOLUTION ADVISED OR USED IS ALSO SO HANDLED. AN UNUSUAL SOLUTION IS ONE EVOLVED TO REMEDY AN ABUSE OF EXISTING TECHNOLOGY.

On (5)—Statistic failing to recover after an SP is spotted in a department gives us the 2 policies:

WHENEVER AN SP IS DISCOVERED AND DECLARED IN AN ORGANIZATION ALL HIS ASSOCIATES IN THAT PORTION OF THE ORG MUST BE CHECKED OUT FOR OR GIVEN AN S & D.

and

WHEN AN SP IS DISCOVERED IN AN ORGANIZATION, IS DISMISSED OR REMOVED AND THE STATISTIC DOES NOT RECOVER, ANOTHER SP MUST BE LOOKED FOR.

It is noted that the general condition of the Completion Statistic of Dec 65 to Jan 66 could be attributed to the above gross errors.

It is now certain that (1) Rehabilitation of earlier grades, (2) Free Needle and (3) Rehabilitation by standard practice are primary targets in our technology for anyone seeking to mess it up and that unwitting tampering with these three things and lack of HCO Enforcement on them will reduce HGC statistics and prevent their recovery.

Of course one could also go mad in the opposite direction—(1) rehabilitate earlier grades endlessly on a pc regardless of how many times a free needle had been obtained, (2) call any loosening up of a needle a free needle and (3) refuse to even 2-way comm with a pc under repair for overrun for fear it violates standard procedure for rehab.

The middle course is the correct course in this case. Relax and just be *very* sure the pc has been *properly* rehabbed to free needle on each grade up to the one one is going to start by demanding the awards of release that were granted and if these weren't ever awarded, then do the rehabs necessary grade by grade. The only sticky point in this is that if a pc had ever been run on a higher grade without rehab of a lower, one must rehab "from the top down" at times, tackling the highest overrun first, but nevertheless doing all of them that were by-passed eventually.

The way to recognize a free needle is watch for one. When it happens you will see one. Then you will never afterwards wonder. The free needles available on a case can *all* be swallowed up by a failure to rehab all grades ever by-passed or overrun. If no free needles show up on a case at all then partially rehab any grade available for rehab back and forth until one has one of them go free needle and then get a free needle on the remainder. Life can also be an overrun and a pc never audited will respond to a rehab of "something overdone". This doesn't mean the pc *went* release before Scientology—it means that *purpose* overrun then jams-rehab of life situations of overrun consists of hitting the *purpose* that was overrun and when this is hit, the pc goes release in PT and was not a release in the past. An example is an overrun located in 20 AD when the person, alert to Christianity decided to be good, made it and then *overran* it for 1945 years. When the *purpose* was found (to be good) and dated and the overrun spotted the needle went free. Rough auditing, bad TRs, "letting the pc Itsa", etc can swallow up free needles. Also a totally ARC Broke meter that won't read at all with bad indicators all over the place won't record a read, looks sometimes like a floating needle, the difference being the pc has total bad indicators-sour, mean, sad, etc. A free needle occurs most often after a big cognition and the unskilled auditor looks *at the pc* who is being bright and interesting and just doesn't see the needle float, asks more questions and overruns, and the free needle vanishes—when a pc is cogniting,

look at the meter not the pc. And the instant the TA starts up and the needle goes sticky suspect an overrun and check.

As for doing something else rather than Standard Procedure for rehab, plain ignorance can cause it. The auditor's desire to help the pc if unaccompanied by solid tech background leads to wild efforts, new processes and anything but cool standard procedure.

When the person checking out pcs is also the case supervisor, unusual solutions creep in. The most errors I've seen made by a Case Supervisor were made after he had seen the pc or talked with the auditor. Cases have to be run by report only and auditors have to be supervised and their sessions listened to by somebody else besides the Case Supervisor. Tech is Tech. There is such a thing as Standard Tech. Pc wild tales and hollow eyes and auditor hobby horses have to be kept off Case Supervisor lines. So there must be a person who checks out pcs and supervises auditors *and* their auditing *performance* but who never opens his or her face to suggest instructions about the pc and only writes down that the auditor is rough or the process is flat or the process is overrun. The Case Supervisor lives in an Ivory tower. Sounds strange but unless it's done that way, wild departures from Standard Rehab Procedure and from Standard Tech in general will occur. Hell, all psychiatry went down that drain—the desperate patient, the desperate measures. Squirrelling stems from the Case Supervisor being the auditor supervisor and the pc interviewer. Oil, water, being in two divisions, Commies and Fascists, dogs and cats won't mix. Neither will the personal contacter of auditors and pcs and the Case Supervisor ever successfully stay crossed. The individual practitioner breaks down only because he does both auditing and Case Supervision. Auditing is an organization action which is why today we have Field Staff Members and HGCs.

Additional notes of things discovered in the investigation of the plummeted statistic on Completions were:

1. Auditors rabbiting out of uncertainty and so stumbling past End Phenomena and floating needles.

2. Case Supervisor getting auditors to ask leading questions on Pr **Pr** 2—"Ask the pc if he is interested in Medical Practices".

3. D of **P:** "Find out what the needle is floating on".

4. Case Supervisor: Told auditor that a floating needle was not the End Phenomenon of a Process in which "the TA had to be run out".

5. Eack of knowledge and understanding of the Technology and not knowing the difference between such things as Anaten, Secondaries and Engrams by Case Supervisor, D of P, and so confusing auditors.

Of course the one thing one can't technically overcome is an SP keeping an area messed up. His case doesn't improve because of his intentions and overts and fear of people getting better or being bigger than he. When an SP dominates an area, only Ethics actions can handle.

The *primary* indicator of the presence of an SP in an org is a plummeting statistic immediately after he starts handling a portion of it.

Indifferent leadership, even inaction can't drive a statistic down. Only active suppression can.

So watch the statistics and don't get reasonable when they fall. Either outside the org suppression has been brought down on that portion of the org, making it PTS or there is an SP there. The final answer is what happened just before the statistic fell. If a new appointment was made and it fell, unappoint it *fast*. If nothing cures the down statistic find the SP or handle the PTS situation because one or the other are *there*.

Completions stayed down for 15 years. Then we found auditors never noticed free needles. Now for Heaven's sakes, 15 years was enough. Don't repeat the error!

It *does* work you know.

<div align="center">L. RON HUBBARD</div>

Tech & Qual

HGC CURE (Continued)

Long after I thought the final findings were all in in the Nov-Dec 65 HGC Completion Slump, another really gross HGC error showed up.

Training of HGC auditors was shifted from Qual to Tech Div just before the fantastic down curve. This change was known and caused a heavy investigation of the HGC.

But this datum was not disclosed until later:

STAR-RATED CHECK OUTS ON INTERNES AND AUDITORS DESPITE EXPLICIT INSTRUCTIONS WERE DROPPED THE MOMENT THE TRANSFER FROM QUAL TO TECH OCCURRED.

The newer auditors began to audit with no real data.

Thus we find the SP discovered in that investigation had discovered a thorough way to depress a statistic-you didn't require check outs on processes.

This gives us another vital datum—

IF YOU DO NOT REQUIRE HGC AUDITORS AND INTERNES TO CHECK OUT STAR-RATED ON THEIR MATERIALS BEFORE THEY AUDIT HGC PCS THE COMPLETION STATISTIC WILL GO TO ZERO. It did at once.

I think lack of this one datum has been holding back *all* the statistics in any org that has not recovered.

Lack of star-rates on staff auditors and internes has been found to crash an HGC and deliver no service.

Remedy it at once on all staff auditors, internes and supervisors.

<div align="right">L. RON HUBBARD</div>

HCO POLICY LETTER OF 7 MARCH 1966 Issue II

Remimeo All Tech & Qual
        Hats Students

Solo Audit Course   *Tech & Qual* Interne Course Clearing
Course

URGENT

STAR RATES ON TECH AND QUAL STAFF

Effective on Receipt

ETHICS NOTE ALL ORGS - It is a High Crime not to have this Policy continually in effect after 1 June 66 as it has been found to suppress orgs when not kept in effect and to crash HGCs.

All HCO Bs and Tech Info and Advices of the following courses are STAR RATED and the student may not begin to audit until they have all been passed with Star-Rated type check outs with no comm lag.

INTERNE COURSE (Power Process and HGC Staff
Auditors)

CLEARING COURSE (but not the platens)

All vital data required for auditing at Level VI must be checked out, Star-Rated on the following Course:

SOLO AUDIT COURSE

All HGC and Qual Auditors and Internes must pass in all Scientology Orgs *star-rated* all HCO Bs directly concerned with all the Level Processes they will use on pcs, Rehabs, S & D and various Review actions and the Pol Ltrs governing the HGC and Review and any relation to Ethics before being permitted to audit an HGC pc in *any* HGC anywhere or to audit in Review.

Note: The above data applies to all orgs when they teach the listed courses and applies to all HGCs at once.

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 8 MARCH 1966

Exec - HCO - Tech - Qual

Ethics

URGENT

Remimeo Exec Sees Hats ES Comm Qual Hat HCO Sec Hat Dir I & R Hat Ethics Hat Tech & Qual Hats LRH Comm Hat

HIGH CRIME

Effective 1 June 1966

In any instance of a heavily falling statistic in Tech or Qual or a chronically low statistic in Tech or Qual in an org or in any org which has chronically low statistics in all divisions:

The Ethics Officer must look for this policy violation which is the highest crime in Tech and Qual:

TOLERATING THE ABSENCE OF, OR NOT INSISTING UPON STAR-RATED CHECK OUTS ON ALL PROCESSES AND THEIR IMMEDIATE TECHNOLOGY AND ON RELEVANT POLICY LETTERS ON HGC INTERNES OR STAFF AUDITORS IN THE TECH DIV OR STAFF AUDITORS OR INTERNES IN THE QUAL DIV FOR THE LEVELS AND ACTIONS THEY WILL USE BEFORE PERMITTING THEM TO AUDIT ORG PCS AND ON SUPERVISORS IN TECH AND QUAL WHO INSTRUCT OR EXAMINE OR FAILING TO INSIST UPON THIS POLICY OR PREVENTING THIS POLICY FROM GOING INTO EFFECT OR MINIMIZING THE CHECK OUTS OR LISTS.

If an Ethics Officer or any person in HCO Dept 3 discovers this high crime to exist he must report it at once to the HCO Area Secretary.

The HCO Area Secretary must at once order a thorough investigation into any and all persons who might have instigated this high crime and report the matter to the HCO Exec Sec.

The HCO Exec Sec must then convene a Committee of Evidence with the persons accused as interested parties and must locate amongst them the suppressive or suppressives by the "reasonableness" of their defence, state of case and other signs.

The Committee of Evidence must declare the located S.P. suppressive by HCO Ethics Order and dismiss.

If any Ethics Officer, Director of I & R or HCO Area Secretary fails to obtain co-operation by superiors in carrying out this Policy Letter quickly then he or she must inform the LRH Communicator.

The LRH Communicator must then cable full particulars to Worldwide.

The Worldwide AdCouncil must then carry out this policy letter expeditiously and at any cost.

If the HCO personnel making this discovery cannot obtain action in any other way he or she must go outside the org and cable LRH Comm WW and his actions and costs in so cabling will be reimbursed on claim to WW and his post will be fully protected.

If the AdCouncil WW suspects this policy not to be in full force in any org despite assurances an HCO WW personnel must be sent to that org to investigate and may be deputized to remove either or both Exec Sees of that org by Comm Ev on the spot or atWW.

It has been discovered that failure to check out, Star Rated, the Tech and Qual HCO Bs applying to levels being audited or taught or examined and their processes and the data used in Review and relevant policy on those using the material in orgs results in a crashed Division 4 completion statistic, crashed income and low statistics throughout and a failing org and was the reason through 1965 for struggling orgs—the public would not pay more for service than it was worth to them and with this policy out, the service was not worth very much.

It has been found that a suppressive person will discourage this check out policy as one of his first actions.

This policy applies whether an auditor has been trained or not with star-rated check outs. Staff and Review auditor and Supervisor are special technical status grades and one cannot consider this double training.

"Star-Rated" means = 100 percent letter perfect in knowing and understanding, demonstrating and being able to repeat back the material with no comm lag.

Org Exec Sec Communicator for Qual WW is the final authority for any check sheets on this matter and is responsible for preparing and standardizing them from time to time. But the lack of a check sheet from ES Comm Qual WW does not set aside any provision or penalty of this policy letter.

This policy letter is issued in the complete knowledge that the absence of this policy in full effect is the primary reason for orgs not growing and is based on actual experience.

The only higher crime I could think of would be to pretend to have an org but have no technical personnel on staff in Tech or Qual. That is suppressive also and will crash an org. Handle it similarly to the above.

L. RON HUBBARD

[Added to by HCO P/L 21 November 1971, *Scientology Courses Examination Policy,* Volume 5—page 139, which made it firm policy that anyone examining a student for certification on any Scientology Course, including Admin, must have first star-rated related Policies, HCO Bs or other issues before writing or grading exams.]

[Note: In the original issue of this Policy Letter the words "THE ABSENCE OF" in the first line of the 3rd paragraph were omitted. However, in a poster issued by Flag in 1971 quoting this capitalized paragraph of the "High Crime" P/L, these words were included, and accordingly have been added in this printing. — Ed.]

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 28 DECEMBER 1967

Remimeo

Star Rated on All Qual Personnel and
on Exec Sees and Sees

QUAL SENIOR DATUM

The Senior datum of Qual is that:

QUAL NEVER NEVER NEVER TAKES THE ORDER OR DIRECTION OF ANY OTHER DIVISION OR STAFF MEMBER ON WHAT TO DO TECHNICALLY WITH A STUDENT OR PC.

Qual only really comes into action when other divisions and staff of other divisions have failed. So if they knew what to do the person would not be turning up in Qual for tech remedies. So if Qual takes *their* orders of what to do *it* will also fail.

This datum originated at SH when Qual, in a collapse, was found to be obediently doing what Div 4 and Dept 3 ordered on students and pcs. It was getting no results. I analyzed the situation and over a period of a couple of weeks worked on it. The result was the above datum and the GREEN FORM.

Qual always does its own analysis and its own internal routings independent of other directions. It can use any process ever released and a Review auditor must be able to do them.

The GREEN FORM must be added to from time to time as new difficulties are found due to advancing technology or new errors developed by poor training.

A student sent by Tech Sec for Cramming may be routed instead by Qual to case repair if that is what is needed.

The keynote of Qual is CORRECTION. This of course applicable to diagnosis as well.

NO OTHER DIVISION MAY CHIT QUAL FOR REFUSING TO OBEY THEIR DIRECTIONS REGARDING WHAT TO DO WITH STUDENTS OR PCS.

Other divisions are assembly lines. Qual is an individual approach. Qual's Review only gets flat ball bearings—which could not or would not roll on the assembly line of Div 4.

People can't be sent to Qual for "disagreements checks" "sec checks" or other stated actions as these are an attempted diagnosis and will normally be found to be the wrong process.

Qual is the students' and pcs' friend. A last refuge when other doors close.

AND cases must leave Qual and students must leave Qual WITH THE WHOLE THING HANDLED in a way that will STAY HANDLED. Qual has no Qual Div for the Qual Div. When it goes irresponsible and lets an unhandled case or student out, then that person HAS NO PLACE TO TURN.

I know how bad a failed Qual case can be because when I'm in an org, having no part of the org to go to (unless the Chaplain) they come to me. I usually find (a) that

some imaginary rule has stopped the person's progress or policy has been used to stop or (b) that Qual was obedient to some other division and (c) always that Qual has either not been approached or has failed when it was.

So the senior datum of Qual is important.

There is another datum in Qual that is very important. And that is:

NO AUDITOR MAY BE EMPLOYED IN QUAL WHO CANNOT SUCCESSFULLY LIST AND ASSESS FLAWLESSLY WITHOUT ANY ERRORS.

All you have to do to wreck Qual is put an auditor in it who is not letter perfect in ALL the tech of listing and assessing. (Some isolated summary is not enough—all the original tapes and all the original HCOBs must be studied to make an auditor able in listing and assessing. It is the weakest applied point in our tech—too many can't or don't learn how to do it. But a Qual auditor MUST be a shark on it.)

One can say that the health of an org depends on Qual finally handling. The key processes which keep an org healthy are new (67) style Remedy A, Remedy B and S & Ds and the GREEN FORM. These are listing and assessing or assessing processes. Thus the vital tech is listing and assessing. So Qual auditors have to be carefully trained to do these perfectly.

At this writing Qual is being streamlined into a new fast flow pattern. This policy still applies and in 2068 will still apply and in 200068 as well.

L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 MARCH 1968 (Modifies P/L 15 Sept 1967)

Remimeo

QUAL SEC MUST BE CLEAR

The policy that the Examiner must be clear is modified to Qual Sec must be a clear.

L. RON HUBBARD
Founder

Remimeo All Execs

HCO POLICY LETTER OF 13 MARCH 1968

IMPORTANT STATISTICS

A prediction of a collapse of gross income can be made on the following graph pattern
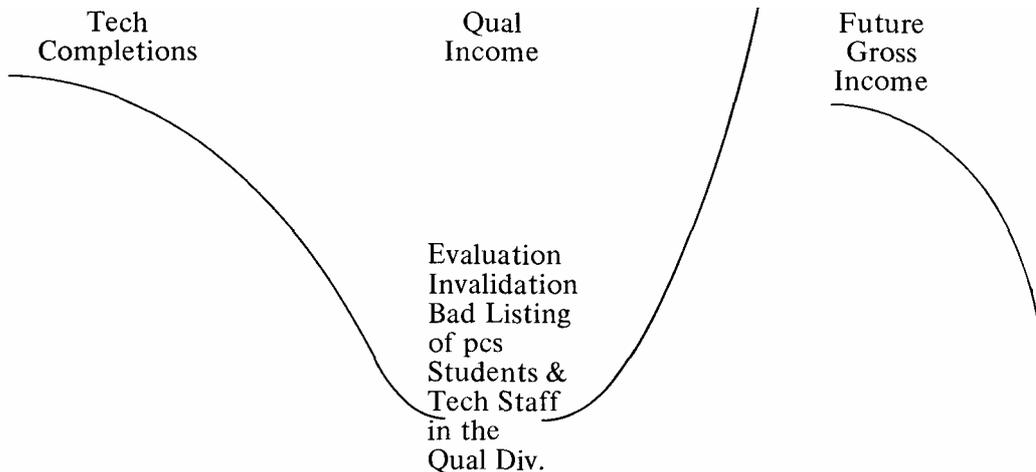
Where Evaluation, Invalidation and Bad Listing of pcs, students and tech staff pulled in for Review are present in the Qual Div, the completions of Tech are reduced and given forceful collectives, the Qual Stat soars. This inhibits buying of future levels and the public, seeing no fast changes stays away.

A high Qual Income Stat is an alert to a collapse of gross income and has already happened in some Orgs.

L. RON HUBBARD

Founder

LRH:jc.rd

HCO POLICY LETTER OF 4 OCTOBER 1970

Remimeo

QUAL HAS NO BACKLOG

(Originally issued as LRH ED 61 INT, 9 Dec '68)

Stable Datum - Quals never have backlogs ever never. Even if all hands have to

audit. Backlogs kill the whole flow line.

A 1 hour wait is a backlog. People waiting for days or weeks is of course unthinkable and subject to Comm Ev on a Qual Sec for being unable to recruit or train Qual staff or cope with traffic irregularities of flow.

Qual, as in Tech, is there to DELIVER SERVICE not to choke flow lines.

L. RON HUBBARD

Founder

Remimeo

Cl VIII Checksheet Dianetics
Checksheet QualSec Hat Tech Sec Hat
C/S Hat

RIGHTS AND DUTIES

The following Rights and Duties are to be posted in the staff area of every Qual Division and Tech Division, where they will be frequently seen by auditors and technical personnel.

They are to be printed green on white in letters at least 1 inch high, each on a separate card (4 total).

AN AUDITOR HAS THE DUTY:

TO KNOW AND ABIDE BY THE AUDITOR'S CODE TO APPLY TECH EXACTLY

AS PER HCOBS AND LRH TAPES

TO BE THOROUGHLY FAMILIAR WITH THE FOLDER OF ANY PC HE AUDITS

TO FOLLOW C/S INSTRUCTIONS EXACTLY IN SESSION TO REFUSE TO

AUDIT AN INCORRECT C/S

TO AUDIT ONLY THOSE MATERIALS ON WHICH HE HAS BEEN CHECKED OUT STARRATE

TO BE FAMILIAR WITH AND APPLY ALL NEW TECHNICAL MATERIALS UP TO HIS CLASS LEVEL

AN AUDITOR HAS THE RIGHT:

NOT TO AUDIT A PRECLEAR HE DOES NOT WISH TO AUDIT

NOT TO AUDIT MORE THAN 5 HOURS PER DAY, 6 DAYS PER WEEK

TO REFUSE A C/S HE KNOWS TO BE INCORRECT

TO ASK TO BE REFERRED TO THE HCOB COVERING A C/S HE IS UNCERTAIN OF OR FEELS IS INCORRECT

NOT TO BE PUNISHED FOR QUERYING A C/S WHETHER CORRECT OR NOT

TO HAVE PCS, AUDITING ROOMS, AND MATERIALS MADE AVAILABLE TO HIM BY TECH SERVICES

A CASE SUPERVISOR HAS THE DUTY:

TO REFUSE TO DISCUSS A CASE WITH EITHER THE AUDITOR OR THE PC

TO REFRAIN FROM DISCUSSING OR MENTIONING DATA FROM PC FOLDERS SOCIALLY

TO CORRECT HIS AUDITORS' APPLICATION OF TECH POSITIVELY, WITHOUT INVALIDATION

TO ORDER THE AUDITOR TO CRAMMING OR RETRAINING FOR ANY FLUNKED SESSION

TO MAINTAIN A STANDARD OF PROFESSIONAL CONDUCT TO C/S ALL

FOLDERS DELIVERED TO HIM DAILY A CASE SUPERVISOR HAS THE RIGHT:

TO HAVE HIS OWN OFFICE TO HOLD NO OTHER POST

NEVER TO RUSH HIS OWN C/S ACTIONS

TO ACCEPT NO TECHNICAL ORDERS OR ADVICES OTHER THAN FROM LRH

TO DEMAND A HIGH ADMINISTRATIVE STANDARD OF THOSE WHO WORK ON HIS LINES

TO DEMAND THAT PCS DO NOT DISCUSS THEIR OWN CASES OR OTHERWISE VIOLATE PC RULES

TO ISSUE AND GET COMPLIANCE ON ANY ORDERS NECESSARY TO THE PERFORMANCE OF HIS DUTY AND TECHNICAL RESULTS

Lt. Nate Jessup, Chairman

Ens. Janet Guilford, Secretary

W/0 Bob Guilford, Member

Qual Board of Investigation

for

L. RON HUBBARD

Founder

Gen Non-Remimeo

ADMINISTRATION FLOWS AND
EXPANSION

THE FAST FLOW SYSTEM

We have introduced many new principles in administration in recent policy letters. Here is one which if left out would cause mystery.

This is the principle of traffic flows we now use. It is called the FAST FLOW SYSTEM OF MANAGEMENT.

A being controlling a traffic or activity flow should let the flow run until it is to be reinforced or indicates a turbulence will occur and only then inspects the part of the flow that is to be reinforced or is becoming enturbulated and inspects and acts on only that one flow.

This principle would operate on a committee of 3 in this fashion: the committee does not act as a body. Each member acts individually in three spheres of influence (three types of flow). There is no *committee* (collective) action until one of the three members wants concurrence from the other two on greatly reinforcing a flow or until the other two, by observation, see the third is going adrift. Only in these cases does the committee act as a Committee. In other words all 3 members go about their work independently until there is a change in one of their three spheres and *then* they act. Otherwise the flows of orders and actions are independent. Not doing it like this is why Committees have gotten the reputation of being unable and a waste of time.

To do this one, of course, needs another principle: that of Indicators.

An Indicator is something that signals an approaching change rather than finding the change is already present and confirmed.

We get this from auditing. An auditor audits so long as things go evenly. He knows when they will *begin* to deteriorate or change by an Indicator. He acts on seeing the indicator. He doesn't wait until the collapse or total change of the pc occurs and *then* look it over and act. The pc could be run into the ground or a good process that was bettering the case could be neglected if an auditor could not PREDICT from indicators how it was going before it was gone.

In supervising a number of sections or departments, it would work this way:

The person in charge does not examine *every* action or decision on the lines. If all despatches of all the activities went through his or her one pair of hands the volume would be too great and would jam. The executive's "plate" would be too full and this would *halt any expansion* of the activities as the executive would feel overworked, yet in actual fact would be getting nothing much done. The flows which *needed* watching would be buried in a huge volume of flows that did not need watching.

Instead, the principle of flows tells us that the executive should have statistical INDICATORS such as OIC charts on every part of the activity each week and should act only on the basis of the charts' behaviors.

If a chart went down the Executive would not wait for that area to collapse before inspecting it. At a dip point the executive should go over all the plans and traffic and despatches of the area dipping down and unearth the *real* reason why it did dip. If the matter needs minor remedy, it should be corrected. If then the graph still dipped down, the executive would not only be advised of it by the OIC Indicators but would know, having inspected earlier, what had to be done on a more drastic scale to get the graph going up again.

The OIC system *must* be used and all data plotted and circulated to the Executives in an org before this system will work.

If the OIC system is put into effect fully the executive can then (and *only* then) let go the comm lines

and let the traffic flow.

He then only needs to:

1. Keep alert for and correct Dev-T (off-line, off-policy, off-origin and non-compliance);

2. Keep an eye on the weekly OIC charts;

3. Find from OIC the upward trends and inspect and find out what's working so well it can be reported;

4. Be alert to any down dip and inspect the activity itself and correct the matter; and

5. Spend most of his time getting his own job done (since executives *do* have jobs besides supervision).

The one thing he mustn't do is "get reasonable" about dips or zooms and not act to really check the decline or to reinforce the rise:

(a) Thinking one does know when he has not gotten it inspected closely;

(b) Not believing the graph and Indicators; and

(c) Not acting, are the fatal errors.

Doing 1 to 5 tells us who's an executive and doing (a), (b) and (c) tells us who shouldn't be an executive.

If this system is in effect the org can't help but boom. We will call this the FAST FLOW

SYSTEM OF MANAGEMENT.

It is a very precise art. It's like auditing. One predicts the slumps and reinforces the tendency to boom.

It can't miss. If it's done completely.

L. RON HUBBARD

[LRHNOTE: Study this. Shows why of OIC.]

LRH:ml.rd

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 6 FEBRUARY 1968

Remimeo

ORGANIZATION - THE FLAW

I looked for a long time for any flaw in the idea of organization. It does have a flaw.

The basic flaw in organization is INSPECTION BEFORE THE FACT. That means inspection before anything bad has happened.

Violations are so harmful they destroyed every great civilization—the Roman, the British, the lot. For every flow is slowed or stopped.

The prosperity of any organization is directly proportional to the speed of its particles—goods, people,

papers.

World trade, world shipping, world prosperity is dying only because of the cumulative effect of inspection before the fact. Passports, customs, safety regulations, general government interference before anything bad has occurred add up to a SUPPRESSIVE SOCIETY and therefore, soon enough, a dead one.

Penalty *after* the fact has occurred disciplines the criminals and does not pull down the majority to criminal level.

Scientology organizations must never lose sight of the reason organizations have decayed.

L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE   Saint Hill

Manor, East Grinstead, Sussex

Gen Non Remimeo   HCO POLICY LETTER OF 4 MAY 1965 HATS:

Tech Sec

DofP

DofT

Staff Auditors   **RELEASE AWARD**

Qual Sec

Dir Exam   **SAINT HILL** Dir Rev CC Officer Dir Certs

Where a Staff Auditor in Review or Sthil HGC brings a pc to Release, the following procedure and routing must be followed:

The Staff Auditor brings the folder and pc to the D of P or, if in Review the Case Cracking Section Officer.

The D of P or CC Officer verifies from the folder and Staff Auditor that the processes ordered have produced the *exact* result required of them.

The D of P or CC Officer sends the folder to the safeguarded and locked Case Files in Archives and a chit to the Tech Sec who passes it to the Qual Sec. A copy of the chit, stating that the pc has been brought to a state of Release and that the processes used have been precisely applied and produced the exact required result, is given the pc.

The pc presents the chit to Examinations.

Examinations looks at the pc and unless bad indicators are plainly in view, passes the pc on to Certifications.

If the pc looks or sounds bad, Examinations diverts the pc to Review and calls the Tech Sec and Qual Sec on an urgent basis so that the matter can be taken up and sends the attestation to Ethics.

If the pc's good indicators are obvious Examinations does not do more than log the pc's passage, and initials the pc's chit and directs the pc to Certifications. (See HCO Pol Ltr Fast Flow System of Management.)

<div align="center">DECISIONS</div>

The Staff Auditor's termination of auditing depends entirely on the attainment of the exact phenomena required of the final process. When this is achieved, the session is terminated and the pc is routed as above. Meter phenomena will be there but is not required in the decision.

D of P or CC Officer: The D of P's or CC Officer's decision is based on examination of the Auditor's reports and any personal comment by the Staff Auditor. If these show the processes produced the *exact* required reaction, the pc is given a chit and sent to Examinations. If not as expected, the whole matter is reported to the executive's division secretary and Ethics is sent for urgently as there is a lie or alter-is somewhere: (the processes are that exact).

Examinations: Does pc have good indicators in a casual inspection, and does pc have a chit. If yes, pc goes to Certification. If no, pc goes to Review and Tech and Qual Sees are given a report and Ethics is sent for as there is a false attestation.

Certification: Does pc have a chit signed by the D of P or CC Officer and initialled by Examinations. If yes, Certifications issues the award. If no, the matter is referred to the Qual Sec and Ethics is called.

<div align="center">CERTIFICATIONS</div>

On the pc's arrival in Certifications, Certifications

(a) Receives chit signed by D of P or CC Officer and verifies that it is initialled by Examinations and that this is the pc's right name (identification can be required).

(b) Enters the pc's name and address and the date in the Release Book and initials it.

(c)   Gives the pc a copy of HCO Info Letter of 4 May 1965.

(d)   Makes out an Invoice for a Release pin, no charge.

(e)   Issues the pc a Scientology Release pin.

(0 Initials and files the chit.

(g) Sends a copy of the Invoice to the Auditor.

(h)   Sends a copy of the Invoice to the Qual Sec who puts it in weekly report forwards to Inspection and Reports for OIC at the weekly reporting time.

This   ends the matter for the org.

Grade certs and all other certs and awards are handled on more or less the same routing where awarded in an org, but most are of course based on a thorough Examination by Examinations.

The above fast flow method for Release, recording and awarding is possible mainly because of the character of the processes which make the good indicators or the bad indicators completely unmistakable. Further, the number of Releases (Keyed out Clears of yesteryear) now being made in the Saint Hill HGC and Case Cracking Section are becoming too numerous to admit of a slower procedure of award.

                                        L. RON HUBBARD LRH:mh.rd

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 9 JULY 1965 *[Excerpt]*

Tech Div Qual Div

Gen Non Remimeo

QUAL GOOFS

The Examiner in Dept of Examinations can goof on examining pcs sent for declare release by not abiding by policy of his role in this.

The Examiner just *looks* at the pc. He does not examine the folder or put pc on a meter. That's all been done. He just looks at the pc. Pc seems bright, then he passes; pc gloomy, he sends to Review.

The point is contained in the Fast Flow System. You don't check lines until there's something wrong with them. You don't try to find things wrong as the first action.

                The Examiner must have a reality on other hats and not try to wear them all.

An Examiner can ARC Break a new release or rehabilitated release all to pieces before the person is so declared, by being nosey and suspicious. The pc is enroute to Certs and Awards. The Examiner stop is just a glance for a Release of any kind. It operates like a refusal to ack if the Examiner goes nosey at this point.

LRH:ml.rd

Remimeo

TECH vs QUAL

The general rule is laid down that, except for Declaration of Grade, Certificate or Class, Tech shall attempt to handle all it can on all cases and students and only when Tech personnel consider it hopeless (or the student or pc is ready for Declare, Cert or Grade) shall the student or pc be sent to Qual.

"Review flat" is not now to be considered mandatory. The pc previously has been sent to the D of P and then to Qual to verify that a flat point has been reached. This routing is ended. If the *auditor* or Case Supervisor, either one, wants a check for the flatness of a process, only then is the pc sent to the D of P (not to Qual also). If the flatness indicates a grade has been attained the usual action is just send from auditor to examiner in Qual.

To routinely and always send a pc for a flatness of process check is actually a violation of the Fast Flow Management System. It checks things which may be all right.

Review, when it finds a rehab incomplete, should quickly route the pc back to Tech. As a general rule, only when Tech is utterly at a loss does Review take over and audit the pc.

The Case Supervisor should keep and post HGC auditor "statistics" announcing goofs and wins. The Case Supervisor must require a retrain of an HGC auditor whenever a pc winds up being audited in Review. I always send the auditor to Interne Training for retrain whenever I have to send a pc to Review.

Processing today is very simple but very exact. The data is all there. That's the only data. Don't add any. Just do what the HCOBs say. There are no exceptional cases.

HGC auditors who over-run just don't know what a free needle is. They should ask a Clear to hold the cans so they can see one.

When you check for flatness on a process gone to free needle you may overrun it. For the auditor, the D of P and the Examiner and Review to check, each one, for flatness, will goof up a flat point every time.

For the Case Supervisor to neglect ordering retraining of his auditors when he finds pcs not doing well is a grave omission.

For Tech not to carry on trying and limply turn all bits and pieces over to Qual is to train Tech into weakness.

Two rules:

In Tech, when all else fails, *then* hand it over to Review. In any difficulty,

when all else fails, do what Ron says.

L. RON HUBBARD

Gen Non-Remimeo Full Dist SH
Only Applies to SH Only

DECLARE, MULTIPLE

At Saint Hill HGC only, where rehabilitation is the main action below Grade V, the principle of multiple declare will be adopted for all grades below V whether released or rehabilitated.

This means that a pc may be run by an HGC auditor, with the supervision of the Case Supervisor and Director of Processing, up to and including Grade IV without sending the pc to Qual for declare.

When the HGC pc has attained Grade IV, the pc is then routed to the Qual Examiner who passes (or flunks the pc) for Grades 0 to IV.

Certs and Awards will print and issue a combination 0-IV Release Certificate and issue that when the pc arrives at Certs and Awards for multiple declare.

The pc may be given a slip by the auditor denoting the attainment of each lower grade or rehab of it, not as a cert but as an acknowledgement. The pc can then turn this into the Examiner when up for multiple declare.

Those pcs who are audited for just one grade at a time (such as staff pcs or student pcs) are declared for each grade in the usual fashion as they are not receiving continuous auditing.

When a multiple declare has been awarded the pc is then, if so signed up, taken through the Power Processes and is declared at Grade V.

Grade VA is also separately declared. PCS who cannot be straightened out by Tech are of course sent to

Qual as usual.

No cross checking is done on the pc by the D of P or Qual for these lower grades as they are each one attained. This is up to the auditor.

Lines remain otherwise unchanged.

In a 25 hour auditing week, an HGC SH auditor is expected to get a minimum of 8 completions.

L. RON HUBBARD

[Cancelled by HCO P/L 10 May 1970, *Urgent-Important-Single Declare,* page 98.]

EXECUTIVE DIRECTIVE

ED 805 INT (Originally issued as Flag Order 340)

11 January 1968

SPEED OF SERVICE

In the matter of courses and students SPEED of service is of vital importance.

The prosperity of a business is directly proportional to the speed of flow of its particles (despatches, cables, goods, messengers, students, customers, agents, etc).

To prosper, service must be as close to instant as possible.

Anything which stops or delays the flows of a business or delays or puts a customer or product on WAIT is an enemy of that business.

Good management carefully isolates all stops on its flow lines and eradicates them to increase speed of flows.

Speed of service is of comparable magnitude to quality of service and where exaggerated ideas of quality exist they must become secondary to speed.

Only then can a business prosper.
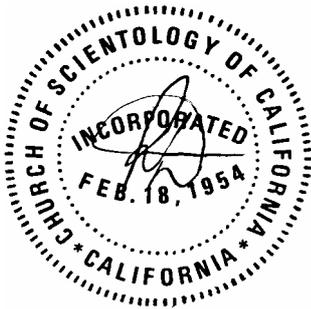
L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

Remimeo

HCO POLICY LETTER OF 7 FEBRUARY 1968

ETHICS **FAST FLOW AND ETHICS**

It is an actual fact by actual test that

SOFT ETHICS IN COMBINATION WITH FAST FLOW GRADE AND CLASS ATTESTATION WILL COLLAPSE AN ORG.

If false attestations are not met with savage ethics actions an area becomes filled up with people who have the overt of false attestation and whose natter kills sign ups.

It is sometimes easier for a pc to falsely attest than to face his own bank. To escape, he falsely attests. If ethics action for such false attestation is soft, it encourages him to falsely attest as there is no real penalty. Where ethics action is savage, it is easier for him to face his bank and so he actually makes it.

Only about 4 or 5% will falsely attest in the face of heavy ethics. This is no reason to hold up 95 or 96 people every hundred. Savage ethics such as a Condition of Liability *enforced* prevents the number from getting any larger than 4 or 5%.

So don't go soft on ethics penalty for false attestations.

L. RON HUBBARD *Founder*

LRH:adv.jp.cden.rd

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HUBBARD COMMUNICATIONS OFFICE Saint Hill
Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 FEBRUARY 1968

Gen Non-Remimeo SHSBC Students
SH Tech & Qual Staff SH Foundation

FAST FLOW FOR SHSBC STUDENTS' PRECLEARS

Amends HCO Pol. Letter 30 Dec. 1966

1. The supreme policy being: RAPIDITY OF PARTICLE FLOW ALONE DETERMINES POWER, it is imperative that the preclear, once the completion is reached, immediately continues the routing on lines and finishes the cycle he is on.

2. Therefore, any stops put forward by the insistence that a SHSBC Student's preclear should wait until the evening or even the week-end for the Declaration of his grade or grades on foundation lines, instead of day lines is a violation of the Fast Flow System and constitutes use of policy to stop a flow.

3. Therefore in future preclears are to be put on lines for declaration of a grade or grades without any delay on lines whatsoever.

Blanka Amachis	Public Exec Sec SH
Edie Howarth	Qual Sec SH
Ron Nash	HCO Area Sec SH
Monica Quirino	HCO Exec Sec SH
Herbie Parkhouse	Org Exec Sec SH
Ken Urquhart	LRH Comm SH
Anne Tampion	D/HCO Exec Sec
Allen Ferguson	Org Exec Sec WW
Tony Dunleavy	Public Exec Sec WW
Ken Delderfield	LRH Comm WW
Joan McNocher	Dep Guardian WW
Mary Sue Hubbard	The Guardian WW

for

L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 11 MARCH 1968 Remimeo

FALSE ATTESTATION

For persons who have been found guilty at any time of a FALSE ATTESTATION - thereafter an attestation will never be accepted by anyone. There will only be an examination.

L. RON HUBBARD LRH:jc.kd

HCO POLICY LETTER OF 14 MARCH 1968 (Re-issued 8 May
1968)

Remimeo

POLICIES GOVERNING THE QUALIFICATIONS DIVISION

FAST FLOW QUAL SEC - ORDERS

1. Get the Org Board changed immediately to read:

   Dept 13C&A Dept 14 Review Dept
   15 Exams

   Just change the depts, not the awareness levels.

2. If not available in the office, get within two (2) hours:

   a. for Exams:

      (1) one card file—metal preferably

      (2) 1000 cards for it-3" x 5" approx.

   b. for C & A:

      (1) 1 legal size file cabinet

      (2) 500 legal size folders

      (3) 1 ledger or log book

   c. forQual:

      (1) get a stencil made immediately of each of the attached routing forms and have 100 run off
      each.

3. You no longer have an I & I Officer-re-assign to auditing if trained or to cover or help another Qual post.

4. *Stats:*

   Dept 13C&A— awards given.

   Dept 14 Review — cash collected, and No. of completions.

   Dept 15 Exams — No. persons put back on lines.

5. Staff policy checkouts are done by attestation. Specific orders given to get star rate checkouts are done by Cramming Officer. A specific staff training schedule should be set up to train staff evenings. This to cover Staff Status check sheets and Org Exec Course. Out tech auditors get corrected in Cramming.

6. No staff training or staff review officer: troublesome staff go to Ethics. After their Ethics is in, stats up, then if they still need it they get a review at own expense. No disagreement checks. Instead get Ethics. Anyone sent for a disagreement check for natter, etc gets Ethics. If no trouble but wants a disagreement check, he gets a green form and disagreement process if necessary. No one tells Qual what to do and an Org is not a Clinic for staff members.

7. See the attached hats, forms, and outlines of Qual.

8. See that Academy gives R factor sheets to Students (will be published soon).

9. Make it go right.

   QUAL DIV AO Fast Flow is obtained by removing all unnecessary actions.

For example, a routing form has a section for accounts on it, to pay for Review. However, pc paid for an hour in advance and didn't go over the hour—cross out the

accounts section and send him to the next point. Example: a guy comes from accounts going to C & A—the form has I & I on it—this is unnecessary, cross it out. He goes straight to C & A. So you have to evaluate whether or not the step is necessary to the action at hand.

Qual never has a line up of PCs. You audit them fast. You may have to grab your C & A and send him to audit-the Qual Sec then covers his post. You may have to grab other staff. You may have to audit all night. Regardless, you keep the flow going. IF you are absolutely overwhelmed with PCs, and *all* available Auditors are auditing, send those waiting off to play in the grass, eat, see a movie, anything, but don't just keep them sitting there. May be Distribution has some mail to go out, etc. If you're sure it'll be a short wait, keep one or two nearby. Bodies sitting around are just solidifying beings. Don't let it happen. But don't misfigure and send them all out of reach so none can be gotten when you have an auditor free.

You also push preference. All PCs pay for Qual in Advance if possible at all. Deposit fifty pounds at accounts toward Reviews. Pay for an hour at least. Pay for a day's Cramming in advance.

And you don't accept this: Joe is nattery on his post and has disagreements, give him a disagreements check. Send this boy to Ethics. After he's been behaving and doing well he can have a Review if it's still necessary. Don't validate this jazz. Beat him on the head instead. And you never accept orders from anyone else—not in Qual.

Bill needs an S & D—well all you know is someone thinks he needs an S & D—you do your Green Form with a yawn and find out what's really going on.

QUAL SEC HAT

1. Purpose is to co-ordinate your three departments, remove all inspections before the fact, keep the flow up, and maintain Qual as the corrector of flat ball bearings.

2. If your Rev Dept runs out of auditors you can send your Dept heads to audit and you cover their post.

3. Your Dir Rev can call other Staff to help audit—like idle HGC auditors, etc. See FO 340 "Speed of Service".

4. Your stat is cash collected and No. of completions (i.e. Rev & Cramming).

5. You assign department conditions quickly by stats.

6. You know the functions and purposes of every hat under you.

7. Attached are the hats of your 3 depts, your new routing forms, and a write up on Qual in general.

8. Routing forms—the terminal sending tells the router where to go with it.

9. Do a folder inspection each day and get your auditors' tech corrected all the time in Cramming—you instantly assign conditions for out tech.

10. See that memberships are removed from Qual—it is not *correction-it* is a dissem function.

N.B. If Qual's stat going way up and Tech's is going down, evaluation and invalidation is likely occurring at C & A and Qual is not putting *tech* in and may well be getting up stats by having to do each Rev PC 2 or 3 times instead of handling him correctly the first time.

DEPT 13 C & A HAT Handles all

completions, gives certs, sells bracelets. Stat — awards given.

1. Keeps a log of all people who come through, recording date, what they completed, who attested that they completed.

   Los:

DATE	NAME	AWARD	ATTESTED
6 Jan 68	Joe Jones	2nd Rev	B. Bates & J.J
6 Jan 68	John Jeh	Grd 0	B. Bates & J.J
6 Jan 68	Bill B	HCOB 3 Jan 67	B.B
6 Jan 68	Mary Jeh	HRS theory	D. Domb & M.J

   Keeps **PCs** and students in same log. Clears in another log. OT grades in

   separate logs.

2. Receives a person : patter:

   a. Sends accounts invoice to Rev (if Rev PC or Cramm student).

   b. Gets attestation in duplicate.

   c. Files one copy in C & A file.

   d. Staples a copy on the form-behind it—the routing form.

e. Fills in the log book with date, NAME AS THEY WANT IT ON THEIR

   CERT and who attested. f. Issues Cert as fast as
                               possible.

      (1) Follows usual lines to get cert signed and issued—all attestations   are accepted by HCO etc-
             no further inspection.

      (2) Only issues Cert if accounts Paid on the action.

3. Sends the person on to the Dir of Success or wherever indicated on the form.

4. The PC or student signs an attestation slip that he has completed, or can apply the data or has attained the grade. All attestations must be action attestations. Never one like "I've read the data and know it". Only, "I can apply Q & A data to a **PC",** is acceptable for an attestation.

5. When the attestation is signed C & A files a copy in the person's file and staples a copy to the routing form.

6. C & A invoices that he has attested and staples a copy to the routing form. The attestation is written on the invoice by the Dir C & A (that's what 4 and 5 above are about). You don't have separate people doing this—no I & I etc—ifit takes a long time someone has added something.

   If the routing form has an actual attestation *on* it-have him sign it—in this case you note on a chit that it's been signed, pc or student's name, what it was for, and the BR number. Then file the chit in his file.

e.g.   Jones, Bill signed BR 36   25/1/68
              for HCA Cert Course

Joe Baines C&A

   Naturally if you have made up attestation forms, you would not do an invoice. You can use 2 pieces of paper and a carbon instead of invoice. One invoice goes to C&A file (5 above), and one is stapled to the *back of the routing form—no* more folders full of loose invoices—and make sure accounts *staples* invoices to forms where form says to. No paperclips.

7. C&A keeps a carbon and a piece of paper behind the log page—end of day it is sent to Exams.

8. This system obviously does away with ALL examinations—only attestations are used.

9. If the PC is not sure of the grade, GIs in, feels it's something, send him to the Examiner for a Minus Scale assessment and/or to find out if it's some other grade (HCO B 27 Sept 1965).

If it's not that, Exams sends to Review for correction. If Review finds tech goofs the auditor will then get assigned a Condition depending on the severity of the goof.

If it is a minus scale or another grade. Exams returns to C & A to so attest and then back to the **HGC.**

10. Students bring their PCs in to C & A at the end of each release for attestation.

11. File all chits right away. *Never* leave until end of day. Your filing cabinet and stack of new folders *is* to be placed at your elbow where you can just reach over and File *immediately.* Always complete cycles of action.

DEPT 14 - REVIEW - CORRECTS PEOPLE

Stat — cash collected.

1. Receives PC and does standard Green Form—picks up each thing as it reads.

2. Ethics says do an S & D—Rev does a Green Form and finds it's a missed w/h—no S & D done. NO ONE TELLS QUAL WHAT TO DO-HCO says do a sec check, Qual does a Green Form. Get the idea-NO ONE TELLS QUAL WHAT TO DO! NO ONE!! EVER! EVER!! EVER!!!

3. Review then sends him on when done.

4. If the guy has been sent to Review by Exams, is in Liability for False Attestation, Review's standard action is-Green Form, List-7, S & D type "W", "S", S & D Type "U", Rem A, Rem B-in that order. He gets them *a\\-EVERY TIME-^0* EXCEPTIONS. If he gets a FN on one S & D though, cease doing S & Ds.

Then he goes to Accounts, pays for that and goes to Cramming where he gets—all the EM Drills star rate checked out, the Comm Course drills star rated, DMSMH & The Dian Course HCOB star rated, the CC materials star rated, and anything else Cramm cares to add (this is for a CC student—you'd change the CC material for someone else and perhaps the L-7); never change the order.

The S & Ds in this case are done at regular Review rates.

To Ethics after the S & Ds to disconnect naturally (unless ended on a FN and he's not been declared PTS). See the long routing form for the section where a guy comes out of Review headed for Ethics—in this case though, C & A would do all

steps.

5. Such a person came from Exams where his folder was gone over, his out tech chitted, and where he was sent to Ethics, then Rev. Ethics has him for 5 mins and that is ALL—no long lines outside Ethics either. Before he gets to Review his Ethics Order should be coming off the presses—it must be fast—a week old Ethics order, even one a couple hours old, may be too late—he could be up scale a few conditions by then. Speed is what counts. One student here went from Liability to Clear in about 48 hours.

6. Cramming:

a. is **TOUGH,**

b. is *the only place in the ORG* where star rate check outs are done, c. if Ethics has someone confused about Conditions, he goes to Cramming (by the way. Ethics should have a stack of Conditions policies to hand people), d. staff gets Crammed at staff rates if they need it. No special sections for staff.

N.B. on S & Ds: If Qual finds he needs S & DJust use the provision in the Rev Routing Form. If ends on FN no need to see Ethics. If item found send to Ethics for disconnection. However, if Ethics sent him for S & D and Qual found he did need one and so gave one, he goes back to Ethics whether ended with FN or an item so that PTS order can be cancelled.

7. Dir Rev constantly checks Rev folders for out tech—daily—and sees that it gets corrected immediately in Cramming.

DEPT 15 EXAMS

Handles those who have goofed. Stat - No. people put

back on lines.

1. He's like a second Ethics Officer. You don't want to wind up in his hands.

2. He keeps a card file of names. The Reg sends him a list of names each day of everyone who signed up for something and what it was—the Reg does this simply by placing a carbon and a piece of paper behind the log page—end of day it's sent to Exams.

3. The daily list from C & A and from the Reg is recorded in the card file.

   E.g. of a card: Blow, Joe

   signed for: Grd 0 2 Jan '68 (done 5 Jan) Liability 3 Jan Rev(done 4
                   Jan) Grd 1 6 Jan (done 6 Jan)

   Follow this form *exactly,* anything completed goes in parenthesis.

   N.B. This PC you'll therefore note is not yet in Normal Operation and hasn't signed for Grd 2.

4. About 5 pm each day, Exams goes to Tech and goes through their files to find who hasn't sent in their auditing slips—doesn't apply to outer orgs. Each person he finds he sends a Summons to—failure to report to an examiner results in an assignment of the Condition of DOUBT.

5. When he appears the Examiner goes through his folder—out tech is chitted, the PC sent to Ethics right then, then to Accounts, then to Review-you do only ONE copy of the chit—it goes with the folder-you don't want CC and OT chits floating around and in comm baskets.

   You don't care how long Exams hangs the guy up in Review—Exams says he gets Level "0" star rated, that's it, he gets it. If he got to the Examiner, then that's it—he gets the works.

6. If business is slow, Exams starts picking up the PCs who checked the "POOR" box on their slips and sends them a Summons-doesn't apply to outer orgs.

7. Exams gleans its card file often, looking for who finished something and then didn't take the next step. Looking for who signed for, but never finished. These all get Summonses.

   Once in a blue moon Exams gets someone who is okay—Exams just lets them go—but this situation is rare.

   Supervisors send students to Exams who clean cleans on themselves, have lousy indicators, want Cramming, want a written exam to prove they know it (indicates uncertainty, so something is out). Supers watch for these things.

   As soon as a Condition formula has been applied and effected, the **PC,** student, or staff member applies for an upgrade to whomever assigned the condition. Naturally, if Review actions are incomplete, he couldn't be in Normal Operation as not all is corrected yet.

   Supers' guide is, is the student learning and becoming certain of his data, not his time on course-there no longer are any time limits for courses.

   Supers see these things. They do not inspect before the fact. They watch indicators. If a student bogs down he goes to the Examiner who probably sends to Review and Cramming (probably needs Rem A & B, perhaps an S & D, & Cramming). Super attests on check sheet that the check sheet is complete and up to date when the student gets it.

8. IfQual's stats are down, Exams isn't doing its job.

9. Exams is after the dirt. Who falsely attested? Who said he could do and then botched it up? Exams is an inspector AFTER the fact of something going wrong.

   Qual NEVER inspects before the fact of something going wrong.

Exams looks for the student who got his CC materials but who has yet to attest that he can apply them—send him a Summons—probably needs an S & D or Cramming or Rem A & B, or all of these. Exams sends to Review to determine for sure on the S & D—but this one is paid for, $100, even though done in Review.

10. Exams can issue a Summons to anyone found off the Road—like dead files. Qual'sjob is to get tech

in fast—fast correction and thorough—and complete.

11. See the C & A hat re **PCs** who come to you for minus scales, etc.

12. PCs or students all confused about conditions—send to Cramming.

13. Get co-ordinated with the ARC Break Reg so that you aren't issuing summonses to those people. However, if she gets no response, she sends you the folder and you issue a Summons.

<div align="right">Lt. Fred Payer FP:adv.jc.rd</div>

[Cancelled by HCO P/L 13 December 1968, page 93; added to by HCO P/L 28 January 1969, page 94; and also cancelled by HCO P/L 23 May 1970, page 101. See also 6 April 1970 Issue II, page 96.]

<div align="center">HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex</div>

<div align="center">Remimeo</div>

<div align="center">HCO POLICY LETTER OF 15 MAY 1968</div>

<div align="center">(Additions to HCO Policy Letter of 14 March 1968 reissued 8 May
1968, "Policies Governing the Qualifications Division")</div>

Refer Page 87, point 4, Qual Sec Hat.

As per ED 935 INT, the GDS Qual Stat is dual stat-

1. Gross Income of the Org divided by the number of persons on staff.

2. Cash collected by reason of the Division and No. of Completions.

Refer Page 88, point 9, C & A Hat.

HCO Bulletin 2nd January 1967 "Examiner's Safeguard" is to be used as well. This is in the case of pc not being sure of the grade, GIs in, feels it's something, send him to the Examiner for a Minus Scale Assessment and/or to find out if it's some other grade (HCO B 27th Sept 1965).

HCO B "Examiner's Safeguard" should be brought to the attention of students on Level 0, HRS Checksheet.

Note that S & Ds are now part of the Level *IV* HAA as per 14th Mar 68 HCO Pol Ltr.

Refer Page 89, point 6, Dept Review.

On LRH instructions the Staff Training Officer is to be reinstated immediately. Staff members required to attest on Policy should be required to demonstrate, not just attest. It is a *must* for people who have a history of false attestation. On the Internship and SHSBC checkouts as per HCO Policy Ltr 4 Oct 67 "Theory Checkout Data" using twin system and clay table demonstrations on HCO Bulletins marked star rated is to be employed.

Alla Exp————— On Exp Sec WW

Ken Dahlefield———— LRH Comm WW

Jean McNocher———— Dep/Guardian WW

Mary Sue Hubbard The Guardian WW

for

L. RON HUBBARD

Founder

LRH:js.rd

[Cancelled by HCO P/L 23 May 1970, page 101.]

EXECUTIVE DIRECTIVE FROM L. RON HUBBARD

LRH ED 29 WW 16 SH 1 EU 1 US   1 August 1968

CANCEL ATTESTATION ON UK AND US SHSBC AND REVERT TO EXAMINATION. LIKEWISE ON ALL ACADEMY STUDENTS IN UK. GET IN TRS AND EXACT GRADE PROCESS. RETRAIN ALL WHO FLUB OR GET ETHICS RECORDS PRIOR TO THIS DATE. YOUR PROGRAM: GET AUDITORS GET RESULTS GET UP STATS.   LOVE RON.

L. RON HUBBARD

Founder

01082R   [Cancelled by LRH ED 82 INT and HCO P/L 3 September 1969, page 95.]

HUBBARD COMMUNICATIONS
OFFICE Saint Hill Manor, East
Grinstead, Sussex

HCO POLICY LETTER OF 7 SEPTEMBER 1968
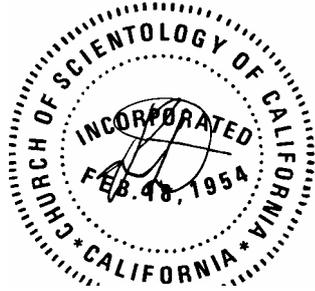
Remimeo

REVIEW COMPLETE PC

ATTESTATIONS

The following sign is to be placed up in every auditing room and every Qual in the world—

IF YOU FEEL YOUR REVIEW IS COMPLETE YOU MAY GO TO CERTS & AWARDS AND ATTEST THAT IT IS AND ATTAIN AUTHORITY TO GO BACK ON COURSE OR TO THE HGC.

It is illegal for an auditor to tell a PC to attest. It comes under the heading of evaluation.

L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 13 DECEMBER 1968

Remimeo

CANCELLATION

HCO Policy Letter of 14 March 1968, Policies Governing the Qualifications Division is hereby cancelled as it violates the purpose of the Qualifications Division which is:

TO ENSURE THE RESULTS OF SCIENTOLOGY, CORRECT THEM WHEN NECESSARY AND ATTEST TO THEM WHEN ATTAINED.

Qual is to revert to its original org board formation prior to the issuance of the above Policy Letter, in other words:

Dept 13 Exams - contains I & I Officer

Dept 14 Review — includes Staff Review Officer and Staff Training Officer

Dept 15 Certs & Awards — contains memberships.

All routing forms are to be changed as necessary.

Philip Quirino

Tech & Qual Aide

for

L. RON HUBBARD

Founder

LRH:PQ:ldm.ei.rd

[Cancelled by HCO Policy Letter of 23 May 1970 in this section.

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

Remimeo

HCO POLICY LETTER OF 17 JANUARY 1969

PC ATTESTATIONS

(Covers pcs and pre-OTs)

Although the right of a preclear to attest completion may not be denied him, it is still ultimately the Case Supervisor who says whether or not the case is complete.

This appertains QUAL D1V pcs and pre-OTs.

It was found conclusively that no matter how good and radiant and great the pc feels, and how fantastic the indicators are even at the examiner's desk, the pc will come to grief when out tech has occurred.

A large number of pcs and pre-OTs attested complete whilst the Case Supervisor detected out tech in their sessioning. As they had been audited by Class VIIIs with excellent TRs. good indicators and meter phenomena were in, and remained in, on some cases for several days even, but sooner or later the case was found in Ethics or medical or post trouble, or a combination of all of these.

So let him attest complete all he wants, *but the C/S decides.* And this is done solely on what he sees in the folder. NOTHING ELSE unless he requires additional data for which lines exist.

Tech is far too deadly in its accuracy to let any pc out of Qual whilst knowing there is out tech on the case.

This is not invalidation of pcs as releasing them from Qual with technical outness constitutes the validation of a lie.

Auditing is too precise and accepts *only* the STANDARD in application and result.

Lt. O.J. Roos

Flag C/S

for

L. RON HUBBARD

Founder

HCO POLICY LETTER OF 28 JANUARY 1969

Remimeo

Addition to HCO Policy Letter of 14 March, 1968 **POLICIES GOVERNING THE**

QUALIFICATIONS DIVISION-FAST FLOW

As attestation is now back in, Students are not *required* to be checked out by another person on star-rated materials. They do however, have to attest that they know these materials in every detail. It is safe however to get someone to work with you on it to be sure you do know it.

The following statement is to be added to the forms that are already filled out at each level:

"I also attest that I have studied all the star-rated materials for this level and I know them in every detail."

This does not apply to Class VIII materials or Power Processes.

Irene Dunleavy

CS-5

for

L. RON HUBBARD

Founder

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[Cancelled by HCO P/Ls 22 July 1969, *Fast Flow Training,* below, 23 May 1970, *Cancellation of Policies Governing the Qualifications Division—Fast Flow,* page 101, and 29 July 1972 Issue II, *Fast Flow in Training,* in the 1972 Year Book.]

HCO POLICY LETTER OF 22 JULY 1969 (Cancels HCO POLICY

LETTER OF 28 JAN 1969)

Remimeo

FAST FLOW TRAINING

Although Academy and Briefing Courses are taught on a fast flow basis with no examinations, students must apply HCO P/L 26 Aug 65, *"SCIENTOLOGY TRAINING TWIN CHECKOUTS"* on all star-rated materials of their level.

W/0 Ira Chaleff Chief Officer AO INT for L. RON HUBBARD

Founder

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[Cancelled by HCO P/L 29 July 1972 Issue II, *Fast Flow in Training,* in the 1972 Year Book.]

HCO POLICY LETTER OF 3 SEPTEMBER 1969

Remimeo   (LRH ED 82 INT - 20 January 1969

 Qual Sec Hat   Issued as a Policy Letter)

Tech Sec Hat Dept 10, 11, 12, 13, 14, 15 Hats

C/SHats   **ATTESTATION REINSTATED**

ATTESTATION OF ALL CLASSES (EXCEPT VIII) AND GRADES IS
REESTABLISHED.

ED 29WW 16SH 1EU 1US which cancelled attestation on SHSBC and any ED cancelling attestation is revoked.

HCO Pol Ltr 14 March 68 FAST FLOW and HCO Pol Ltr 29 Mar 65, Issue **II,** HCO Pol Ltrs 6 Feb 68 and 7 Feb 68 and HCO Pol Ltr 24 Feb 68 are returned to force in all courses, Academies, and SHSBC (but not Class VIII).

A programme which placed Class VIIIs in every org to safeguard tech has now been completed and Class VIIIs are graduating regularly from Advanced Orgs. This will keep tech in and effective.

A few auditing errors which came out of FAST FLOW made it necessary to safeguard tech application. This has now been done fully and completely.

FAST FLOW means the student attests his theory or practical class when he believes he has covered the materials and can do it. *There is no examination.*

The student's own attestation is accepted and he is certified. If he has made a false attestation it shows up in his auditing.

However, he will not now be ordered to retrain if he errs in his auditing. He will be fined as an Ethics matter. The fine will be proportionate to the cost of the auditing done incorrectly.

This is effective at once. HCO Pol Ltr 14 Mar 68 must be gotten in in Qual Divisions over the world.

With SO VIIIs on the job over the world tech will be safeguarded. With the Class VIII Course now being given in Advanced Orgs, any defects can be remedied.

Only about 8% of those trained made it slow for the 92%. Thus the speed of training is now fully up to the student.

It has also been found that examinations serve as invalidation and that only invalidation knocks an auditor off his stride.

1 am sorry for any inconvenience or slow this temporary suspension of Fast Flow may have brought about. The first release of the new non-examination system was a test. It was withdrawn and any holes in it patched up.

Fast Flow on training as well as auditing is now fully and permanently released. It was not suspended on grades or auditing. It is now restored to training.

Class VIII was a great break through in auditing. It pushed results to 100%. With Class VIIIs around the simplicity and directness of auditing is in full view and results will be higher than ever before.

Note: This does not alter HCO Pol Ltr 5 May 1969, Issue II, Dianetic Course Examinations.

Re-issue from   LRH ED 82 INT   Proposed by   Leif Windle,
D/Policy Safeguard Chief WW

and	Zena Herring, Policy Safeguard Chief AF	Approved by
Kevin Kember, A/Policy Safeguard Chief WW

for	Jane Kember, The Guardian WW	for

L. RON HUBBARD

Founder

Qual Sec C&A

(Replaces Grade Attestation forms of HCO P/L 14 March 1968 "Policies Governing the Qualifications Division")

SCIENTOLOGY RELEASE ATTESTATION FORM

The following is the form to be used for attestation to Scientology Grades of Release; single and triple. Use the form per HCO P/L 14 March 1968 "Policies Governing the Qualifications Division". This form should be printed and used as *one* form kept in the preclear's folder (a copy goes to CF). If the pc is not attesting to all single or triple grades, have him initial the ones that apply and sign the final statement.

ATTESTATION OF RELEASE

I, _____ , do hereby attest with my initials

and signature below, that I am satisfied that I have achieved release on the following grades. I further understand that it is a violation of the ethical codes of Scientology to falsely attest, or falsely fail to attest, to any state achieved.

SINGLE GRADES   Initial & Date

GRADE 0, COMMUNICATION: I have achieved in auditing the ability to
communicate freely to anyone on any subject.   _____

GRADE I, PROBLEMS: Through processing I have made to vanish
current problems in life, and have the ability to recognize the source of
problems and make them vanish.   _____

GRADE II, RELIEF: Through processing I have attained relief from
feelings of guilt or regret about past actions of mine, and do not feel I
must keep secret anything that has happened.   _____

GRADE III, FREEDOM: I have discovered through auditing the source of
past upsets and now understand and feel free of such upsets.

                                                                     _____

GRADE IV, ABILITY: I have discovered in auditing, and been released
from, fixed and destructive patterns of action of mine. I now feel free to
do new things.   _____

TRIPLE GRADES

STRAIGHTWIRE: I have achieved in auditing a new understanding of and
confidence about recalling things.   _____

SECONDARIES: Through auditing, I have re-experienced and been
relieved of, incidents from the past containing loss and painful emotion.

                                                                     _____

ENGRAMS: Through auditing, I have re-experienced and been relieved
of, incidents from the past containing physical pain and unconsciousness.

                                                                     _____

GRADE 0, COMMUNICATION: I have achieved in auditing the ability to communicate freely to anyone on any subject, and can accept others communicating on any subject.

_____

GRADE I, PROBLEMS: I have made to vanish current problems in life and with others through processing, and now feel confident about handling problems in my work.

_____

GRADE II, RELIEF: Through processing, I have attained relief from feelings of guilt or regret about past actions of mine, and do not feel that I must keep secret anything that has happened. I have discovered people are responsible for the condition they are in.

_____

GRADE III, FREEDOM: I have discovered through auditing the source of past upsets with myself and others, and now understand and feel free of all such upsets.

_____

GRADE IV, ABILITY: I have discovered in auditing, and been released from, fixed and destructive patterns of action of mine and others. I now feel free to do new things.

_____

Having completed the Grades of Release initialed above, I hereby state unreservedly and without influence or duress that I have achieved the gains and spiritual betterment I expected from Dianetics and Scientology pastoral counselling. As a testimony of satisfaction, I waive any future claim for refund of offerings made for such services.

_____

Preclear signature   Date

_____

Witness, C & A   Auditor's name

Craig Beeney, D/G Tech US

for

Robert H. Thomas, D/G US

for

Jane Kember, Guardian WW

for

Mary Sue Hubbard, CS-G

for

L. RON HUBBARD

Founder

Remimeo ALL TECH AND QUAL HATS

HCO POLICY LETTER OF 10 MAY 1970

URGENT IMPORTANT

SINGLE DECLARE

Multiple Declare Cancelled

(This cancels HCO PL 6 Aug 1966, Declare, Multiple, which permitted a pc to be run from Grade 0 to IV and declare them all at once.)

Policy: Only one grade of auditing may be declared or attested to at one time.

Many pcs have been found not to have attained the End Phenomena of each lower grade as per both the 1966 and 1968 Classification Charts.

Unless a pc directly attests the end phenomena to an Examiner the Grade cannot be awarded and the pc may not proceed.

The examiner is permitted to ask the end phenomena question for that grade. If the pc cannot attest he has attained it, he must be returned to session to have the process completed, additional processes of that grade run.

The Triple Grade and its havingness is run.

There are many other processes for each grade which help attain that End Phenomena.

The condition has arisen where the lower grades have become slighted in orgs and the pc is not being set up well for a stable gain.

For instance Grade III can be repeated a dozen times.

The CCHs and others listed on the "Process Taught" Training Column of the 1966 and 1968 Classifications Chart have become neglected YET ARE ALL VALID FOR THAT GRADE AND SHOULD ALL BE RUN, FOR A GRADE.

The Abilities Attained Column, Processing section of the 1966 and 1968 Classification Chart give the question that must be answered positively before the pc is let have the Grade or to have further grades.

The huge version of the Classification Chart should be republished in a huge format modified in text only as it extends upwards into OT grades.

These Classification Charts, particularly the Column under Training "Processes Taught" and under Processing "Abilities Attained" are valid. "Processes Taught" should also appear as "Processes Used" under the Processing side. Other Class VI Processes may also be used to attain these abilities.

IT IS POSSIBLE TO HAVE SEVERAL F/Ns PER GRADE.

It is Policy NOT to downgrade Scientology lower grades just for the sake of speed and Admin flows.

TRs (0 to 9) are curing some drug addicts. They belong *before* Dianetics.

Probably the main trouble orgs have had recently has come from tossing aside all Lower Grades. Thus the route to Total Freedom became impeded.

The Multiple Declare PL and any other advice from anyone permitting pcs to escape direct attestation of lower grades and Power are NOT VALID AND ARE CANCELLED.

You will note that even the Multiple Declare PL (6 Aug 66) was SH Only and was intended only for rehabilitation of already run grades so Power could be run.

DON'T DOWNGRADE LOWER GRADES.

L. RON HUBBARD

Founder

NOT HCO POLICY LETTER CORRECT COLOUR FLASH BLUE ON WHITE

EXECUTIVE DIRECTIVE FROM L. RON HUBBARD

Date 21 May 1970

LRH ED 103INT

To: All staff OES

Tech Sec Qual Sec

All Org Auditors Class VIIIs C/Ses

From: Ron Subject: **FAST FLOW GRADES CANCELLED**

Reference: HCO PL 10 May 70

A large number of HCO PLs and HCO Bs are being cancelled. The HGC has been permitted to slip into Qual.

Lower grades have become unmocked with the result that lower grade results ARE NOT BEING ATTAINED. The effect is actually throwing away Scientology.

These lower grades have MANY PROCESSES. EACH GRADE HAS   MANY PROCESSES.

If you wonder what happened to income, what happened to your field it is just this: The HGC slipped into Qual, people ceased to gain the Ability required of each lower grade, Scientology was no longer being delivered in full.

Every process of the "trained in" Column of the 1968 Classification Chart IS USED.

In particular, HCO Pol Ltr 14 March 1968 "Policies Governing the Qualifications Division. Fast Flow" is *cancelled.*

The Qual Org Board reverts to HCO PL 2 Nov 67. Dept 13 is Examinations, Dept 14 is Review, Dept 15 is Certs and Awards.

A pc completing ONE lower grade must go to the Examiner who asks him the question contained in HCO PL 6 April 1970 for each grade. This attest form itself is not valid. But the questions for the grade are taken from an old SH booklet on grades. This gives you a ready source for the Examiner's question.

All three flows of a triple grade and its havingness can be run as THE LAST ACTION OF THE GRADE. It should only be done after the pc has had any other processes listed for that grade.

C/S

The C/S operates now in Div IV the Tech Div, Dept 12. Any EDs or PLs or HCO Bs requiring otherwise are being cancelled.

HGC

The HGC holds onto its pcs, setting up a case, correcting outnesses in auditing a process. "To Review" is a misused and abused term. An HGC auditor can certainly handle a chain that wasn't finished in last session.

ONLY WHEN THE DIV IV C/S OR TECH SEC OR D OF P GIVES UP ON A CASE DOES IT GO TO REVIEW.

REVIEW

There is no C/S in Qual. A Review auditor looks over the folder and the case, finds out what hasn't been or needs handling and puts the case back together again.

The Review auditor never does major actions. These are done in the HGC. Internes can be trained in Qual but they audit in the HGC.

EXAMINER AND GRADE DECLARES

The Examiner can put the pc on a meter, can give the pc the end phenomena of the grade he is there to declare in print or ask it and ask if he has attained it.

IF THERE IS ANY DOUBT IN THE PC'S MIND OR IF THE METER IS POOR OR BAD INDICATORS ARE PRESENT the Examiner sends the pc back to the HGC!

The pc is usually accompanied to the Examiner by the Auditor and brings the pc's folder. The Examiner can look at the folder to see what was run and COMPARE it to THE 1968 CLASS CHART COLUMN "TRAINED IN". If the pc has had very little auditing on the grade (such as just a single flow of the grade process) the examiner would do well not to ask the pc anything but send the pc and auditor back to the HGC.

Procedure would be (a) Pc and his auditor go to Examiner; (b) Examiner looks at the folder to see if it is okay and enough auditing (the "Trained in" processes) done for the grade; (c) Examiner sends them back to HGC if he won't examine; or (d) puts pc on cans; (e) notes meter OK; (0 asks or shows the end question for the grade; (g) if pc says no it is back to the HGC, if pc says yes it's on to Certs and Awards.

After every session there is also an examination as per current policy and the Exam report goes in the folder as has been done.

It is the *declare* exam for a grade that has reverted to '66 exam procedure and which is given above.

THE EXAMINER REFUSES TO EXAMINE ANY TWO OR MORE GRADES AT A TIME.

POWER

EACH POWER PROCESS IN V IS SEPARATELY EXAMINED.

STUDENTS

This doesn't change students but they still must attest.

LEVELS NOT DESCRIBED

Any level not described on the '68 Classification Chart still requires that the pc or Pre OT declare it and that all folders show he made it.

CANCELLED PLs, ETC

The full list of cancellations will be issued in PL form, HCO Bs, EDs and VIII materials are all being corrected. This will be issued shortly.

It is a considerable emergency that this Ed be gotten into effect at once!

SO Missions and other data sources show that when we ceased to require all grade processes be run and ceased to examine each grade for ability attained we threw away 90% of Scientology.

I have been looking for a long time to find why Class IV orgs found so little to sell, so little to audit and why they were doing so badly.

This is it.

Sen orgs are service organisations. When they cease to give full service and full gains they have trouble.

Therefore this Ed is being sent to you swiftly.

Follow what I've given you. **Pry** Tech and Qual Divs apart with a crowbar. Begin to produce in your Production Division.

PURPOSE OF QUAL

HCO PL 9 Jul 65 "There's no reason to start running intensives in Qual". HCO PL 31 Jul 65 "Review must take over any non-optimum product". HCO PL 20 Nov 65 No. 77 "Quickly repairs any flat ball bearing". HCO PL 1 Feb 66 Dir Rev ". . . .repair of goofs. . . ." In short we're back to original policy. The basic structure got varied and the subject got lost. That's the motto of this Ed. Good luck and high stats.
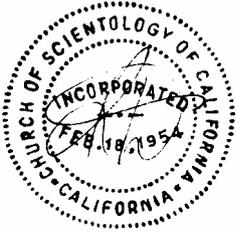
L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 23 MAY 1970

Remimeo

CANCELLATION OF POLICIES GOVERNING THE QUALIFICATIONS DIVISION - FAST FLOW

With reference to LRH ED 103 INT, 21 May, '70: FAST FLOW GRADES CANCELLED, the following HCO PLs are cancelled:

4 May 65   Release Award 14 Mar 68   Policies Governing the Qualifications Division—Fast

Flow

14 Mar 68   Re-issued 8 May 68 Policies Governing the Qualifications Division —Fast Flow

15 May 68   Additions to HCO PL 14 Mar 68

13 Dec 68   Cancellation

28 Jan 69   Additions to HCO PL 14 Mar 68

James Fuller

D/CS-5

for

L. RON HUBBARD

Founder

Remimeo All Qual Hats All Tech
Hats Org Exec Course

THE LINES OF THE QUALIFICATIONS DIVISION THE
INTERVIEW INVOICE SECTION

This Section is handled by the Qualifications Interview-Invoice In-Charge.

All bodies coming into the Qualifications Division are routed through this section, and in some cases bodies leaving the Qualifications Division are routed through this section.

A body cannot arrive at any point in the Qualifications Division without first having been routed and invoiced to that point by the Qualifications Interview-Invoice In-Charge.

The Qualifications Interview-Invoice In-Charge interviews the student, preclear, or staff member in order to decide what routing is necessary. The interview is extremely short and direct to the purpose of getting only sufficient information in order to make a decision concerning the proper routing.

Once the proper routing is ascertained the student, preclear, or staff member is invoiced into the Qualifications Division by writing an invoice stating the date, time, and the Department and Section to be routed to, and getting the person to sign the invoice.

Routing A. *STUDENT ROUTINGS*

    1. *A student applicant for certification*

A student applicant for certification is routed to the Certification Examiner in the student Examinations Section of the Department of Examinations.

In order to be so routed the student must present to the Qualifications Interview-Invoice In-Charge his completed check-sheets showing that all theory checkouts have been completed for the Level for which certification is being requested.

    2. A student who failed certification

A student who did not pass his certification E-Meter check is routed back to the Qualifications Interview-Invoice In-Charge by the Certification Examiner *and is then routed by the Qualifications Interview-Invoice In-Charge by invoice* and routing form to the Case Section of the Department of Review where a case review is given the student. When the review has been completed, the student is routed back to the Qualifications Interview-Invoice In-Charge.

At this point, the Qualifications Interview-Invoice In-Charge routes the student to the Area Cashier Section of the Department of Income to pay for the auditing done and to report back to present the proper invoices of the Income Section and be invoiced out of the Qualifications Division. The final action is to route the student to the Ethics Section of the Department of Inspections and Reports.

    3. *A student applicant for classification*

A student applicant for classification is routed by invoice and routing form to the Classification Examiner in the student Examinations Section of the Department of Examinations.

In order to be so routed the student must present completed practical checksheets and the auditing folder or folders of preclears he or she has audited for the Level at which classification is requested.

    4. A student who failed classification

A student who failed the classification examination is routed back to the Qualifications Interview-Invoice In-Charge by the Classification Examiner and is then *routed by the Qualifications Interview-Invoice In-Charge by invoice* and routing form

either to the Case Section of the Department of Review or to the Cramming Section of the Department of Review depending on whether the student is in need of a review or not.

If the student is in need of review, the Qualifications Interview-Invoice In-Charge *routes by invoice* and routing form for an assist in the Case Section of the Department of Review. When the assist has been completed, the student is routed by the Case Officer back to the Qualifications Interview-Invoice In-Charge, who routes the student to the Area Cashier Section of the Department of Income to pay for the auditing done and to then report back to the Qualifications Interview-Invoice In-Charge to present the proper invoices of the Income Section in order to be invoiced out of the Department of Review Case Section and *invoiced and routed to the Cramming Section.*

If the student does not need review, *the student is invoiced into and routed to the Department of Review, Cramming Section.* The student remains in the Cramming Section until such time as he can pass the classification examination. Although he may present himself several times for re-examination and is routed by the Qualifications Interview-Invoice In-Charge to the Classification Examiner, the student is only out of the Cramming Section when the classification examination is passed. *In such cases the student is invoiced into the student Examinations Section,* but not invoiced out of the Cramming Section of the Department of Review.

When the student passes his classification examination at last, he is routed to the Qualifications Interview-Invoice Section from which he is routed to the Area Cashier Section of the Department of Income to pay for the number of days spent in the Cramming Section and to then report back to the Qualifications Interview-Invoice In-Charge in order to present the proper invoices of the Income Section and to be invoiced out of the Qualifications Division.

5. *A student with difficulties*

Any student with difficulties routed by the Technical Division to the Qualifications Division, such as a slow student (getting an insufficient number of passes per week), an assist or an ARC break, is *routed by the Qualifications Interview-Invoice In-Charge by invoice* and routing form to the Department of Review, Case Section.

After the case review has been completed the student is routed back to the Qualifications Interview-Invoice In-Charge with the folder containing the reports of the auditing. The folder is investigated to see if it is necessary to send the student to Ethics. In any case the student is routed to the Area Cashier Section of the Department of Income to pay for the review. After paying for the review, the student is routed back by the Area Cashier Section to be invoiced out of the Qualifications Division by the Qualifications Interview-Invoice In-Charge upon the presentation of the proper invoices from the Area Cashier Section of the Department of Income.

Now if any ethics action is necessary, the Qualifications Interview-Invoice In-Charge routes the student to the Ethics Section of the Department of Inspections and Reports.

6. *A student applicant for gradation*

A student applicant for gradation is routed by invoice and routing form to the student Examinations Section in the Department of Examinations.

B. *HGC PRECLEAR ROUTINGS*

1. *An HGC preclear for review*

An HGC preclear for review is either routed to the Qualifications Interview-Invoice Section by the auditor or is routed there by the Case Supervisor via the HGC Administrator. There are certain symbols used by the Case Supervisor to indicate what action is necessary in the Case Section of the Department of Review. *REV?, REV FL7,* and *ETH?* are all invoiced and routed by routing form to the Case Section of the Department of Review, along with the preclear's folder.

When the review auditing is completed the preclear is routed back to the Qualifications Interview-Invoice In-Charge to be routed to the Area Cashier Section of the Department of Income to handle the billing for the review auditing. The Area Cashier Section of the Department of Income routes the preclear back with

the proper invoices to be invoiced out of the Qualifications Division by the Qualifications Interview-Invoice In-Charge and the HGC Administrator immediately notified that the review action on the preclear has been completed.

2. *An HGC preclear for Release Declaration*

An HGC preclear routed to the Qualifications Interview Invoice In-Charge for Release Declaration is invoiced to and routed by routing form to HGC PC Examiner in the Examinations Section of the Department of Examinations.

If the HGC PC Examiner sees that the preclear is not all right or the folder is a mess, the preclear is routed back to the Qualifications Interview-Invoice In-Charge for invoicing and routing to the Case Section in the Department of Review. When the review is completed, the preclear is routed back to the Qualifications Interview-Invoice Section, thence to the Area Cashier Section in the Department of Income, back to the Qualifications Interview-Invoice In-Charge with the proper invoices to be invoiced out of the Qualifications Division either back to the HGC for further auditing or out through the Department of Certificates and Awards if released in Review.

If the preclear was all right, he would be routed by invoice to the Department of Certificates and Awards for Grade Certificate or Declaration of Release.

The symbol used for the grade or Release declaration routing by the Case Supervisor via the HGC Administrator is *DECLARE?*

C. *STAFF MEMBER ROUTINGS*

A staff member, if not an HGC preclear, is routed as follows:

1. *A staff member for Staff Status examination*

A staff member for a Staff Status examination is routed to the Staff Training Unit in the staff section of the Department of Examinations via invoice and routing form.

2. A staff member for policy or bulletin checkout is routed via invoice to the Staff Training Unit in the staff section of the Department of Review.

Routings Out of the Qualifications Division

Staff, students, and preclears are routed out of the Qualifications Division via the Department of Certificates and Awards for the following:

1. Students passed for certification

2. Students passed for classification

3. Preclears passed for Declaration of Release

4. Staff members passed for Staff Status Ratings

5. Student preclears passed for Declaration of Release.

All students and preclears are routed out of the Qualifications Division via the Department of Examinations, Qualifications Interview-Invoice Section for the following:

1. Students failed for certification after having been handled by review auditing in the Case Section of the Department of Review.

2. Students failed for classification after having been in cases of upset, handled by the Case Section for review and in all cases having been handled in the Cramming Section by passing the classification Examination.

3. Students with difficulties after having been handled by review in the Case Section.

4. HGC preclears sent to the Case Section of the Department of Review after having had their cases reviewed.

5. Student preclears sent to the Case Section of the Department of Review after having had their cases reviewed.

In all of the five categories routed out of the Qualifications Division through the Qualifications

Interview-Invoice In-Charge with the exception of students who failed gradation, routing is done in this fashion to insure that the student or preclear is routed in all cases to the Area Cashier Section of the Department of Income to pay for the services delivered by the Qualifications Division and then to route further, if need be, to the Ethics Section of the Department of Inspections and Reports.

Staff members who fail Staff Status examinations or who pass or fail bulletin or policy letter checkouts merely return to their posts or are routed to the Staff Review Officer, depending upon their study record.

Page System

Students and preclears are routed to the Qualifications Division by Pages in the Department of Technical Services. This is done as no student or preclear is permitted to carry or bring folders or files of their own. The Qualifications Division may have a Page of its own for routings out of the Division or for internal routing.

The preclear folders as brought by the Page are put on the desk of the Qualifications Interview-Invoice In-Charge. Each folder newly brought in is placed on the bottom of the stack of folders on the desk.

The Qualifications Interview-Invoice In-Charge merely makes sure that for every preclear brought in to be interviewed and invoiced has a folder brought over by a Page, and that the folder is placed on the bottom of the stack of preclears to be sent to the Case Section of the Department of Review.

Keeping The Lines Flowing

The Qualifications Interview-Invoice In-Charge is to keep the lines moving. By this is meant that the people should be routed as fast as possible to the correct destination. If there is any delay in service due to the personnel on that post to which the person is to be routed, the student, preclear, or staff member should be advised that there will be a delay and asked to wait or make themselves available for service. The whole idea is to handle the traffic that is there to be handled and to route these people to the proper service as fast as possible. If there does seem to be more delay than necessary, the Qualifications Interview-Invoice In-Charge should advise the Qualifications Secretary so that steps can be taken to put on personnel in order to keep the people moving on the lines and the service performed.

Invoicing

A. WRITING AN INVOICE

In invoicing the student, preclear, or staff member into the Qualifications Division, the following information is clearly written on the invoice:

1. *The person's name*

2. *The date and time of day*

3. *The Department and Section or Unit to which the person is routed.*

There is no need to write the purpose of what is required to be done as the department, section or unit clearly defines what the purpose is.

B. ROUTING OF INVOICE COPIES

There are three copies and one original of any invoice written. These are routed as

follows:

1. *The original and two copies are given to the individual to present to the Officer of the section or unit to which the person is routed.*

2. *The last invoice remains in the machine.*

The Officer in charge of the section or unit to which the individual has been routed will return the yellow invoice to the Qualifications Interview-Invoice In-Charge stamped with the action undertaken. The student is given the original to present to the Department of Technical Services for his or her file and the pink copy is retained by the Officer in charge of the section or unit to assist with the making of the weekly report required and then are routed by him to the Qualifications files for the Department and section or unit.

The Qualifications Interview-Invoice In-Charge with the returned yellows and the machine green invoices can then see what people have been handled and who have not been handled so as to keep the people moving through the Qualifications Division and thereby receiving the service necessary. It may at times be necessary for the Qualifications Interview-Invoice In-Charge to have a Page called in order to find or locate or bring over a person who did not appear for the service requested.

Mary Sue Hubbard

The Guardian WW

for

L. RON HUBBARD

Founder

Remimeo
Qual I & I
All Qual Hats
All Tech
Hats QEOs

Qual Lines Series I

THE LINES OF THE CORRECTION DIVISION

QUAL INTERVIEW AND INVOICE LINES AND ROUTINGS

(Amends HCO PL 20 Nov 67 "The Lines of the Qualifications Division. The
Interview Invoice Section.")

All public bodies routed in and out of the Correction Division are routed through the Qualifications Interview and Invoice Section.

The Qual Interview and Invoice Officer interviews each person very briefly in order to decide what routing is necessary. The interview is extremely short and direct.

Once the proper routing is ascertained, the public person is logged in, stating name, date, time and where being routed to, then routed to the proper destination.

The Qual I and I handles bodies by logging them in, routing them to their correct terminal, then INVOICING OUT WHERE A PAID SERVICE IS INVOLVED AND COLLECTING THE MONEY FOR THAT SERVICE, or Logging out if no paid service is involved.

Qual I and I has a log book in which all designated persons, coming in and going out, are logged in and out, where no invoice is required.

Qual I and I has an invoice machine and a lockable cash box for collecting money. (Qual I and I collects invoice packs from the Dir Income and delivers used invoice packs to the Dir Income, collecting a new pack at the same time.)

KEEPING THE LINES FLOWING

The Qualifications Interview and Invoice Officer must keep the lines *moving*. By this is meant that the people should be routed as fast as possible to the correct destinations. If there is any delay in service, due to the personnel on that post not being available, the person should be advised that there will be a delay and asked to make themselves available for service.

The whole idea is to handle the traffic that is there to be handled and to route these people to the proper service as fast as possible. If there does seem to be more delay than necessary, Qual I and I must advise the QEO, or in his absence, the Qual Sec, so that steps can be taken to put on personnel in order to keep the people moving on the lines and the service delivered.

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Qual Aide

for

L. RON HUBBARD
Founder

HCO POLICY LETTER OF 14 DECEMBER 1971

Remimeo   Issue II Qual I & I All Qual Hats All
Tech Hats

QEOs   *Qual Lines Series 2*

QUAL STUDENT LINES

There are several different lines for handling students efficiently in Qual. they are as follows:

The following student routings are simply LOGGED IN AND LOGGED OUT:

1. Students going to Student Examiner for Certification or Classification Exam *who pass the Exam.*

2. Students coming back to Qual for re-exam (after they have flunked, been to Cramming, and returned to Course to review their materials), and who then *pass their re-exam.*

3. Students sent for Exams requiring *Attestation only* are logged in and routed to the Student Examiner, who does his usual check to see that the checksheet has been completed, then meter checks for "falsified" or "Missed" and routes to C&A.

    IN ALL CASES ABOVE, QUAL I AND I LOGS THE STUDENT IN, ROUTES TO STUDENT EXAMINER, WHO ROUTES THE STUDENT BACK TO QUAL I AND I TO BE LOGGED OUT AND ROUTED VIA C&A OUT TO SUCCESS.

4. Students being routed from Student Examiner or Cramming Officer *to Ethics.*

    The student has not yet completed his Cramming cycle, and will return on his routing form to complete, via Qual I and I.

5. Students wanting to see the Chaplain. These are simply logged in, routed to the Chaplain and logged out.

6. Students wanting to use the Org Library. These are logged in, routed to Org Librarian, logged out and routed back to Course on their routing form.

    The following student routings are LOGGED IN AND INVOICED OUT AND MONEY COLLECTED OR DEBITED:

1. Student going to Examiner for Certification or Classification exam, *who has flunked the exam.*

    The student is logged in by Qual I & I and routed to Student Examiner. When a student flunks, the Student Examiner routes the student direct to Cramming. When the Cramming is complete, the Cramming Off writes up a chit for Qual I and I, stating how long the student has been in Cramming. Qual I and I charges by the day.

    Qual I and I collects the money, or debits, and routes the student back to course to review his materials. The student will return very shortly after to take his re-exam. Cramming finds out what a person has missed. Cramming does not teach courses.

2. Students sent to Dept 13 for *Word Clearing* Method 2 or Word Clearing Correction List actions:

    Qual I and I logs in and routes to Qual Clearing Page for assignment to word clearing. When the word clearing is complete, Qual Clearing Page writes up a chit on how many hours and minutes the student has had and routes to Qual I and I. Qual I and I invoices out, collects the money and routes the student back to course.

3. Students whose *study points are in Emergency* or below being sent to Cramming.

These students are logged in, routed to Cramming, and invoiced out per chit from Cramming Off, cash collected and routed back to Course on their routing form.

4. Students being routed from Course to *see the Medical Officer.*

The student comes in on a routing form via the Ethics Officer. The only exception to this is sudden injury requiring emergency medical treatment. In this case, the person is logged out and routed to Ethics Officer after the first aid has been administered.

The Medical Officer writes up a chit stating any costs payable by the person for Qual I and I. These costs involve cost for any first aid given, plus costs for any medications or vitamins issued as part of first aid.

Where no cost is involved, Qual I and I logs the student out and routes back to Course.

5. Students wanting to purchase or renew Memberships. These are logged in, invoiced for the Membership, the money collected and routed to C & A to collect their Membership Card.

6. Students being routed to Qual *by the Registrar,* as a flubbed product.

These students are logged in and routed to **Dir** Correction for interview and handling.

Dir Correction may route within Qual to Cramming, MO, ARC Break Auditor, Word Clearing, Chaplain or to Ethics. He may call for the student's pc folder and arrange an Intensive in the HGC.

Dir Correction writes up immediate Cramming Orders on all personnel involved, including Student Examiner, C & A and Success, and a Commendable chit on the Registrar for picking up this flubbed product.

Dir Correction handles internally in Qual or routes out, with instructions, via Qual I and I.

If routed to any internal Qual service, the staff member involved writes up a chit advising the time spent on the service and Qual I and I invoices accordingly.

The following Student routing is INVOICED IN and LOGGED OUT:

1. Students being routed to Dept 13 for *Word Clearing Method One.*

Students for Method One must PAY IN ADVANCE for this service. So a fully paid up invoice must either be presented to Qual I and I or Qual I and I must invoice and collect for this service before routing to Qual Clearing Page for assignment to word clearing.

When the student has completed his Word Clearing Method One, he is routed out on his routing form via Qual I and I, who logs the student out and routes to C & A and Success.

No credit is extended for Word Clearing Method One.

Note: When the volume of public demand for Word Clearing Method One increases to the point that it is jamming staff word clearing, it is to be moved over to the HGC, but the C/Sing is retained by the Qual Word Clearing C/S.

Qual Aide

for

L. RON HUBBARD

Founder

Remimeo   Issue III Qual I and I All Qual Hats

All Tech Hats   *Qual Lines Series 3*

QEOs

QUAL PRECLEAR LINES

Although Qual does not handle Review auditing actions, there is quite a traffic in Preclears and the lines for handling and routing them are as follows:

The following preclears are LOGGED IN AND INVOICED OUT:

1. Preclears being routed for *a. free ARC Break session* by the ARC Break Reg.

    The preclear is logged in by Qual I and I and routed to the ARC Break Auditor. After the session, the ARC Break Auditor writes up a chit stating how long the session was and sends with person on routing form to Qual I and I. Qual I and I invoices the person out No Charge after the pc has been to the PC Examiner and the routing form signed by the ARC Break Auditor, and routes back to the Registrar for sign-up for a major service.

    If a person ever volunteers that he wants to pay for the session, accept the money. Never ask for money from a person who has had an ARC Break session. It would be a commendable for a person to volunteer that he or she wished to pay for the session. Qual I and I should then write up a commendable chit to the ARC Break auditor concerned, for a well handled situation.

2. Preclears wanting to buy or *renew Memberships.*

    These are logged in, invoiced for the Membership, the money collected and routed to C & A for their Membership Card.

3. *Very occasionally,* the ARC Break Auditor could be used to handle an *urgent Assist* for physical injury.

    The person is quickly logged in by Qual I and I and routed direct to the ARC Break Auditor for handling. After the session, the ARC Break Auditor writes up a chit stating how long the session was and sends to Qual I and I with the person. Qual I and I invoices, collects the money and routes the person to the Ethics Officer for interview.

    In some cases, the person may require fast medical attention prior to the Assist. In this instance, the person is logged in, routed to the MO, who handles the first aid needed and routes direct to the ARC Break Auditor for handling. He attaches his chit for any costs involved to the routing form for Qual I and I to include on the invoice when the person has had the Assist.

The following preclears are LOGGED IN and MAY BE LOGGED OUT OR INVOICED OUT, according to Dir Correction or Qual Sec Instructions:

\. Preclears routed to Qual who have *flunked the Key Questions check at Success.*

    They are logged in by Qual I & I and routed to the Dir Correction for interview. If the Dir Correction is not immediately available, route to the Qual Sec.

    Dir Correction interviews the preclear and finds out what he can. He may at this point route the preclear for a free ARC Break Session. If this is done, it is handled by Qual I and I as per (1) above.

    Dir Correction calls for the folder from Tech Services and may decide to send the pc back to the HGC for case repair. In this case, he writes up a chit to Qual I and I to route the preclear back to the D of P.

    Dir Correction also writes up the Cramming orders for the C/S, Auditor, PL Examiner, C & A.

2. Preclears being routed to Qual from the *Registrar.*

   The pc is logged in and routed to the Dir Correction, who interviews the pc. The pc may be routed for a free ARC Break session, and is handled by Qual I and I as per (1). Or the pc may be routed back to the HGC or Ethics for further handling. The pc is then logged out per Dir Correction handling orders.

   Dir Correction calls for the pc folder and writes up the necessary Cramming orders on the C/S, Auditor, Pc Examiner, C & A and Success Off.

   The following preclears are INVOICED IN and LOGGED OUT:

1. Preclears being routed for *Word Clearing Method One.*

   These pay in advance and no credit is extended. Qual I and I must inspect a fully paid invoice or invoice and collect for the service before routing to Qual Clearing Page for the service. They are simply logged out on completion of the service.

   The following preclears are LOGGED IN and LOGGED OUT:

1. Preclears wanting to see the *Chaplain.*

   Qual I and I logs in and routes to Chaplain and logs out after the person has seen the Chaplain.

   The Chaplain reports any matters requiring handling to the correct terminal. Ethics matters are reported to Ethics Officer and any correction actions needed to the Dir Correction in writing.

   The following preclears are ONLY LOGGED OUT:

1. *PCS for Declare ?*

   The folder is brought to the Pc Examiner in advance of the pc by a Folder Page. The Routing Form is placed on top of the folder.

   Pc Examiner checks to see that the Grade or Rundown has been correctly audited to EP, then requests a Tech Page to send the pc to the Pc Examiner.

   The Pc Examiner does the completion check and routes the preclear to Qual I and I, who logs the preclear out and routes to C & A and Success.

   If the Pc Examiner finds that the Grade or Rundown has not been correctly run, he must write up an Out Tech chit and route the folder to Dir Correction for handling. Dir Correction reviews the folder and writes up any instructions, plus Cramming orders for the C/S and Auditor, then returns the folder to Tech Services.

The following preclears are NEITHER LOGGED IN NOR OUT:

1. Preclears who come to see the Pc Examiner for their routine *end of session Pc Examiner check.*

   These preclears are technically still in the HGC and so are neither logged in nor out. The Pc Examiner check at this point is a Qual check on day by day service to report on session quality.

   The Pc Examiner sends a chit to the Cramming Officer daily reporting all Red Tag Pc Exam Forms to ensure that Cramming is done on each and every flubbed session. This gives the Cramming Officer a check to see that the C/S is ordering all flubbing auditors to Cramming. In cases where this is not done, the Cramming Off calls the Auditor and the C/S in for Cramming cycles.

2. Preclears who *do not wish to attest to* a Grade or Rundown at Pc Examiner.

   In this case, the Pc Examiner routes the folder to Dir Correction, who writes up the Cramming orders on the Auditor and C/S. The pc returns to the HGC.

Qual Aide

for

L. RON HUBBARD

Founder

Remimeo

Qual I & I   ^{Issue IV}

All Qual Hats

AllTech Hats   *Qual Lines Series 4*

QEOs

TEOs

All staff

QUAL STAFF SERVICE LINES

The Correction Division provides a high degree of service to all staff in an Organization.

The lines for staff in and out of Qual are as follows:

1. Staff members who are *students or preclears in Div IV.*

    They are handled as per student and preclear routings in Qual Lines Series Nos. 2 and 3.

    Contracted staff are charged 50% for Cramming. The Cramming charge is immediately collectible.

    Word Clearing Method One is invoiced at No Charge to contracted staff by Qual I and I.

    Uncontracted staff pay full price for Cramming and *all* Qual services, and all moneys are immediately collectible.

2. Staff members who want *first aid or medical service.*

    They are routed to Qual I and I on a routing form via the Ethics Officer, logged in and routed to the MO.

    Medical Officer advises of any costs involved and Qual I and I invoices out for the costs and collects or debits the person.

3. Staff members who are routing in from the *Staff Hatting College for a Staff Status exam or other staff exam, who pass the exam.*

    These are logged in by Qual I and I and logged out.

4. Staff members who route in for a Staff Status or other staff exam, *who flunk the exam.*

    These are logged in by Qual I and I and invoiced out on a No Charge invoice. Cramming writes the usual chit containing the time in hours and minutes in Cramming. This is written on the No Charge invoice.

    If at any time a person should break his contract, the moneys for the No Charge staff training in Cramming become payable and are added to the Freeloader bill.

5. Staff members who route in to *Cramming, as ordered by their senior, senior Org Execs or anyone in Qual.*

    These are simply logged in and invoiced out No Charge, as per 4 above.

6. *Staff members who do not require to log in or out:*

    Staff going to see STO, Personnel Programmer, Chaplain, Staff Librarian, Staff Information Officer.

    These do not require to be logged in or out, as they are regular org service lines and maintain their own logging systems.

7. Staff members for *Word Clearing Method 2 or Post Purpose Clearing in Dept 13.*

    These are logged in and routed to Qual Clearing Page, who schedules for service. Qual Clearing Page writes up a chit on how many hours and minutes of Word Clearing and Post Purpose Clearing were delivered and Qual I and I invoices the staff member at No Charge, and writing the cost on the invoice, as per 4 above.

Qual Aide

for

L. RON HUBBARD

Founder

Remimeo Qual I and I All Qual
Hats All Tech Hats QEOs
TEOs

Qual Lines Series 5

QUAL TECHNICAL LINES

There are several purely technical lines between the Technical and Correction Divisions which need to be stated, as follows:

1. STAFF PC FOLDER LINE FROM THE HGC TO STAFF C/S

Folders travel direct from Tech Services to the Staff C/S. Tech Pages collect and deliver the folders.

2. SENIOR C/S FOLDER LINE FROM THE HGC

Senior C/S in Qual, directly under the Qual Sec (Qual Sec wears this hat if there is no single hatted Senior C/S in the org), gets *all* Red Tag folders for the day, plus any other folders the Tech C/S is having trouble with and wants assistance on, or any other folder that the Senior C/S wants to see.

Tech C/S sees the Red Tag folders first, then has his Folder Page deliver these to the Senior C/S.

Senior C/S also gets a daily list of Red Tag folders from the PC Examiner as a double check on the folders sent from the HGC.

Senior C/S writes up any Cramming orders not covered or issued by the Div IV C/S and crams the Div IV C/S where needed.

3. INTERNE AND HGC AUDITOR ROUTINGS:

Internes and HGC Auditors have direct lines into the Tech Division and do not pass through Qual I and I in the course of their daily training or cramming cycles.

Qual Aide

for

L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 DECEMBER 1971

Remimeo   Issue VI Qual I & I

All Qual Hats   **Qual Lines Series 6**

QEOs

QUAL INTERVIEW AND INVOICE OFFICER LINES - ADMINISTRATION

There are certain admin actions which need to be done in order to keep the lines in in Qual.

Qual I and I should put up a notice in her area listing the paid services of Qual and their prices.

INVOICING

A. *Writing an Invoice*

In invoicing, the following must be written on the invoice:

A. The person's name (in capitals).

B. The date and time of day.

C. The service taken.

D. The amount of time of the service.

E. The cost of the service.

F. Debit or Credit, as applicable.

G. Get the person to sign the invoice on the machine.

B. *Routing of Invoice Copies*

There are five copies of invoices currently in use. They are routed as follows:

A. The top copy goes to the person. B. The second copy is retained by Qual I and I for stat and records purposes.

C. The third and fourth copies, plus the money collected for the day, are hand delivered to the Dir Income or FBO at the end of each day.

D. The fifth copy is left in the machine until 2 pm each Thursday, when the week's unbroken copies are torn off and hand routed to the Dir Income.

The new statistic for the Qual I and I is: Total amount of money collected for the week by reason of Qual Services or Memberships.

Qual I and I also collects all invoices for Membership moneys collected by Dept 6, 7 or Public Division personnel for inclusion in the statistic.

It is true that credit is granted for Qual services (except Word Clearing Method 1) but every effort should be made to COLLECT for these services, as it is found that refusal to pay is a direct indicator that the person has not been handled.

If the person comes back and pays for the service within one week of the service, it is countable in the Qual I and I statistic. Credit collections of Qual moneys are not countable on the Qual statistic, if more than one week old.

If the Dir Correction pulls the person in fast and sees that he is fully handled and the person now pays in full or part for Qual services, this money is countable in the statistic. So Qual I and I has a vested interest by reason of statistic and being a Qual staff member, in seeing that all persons are fully handled and do attain

full results.

Qual I and I must report in writing to Dir Correction any person who does not pay for their service.

It will be very easy for Qual I and I to get his statistic up. All he has to do is get Qual services paid for and collect lots and lots of Membership moneys.

Qual Aide

for

L. RON HUBBARD

Founder

PURPOSE

HCO BOARD OF REVIEW

*[From HCO Policy Letter of 27 November 1959, Key to the
Organizational Chart of the Founding Church of Scientology of
Washington DC}*

To validate for full results every certificate ever issued in Dianetics and

Scientology. To be the final authority on any certificates to be issued. To be the final authority on Clear certification.

L. RON HUBBARD

[Note: The full Policy Letter is given in Volume 7, page 138.]

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 31 JULY 1965 *[Excerpt]*

Remimeo All Qual Hats

DEPARTMENT OF EXAMINATIONS

The prime purpose of the Department of Examinations and all its sections and units is:

"TO HELP RON ENSURE THAT THE TECHNICAL RESULTS OF THE ORGANIZATION ARE EXCELLENT AND CONSISTENT, THAT STUDENTS AND PRECLEARS ARE WITHOUT FLAW FOR THEIR SKILL OR STATE WHEN PASSED AND THAT ANY TECHNICAL DEFICIENCY OF ORG PERSONNEL IS REPORTED AND HANDLED SO THAT THE TECHNICAL RESULTS OF THE ORGANIZATION CONTINUE TO BE EXCELLENT AND CONSISTENT."

IT MUST BE KEPT IN MIND THAT THE PRODUCT OF THE ORGANIZATION IS NOT SCIENTOLOGISTS, BUT CONDITIONS CHANGED BY SCIENTOLOGY. THEREFORE THE *ABILITY* OF THE AUDITOR TO CHANGE CONDITIONS IN PRECLEARS AND THE ABILITY OF THE PRECLEAR OR CLEAR TO CHANGE CONDITIONS ALONG THE DYNAMICS ARE THE ONLY CONCERN OF THE DEPARTMENT OF EXAMINATIONS.

The orders, rules, regulations, policies and routes relating to this department were intended to assist it and expedite the carrying out of its purpose. Therefore no order, rule, regulation, policy or route may be interpreted to swerve the Department of Examinations from its prime purpose, which is paramount in all its activities. Its policies and routes exist to carry out its prime purpose and for no other reason.

The integrity of Scientology and its hope for beings in this Universe are entrusted to the Department of Examinations.

LRH:ml.rd   L. RON HUBBARD

CERTIFICATION BOARD DUTIES AND
RESPONSIBILITIES

Effective for first class or processees concluding after
January, 1951

The Certification Board of a certified auditors' school has as its chief responsibility the certifying of students of the school. As such it is one of the most responsible and trustworthy posts of the Foundation and can be manned only by the most trustworthy personnel.

The Board is headed by the Chief Examiner. He is the only full-time member of the Board. He may request, to aid him in check-running and examining students, auditors from the Processing Units or from the Clearing Service but he must not overstrain either organization. He is *not* to use, for check runs, instructing auditors from the school. It is expected that the Chief Examiner deliver, himself, examinations to the students. And it is not expected that he certify anyone unless he himself has interviewed the person.

The Board has a dual purpose. First, it has in its charge the certification of students and second it has in its charge the awards given to instructing auditors and to auditors in the processing units.

For 4-week Students

The student is expected to receive an oral and a written examination and a check on his auditing skill as measured by his actual performance in the 4th week on his intensive assigned preclear. Should the student pass these successfully, the Certification Board awards him a temporary certification as a Dianetic Auditor. This certificate is lettered exactly like the final certificate but it has no engraving on the border and it has printed diagonally across it in outlined letters, TEMPORARY CERTIFICATE EXPIRES _____. (date to be written in, date to be six months from the date of issue). The temporary certificate is conditional upon the temporary auditor's delivering to the Board of Certification, by mail or otherwise, completely satisfactory evidence as to his having released a mental aberration or a psychosomatic illness of some magnitude. This evidence must be in the nature of validation material and its protocol is severe. For the mental aberration case, psychometry must be given to the temporary auditor's preclear before and after, and the psychometry must be of a kind as to bear the most rigid examination. For the psychosomatic illness before and after medical examinations must be made with complete laboratory tests and X-rays where indicated. Such evidence must be signed by a doctor. The evidence, further, must be in compact form and yet must give the Dianetic history of the case.

The Board of Certification gives to each temporary auditor a printed or mimeographed form explaining exactly what is wanted by the Board before it awards permanent certification. The Board makes it known to the temporary auditor that the Foundation will furnish him with both preclears and testing service should he wish to remain at the Foundation and complete his work for permanent certification there, a charge being made to the certified auditor for such service.

For 6-week Students

The standard certifying course of the Foundation schools is six weeks in duration. During this period the student will have processed three (3) persons, all of them on an intensive basis. Certification of such students can be based on observation of them in actual auditing sessions, on the psychometry of their preclears and upon oral and written examinations. The straight check-run becomes unnecessary if the Chief Examiner observes them while they are actually auditing.

Permanent certification is awarded by the Chief Examiner. The certificate is handed out at the conclusion of training, if awarded.

In accordance with the organizational memorandum about awards, the Board of Certification informs the administrator concerning the number of students who have been certified each week and the name of their instructor. Further, the Board of Certification reviews the psychometry of all persons processed by the processing unit and sends a statement to the administrator concerning those who, in the period between the before and the after psychometry, increased in their total intelligence factors 25 points, as registered by the

California Test for Mental Maturity or a corresponding rise in a similar test and the name of the auditor who did the processing. This list of certifications of temporary auditors shall each week contain the names of all the students in the class with those temporarily certified designated and shall be in

such form as to be conspicuously posted by the administrator. The processing list shall likewise contain the names or reference numbers of all those processed and those who attained the rise in total factors and the name or names of the auditors processing them, so that it can be posted. The Board of Certification is held responsible if the posting does not take place. In special cases of processing, where a processee is processed for more than one week, the Board adjudicates the award of five dollars for each temporary certification and ten dollars for each 25 point gain processee.

As it can be seen, considerable trust is placed in the Chief Examiner, for the post is susceptible of favoritism. Failure of trust in this post could do the Foundation and Dianetics enormous harm. The Chief Examiner is enjoined to report all persuasions of breach of trust immediately to the office of the president.

Additional duties of the Board of Certification may be given to it from time to time.

Such an additional duty is the assistance called for from it by the memorandum on staff grading wherein the Board is a court of appeal for under and over grading by the administrator.

Another additional duty, consequent to the intimacy of the Board with the quality of the instruction shall consist of keeping the Director of Training informed as to the weak points of his instructors as represented by the examinations. The Board may also advise new methods of instruction to the Director of Training. The Board may also devise and advise the office of the president of such new methods of training.

The Board exists to raise and to maintain at a high level the standards of certified auditors. This is its central purpose. It may recall to it already certified auditors for examination and may recommend suspensions of their certificates but only after the matter has gone through the Board of Ethics and Standards.

Precision in keeping appointments is an essence of the operation of the Board. It should never fail to have appointments fairly kept. And whenever it refuses certification to a student it must always make a precise appointment for reexamination of that student at some future date, advising that student of exactly why he was not certified but advising him in such a way as to retain good public relations for the Foundation.

The Board of Certification may have appear before it auditors who have not attended the school but who have learned auditing in the field and who wish to be certified. Such examinations shall not be turned down. A charge of $35 shall be made of the non-school auditor to cover costs of his examination and certification. The examination given to the non-school auditor shall be the same in every way as that given to the school auditor. The non-school auditor shall be awarded a temporary certification and shall have the same requirements made of him as are made of the school auditor.

LRH:ma.rd   L. RON HUBBARD

Typed: December 12, 1950

HUBBARD COMMUNICATIONS OFFICE LONDON

HCO POLICY LETTER OF 1 OCTOBER 1958

Full Distribution   *[Excerpt] Not Confidential*

HCO BOARD OF REVIEW

We must now recognize that we are training Earth's mental-spiritual practitioners of tomorrow. Therefore:

Hereinafter, *all* examinations for certificates will be conducted by HCO Boards of Review only.

General Qualifications and prerequisites for all certificates and degrees worldwide: No candidate for enrollment or examination may be debarred by reason of race, colour, creed, nationality, ideology, age, mental condition, language, former training or social condition.

L. RON HUBBARD

[The remainder of this Policy Letter gave qualification requirements for HPA/HCA, HCS/BScn and HCS/DScn. A complete copy is in Volume 4, page 269.]

HCO POLICY LETTER OF 25 NOVEMBER 1958

HCO BOARD OF REVIEW-FUNCTION AND PRACTICE

The HCO Board of Review is often composed of one or two part time staff auditors working on off hours for HCO and in and under control of HCO or one or more full time expert Scientologists who have served as staff auditors and instructors and who now work full time for HCO.

The basis of HCO Board of Review authority lies in the basic functions of HCO. These are Ethics, Technology and Awards. Ethics and Technology are otherwise cared for than by the HCO Board of Review. Awards are wholly the function of the HCO Board of Review.

The HCO is the holder of all copyrights, trademarks, registered marks and the rights of all materials of Dianetics and Scientology. Further, HCO holds in trust the signature "L. Ron Hubbard, Founder". This signature is the only thing which makes a certificate valid. This is based on the precedent that the originator of a science has the right to train persons in it and the only original right to sign certificates saying so.

No corporation, company, association or Foundation has ever been given the right to sign or issue Dianetics and Scientology awards. The only thing which makes these certificates valid is the signature. The Association, etc, name has no value in the public eye except as signed by LRH. If LRH stopped signing an organization's certificates tomorrow that organization could no longer issue awards of skill and the matter would be upheld in court by reason of trademarks, registered marks and copyrights.

Therefore the authority wielded by the HCO Board of Review is quite real. Its stable datum is "We guarantee to LRH that his signature attests proper training and processing". Administratively when the HCO Board of Review passes a student for a level of skill or a pc for clear, it is saying, in effect, to LRH "You can safely sign" and to the public, "You can trust the person who holds this award".

The HCO Board of Review, like all the HCO, is a natural rather than arbitrary outgrowth of our needs. Only where we did not have proper award handling by an agency like the HCO Board of Review have we fallen down on this. Therefore, we don't fall down on it any more. We have an HCO Board of Review that can examine and say, "Ron, you can safely sign".

It is also an old principle that the people who train cannot also examine. Therefore an Academy or a HASI or another organization enfranchised by the HCO (which grants all actual rights to use materials to such organizations in the first place) has no right to examine. It can only train to the level specified by HCO. It is then up to the HCO through its HCO Board of Review to examine and see if the standard is met. If it is, the HCO Board of Review says "Ron, you can safely sign" and gives LRH the certificate to be signed. The training agency cannot do more than train. It cannot order a student to more processing. It can only collect all the class work, papers, lessons and indicate that the student is ready for examination. It sends the papers to HCO Board of Review. If these papers are complete, (indicated by a check list prepared by HCO) HCO then calls for the student directly, not via the Academy, and administers oral exams where feasible and written exams always. What HCO Board of Review does to guarantee that the requirements as laid down in HCO Bulletins or Policy Letters have been met and that the person can perform the required skills is its own business. If the papers are not complete, HCO Board of Review returns them to the training agency pointing out the discrepancies. When the training agency returns these, then the above procedure is followed—having the student in.

If the student passes, HCO Board of Review prepares an authorized certificate with the student's name and presents it to LRH on HCO Comm lines, for the signature "L. Ron Hubbard, Founder".

No written examination for any one grade may be repeated within 120 days of the last examination. Thus a student who flunks an HCO Board of Review exam cannot be re-examined for 120 days. There is no limit to the number of examinations he can have. And the failure of a training agency to have the papers complete (HCO Board of Review having to send them back) does not invoke the 120 day clause.

In examining the HCO Board of Review should be real, not pedantic. Good TRs, good command of processes for the level, good axioms and theory should pass a student. But to establish these HCO Board of Review needn't examine all day and all night. If the student flunks a few TRs, why go on? He's dead if he ever tries to audit. Why pass him or even examine further?

In case of failure, the HCO Board of Review may advise processing or more training but *may not say where* the training or processing is to be taken or how much it will cost. These items are all outside of HCO Board of Review purview.

On testing for clear, the same principles are followed. If the pc reads wrong on the meter, why go on to an OCA or APA or IQ test?

If HCO Board of Review says it's a flunk, that's usually that. The only appeal is to HCO Sec to LRH and its doubtful if this will produce any change of decision.

When the person has passed his exam, HCO makes up the certificate for him, forwards it to LRH and sends it back to the original HCO Board of Review giving the exam. This HCO Board of Review gives the certificate straight to the student, not via a training agency or corporation.

The wording on all certificates is specified by HCO main headquarters. They can be locally printed but only on okay from LRH.

An HAS certificate doesn't pass through HCO Board of Review, but all others do.

It is interesting that the signature of L. Ron Hubbard, Founder on certificates has been deeded over to HCO and "after demise" will still remain, but in seal form, the validating signature on a certificate. Thus these various lines of awarding will not be disrupted and the institution of HCO and HCO Board of Review are here to stay for a long, long while.

HCO Boards of Review are necessary in every area where training is done. They can only exist where HCO has enfranchised the local operation with exact rights to the materials of Dianetics and Scientology.

HCO Board of Review is established by written appointment by LRH. It has existed on verbal consent in the past but written appointment is now necessary.

L. RON HUBBARD

LRH:mp.cden

HCO BOARD OF REVIEW DUTIES

Academies are poorly informed of HCO Board of Review duties and responsibilities.

It is the added responsibility of the HCO Board of Review anywhere to educate the Academy Personnel into functions and responsibilities of HCO Bd of Review and how it differs from the Academy.

CERTIFICATE ROUTING

Student hands or mails all papers, reports, etc, to Academy Administrator (or Extension Course Director as indicated).

All student folders are accompanied by a check sheet listing all items needed for certificate.

When total folder is collected to the level of certification, Acad Admin (Certification) sends complete folder to HCO Bd of Review.

HCO Bd of Review okays student for certification, (or refuses in which case Acad Admin completes folder again and resubmits) and sends folder back with its check sheet initialed by HCO Bd of Review.

Acad Admin (Certification) then has certificate prepared.

Certificate with completed check sheet is sent to LRH Founder for signature. Acad Admin holds the folder itself.

LRH Founder signs certificate (or refuses at which time whole process is repeated) and returns to Acad Admin (Certification).

The HCO Bd of Review is often composed of one or two part time staff auditors working on off hours for HCO and in and under control of HCO or one or more full time expert Scientologists who have served as staff auditors and instructors and who work full time for HCO.

The basis of HCO Bd of Review authority lies in the basic functions of HCO. These are Ethics, Technology and Awards. Ethics and Technology are otherwise cared for than by the HCO Bd of Review. Awards are wholly the function of the HCO Bd of Review.

No corporation, company, association or foundation has ever been given the right to sign or issue Dianetics and Scientology awards. The only thing which makes these certificates valid is the signature. The association, etc, name has no value in the public eye except as signed by LRH. If LRH stopped signing an organization's certificates tomorrow that organization could no longer issue awards of skill and the matter would be upheld in court by reason of trademarks, registered marks and copyrights.

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HCO Bd of Review is established by written appointment by LRH. It has existed on verbal consent in the past, but written appointment is now necessary.

L. RON HUBBARD

HCO POLICY LETTER OF 24 APRIL 1959

To all Academies

FINAL HPA EXAM HCO BOARD OF
REVIEW

NOTE TO EXAMINER

This final exam is based on the materials of Scientology; the end goal of its administration is to discover whether the examinee's command of the theory and practice of the subject is sufficiently professional in caliber for us to turn him loose on cases that an HPA level auditor could be expected to handle successfully, in confidence that he will have more successes than failures. The exam comprises two parts: oral, designed to test the student's practical command of the elements of auditing, and written, designed to test his grasp of and ability to apply theory to livingness.

The marks on the oral exam are FAILED, POOR, FAIR, GOOD, EXCELLENT. The examiner must himself be an excellent auditor. We want on the part of the student a demonstration of good ARC, an impression of good order and precise handling of the pc and the MEST of the session and session environment; a good auditing presence and certainty of attitude with regard to processes, the subject and the pc; and a good knowledge of and application of some basic process commands and the TRs. A merely mechanical, rote handling of these would be marked POOR or lower. A student scoring POOR or lower should not be passed under any circumstances, no matter how well he does on the theory section. THE ORAL EXAM COUNTS FOR 60% OF THE FINAL GRADE.

The marks on the written exam are numerical, total 100. Passing is 75%. It is possible for a student to miss the first three questions (comprising the Logics, Pre-Logics, and Axioms) completely, and by scoring perfectly on the remainder of the written test to get a barely passing mark. There is some emphasis on ingenuity and the ability actually to put Scientology data into application; a student having data by rote with no understanding, or with a low understanding of the subject would fail it miserably. Conversely, someone with an understanding of the subject should pass it well. THE WRITTEN EXAM COUNTS FOR 40% OF THE FINAL GRADE. (The numbers in parenthesis, brackets, following the question indicate the number of points scored for a perfect answer of that question. Imperfect answers receive partial credit insofar as they are to any degree correct.)

It is not possible to cover the whole of Scientology exhaustively in one examination of this length; consequently, the questions have been drawn up rather as a representative sampling whose handling will give us a fair idea of the student's ability and state of ARC with the subject and its terminals.

PART A: ORAL EXAM-PRACTICE-COUNTS 60% TOWARD FINAL MARK

1. Have examinee start and end an auditing session. PURPOSE: To judge smooth handling of two-way communication with a pc.

2. Have EX handle an ARC break; a cognition; an origination.

3. Have EX deliver the auditing commands of Tone 40 8-C with intention.

4. Have EX deliberately break one item of the Auditor's Code and handle the resulting ARC break smoothly and well. Examinee must announce which item of code he is going to break to examiner, then proceed to violate that exact item, and repair break.

5. Have EX give, with good maintenance of applicable TRs, the *exact* auditing commands of CCH 1,2,3,4 with proper acks. (CCH 1,2 *Tone 40-3,4, formal*)

The examiner will judge the ability of the examinee to actually audit by scoring him on his command of the environment and session and pc; his certainty of attitude;

use of the TRs; ARC with the pc and auditing presence in general. Grades are EXCELLENT, GOOD, FAIR, POOR, FAILED.

PART B: WRITTEN EXAM- THEORY-COUNTS 40% OF FINAL

1. Write out in full one (1) of the Pre-Logics in its exact Scientology wording. Paraphrase it in your own words. Give an example of it in action. (3)

2. Write out in full two (2) Logics. Then put each in your own words and give an example of each, relating it to life. (6)

3. Write out in full five Scientology Axioms. Then restate each in your own words. Then give one example of a situation in life which illustrates the working of each axiom (one example per Axiom).

4. Define EVALUATION and give an example of it. (3)

5. Define INVALIDATION and give an example of it. (3)

6. Define SCIENTOLOGY ENGRAM and give an example of it. (3)

7. Define SECONDARY and give an example of one. (3)

8. Define LOCK and give an example of one. (3)

9. Explain briefly Q & A. Give an example of an auditor's Q & Aing with a pc. (3)

10. Explain briefly and accurately why entering order into a case brings about a flying-off of confusion. (3)

11. Explain briefly why an auditor should be precise, accurate and overt in his dealings with a pc. (3)

12. What is the realest thing to you in Scientology since you encountered this subject? How did it become real to you? (3)

13. Give an example of some life activity on that part of people. Now, name the Dynamics which might apply to this example, showing in each instance why each mentioned dynamic applies to it. (3)

14. Locate someone you know on the KNOW-TO-MYSTERY scale. Explain why this person belongs where your estimation places him. In other words, what can you observe about him that leads you to place him where you do? (3)

15. What action with regard to children can you expect of a person at 1.5? What precisely will a 1.1 do with a communication you have asked him to forward to another? What precisely will a person at 2.3 do if given a post of responsibility in an organization? (3)

16. Write out a statement that would be effective if you were to make it to a person who resonated on the eatingness band to whom you were trying to sell an automobile.

    Write out a statement that would attract the attention of a person who resonated at mystery whom you were trying to interest in Scientology. (3)

17. Given a person low on the effect scale, what would his probable reaction be on hearing that Russia had dropped an atomic bomb on Iran, killing 300,000 people? What would the probable reaction of this person be on scratching himself while shaving? Explain your answers in terms of the effect scale. (3)

18. What is a second postulate? Give an example from life. (3)

19. Which comes first, remembering or forgetting? Why? (3)

20. Why is it necessary to handle a pc's present-time problem? Explain in terms of attention, present-time environment, auditing environment, and the communications formula. (4)

21. Is duplication really necessary? Answer yes or no, and justify your answer in terms of communication. (3)

22. Define ABERRATION in your own words. When is an action on the part of a person to be considered aberrated? (3)

23. In terms of solutions and the dynamics, formulate a simple method which you could use to estimate an individual's probable chances of success in a given enterprise. (2)

24. What would you do if you were auditing a pc on a thinkingness process and you didn't know just how he was executing the auditing command? (2)

25. Why should the detailed investigation of a pc's originations be confined to research? (2)

26. How does a VALENCE differ from a deliberately mocked-up beingness? (2)

27. In terms of the reality scale what phenomena would you expect to observe on the part of a child who had been given a new bicycle as he grew progressively familiar with it? (3)

28. How does *having* something differ from holding a deed of title to it? (3)

29. If you were to instruct an HPA course, what item of Scientology data would you concentrate on as being the most important for your students to understand? Why? (2)

30. What part of your present life could you bring more order to? How could you go about this? (2)

LRH:mp.cden   L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 11 OCTOBER 1960

CenOCon

CASE ASSESSMENTS FOR STUDENTS

It sometimes happens that a student can graduate from an HPA/HCA course and pass the exam, and yet fail in the field on account of a low case level or poor subjective reality on Scientology.

To prevent this, it is now policy that after an HPA/HCA student has passed the HCO Board of Review examination, and *before* a certificate is issued, he shall be required to have from the HCO Board of Review a case assessment. If it is found that their case is in poor shape, or that they have little subjective reality on Scientology, they must be ordered to processing before their certificate can be issued.

LRH:js.rd   Issued by: Peter Hemery

HCO Secretary WW

for

L. RON HUBBARD

HCO POLICY LETTER OF 22 FEBRUARY 1961 (Issue II)

HCO Secs

Please have an adequate number of these run off. Use to give Permanent Staff Exams. No Permanent Staff Status is valid unless this exam has been passed.

Passing grade is 85%. The Pattern of a Central Org HCO Policy Letter may not be in hand while the exam is being done.

PERMANENT STAFF EXAM "PATTERN OF A CENTRAL ORGANIZATION"

PART ONE

1. What are the duties of an HCO Area Office?

2. What has HCO Area the power to do?

3. What does HCO Board of Review do?

4. What is the purpose and duty of HCO Continental?

5. What is the Assoc Sec in a Central Organization for?

6. Who expedites Assoc See's communications?

7. What are the Assoc See's duties?

8. What are the main responsibilities of an Assoc Sec?

9. What are the two Divisions in a Central Organization?

10. Name the three departments which fall under each Division.

11. What is the PE Foundation?

12. What is the Test section and what is its purpose?

13. What is the purpose of a PE Course?

14. What is the purpose of a HAS Co-Audit?

15. Give another name for HAS Co-Audit?

16. How does a PE Foundation fail?

17. What happens when the PE Foundation does fail?

18. Who is the most responsible person for solvency in a Central Org next to the Assoc Sec?

19. Who heads the Academy of Scientology?

20. What is the Academy responsible for?

21. Name the Courses taught in the Academy.

22. What makes the Academy?

23. How often does enrolling take place for an HPA course?

24. What is the Practical Course? And how does this differ from a professional course?

25. What are the results of a poorly run Academy?

26. What does HGC stand for?

27. Who heads the HGC and what cases fall under her control?

28. Who does the administration for D of P?

29. How often does the D of P interview HGC cases and why?

30. What happens when D of P does admin work or audits a preclear?

31. How good must HGC quality be?

32. Which run-down must a staff auditor use and what must he produce?

33. Who heads the Dept of Promotion and Registration in the largest of Central Orgs?

34. Otherwise, who heads its two sections?

35. What does the personal Registration section do?

36. What should all Registrars call themselves for public purposes?

37.   What is the difference between a Chief Registrar and PE and Letter Registrar as   regards income?

38. Where do Personal Registrars look for prospects when prospects seem too few?

39. Who does the final accepting of applicants for training and processing?

40. What is the procedure after a person is signed up by the Personal Registrar for   processing?

41. Who should always interview a student or preclear after training or processing and   why?

42. What is the motto of the Personal Registrar?

43. What is the rule as regards Registrars acceptance of money and why?

44. What should be done when a Registrar is dissatisfied with results?

45. What do the Letter Registrar and Assistants do?

46. What hats fall under the Letter Registrar?

47. Which people have a file folder in C/F?

48. How are files in CF divided?

49. Which of these does the magazine go to?

50. What should go into CF files?

51. What is the purpose of the address unit?

52. Why should address in charge receive a copy of all invoices?

53. What unit issues HAS Certificates and Memberships?

54. Which is better—volume or quality of letters?

55. Who heals ARC Breaks and how are ARC Breaks prevented?

56. What is the procedure when personal Registration wants a file from C/F?

57. What method is used when any other dept wants files?

58. What is Dir Material responsible for?

59. What dept does all purchasing for the Organization?

60. Whose approval is needed before an item can be purchased?

61. If an item is already approved and Material Dept sees danger in buying it, what   does he do?

62. Next to purchasing, which is the next biggest potential upset in the Material   Dept?

63. Who heads Dept of Accounts and what is the purpose of this Dept?

64. Explain briefly what a Scientology Accounts System is?

65. What are the four sets of files used in the Accounts System?

66. How is a staff member paid? by cash or by cheque?

67. Does the Accounts Dept keep ledgers, journals, etc?

68. What weekly Accounts sheet is shown on the Staff Bulletin Board each week?

69. How many report forms are due from each Dept every week?

70. What Technical form is submitted by Students?

    What technical form is submitted by Staff Auditors?

71. If you needed to know any policy or more about any department or your post,   where would you find it?

72. How should a staff member be judged and how should he not be judged?

73. What is a good way of getting people in?

74.   When free weeks are demanded, what line has broken down and what does this   mean?

75.   When should a person not be taken on as Dept Head and when should a person   not be taken on as a staff auditor?

<div align="center">L. RON HUBBARD</div>

HCO POLICY LETTER OF 7 APRIL 1961 Cen Orgs HCO Sees

Assoc Sees Ds of P

Do not Remimeo **EXAMINATIONS OF ACADEMY STUDENTS TO BE DONE BY
DIRECTOR OF PROCESSING**

HCO herewith delegates its examination functions of HASI Academy students to the Director of Processing, and whatever auditors the Director of Processing may assign to assist.

This means that the HCO Board of Review functions are delegated to the Director of Processing.

HCO Area Secretary or Continental Secretary may at any time re-examine any student, but unless re-examination is undertaken the examination of the Director of Processing, or his or her staff, shall be final. In the event of re-examination the examination given directly by HCO shall be final.

Irrespective of the curriculum taught in the Academy at the level of HPA/HCA, the examination of anyone for an HPA/HCA examination shall cover only and precisely the following points:

ORAL:

The student candidate for HPA/HCA shall be orally examined on each of the following points:

Communication Course TRs. Upper Indoc TRs. Knowledge of the E-Meter.
Knowledge of the CCHs 1 to 4, and their proper use.

WRITTEN:

Knowledge of the Model Session. Knowledge of each basic process used in the
rudiments. Knowledge of the Axioms. Knowledge of the Tone Scale.

Knowledge of the six types of Processes.

Knowledge of an Assist.

Knowledge of the Auditor's Code.

Knowledge of the Code of a Scientologist.

Knowledge of the twenty or more parts of the Anatomy of the Mind.

Knowledge of HCO functions.

Knowledge of HASI functions.

HUBBARD CLEARING SCIENTOLOGIST

or B.Scn.

or Special Events Course

or Permanent Staff Auditor.

ORAL:

Knowledge of the E-Meter.

Knowledge of the TRs 0 to 10.

Knowledge of E-Meter Actions on Assessment.

WRITTEN:

Knowledge of the Model Session. Knowledge of Havingness and
Confront Processes. Knowledge of the Pre-Hav Scale. Knowledge of
SOP Goals

Knowledge of definitions of Release and Clear Knowledge of the Pre-Hav Scale. Knowledge of SOP Goals.

Knowledge of definitions of Release and Clear. Knowledge of Auditor's Code. Knowledge of the Code of a Scientologist.

HUBBARD PRACTICAL SCIENTOLOGIST

Examination of Hubbard Practical Scientologist shall be done by the Director of

Training only, and the Certificate shall be issued as a result of eight weeks training without repeat weeks and on a mild examination.

However, the record must be kept in the Training Department and if the person becomes a candidate of HPA/HCA level those weeks flunked earlier must be repeated.

To obtain his HPA/HCA an HPS must complete his or her Extension Course, must serve in the Central Organization in some capacity, paid or unpaid, for upwards of three months and must show that he can produce good results on cases.

If a Hubbard Practical Scientologist is to be employed as a Staff Auditor, he must have passed the above examination given by the Director of Processing, for the level of HPA/HCA.

Certification of Hubbard Practical Scientologist is done on the representation of the Director of Training only.

CERTIFICATE PREPARATION

Certificates are still prepared and issued by HCO Area Sec, no matter who does the examination.

The above assignment of HCO Board of Review functions to the Director of Processing apply to student examinations only, and do not apply to Release and Clear examinations, and this delegation shall be effective at once.

The examination outlined above shall be effective 15th June 1961, and until that time students shall be examined on the technology on which they have been trained. The Director of Training should re-adjust his curriculum in ample time to meet the above requirements.

L. RON HUBBARD

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 19 SEPTEMBER 1961 (Cancels HCO Policy Letter of
23 November 1960, same title)

Central Orgs

REALITY TEST FOR STUDENTS

In order to test whether a student can in fact audit a preclear in real life, the following procedure should be adopted by the HCO Board of Review.

A candidate for HPA examination should be given a first week HPA student as a preclear, and must then presession him and get off his ARC breaks, PTPs and Withholds, and then proceed to find a havingness process that works. He should be given three or four hours to do this; the examiner would look in occasionally and check progress. The old student would then complete an appropriate security check on the new student. Afterwards the student preclear would be checked on an E-Meter by the examiner to see if there was any major withhold or anything showing heavy charge, which could reasonably have been found and handled by the examination candidate, but was missed by him.

This would ensure that the HPA/HCA could get rudiments in and do a Security check.

All arrangements should be made by the D of T. Examination should be completed by the D of P or an appointed staff auditor.

LRHJI.rd   Issued by: Peter Hemery

HCO Secretary WW

                                                    for

                                                    L. RON HUBBARD

[*Note:* This issue introduced the old student doing a Sec Check on the new, and added the last two paragraphs.]

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 20 SEPTEMBER 1961 **TRAINING POLICY**

CenOCon
Franchise

In order to emphasize the value of improved training in Academies and to encourage students to qualify for certificates without delay, the following policies are instituted.

On and after January 1st, 1962, only students who have successfully completed an Academy course on or after July 1st, 1961 shall be examined and certificated by the HCO Board of Review.

Any students who have completed their Academy training before July 1st, 1961 should be notified of this. The HCO Board of Review should also inform them of the latest date on which they can be examined. If they do not attend and pass their examination and complete their certificate requirements by 31st December, 1961, they will be required to take further training in the Academy at their own expense before being allowed to be examined or certificated by the HCO Board of Review.

Also, students who complete (or have completed) the Academy course on or after July 1st, 1961, shall be required to pass the HCO Board of Review exam, and to complete their certificate requirements, within 12 months. If after 12 months they have not done so, they will not be allowed to be examined or certificated by the HCO Board of Review until they have taken further training in the Academy, at their own expense.

                                                    L. RON HUBBARD

LRH:jl.rd

BPI

ALLOWED PROCESSES FROM COURSES

As it is taking three months or more at Saint Hill to make a qualified Class III auditor, and as all field courses are only six weeks, my experience and data on progress of these courses demands, in fairness to the public, that:

No Course not taught at Saint Hill may qualify a field auditor for Class III processes, and no field auditor or HGC auditor not qualified as Class III may use Routine 3.

See Safety Table HCO Bulletin of October 26, 1961.

It is too dangerous running the wrong goal and terminal to permit auditors not qualified to find and run them on pcs.

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L. RON HUBBARD

TRAINING QUALITY

It becomes fantastically, screamingly apparent that we *must not ever* turn out or let go a bad auditor,

Gen Non-

Remimeo
Tech   Hats
Qual   Hats
Keeper of the

Seals and

Signature

poorly trained.

Accordingly put permanent signs where D of T and Dir of Exams can see them in their offices as follows:

EVERY TIME YOU TURN OUT A BAD AUDITOR YOU MAKE ENEMIES FOR SCIENTOLOGY.

INCOMPETENT AUDITORS ARE A MAJOR SOURCE OF OUR TROUBLES.

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L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 7 JANUARY 1962

HCO BOARD OF REVIEW CLASS II AWARDS

CenOCon
Saint Hill
Franchise

Awards of Class II shall be made as follows at Saint Hill, and in all Central Organizations and HCOs.

First step consists of completing the check sheet of all pertinent bulletins and tapes, each one examined and passed upon by an examiner.

These examinations must be passed, each one, 100% by oral questioning. The examiner need not be the HCO Board of Review.

Second step is the completion of all demonstrations called for on the checksheet such as the actual ten manifestations of the needle, knowing and reading the actual meter on them, Model Session with all TRs and any other demonstration item.

Passing of these two qualifies the auditor as a temporary Class I Ib. It does not award the classification or any additional pay because of it.

The third step is the passing of a general written and actual demonstration examination on the skills and knowledge of Class II.

This final examination is done by the HCO Board of Review. It must be passed 100%.

Courses in auditing may only award Class IIb when class examination clearly conforms to this Policy Letter.

Class IIb does not increase pay or deliver other benefits. It does permit the auditor to practise for Class III.

Anyone awarded a Class IIb should preserve the check sheet on knowledge and demonstration against future HCO Board of Review Examination.

An HCO Board of Review may examine anyone with a completed and instructor verified check sheet, whether from field or organization.

If the student is not from a recognized Class II Course or has not studied under a Saint Hill graduate any single item on the check sheet may be re-examined and failure to pass it shall constitute a failure of the whole examination. If from a recognized course for Class II or Central Organization staff, the whole regular examination shall be given, with practical demonstration on needle action first, Model Session with all TRs in second, and a general written examination based precisely on Class II materials third. Failure of any one of the first two parts makes it unnecessary for the Board of Review to give the next part.

Re-examination may not be taken in the same week. One week must intervene between examinations for Class II.

No certificate or writing may be issued for Class IIb. A formal letter or

certificate may be issued for Class II.

No check sheet from the field or a course may be considered valid for a Central Organization examination for Class IIb or Class II. No check sheet of any kind or Class II award of any kind may be considered valid at Saint Hill on the Special Briefing Course, but having obtained such elsewhere would, of course, make it easier to pass at Saint Hill.

An HCO Board of Review examination anywhere except Saint Hill, shall cost the equivalent of £10 sterling payable to the Area HCO, for each and every examination taken, whether a re-examination or not. This charge shall also be made to Central Organizations for their staff members.

(Class III Classification will follow similar lines to this Policy Letter.)

L. RON HUBBARD

CenOCon

HCO POLICY LETTER OF 31 JULY 1962 **ORAL EXAMINATION FOR HPA/HCA**

An examiner must not be used as the subject on which the student auditor demonstrates his/her degree of auditing skill.

A student must provide his/her own demonstration subject.

Errors in meter reading are 90% of a student's difficulties, and it is not possible to observe these errors if the examiner is acting as the preclear.

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 5 SEPTEMBER 1964

Sthil Only

EXAMINATIONS

(Effective this date)

As long standing policy forbids an examination for classification or certification by the person who trained the student, no provisional or final classification examination may be given by a Supervisor, Secretary or Instructor of the Course.

Any examination for any classification must be given by a staff member at or above the classification level being examined.

As long as the post is occupied by a properly classified person the HCO (WW) Ltd International Org Supervisor will prepare, give and correct all Class VI Provisional or Permanent Examinations as an additional duty.

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 12 APRIL 1965

Gen Non Remimeo

CLASSIFICATION PASS MARKS

The pass mark for Classification Examinations for all classes including VI is now

85%.

When the pass mark was lowered to 80% rechecks showed four students classified at less than 85% subsequently did not do well with the level for which they had been classed with a less than 85% grade.

Therefore only 85% or above is the passing mark for classification.

Remimeo Tech Sec Qual Execs
All Students

KEEP ACADEMY CHECK SHEETS UP-TO-DATE

Any new HCO Bulletins which are issued and which are needed on a particular level must be added to the Check Sheets for that level, before the student receives the check sheet.

The purpose of this policy letter is that of ensuring that students are trained in the latest materials pertinent to that level.

It is the responsibility of the Technical Secretary and the Director of Training to see that this is done.

The Qualifications Secretary and the Director of Examinations must likewise see that examinations cover the new data as it is issued and correctly examine students on the required material who have had such added to their check sheet.

This policy letter does not modify existing policy that a student may not have items added to a check sheet on which he has already started working.

L. RON HUBBARD

Tech Staff Qual Staff

STUDENT AUDITING OF PRECLEARS

Students may not audit for their Classification any current preclear of any organization or any preclear who has been audited in any organization within the past two years.

A student's preclear who does not fall into the above two categories, but who has had to have either an assist, a Review session, or a Stabilization Intensive done in any organization due to the student classification lines is still considered the student's preclear and is not considered an organizational preclear.

A student may not audit another student's preclear without getting a written attestation from the other student that permission is granted for the preclear to be audited.

A student is held responsible for abiding by this policy. Further the technology, Ethics, and Policies as regards auditing of preclears applies fully to a student's auditing of his or her preclear.

Written by a Board of Investigation:

Marilynn Routsong Joan Thomas

Mary Sue Hubbard

The Guardian WW

for

L. RON HUBBARD

Founder

HCO POLICY LETTER OF 16 MARCH AD 15

Saint Hill Courses Tech Sec's Hat Qual
Sec's Hat Dir of Exams' Hat Student
Examiner's Hat Dir of Review Hat

Cramming Officer's Hat **TRAINING DEPT - DIV IV**

Supervisor's Hat   **DEPT OF EXAMS - DIV V**

All student examiners are to be star checked on this.

FURTHER MATERIAL ON STUDY - EXAMINATIONS

Progress in study can be inhibited through the usage of a poor system of examination. By asking of questions irrelevant to the material covered and by failing to ensure that the student is fully aware of exactly what question is flunked, the student can be given sufficient losses to slow down his rate of learning and to cause ARC breaks.

A misunderstanding comes about in the first instance purely on the basis that the student understood that he was studying a given subject. An irrelevant question asked by an examiner indicates to the student that such an understanding was false or that no basic agreement existed on the subject in the first place. An example of this would be to ask a student of a French language course to give the main historic dates and their significance to Eighteenth Century France. The original understanding was that the student was learning to speak and read French, not to learn the history of France.

In Scientology an example of an irrelevant question would be to ask the student to give the distribution of a bulletin. The understanding of the student is that he is there to learn Scientology, its theory and application, not to learn the internal administration of organizational communication lines. A further example would be to ask a Level II student a question concerning data and material covered in Level IV.

Frequently enough a Supervisor has to cope with a student who has come into Scientology to study the law of Karma or to study sociology or some other previous misconception without adding to the difficulties by asking irrelevant questions. Knowing what we now know about study we can handle earlier misconceptions, but a Supervisor must never ask a question of a student which is irrelevant to the subject or level. We must ourselves be careful not to add to student confusion. Therefore, any Supervisor tendency to ask irrelevant questions must be firmly restrained.

In the second instance of the unknown question, a student can be given a verbal question on which he is flunked. In most cases the student will not be able to remember the question asked as he would not have flunked it in the first case if he had not already failed to understand the material covered by the question. Failure to remember the question asked or a Supervisor's refusal to give him the question asked reacts upon the student as an unanswered question, and therefore an uncompleted communication cycle, but also as an unknown question. The student will ARC break. You can easily demonstrate this by mumbling a question which is not clear enough to be understood and then insist upon an answer. You will soon enough have a very upset person on your hands.

This is what happens when a student is asked a question, flunked, and then not given to clearly understand the question asked. Therefore Ron now requires that *any examiner must always write down verbal questions asked before asking them, and when a student flunks, hand him the written question which he flunked.* The student will then be able to know what he didn't know and be able to look up the material and

clear up what it was that he had not understood. Further, this will enable him to complete the communication cycle.

If tape examinations are addressed to a class as a whole, these questions must be posted and the examination papers returned to the student. The student can then see what it was that he missed and what question was missed.

Many people have had experience of such poor systems of examination which failed to follow the above. It is common practice in universities not only not to give students the questions asked, but also never to return examination papers. Most frequently all the university student is given is a grade. If that grade is not 100%, then the student never knows what it was he didn't know and so can not look it up to know it. This leaves him in the uncertain condition of insecurity about his data on a particular subject. And if the student flunks the subject and has to re-take it, he cannot comfortably study the subject because the *whole* of the subject has now become a complete mystery to him. Thus, the subject is set up as an ARC Break.

Universities probably do this to be sure that their examinations do not get out to students, but then one can only state that this is laziness or lack of ability on the part of professors to think of different questions, or perhaps even a professor's own lack of understanding of his subject sufficient to enable him to be able to think of enough questions to ask. It also could be that there is a complete lack of worthwhile material in more primitive subjects than Scientology on which to ask questions, in which case it should never have been part of the curriculum. (Freudians mainly examine on the *dates* of Freud's papers for their qualification of psychiatrists!)

The administration of a proper system of examination is quite simple:-

1. Tape examinations or examination questions given verbally to the class as a whole must be written down before being asked and must be posted on a bulletin board afterwards and all examination papers must be returned to the students.

2. Verbal questions asked of individual students must be noted down in a book like an invoice book with tear-out sheets and a piece of carbon paper. Such books are easily procured from stationers as they are used in most stores. The student is given the yellow copy of the questions with the flunked question plainly marked. The white copy is placed in the examiner's folder for the bulletin, tape or material.

In this fashion we will be able to collect good questions to be asked; to notice fundamental areas of mis-understanding individual students have; and to note any areas of mis-understanding which are broadly mis-understood. We can, therefore, see where the individual student needs help and see where it is necessary to elaborate more fully on certain technical data in order to make it more broadly comprehensible.

Supervisors and examiners doing this will then be contributing to the more rapid progress of individual students and to students in general.

The same principles apply to the Department of Examinations and any other student examinations given.

LRH:ml.jp.rd

Mary Sue Hubbard

The Guardian WW

for

L. RON HUBBARD

Founder

[Note: In the original 1965 issue, the last two lines given here were a footnote added by LRH and read "HCO BOARD OF REVIEW. The same principles apply to HCO Board of Review Examinations and examiners." This 1967 issue changed "Instructor" to "Supervisor" throughout.]

HCO POLICY LETTER OF 22 SEPTEMBER 1967 **SOLO AUDITING FOLDERS**

Tech Hats
Qual Hats

After completion of the student's solo auditing requirements his auditing folder is not to be given to the student to take away or keep as it is the record of a student's Grade VI auditing and as such must remain at Saint Hill. The folder must be filed safely at Saint Hill by Technical Services as the folder contains confidential data and also could at some later date be needed for reason of review of the Grade.

A student's solo audit course examinations may not be given to the student to take home but must be kept in the Qualifications Division Dept of Examinations. The examination is handed back to the student after the examination has taken place for reference but must always be promptly returned. It is the responsibility of the examiner to see that Level VI exam sheets are returned by the student.

Written by a Board of Investigation:

Chairman - Monica Quirino Secretary - Dalene Regenass Member - David Ziff

Mary Sue Hubbard
The Guardian WW

for L. RON HUBBARD
Founder

LRH:jp.rd

HCO POLICY LETTER OF 2 DECEMBER 1968 Issue II

EXAMINATIONS

No examination may be given to any student of any Course which has not been approved by the Qual Sec WW who must be a Class VIII Auditor.

Remimeo

The Qual Sec WW may not approve any exam which does not comply with the following two points:

 (a) Questions asked must be taken from the data on that level and no other.

 (b) The answer to these questions must be taken from the HCO Bulletins, HCO Policy Letters, or LRH tapes of that level and the date and name of the HCO Bulletin, HCO Policy Letter or LRH tape must be quoted in the answer sheet so that if the student flunks that question he can be referred to the exact source of the correct answer.

LRH:ei.rd

Philip Quirino CS-5

Tech and Qual Aide

for

L. RON HUBBARD

Founder

HCO POLICY LETTER OF 13 JANUARY 1969

Remimeo Tech& Qual

Hats

All Students

STANDARD EXAMINATIONS

It has occurred that on a practical (Classification) examiner took the place of the doll in the examination. This is out tech as such a thing can cause an overrun of a process. Because of this dolls are used and have been for several years.

Therefore, so that it is well known to students and examiners the following is the procedure for Provisional Certification and Provisional Classification Exams.

Provisional Certification Exam—This is a written test taken from HCOBs, tapes, Policy Letters of the theory material the student studies. This test examines the student to ensure the student knows the data. 85% is passing grade. Below 85% is a flunk and the student goes to Cramming.

Provisional Classification Exam—This is a practical exam. The test consists of a check out of TR 0—4 any of the meter drills of the level, and the auditing of a doll on the process or processes of that level with full TRs and Admin. The examiner gives the student a mock C/S and the student Audits the doll on that C/S. The student is required to pass this exam 100%. The student is flunked for out TRs, out meter drills, out admin, or out tech only.

FURTHER TO THE ABOVE AN EXAMINER MAY NOT ANSWER ANY TECHNICAL QUESTION OF THE STUDENT BUT MAY ONLY REFER HIM TO THE PROPER HCOB OR LRH TAPE OR TR OR HCO POLICY LETTER.

The student is examined on a standard. That standard is the exact duplication and application of the technical data of HCO Bulletins, LRH tapes, TRs, and meter drills.

The student is *not* expected to handle situations above his level of abilities, but he is expected to recognize the phenomena indicating that situation has arisen that he can not handle. Nobody expects a Dianetic student to handle an ARC Broken pc but we do expect him to be able to recognize the situation and to see that it is handled by a more qualified Auditor.

The Classification exam will only be difficult and impossible to pass for the non standard auditor. That's what it's aimed at—Ensuring that the auditor is a standard auditor at any level.

The Founder—L. Ron Hubbard has spent years and years sorting it out and showing us the road out. Qual's job is to ensure that road remains straight, standard and true so that those who follow will also make it out.

STANDARD TECH will keep it straight.

Lt. O.J. Roos

Flag C/S

W/0 P.D. Quirino

CS-5

for

L. RON HUBBARD

Founder

Remimeo Dianetic Course
Qual Sees Tech Sees

DIANETIC COURSE EXAMINATIONS

There are two examinations on the Dianetics Course.

1. P RE-AUDITING EXAMINATION.

This is done after the student has completed the theory and practical drill sections of the course. The examination is standard and has been written up and issued to all Qualifications Divisions in Orgs. It must be passed 100% before the student is permitted to audit.

As Dianetics is now a very standard routine it will be found that the student either understands it or he doesn't. There are no shades of grey.

If the student flunks the examination he goes to Cramming to review the materials of the course.

2. FINAL EXAMINATION.

This is done after the student has completed his auditing requirements. When the 25 hours of auditing are complete (or more if required to obtain the required result), the student presents all his auditing folders to the Examiner with an attestation that he was the auditor, and that all the sessions he audited have been recorded in the folders presented to the Examiner.

The Examiner inspects the folders to see if the auditor has demonstrated the practice of Standard Dianetics and to see if the PC has attained the expected gains. (If the sessions look standard but the PC has not attained the expected gains the examiner knows the session reports are incomplete or false.)

If the Examiner is satisfied the student is auditing 100% Standard Dianetics the student is passed and graduated.

If the auditing is non-standard and the results have not been obtained the student must continue auditing until the Examiner is satisfied.

The student auditor's sessions are case supervised. If the PC is in trouble the auditor ends the session and sends the PC to the examiner. The case supervisor orders the student to cramming if he has goofed.

The PC may be ordered to a Scientology Review such as a Green Form.

Review and cramming are at normal Org rates. There is no charge for case supervision.

<div style="text-align:center">Brian Livingston</div>

[Cancelled by HCO P/L 29 July 1972 Issue II, *Fast Flow in Training,* in the 1972 Year Book.]

Remimeo Examiners

DIANETICS **PRE-AUDITING EXAMINATION**

Confidential HCO Policy Letter of 5 May 1969 Pre-Auditing Examination is cancelled.

The pre-auditing examination consists only of a tough written examination which must be passed 100% before the student is permitted to audit.

After a period the current written examinations will become too well known, also some students may flunk the exam several times before eventually passing with 100%, hence more examinations will need to be written from time to time. These should be originated as necessary by the Qual Sec WW or, under his direction, by some competent person who is a Dianetic Graduate.

All examinations must consult the student's understanding and ability to relate the materials to a session.

Sometimes a student will get high marks in the nineties and only lost marks for an incomplete answer rather than incorrect answers. In such cases the examiner after marking the paper can verbally ask the student the questions on which he lost marks. If the student then gives the missing data, without having referred to the materials or discussed the examination with somebody in the mean time, he passes.

This opportunity is not given if the student answered any question incorrectly or had less than about 94% on first marking.

The purpose of the examination is to find out if the student knows and understands the materials cold. If he doesn't he will mess up cases.

The student who flunks the examination or auditing goes to Cramming and then back to course to re-do the full course.

THE ENTIRE PURPOSE OF THIS EXAM IS TO PREVENT THE MESSED UP PCS WE FIND OCCURRING WHEN THIS QUALIFICATION TO AUDIT EXAM IS OMITTED.

Brian Livingston CS-5

for

L. RON HUBBARD

Founder

[Cancelled by HCO P/L 29 July 1972 Issue II, *Fast Flow in Training,* in the 1972 Year Book.]

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 21 NOVEMBER 1971

Remimeo Examiners All Qual
Personnel Ethics Officers

SCIENTOLOGY COURSES EXAMINATION POLICY

(Addition to HCO P/L 8 March 66 HIGH CRIME) (Effective 1

February 1972)

As it has not been previously explicitly stated it now becomes firm policy that anyone examining a student for certification on a Scientology Course, not just Technical courses but administrative as well, e.g. SS 1, SS 2, OEC, FEBC, etc, must have been starrated first on the Policies and related HCO Bulletins or other issues in Qual before writing or grading exams.

Not to do so has been found to cause upset on student lines through pool examinations and does not guarantee the Organization is producing a Quality Product.

Not to have this HCO P/L in effect by 1 February 1972 will be deemed a High Crime.

Committee of Evidence

FCO 1611

for

L. RON HUBBARD

Founder

Remimeo

Board of Review   *Division 3*

Dept 12

*Department of Qualifications   Board of
Review Hat*

METER CHECKS

For passing a Class VI auditing requirement for classification at Level VI, a check

must be done on the   E-Meter and the following qualifications concerning the TA must be observed:

4.0 to 2.0   — acceptable as passing

4.0 - that is alright

4.5 — barely passing

5.0 — absolutely not passing

Below 2.0 — not acceptable as passing

The E-Meter used for the checkout must have its Tone Arm properly calibrated with a 12,500 ohm resistor and a 5,000 ohm resistor hooked between the exact cans which the student will hold during the check. The student is not audited or spoken to during this check but is simply put on the meter and the meter condition noted and written down which is the end of the check.

RELEASE CHECK

For a release (formerly keyed-out Clear) check, the TA position may be anything from 2.0 to 3.0 with a floating needle. There is no other test of any kind for a release. The E-Meter on which the test is conducted must be calibrated as above.

Note that this is the old "clear test". It now is classified as a RELEASE.

GRADE VI CLEAR TEST

For a clear checkout, there must be no reaction on the needle. The needle must be completely free with the Tone Arm at clear read for the sex of the person being tested. The needle can be made to impulse with the body totally motionless, hands steady, and no tricks. Further the needle can also be shoved from one side of the dial to the other by the clear by *looking* at it.

Records must be presented showing that *all* R—6 materials have been run and no other characteristics or phenomena are required or demanded of the GRADE VI CLEAR (this state is referred to in earlier literature as Theta Clear and has been loosely referred to more recently as OT, but the state of OT is not actually attained without the drills and practices which were more-or-less covered in 1953 as Route One. The state of Clear (Book One and all other definitions) is totally attained at GRADE VI).

GRADE CHECKS

Grade checks require no meter test and consist of an inspection of the case folder looking for any TA action left on processes and not flattened.

If unflattened processes are found in the folder of the grade being tested, they must be flattened by the auditor and the preclear returned.

When the preclear's auditing reports are not available and the preclear asserts and maintains that the processes at a grade have been flattened on him, discuss with the preclear the name of the grade as a subject (which names are on any org board, above the various departments) and see if the preclear seems to have attained it. *Then* put the preclear on the E-Meter and see if the TA is abnormally high or the needle sticking or dirty or rockslamming. If one of the latter is found to be the state of the needle, "the proper procedure is direct that the preclear be cleaned up by an auditor who must run each process of the grade in question in turn briefly to see if the process develops TA, and if it does, auditor must run the process until the TA action is out of the process". However, the Board of Review passes the matter to the Department of Inspections which directs the above repair be made. It may assist the Dept of Inspections if the Board of Review makes the above repair action (in quotes) known in a note on the folder merely saying the above. It is unlawful for the Board of Review to pass the matter directly back to the HGC or Academy, just as it is unlawful for the post of the Director of Inspections (Div 4, Dept 13) to be held by anyone from the Academy, the HGC, or the Department of Qualifications.

Care must be taken in Grade testing not to invalidate the preclear's actual gains as that may produce a Dirty Needle or even an RS.

The possession of a grade certificate from an org junior to that of the Board of Review is never accepted on its face value, but the preclear is always checked as above.

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L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 28 APRIL 1965 Issue III *[Excerpt]*

ROUTING

Gen Non Remimeo All Orgs Sthil Staff Sthil Students

No student or pc may leave an org by any other exit than through the Department of Examinations.

If students or pcs fail for any reason to be up to required standards they are shunted by Examinations to Review.

If the student or pc passes the Department of Examinations' appraisal, he or she is sent to the Department of Certifications for attestation of attainment and for logging out of the org.

Until so logged the student or pc has not technically left the org.

Departure without logging is "Departure unauthorized" and is treated as a "blow" and passes into the hands of Ethics at once.

L. RON HUBBARD

LRH:ml.rd

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by L. Ron Hubbard   [Excerpted from HCO Policy Letter of 28 April 1965 Issue III, ALL RIGHTS RESERVED   *Power Processes.* A complete copy can be found on page 343.]

Gen Non-Remimeo

Tech Div Qual Div

QUAL GOOFS

The Examiner in Dept of Examinations can goof on examining pcs sent for declare release by not abiding by policy of his role in this.

The Examiner just *looks* at the pc. He does not examine the folder or put pc on a meter. That's all been done. He just looks at the pc. Pc seems bright, then he passes; pc gloomy, he sends to Review.

The point is contained in the Fast Flow System. You don't check lines until there's something wrong with them. You don't try to find things wrong as the first action.

The Examiner must have a reality on other hats and not try to wear them all.

An Examiner can ARC Break a new release or rehabilitated release all to pieces before the person is so declared, by being nosey and suspicious. The pc is en'route to Certs and Awards. The Examiner stop is just a glance for a Release of any kind. It operates like a refusal to ack if the Examiner goes nosey at this point.

REVIEW HOLDS

Review must NOT hold on to pcs. There is no 2nd HGC in Review. Review does the required actions and sends pc back to HGC admin.

There's no reason to start running intensives in Review. That's for the HGC. Check them, find

what's wrong, send them back to HGC.

The Case Supervisor of course receives the folder from HGC Admin before the next session.

But Review does *not* ask the Case Supervisor for further directions. Review asks the Dir Review and the Dir Review asks the Qual Sec if needed.

But there should be no question on a case. Review actions are *very* pattern. They do a form. They put it in the folder and send the folder and pc back to HGC Admin. HGC Admin then sends the folder to the Case Supervisor who writes the Case Supervisor's instructions in the folder for the HGC Auditor, who then goes on with the intensive. If the intensive is considered over, by reason of Release or Ethics action, HGC Admin tells the pc and does the remaining necessary actions.

L. RON HUBBARD

HCO POLICY LETTER OF 5 AUGUST 1965

QUAL DIV TECHDIV

RELEASE CHECK OUTS

Supersedes Former Policy

As many auditors can't tell a floating needle from a fence post, the Examiner is going to get a lot of false declares unless he uses a meter on every pc that comes by. ALWAYS USE A METER IN PC EXAMINATION.

Examiners should use a meter briefly on a pc to ascertain the needle character and TA position before declaring. The Examiner doesn't audit the pc. He wants to see the TA, the needle, the folder, and wants to know if the pc thinks he or she is a Release.

A disease gets amongst auditors called Perfunctoryitis. They see a floating needle in every blowdown (when, of course, the needle *does* behave loosely for the moment during the blowdown). As a result such an auditor runs a process to a blowdown and says "Floating Needle".

The reverse disease, Needleblinditis, more frequently occurs. The auditor never sees a floating needle and plows right on by it. This, of the two diseases, is the worst and most prevalent so probably happens most often. Overrun was the main auditor fault in the last 15 years. This is detected by high TA right during or after a Declare request. The auditor plowed on. The floating needle did occur, wasn't seen.

Thus the Examiner must use a meter. And he must be suspicious of "the electric shocked pc who went Release in 20 minutes" on 0-0. Or the pc who "ran R6EW to 4th Stage Release in 1 hour".

DECLARE BY THE NUMBERS

Declare Releases in Consecutive Numbers only.

Don't declare a 1st Stage next a 4th Stage. Declare a 1st Stage a Second Stage only when the Power Processes have been run.

An R6EW floating needle on a pc who has been a first stage only doesn't make a 4th Stage Release. If you later run the Power Processes the R6EW may blow off as a lock on Power Processes (as it has done many times on pcs while I was Power Process Case Supervisor). Thus the first stage who goes free needle on R6EW is not then a 4th Stage Release. He is not a second stage either. He's a 1st Stage plus if you want to call it something.

At this time when we have had people on R6EW who were not 1st Stage Release, and when we haven't followed the gradient, there are going to be mix ups. We'll just have to cope.

But for the Examiner, it is the rule to go by the numbers. Process by the numbers 1st, 2nd, 3rd, 4th. Examine and Declare by the numbers. Don't skip.

Usually trouble occurs when a Release has been overrun. The TA goes up. In fact *this* is the best reason for TAs going up. People with high TAs 1 for 1 have been found by me to be former releases or have been overrun on upper stage release processes.

Therefore a *HIGH* TA is always marked as overrun of some former release state either on that very process or at some earlier time and the Examiner's order is, for all high TAs *who have been audited,* when they come to Examiner, "To Review:

Rehabilitate former release."

If the pc *has* been declared and the pc Roller Coasters and the TA goes up, send to Ethics as PTS—and be cross if Ethics gets "reasonable" about the pc and says "pc won't disconnect" or "not PTS". For Ethics has goofed in not finding the *right* suppressive. A Roller Coaster is a Roller Coaster. *Only* a PTS situation can cause Roller Coaster. And the TA goes up.

So, in any event, a high TA is "To Review" or "To Ethics", usually Review unless a Roller Coaster is evident.

A below 2 TA is never declared anything. Only Power Process 6 will raise a low TA case above 2. That's the total datum and *it's factual.* Only Power Process 6 raises a low TA case. No other process ever has permanently.

A pc whose Tone Arm is between 2 and 3 and whose needle "floated" for the auditor and not for the Examiner has been overrun or underrun. It's a matter for Review to find out. But it's only those two, overrun or underrun. If the TA then goes up higher in Review it's always an overrun. If the TA stays in the same range (2 to 3) in Review it's definitely an underrun; to wit, the needle didn't float for the auditor at all.

Don't be afraid to put a pc on a meter when you're an examiner. Floating needles aren't all that tender. On first and second stage releases the TA goes up late at night and may be higher in the morning.

But the message here is that they can be gently examined by an Examiner. Just put the pc on a meter. If released in the last few hours, the needle will always be floating if it floated for the auditor and the auditor stopped. If it isn't floating for the Examiner and the TA is between 2 to 3, it didn't float for the auditor either.

EXCEPTION

Because 2nd Stage Release by Power Processing is a phenomenon, not a floating needle necessarily, a pc's needle may not be floating after ending Pr Pr 6. Floating needle is not an absolute requirement for Pr Pr 6 2nd Stage Release. But it's nice when the needle is found to be floating. The auditor rightly tries to be sure and may overrun a trifle. It's hard not to. And so declaring 2nd Stage is chancy and may not stick. The pc may have to have a further run if the needle did not float and the TA is still between 2 and 3.

Be alert, Examiners. This is a delicate job of course. But it can be done correctly.

A former release supposedly rehabilitated will have a floating needle at least for a day or two. If they don't have a floating needle, require further rehabilitation.

First and foremost, know what a floating needle is. Once seen, you never mistake one.

L. RON HUBBARD

HCO POLICY LETTER OF 7 AUGUST 1965 Gen Non Remimeo

Examiner Hat

QUAL DIV

FLOATING NEEDLE ON FORMER RELEASES

As Former Releases have sometimes been overrun to such an extent that it is *very* hard to turn the floating needle back on it is not an absolute must that the Examiner find a floating needle on *Former* Releases sent to Declare.

The Examiner may declare a *Former* Release without seeing a floating needle if other data substantiates it well, and the Rehabilitation has been carried out by HCO B 30 June 65 technology (and as followed by other HCO Bs in this series).

L. RON HUBBARD

HCO POLICY LETTER OF 9 AUGUST 1965

Addendum to HCO Policy Letter of 5 August 1965, Qual
Div, Tech Div

Remimeo Examiner Hats

RELEASE CHECK OUTS

The Examiner must also do the meter check of floating needle on students sent to Review for Assists, in which Review the Assist was ended on a 'floating needle' or any other action in which the Review action is ended on a 'floating needle'.

Review Officer and Examiner please note, that if the person being Reviewed for whatever reason, has reads and/or answers on the part of the Review Form having to do with Ethics, HE OR SHE MUST BE SENT TO ETHICS, WHETHER THE QUESTION CLEANS OR NOT, AND WHETHER THE REVIEW ENDS IN A FLOATING NEEDLE OR NOT. Also, any Release of any stage who shows up in Review for an Assist is suspect of roller-coastering, so be alert. Roller-coasters are sent to Ethics.

L. RON HUBBARD

Gen Non-Remimeo

Qual Div   **RELEASE DECLARATIONS**

Any untrained person may not be declared at a grade of Release higher than that to which Power Processing will take him, namely Grade VA, and no one may be declared Grade VI Release or above who has not been properly trained in the skills of solo auditing at Saint Hill. Also, a person who has trained to Level VI but not been audited up through the grades, and so cannot do solo auditing on Class VI (Clearing Course) materials, may only be classed as Prov Class VI.

Before being permitted to engage on the processes of solo auditing (the first being R6 EW), all students in Training will have to be released on the Power Processes, in order to ensure a successful passage through the higher levels.

There will be cases such as those which are handled by SEC ED 122 SH on which Power Processing may not be a prerequisite to higher level Training and materials, but each such case will be handled on its own merits.

Remimeo Qual Div Tech Div Sthil Students **REQUIREMENTS FOR STUDENT CLASSIFICATION**

HCO B of 27 September 1965 "Release Gradation" states "It is obvious then that GRADE CERTIFICATES FOR PRECLEARS lapse and are no longer issued and are replaced by Release awards, awarding "Grade — Release" when attained.

HCO Policy Letter 31 July 1965 "Purposes of the Qualifications Division" -states that the prime purpose of the Dept of Examinations and all its sections and units is:

"TO HELP RON ENSURE THAT THE TECHNICAL RESULTS OF THE ORGANIZATION ARE EXCELLENT AND CONSISTENT, THAT STUDENTS AND PRECLEARS ARE WITHOUT FLAW FOR THEIR SKILL OR STATE WHEN PASSED AND THAT ANY TECHNICAL DEFICIENCY OF ORG PERSONNEL IS REPORTED AND HANDLED SO THAT THE TECHNICAL RESULTS OF THE ORGANIZATION CONTINUE TO BE EXCELLENT AND CONSISTENT."

"The integrity of Scientology and its hope for beings in this Universe are entrusted to the Department of Examinations."

Because of the above it becomes necessary that students in training present their preclears to the Examiner to be declared at the grade of Release attained if a floating needle is attested by the student auditor. Even if a floating needle is not obtained students should still present their preclear to the Examiner for her to observe that good indicators are in on the pc.

Provision for this is made on the Night Foundation and in cases where the preclear works at night and cannot be presented to the Examiner, special representation may be made to the Examiner and the matter will be individually handled.

L. RON HUBBARD

Remimeo Clearing Course

 Students Clearing Course

 Personnel Clear Checkers Div
Organizer

 QualWW

CLEAR CHECK-OUTS IN CONTINENTAL ORGS

The Clearing Course is available ONLY at Saint Hill. However, a student who comes to Saint Hill to enrol in and start the Clearing Course may then return to his home and continue it by correspondence. He may then, when Clear, obtain a Clear Check at his appointed Continental Organization.

In order to speed up the checking out of Clears residing in other countries and to handle the tremendous flow of Clears that is occurring, and in the interest of economy for students, personnel have been appointed in certain Continental Orgs to perform this duty.

When an overseas student sends in his folder to the Clearing Course Supervisor WW requesting a Clear Check the Clearing Course Supervisor examines the folder, and if satisfied that the student is ready for a Clear Check, initiates a Routing Form for a Continental Clear Check. This routing form then goes airmail immediately with the student's complete folder to the Continental Clear Checker concerned and the Clearing Course Supervisor at the same time writes to the student informing him that he will be contacted by the Continental Clear Checker.

The Continental Clear Checker, upon receipt of the routing form and folder, telegraphs the student to come in for a Clear Check.

Upon arrival at the Continental Org an amount of £27.0.0 (or the equivalent in local currency) must be paid in to the Area Cashier by the student. £12.0.0 must be transferred IMMEDIATELY to Saint Hill to cover the postage and handling costs that have been incurred in airmailing the student's complete folder to the Continental Organization and £12.0.0 is retained to cover the Continental Org's expenses in returning the folder to Saint Hill. Balance of £3.0.0 comprises the Continental Organization's Clear Check fee.

When the Checkout has been completed and the student has been announced Clear, a cable is sent to the Clearing Course Supervisor WW announcing the following facts:

1. Name of Clear.

2. TA position.

3. Where the Clear received his early training.

The Continental Clear Check routing form is then completed and sent to the Clearing Course Supervisor WW complete with the student's complete folder and all reports and materials used in the Checkout.

Every Continental Clear Checker must have completed the following steps before being allowed to check out a Clear:

1. Checked out thoroughly on all Clearing Course Tech Materials.

2. Checked out on the Clearing Course remedies.

3. Checked out on the Clear Check Hat.

Training of a Clear Checker is done under the Supervision of the Divisional Organizer, Qual WW.

Having been checked out Clear, if the person is invited on the OT Course Part One, enrollment can be

handled by mail from Saint Hill.

L. RON HUBBARD

LRH:jd.rd

HCO POLICY LETTER OF 13 SEPTEMBER 1967 (Amends HCO Policy Letter of 6 September 1967)

Remimeo Div 5 SH Advance
Course

Supers Clear Checkers

CLEAR CHECK OUTS

All former check out procedures for Clear are cancelled. The check out hereafter

shall consist of

1. Has run the materials of the Clearing Course to free needle.

2. Is the person's TA between 2 and 3 with a loose or flowing needle?

3. Rehabbing ALL grades from Dianetic Release up to Clear, making sure they have actually, each one, been run and attained.

4. A marked change in the person.

5. Is the person cheerful and happy about being Clear?

No person may be *declared* Clear who has a bad Ethics record which demonstrates suppressiveness. He can be told he is Clear but the Clear cert must be sent to the Ethics Officer who holds it for 6 months pending any new symptoms of suppressiveness. The person meanwhile may enroll on Advanced Courses but it must be plainly noted he is a "Pending Clear Cert".

No person may be declared Clear who asserts he is not or asserts a psychosomatic worsening of body as a result of "being Clear".

Calling out things to a person in a Clear check is forbidden.

Anyone using this order to suppress or invalidate Clears or the state thereof or stop Clearing is liable to heavy Ethics penalties as Suppressive.

Any declared Clear before this date who subsequently developed an Ethics record is to be stricken from the list of Clears.

L. RON HUBBARD
Founder

LRHJp.rd

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[Cancelled by HCO PL 9 January 1968, page 154.]

HCO POLICY LETTER OF 15 SEPTEMBER 1967

Remimeo HCO Exec Sees all
orgs

URGENT

Div5 Dept 13 Div 2 Dept 6 Div 1
Dept 3

RELEASE AND CLEAR CHECK OUTS

(Effective date 15 Oct 67)

As an org can only have a soaring clear and release check out graph and a level non-advancing income graph IF THE CHECK OUTS ARE BAD AND NON FACTUAL the following policy is implemented:

NO CERTIFICATE DECLARING ANY GRADE OF RELEASE OR THE STATE OF CLEAR OR ANY STATE OF OT IS VALID UNLESS THE EXAMINER IS A CLEAR CHECKED OUT AS PER POLICY LETTER OF 13 SEPTEMBER 1967, "CLEAR CHECK OUTS", AND WHO IS AN SHSBC GRADUATE.

No check outs not so done will be considered valid and only check outs so done may be graphed.

For a long time I was puzzled as to how an org could be checking people out for release at a high rate and yet have no advance in income. Truly released persons pay their bills and flood in for more service. Finally I found out how this could be—the check outs for release were non-factual or suppressively done or were an evaluation the person did not accept. PCS so treated do not pay their bills or enroll for training.

Looking further I found the key point in an org persons of suppressive tendencies would monopolize would be EXAMINER DEPT 13.

This is the weak point in any org. It can undo all the tech of Div 4 (or hide its bad tech) and undo all the Admin skill of Div 7 without any real signs appearing except down income.

An examiner can force a grade off on a pc or refuse a grade the pc has attained and directly stop the willingness of the person to have further courses or processing.

Academy enrollment would also collapse if the Examiner Post was awry as persons properly declared then want to be trained.

In an enthusiasm to get a high graph orgs will turn a blind eye to misdeclares.

YET THE ONLY TROUBLE I HAVE HAD WITH PERSONNEL OF RECENT MONTHS HAS COME ONLY FROM MISDECLARES.

People who are declared VI who have never had III or IV run, who had Clear grade forced on them, who in general had not been properly advanced or declared, have been the ONLY ones who gave us trouble. This is so much the case that an Ethics Officer should always suspect misdeclare in a trouble-maker.

When people are properly examined and the exact finding made all their good indicators come in EVEN WHEN REFUSED A GRADE NOT ATTAINED.

A suppressively inclined (or badly trained) auditor sitting on the examiner post

can make people think we are dishonest with his or her misdeclares. This post is the post that requires the greatest honesty in Scientology.

If at this time, clears were put on Dept 13 or did its work and all declares of the past year were re-examined, the income of the org would soar.

The ARC Break Registrar will find that misdeclares are a hidden factor in many people who aren't re-enrolling as students or paying their bills. The thing to do with these misdeclares is to bring them in for re-examination and give them the CORRECT finding on their grades, good or bad. They made it or they didn't. The TRUTH brings in their good indicators.

A whole area can be wrecked by someone who believes that only awarding certs whether earned or not will make people happy. It doesn't. Only HONEST and FACTUAL examination will make people happy.

Also when the Examiner says a grade has been attained that has not bad tech is validated in Div 4 AND ALL CHECK ON DIV 4 IS LOST TO THE EXEC SECS **AND** BAD TECH BECOMES THE RULE. This must not be. The Examiner is there to make Div 4 be good.

So when you see a "number of releases and clears" statistic soaring and income remaining the same, you know what is happening. EXAMINERS ARE NOT BEING SKILLED OR HONEST.

Only skilled and honest examinations with the real result announced to the pc will make the income graph soar.

Our grades of release are factual. They exist. They are not some commercial gimmick or a means of magic incantation by the Examiner to make a district "happy".

You can wreck an area by declaring people who haven't made it.

You can wreck an area by refusing to declare people who have made it.

All it takes is an HONEST examiner.

<div align="center">

L. RON HUBBARD

Founder

</div>

[Note: See HCO P/L 2 March 1968, *Qual Sec Must Be Clear,* page 74, which modifies requirement in paragraph 2.]

Remimeo

Div 3 Dept 8 Div 5
Dept 13

EXAMINER BONUSES

(Effective 15 Oct 67) (Cancels any and all local or Pol Ltr or ED Examiner Bonuses)

The Clear who is chosen as an Examiner in the Pol Ltr Issue I of this date is entitled to the following bonuses on preclears only (not Academy students study awards):

For every Correct examination for grade for any grade of release or Clear, whether passed or failed by the pc, the Examiner shall receive personally the sum of £1 or $2.50 US or similar sum in other currencies of an even amount.

If at any time within 90 days after examination the examination is found to be incorrect the Examiner shall pay the org £5 or $12.50 or similar sum but always 5 times the examination fee received.

The sum is paid by the Org not the pc and is paid for any declaration examination including multiple declares. The 5 times fine is paid to the org not to any person.

The examination fee is paid even when the org offers free examination. It is free to the public but the org pays the Examiner.

The fee is paid (or 5 times it is forfeited) on re-examinations also.

The Examiner receives the fee regardless of whether the result is a declare or a flunk. If the pc passes and is certified in grade or if the pc does not pass and is not certified makes no difference—the fee is still paid.

The forfeit for a misdeclare or failure to declare is paid by the Examiner if he declares a pc to have made it who has not or who fails to declare a pc who has made it. Either one is an INCORRECT examination.

The way an Examination is found to be incorrect is if the pc, within 90 days:

1. Becomes the subject of an Ethics Order of any kind; or

2. Fails to carry on with further processing or fails to signify he is going to; or

3. Does not signify his intention to get training or further training; or

4. Becomes the subject of a review for case; or

5. Is found by a board to have been the subject of an examination leading to an incorrect result; or

6. Goes out of comm with the org.

If the pc by any subsequent Examiner at the next or higher grade or grades is found to have been incorrectly declared or incorrectly denied a declare, at ANY FUTURE DATE, the Examiner who did the incorrect examination shall pay the forfeit to the org. The Examiner threatened with such a penalty by reason of this paragraph only, may ask for a Board of Investigation on the matter.

The full intent of this policy letter is to make it worthwhile for an Examiner to make a completely honest examination without regard to anyone's statistic and to be immune from any pressure to declare or not declare, the whole repute of Scientology depending as it does in HONEST examination.

This system is also aimed to make it worthwhile for a Clear to be an Examiner and provide adequate reward for same.

L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 8 OCTOBER 1967

Remimeo

CLEAR CHECKS AND RE-CLEAR CHECKS

(Reference HCO PL 13 Sept 67)

A Clear Check or a Re-Clear Check is done exactly per HCO PL 13 Sept 67, "Clear Check Outs".

The first step, CC materials to EN, is a *folder* inspection. If no FN was noted in the CC folder, the point is rehabbed if it exists. Standard Rehab—date time or times, etc. Materials not mn to FN is a flunk.

The second step requires the TA between 2 and 3. Proper cans giving full hand contact must be used. Solo cans are NOT used. The meter and cans must be checked out before the check by placing a 500 ohm resistor between the *cans,* and then a 12500 ohm resistor. The resistor is clipped to the cans, not the leads.

Use sensitivity 5 on the Clear and Re-Clear Check.

In rehabbing the grades keep in mind HCOB 11 Feb 66. "Free Needles How to get them on a Preclear". That is, if a grade does not rehab to FN, go on to the next grade, etc, until you have a FN. Then pick up those that you left. The one *really* keyed-in will hold down the others.

You do HCOB 30 June 65, 21 July 65, 2 Aug 65, 21 Oct 65 exactly. Listing and dating each and every release on a grade. REMEMBER that a pc may have gone release more than once on a given process, so check for it. You get in all steps and do a proper job of it, getting the pc happy about it before leaving the grade. When you are done you will have isolated the out grades, if any. Such a pc goes to Review to get them put in.

You must have down that the grade was RUN. "Have you been run on ARC Breaks, yes, FN, that's it", is incorrect. See 21 Oct 65. What processes were run?—list them-find which went release on, etc. Standard tech.

N.B. Straight wire, secondaries, engrams, and Grade Va, do not need to be mn. Their absence does *not* constitute a flunk.

However, if they were run and the pc did not go release, they would naturally have to be completed. But, this is only done IF they were run *previously.*

Some pcs have not been run on Grade V due to ED on old SH grads. Point is, are they whole track engram releases? If not, handle any by-passed charge. DO NOT run Power. Do not run Power on anyone who has run the CC materials.

So, on such a pc as falls under this ED, when you get to where you would be rehabbing Grade V, you instead just locate his old track processes, like Helatrobus, Fac One, etc, and find out if he went release. You use your 27 Sept 65 bulletin here—what did the pc look at that got the release—what keyed out . . This determines whether or not he's whole track engram release.

For example, pc ran on old Advanced Procedures and Axioms process of go to a moment of occlusion in this lifetime. Bang, he went whole track, a picture of two anthropoids showed up in an electronics incident. The key-out gave the pc a release

lasting *3V-2.* years. On rehab, when this electronic was spotted again, there was a great
resurgence and FN.

During these grade rehabs the TA may go below 2 or above 3. This is OK, you continue the rehabs as you usually would.

After rehabs are *all* done, any out grade is mn to FN in Review, excluding those listed above.

A person pending an S & D does not receive his check until the S & D has been completed on the person and Ethics clearance has been given on it.

A Clear who acquires an Ethics record of a Crime Level obviously is a misdeclare, and must be put on the usual lines and get a Re-Clear Check, then a complete Review to get in the out grade or grades. This Ethics record must be accurate and proven, not just some chit written which may or may not be true. It is a PROVEN record resulting from a Hearing, Board of Investigation, or Comm Ev. If the record is in question, it must be cleared up before revoking a Clear Certificate.

Failure to pass a Re-Clear Check by TA position is meaningless technically because upper Levels key-in after Clear and will move the TA all over the dial and can tighten the needle (tighten, not scratchy). So do not withdraw the Certificate. Continue the check, do rehabs, and get in any out grades in Review. Exams does the check.

You get a person cleaned up on whatever you found out so that he can then pass a check.

A person who flunks a Clear Check or Re-Clear Check does NOT mn the CC materials to another FN before getting another check. If, however, the flunk was because the CC materials had not been run to FN, he would of course do so before another check.

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L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 25 SEPTEMBER 1967

Kemimeo

GRADES ABOVE CLEAR

All grades above Clear may be checked only when Clear check already done per current policy.

LRH:jp.rd

L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 8 NOVEMBER 1967

Remimeo

CLEAR CHECKS AND RE-CLEAR CHECKS

(reference HCOB of 8 October 1967)

In Re-Clear Checks done by Continental Clear Checkers, the folder inspection for FN ("The first step" as per HCOB 8 October 1967) may be done by the Clear Checker, Sea Org, with attestations sent to the Continental Clear Checker who then proceeds with the Re-Clear Check as per standard tech.

Janet Guilford

Helen Pollen Len Regenass Tony Dunleavy) Eunice Ford   ) Ken Delderfield Joan McNocher

Chief Supervisor
Advanced Courses
Qual Sec SH HCO
Area Sec WW

Exec Council WW

LRH   Comm   WW
D/Guardian WW

Mary Sue Hubbard

The Guardian WW

for

L. RON HUBBARD

Founder

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HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 9 JANUARY 1968

Remimeo

CANCELLATION OF HCO POLICY LETTER OF 12 SEPT 1967 AND HCO POLICY LETTER OF 13 SEPT 1967

HCO Policy Letter 13 September 1967, *"Clear Check Outs",* and HCO Policy Letter of 12 September 1967, *"Clearing and O.T. Course Regulations, Clearing and O.T. Course Supervision",* are hereby cancelled as both policies contain inspection before the fact and therefore violate the Fast Flow System of Management.

L. RON HUBBARD

Founder

LRHJp.rd

HCO POLICY LETTER OF 13 OCTOBER 1968

Remimeo

EXAMINER

The whole duty of the examiner is to note the TA needle behaviour of the pc.

This duty is done muzzled. No talk or chatter.

The pc comes in. The examiner smiles, indicates for the pc to sit down.

The examiner hands the pc the cans.

Notes the TA needle and looks up at the pc for his statement.

When the pc says what he wants the examiner says thank you very much.

And indicates with an arm gesture the way out.

this is the whole drill.

To do, say, anything else will invalidate the pc and or lose the FN he or she got in session. You don't as an examiner care about anything except TA—needle behaviour-statement. The pc will tell you what he wants to. You don't have to ask for it.

L. RON HUBBARD
Founder

HCO POLICY LETTER OF 11 DECEMBER 1968

ADDENDUM TO HCO P/L 13 OCT 1968

Remimeo

EXAMINER

If the pc appears to be disturbed by the silence of the examiner—they show this by restlessly shifting in the chair, or talking on and on or trying to get the examiner to talk—it is permissible for the examiner to politely acknowledge the pc's origination. This acknowledgement will make the pc comfortable and he will then give his statement.

The examiner never originates anything except to answer a question about himself.

Example: Pc: "How are you?"

Examiner: "Fine thank you."

The whole idea is *never* invalidate or evaluate for the pc by word, attitude or expression.

CS-5

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 26 JANUARY AD20 Issue II

(Revises HCO P/L of 13 Oct '68 and 11 Dec '68 "Examiner")

Remimeo
Examiner's
Hat   All
Auditors Issue
as HCO B also

EXAMINER AND FLOATING NEEDLE

The whole duty of the Examiner is to note the TA, needle behavior of the pc.

This duty is done muzzled. No talk or chatter.

The pc comes in. The Examiner smiles, indicates for the pc to sit down.

The Examiner hands the pc the cans.

Notes the TA, needle and looks up at the pc for his statement.

When the pc says what he wants, the Examiner says "Thank you very much." *AND* INDICATES THE PC HIS F/N IF HE SEES ONE.

And indicates with an arm gesture the way out. This is the whole drill.

Very rarely, the pc appears to be disturbed by the silence of the Examiner. They show this by restlessly shifting in the chair, or talking on and on, or trying to get the Examiner to talk. It is permissible for the Examiner to politely acknowledge the pc's origination. This acknowledgement will make the pc feel comfortable.

To do, say, anything else will invalidate the pc and/or lose the F/N he or she got in session. You don't, as an Examiner, care about anything except TA, needle behavior *and* indicating F/N if one is observed, statement, pc indicators. The pc will tell you what he wants to. You don't have to ask for it.

Stable Datum = Always indicate F/N when you observe one, whether an Examiner, Auditor or pc.

Belkacem Ferradj

CS-5

for

L. RON HUBBARD

Founder

Remimeo All Tech Sees All
Qual Sees

Adv Courses   (Cancels and replaces Class VIII C/S   HCO PL 28 January, 1970   "R6EW and Clear".

All references to the Clear Cognition in
Dianetics are cancelled and have been
deleted.)

R6EW AND CLEAR

Above VA processes, one enters the field of Advanced Courses.

Advanced Courses, specifically R6EW and CC, deal with R6, materials of which one DOES HAVE TO AUDIT in order to attain the stable gains of the grade.

In the old R6EW Checksheet, the study background and the process itself were all in one pack. There were possibilities that one would self-audit once he has seen the auditing materials; it was observed that some people factually did self-audit and later on they had to have a patch-up in Review on a grade that wasn't audited in the first place! Well, that is a Non-Standard action to begin with on Advanced Courses. Therefore, we made R6EW materials into 2 packs = study in Div IVs (orgs) and auditing materials are issued at the last minute in Div Vs, as per HCO P/L 4 December 69 "Confidential. Additions and Changes to R6EW Checksheet" (HCO P/L of 2 Oct 69).

The liability of self-auditing of the Grade VI got resolved then and the preclears audited the grade with fantastic wins.

Therefore, IT IS HEREBY MADE POLICY THAT ONE DOES HAVE TO AUDIT THE GRADE BEFORE HE CAN CLAIM ATTAINMENT OF ITS END PHENOMENA.

Specifically in R6EW, where one definitely has to do the solo drills anyway.

Grades are Grades = Their End Phenomena is attained by auditing them exactly as per the Scientology Gradation Chart, and that is true of any Grade.

That's the stable data.

L. RON HUBBARD

Founder

Remimeo Examiner Hats Auditors
Case Supervisors

REVIEW COMPLETE?

When a preclear has completed a Review and the C/S has okayed the preclear as complete, the folders are sent to the Examiner, who asks the preclear: "Are you satisfied that your Review is complete?" If the pc says yes and VGIs flood in and the needle floats broadly the pc may then attest.

If the preclear says that he is not satisfied, the Examiner asks: "What specifically did not get handled?" He notes down the answer exactly and routes the folder to the

C/S.

The C/S then decides if what is needed is further Review action or may route the preclear to sign up for an Intensive in the HGC. Review only corrects.

Note that the above actions are taken ONLY after the C/S has written that a Review is complete.

L. RON HUBBARD
Founder

HCO POLICY LETTER OF 25 JUNE 1970 Revised and Reissued 17 July 1970

(Cancels HCO PL 6 Apr '70 Issue II Scientology Release Attestation Form which referred to cancelled HCO PL 14 Mar '68.)

Remimeo
OES

Qual Sec
Examiner
C&A

EXPANDED LOWER GRADES CHART OF ABILITIES GAINED AND

INABILITIES LOST

This chart is used by the examiner when a pc is sent for "Declare?" on a grade.

The examiner first checks the pc's auditing folder to see that every process of a Grade being attested to has been run to true End Phenomena for each process.

He then puts the pc on the meter noting TA and needle behaviour.

The pc then makes a statement to the examiner which indicates that the pc actually made the end result of a Grade.

The examiner gets the pc to state the ability he has attained: the exact wording of flows 1, 2 and 3 of the Grade as given below. The pc may give the exact meaning in his own words, expressed as an ability gained or an inability lost for that Grade.

ABILITY GAINED	*INABILITY LOST*
GROUP PROCESSES	
Awareness that change is available.	Freedom from unawareness.
LIFE REPAIR	
Awareness of truth and the way to personal freedom.	Freedom from no hope for change or future.
ARC STRAIGHTWIRE	
Knows he/she won't get any worse.	Freedom from deterioration.
DIANETIC CASE COMPLETION	
Well and happy human being.	Freedom from physical pain and mis-emotion
GRADE 0, COMMUNICATIONS RELEASE	
F 1: Ability to communicate freely with anyone on any subject. Likes to outflow.	Fl: Freedom from, or no longer bothered by communication difficulties. No longer withdrawn and reticent.
F2: Willing for others to communicate to him freely on any subject.	F2: Lost any resistance to others communicating to him on unpleasant and unwanted subjects.
F3: Will permit others to communicate about anything to others.	F3: Loss of reaction to others communicating to others.
GRADE I, PROBLEMS RELEASE	
Fl: Ability to recognise the source of problems and make them vanish.	F 1: Has no problems.
F2: Feels free about any problems others have with him and can recognise source of them.	F2: No longer worried about the problems he has been to others.
F3: Free about others problems with or about others and can recognise source of them.	F3: Loss of inability to have others having problems with others.

GRADE II, RELIEF RELEASE

F 1: Ability to be cause without fear of hurting others

Fl: Relief from the hostilities and sufferings of Life

F2: Is willing for others to be cause over him.

F2: Freedom from things others have done to him in the past

F3: Is willing for others to be cause over others without feeling the need to intervene.

F3: Loss of need to protect another from actions of others for fear of them doing harm

GRADE III, FREEDOM RELEASE

Fl: Ability to face the future. Ability to experience sudden changes without getting upset

Fl: Freedom from the upsets of the past.

F2: Allows others the beingness to be the way they are and choose their own future; can also cause changes in another's life without ill

F2: No longer feels he has to change people to make them more acceptable.

F3: Is willing for change and interplay to occur between others.

F3: Loses the need to try and prevent change occurring among others.

GRADE IV, ABILITY RELEASE

Fl: Ability to do new things. Ability to face life without need to justify own actions, defend self from others. Can be right *or* wrong.

Fl: Moving out of fixed conditions. Loss of make guilty mechanisms, self-invalidation, and demand for sympathy.

F2: Can tolerate the fixed ideas and habits of others towards self and does not feel the need to respond in a like manner.

F2: Freedom from others' fixed ideas, justifications and make-guilty on self. Is not intolerant of the habits of others as they affect him

F3: Can tolerate fixed conditions amongst others and does not get involved by others' efforts to justify, dominate or be defensive about their actions against others

F3: Loss of resistance to another making others guilty, asserting self or justifying own overts.

EXPANDED RELEASE

CONFIRMATION OF EXPANDED LOWER GRADES

Knowledge of having fully made Lower Grades

Freedom from cruel impulses and from being Humanoid

Flag Qualifications

for

L. RON HUBBARD

Founder

[Note: This revision changed the third paragraph by deleting "He then does a meter check for false completion of the Grade being attested" and replaced it with "He then puts the pc on the meter noting TA and needle behaviour."]

Remimeo Qual Div Dept 15

Examiner's Hat E/0 Hat Dept 3
Hat

EXAMINER'S 24 HOUR RULE

A flubbed session is visible at the Examiner.

Regardless of the worksheet or report, any session ending with Bad Indicators, above 3.0 TA or below 2.0 with no F/N or an ARC Brk needle, a Stage 4 needle, a rock slam, a stuck needle, still or a dirty needle independent of TA position indicates a non-optimum session.

When an Examiner sees any one of these following four manifestations in a pc after a session:

1. Non-optimum TA position (above 3, below 2);

2. Non-optimum needle (ARC Brk needle, stage 4, rockslam, stuck, still or dirty);

3. Bad Indicators as per HCOB on Bis;

4. Non-optimum statement from pc, critical, hostile, belittling, sad, etc. The Examiner applies the

24 Hour Rule. This Rule is:

ANY GOOFED SESSION MUST BE REPAIRED WITHIN 24 HOURS.

The reason for the rule is that occasionally, particularly when a person has had a sickly life, physical illness will key in after a session goof.

Such are purely C/S or auditing flubs. A C/S flub consists of gross violations of case

programming.

Auditing flubs consist of corny things like running a Rud but no F/N, failure to flatten a Chain, bad TRs, auditing over out-ruds, chopping the pc before full End Phenomena is attained.

Evaluation or even chatter after the session can upset a pc that ended session on F/N VGIs.

IN ALL CASES as per 1 to 4 above the EXAMINER paper clips a RED CARD on the outside of the FRONT COVER OF THE FOLDER and marks on it THE DATE AND HOUR of the Examination as well as places the EXAM REPORT in the folder, the Examiner logs it in his log in RED BALLPOINT.

The EXAMINER must see that the C/S receives this folder as soon as possible.

The C/S gives total priority to C/Sing it and it is given priority in auditing that

C/S.

The pc may even be asked to wait if it can be done in the next hour or two.

THE FASTER THE FLUBBED SESSION IS REPAIRED THE EASIER IT IS TO REPAIR.

Sessions which are left unrepaired for more than 24 hours occasionally find the pc physically ill. If repaired quickly or at least within 24 hours no physical reaction results.

The illness will be a key-in of illnesses the pc often had before any auditing. All the flubbed auditing does is key it in, it itself makes no one ill.

If you check folders of ill pcs you will find usually a long period of no-auditing or a flubbed session a few days before the onset of the illness.

PCS who have not been properly programmed but have been audited on random this or that instead of Progress, Advance and Class and Grade Chart to fully completed grades are the most likely to become ill.

Penalty for violation of the 24 Hour Rule is loss of a day's stats for the division, the day being that day when the unrepaired flub occurred and subtracted at the time the flub is found.

If a flubbed session is found hidden and not disclosed the division loses all its stats for that week.

This action is important.

If C/Ses and auditors made no flubs whatever they would really be getting top results on pcs.

If a division can prove a flubless 100% F/N VGI week of Exam reports to Dept 3 with actual records, it gets a 25 percent stat increase on all stats.

L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 13 JANUARY 1971

Remimeo Qual Div Dept15
Examiner's Hat

E/O Hat

Dept 3 Hat
EXAM 24 HOUR RULE

(Additional Information)

When it comes to light that a pc has roller coastered despite an F/N at session end and at Examiner's and if neither Tech nor Qual makes any effort to remedy, then the matter becomes a High Crime.

Example: If a pc at the Examiner's F/Ns and yet within a few hours returns for a second Examination with a complaint which does not F/N, then the 24 hour rule applies.

If the Tech C/S ignores it and no repair is done within 24 hours by Tech or Qual, both lose their stats for that day.

If the matter continues unhandled the matter becomes a High Crime.

HIDDEN FAILURES

If due to failure to repair or handle session errors or failure to complete a major action, a pc becomes ill or unable to work, and if no effort is made by Tech or Qual to handle, the matter becomes a High Crime under

HCO PL 7 Feb 65 reissued 15 June 1970, Keeping Scientology Working, (see Note at the beginning of that Policy Letter) and

HCO PL 7 Mar 65, Page 2 No. 3 Crimes: Placing Scientology or Scientologists at risk.

In such a case a Comm Ev must be convened and having fixed the cause of neglect and the persons responsible may, in addition to any fines or penalties, cost Tech and Qual all stats and bonuses for a reasonable period following the occurrence as set by the Comm Ev and as refundable by the divisional personnel from future pay.

L. RON HUBBARD

Founder

L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 8 MARCH 1971

Remimeo

Examiner's Hat   (Replaces and Revises HCO PLs of Tech Services   9 May 69
and 26 Jan AD20, "Exam Form")

Hat

(Mimeo on 16 Sub paper)

EXAMINER'S FORM

(Important Note: This form is handled exactly as per HCO P/L of 26 Jan AD20 AND NO EXAMINER MAY EXAMINE UNLESS STARRATED ON THAT P/L, and HCO B 5 Mar 71 (C/S Series 25) AND AN E-METER COURSE. Students and pcs can be very upset if this post's duties are not done correctly and org pc and course results ruined.)

Volunteered   Date

Medical   Time

Pc or Pre OT name

Last Grade Attained

Grade, Course or Action Being Attested -

pc says.)

TA Position and any RD   Pc Indicators

State of Needle

F/N Indicated to pc

Signature of Examiner

ROUTE THIS FORM TO TECH SERVICES WHICH ROUTES IT INTO THE FOLDER.

WHEN ILLNESS REPORTED MAKE THIS OUT WITH A CARBON UNDER IT AND ROUTE ORIG TO T/S AND FOLDER AND CARBON TO MO OR QUAL SEC.

RUSH ROUTE ANY ROLLER COASTER LATER REPORT OR SICK RPT TO FOLDER TO PREVENT C/S ERRORS.

<p style="text-align: center;">L. RON HUBBARD</p>

LRH:mes.rd

<p style="text-align: center;">Founder</p>

CenOCon

KEY TO THE ORGANIZATIONAL CHART OF THE FOUNDING CHURCH OF SCIENTOLOGY OF WASHINGTON DC

HCO BOARD OF REVIEW

Purpose: To validate for full results every certificate ever issued in Dianetics and Scientology. To be the final authority on any certificates to be issued. To be the final authority on Clear certification.

L. RON HUBBARD

LRH:js.rd

[Note: The full Policy Letter is given in Volume 7, page 138.]

Remimeo All Qual Hats

THE DEPARTMENT OF CERTIFICATIONS AND AWARDS

the Department of Certifications and Awards has the prime purpose in all its functions:

"TO HELP RON ISSUE AND RECORD VALID ATTESTATIONS OF SKILL, STATE AND MERIT HONESTLY DESERVED, ATTAINED OR EARNED BY BEINGS, ACTIVITIES OR AREAS."

The validity of issue and decrying any false issue are the concerns of the Department of Certifications and Awards.

The Department is fully within its rights to recommend issue when it is unjustly denied or to refuse issue when it is obviously not in keeping with its prime purpose.

The orders, rules, regulations, policies and routes were intended to assist it and expedite the carrying out of its purpose. Therefore no order, rule, regulation, policy or route may deny the personnel of the Department the right to carry out its prime purpose as above.

LRH:ml.rd   -L. RON HUBBARD

Extract from:

OPERATIONAL BULLETIN NO. 3

7th November 1955

HUBBARD COMMUNICATIONS OFFICE

The HCO takes over final authority on any certificates to be issued. The certificates are prepared by the various Scientology organizations, but they are finalized by the HCO. No other organization can issue certificates except the HCO.

W. H. Young Chairman

(copy HCO, Washington)

(11/19/57)

bt.rd

L. RON HUBBARD

THE FOUNDING CHURCH OF SCIENTOLOGY

1812 19th Street N.W., Washington, D.C.

FOUNDING CHURCH POLICY LETTER OF 20 MARCH 1957

STAFF CERTIFICATE DISPLAY

Each staff member shall display near his place of work his highest practical (not honorary) certificate, his highest ordination and staff member card, suitably framed.

L. RON HUBBARD

LRH:rd

HUBBARD COMMUNICATIONS OFFICE LONDON

HCO POLICY LETTER OF 28 APRIL 1957

HCO BOARD OF REVIEW GOAL

Our goal is to review and stamp every staff certificate of any level or task and every field certificate Validated for Advanced Processes HCO Board of Review 1957, after their passing a proper examination on 5 levels of Indoc and CCH.

L. RON HUBBARD

LRH:rs.rd

HUBBARD COMMUNICATIONS **OFFICE LONDON**

(Issued at Washington)

HCO POLICY LETTER OF 19 AUGUST 1957 To: All Staff

Bulletin Board

RELEASE ALL CERTIFICATES THAT ARE PAID UP WITH ACCOUNTING, VALIDATED OR NOT.

PERMIT VALIDATION WHERE NECESSARY AFTER FACT OF RELEASE.

LRH:md.rd rs:26.8.57   **L. RON HUBBARD**

HUBBARD COMMUNICATIONS OFFICE LONDON

(Issued at Washington)

HCO POLICY LETTER OF 2 SEPTEMBER 1957 — Effective this

Date -

All Staff B. Board

FIELD CERTIFICATES

The only certificates which may be issued in the Field will be an HAS—Hubbard Apprentice Scientologist. This is world-wide.

Auditors whose certificates have been validated with a gold seal may coach auditors in the field and validate their highest certificate.

Washington and London central organizations will be the only places where one can obtain an HCA, HPA, BScn, or DScn.

LRH:md.rd rs:6.9.57   L. RON HUBBARD

NOT HCO POLICY LETTER ORIGINAL COLOUR FLASH NOT GREEN ON WHITE

HUBBARD COMMUNICATIONS OFFICE LONDON

HCO BULLETIN OF 19 NOVEMBER 1957

HCO - FINAL AUTHORITY ON CERTIFICATES

HCO takes over final authority on any certificates to be issued. Certificates are prepared by the various Scientology Organizations but they are finalized by HCO. No other organization can issue certificates except HCO.

[Unsigned]

Taken from Hat Digest No. 3

HCO B 31 August 1957.

NOT HCO POLICY LETTER ORIGINAL COLOUR FLASH NOT GREEN ON WHITE

HUBBARD COMMUNICATIONS OFFICE

37 Fitzroy Street, London W.I (Issued at
Washington)

HCO BULLETIN OF 28 MARCH 1958

All Staff Bulletin Board Field
Offices

ONLY ORGANIZATION OFFICES CAN CERTIFY CLEARS

We are in receipt of many protests from auditors concerning our announcement that any auditor could certify clears.

It is felt by field auditors that only HASI and HCO offices should finally test for and certify clears.

It has been explained to us that the state of Clear must not become the subject of invalidation and that this might occur in field testing and certifying.

Therefore the HCO Board of Review has made a ruling that only Central Organization offices such as HASI—L.A., HASI—London, HASI—New Zealand, HASI—South Africa, FC—New York and HCO—Washington may test for issuance of a final certification of the state of Clear. Only HCO Washington may issue Clear Bracelets at this time.

This cancels a statement that field auditors can certify clears and get bracelets for their pcs. Field auditors may however send their cleared pcs in for tests and bracelets to the Central Organizations named above.

It must be understood that this decision is made only after a flood of objections to field Clear certification by the field itself.

The cost of tests at Central Organization is £3 and the cost of a sterling silver Clear Bracelet $15 US (UK *) except to HGC preclears who receive them free of charge when Clear is actually reached *during* an intensive.

HCO Board of Review

* UK bracelet price to be issued later.

bt.rs.rd

HUBBARD COMMUNICATIONS OFFICE

37 Fitzroy Street, London W.I (Issued at
Washington)

HCO BULLETIN OF 30 JUNE 1958 (Revision of HCO Bulletin
of 28 May 1958)

1 each Staff Member Dir Pr hat

HCO Bd Review hat Testing hat Field
Offices

PROCEDURE FOR CERTIFYING CLEARS

This applies WORLD-WIDE All Offices and
Auditors

Clears are tested by several departments. In only one department does all this data assemble. And only that one unit can pronounce a clear "Clear".

Testing department gives test. Testing should not tell pc anything which would lead pc to think he has been passed for clear.

Dir of Pr gives an E-Meter test and review of written tests but cannot finally inform pc he is clear. The most he can say is that it seems so, *but* final declaration of clear is reserved to the HCO Board of Review.

When all papers and data are assembled at HCO Board of Review, this unit then reviews the entire picture. HCO Bd of Review can call for a retest at its own discretion after a lapse of time.

HCO Bd of Review then submits all tests to LRH for a final review. Only after LRH certifies a person as "Clear" can a clear bracelet be issued.

THIS APPLIES WORLD-WIDE. ALL TESTS FROM ALL OFFICIAL SCIENTOLOGY OFFICES.

The issuance of the bracelet by HCO Bd of Review is the first time the recipient is informed finally that he is clear.

This Bulletin is retroactive to the first person cleared by modern Scientology.

L. RON HUBBARD

LRH:md.rd

HASI POLICY LETTER OF 30 JUNE 1958

1 ea staff member

Testing hat   (Revision of 25/2/58 FC Policy Ltr Dir Pr hat   — not
originally issued in London)

HCO Bd Review hat Invoicing hat

Field Offices   **CLEAR BRACELET PROCEDURE**

All clear bracelets cost £4. This is the only price. Applies to Field Offices, ACC students, individuals, everybody. The only FREE bracelets issued are to HGC-made clears, and cleared Permanent Staff Members, London.

The London Procedure is as follows: a person desiring to be tested for clear reports to Testing FIRST (after paying Reception for test). Testing dept gives test. Testing should not tell person anything which would lead person to think he has been passed for clear.

Person then reports to Dir of Pr who gives an E-Meter test and review of written tests but cannot Finally inform person he is Clear. The most he can say is that it seems so, *but* final declaration of clear is reserved to HCO Bd of Review (after final review by LRH). Dir of Pr then sends all tests and E-Meter checkout sheet to HCO Bd of Review.

HCO Bd of Review goes over all the papers and tests to make sure they are in order. (HCO Bd of Review can call for a retest at his discretion after a lapse of time.) When HCO Bd of Review has all tests and papers on that person in order, he then submits them to LRH for a final review. After LRH certifies the person as "Clear", HCO Bd of Review then notifies person they are eligible for a clear bracelet. When HCO Bd of Review advises a person that they are eligible for bracelet, he should ask them to let him know immediately the exact way they want their name written on the bracelet, if he does not already have this information to hand. HCO Bd of Review gets the exact date of clearing from the tests.

If the person was an HGC preclear, there is no charge to him for the bracelet, and HCO Bd of Review must notify INVOICING that that person is entitled to a clear bracelet, whereupon Invoicing writes up an invoice for that person, marking it "HGC preclear London, no charge". (If person is a London Permanent Staff Member, Invoicing marks "London Perm. Staff Member, no charge".)

If person is NOT an HGC preclear, then HCO Board of Review advises them at the time he informs them of their eligibility for a bracelet to send in £4 to "Invoicing".

Payment note: Payment of bracelet can be arranged, however, before the person leaves the central organization premises. They can pay £4 to Invoicing and the invoice can be retained by HCO Bd of Review in the person's folder. If person pays before they leave, then Invoicing should make out the invoice exactly as the person would like to have their name appear on the bracelet. Bracelets can be partially paid for—they will be engraved and sent C.O.D. for balance where necessary. If it is a local purchase, the total payment must be on hand before delivery is made. Can be paid for a little at :i time before delivery is made.

FIELD OFFICES: (example: HASI, South Africa) When they check an HGC preclear, they send all tests and papers to HCO Bd of Review in *Washington, DC*. Above procedure follows. (Field office bears cost of an HGC preclear, not the person himself.)

All bracelets issued must be invoiced and must follow this procedure.

L. RON HUBBARD

Note to field offices: LRH gives final authority on issue of bracelets, so send completed tests to wherever he is—but send £4 to *London* for price of clear bracelet.

LRH:md.rd

NOT HCO POLICY LETTER ORIGINAL COLOUR FLASH GREEN ON GOLD

HUBBARD COMMUNICATIONS OFFICE

37 Fitzroy Street, London W.I

HCO BULLETIN OF 17 NOVEMBER 1958

Full Distribution

CLEAR BRACELETS

No clear bracelets will be issued until person has been tested for engrams as per E-Meter techniques of 5th London ACC which will be made available shortly.

LRH:mp.rd   L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE

37 Fitzroy Street, London W.I

HCO POLICY LETTER OF 20 MARCH 1959

CERTIFICATES HANDLING

When handling certificates, never put hands, arms or anything on area of certificates printed for signature.

Do not use paper clips on certificates. All certificates should be hand carried through the lines to keep their shape, and keep from getting worn by handling. Use a certificate folder set aside for this purpose.

VALIDATION SEALS FOR FIELD AUDITORS A Blue Seal is rated after:

1. The person is trained by a Gold Seal holder

2. He passes TRs & CCHs to satisfaction of Gold Seal

3. He is recommended by Gold Seal holder

4. He is ok'd by Dir of Tr and HCO Bd of Review.

A record of all validated auditors in a log book should be kept at all times by the HCO Board of Review.

L. RON HUBBARD

LRH:mp.rd

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 29 JULY 1959

CenOCon

SENDING CERTIFICATES BY MAIL

When sending certificates by mail, always roll them up very carefully and place inside a rigid tube. The tube should always be longer than the roll of certificates. Make sure that the certificates are secure in the tube by passing a string through lengthwise and/or sealing the ends of the tube with wadding and gumstrip paper.

It has been found that this method is the most successful so long as the tube is really rigid and of sufficient diameter so that the certificates do not have to be too tightly rolled.

Send them by first class surface mail, not usually by airmail.

Peter Hemery HCO Communicator WW

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HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 31 AUGUST 1959

CenOCon

CERTIFICATIONS

In order to get an HPA/HCA or BScn/HCS Certificate, it is not necessary to wait one year.

It is necessary, however, that the student be fully trained and have all Extension Course work completed and corrected.

HCO Secretary WW

NW:brb.rd

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by L. Ron Hubbard

HCO POLICY LETTER OF 31 DECEMBER 1959

Cert Depts

ROUTING OF CERTIFICATES FOR STERLING AREAS

The following arrangements will apply to the routing of certificates in Sterling Areas.

HCO Area Sec London arranges for blank certificates to be printed. When other HCOs require certificates, they should send the route sheets completed to HCO Area Sec London, who will have the details written on the certificates. Always make sure the names are supplied in legible form exactly as they are to appear on the certificates.

When the certificates have been completed, HCO Area Sec will then send them to LRH for his signature. They will then be sent back to HCO Area Sec London, who will airmail them to the appropriate HCO.

HCO Area Sec London will also keep a world wide certificate log book.

FINANCE: Area HCOs will pay to HCO Area Sec London the cost of the certificate and printing of the name, plus 5% to cover the time spent. The local HASIs will pay all postage costs, as this is a service we are doing for them.

This system should simplify the routing of certificates, and at the same time ensure that the quality of certificates is standardized.

Peter Hemery HCO
Secretary WW for L.
RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE

37 Fitzroy Street, London W.I

HCO POLICY LETTER OF 22 FEBRUARY 1960 (Reissued from
Sthil)

CenOCon HCO Board of Review

HPA QUALIFICATIONS

Policy states that an HPA/HCA certificate may not be awarded until all requirements including Extension Course, are completed.

However, students who have completed the academy course and have graduated successfully and have passed the HCO Board of Review examination are in fact entitled to start practising professionally even though they may not have completed the Extension Course work.

Sometimes also a student may have passed all the requirements and yet may not be in possession of a certificate because he has not completed paying for the course.

In all such cases, provided that the HCO Board of Review is satisfied that the student is fully competent to start practising professionally, the student should be given a letter of Certificate Pending by the HCO Board of Review. This letter would give the student a grace period to complete his qualifications, say 6 or 8 months, and would state that he is entitled to audit professionally during this period. Each letter would be dated and would state the limit of the grace period, set according to the individual's circumstances.

This procedure would regularize the position of the new auditor who is waiting for his certificate, and will also encourage the individual concerned to complete his requirements, including paying off his account.

Peter Hemery HCO
Secretary WW for L.
RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 25 APRIL 1960

BPI

HCO Secs CenOCon MA

IMPORTANT CERTIFICATION CHANGE

Effective at once all persons satisfactorily completing an HCA or HPA course at a Central Organisation Academy and passing an HCO Board of Review Examination at course end shall be given their certificates as soon as administratively possible, keeping in mind they have to be prepared and airmailed to me for signature.

All auditors who have been trained at an academy shall be certified immediately that they pass their Board of Review Examination.

A 1960 validation seal, Red, shall be affixed to the certificate when the auditor has completed his Extension Course and has passed further examination on the CCHs and Model Session ability.

The Extension Course is still necessary for a Red validation seal.

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L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 29 APRIL 1960

CenOCon

CERTIFICATION CHANGE

As regards the HCO Policy Letter of April 25, 1960, entitled "Important Certification Change", this policy of issuing at once HCA or HPA certificates to all persons satisfactorily completing an HCA or HPA Course at a Central Organization Academy and passing an HCO Board of Review Examination at Course end does not apply to persons who have not completed full payment for their course.

The regulation concerning the requirement that no certificate can be issued until such time as the student has paid for his course in full, still applies.

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Mary   Sue   Hubbard
Organizational Supervisor, WW

for L. RON HUBBARD

Assoc Sees HCO Sees Board of
Review CenOCon

CERTIFICATIONS

It is important that the project for issuing outstanding certificates should be carried through successfully, and as quickly as possible.

One reason is that all of these old certificates which have been "hanging fire" should be issued before HASI Ltd becomes a fact. It is greatly to the advantage of Central Orgs to get these certificates into the hands of all who are qualified to have them—it means more trained auditors, more memberships in good standing.

To qualify for a certificate, a person must pass, or have passed an HCO Board of Review examination based on the data he was taught rather than new data. His course fees must either be fully paid up or (in the sterling area) he must be making regular payments on a banker's order. A certificate may be used if he signs a banker's order and starts making regular payments, (in sterling areas).

If the person is not already entitled to a validation seal, he may qualify for the 1960 Red Validation Seal if he complies with certain provisions. These provisions may be modified from time to time as technology and training alters. At present, a person may obtain a validation seal when he has completed his Extension Course successfully and passed an HCO Board of Review examination on CCHs and Model Session (HCO Policy Letter of April 25, 1960).

The person immediately responsible for seeing this project carried through is the HCO Board of Review. Until it is completed, it may be necessary to place a person on this post full time and make arrangements for part time assistance for correspondence, practical examinations, etc.

HCO Sees and Assoc Sees are requested to assist in every possible way to ensure that this project is pushed along until every certificate which is now outstanding has been issued.

(Note: This does not alter the policy that in order to keep a certificate in force an auditor must have a membership in good standing.)

                                        Peter Hemery HCO Secretary WW for
                                        L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE Saint Hill
Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 12 FEBRUARY 1961

CenOCon HCO Bds of Review

CERTIFICATES AND AWARDS REVISED LIST

The following certificates only may be promised and issued effective immediately. All are issued by "HCO on behalf of the Academy of Scientology" except as indicated:

Certificates

Hubbard Apprentice Scientologist

Smaller than HPA/HCA. Signed by Letter Press with a small L. Ron Hubbard signature. Issued by Address Unit with the person's name and date typed on with a very large type typewriter. Issued on receipt of a PE Invoice to PE Course Instructor before Friday of the week of enrolment. Must carry the words "Does not authorize professional processing." Given for one week's attendance on PE.

Hubbard Practical Scientologist

Same size as HPA/HCA. Same wording except it adds clearly-"Does not authorize professional processing for a fee". Issued by HCO Bd of Review on request of Academy. Requires 8 weeks of day training or a full course of evening or week end training. Requires minimal oral examination. Signed L. Ron Hubbard by means of an embossing seal.

Hubbard Professional Auditor (Commonwealth) or Hubbard Certified Auditor (US)

Same wording as always. Issued by HCO on behalf of Academy. Issued only after repeat weeks needful for passing Academy, a stiff oral and written exam by HCO Bd of Review and certain time spent on a staff of a Central Org. Costs not more than 1/3 more than an HPS. Signed by LRH personally or his signature at HCO WW.

B.Scn. (UK) or Hubbard Clearing Scientologist (US)

Same conditions of issue as HPA/HCA with course examination and a good case history as requirement. Signed by LRH personally or at HCO WW.

D.Scn. (Commonwealth) or Hubbard Graduate Scientologist (US)

Issued by HCO only on its own behalf after meeting requirements stipulated for any given course.

Awards

Clear Bracelet. Issued on LRH Authorization only after requirements met for HCO Bd of Review in an area.

Fellow of Scientology—Issued by LRH for some contribution to the knowledge of Scientology.

L. RON HUBBARD

HCO POLICY LETTER OF 16 MAY 1961

CenOCon

HPA/HCA REQUIREMENT

With the advent of the certificate Hubbard Practical Scientologist, and the long term no use of Validation Seal, it is hereafter established that:

IN ORDER TO OBTAIN A VALIDATION SEAL ON ANY CERTIFICATE, THE PERSON MUST HAVE SPENT A ONE YEAR INTERNESHIP IN AN HGC.

This suggestion, put forth by Smokey Brand, HCO Area Secretary DC, has been sent to most organizational personnel throughout the world for their comment. The reply was an overwhelming affirmative.

Hereinafter, no Validation Seal may be stamped on a certificate without the above requirement.

Effective at once, all personnel on HGCs who will have been on an HGC one year by May 12, 1962 will receive a Validation Seal of a new style stating the fact of interneship.

As a special award all auditors who have served in an HGC one year beginning January 1, 1960, may receive a Validation Seal, old style, on any and all their certificates at once.

L. RON HUBBARD

HCO POLICY LETTER OF 14 NOVEMBER 1961

CenOCon

STABILIZATION OF CLEARS

All Clears who have been made on SOP Goals procedure must be run again on Routine 3D, to ensure stabilization. In many cases this will not take long, since Modifiers or Opposites will blow on assessment, if not already found and blown on previous assessments.

In future, no Clear bracelet will be issued until the Clear has been run on Routine 3D and is recognized to be thoroughly stable during a period of three months. The Clear should then be checked out again, and a bracelet applied for in the usual way.

L. RON HUBBARD

HCO POLICY LETTER OF 13 SEPTEMBER 1962

HCO Secs HCO Board of
Review

CERTIFICATE APPLICATION FORM

Any person who has qualified for a certificate should be required by the HCO Board of Review to complete a Certificate Application Form, as under.

HUBBARD COMMUNICATIONS OFFICE

Confidential

BOARD OF REVIEW

This form is for first issue of certificate only, not *RE-issue*

(address appropriate) *CERTIFICATE*

APPLICATION

I ....

Address ....

hereby apply for an HPA (HCA) B.Scn (HCS) HGS D.Scn certificate from the Hubbard Communications Office, which is the only examining and certifying body in Dianetics and Scientology.

I have duly completed all the requirements for this certificate. I understand that the certificate is given to me free of charge and I have not paid for it to HCO or any agency which could be connected to HCO, or construed to be connected.

Signature .... Date ....

I understand that I may continue to hold this certificate only as long as I subscribe to and abide by the Code of a Scientologist, the Auditor's Code, and the rules and regulations that apply to an auditor in professional practice as they appear from time to time.

Signature .... Date ....

I hereby affirm that I am not a Communist nor do I have criminal or communist connections. I also affirm that I have no unpunished crimes in my past in the eyes of the law and that I do not have a criminal record (THIS LIFETIME).

Signature .... Date ....

This space for Office use only.

Checked by .... HCO Board of Review on E-Meter

(signature)

OK to issue certificate: .... .HCO Board of Review

(signature)   (name of Org or

Continent) Any other comments:

If the student has not yet completed all the requirements for certification, he may yet partially complete the form, and in fact should receive the meter check before leaving the Central Org.

This form is given to the student upon his request by the HCO Board of Review of the Organization where the student has completed, or will complete, his course. When it is finally completed and signed by the Central Org Board of Review, it must be sent to the HCO Board of Review, Continental, *by the student applying*. (However, the Central Org Board of Review should see that the student understands the procedure and sends in his application when all requirements are complete.)

Board of Review Continental then checks the applicant's check sheets (which should have been received from the Central Org Board of Review). If the check sheet is complete, the HCO Board of Review Continental issues the certificate. If it is not complete, the HCO Board of Review Continental informs the student via the Central Org Board of Review, which has the direct responsibility for seeing that the check sheet is properly completed.

HCO Board of Review Continental should not issue a certificate until it has in hand both the completed check sheet and the certificate application of the applicant.

The E-Meter check required shall consist of being checked out on 0/Ws and missed withholds which the applicant may have accumulated while at the Org concerning the staff, students and preclears; and a check on the last question of the application form. The person checking should also determine the general case level of the applicant by observing TA, needle and person while being checked. If the case level seems poor or bad, the Central Org Board of Review should require the person to be audited before completing the application form.

THE HCO BOARD OF REVIEW CONTINENTAL IS NOT TO ALLOW THE CERTIFICATION OF ANY PERSON WHOSE CASE LEVEL IS NOT UP TO HCO STANDARDS, OR WHO HAS NOT HAD THEIR 0/Ws FROM COURSE CLEANED UP.

Finally, it is emphasized that every effort should be made to expedite the issue of certificates. HCO Boards of Review should make sure that graduating students complete all their requirements and send in their applications for certificates as soon as possible after graduation.

Issued by: Peter H emery HCO Sec WW for L. RON
                          HUBBARD

Authorized by: L. RON HUBBARD

LRH:gl.rd

HCO Secs   HCO POLICY LETTER OF 19 OCTOBER 1962 HCO Board of
Review

Central Orgs   **PREPARATION OF HPA/HCA CERTIFICATES**

No HPA/HCA graduate should be considered released from the Academy until he has fully completed Course requirements and he has passed his Oral and Written examinations and has satisfactorily completed his Certificate Application Form. Delays in completing these last three items should be minimal.

Providing his Course fees have been fully paid, or satisfactory arrangements have been made for completing payment, on the day that he is released from the Academy the new Graduate is to be handed his HPA/HCA certificate.

Therefore, instead of waiting until Course completion for preparation of certificates as previously, on date of commencement of HPA/HCA Course a despatch is written by the Director of Training to the HCO Board of Review giving the full names of the new students who have commenced on Course.

HCO Board of Review will then proceed immediately with the preparation of these certificates. This follows the normal procedure *except* that after I have signed them and sent them back, they are placed in the Valuable Documents Safe and remain there until date of issuance. They are NOT to be embossed with the HASI Seal until the date on which the certificates are actually handed to the new graduates.

Delays in certificate issuance are to be obviated completely.

L. RON HUBBARD

CenOCon   HCO POLICY LETTER OF 4 DECEMBER 1962
BPI

R2-12 VALIDATION

Change all Certificate Validation seals to read:

—   Size not to scale

When a student or staff   member or retread has passed Class IIb for Routine 2-12, so validate.

Disseminate this datum   broadly in magazines. LRH:dr.rd

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HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 12 AUGUST 1963

CERTIFICATES AND AWARDS

(Changes earlier policies where these are at variance)

The certificate of HUBBARD GRADUATE AUDITOR (ST HILL) CLASS _____ will hereafter be issued for successful completion of the Saint Hill Special Briefing Course.

The certificate HUBBARD CLEARING SCIENTOLOGIST will no longer be issued but may be converted to HUBBARD SENIOR SCIENTOLOGIST. No further courses for this level may be enrolled in Academies until such time as Scientology Three is codified. HUBBARD SENIOR SCIENTOLOGIST may be given for HCA/HPA retread.

The certificates HUBBARD CERTIFIED AUDITOR for the US and HUBBARD PROFESSIONAL AUDITOR for the UK and Commonwealth will continue as the professional certificate issued by Central Organizations. It is given for successful completion of an Academy HCA/HPA Course.

This certificate and no other (except HDA as follows) is requisite for the Saint Hill Special Briefing Course.

The certificate for Scientology One is HUBBARD BOOK AUDITOR. This is granted under various conditions in the Orgs. The reason being that no book auditor should audit without a certificate. It replaces HUBBARD APPRENTICE SCIENTOLOGIST and this certificate may be exchanged by anyone for a HUBBARD BOOK AUDITOR certificate. (I do not personally sign this certificate. It is signed by letterpress.)

CLASSIFICATION

Classification is in addition to certification and is by additional examination by HCO.

Classification is sealed on any certificate by "Class" and large Roman Numerals and a Hubbard Communications Office ring, the Roman Numerals denoting Class to be huge and in the centre of the seal.

HBA may be sealed with a Class I.

HCA/HPA may be sealed with a Class I or a Class II.

HSS may be sealed with a Class II or Class III.

HGA (St Hill) may be sealed with a Class III, Class IV or a Class V.

The object of class is that course completion alone may award a certificate. But course proficiency is denoted by a Class Seal.

Auditors who have difficulty getting results should not be classed.

Classses and certificates are now fully aligned and permanent in comparison with the five levels of Scientology HCO Policy Letter of August 2, AD 13 and Classification Policy Letters.

Classification is not a matter of obligation to HCO. It is a special award and is not owed to anyone.

HANDLING OF ISSUE

It is required that the following policies of issue be followed.

HBA — Issue certificate to anyone who is auditing industriously. Give Class I only to such as also take new Comm Course training.

HCA/HPA — Issue only to Academy students who complete their check sheets. Classify certificate as Class I inevitably but as Class II on the basis of staff employment or retread.

HSS — Issue certificate to HPA/HCA retread if promised. Classify as II or III only on the basis of further retread or staff employment.

HGA (St Hill) — Issue certificate on completion of check sheets. Classify III on basis of competent auditing. Classify IV on basis of excellent showing in results on pcs or on retread at Saint Hill. Classify V only on reaching OT and retread at Saint Hill.

DOCTOR OF SCIENTOLOGY

This is an honorary degree, not granted for scholastic reasons but is purely an award to those who at Class III or IV perform signal service to Scientology activites. An HCS or HGA (St Hill) is understood to qualify.

FELLOW OF SCIENTOLOGY

This is an honorary award for signal contribution to Scientology technology beyond the scope of a new process. The work must be complete and approved. Usually reserved for Class IV or V auditor.

HUBBARD DIANETIC AUDITOR

This certificate remains in full force.

It may however be exchanged for an HPA/HCA without further examination and at cost of certificate and preparation of it. However, HDA is the single exception to acceptance for Saint Hill training for which it is valid, waiving then the HCA/HPA requirement.

HONOURS

Any classification may be issued "with honours" providing the candidate has exceeded the check sheet requirements by a notable degree and is also eligible for the upper classification range of that certificate. HBA Class I is the exception. It is the classification that is given "with honours". "With honours" however may not be given without the written recommendation of the candidate's own instructors.

ADMINISTRATIVE CERTIFICATES

Three new certificates totally devoted to administrative actions and skills are announced herewith and are now available.

The certificate HUBBARD ASSISTANT ADMINISTRATOR will be issued to properly qualified persons who have served one year or more in an HCO or Scientology organization in the Administrative Division and who have successfully passed the examination of a permanent staff member as issued or amended; or who has successfully completed a course in administration given by a Scientology Organization.

The certificate HUBBARD ADMINISTRATOR will be issued to properly qualified persons who have served two or more years on the staff of an HCO or Scientology Organization in the Administrative Division and who have passed the required examination; or who have successfully completed a course in administration given by a Scientology Organization.

The certificate HUBBARD EXECUTIVE will be issued to properly qualified Hubbard Administrators who have successfully completed the studies required.

Permanent staff member certificates will no longer be examined for or issued but may be retained and also converted to the certificate. Permanent Executive certificates will no longer be examined for or issued but may be retained and also converted to Hubbard Administrator certificates.

RELEASE

Release buttons (an "R" set in the S and double ARC Triangle of Scientology) may be (and should be) issued to HGC pcs who have attained its requirement by HCO Sees without charge.

CLEAR BRACELETS

Silver Clear Bracelets are issued by HCO Sees at the expense of the HGC or the field pc to those who meet clear requirements.

(Note: No such bracelet shall be issued until procedure of test is established in HCO Policy Letters after this date, all former such tests being cancelled.)

OT AWARDS

Gold OT Bracelets will be issued when requirements are specified and met.

SCIENTOLOGY PINS

Associate Membership is the sole requirement of a Scientology pin issue.

MINISTERIAL AWARDS AND INSIGNIA

These are not properly Scientology awards but are authorized and issued only by Church boards. They are handled by courtesy by HCOs attached to Churches. These include Doctor of Divinity, Minister of the Church and Spiritual Counselor.

There are no other valid Dianetic or Scientology awards. Any former certificate legally issued by a Scientology organization may be turned in for any of the above comparable certificates.

Illegal certificates in Dianetics and Scientology, meaning any issued by an agency not authorized by HCO, should be seized and the issuing agency sued by HCOs for violation of trade mark and copyright and fraud.

ISSUING AGENCY

Hubbard Communications Office has full control of all certificates and awards of Dianetics and Scientology and may issue according to policy, and suspend or cancel at discretion.

The basis of issue is competence. The basis of suspension is violation

of ethical use.

The basis of cancellation is failure to comply with the conditions of an order of suspension.

VALIDITY OF CERTIFICATES

No certificate is valid without my personal or printed signature, that signature now being fully copyrighted and trade-marked.

IN FORCE

It is considered as of the date of one day after this policy letter that all those certificates and awards ever issued are to be considered in full force regardless of circumstances except those suspended between March 13, AD 13 and August 12, AD13.

L. RON HUBBARD

Central Orgs

Franchise

Field

ISSUING OF CERTIFICATES

HUBBARD APPRENTICE SCIENTOLOGIST Certificates and Level I Classifications are authorized by Field Auditors and HAS and Class I Course Instructors. They are issued by the Area Central Org upon application to the Field Auditor Consultant in the Central Org. The certificate is signed by Letter Press with a small L. Ron Hubbard signature.

Application approved by a valid HQS certificate holder is the only requirement necessary for issuance of an HAS Certificate or Level I Classification.

HUBBARD QUALIFIED SCIENTOLOGIST Certificates are issued by the Area HCO Board of Review upon completion of Course requirements and application to the Area HCO Board of Review. The certificate is signed by Letter Press with a L. Ron Hubbard signature.

Level II Classification is issued by the Area HCO Board of Review upon passing the Level H examination given by the Area HCO Board of Review.

HQS certification and Level II Classification standards are the responsibility of the Area HCO Board of Review following current policy regarding HQS and Class II requirements. HQS Certificates and Level II Classification are *not* sent to Saint Hill for approval or signature.

The only change of procedure for HPA/HCA and HCS level is that certificates are issued upon completion of the course, but classification depends upon examination by the Area HCO Board of Review.

HUBBARD ADVANCED AUDITOR, HUBBARD SENIOR SCIENTOLOGIST and HUBBARD GRADUATE AUDITOR Certificates, as well as Level V, VI and VII Classifications, are issued by HCO Board of Review, Saint Hill, only, for L. RON HUBBARD upon completion of the requirements on the Saint Hill Course.

Any changes or modifications in the supply or format of certificates will be notified in directives from time to time as necessary.

L. RON HUBBARD

LRH:gl.rd

Cent Con HCO Secs

Assoc Secs

PERSONNEL RECORDS

ADMIN CERTS

(Modifies HCO Pol Ltr of August 12, 1963)

As a special project, Admin Certs are being issued to all *current* and *past* staff members of Scientology Organizations on the following basis:

Hubbard Administrator certificate: Will be issued to (1) any staff member, currently on staff, who does not qualify for a Hubbard Executive certificate; or (2) any person who has previously worked on the staff of a Scientology Organization, no matter how briefly, who does not qualify for a Hubbard Executive certificate.

Hubbard Executive certificate will be issued to:

1. Any staff member currently on staff, who can claim to have served on an Executive post in a Scientology Organization for a period of at least one year.

2. Any person who has previously worked in a Scientology Org, who can claim to have served on an Executive Post for at least one year.

Executive posts are defined as follows:—

In HASI: Assoc (or Org) Sec   In HCO:

                                 HCO Continental Secret

PE Director   HCO Area Secretary:

Director of Training

Director of Processing

Director of Enrolment

Chief Registrar (Books)   Director of Materiel

Letter Registrar   Director of Accounts

IN ORDER TO OBTAIN THE CERTIFICATE, THE ATTACHED APPLICATION FORM MUST BE FILLED IN AND SENT TO HCO WW, SAINT HILL, VIA YOUR ASSOC SEC AND HCO AREA SEC.

HCO Area Sees:

1. Distribute these forms to all current Org staff, including HCO personnel. Route to Org Supervisor WW, with Assoc Sec comment and HCO Sec comment, which are confidential, after completion by the staff member.

2. Send a form and explanation to every past staff member known to you or recorded in your files. Get them to send the application back to you for Assoc Sec comment and your comment, and then route to Org Supervisor WW.

3. Advertise the offer in your Continental magazine, telling them to send to you for an application form.

The Admin Certs will be printed and issued by Saint Hill only. They will supersede the current Permanent Staff and Permanent Executive certificates, which are now abolished.

Holders of Permanent Staff and Permanent Executive certificates must however send in their application for the new certificates.

The deadline for this project ends on 31st December 1964, after which the Admin Certs will be available only to current staff members and requirements will be harder. So send in your application form NOW.

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

APPLICATION FORM FOR ADMIN CERTIFICATE

I wish to apply for a Hubbard Administrator/Hubbard Executive certificate.

I am   current/past staff member. filled in

a I   my staff record below.

_____

~~signature~~

(Print in capitals please) Current address for

~~posting cert:~~

_____ (Print in capitals please)

Scientology certs held and dates obtained

Staff posts held (Name of post and approx

If service on staff continuous, or broken,   name approximate dates of service (dates only)

Total service (in months or years)

Total service on Executive posts (in months or

Assoc Sec/Org Sec comment (confidential)

****

HCO Sees Assoc Sees Address
Depts

CERTIFICATION AND CLASSIFICATION

There is no intention at present of issuing all certificates from HCO WW. HCO Boards of Review should therefore be prepared to continue their present system of preparing, issuing and recording certificates of all kinds, as before.

Supplies of blank certificates of all levels up to IV are now obtainable from the Book Department of HCO WW at Saint Hill. These are:

HAS   LEVEL I
HQS   LEVEL II
HCA   LEVEL III
HPA   LEVEL III Ch. III
HCS   LEVEL IV

HAA (Level V), HSS (Level VI) and HGA (Level VII) are however still obtainable only at Saint Hill at this time.

In addition, the honorary DScn, FScn and in the US, ministerial certificates, are still obtainable as before.

The supply and issue of certificates should be an easy, rapid process. The system is

briefly as follows:

As soon as a student enters a course, his certificate is prepared, his name lettered on it and if necessary (HPA and above at present) the certificate is sent at once to HCO WW to be signed by LRH.

The certificate is therefore ready to be presented to the student as soon as he graduates from the course and passes his examination, if any. Before receiving the certificate, however, at Level II (HQS) and above, he should complete an application form for the HCO. This application form is in duplicate. One copy is sent to HCO WW Address Dept for their information, when the student receives his certificate or classification. The application form should include a mailing address.

Check sheets for routing certificates should be kept in the usual way.

A roll book should be carefully kept of certificates and classifications at Level III (HCA) and above. For levels below III, it is sufficient to keep track of it in C/F and Address Depts.

The HCO Area Sec is responsible for seeing that certifications and classifications are speedily and efficiently handled, though the actual function may be delegated to another personnel. The actual function of certification and classification for a whole area is centralized at the Area HCO of the main central org of the area. At present, these are: London for UK and Europe; Washington DC for America and United States (except California); Los Angeles for California; Johannesburg for Africa; Melbourne for Australia and ANZO. HCO WW also does its own certification and classification at Levels V, VI and VII. Certificates at Levels I and II may also be issued by other offices at the discretion of the central issuing offices. However, Franchise holders and individual auditors must apply to HCO for issue of HAS or HQS certs to their students.

In addition to certification, the HCO Board of Review is now also responsible for classification, at Level III and IV.

Classification is stamped on a gold seal in the lower left hand corner of the appropriate certificate. It

consists of a large roman numeral surrounded by a circle, sample as under:

The address department at HCO WW is to be notified, as a routine procedure, of all classifications. This can be done by sending a copy of the application form when the classification is awarded. The application form should include a mailing address.

It is emphasized again that a student receives a certificate on completing course, and receives a classification seal on the appropriate certificate after successfully completing further training at that level.

Every effort should be made to keep this system moving smoothly, and to ensure that students receive their certificates and classifications immediately on graduating or passing exams.

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 31 DECEMBER 1964

General Non-Remimeo The Auditor

CERTIFICATES

You will note all our certificates bear a place for signature by the "Examining Board" in addition to my signature.

New Classification policy states that an Academy student may be certified at the end of his course but that he is examined for classification before the beginning of his next course.

Therefore the signature on our certificates for "Examining Board" is left blank when the student is merely certified. If the student is classified for any class, the examiner only then signs as the examining board. At the same time the certificate is sealed with a gold seal with Roman Numeral for the Class awarded.

In case the student has a higher certificate but passes only for a lower class, the certificate is signed by the examiner on the highest certificate held. But the stamp and seal is only for the lower classification obtained.

Classification can easily lag behind certification and is the important point on the certificate for pcs to watch for, as an auditor cannot charge fees for the processes of a grade higher than that auditor has been classified for. Thus classification is more important than certification in judging an auditor's skill and finding what processes he can run professionally.

LRH:jw.rd

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by L. Ron Hubbard

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HCO POLICY LETTER OF 5 MARCH 1965

Remimeo

Franchise   **HCO (DIVISION 1)**

BPI

CERTIFICATES AND AWARDS NEW STATUS OF
HONORARY AWARDS

(Cancels earlier policies on honorary awards)

The only honorary awards (DScn, etc) that now may be given are only for the application of Scientology processes, principles, books or literature.

For new ways to apply existing processes or levels or for successful applications to new areas or stratas of society with actual results, any one of various honorary awards may be given. These consist of memorial medals or honorary certificates.

For successful, broad application of training procedures or arrangements in new areas, memorial medals or honorary certificates may be given.

For new methods of dissemination or ideas which when applied resulted in markedly broader successful dissemination, memorial medals or honorary certificates may be given.

For excellent application of Scientology administrative procedures such as in forming or recovering the status of an organization, or applying Scientology to the reorganization and better of business, group and government memorial medals or honorary certificates may be given.

No awards will be issued for new processes as nearly all those so proposed in the past already existed in the research technology or were less workable variations of existing processes.

No awards will be issued for new principles as these are usually cognitions routinely rising from applied Scientology principles and lead astray from advancement, hanging the person in a personal win which the person then seeks to pass on to others who in actual fact would have similar cognitions if run on standard processes.

No awards will be given for new training procedures or drills. We have far more of these than we can ever apply. But awards may be given for adapting existing drills to new zones of education providing they are standard drills for new uses.

No awards will be given for new administrative procedures anywhere. But honorary awards will be given on the application of our standard administrative procedures outside orgs providing they are not varied and are accredited to us.

Award nominations are made to HCO (Division 1) officers and are forwarded on routine channels. It would not be usual to request a specific honorary award. The scope of the application and the tests made and the *actual* results of it should be properly detailed.

The award itself is recommended to the board by HCO Sec WW and, bearing a Hubbard signature, is then passed back through channels.

TYPES OF AWARDS

Certificates denoting courses taken are issued as an obligation to the student as soon as feasible after the course is completed. This is a standard award. It must bear a Hubbard signature at board level. This is true also of Admin certificates.

Classification and seals are given in local areas totally at the discretion of HCO (Division 1) and after examination. A record of these is forwarded to HCO WW. No other signed document is issued than a seal and a letter from an HCO Secretary.

No classifications given locally are credited on the Saint Hill Course when the student comes to Saint Hill for training and are re-awarded as Saint Hill Classifications.

These consist of a letter and as feasible a seal, the letter bearing only a Hubbard signature at board level. If no classification is awarded at Saint Hill, local area classification may be resumed.

Classification is never promised. It is entirely at the discretion of HCO. It is never owed anyone.

Certificates for courses and classification are elsewhere given.

Grades are awarded preclears (or students) by HCO in the area attained. These consist of a nomination to Grade by Division 2 (Training and Processing) and are written as letters on LRH stationery and signed for him (per pro) by the HCO Area Secretary, who specifies area in which given, and issued by HCO through the Registrar.

Staff certificates or grades resulting from staff training or processing in technical, instructional or administrative subjects are nominated by Division 2 (Training and Processing). They are then handled as above; certificates are locally drawn up and forwarded to Saint Hill for signature. Classifications are drawn up and signed locally by HCO, Grades are drawn up locally and signed by HCO and all are issued to the staff by HCO.

HONORARY AWARDS

All certificates and awards obtained not as a result of courses or examination are termed honorary.

All honorary certificates are marked "Honorary" in distinct lettering.

An honorary certificate may not be substituted for a standard certificate or classification and may not be required as a qualification for anything and does not waive any requirement to have a certificate or classification.

Honorary certificates and awards are only given for achievement in application. They do not however grant any new right to apply.

Lists of honorary certificates are to be issued from time to time.

Memorial awards are medals or plaques and have the same conditions as honorary certificates.

Scientology pins, release pins, and clear pins are the more usual memorial awards, signifying an event or an achievement in application, the first of which is becoming a Scientologist, the next consisting of obtaining a known case gain and the clear pin signifying the attainment of a meter condition.

These three are awarded by HCO locally as follows: The group, field auditor, franchise auditor or org sends to their local area HCO a list of the names and addresses of persons who have joined. A Scientology pin is mailed as a matter of course to the home address of each person by Prom Reg, at no cost to the nominator or recipient. A Release pin candidate is nominated to their local HCO by a field auditor, Franchise auditor or Division 2 (Training and Processing) and is awarded by the Area HCO by mail or hand. A clear pin is nominated to HCO by a Franchise auditor or Division 2 of an org, is attested by the nominator as to the meter condition and grade of the former preclear and is then awarded by the Area HCO, usually by a request to Continental HCO to send it. A clear pin is issued at no cost to the nominator or the recipient but the recipient may buy a silver identification bracelet from the org if he or she wishes.

Scientology pins, release pins and clear pins are paid for out of the HCO Book Fund Account of the area in which they are issued. Supplies are obtained as feasible and economic. The design and quality of the award article is passed upon by HCO WW to which designs for all intended manufactures and samples of all manufactured must be passed upon at HCO WW before actual issue in the area.

Memorial medals and awards will be described and issued from time to time.

LRH:jw.rd

Gen Non Remimeo   **HCO POLICY LETTER OF 7 APRIL** 1965

HAT Quals Sec

HAT Dir Exams   *QUALIFICATIONS SEC*

HAT HCO Dissem Sec

HAT Dir Prom Reg   *HCO **DISSEM SEC***

HAT Letter Reg   **BOOK AUDITOR**

The old old practitioner THE BOOK AUDITOR must be recognized as a valid practitioner of Scientology.

Unclassed, the Book Auditor cannot legally charge fees or be a field staff member.

But the Book Auditor may be given a certificate on application to the Qualifications Division. The certificate is

<div align="center">HUBBARD BOOK AUDITOR</div>

It must say "not examined" somewhere on it, small, and it is signed by HCO's Office of LRH.

The offer of this certificate may be made in mailings to persons who have bought books.

The application for it should also ask if they want processing or formal training at its end.

"My future plans for   Training are   . . . . .(3 lines). ...."

The application they must make should give us a profile of the person such as what magazines they read and what they do, all that. Age, sex, schooling, financial status. Things required by Letter Reg so she can handle their want.

The SOLE requirements are that they have read the book and done "some" processing on another successfully.

The application is for a certificate as HBA. A facsimile copy of the cert with SAMPLE across it may be printed up as the flier, enclosing the questionnaire.

The flier would be mailed by Prom Reg, received by Qual Sec, the certificate made up at once and mailed and the questionnaire *carefully* preserved and given the Letter Reg.

Such questionnaires must *never* be put in CF until they bear a stamp on them:

Answered by Letter Reg.

These questionnaires express wants and questions.

The Letter Reg stamps "Answered by Letter Reg", forwards the original to *Address* where an HBA plate is cut. The questionnaire then goes to CF for a folder.

This is a routine action to *all* book buyers who have *not* yet been trained to the level of HAS. Sending such an offer to an HAS could be very confusing to a new Scientologist.

Therefore, in sending such a mailing in the first place Address-in-Charge is responsible that no HAS or certified auditors are included in the addresses being supplied.

This is a STANDARD promotion to book buyers who are not yet trained. It can be made to pcs of any grade if they are not also auditors.

There must be NO CHARGE for this Certificate.

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 9 APRIL 1965 Gen Non-Remimeo

Sthil Students

Sthil Executives**URGENT**

Board of Review　　　**CORRECTION TO POLICY LETTERS ON
　　　CERTIFICATION AND AWARDS**

Not on Saint Hill Special Briefing Course or any other course is it required of a student to be classified or that he or she take the classification examination. Classification is a vital necessity for professional practice at the level, and no auditing fee may be charged by an auditor who has not been classified.

For the sake of maintaining the quality of auditors turned out by Saint Hill, I do, however, require that on the Saint Hill Course, check sheets be satisfactorily completed before the award of a certificate, and exercise my prerogative to examine students for the basic competency of an auditor before signing the final certificate—this examination not leading to Classification.

It is called to attention that a Saint Hill certificate does bear the word "Saint Hill" and must be safeguarded even when no classification is awarded. However, a Continental certificate may be issued when competence is not considered up to Saint Hill standards.

The definition of a *Saint Hill certificate* is that it is granted for complete check sheets—not amount of time on course—in Theory, Practical and on Auditing check sheet on others.

PC GRADES

On the Saint Hill Course a student is only audited according to the Gradation programme of Grade Certificates, so that it is possible to have an HGA certificate with a lower grade auditing certificate as a preclear.

L. RON HUBBARD

HCO POLICY LETTER OF 21 APRIL AD15

Remimeo Staff Hats

All Staff   **BASIC CERTIFICATES**

UNCERTIFIED PERSONNEL

For purposes of Org Status all staff members to have a staff status number must have a

Basic Staff Pro ficiency Certificate This consists of

(a) A specified period on staff (variable from 2 weeks to 3 months depending on employment conditions at the time);

(b) A demonstrated proficiency or outside training in his type of work;

(c) A completed check sheet demonstrating prescribed study of specified materials (such as have been staff hat materials);

(d) A completed check sheet of prescribed materials covering the character of the organization and its pattern and purpose;

(e) A thorough knowledge of the Org Board and Comm System used by orgs;

(f) A clearance from the Ethics section.

(g) A final examination.

None of the above requires any technical certificate or technical knowledge of Scientology beyond that contained in (d) above.

CERTIFIED PERSONNEL

All staff members of an org whose duties bring them into any contact with technical activities or who perform them must already have a Scientology Auditor's certificate to be placed on such a post.

For technical personnel to have a staff status number the following is required:

Basic Technical Certificate.

This certificate is required in addition to the Basic Staff Proficiency Certificate for all such personnel.

This certificate requires

(a) A specified period on staff to be set from time to time;

(b) A demonstrated proficiency in technical matters and a certificate from an Academy HQS or above;

(c) A completed check sheet of basic org technical procedures for Estimations, the HGC, the Academy, Examinations, Review, Certification, Classification and Ethics.

(d) A completed check sheet of prescribed materials covering the relationships of various technical posts and their policies, and admin procedures;

(e) The recommendation of a senior technical executive in the org;

(f) A final examination.

STAR RATED

Although the materials are simple and brief the check sheets are all star-rated.

CURRENT ACTION

These materials are under issue and check outs on them before a final check sheet is received will all be credited to the staff member by entering them on a sheet marked with his name as checked out by an

examiner.

No status of any kind of any person will be assigned until the required Certificate or Certificates are in the staff member's hand.

Remimeo Tech Hats

Tech Div

Qual Hats

Qual Div

RELEASE DECLARATION RESTRICTIONS HEALING AMENDMENTS

The following three policies emerged from a Comm Ev conducted at Saint Hill 23 July 1965.

RELEASE RESTRICTED

No person who is *dependent* for his or her livelihood upon a Suppressive Person or Group, may be awarded any Release award declaration or pin as such a person is not released in his environment.

No person who is *dependent* for his or her livelihood upon compensation being paid for physical or mental disability, may be awarded any Release award declaration or pin as there is too much vested interest in remaining disabled.

HEALING AMENDED

All students of any course are debarred from visiting any medical or healing practitioner unless they are given an Ethics clearance first and all possibility of "roller-coaster" (sudden case decline) has been looked into and any suppressives or bad auditing precisely isolated. The exception is an emergency involving severe injury or *infectious* disease, but in this case the student must be cleared by Ethics to be permitted back on course or even in the org. This includes all accidents.

Course Supervisors are subject to Comm Ev in not so routing students requesting to see a doctor.

All students *must* have permission to see a medical doctor except in cases of severe emergency.

LRH:ml.rd

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Remimeo Franchise

CERTIFICATION OF FRANCHISE STUDENTS

In order to ensure that Franchise Auditors are able to get their students certified for Beginning Scientologist, Hubbard Apprentice Scientologist, and Hubbard Qualified Scientologist, a Franchise Auditor is permitted to make an Attestation as to the competence of the students as regards their practical and theory work as laid down by policy covering the above named courses.

Such Attestations are to be sent in to the Director of Examinations of the nearest Central Org and are then passed by that post to the Department of Certificates and Awards for making out and mailing of the certificate to the student.

The nearest Central Org may charge for such service.

Gen Non-Remimeo

CREDITING OF AUDITOR IN RELEASE LOG BOOK

In logging a Release in the Release Log Book, Certs and Awards is to credit as auditor, the HGC auditor who was on the case at the time of Releasing. In some cases, other auditors will have worked on the case, but as auditor reassignment is usually due to the auditor having goofed too often, only the auditor who gets the final result will be credited.

Review action in Qual is not to be credited, as this is Review of the result, and not the actual auditing to Release.

If the person was not Released and had to be finished by Review, meaning a process had to be run, the Review Auditor is credited.

In the case of a Rehabilitated Former Release, Certs and Awards is to credit the HGC auditor who did the rehabilitation and is to enter a "(Rehab)" after the name to show that it was a rehabilitation.

LRH:ml.rd

Bp1   Qual Div

GRADE AWARD INSIGNIA

The standard Scientology pin is a plain gold S and double triangle. When a Red "R" is mounted on the face of this pin it signifies a RELEASE, Grades 0-IV.

When the preclear has attained Grades V or VI the Release pin is the S and double triangle with the Red "R" surrounded by a gold disc larger than the pin itself.

Grade VII CLEAR is signified by a silver identification bracelet with the S and double triangle on it.

Operating Thetan is signified by a gold identification bracelet with the S and double triangle on it.

The Release pins for Grades 0-IV and for Grades V and VI are given by Certificates and Awards without charge when awarded.

The silver CLEAR bracelet is purchasable at Saint Hill after the completion of the Clearing Course when Grade VII is attained.

The gold Operating Thetan bracelet may be purchased when the grade is attained and has to be specially made up.

LRH:ml.rd

HCO POLICY LETTER OF 13 NOVEMBER 1965 Remimeo Exec
Sec Qual Personnel Certs and Awards Dissem Dept Pubs

RELEASE PINS

Grade 0 to Grade IV Release awards (in addition to the Grade Certificate) consist of *one* pin to each *pc* for all these lower grades. One does not give a separate pin for each grade.

The Release is given his Release Pin as an award for Grade 0. He is issued no further Release pins as he attains Grades I, II, III and IV.

If he has lost his Release Pin and so states, he may sign a Certificate of loss in Certs and Awards and may purchase a new Release Pin for the grade to which he is entitled for 5 shillings sterling or $0.75. The Certificate of Loss is then sent to Ethics for their files so that this pc can't keep "losing Release Pins". The Certificate of Loss simply states "I have lost my Release Pin and attest that I have not given it to another person". And is signed legibly so that the name can be read. It is of course grounds for false attestation if the matter ever comes up.

Grades V, Va, and VI have a larger pin given when the pc attains the higher grades.

This pin similarly is issued for Grade V, Power Release only. Subsequent Releases (Va and VI) do not obtain another pin.

In case of loss the procedure is the same as for the lower grade pin but the charge may be higher.

<div align="right">L. RON HUBBARD</div>

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Gen Non-Remimeo

NUMBERING OF CERTIFICATES

All certificates are numbered by Certs & Awards WW. The system used is

chronological numbering from 0 onwards.

One number, once assigned is continued for that person, regardless of where he may later be trained, and appears on any certificates he gets. It is preceded by the area code of the area where the first Cert was awarded and this area code is kept in the number regardless of where later training is accomplished.

Example: A person gets a cert, say an HRS. The next available number, written on a chalk board on the wall in Certs & Awards at WW, is assigned. Say it's 504—that's his number, and when he gets his HRS cert prepared, it is numbered 504 preceded by the code of the area where trained. If in London, then it would be UK 504. When he gets his next level, his HTS, it is numbered UK 504 also and so on. When he comes to St. Hill and gets his HSS, it is also numbered UK 504.

Where someone moves from one area to another, say he got his HRS at Scientology Twin Cities in Minnesota, and was assigned TC 505, and then goes to DC to get his HTS, his HTS Certificates will be numbered TC 505. When he gets his HSS at St. Hill it will be numbered TC 505. End of Example.

This number is also the number that goes on his Scientology Passport when issued. It is a number perforated through all the pages of the passport book by a machine that is designed to do this. The Passport is issued with his first certificate.

When the passport books are ready, they can be numbered from the logs in Certs and Awards, at St. Hill.

As this changes somewhat the numbering system used in the past, logs must be brought into PT using this new system. This is initiated at WW and as these logs are brought into PT (HGA—the highest Cert first), numbers are assigned to these certificates, the certs prepared and numbered and issued from the top down. That is:

HGA, HSS, etc.

New Cert applications from Orgs are dealt with, priority given always to the highest level first, that number given being the next in line, soon, this will find the new Scientologist assigned a number, passport & certificates, when he completes his first course. No priority being necessary as the higher cert will always have a number already when applying for his next certificate as well as his passport showing this number. Invoicing & Assignment of number, passport & cert to be done immediately upon arrival of a cert application. (The "in lieu of" letter from orgs.)

Older certificate holders, where numbers are already assigned will not turn in these certs, these will be honored as they stand and the numbers already assigned will stand on these certificates, and in Org Logs where they were issued.

Where the highest cert has already been attained, the number already assigned will be used as the person's number under the new system.

Where new certs are issued to an old cert holder, numbered under past systems, a new number as assigned will become the person's cert number for all new certs and will be his passport number.

All numbers are assigned by WW and Certs are charged to and routed for final preparation, i.e. Classification seals and presentation by the Org awarding, who will note the cert number in their logs after receiving the cert from WW and before presenting the cert to the student.

The new certificates will name the Org training the person at any level, this being printed on the Cert by

Certs & Awards WW, when the Cert is prepared. No Area Code need be shown beyond the one originally assigned.

HCO POLICY LETTER OF 17 JANUARY 1966

Gen Non-Remimeo Franchise

UNCLASSED CERTIFICATES HAS, HBA,

HQS

HBA, HAS, HQS Certificates are available to orgs as per Sec ED 146 Int.

These may be prepared and awarded by Div 5, Dept 15, on completion of Course Requirements by a student.

The numbering of these NON-CLASSED Certificates is as follows:

The Certificate is invoiced N/C to the candidate. The number of the Invoice is taken, the last 2 digits of the year added and the cable code added after that to complete the number.

A Dispatch is sent to Saint Hill giving the student's name, address and cert number, and also the org awarding.

Example:

Invoice number = F6840
year = 1965
area = Washington DC

Resulting Certificate Number = F684065/DC End of example.

The cert number is then entered on the space provided on the certificate. This applies *only* to non-classed certificates and this numbering system is used exclusively on non-classed certificates.

All classed certificates will bear the number assigned per Pol Ltr of 13 Dec 1965 and the number must be obtained from Certs and Awards, Saint Hill.

When a course has been run by a Franchise holder, which awards an HAS, HBA or HQS, the Franchise holder should make out a letter of attestation to the student naming the award and stating that the student has completed. The letter should be letterhead and name the Franchise Centre or give the Franchise auditor's name and address.

A copy of this letter is then airmailed to your nearest Central Org who will issue a Certificate invoicing the costs to the Franchised auditor applying for his student in this way.

The name and address of the student *must* appear on the carbon copy. The Franchised auditor should keep a log book for any certs he issues, to obviate the possibility of loss of records through mail being undelivered, etc.

The org awarding for a Franchise holder should, when having completed the certs and mailed them to the Franchise ordering them, send the letter copies, having written the invoice number and date issued on the letter, on to Saint Hill for info of Certs and Awards Logging Officer. Certs and Awards, Dept 15, of course keeps a complete log for any and all certificates issued by it.

L. RON HUBBARD

HCO POLICY LETTER OF 1 AUGUST 1966 Remimeo

SIGN UPS AND DISCOUNTS

As a result of a Board of Investigation, WW, No. 1653, 27 July 1966, Monica Quirino, Chairman, the following policies are adopted regarding sign ups and discounts in all organisations:

1.   A separate contract shall exist for each item signed up for, including all processing and training. The contract covers what is actually being paid for.

A copy of the contract shall be handed cashier who is to verify its accuracy and receive the money for service and who is then to file this copy.

The contract shall specifically note all discounts being allowed and if any allowed, the status of the person signing up shall be noted on the contract.

2.   Persons shall verify their status of membership or staff member for discount purposes by displaying a current membership card or a staff member card signed by the HCO Area Sec.

Where a person is not currently a member he shall be signed up for membership by the Registrar and this shall be paid at the time the other sign up is paid for.

3.   The Cashier in issuing an invoice copy for any different type of membership or service than the pc or student now has, shall issue a card directing the person to Certs and Awards.

4.   Certs and Awards, to which the student or pc or staff member is so routed shall issue, after examination of the invoice, a badge.

These badges are plastic transparent covers with a pin as used in Congresses. They are flash-

marked with a card on them as follows:

(a) SHSBC Student — RED
(b) Reg — BLUE
(c) Solo Audit Student — GREEN

The person's name and the status is marked on each card and signed by Certs and Awards. The person is told to wear it at all times when around the org.

Certs and Awards issues the Membership card, if purchased, at the same time.

5.   Staff members, on being employed, are to receive badges from Certs and Awards as follows:

(A) Temporary Staff Member — Plastic Badge (GREY) marked "Temporary Staff Member" with the person's name.

(B) Provisional Staff Member — Plastic Badge, Divisional Colour, with the person's name and post.

(C) Contracted Staff Member, non-executive — a metal badge, gold coloured, to be designed and issued. Executive — a larger badge.

Until such time as such badges are available, a gold card shall be used bearing the person's title and name.

6.   The Personnel Control Officer routes on staff members to Certs and Awards for badges by a mimeoed initialed slip.

All cards must be signed by Certs and Awards.

Falsifying a card shall be classed as a Crime.

Persons not wearing badges may not have any service.

HUBBARD COLLEGE OF SCIENTOLOGY

Saint Hill Manor, East Grinstead, Sussex

Remimeo   HCO POLICY LETTER OF 16 AUGUST 1966

All Students Director of

Examinations PC Examiner
Certs and

Awards Secretarial to

Exec Dir

Franchise   **RELEASE GRADES**

The only Release Grades delivered by Certs & Awards are mentioned in HCO Bulletin 27th September, 1965 "Release Gradation" and available as well in 26th September, 1965, Routing and Gradation Chart.

There is no particular declare for Keyed-out OT or any certificate such as Grade I OT, Grade II OT, etc. These states are simply acknowledged by the auditor without any further action apart from getting the actual grade declared.

LRH:ec.rd

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 11 JULY 1969 Remimeo

DIANETICS AUDITING COMPLETION CERTIFICATE

When a PC is completed on Dianetic auditing the Department of Certificates and Awards issues a certificate stating that this person has been audited on Standard Dianetics at .... (Org concerned), that the person at this time is complete

on Dianetic auditing and may proceed with Scientology Grades (or Advanced Courses if that is his or her next step). The certificate is signed and dated.

The main function of the certificate is that of a passport to Scientology auditing. It is presented by the Registrar who signs him up for his next auditing.

When signing up for Scientology processing at another Org the certificate is shown to the Registrar of that Org by the PC.

It is recognised that the person may require further Dianetic auditing at a later date. It is therefore not a Grade Certificate.

Brian Livingston LRH:bl.ei.kd

[*Important:* See also HCO Policy Letter of 17 November 1969, *Dianetics* & *Scientology Services,* Volume 4, page 401.]

Remimeo   HCO POLICY LETTER OF 7 SEPTEMBER 1969

Students

 ASHO & SH   (HCO Policy Letter of 20 January 1969

Academy Students

   Certs & Awards   Amended and Reissued) **CLASSIFICATION**

      On completion of his or her checksheets and passing of provisional certification examination the student may be awarded a Provisional Certification and Classification for the level he is trained up to.

      A provisional Certification and Classification remains in force for one year only. At the end of the year the Provisional Certificates are automatically cancelled.

      To obtain full permanent Certification and Classification the auditor must apply to the Qualifications Secretary of the Central Scientology Organization of his area (not necessarily the Continental Org) three months prior to the expiration date of his provisional Certificate.

      Permanent Certification and Classification will be judged on

1.   Application of technology—10 case folders must be sent in by the auditor of 10 persons he has audited—this is verified by the organization.

2.   Activity in Scientology and what he has done to further the purpose and goals of Scientology; this is to be listed by the applicant and attested to before an Ethics Officer.

3.   Clean Ethics record—must obtain an attestation from Ethics Officer of his local organization that his ethics record is clean and no lowered conditions have been assigned—if this is not possible then full details must be sent.

4.   Acceptability exam.

5.   Judgement exam.

6.   A letter stating the auditor's plans, intention and goals in Scientology.

7.   Full international membership in force for the next year.

      The cost of handling the application is paid by the Organization of the person applying for permanent Certification and Classification.

      If the student flunks his application or does not apply for permanent Classification his provisional Certification & Classification is cancelled and he will be required to retread.

      If the student passes he will be awarded full Permanent Classification and Certification by the Qual Sec of the Area Org.

                                        Philip Quirino

CS-5, Tech and Qual Aide LRH:ei.rs.ei.rd

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by L. Ron Hubbard   L. RON HUBBARD

ALL RIGHTS RESERVED   Founder

[Note: This issue amended the 20 January 1969 issue of same title by: having the application for permanent Certification and Classification made to the Qual Sec of the local area Org instead of the Sea Org; changed the payment of cost of handling from "the person applying" to the "Organization of the person applying"; deleted the requirement "No permanent Classification will be awarded until the expiry date of the provisional

certificate."]

[Cancelled by HCO P/L 29 July 1972 Issue II, *Fast Flow in Training,* in the 1972 Year Book. |

HUBBARD COMMUNICATIONS OFFICE Saint Hill
Manor, East Grinstead, Sussex

Remimeo HCO   HCO POLICY LETTER OF 18 NOVEMBER 1969
ES Hat HCO   Issue II
Area Sec Hat
Dept C & A Hat   DIANETICS
Gdn Hat Legal

RIGHT TO AUDIT

The following pledge is required to be signed and witnessed by any applicant for HDC before issue of the actual certificate.

HDC CERTIFICATE APPLICATION

                                            Location
                                 of   Date

Block Letters

Permanent Home Address

hereby apply for a certificate as a HUBBARD DIANETIC COUNSELOR. I hereby solemnly

pledge myself:

1. To use the AUDITOR'S CODE well known to me whenever employing DIANETICS or STANDARD DIANETICS.

2. To use only STANDARD DIANETICS in processing persons at Dianetic levels.

3. Not to use DIANETICS or STANDARD DIANETICS or its technology or principles under another name or to alter the technology in processing.

4. I recognize the right of the Guardian WW or her officers to intervene in matters where the misuse or abuse of DIANETICS or STANDARD DIANETICS occurs.

5. I recognize the Hubbard Organizations as the only certifying body for Dianetics.

6. I realize gross errors in Dianetics can be corrected by Scientology Reviews.

7. I swear that I have been through the STANDARD DIANETIC MATERIALS three times, have passed a comprehensive examination on them with a 100% grade and have audited several sessions consecutively with excellent results according to the preclear.

8. I swear that I will use DIANETICS and STANDARD DIANETICS to the best of my ability to help my fellow man and Mankind.

SIGNATURE

Witness

Wi

Remimeo HCO
ES Hat HCO
Area Sec Hat
Dept C & A Hats
Legal Hat Gdn
Hat

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 18 NOVEMBER 1969
Issue III

DIANETICS RIGHT
TO TEACH

An HDG (Hubbard Dianetic Graduate), to obtain his actual certificate as an HDG and to obtain his right to teach must sign and have witnessed the following statement and application of his HDG certificate.

HDG CERTIFICATE APPLICATION

Date _____

Block Letters

do hereby apply tor my Hubbard Dianetic Graduate Certificate and my right to TEACH Dianetics and to obtain HDC certificates for my qualified students by application to an official Hubbard Dianetic or Scientology organization.

By witnessed signature hereon I pledge myself:

1. To use and abide by and require my students to use and abide by THE AUDITOR'S CODE.

2. To teach STANDARD DIANETICS.

3. To use the term STANDARD DIANETICS in communicating any of the technology of STANDARD DIANETICS.

4. To use the term DIANETICS in communicating any of the basic or older materials of Dianetics.

5. To publicly state to students or classes that anything that may have been added or evaluated to a general course of instruction that is not STANDARD DIANETICS that it is not Dianetics or STANDARD DIANETICS when it is not.

6. To require three times through the materials, theory and practical and a 100% passed examination and several well done sessions in a row before I recommend any student for certification or give him a course completion.

7. To inform all my students that errors made in Dianetics are reparable by Scientology Reviews.

8. Not to give support or encouragement to activities calculated to injure measures or persons seeking to safeguard and continue the teaching of Dianetics or Standard Dianetics in a pure state.

9. I recognize the right of the Guardian World Wide to intervene in matters where the misuse or abuse of DIANETICS or STANDARD DIANETICS occurs.

10. I recognize Hubbard Organizations as the only valid certifying body for Dianetics and Standard Dianetics.

11. To teach and use Dianetics to the best of my ability to help my fellow man and Mankind.

_____   _____ (Seal)
      Witness   Signed

Witness

TO LEGAL FILES WW

Remimeo Tech Sec Hat
DofTHat Supervisor Hats C &
A Hat Dir Pubs Hat Registrar
Hat

GUARANTEE OF SERVICE DELIVERY

A new line is to be added to Scientology training and processing Certificates. On student Auditor

certificates, above the HCO signature line is to be added:

"I guarantee that I have trained this student to the best of my ability", with a line for signature. The Supervisor signs his or her whole signature.

On preclear certificates, the following is added:

"I guarantee that I have audited this preclear on the above Grade or Grades to the best of my ability and standard tech has been applied to full End Phenomena." Auditor signs the cert in full, and before HCO signs it.

When a student or preclear signs up for training or processing, when the student or preclear reaches Tech Services, Tech Services takes the Routing Form to the Tech Sec for the following to be guaranteed:

"I guarantee that the above named preclear/student will receive very good service in this Organization and will attain the expected Grade or level of training." The Tech Sec signs his full name to this guarantee.

This line is to be added into all Routing Forms immediately after the student or pc's arrival at Tech Services.

This procedure is needed to alert Tech Sees, Auditors and Supervisors to their full responsibility for real training and effective processing in Scientology Organizations and to ensure that we do deliver what we have promised.

CS-5

for

L. RON HUBBARD

Founder

Remimeo OES Qual Sec C&A
Examiner

ATTESTATION AT CERTS AND AWARDS

Following the completion of the entire auditing and examiner cycle, per HCO P/L 25 June 1970, "Expanded Lower Grades", the pc is then routed to Certs and Awards where he signs the following attestation form:

ATTESTATION

hereby attest by my signature below   processing, gained the ability

This statement is made entirely on my own cognizance and without reservation.

Preclear Signature   Date

Witness C&A   Auditor's Name

Note that this is the final step and is only initiated AFTER the action or grade the preclear is being audited on has been completed to correct and complete end phenomena to the satisfaction of the preclear, the case supervisor, and the Examiner. This is as outlined in standard technical procedure.

Craig Beeney, D/G Tech US

for

Robert H. Thomas, D/G US

for

Jane Kember, G WW

for

Mary Sue Hubbard, CS G

for

L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE

37 Fitzroy Street, London W.I

HCO BULLETIN OF 6 APRIL 1957 *[Excerpt]*

MEMBERSHIP HANDLING

Memberships are handled by, and are the exclusive property of, the File Clerk. The File Clerk also handles memberships. It will be found that memberships in active times, if the files are up to date and the stencils are well handled, will occupy from a third to a half of the File Clerk's time and that is a very routine procedure and people make so much work out of memberships and all you do is, you take in the membership and you fill out the card and you have a little letter or note of some sort and send it to the person. The reason memberships is hard to do is because everybody runs into memberships everything else. All Membership consists of is telling people to renew, and renewing, and making out cards and so forth and that's all it consists of. If there's anything else comes up on the line it is somewhere else.

Now part of memberships is "change of address" and when your change of address comes in you may have to cut some new addressograph stencils, something of that order.

Membership consists of two channels. It has two incoming baskets. One basket is memberships (which is just renewal or a new membership) and the other basket is change of address and all changes of address and all memberships, go to CF, and they have two baskets that sit side by side marked IN and two baskets that sit side by side marked OUT, and you park those things (there's a special arrangement of a table you can make with memberships which is very good). We worked this out and it did prove to be good. We take two baskets on the left of the table and then two baskets at the extreme right of the table and the one which is to the edge of the table is the membership basket and the one which is at the back of the table is the change of address basket and we have them "in" and "out" and then we put on that table and never disturb, all of the materials necessary to do a membership or a change of address and we just lay those materials out on the table. Stacks of paper and the membership cards and everything we have to make out and do and it's all on the table in plain sight in the order that they're used. Thereby we can take change of address and go straight through them and take change of memberships and get them through quickly so it doesn't take much time. Otherwise a membership clerk is always going "Oh, what do I do now?" What they will send you in the guise of memberships is fabulous. Somebody wants a book list, what is my discount, and all that sort of thing; they have nothing to do with memberships but come under business administration. If you can tell people brutally that they are off-line when they try to disturb the membership chain you'll find memberships don't occupy very much time. But if everything comes in on the line that appertains to members, including the policy that the Association Secretary should make, which they try to throw away, why then you have a mess.

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1957

by L. Ron Hubbard ALL   [Excerpted from HCO Bulletin of 6 April 1957, *Central Files*
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[Note: Certs and Awards is now the point of issuance of Membership Cards and "pushes the Scientology Membership programme along heavily." — FDD 18 Qual Int page 34. Two of its *Promotional Actions axe:* "82. Issues credentials that will be seen around—pins that people will wear, certificates they will hang up, cards they will show. 85 a. Pushes along the Free Membership programme and makes sure Accounts sends a bill for the next year's Membership the moment the six months expires AND IS ITS STATISTIC." HCO P/L 15 December 1965, see page 4.]

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 3 MAY 1960

CenOCon

KEEPING MEMBERSHIPS IN FORCE

In order to deal with the problem of professional auditors who allow their memberships to lapse, the following routine action is authorized:

When a membership lapses, the memberships clerk should write three reminder letters. If the membership is not renewed HCO Area Sec should then be notified by the memberships clerk. The HCO Area Sec will then write a letter informing the person that if he does not renew his membership within one month, his Certificate will cease to be valid. If the membership is still not renewed, Memberships and Addressograph must then be notified by the HCO Area Sec. Addressograph should then remove the person's HPA or other qualifying letters from his Address plate. However, the tab should *not* be changed; in this way the person will still receive mailings to auditors, and there is still a chance that his interest will be revived and that he will eventually renew his membership.

Peter Hemery HCO
Secretary WW for L.
RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 JUNE 1962

CenOCon

PERMANENT STAFF PRIVILEGE

Staff Members who complete Permanent Staff requirements may receive the benefit of International Membership while they are on the staff of a Central Organization or City Office.

A N/C invoice is made out by Accounts (so that records exist) upon application by a staff member.

If a Permanent Staff Member leaves the Org voluntarily or is dismissed for a valid reason, the International Membership fee becomes payable (part of a year's membership to be worked out pro rata).

L. RON HUBBARD

HCO POLICY LETTER OF 5 JULY 1963

CenOCon

SALES OF LIFETIME MEMBERSHIPS OR SHARES

Due to projected changes in the corporate status of Scientology organizations, no further sales of HASI Ltd shares or Lifetime memberships are permitted anywhere in the world, effective immediately.

L. RON HUBBARD

HCO POLICY LETTER OF 21 APRIL 1965

BPI

Gen Non-Remimeo

MEMBERSHIP

ATTESTATIONS

Notary and Justice of the Peace notarizations are no longer necessary on any member application forms.

These have been made unnecessary. A simple signature

is adequate.

L. RON HUBBARD

Gen Non-Remimeo

MEMBERSHIP POLICIES

*(Preserved Policy from former Policy Letters which
have been cancelled)*

Memberships

Members enrolling must be furnished their cards at once. However, this is also done by application form and on that form the person signing must pledge himself to abide by the rules, codes and policies of the organization and that he understands there is no refund of membership and that he does not belong to or work for any hostile organization or group or any group undisclosed to us that is dedicated to the harming of Mankind.

Only a signature is required, not a notary.

Pins

Wherever possible, make it easy for persons to obtain and wear Scientology pins, the S and double triangle.

Such a pin as available should be given new members. Pins should be purchasable for a small sum along with books in the reception office.

Policy as to who wears a Scientology pin is governed only by their being a member and subscribing to the membership application statement. However there is no penalty for non members wearing general pins that do not bear notation of class for grade or state of case.

Membership Not Part of 10%

No 10% administrative percentage is to be sent to Saint Hill on memberships sold. It all goes into the HCO Book Account in the area where the membership is bought and is not part of the organization's weekly gross income. Membership monies go to dissemination.

Memberships Non-Refundable

No membership monies are ever refundable even for a portion of a year since the purchaser of one usually receives many times its value in discounts within a few days or months.

International Membership for Staff Members

Staff members, full or part time, continuously employed and under contract are given their International Membership yearly without charge. Their Lifetime Membership must be purchased by themselves. On departure from staff a staff member's International Membership is cancelled as of that date, but may be renewed on proper payment.

L. RON HUBBARD

[Note: The original PLs, now cancelled, from which these were preserved, are in Volume 3, *Price Engram* section, pages 91-136.]

SECRETARIAL EXECUTIVE DIRECTOR Office of LRH

SEC ED 147 **INT**   10 December 1965

Applies to Org Exec Sees for Execution Address, Certs and Awards and Accounts

MEMBERSHIP BILLING

Your six months free memberships are beginning to expire.

Be certain to send all free membership members a bill for a year's membership for the next year on their expiry date and stating, "Your membership in _____ is

expiring. Please send us your cheque or money order to renew."

As this was the whole point of issuing *free* memberships and as the majority will pay for renewal, the action is worth a lot to your org and must not be neglected.

It is a continuing action. Be sure the line is in.

L. RON HUBBARD

[Note: Further Policy Letters on the Membership Programme can be found in Volume 3, pages 143, 150, 151, 157, 165, 245-254 and 258.]

HCO POLICY LETTER OF 16 FEBRUARY 1972

Remimeo All Staff All Auditors
Add to Qual Personnel Hats

IMPORTANT URGENT

THE PURPOSE OF THE DEPARTMENT OF
PERSONNEL ENHANCEMENT

The Department of Personnel Enhancement Division V, Qualifications is held responsible for these things.

1. THAT *NO* MISUNDERSTOOD WORDS EXIST AMONGST STAFF, AUDITORS OR IN ORG PUBLIC.

2. THAT ALL TRAINING AND AUDITING PROGRAMS OF STAFF, STUDENTS, AUDITORS, INTERNES OR IN ORG PUBLIC ARE IN CORRECT SEQUENCE, WITHOUT SKIPPED GRADIENT AND *DONE.*

3. THAT ALL STAFF CASES ARE PROGRESSING SATISFACTORILY WITH GOOD OCA (APA) GAINS AND THAT *NO* NO CASE GAIN CASES ARE ON STAFF.

If there is an outness in any of these three purposes, it is the DIRECTOR OF PERSONNEL ENHANCEMENT who is held responsible, regardless of where the violation occurred in the org or why.

Breakdown in Cramming (through no Misunderstood words being found), breakdowns in training (because of skipped gradients), failures of staff members (through no mis-U word handling, programming for hatting and case) and counter-intention of persons on org staff or public lines (through no case gain) all lead DIRECTLY to the breakdown and lack of prosperity of THE WHOLE ORG.

Thus the DIRECTOR OF PERSONNEL ENHANCEMENT and his or her staff HOLD THE KEYS TO STAFF AND ORG SUCCESS.

They do not hold HCO responsible or Tech responsible or C/Ses or Supervisors. THEY GET THE JOB DONE!

Word Clearing is Priceless tech. They are the Custodians and appliers of it. Programming on smooth

gradients is priceless tech. They are the Custodians of it.

Staff personal cases and health make or break the org. The personnel of Personnel Enhancement are the Custodians of these.

PERSONAL

The whole operating basis of Personnel Enhancement is PERSONAL. There is no mass,

disinterested, bureaucratic approach.

"Problems of Work" is the key to operating this Department. Particle by Particle, step by step, each individual is HANDLED and MAINTAINED.

REACH

The Department does NOT just sit in one place waiting for others to originate.

A good Personnel Enhancement staff member REACHES. And in spite of all rebuffs, gets the job done.

It looks for business all over the org and brings it in.

ANATOMY

An org is made up of individuals. The customers are

individuals.

If each part of the whole is handled then the whole will be complete and successful.

And what can go adrift with these individuals?

Words are misunderstood. The individual then goes blank on his materials and does not act.

Training and auditing skip gradients and leave the person confused and inactive.

Cases bog or are neglected or health deteriorates and the individual is a drag on himself or the group, or gaining not at all is destructive.

SUMMARY

So with these three guiding purposes, the DEPARTMENT OF PERSONNEL ENHANCEMENT can make an org rise and rise and rise.

With all departmental lines adjusted to these purposes and with each of its staff in full agreement and in action on them, the even partially established org cannot fail.

This is the repair crew, which, functioning well individually and on an all hands basis at need, keeps the most vital part of the org, its beings, in shape to run.

This department keeps each individual staff member running. And at need it keeps the

In Org public gaining. It is a very great trust.

L. RON HUBBARD

Founder

FOUNDING CHURCH OF SCIENTOLOGY

1812 19th Street, N.W., Washington, D.C.

FOUNDING CHURCH POLICY LETTER OF 16 MAY 1957

All Staff

INTENSIVES FOR STAFF

Superseding all earlier arrangements, staff intensives may be had in the following manner:

1.   The staff member pays the units of the staff auditor.

2. The staff member getting the auditing also forgoes his own pay (or units) for   the period audited.

3.   Only 25 hours may be had at any one time.

(Tip: Under a unit pay system, if one picks a low week one (a) gives the staff auditors something to do and (b) pays little for his intensive.)

No staff intensives may be had when all auditors are needed on outside pcs. These have priority.

L. RON HUBBARD LRH:md.rd

[Note: The above PL was first issued on 11 April 1957 from HASI London.)

NOT HCO POLICY LETTER
ORIGINAL COLOUR FLASH NOT GREEN
ON WHITE

HUBBARD COMMUNICATIONS OFFICE

37 Fitzroy Street, London W.I

ASSOCIATION SECRETARY DIRECTIVE OF 11 JUNE 1957

STAFF INTENSIVES

Staff Intensives cost the amount of the Auditor's unit for that week plus room rent if any.

No staff member may have more than 25 hours in one block. Staff receiving an

intensive forgo their unit pay for that week.

The Department head must notify the Association Secretary of the fact that a staff intensive is to take place no later than the Thursday of the week prior to the intensive.

In the event of the Clinic being fully booked no staff intensive may be had in that week.

It must be clearly understood that in the Clinic outside preclears have priority and that if a preclear comes in which makes a staff intensive difficult to fit in the staff intensive will be immediately cancelled and carried forward to another week.

No later than the Monday morning of the intensive the staff member receiving an intensive must pay to the Registrar the sum of 8 units of whatever value the unit is for the following Friday plus any room rent which may be necessary. Staff intensives cannot be charged against an account.

Jack Parkhouse

HUBBARD COMMUNICATIONS OFFICE WASHINGTON,
D.C.

HCO BULLETIN OF 9 JULY 1958

STAFF CLEARING

The Director of Processing is in charge of Staff Clearing. LRH:bt.rd

L. RON HUBBARD

H.A.S.I. L.A. POLICY

Effective 27 October 1958 (Refer to HCO Bulletin of 9 July

1958)

No staff member is to be processed by anyone other than another staff member, assigned by the Dir of Processing who is in charge *of all* processing.

Julia Lewis Salmen Executive Director

HUBBARD COMMUNICATIONS OFFICE

37 Fitzroy Street, London W.I.

HCO POLICY LETTER OF 22 JULY 1959 Issued in Saint Hill

CenOCon

PROCESSING OF STAFF MEMBERS

No person may be ordered to processing in any organization without being suspended without pay for the duration of the processing. The duration of the processing must be such as to totally resolve the case if the person has been ordered to it.

LRH:brb.mc.rd L. RON HUBBARD Copyright ©1959 by L. Ron Hubbard ALL RIGHTS RESERVED

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 7 JUNE 1960

Sthil

STAFF AUDITING

Staff auditing, the auditing of staff and by staff during regular working hours is herewith suspended due to a new work programme.

Co-auditing or auditing arrangements after hours or on week-ends is encouraged.

L. RON HUBBARD

All Central Orgs All Staff Member
Hats

STAFF CLEARING-NEW POLICY

All staff clearing co-audits are abolished herewith.

Instead, the following plan is effective immediately on receipt in order to benefit staff personnel with more hours of processing than were available in staff clearing courses.

HGCs will at once put on staff one, two or three extra auditors on a continuing basis, if they have no extra auditors as a normal rule.

Staff members, providing they are *permanent and full time* and on *units* may have 12V2 hour intensives as regular HGC pcs during any one week. The staff member can be audited mornings or afternoons, $2^1/2$ hours per day.

In the case of a staff auditor only a 25 hour intensive may be given or an evening 1 *IV-i* hour intensive.

The staff member does not necessarily surrender his whole pay for a 12V2 hour intensive. He surrenders half a staff auditor's units from his own units. The surrendered units go only to the salary sum. In the case of a staff auditor receiving a 25 hour intensive, his units are surrendered. If he takes a 12V2 hour evening intensive, the person auditing is paid extra the units that were surrendered.

All processing is handled as in the case of any HGC pc, by the D of P. All testing and admin and interview is the same for a staff member as for any HGC pc.

The staff member enrolls for this through the Registrar with the usual steps and invoice. The invoice is marked only the number of units surrendered.

The Registrar, checked by HGC admin, carries a staff processing roster. No staff member may have consecutive intensives. If a staff member has an intensive, he must "fall in" afterwards at the bottom of the waiting list. Only when *no* staff intensives are otherwise in demand could this rule be violated.

During the remaining hours of his work day during a week when he is getting an intensive a staff member is expected to be busy at his post as usual. On posts where time off must be covered, the staff member should arrange with someone to cover for him or her the 2'/2 hours he is being audited (as in the case of an instructor having a lecture).

On a staff of 35, two auditors should be added to HGC strength permitting 4 *12V2* hour intensives to be given per week. This permits a staff member to have an intensive about every eight weeks.

HCO Board of Review is requested to expedite the examination of permanent staff members on the Org Board, comm system and knowledge of a general staff member's hat.

The D of P may use the extra two staff auditors to take up slack on a sudden influx of pcs but the scarcity may not be permitted to continue more than one week. In a slack period any HGC auditor may be used for intensives for staff but not for more than two weeks.

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 22 MARCH 1961

Central Orgs One to each Staff Member

STAFF MEMBERS ORDERED TO PROCESSING

The Association Secretary or the HCO Area Secretary can order a staff member to processing, if it is considered necessary. The maximum number of hours allowed for this is *12V2,* but 5 hours is preferred. In this time, the rudiments, mainly withholds, and Formula 15 should be flattened. On a person *ordered* to processing nothing else may be run but these processes.

The processing must be carried out in the HGC, and supervised by the D of P. When the processing is completed, the HCO Area Secretary checks the staff member to see if he or she is ready to resume his or her post in the organization.

A full report of all such processing must be forwarded to HCO Technical Secretary WW.

Should longer than 12'/2 hours be considered necessary, the HCO Area Secretary must submit a full report to the Executive Director, for approval before any longer period than \2V2 hours is undertaken. It is unlikely that it would be okayed due to the staff intensive programme.

This processing should be taken in ordinary day schedule auditing, and the staff member does not receive units for the time spent in processing.

If after \2V2 hours, the HCO Area Secretary does not consider the staff member is yet able to resume his post, the staff member should be told this, and that it is up to him to get his case up to the level where he can ably handle his post.

L. RON HUBBARD

LRH:jl.rd

CenOCon

STAFF INTENSIVES

(Modified)

I have some particular goals in clearing.

I want to see the Association Secretary or Organizational Secretary and the HCO Secretary cleared first, then the D of P, then the Chief Registrar and Letter Registrar, then the remaining executives and then the staff.

.

Although the HCO Policy Letter of Dec 21, 1960 lays down equal amounts of auditing for each staff member, the rule was made before speed of SOP Goals clearing was established.

The programme should be:

1. Abolish all former staff auditing arrangements for persons who do not intend to stay with the Org any time (who are temporary and have balked at signing a year's contract). These go on List 3 below.

2. For a Central Org, make 2 lists of staff. List One is the Assn Sec (Org Sec), HCO Continental and/or Area Sec, the D of P, the Chief Registrar and the Letter Registrar. Make up List Two which consists of other executives and long term staff. Make up List Three of staff balance as below. Put an auditor on List One and rotate 12 1/2 hour intensives on it. Put another auditor on List Two and rotate 12 1/2 hour intensives on it.

As you have deleted temporary staff members from List Two it is not too long a list.

For the moment, pay these two auditors from units (but don't take their units back from other staff members).

Make no charge to executives or staff members for their auditing who are on Lists One or Two.

3. Make List Three. This comprises all temporary staff. Permit them to have auditing when a staff auditor is idle, 1*2 1/2* hour intensives, meaning two intensives each time a staff auditor has no pcs. Temporary staff pay in half their units for the week they have a 12 1/2 hour intensive.

LIST ONE

The Assn (Org) Sec and others on the list may be audited on 12/2 hour intensives for which they do not pay or may be audited straight on up to release, whichever is best in the opinion of their auditor, depending on how far their case has gone and what state they are in. If the *l2 1/2* hours are extended, it must be to another *12V2* hours. Other intensives for List One are put back that much.

LIST TWO

The persons on this list are rotated equally, regardless of where they have arrived.

LIST THREE

The persons on this list are rotated equally.

4.   City Offices should have one staff auditor auditing staff, paid on units. Until the Assn Sec and Area Sec are Releases, they receive 12 1/2 hours per week every other week, and remaining staff take the remaining 12 1/2 hours in rotation.

When a state of release is obviously attained by the Assn Sec and Area Sec they receive then their auditing in rotation with other staff.

Now that we have easy releasing and faster clearing, let's take advantage of it and get principals and staff clear before the rush begins.

AUDITORS MANDATORY

A Central Org may not refuse to assign two auditors for Lists 1 and 2 and may not use these auditors for paying pcs.

A City Office may not refuse to employ a staff staff auditor for auditing staff only, and may not use said auditor for outside pcs.

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 3 OCTOBER 1961

Sthil

AUDITING SCHEDULES

Now that there is so little uncertainty on clearing persons, we are now to invest both time and money in clearing all Saint Hill Staff.

We have, and must continue to have, a Technical Secretary who is a willing and able auditor.

Under the general supervision of myself, under the case supervision (check outs on correctness of rudiments, goals, terminals, levels and engrams) of Mrs. Hubbard, under the assignment supervision of the Technical Secretary, Philip Quirino, the programme is now launched.

All auditing shall consist of Routine 3 on whatever case. This consists of finding goal, terminal and Pre-Hav levels and running them, Security Checking and running engrams on the goals-terminal chain.

Some auditing is to be done by staff members, as authorized, some by the Technical Secretary, some by any assistants agreed upon for the Technical Secretary.

LRH-.jl.rd   L. RON HUBBARD

STAFF CLEARING

The Saint Hill Staff Clearing Programme will begin on Monday October 9, 1961. Overall supervision of cases shall be done by Mary Sue Hubbard.

All assignments to auditors, auditing rooms, auditing reports, book-keeping and time sheets, all files and administration of this programme shall be handled by the Technical Secretary.

Anyone on staff, Scientologist or non-Scientologist, office or domestic staff may have auditing under this programme. Auditing is not compulsory. It must be requested by the person himself and the request routed to the Technical Secretary.

Any certified auditor on staff, holding a certificate of Hubbard Professional Auditor or higher may act as a staff auditor to staff. Application must be made to the Technical Secretary.

AUDITING FEES

All auditing shall be free to the staff member. The staff member is not paid by us for receiving auditing.

We will pay each auditor 7/6d per hour for every hour of auditing actually delivered providing it is delivered after working hours (9.00 a.rn.-5.30 p.rn.) and on all weekends. Auditing delivered during working hours shall be unpaid.

To be paid for auditing, the assignment must have been made by the Technical Secretary, must be signed on a regular Purchase Order Form by the auditor, the Technical Secretary and finally initialled by myself, and a regular report of the session must be turned in to the Technical Secretary.

PROCESSES

The allowed processes of this auditing are only 1. Processing Security Checks, 2. locating goal and terminal, 3. Pre Hav Scale running and 4. engram running when specifically authorized by the Technical Secretary.

All goals and terminals found must be verified by Mary Sue Hubbard before being run, or at her discretion, checked out by an auditor of her designation. An auditor doing checking will be paid for his time. The Technical Secretary working after hours will be paid for his time when devoted to this programme.

It will be seen, then, that only processes leading directly to clearing are authorized.

Assists are not authorized for this programme.

REPORTS

A special foldered file for each case being run will be kept by the Technical Secretary and will be retained in confidence in a locked file drawer.

Each session report will be reviewed by the Technical Secretary, commented on and enclosed in the file. The file will be made available to the auditor before session and must be turned in at session end.

The Technical Secretary also shall make a weekly progress report to me on cases being mn.

Accounts must be given by Thursday noon of each week all session purchase orders if they are to be paid that same week.

Accounts shall file these purchase orders in the personnel pay folder of each auditor employed on this programme. The amounts shall be paid not as pay but as bonuses.

SUMMARY

This is an opportunity for auditors to earn bonus money and help Saint Hill.

This is an opportunity for all staff members to get clear, using evenings and week-ends to be audited. They do not receive money or pay for being audited but will receive more lasting benefit in their lives, as witnessed by the stable gains now being made.

HCO POLICY LETTER OF 17 MAY 1962

Central Orgs

STAFF STAFF AUDITOR'S HAT

The following write up of a Staff Staff Auditor's hat, as used in Washington **DC,** can be used everywhere as a model hat for a Staff Staff Auditor.

STAFF STAFF AUDITOR HAT

THE PURPOSE OF A STAFF STAFF AUDITOR: To keep Staff morale high, by keeping missed withholds cleaned up. To see to it that Staff gets best auditing

possible.   To Release and Clear Staff.

AN 0UTLINE OF THE DUTIES OF A STAFF STAFF AUDITOR:

1. He accepts his pc for processing.

2. He releases his pc from processing.

3. He maintains his schedule.

4. He is responsible for his part in the routing of staff preclears.

5. He routes and handles all dispatches routed to him.

6. He answers all mail routed to him.

7. He makes out his auditor report neatly.

8.   He arranges missed withhold interviews with the Technical Director for his preclears.

9. He helps maintain his auditing and testing room.

10. He maintains his hat and is responsible for knowing his hat.

11. He is responsible for the E-Meter issued to him.

12. He is responsible for the results he gets on his preclears.

13. *tie follows* auditing procedures as issued in HCO Bulletins.

14. He maintains the Auditor's Code and the Code of a Scientologist.

15. He *keeps* auditing ability *good.*

16. He clears staff members.

17. He follows all organization policies.

18. He sets a good example for HGC Staff Auditors.

19.   He does other duties as assigned by the Technical Director such as checking Staff Auditors on HGC Bulletins, or helping give missed withhold checks on HGC preclears.

20. As staff deserves the best auditing in the world, the Staff Staff Auditor must do all that is possible to keep his skill high and handle his post in a business-like and orderly fashion.

21. He follows the Technical Director's advice regarding his preclear.

ACCEPTANCE AND RELEASE OF PRECLEARS

1. A Staff Staff Auditor can refuse only a preclear he feels he cannot help.

2. He may refuse to process a preclear for whom he has a marked antipathy.

3. He can refuse to release from processing a preclear whom he feels it would be dangerous to the survival or morale of the Organization to release at that time.

SCHEDULING

The Staff Staff Auditor should maintain quite exactly the working hours of the

Organization and his auditing schedule. It is a violation of the Auditor's Code to be late to sessions with the preclear. This is most important, then.

Any time lost in processing which is due to the lateness of the Staff Staff Auditor will have to be made up by that Staff Staff Auditor. Any time lost due to the lateness of the preclear will not be made up by the Staff Staff Auditor.

SCHEDULING

The Staff Staff Auditor will follow the schedule posted by the Technical Director. He should check the Information Board in the Auditors' Room for his auditing schedule, the room assigned, and for special interviews requested by the Technical Director for his preclear. Also for any further assignments after his auditing day has finished.

AUDITOR REPORTS

The Staff Staff Auditor makes out, daily, an Auditor's Report in duplicate. The carbon of this is kept in his precl ear's folder; the original is sent to HCO WW. The Staff Staff Auditor places the carbon in his preclear's folder and puts the original in the HGC Administrator's "In Basket". This must be kept orderly since we don't want staff preclear's Auditor Reports floating around all over the Organization for anyone to read.

CONDUCT

The Staff Staff Auditor is not auditing a fellow staff member and "buddy". He is auditing a preclear, and should conduct himself with an orderly, business-like and professional attitude while auditing his preclear. A Staff Staff Auditor's preclear should be treated like any preclear. A Staff Staff Auditor should understand that he's auditing a preclear who has a bank, and should not let the fact that he's a staff member and a Scientologist colour his decisions in auditing *that* preclear. Neither should he let this fact excuse him from conducting his sessions with a professional attitude. A preclear is a preclear no matter who it may be.

RESULTS

The Staff Staff Auditor must get results on his preclears. He should attend any auditor training provided by the Organization. He has the Technical Director D of P'ing his auditing and should fully co-operate with the Technical Director in the auditing of his preclears.

The Staff Staff Auditor helps the survival of the whole Organization to the degree that he makes staff members more able to handle their jobs.

Issued by: Peter Hemery HCO Sec WW for L. RON
HUBBARD

CenOCon

STAFF CLEARING PROGRAM

This replaces all programs; there are no other Staff Clearing Programs of any kind, no auditing is being given to Staff. This doesn't disturb Staff families and so forth being fed into the HGC at unit rates as offered for DC only when you have a spare auditor or intern or something like that. But it does knock out all other Staff Clearing Programs and it immediately releases and relieves Staff Staff Auditor Number One and Two, and Three, and cancels all directives as pertaining to these people. That's gone.

In its place we put a Staff Clearing Program which we will call the Staff 3GA Clearing Program. The essence of this is goals finding and administration. The personnel required for it are a Goals Finder and an Assistant. The Goals Finder has no other post or activity of any kind. He is simply Goals Finder and keeps more or less regular auditing hours; he has an office and auditing room which are the same thing—this auditing room also has in it an administrative desk for use after auditing hours.

The Goals Finder finds goals on Staff Members when they are ready. The readiness of a Staff Member to have his goal found is determined by the availability of the Goals Finder and by the readiness of the case to have a goal found. If there are many cases ready to have a goal found, it is selected by lot—bamboo sticks, shake the lucky number out of the box and that's you for next week.

All other auditing activities are either leading to finding the goal or listing the goal out. This program does not halt with one goal, it goes on through-but no second goal may be found on anyone as long as there is a person who hasn't had their first goal found. The only thing that could derange this is some unlocked for circumstance such as somebody's just broken his neck and will be in the hospital for 17 weeks or some such thing. Then the Goals Finder would start right through on his next series.

The activity of the staff who are auditing each other is as follows:- A Problems Intensive; goals listing for the 850 list; then it just skips right there, the person gets another Problems Intensive if they are waiting, they can't be hurt by that many Problems Intensives.

Then there's this area where they pass in to the hands of the Goals Finder—he snaps them off post and audits them full auditing hours until that goal is found. That is not by intensive, but is by how long it takes. If he finds the goal in 5 hours on Monday, then the next person on the list is taken on Tuesday; somebody else he takes a week and a half to find their goal, so he takes a week and a half to find their goal. It's not by intensive, it's by goal.

Then that gives us the remainder of our activity of mutual auditing on staff which is the listing out of that goal. Of course the Assistant to the Goals Finder and the Goals Finder keep their eye on that listing activity to make sure that the goal is cleaned up at the beginning of each session, and that it is going smoothly.

Now there are two zones of activity: 1. For the inexperienced, the untrained, or the fellow who doesn't think he is too competent to audit somebody. This we call the Staff Co-audit and that meets at least twice a week in the evening for a three hour session. They would give three hours and receive three hours. Like, they would give

three hours on Tuesday, and receive three hours on Thursday. Now this activity is supervised by the part time Assistant of the Goals Finder who is also the Administrator—he comes on duty at the end of the day's auditing in the HGC and does his administrative action, and on the off evenings, when he's not supervising any class, he can catch up on his administrative work, reports and so on. This fellow has a board which denotes the Staff Co-audit and how many people are on that.

Now we come to the second activity on staff which is a mutual auditing activity and everybody has a pc, and everybody is a pc. These hours of auditing are given at the discretion of these people. They can audit in their own rooms or most anyplace. Everyone of their sessions has to have a full auditing report which must be brought into the Administrator of the Staff 3GA Clearing Program, who is the Staff Auditor who is also the Supervisor of the Staff Co-audit—and that auditor report must be checked out and OKd and eye must be kept on the progress of the sessions.

There's a rule here that a person may not receive more auditing hours than they give, so therefore the number of auditing hours received and given must be posted as part of the posting on the lists of this mutual auditing activity. Of course the Staff Co-audit keeps itself more or less straight, but if somebody's absent from that, God knows what happens. This must be discouraged.

On goof-offs no persuasive action will be taken-we will just say, "This is the way it is, this is what you do, and God help you if you don't. If you're not interested in clearing somebody in the Staff 3GA Clearing Program we don't think you're interested in being part of this Org." We won't threaten with immediate excommunication because people get restimulated and everything else, but don't expect on a Clearing Program everything is going to go smooth and everybody's going to stay in session-because they're not. There will be a lot of randomity and it takes just pure unadulterated force to keep it in line.

Now there must be checking of Rudiments, and checking for Missed W/Hs and such activities as that. How these are arranged is relatively unimportant but they must exist.

If the Goals Finder finds that a Staff Auditor is goofing up on his Staff Clearing Program pc, there should be an investigation of HGC to find out what that Staff Auditor is doing to the public pcs.

The Goals Finder moves as rapidly as possible to get as many goals found and checked out as possible. He will ordinarily want these goals checked out by somebody else, so there should be somebody else ready to check them out—it won't amount to more than one or two a week. As soon as we have completed all the Staff all the way around on finding the first goals we go back to the beginning again and find the second goals.

When a new person comes on staff he is added to the bottom of the list. Order of seniority must be established.

There is no other complication on this Program. There are no check sheets required from these people, there's nothing required from these people.

The Goals Finder finding bad sessions going on should make some duressful action—he should say, "The bulletins were available, you didn't read them—what the hell was wrong with you?" This is tough. This program is not the courtesy staff mutual co-audit or staff clearing we've had in the past where we were being nice to everybody and marking time. There's a vast difference here—this is our *determination* to get everybody cleared on Staff. It takes somebody's determination to get people cleared; a person himself bucking into this line is apt to quail and fall back, so therefore you have to keep the determination high to get the project completed. It's not courtesy; our feeling is if a person does not want to get cleared or help clear somebody he has no business whatsoever in the Organization. That's just that! Bang!

The Administrator makes the team assignments, but appeal may be made to the Goals Finder, whose adjudication is final. You can have an additional Part Time Administrator to help out—and if you have another Goals Finder well fine. There's no limit on this except the amount of talent. YOU MUST NOT PUT A NON STHIL GRADUATE ON THE POST OF GOALS FINDER. It would cause the demise of the Org.

This program abolishes the responsibility of the D of P for Staff state of case, that all goes under Goals Finder Hat.

Co-audit teams which exist already on staff and which are successful should not be broken up. This would be a breach of the Auditor's Code—"Do not permit a frequent change of auditors."

That is the program as I see it.

If this is carried forward quite forcefully and quite persuasively and without anybody listening to any nonsense, and so forth, you're going to wind up with, in a very few months, a bunch of clears on Staff.

If you kept this program going forward and furnished people for training to Sthil on whom you could count when they came home in sufficient number so that you've got them for the public and you've got them for Staff you'll wind up with a completely OT Staff before you got through.

And I can see that this is well within our existing Technical Reality. Two further notes:

An eye should be kept on the listing after goal is found and it should be part of the Goals Finder's Hat to check such cases that are listing to clear, and frankly his time from the time he ceases to audit on his regular auditing period during the day, to the end of the working day, should be more or less consumed with checking over cases and seeing how they are going rather than doing administration. These cases should be checked over for free needle and this and that and the other thing.

The Missed W/H Programme run on staff by Org Sec or through HCO or by HCO or by the Org Sec Sec or anything else, any security programme of any kind or any missed W/H programme of any kind, has absolutely nothing to do with the Staff 3GA Clearing Programme.

L. RON HUBBARD

[Amended by HCO P/L 17 June 1963, *Staff Clearing Program,* page 226.]

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex (Reissued from Washington DC)

HCO POLICY LETTER OF 12 SEPTEMBER AD 12

CenOCon

GOAL PROCESSING - IMPORTANCE OF

It is of the importance of Policy that Staff Members are not left with unfinished cycles of action on goals processing.

It has come to my attention in many instances on the return of an Organization Member from Saint Hill, or after an Organization Member's goal has been found in an Organization and checked out, that a state of utter neglect sets in which is highly detrimental to the efficiency of the Organization as well as the case of the individual. The longer a goal is left unlisted the more trouble is going to be had in listing it.

Recent research has revealed that the earliest goals found on individuals were probably the right goals, and if these goals are checked out they should be listed as soon as possible. Finding a Dynamic and finding an Item may be of the utmost therapeutic value, and finding a Goal may be of considerable interest to the pc and the auditor alike, but the most important step is not undertaken until the goal is listed. That listing is sometimes long and arduous is no reason to forget to do it.

The full effect of goals processing and indeed any lasting effect from goals processing is only attained when the state of clear is reached.

I am *cross—in* having found out that nearly every Saint Hill Graduate returned to an Organization has been given no auditing on the subject of Goals Item Listing.

Finding a Dynamic and an Item or finding a Goal does not make a Clear. It is only listing that makes a Clear. Listing should be accomplished to a state of complete free needle on all lines. There is no substitute for this. We do not want a bunch of 1/3 or ^ cleared persons about who are still enturbulated with their cases and who still do not have a subjective reality on clearing.

The utmost attention will be given this at once by all Technical Directors, Directors of Processing, Staff Goals Finders, as well as HCO Sees and Org Sees. The essence of the Policy is—do not let half cleared persons stay half cleared around staffs. Audit them out to Clear—check it out to clear. We do not want to be the cobbler's children.

L. RON HUBBARD

Sthil

THE SAINT HILL STAFF CO-AUDIT

All Co-auditing on Saint Hill staff is under the general charge of the Course Secretary and under the direct handling and supervision of the Co-Audit Supervisor.

Any session given to any staff member must become a matter of a proper auditor's report and all auditor's reports must be turned in to the Co-audit Supervisor within 12 hours from session end.

All permanent records and Case Folders are retained by the Co-audit Supervisor and must be made available to auditors before the start of sessions.

All auditing assignments are made by the Co-audit Supervisor after consultation with the Course Secretary.

Any disagreement with assignments as to time, auditor or preclear, should be made directly to the Co-audit Supervisor and if not satisfactorily settled may be appealed to the Course Secretary whose decision shall be final.

Disagreements with technical directions should be taken up with the Co-audit Supervisor before the session to which the directions apply and if not satisfactorily settled may be appealed to the Course Secretary. This makes it important that folders be examined by auditors well before session time. Departures from technical directions given may not be undertaken at the beginning of or during a session. If there is no time to appeal, do as directed and appeal afterwards before the next session to be given.

Adhere to current auditing practice and technology. Ignorance of it is no excuse, and no allowances will be made. Do your best in any session and find out about any questionable points as soon as possible.

Auditors will receive in so far as possible as many hours as they give. No all audit-no auditing, or the reverse, all receiving and no giving will be tolerated.

Any staff member if auditing or being audited by Saint Hill staff, or auditing as a staff member on such things as assists, are members of the Co-audit. There are no exceptions, special arrangements or "withdrawals from the Co-audit". If a Scientologist staff member is on staff he or she is part of the Co-audit. If a Scientologist staff member is not on the Co-audit he or she is not on staff. Exemption to this rule may be obtained only by permission in writing from both the Co-audit Supervisor, and the Course Secretary to be exempted.

By Scientology staff member is meant any staff member ever awarded any certificate or Course completion at any time in Dianetics or Scientology.

A family member of the Co-audit is one who is related by blood or marriage to a Saint Hill Scientology staff member and who has been awarded at any time a certificate or Course completion in Dianetics or Scientology. Such a person may join the staff Co-audit but may not do so temporarily or for only some of the sessions. Permission for such membership in the Co-audit is proposed to the Co-audit Supervisor and must be passed on by the Course Secretary.

No fees are paid by members of the Co-audit for auditing or being audited regardless of the time or length of sessions. Fees are paid for auditing only for assists or auditing non-Scientology staff and only when arranged in advance by the Course Secretary, and only for the period stated in the arrangement.

Clear bracelets at the expense of the organization will be awarded members of the Co-audit cleared on the Co-audit when clearing requirements are met.

L. RON HUBBARD

HCO POLICY LETTER OF 17 JUNE 1963 (Amends HCO Policy Letter
of September 10, 1962)

CenOCon

STAFF CLEARING PROGRAM

This replaces all programs: there are no other Staff Clearing Programs of any kind, no auditing is being given to Staff. This doesn't disturb Staff families and so forth being fed into the HGC at unit rates as offered for DC only when you have a spare auditor or intern or something like that. But it does knock out all other Staff Clearing Programs.

In its place we put a Staff Clearing Program which we will call the Staff R3 Clearing Program. The essence of this is supervision and administration. The personnel required for it are a supervisor (Saint Hiller) and an Assistant. He has an office and auditing room which are the same thing—this auditing room also has in it an administrative desk for use after auditing hours.

The activity of the staff who are auditing each other is as follows:- A Problems Intensive, if necessary; then running on current goals procedures.

A Saint Hiller is appointed as Staff Supervisor of Staff Cases. He calls them in during the day, checks over cases and progress—can even audit them. Does anything and everything to clear them.

Now there are two zones of activity: 1. For the inexperienced, the untrained, or the fellow who doesn't think he is too competent to audit somebody. This we call the Staff Co-audit and that meets at least twice a week in the evening for a three hour session. They would give three hours and receive three hours. Like, they would give three hours on Tuesday, and receive three hours on Thursday. Now this activity is supervised by the part time Assistant of the Supervisor who is also the Administrator-he comes on duty at the end of the day's auditing in the HGC and does his administrative actions, and on the off evenings, when he's not supervising any class, he can catch up on his administrative work, reports and so on. This fellow has a board which denotes the Staff Co-audit and how many people are on that.

Now we come to the second activity on staff which is a mutual auditing activity and everybody has a pc, and everybody is a pc. These hours of auditing are given at the discretion of these people. They can audit in their own rooms or most anyplace. Everyone of their sessions has to have a full auditing report which must be brought into the Administrator of the Staff Clearing Program, who is the staff Auditor who is also the Supervisor of the Staff Co-audit—and that auditor report must be checked out and OK'd and an eye must be kept on the progress of the sessions.

There's a rule here that a person may not receive more auditing hours than they give, so therefore the number of auditing hours received and given must be posted as part of the posting on the lists of this mutual auditing activity. Of course the Staff Co-audit keeps itself more or less straight, but if somebody's absent from that God knows what happens. This must be discouraged.

On goof-offs no persuasive action will be taken—we will just say, "This is the way it is, this is what you do, and God help you if you don't. If you're not interested in clearing somebody in the Staff Clearing Program we don't think you're interested in being part of this Org." We won't threaten with immediate excommunication because people get restimulated and everything else, but don't expect on a Clearing Program everything is going to go smooth and everybody's going to stay in session—because they're not. There will be a lot ofrandomity and it takes just pure unadulterated force to keep it in line.

Now there must be checking of Rudiments, and checking for Missed W/Hs and such activities as that. How these are arranged is relatively unimportant but they must exist.

If the Supervisor or Technical Director finds that a Staff Auditor is goofing up on his Staff Clearing Program pc, there should be an investigation of HGC to find out

what that Staff Auditor is doing to the public pcs.

The Co-audit Supervisor moves as rapidly as possible to get as many goals run out as possible.

When a new person comes on staff he is added to the bottom of the list. Order of seniority must be established.

From time to time introduce any necessary training to keep the members of the Co-audit abreast of current technique.

The Supervisor finding bad sessions going on should make some duressful action—he should say, "The Bulletins were available, you didn't read them—what the hell was wrong with you?" This is tough. This program is not the courtesy staff mutual co-audit or staff clearing we've had in the past where we were being nice to everybody and marking time. There's a vast difference here—this is our *determination* to get everybody cleared on Staff. It takes somebody's determination to get people cleared; a person himself bucking into this line is apt to quail and fall back, so therefore you have to keep the determination high to get the project completed. It's not courtesy; our feeling is if a person does not want to get cleared or help clear somebody he has no business whatsoever in the Organization. That's Just That! Bang!

The Administrator makes the team assignments, but appeal may be made to the Supervisor or Technical Director, whose adjudication is final. You can have an additional Part Time Administrator to help out—and if you have another, well fine. There's no limit on this except the amount of talent. YOU MUST NOT PUT A NON STHIL GRADUATE ON THE POST OF SUPERVISOR. It would cause the demise of the Org.

This program abolishes the responsibility of the D of P for Staff state of case, that all goes under the Supervisor's hat. The Supervisor could be the Technical Director or another Saint Hill graduate working under Technical Director.

Co-audit teams which exist already on staff and which are successful should not be broken up. This would be a breach of the Auditor's Code-"Do not permit a frequent change of auditors."

That is the program as I see it.

If this is carried forward quite forcefully and quite persuasively and without anybody listening to any nonsense, and so forth, you're going to wind up with, in a very few months, a bunch of clears on Staff.

ARC Break assessments are done where necessary. Anything and everything is done to help clearing of staff.

If you kept this program going forward and furnished people for training to Sthil on whom you could count when they came home in sufficient number so that you've got them for the public and you've got them for Staff you'll wind up with a completely OT Staff before you get through.

And I can see that this is well within our existing Technical Reality.

Two further notes:

An eye should be kept on the progress of cases and it should be part of the Supervisor's Hat to check such cases that are listing to clear, and frankly his time from the time he ceases to audit on his regular auditing period during the day, to the end of the working day, should be more or less consumed with checking over cases and seeing how they are going rather than doing administration. These cases should be checked over for free needle and this and that and the other thing.

The Missed W/H program run on staff by Org Sec or through HCO or by HCO or by the Org Sec Sec or anything else, any security program of any kind or any Missed W/H program of any kind, has absolutely nothing to do with the Staff Clearing Program.

L. RON HUBBARD

HCO POLICY LETTER OF 22 AUGUST 1963

CenOCon

ARC BREAK ASSESSMENTS ON STAFF

(Cancels previous similar policies on Staff O/Ws,
Missed W/Hs, etc)

An ARC Break Assessment, as per HCO Bulletin of July 5, AD13, should be done on all Staff weekly, replacing any Missed Withhold or By-Passed Charge checks currently being done.

This check is primarily the responsibility of the HCO Area Sec but may be delegated to the Tech Dir, D of P, or whoever is in charge of the Staff Clearing Programme, but no delegation of the action relieves the HCO Sec from responsibility for getting it done well and weekly.

L. RON HUBBARD

HCO POLICY LETTER OF 4 DECEMBER 1963

CenOCon

ORG STAFF W/H CHECKS

(Cancels earlier Pol Ltrs on Missed W/H Checks)

All Central Org and City Office Staff Members must be given a W/H session each week, particularly execs and staff auditors.

By new Classification Chart, only general 0/W may be run at Level II, and Itsa on the org below that level. The D of P is responsible under guidance of HCO Area Sec. As these sessions are longer, possibly an hour or so, Co-audit assignment and a chit for it should be arranged.

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 13 DECEMBER 1963

Sthil Only

CO-AUDIT

Co-audit will hereafter concentrate only on OT processes.

A period of training for all Co-audit members will be entered upon as of December 16, 1963.

Until after Christmas Basic Auditing and TRs and general O/W will be concentrated on during scheduled auditing periods. After Christmas special training will be given in:

1. Basic Auditing for Goals

2. Nomenclature and Definitions

3. Technique of running.

It is expected that by February 15, 1964, all the data will be instinctively known by pcs and auditors and goals processes will then be entered upon by all Co-audit

members.

No further goals processing or other processing than the above will be done on the Sthil Co-audit until further advices.

L. RON HUBBARD

LRH:gl.rd

HCO POLICY LETTER OF 19 MARCH 1964

CenOCon

STAFF REGULATIONS STAFF
INTENSIVES

Any permanent staff member of a Central Organization may buy auditing from that organization's HGC by:

(a) Paying one half the staff auditor's units.

(b) Giving up his or her own units for that week.

(c) Arranging during the week of the intensive to have his or her post covered adequately.

Any such intensive must be taken the full 25 hours in that week and may not be proportioned into other weeks for any reason.

Such intensives are made available through the Registrar but may be scheduled only by the Director of Processing.

No staff intensive may be scheduled by deferring auditing purchased by non-staff members. Outside pcs have priority.

STAFF TRAINING

Academy Training is not available to any staff member solely by reason of being a staff member.

A staff member must take a leave of absence to be trained. No staff member may be ordered to training. (See earlier regulations.)

STAFF CO-AUDITING

Staff Co-auditing arrangements may be made by the Case Supervisor on the staff's own time.

All folders of staff co-audit members are submitted to and reviewed by the Case Supervisor, not less than once for every five sessions.

Staff co-auditing should be on a co-audit pair basis with turn-about, the auditor auditing and then being audited by his pc.

Sessions should alternate one for one.

No co-auditor should give more hours than he or she receives.

No co-auditor should receive more than he or she gives.

All pairing of teams is under the direction of the Case Supervisor whose word in such matters is final.

Pairing of teams should be on the basis of comparable class.

In staff co-auditing particular attention should be given to completing any auditing cycle begun as per the tape of March 19, AD 14.

The tapes of April and March AD 14 are a requisite for both members before any co-auditing may be done.

Only concurrent HGC allowed processes are permitted by staff co-audit members with the addition of Itsa for supervised teams.

Certain co-audit teams may be required by the Case Supervisor to audit and be audited in a central place under direct supervision.

No staff co-auditing may be undertaken without

1. Specific permission from the Case Supervisor.

2. Without routine auditing schedules adequate to obtain case gain and

3. Without making a regular and factual auditor's report and enclosing it in a folder for the pc.

Husband-wife teams are permitted but under the above regulations and with ARC Break assessments available by another auditor in case of bad consequences or cessation of auditing.

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 29 APRIL 1965

Remimeo Staff Hats

ALL DIVISIONS **BONUSES**

The only bonuses which may be awarded staff members shall consist of courses and intensives.

Courses awarded will consist of one course under the Academy system employed after this date.

Intensives shall consist of \2V2 hour or 25 hour intensives according to the bonus awarded.

STAFF CO-AUDIT

All routinely scheduled staff co-auditing is cancelled effective 1 July 1965, except for assists including ARC Break, PTP and Missed W/H assists.

Solo auditing successfully carried out, but subject to D of P supervision, is permitted, and solo auditors are permitted to do auditing by list to give each other assists.

REVIEW

Bonus auditing award may include Department Review auditing to handle various case types and ease scheduling.

GRADES

Staff Members must be audited up through the Grades properly in the HGC or in Review.

The additional processes of a Grade may also be run.

POWER PROCESSES

No staff member may be run on a Power Process except by an auditor properly qualified in the Review Case Cracking Unit.

EMERGENCY

No staff member or executive of a section, department or division or org under Emergency Condition may have auditing.

AFFLUENCE

Staff members in a section, department, or division designated as in Affluent Condition are favoured in bonus awards.

FIELD STAFF MEMBERS

A Field Staff Member who has sent twenty persons into the org may have a course or a 12 *1/2* hour intensive at his or her election.

EXTRA STAFF

Enough Tech or Review extra staff must be on hand to give every staff member in the org a 12 1/2 hour intensive every 6 weeks.

But this staff may not be counted in computing the tech-admin ratio. These are the staff staff auditors.

This balance may not be cancelled out by overload. But other auditors may be used, such as Review Auditors in this programme.

QUALITY

Staff members should have fully qualified auditors in their auditing. To qualify additionally as a staff

staff auditor, a staff auditor must also have an

excellent record of personal case gains and good T.A.

STAFF STAFF AUDITORS DURING EMERGENCY

When an entire org is under Emergency, staff staff auditors are assigned to promotion duties such as mailings, etc.

COURSES

A staff member awarded a course instead of an intensive may have only one course and may be only on quarter pay or units for that period.

SAINT HILL COURSE AWARD

Only the higher status staff member may be sent to the Saint Hill Course as an award and only for a very praiseworthy accomplishment.

The Saint Hill Course is awarded a staff member only by the Office of LRH.

This does not prevent staff members from undertaking their own training at Saint Hill with some org assistance on expenses.

SAINT HILL AUDITING

A staff member of very high status in any org may be awarded auditing at Saint Hill, but only for praiseworthy accomplishments.

This award is only at the personal orders of LRH.

LIMITED AMOUNTS

A staff member may only have 12Y2 hours at a time in the HGC from staff staff auditors of the HGC or, in Review, only to a result, which may vary from 8 hours to 50. But unless specified no staff member may be awarded Review auditing more than once in an org which has a Case Cracking Section.

There are no Review staff staff auditors. Auditing there is done only by the regular Review staff.

PARTIALITY

Aside from Emergency and Affluent Conditions the bonus of auditing and courses should be spread evenly.

No executive has any right to order a staff member to auditing for several intensives at the expense of other staff.

Staff of portions of an org in other Conditions than Emergency and Affluence should be treated fairly.

STAFF MEMBER FAMILIES

No members of families of staff may have staff staff auditing. They may however, as a special favour, be given professional rates. An org does not owe auditing to a staff member's family.

The Hardship Section of the Department of Certificates and Awards often will have auditors on list for the auditing of the staff members' families.

COMM EV

No Comm Ev or Court or executive may after this date sentence anyone to auditing.

Such Ethics bodies may, however, deprive a person of auditing or training or technical communication or any communication.

RECORDS

All records of course and auditing awards and rotation thereof amongst staff are kept by the Department of Certificates and Awards.

AUTHORITY OF AWARDS

All authorities for bonuses for intensives or courses must stem only from the Office of LRH in the org.

Remimeo   Dist   Staff
Students

REGULATIONS FOR AUDITING OF STAFF AND STUDENTS

In HCO Pol Ltr of 24 May 1965 Student Guide to Acceptable Behaviour, it states under #15, "Do not give any processing to anyone under any circumstances without direct permission of the Course Supervisor (Emergency Assists excepted)", and #16, "Do not receive any processing from anyone under any circumstances without the express permission of the Course Supervisor" (now D of T).

In HCO Pol Ltr of 1 April 1960 Regulations for Staff Members and Ex-Staff Members, # 2, "Any Staff Member of the organization may not audit any current preclear or student unless that preclear or student has been signed up for processing in the Hubbard Guidance Centre by the Registrar and has been assigned the auditor by the Director of Processing" (now HGC Admin).

These policies are still in effect. Any Staff Member, student or Interne requiring an assist or Review (unless an Emergency) must notify their Dept Head who arranges with Qualifications Div, Dept of Review for an assist to be given if the Dept Head deems it necessary.

The only exception is the Clearing Course Student who is handled entirely by the Clearing Course Supervisor and may not be audited, sent to Review, or given an assist (except in an Emergency like an Injury) by anyone. The Clearing Course Supervisor is notified if a Clearing Course student is having difficulty with their case at home, at work, etc and the Clearing Course Supervisor handles it.

L. RON HUBBARD

Remimeo   (TECHNICAL)

All Tech Hats

C/0's Hat

Exec Dir Hat

Chaplain's Hat

Qual Sec Hat

Dept 13 Hat

C/S **Hats**

C/S Checksheets

HCO Area Sec Hat

E/0 Hat

CASES AND MORALE OF STAFF

Two recent circumstances have called to attention urgently a relationship of the VIABILITY (survival value) of an org and STAFF CASES.

X Org was failing. It was causing trouble on world publication lines. An independent survey on cases found 47 percent of the cases on that staff were failed cases, mainly because of lack of auditing. The 4th Mate Athena began a single handed project to straighten up these cases and get them functioning. Because of this (and other admin actions) the org began to function, outstanding actions were done and the org became solvent where it had previously not even been paying its staff. It is now fulfilling its obligations over the world.

Y major Org was found to be down morale, non-functional and dwindling. A survey showed 57 percent failed cases with 87% mentioning no wins. It was not paying its staff and was being bolstered by the SO. The early action is to handle staff cases. The SO has the situation well in hand. But it shows graphically what staff case neglect will do to an org.

Many earlier cases are on record. Varying degrees of poor tech, altered tech and almost total loss of tech have illustrated gruesomely that INATTENTION TO STAFF CASES CAN ALL BUT DESTROY AN ORG OR ACTIVITY.

The reason why squirrel groups fail in the first year or two is the alter-is and abandonment of actual tech plus guilt. Here the cases, if handled at all, get butchered.

The factor therefore is a very important one. The policy therefore is:

THE CASES OF STAFF MEMBERS REQUIRE ATTENTION AND CASE GAIN.

There are multitudes of reasons why this "can't happen". "No auditors", "have to handle the public", "GI would crash if any people were off post being audited", "can't afford extra auditors", and thousands more can be offered in excuse for not auditing staff. Financial reasons are so unreal as to be treasonable. As when cases aren't handled the GI crashes. It's all rather like "if we put any fuel in the car we won't have any money to make the trip".

It is not generally recognized that when lower grades and full tech slipped out, ethics came crashing in. It was just the time when quickie auditing began to be done that ethics in orgs became a problem. The HCO org board slipped from Dept 1 (Routing and Recruitment functions) to Dept 3 (Ethics functions) because Div IV (the Tech Division) ceased to handle staff cases as well as public. Div V (Correction) neglected to notice

and tech slid into it. Div 2 (Dissemination) slid into the Public Divisions because new public had to be gotten—there "wasn't enough to audit" to use Central Files pcs.

In short, when tech lost full use and was not used and used well on staff cases even the org board scrambled.

All this when analyzed and found is of course being put right. But from this we learn

1. SHORT CUTTING TECH DELIVERY IS FATAL.

2. LOSS OF AND FAILURE TO USE VALID DIANETICS AND SCIENTOLOGY TECH FOR WHATEVER REASON IS FATAL TO AN ORG'S SURVIVAL.

3. FAILURE TO HANDLE STAFF CASES WITH FULL TECH AND GOOD AUDITING CRASHES AN ORG.

Quite obviously then the intent of any of these counter intentions is *treasonable*. For it results in a crashed org.

Thus resistance to full tech delivery, dropping tech off checksheets and not auditing staff cases to good wins are charges of the most serious nature and should result in immediate dismissal of the instigator when proven beyond reasonable doubt in a properly instituted Comm Ev.

SYSTEMS To get over this hump of staff cases where it backlogs there are several solutions.

A. The staff staff auditor was an essential post in the 1950s and was very successful. It was never authorized to be abolished. There should be two staff staff auditors for every fifty staff members, doing each other's C/Sing or C/Sed on usual lines. For 75 staff there should be two staff staff auditors and a C/S.

B. A staff lacking auditors can train part time and co-audit. The co-audit would be by groups of comparable levels of training. This is a more expensive (in terms of org time and GI) arrangement. It should be in progress anyway as far as part time training goes. It can be combined with A in which the staff trains but does not rely on co-auditing for case progress.

AUDITING PRIORITIES

Staff staff auditors should do their own scheduling or with cooperation from tech services exactly on this pattern and no other:

The folders of the staff are arranged in four files under these categories.

Staff Case Category 1: to Case Gain. Those who have had VGIs F/Ns at Examiner and OK as

Staff Case Category 2: Those who haven't had VGI F/Ns at Exam recently.

Staff Case Category 3: Medically ill in need of thorough Assists and Medical Attention.

Staff Case Category 4: history. Consistent no change, no case gain in their auditing

Obviously to pick up staff morale and general effectiveness SO THAT MORE ATTENTION CAN BE AFFORDED it is of great interest that the cases are scheduled only in this fashion.

Staff Case Category 3 (Medically 111) gets priority and full auditing to put them into Category No. 1.

Staff Case Category No. 2 (no recent VGIs F/Ns) are audited to get them into Category No. 1.

Staff Case Category No. 4 (Consistent no case gain) is routed to Ethics lines for Sec Checks, production examination, etc and if status unrelieved and unproductive, off staff lines into a pc category.

Staff Case Category No. 1 is programmed to bring them on up their grades (or Progress and Advance to get them back to their last grade) in an orderly fashion apportioning the auditing fairly.

If this scheduling is followed and continues to be followed and if the C/Sing and

Auditing are normal in quality, then the majority of staff will at all times be in good case condition. If other scheduling of staff is followed, then the cases and the org will suffer.

STATISTIC

The Staff Case Supervisor statistic is percentage of staff who are in good case gain condition measured by the last Examiner reports and cancelled by any adverse Exam report. The stat is simple to calculate. It is simply the number of folders in Staff Case Category No. 1 divided by the number on staff. If 39 staff cases were doing well out of 52 on staff, it would be about 75.1%.

The C/S would also have number of staff case folders C/Sed.

The staff staff auditors would have number of hours of well done auditing sessions. If no C/S they would share the percentile stat.

STAFF AUDITING SECTION

This unit belongs in the new Department 13—Dept of Personnel Enhancement as the Staff Auditing Section.

Any purely auditing goofs in the last session can be repaired by Dept 15 Case Review and returned to the Staff Auditing Section. Or if there is any danger of wait, repaired by the staff staff auditor (since any wait in repairing an auditing goof occasionally winds up in a Medical Category).

LACK OF SECTION

Lack of this section or a condition of no auditing on staff is an Ethics Charge that can result in removal. Its presence as a section and the state of staff cases should be the point of first importance to any investigatory body or SO Mission to that org.

It should be realized that an unflat or undone Grade I (Problems) when not fully handled causes no case gain and the suppressive tendencies of the society to move right on into the org.

Above and beyond any efficiency factor, staffs work hard ordinarily and it is very unjust to deny them by any excuse or mechanism the technology which they handle.

Any and all trouble occurring in orgs during a long period of heavy enemy attack on them was traced not to the enemy BUT TO LOSS OF TECH MATERIALS, REDUCTION OF THE USE OF TECH (as in quickie grades) AND IGNORING STAFF CASES.

Thus these points are spotted as the points most likely present when an org is failing or failing to take and hold its area.

THE IMPORTANCE OF THIS POLICY LETTER CANNOT BE OVERSTATED.

Follow it, get it in!

L. RON HUBBARD Founder

HCO POLICY LETTER OF 21 SEPTEMBER 1969

Remimeo

STAFF TRAINING OFFICER

A Staff Training Officer (STO) is the head of the Staff Training Section Dept 14 Div5.

The purpose of the STO is:

TO HELP LRH Train individual staff members and applicants from his own and other orgs in Ethics, Tech and Admin, keeping track of them, guiding them through org courses, giving them checkouts, expediting their training, seeing that their personnel records in Dept 1 of their org are factual as to training and assisting them in every way to get training and to be trained rapidly, with the end product that orgs have no untrained staff members.

As the STO deals in large measure with staff members and staff applicants from another org than his own he must keep close liaison with the STOs of other orgs. For instance, Foundation staff members are largely trained in the Day org. And Day org staff members are largely trained in the Foundation. As the office and files of the Day STO and Fnd STO are the same, this presents no file or board posting problem as long as they are kept up and as long as they co-operate to get *all* staff members through their courses.

The STO does not conduct those courses which are regular courses in the org. The staff member is simply enrolled onto them as just another student. BUT the STO makes sure these particular students appear for training, get trained fast, get sent to cramming and review at the first sign of slow and in general pushes hard. The Day STO will find himself pushing Fnd staff members directly as they are in class while he is on duty. The Fnd STO will find himself mainly dealing with Day staff members. However each STO is answerable to the EC for their staff members' progress so he must know the whole picture.

Reports are required by the STO weekly on the progress of a staff member or applicant. This STO student report is filed with the STO files.

A board is kept so that staff member progress is visible. The more visible the board to staff members the better.

Staff members are quite commendably dedicated to their posts in the org and often look on training as a distraction. Without slowing down that dedication, the STO must still see that they get in their training. Otherwise the best staff members wind up the least trained and least audited.

Case has a lot to do with training. Where no other person is directly responsible for staff cases, the **STO** should take this over and be sure tech is USED where staff members are ill or where they are going unprocessed.

When a staff member is sent to a higher org for training or grades, the STO is the one who keeps track and pushes from a distance. This is still his staff member. He must get in touch with the STO in the higher org and say "George Jinks is arriving there for his Cl VI. He is an org staff member here. Put him on your STO list and push." And the STO of the sending org gets reports. IF THE STO OF THE SENDING ORG CONSIDERS PROGRESS TOO SLOW IN THE HIGHER ORG he can report the matter to his own EC and assign the distant student a Condition and his EC can write WW proposing the higher org STO be assigned a Condition.

It sometimes happens that a staff member sent to a higher org is pirated by the higher org. This costs the STO a completion, his org one of its better staff members and breaks a contract. The abuses on this have in past years been so great that lower orgs often refuse to send staff members. When this happens, the higher org should be reported to WW and should be made to pay the lower org (a) Full fees for lower courses given in the lower org (b) all fees paid by the lower org to the higher org for the training (c) all pay paid to the student since departure from the lower org (d) a fee for the contract.

The time to transfer to a higher org is when one's contracts are completed.

The person to handle and keep track of this and make it prominent in the staff student files is the local org's STO. It hurts his post and personal security and even pay to lose a staff member by reason of higher training and without recompense to his org. It also messes up his planning and slows his programme.

STO TRAINING

The STO *must* be an expert on Study technology as contained in the HDG pack on Course Supervision.

He must know more about Course Supervision than Course Supervisors.

The entire speed of progress will come from the STO insistence on following all Course Supervision technology.

STATISTIC

The stat of the STO is the number of training points run up in the week by the staff students being trained in his org whether from his own org or not, plus a second curve on the number of completions by staff members *from* his own org, meaning courses or, in Academy, classes of training, HDC and HDG count separately.

INCOMPLETE CHECKSHEETS

The STO retains in STO files any fragmentary or incomplete checksheet of any staff member. He can furnish *copies* of it on request.

It sometimes happens that a senior requires one of his staff to check out on an HCOB or Pol Ltr. This is done (the checkout) by the STO. The STO also credits a checksheet that has that HCOB or Pol Ltr on it and places the checksheet in the staff member's STO file. Checkouts are always credited against courses by the STO so they are not lost.

TRAINING ABUSES

The staff member who is a student must know, by being told by the STO, that any training or case complaints must be taken to the staff member's own STO.

These complaints you will find are seldom capricious. Whenever you straighten out a training or case snarl for a staff member you often straighten out something indirectly for the public also. People make progress or they don't. The answer to the problem is always to be found in the fields of Ethics, Tech or Admin or violations of study know-how.

INDIVIDUALS

Classes are too often taught as classes. The STO must work with the individual staff student as an individual. Where one is doing very well he should be commended. Where he is doing slowly or not at all, the problem is an individual one and can be handled.

LIAISON POINTS The STO's points of most constant liaison are

(a) Individual staff students

(b) Other STOs

(c) The D of T

(d) The Ethics Officer

(e) Course Supervisors (0 The Dir of Review (g)
The EC of his org.

SUMMARY

If the STO carries out his duties interestedly and well, he can achieve the target of fully trained competent staff members and with this comes a far better operating environment, higher stats and a greater advance toward a higher civilization. It is a very important post. If he does his job without distracting the org from its public service and duties, he is very very valuable indeed.

L. RON HUBBARD
Founder

[See also HCO P/L 3 December 1972 Issue I, *The Value
of a Staff Training Officer in the 1972 Year Book.]*

ASSOCIATION SECRETARY DIRECTIVE

3 JUNE 1957

QUALIFICATIONS OF A PERMANENT STAFF MEMBER

ADMINISTRATIVE:

1.   Must have been with organization three months.

2.   Must know the Code of a Scientologist.

3.   Must have passed an examination on the Organization Board and Comm Centre   given by HCO Board of Review.

4.   Must be accepted by a staff majority vote, an Advisory Committee majority vote and finally must be passed on favourably by Association Secretary.

TECHNICAL:

\.   Must have been with organization three months.

2.   Must have a certificate in force in Dianetics or Scientology.

3.   Must have passed successfully five levels of Indoctrination.

4.   Must know the Auditor's Code and Code of a Scientologist.

5.   Must have passed an examination by HCO Board of Review for validation.

6.   Must have passed an examination on the Organization Board and Comm Centre   given by HCO Board of Review.

7.   Must be accepted by a staff majority vote, an Advisory Committee majority vote and finally must be passed on favourably by Association Secretary.

BOTH: A permanent staff member cannot be dismissed except by a unanimous vote of the Advisory Committee or by L. Ron Hubbard. He has the rights of vacation with pay. There may also be an honorary staff member who is neither temporary nor permanent. Permanent Staff Member Examination is given by HCO Board of Review.

Jack Parkhouse

[Note: Originally issued in two *sections. Administrative* and *Technical,* as FCDC P/Ls of 2 May 1957 by L. Ron Hubbard, with an additional point between 6 and 7 which read: "7. Must have a minister's certificate in force and must keep it in force."]

HUBBARD COMMUNICATIONS OFFICE

37 Fitzroy Street, London W.I

HASI POLICY LETTER OF 5 SEPTEMBER 1957

To :AU Staff Bulletin Board

VALIDATION OF STAFF

All Technical Staff not validated or who have not passed an Admin examination by the time of the Congress shall be:

1. Considered temporary

2. Shall lose certain pay units.

All Administrative Staff who have not done the following by the Congress shall be considered temporary with a lower pay rating:

1. Passed an examination on the Org Board.

2. Passed an examination on the Comm Centre.

3. Passed an examination on the telephone systems, PO and internal phones.

4. Passed an examination on the Purpose of the HASI.

5. Read "Problems of Work".

Those receiving Permanent Staff rating will receive higner pay than those not so rated.

LRH:rs.cden   L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE

37 Fitzroy Street, London W.I

HASI POLICY LETTER OF 10 MARCH 1959

PERMANENT STAFF MEMBERS

Permanent Staff Members are entitled to claim Permanent Staff Member privileges when they become in possession of their certificate.

These privileges naturally cease should a Permanent Staff Member leave staff without a formal leave of absence neither can they be claimed if a Staff Member has given notice of leaving.

L. RON HUBBARD

LRH:cden

HCO POLICY LETTER OF 18 JANUARY 1960 CenOCon   (Issued as Sec ED in Washington DC)

QUALIFICATIONS OF PERMANENT STAFF MEMBERS

(Cancels previous Directives)

1. Knows Organization Board.

2. Knows Communication Centre.

3. Meets OCA (APA) and IQ Standards.

4. Has worked for Organization for three months.

5. Has been checked clear on all present life overts and withholds.

LRHjs.rd

HUBBARD COMMUNICATIONS OFFICE Saint Hill
Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 JUNE 1960 (Cancels previous directives)

CenOCon

REQUIREMENTS FOR STAFF POSTS

Applicants for staff positions in HCOs or Central Orgs must pass:

1.   A security check demonstrating no criminal record or intentions;

2.   A "help check" showing normal help ability;

3.   An acceptable (not wholly below centre line) profile on a personality test; and

4.   An IQ of at least 110.

Persons showing criminal background this life may not be employed.

STAFF AUDITOR REQUIREMENTS A staff auditor *must* have the

following:

1. A professional certificate in hand and in force except where certificate is awaiting only final signature when the interim letter may be substituted.

2. A knowledge of modern processes.

A staff auditor, to obtain permanent staff status, must have:

1. A thorough knowledge of an E-Meter, pre-sessioning and model sessioning.

2. A thorough knowledge of the CCHs.

3. *A free* needle on help.

4. A profile in the upper third of the graph.

5. An IQ of 120 or more.

6. A knowledge of the comm centre.

7. A knowledge of the Org Board.

A permanent staff member in any division must meet the above requirements.

REGISTRAR POSTS

No person may serve in a letter writing or registration capacity who is not reasonably released on "help" (does not consider help impossible in the field of action of PrR). Such persons should be specially processed on help.

LRH:js.rd   L. RON HUBBARD

[Modified by HCO P/L 21 July 1972, Issue IV,
Staff Qualification Requirements for Hiring

HCO POLICY LETTER OF 26 NOVEMBER 1960 Reissued from Sthil

All Central Orgs Already issued in SA

PERMANENT STAFF MEMBER
REQUIREMENTS

(Effective 1 April 1961)

To qualify for staff intensives, vacations, sick leave and other benefits in an HCO or Central Org a person must be a Permanent Staff Member.

The following are the requirements of a Permanent Staff Member:

1. *Any* certificate in force (including HAS).

2. Security check passed. (No Criminal, subversive or Commie background.)

3. Help button in good condition.

4. An acceptable (not wholly below centre line, and majority of points not lower than the centre line) graph.

5. IQ 110 or above.

6. A knowledge of the Comm System and HCO Policy Letter April 8, 1958.

7. A knowledge of the Org Board.

8. 3 months on Staff.

Note: (Persons showing a Criminal, subversive or Communist background may not be employed.)

REQUIREMENTS FOR AN EXECUTIVE
POST

1. Permanent Staff Member.

2. A Professional Certificate in force.

3. Control button free needle.

4. Help button free needle.

REQUIREMENTS FOR A TEMPORARY STAFF
AUDITOR

1. Professional Certificate in force. (Or a letter showing exam has been passed and certificate is being prepared.) (Letter from D ofT.)

2. A thorough knowledge of the E-Meter.

3. A thorough knowledge of the CCHs.

4. No inversion on help.

5. No inversion on control.

REQUIREMENTS FOR A PERMANENT STAFF AUDITOR

1. Permanent Staff Member.

2. Free needle on Help.

3. Free needle on Control.

4. Adequate case gains on pcs processed.

Note: The pay grade of a staff member should be regulated in view of the above as well as his actual position in the Org.

<div align="center">L. RON HUBBARD</div>

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 13 FEBRUARY 1961

CenOCon

PERMANENT STAFF REQUIREMENT CHANGES

(Modifies HCO Policy Letter of November 26, 1960)

Instead of passing an examination on the Org Board, effective on receipt of this policy letter, a permanent staff member applicant must pass a stiff examination on

"The Pattern of a Central Organization", **HCO** Policy Letter 14th February, 1961 and

The Staff Information Bulletin that gives the paper colour flash system and other data and has long been in staff hats, being a condensation of many earlier bulletins. (HCO Policy Letter of April 8, 1958.)

Further, if a staff member has not qualified for permanent staff member by deadline, he may not receive staff rate processing under the D of P.

Deadline on the earlier policy letter is relaxed until June 1, 1961.

L. RON HUBBARD

LRH:js.rd

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 26 FEBRUARY 1961

CenOCon

QUALIFICATION OF EXECUTIVES

See HCO Policy Letters on Executives and Personnel, 13th February and 17th February, 1961.

I will qualify and issue a Qualification Certificate to any staff personnel who meets executive requirements regardless of whether they occupy an executive post or not.

This means that an Executive Qualification Certificate for a Central Organization executive post, does not demand or command that the holder occupy the post or receive executive units.

A person who does not actually hold an executive post but who wishes to receive an Executive Qualification Certificate must pass all requirements for that executive post and must receive as well a high mark on a Hat check of that post.

Having once occupied such a post in the organization does not automatically qualify a person but will be taken into account.

Such persons seeking an Executive Qualification Certificate, should be handled exactly as an executive is handled in their application.

Having extra qualified persons on staff for all executive posts means faster expansion and quicker filling of vacated posts, with immediate executive units rather than filling posts on a temporary basis with the consequent long wait for units.

L. RON HUBBARD

HCO POLICY LETTER OF 28 MARCH 1961

**PERSONNEL POLICIES STAFF POST QUALIFICATIONS
PERMANENT EXECUTIVES TO BE APPROVED**

(Modifying HCO Pol Ltr of Feb 17, 1961)

I desire now to approve of all executives appointed to post in Central Organizations, before the appointment is given permanent status.

I desire a full report from HASI attendant to the dismissal of any permanent executive *before the dismissal occurs.*

The data *to be* submitted to me, to qualify a department head as a permanent *holder of* post includes:

1. A minimum of 45 days successful performance of duty on post.

2. A statement from the D of P taken from pc graphs of the Auditor quality and ability of the person being appointed.

3. The appointee's own graph and IQ.

4. A summary of his Scientology career.

5. A security check sheet on the person.

6. An E-Meter assessment, particularly on Help and Control.

7. His exam results for permanent Staff Member.

8. Report on Hat Check of post by HCO Sec.

9. *SOP Goals procedure fully flattened.*

No new executive, not approved by myself on the above basis, may draw the salary of his executive post, but only the salary formerly drawn on a non-executive post until my approval is received by the Assn Sec, effective on receipt of the letter.

No executive may continue as an executive on permanent status, unless approved by myself, *on or after* \ August 1961, and if not approved will revert to pay as a leading auditor even while retaining post.

For the purpose of this Policy Letter the following posts are defined as Executive Posts:

In HASI:

Association (or Organization) Secretary PE Director Director of Training Director of Processing Director of Promotion and Registration Chief Registrar (Body) Letter Registrar Director of Material Director of Accounts.

In HCO:

HCO Continental Secretary HCO Area Secretary.

All persons permanently so appointed by myself shall be given a small certificate to that effect.

The assembly of the materials required, 1 to 9 above, is solely the responsibility of the person being appointed.

Temporary Executive Appointments to be Passed by HCO

The HCO Continental Secretary must pass upon any temporary appointment of an executive, before the person is given post. *This does not mean such temporary appointment may receive the pay of the post.*

The authorization to appoint a temporary executive may be refused only on the following grounds:

1. Past unsuccessful experience with the appointee on that post.

2. Graph points lower than centre.

3. IQ less than 120.

4. Security check *not* passed.

5. Control and help buttons get *very bad* reaction on E-Meter.

6. Examination of staff profiles and longevity show other persons better qualified for post.

If no person can be found who qualifies for the temporary executive post, it may not be filled.

In event of abuse or confusion of this section the Assn Secretary may stop any action in progress and send full details to me for decision.

Temporary and Permanent Defined

A Temporary Executive fills the post on a temporary basis, using the word Temporary in the post title. He or she does not draw the executive post's units, but draws former units or the units of a leading auditor, whichever is higher. He or she may be removed from post with or without cause by the Assn Sec at any time, or a qualified HCO Sec during the time that HCO Sec is handling a State of Emergency.

A Permanent Executive uses the full title of and draws the full units of a post.

He or she may be transferred to a similar post by the Assn Sec, or by the HCO Sec who is handling a state of emergency that applies to that department. He or she may be suspended for no longer than two weeks in any three months from post without pay, to be processed in event of a consistent failure in that department. He or she may be removed from post only by myself after due investigation, and reports are received by me.

Appointment to Staff Posts

No appointment may be made to any post on staff until the following procedure has been followed.

An application form (green ink on pink since it belongs to Accounts and affects pay) is made available at the office of the Assn See's Secretary.

People desiring employment are directed by Reception to the Assn See's Secretary (or a small stock of forms may be left with Reception).

The application form is self-directing. The person fills in his own various qualifications and vital statistics. It then sends the person directly to Test in Charge to be given a test or (as is more likely) to receive the test from his files. The person then goes to the HCO Sec. The HCO Sec marks the application form in spaces to review *the* test, makes a brief security check and marks in that result and then states either (a) The person is employable on staff or (b) This person cannot be employed on staff until processed or (c) This person cannot be employed.

If the results are (b) or (c) the person is so told at once. If the results are (a) the person is sent to the Assn Sec (or his Secretary) for interview and results of interview are marked. The person is then told when to come to work or that he or she will be informed if there is an opening.

If the person is employed (now or later), the application has the units or pay marked on it by the Assn See's Sec and is sent to the Accts Dept, when employment is begun.

The Accounts Dept makes a folder for the person in the creditor file.

Accounts may not pay out a cheque until the form is in the Accounts Dept, and is initialled OK,

throughout.

The routing of the form is written on the left margin in each case.

Important: After August 1, 1961 the Accounts Dept may not pay out pay even to old staff unless an application form is in the Accounts file.

Termination of Employment

When employment is terminated, the person terminating, to receive his or her final pay, must be routed on a similar form.

The form is obtained from the Assn See's Sec, who is custodian of all forms, by the Dept Head of the leaving person's department or by the Assn Sec.

The form is self-routing on the left-hand margin. It is green ink on pink paper. The form is headed:

Termination Form

Without this form you cannot receive your final pay or any
recommendation to future employers.

The leaving person fills in name and date and writes his given reason for leaving. He gives the form to

Dept Head for his or her remarks.

The leaving person then reports to HCO and gets checked out for ARC breaks and withholds, and may be ordered to processing *at Organization expense, but not longer than* 72% *hours, preferably 5 hours.*

If the leaving person then changes his or her mind about leaving the form is destroyed by the Dept Head.

The person reports again to Dept Head for the form to be continued, or destroyed in event of person staying, and then takes the form to Director of Material to turn in his supplies and any equipment, and get an initial. This includes E-Metera/7(/ any such and in the case of a Dept Head or an Assn Sec may require a full inventory by a paid company if the amount is great.

The person now goes to Accounts with the form and receives with the form his or her final pay.

Accounts, while keeping the *creditor* folder of the person in a "dead file" at the back of creditors file, until the year's storage of files is made, places the person's original application for employment and the termination form (stapled, termination at the back) into Comm lines to the Assn See's Sec who files.

The person's final pay cheque is sent to HCO by Accounts and may not be paid directly by Accounts to the person. HCO hands over the final cheque when the person has been checked out by HCO or has received any auditing recommended.

Seeking Personnel

Dept Heads seeking personnel may procure it wherever they wish, and however they wish, but must first look in the job application file of the Assn See's Sec in order to save time.

To keep the file straight, the Assn See's Sec should divide the file into live (with 3 months) and inactive segments.

In times of expansion a mailing can be sent to the whole list. This would serve to freshen the file and the replies can be filed with the original applications. Until they lose a body, these applicant people do not get "dead filed".

Keeping this application file up prevents the randomity of Emergency Hiring and by-passes of security.

The most fruitful sources of new personnel are the PE and Academy, and permanent help wanted notices should be posted in each.

LRH:ph.cden   L. RON HUBBARD

[This 28 March 1961 reissue of HCO P/L 17 February 1961 added the parts shown in *this type style.]*

HCO POLICY LETTER OF 22 JULY 1961 CenOCon

EXECUTIVES' PAY

HCO Policy Letter of March 28, 1961 is modified as follows:

All permanent Executives (who were to meet the August 1, 1961 deadline or have their pay revert) are extended to October 1, 1961.

SOP Goals Clause

The qualification of persons having to be flat on SOP Goals by August 1, 1961 as per HCO Policy Letter March 28, 1961, is changed to "Must be flat on Routine 1A by October 1,1961".

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 23 OCTOBER 1961

CenOCon

PAY OF EXECUTIVES

(Modifies HCO Policy Letter of July 22, 1961)

The deadline of executive pay is extended to February 1, 1962.

The process to be flattened now is "Problems Intensive" as per Saint Hill data of October, 1961.

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 23 JANUARY 1962 CenOCon

PERMANENT EXECUTIVES

(Amends HCO Pol Ltr of February 17, 1961)

The award of Permanent Executive status has hitherto been delayed by changes

in the processing requirements set forth in HCO Pol Ltrs of July 22, 1961 and October 23, 1961.

Effective immediately, the award of full permanent Executive status shall only be made to an executive who has fulfilled all the requirements as laid down in HCO Policy Letter of February 17, 1961, Staff Post Qualifications, and who has also been checked out as stably clear by HCO.

Meanwhile, any Executive who has fulfilled all the requirements of HCO Policy Letter of February 17, 1961, *except* the processing requirements, and who is not yet stably clear, shall be awarded the status of Provisional Permanent Executive. This will entitle him/her to draw the full pay for his/her post. But he/she will not be allowed to draw permanent staff bonus units as an executive until such time as he/she is checked out by HCO as stably clear.

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 21 MAY 1962

CenOCon

PERMANENT STAFF

(Cancels earlier directives)

When a staff member has completed a contract with the organization, has passed an examination on the Pattern of a Central Org and has received a cleaned Prepcheck on the last two pages of the Joburg and Form 6A, Saint Hill, informed of this, will issue a Permanent Staff Certificate for that staff member.

L. RON HUBBARD

[Cancelled by HCO P/Ls 9 August 1971 Issue IV, *Urgent-High Crime P/L-Operation Staff Stability*

and Personal Security, 16 September 1971 Issue III, same title, and 8 January 1972 revision of 9 August 1971 Issue IV, in the Year Books.]

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 JUNE 1962

CenOCon

PERMANENT STAFF PRIVILEGE

Staff Members who complete Permanent Staff requirements may receive the benefit of International Membership while they are on the staff of a Central Organization or City Office.

A N/C invoice is made out by Accounts (so that records exist) upon application by a staff member.

If a Permanent Staff Member leaves the Org voluntarily or is dismissed for a valid reason, the International Membership fee becomes payable (part of a year's membership to be worked out pro rata).

L. RON HUBBARD

Remimeo   Issue V All Staff Hats A copy given to

 each new person

 employed   **PERSONNEL**

STAFF STATUS

(This is a Policy Letter. The basic law of this organization and its rules
are found only on letters such as this one, printed as this one is, green
ink on white paper and signed as this one is.)

A *Staff Status* is a number giving the value and promotion *eligibility* of a staff member in this organization.

The number appears after a person's name on the organization board in the Communication Centre.

The numbers run from zero to ten. They designate the type of post to which a person may be promoted or the status of the person.

It is important to have a higher status number. Therefore do all you can to increase yours.

The status numbers most important to a new staff member are 0 (zero), 1 and 2.

0 = Temporary

~~1~~ ~~=~~ ~~Provisional~~

2 = Permanent

Above that are the promotional numbers which must be earned by study and experience in the organization.

There are also technical status numbers. These are not necessarily required of personnel in non-technical departments and are elsewhere described.

If you do your job in this org and study how to be a better staff member you will advance and will be secure.

The first three status numbers and the states follow:

TEMPORARY

A staff member who is newly hired is designated 0 (zero) status after his or her name on the organization board. The person is classed as TEMPORARY until he or she has been to Review after a few weeks on post. The TEMPORARY must obtain a slip from their immediate senior saying they are doing fine on post and present this to Review. Review may require they have a knowledge of the org board and comm lines and their own department before passing them. Review may give the person who bears a recommendation several interviews to pass the exam but after the 3rd exam is failed, must dismiss. If they have no recommending slip, Review notes their name and tells the person to get one from their senior and come back. Review keeps a close record of all persons calling on it. Review, when a recommendation slip is presented, then may examine the person concerning the org board, etc, as per current "provisional" check sheet.

If the TEMPORARY is recommended *and* passes, Review assigns the person a

PROVISIONAL Staff Status and advises Org Board and Personnel Files by sending them chits attesting the fact. The staff member also gets a copy.

While TEMPORARY a staff member may be dismissed with or without cause by his immediate superior or by Review or a Secretary or anyone senior to a Secretary.

If Review does not pass the Temporary, Review dismisses the person. However, if the person is to be dismissed, Review must inform the person what he must do to make himself more employable, get the person on a PE Course and processed, etc.

When Review tells a Temporary he or she did not pass or is dismissed, Review also informs Dept 1, Personnel Officer.

Any Temporary, dismissed, may apply again to the Personnel Officer for employment in another section or department of the org. Pay ceases while under dismissal. Therefore when Review dismisses a TEMPORARY, Review—

1. Tells the person he has not passed and no more chances will be given.

2. Tells the person how to become more employable.

3. Puts the person in the files for possible future employment if the conditions are met (2 above).

4. Informs Dept 1. Dept 1, being advised of a dismissal:

(la) Informs Accounts at once. (2a) Makes a note of it in the person's file noting also Accounts is

informed.

(3a) Notifies the person's immediate superior whether the superior is otherwise informed or not.

If a Temporary dismissed is upset about it, he or she is sent to the Chaplain.

The Chaplain, on any dismissed person coming to him should ascertain if the above lines were followed properly, that no ethics policy or order was violated by superiors or org officers and that the person follows the advice to become more employable if the dismissal is in good order. If the Chaplain finds a gross irregularity in a dismissal he should bring the person to Ethics.

TEMPORARY is designated as 0 status on the org board.

Every quarter the HCO Exec Sec of an org must dismiss all persons who have Temporary Status and have not become Provisionals. Such persons are sent to Review for dismissal.

PROVISIONAL

A staff member given a PROVISIONAL rating may have recourse to Ethics and have an Ethics hearing if dismissed. He may be transferred to other divisions without a hearing if his division is over-manned.

A person, after one year, may apply for permanent status. A PROVISIONAL is designated as "1" on

the org board after his or her name.

To obtain permanent status a PROVISIONAL must obtain his or her Basic Staff Certificate. This has a check sheet for which the HCO EXEC SEC is responsible for compiling. This is covered in earlier Policy Letters.

The certificate is examined for by Review and issued by Certs and Awards. The requirements are relatively elementary but are quite firm.

Ethics chits issued while the person was employed are taken into consideration.

The Secretary of the person's division must recommend permanent status in writing to Review before an exam may be given.

PERMANENT

A PERMANENT STAFF MEMBER may not be demoted, transferred or dismissed without a full Committee of Evidence being held. The person may himself request a change of status or another post or may resign without a Committee of Evidence being convened. (The Evidence and findings of a Committee of Evidence are taken by a Committee composed of one's co-workers and to be valid and put into effect must be passed by LRH personally.)

No person may be paid as permanent or posted until the person's name appears in a SEC ED. LRH Executive Director may not at his own discretion wish to make the permanent award and if not included in a Sec Ed it is not awarded.

PERMANENT status is then designated on the Org Board by the numeral "2" after a person's name.

Certs and Awards issues the Permanent Certificate, but only after a SEC ED so declaring has been issued.

Review, passing a person for permanent must advise Dept 1 Personnel, and the AdCouncil to prepare a SEC ED for LRH Exec Dir issue.

The SEC ED advises Accounts and Org Board, and no pay may be changed or the permanent status posted until the SEC ED is issued.

A person failing to get a permanent status remains provisional.

A person with PERMANENT status gets longevity pay according to the number of years employed, at so much for each year. This is backdated to first employment.

HIGHER STATUS

The higher status numbers are given to staff members as earned by passing check sheets. Gaining a higher status does not mean promotion but eligibility for promotion, said eligibility being in plain view on the org board with higher status number.

No one may have a higher status than 2 after his or her name on any org board without meeting all requirements up to the new status sought, and passing the check sheet for each status in sequence. Items already passed are credited on any future check sheet where the items occur on the check sheet and have been passed.

The HCO Exec Sec WW is responsible for all check sheets for staff status and the use and following of this Policy Letter via HCO Exec Sees in orgs.

Staff quotas for Divisions and Sections are set by the Advisory Council.

No hiring, promotions, assignment of status or appointments are made except as made above.

L. RON HUBBARD

[Modified by HCO P/L 5 January 1969, *Staff Status Two,* Volume 1-page 136, Volume 5-page 255, Volume 7-page 503.]

HUBBARD COMMUNICATIONS OFFICE . Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 29 APRIL 1966

Remimeo All Staff Applies to
Dir Review Staff Tr Officer

POLICY CHECK OUTS AND E-METER

When a staff member who is taking a check out from the staff training officer flunks, regardless of his grade of release or state of case, the following is done:

REMEDY POL-A

1. He or she is meter checked out on misunderstood words and these are handled.

2. He or she is checked out for disagreements with policy and these are handled.

REMEDY POL-B

When a staff member who has been so reviewed *still* has a high flunk rate, he or she is given full meter handling on the subject of earlier admin systems or earlier policies and these are handled as to (1) misunderstood words and (2) disagreements with the earlier systems or policies.

The above actions in a small org are all done by the staff training officer. In a large org the actions of Pol Ltr check out are done by the staff training officer and if a flunk occurs the staff member is sent to a Review auditor *at once* to get Remedy Pol-A done.

If the staff training officer's check out log (which he keeps) shows that Remedy Pol-A is not handling the person then Remedy Pol-B is directed by the staff training officer and done by the Review auditor.

The Review auditor is under the orders of the staff training officer in matters concerned Li this Pol Ltr. NO other action may be undertaken by the Review auditor other than those directed by the staff training officer.

Please note that to do misunderstood words and disagreements *before* check outs violates the Fast Flow System of Management as one is correcting errors which have not occurred. In the Fast Flow System of Management one corrects only after actual errors have occurred, otherwise the org becomes the typical bureaucracy that is making our era miserable. We are in the business of making things better.

L. RON HUBBARD

Remimeo

STAFF STATUS

(Corrects all earlier Sec Eds and Pol Ltrs)

The intentions of the staff status system and the conduct of it require a clarification as follows:

TEMPORARY

1.   After two weeks' employment, if a newly hired staff member can obtain a written recommendation from his immediate superior, he can report to the Staff Training Officer in the Qualifications Division, give him the recommendation and receive the training materials for provisional. He can then study these and get checked out on them by the Staff Training Officer and if passed, get his Staff Status One, Provisional.

STATUS ONE PROVISIONAL

2.   When the Provisional Staff Member has his Staff Status One, he can receive the materials for Staff Status Two from the Staff Training Officer and begin to study and pass them by check outs from day to day. When he has passed them all, he is given a written examination and, passing this, he obtains his Staff Status Two.

STAFF STATUS TWO

3.   When a staff member has his Staff Status Two he can apply for the materials for Staff Status Three, executive rating, and so on up the Staff Status levels.

Obtaining an executive Staff Status does not ensure the appointment as an executive but makes one eligible for such appointment.

The one year service between One and Two is abolished. Only a Staff Status

Two is now eligible for contract.

Staff Status Two, if on contract, is entitled to free processing up to Grade V, a 50% discount on training and further processing and uniforms. No lower status has these privileges. This is true for all Orgs, SH, WW and AO.

A Temporary Status staff member may be dismissed, transferred or demoted without any Ethics action. Any person still a temporary status after 3 months on staff will be let go.

A Staff Status One must have been given an Ethics Hearing and found guilty of a misdemeanor or more in order to be dismissed but may be transferred without a hearing.

A Staff Status Two must be given a Committee of Evidence and found guilty beyond reasonable doubt to be dismissed and an Ethics Hearing to be demoted or transferred.

A deputy or acting appointment may be demoted without Ethics action, but only to the last permanent grade.

. Staff Members may request transfer or demotion without Ethics action.

PENALTY If a Staff Member breaks his Contract, leaving employ or going to a higher Org

with Contract incomplete, he is then liable for FULL PAYMENT of all courses and processing he has received at FULL RATE (not just 50%), and owes for all transport or expenses he may have been paid.

SECURITY CHECKS

Security Checks should be given any new staff on a meter.

When a theft or insecurity has occurred staff should consent to such a check and such a consent is contained in the hiring Contract.

CHECK OUTS

Any staff member receiving a check out from the Staff Training Officer and flunking is told to go off and study some more. The item being checked out is marked with a date and initial at the point just about where the flunk occurred and if the staff member comes for re-examination within one week, the item being checked out is simply checked from the last mark on. But if more than one week elapses the whole item must be examined again.

A staff member is only sent to STAFF REVIEW OFFICER for remedies if his flunks have been continual and he is not making progress at all.

A log, loose leaf, containing the names of a staff member per page is kept by the Staff Training Officer.

The Staff Training Officer may not hold any additional post than Staff Review Officer and if so check outs must consistently be at one period of the day and review another. If traffic is too heavy not even this additional hat may be worn. If Staff Review Officer is singly held the holder may also audit staff, and do assists.

ORG BOARD The Org Board must reflect the status of a staff member.

UPPER STATUS GRADES Grades Three and above are given check sheets by the

Guardian WW.

EVENING STUDY

Staff members should study in their own time not on the job. But they may be examined or reviewed while on the job.

L. RON HUBBARD
Founder

LRHjc.rd

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by L. Ron Hubbard

[Note: The 19 March 1968 amendment added the last sentence in paragraph 8, and also the section headed "Penalty"; and under "Security Check" added *and such a consent is contained in the hiring Contract* and changed No *Security Check should he given any new staff on a meter except investigatory personnel* to the above.]

ADDENDUM per

HCO POLICY LETTER OF 22 AUGUST 1966 Issue III

Only a staff member with Staff Status Two is eligible for contract. Thus, before a Class VI may start his actual Internship period, he must come on staff and while working in the org, study for and attain Staff Status Two, at which time he will be eligible for both Internship (provided of course he meets the other

requirements for Internship) and staff discounts.

<div align="right">L. RON HUBBARD</div>

Remimeo Guardian Hat RAP

STAFF STATUS TWO

(Modifies HCO Policy Letter 4 January 1966, "Personnel, Staff
Status")

Staff Status Two, which precedes staff signing a contract, may be awarded by a duly appointed Asst Guardian and the ED awarding such may be okayed by the LRH Comm provided application for such is accompanied by full CSW which demonstrates conclusively that the applicant is fully qualified as per policy for Staff Status Two.

Any violation of this policy which results in an improper award of Staff Status Two being made will be considered as a False Report and will result in the assignment of a Condition of Doubt.

Mary Sue Hubbard The Guardian
WW

 for L. RON HUBBARD

Founder

HCO POLICY LETTER OF 2 AUGUST 1971

Remimeo Sen Orgs SO Orgs
CLOs FLAG

STUDY TIME

A staff member is entitled to *T-h* hours study or auditing time per day.

Executives are responsible for so scheduling work that this time becomes available to their staff but it must be additional to eight hours of post work.

All activities including Flag CLOs or ships must have a Crew or Staff Course Supervisor who observes "What Is a Course?" P/L including suitable scheduling that does not interfere with work and makes Supervision available to all crew or staff. Roll call, materials, stats, etc must be part of this course.

Where a Foundation and Day Org exist together the staff may study in the other org *so long as that org does have* a Supervisor.

The Supervisor must at least have been hatted by the Mini Course Supervisor Hat and must know the Word Clearing Series of HCO Bs.

A typical solution would be three to four crew or staff course periods a day, each of $2^1/2$ hours, morning, afternoon and evening with the crew or staff member enrolled and assigned to a specific course period and roll called for that period.

A crew or staff member must have gone through lines, be invoiced and enrolled, must have had his student hat put on and must in all respects be a student for that period to which he is assigned.

An Exec which restrains such attendance is driving himself into cope by failing to take a routine organize action.

QUAL

Any crew or staff member must have been programmed ONTO not off of his current post.

The question is what is he lacking to qualify for the post he is on? Staff Member Hat? SS I? SS II? AB and Sea Watch Picture Book? Post hat with checksheet and pack? Divisional hat? Officer's Checksheet? Exec Cramming Course? Tech Courses? OEC? What has he missed to fully qualify for the post he is now on?

When he's done all this up to the post he is on or the post in case of a recruit he will be on he has arrived at "A" and only now could he think of going to "B" (see Supreme Test of a Thetan HCO B).

When this study is done, tech courses can be considered. But Tech courses are in the same classroom under the same Super.

Qual does FULL Word Clearing rundowns in the same Department as programming.

INCOMPLETES

You will find numerous incomplete courses amongst staff and crew. These

became incomplete because of a misunderstood word or earlier misunderstood subject. An Exec who is a

failed student also has misunderstood words.

So failure to sign up or attend are the business of the Course Super or the same Dept in Qual. It comes down to a misunderstood word.

STRAIGHT ORG

The only way an org will come out straight is by forbidding musical chairs and getting in such a program as this.

AUDITOR HATS

Auditors have hats as well as Tech. Lack of knowing their staff hats and auditor hats is a reason for losses. Student and staff hat comes before tech.

AUDITING TECH

When an org expands it must observe its 2 to 1 Admin Tech ratio. Admin people can

qualify as auditors part time.

Deserving staff members when properly replaced can go on full time training. Only when a crew or staff member has been a good attending upstat student on part time with good post stats should he go on full time training.

OTHER TECH

Posts often have other tech such as engines or cars or machine operation.

When possible this is studied part time in the usual way. Crew and staff members may also be sent to special outside schools for brief training periods.

SUMMARY

When Qual does not do such programming, when the org has no on policy part time crew-staff course supervisor then it unstabilizes its people by leaving them untrained and will be upset by any effort to expand.

HCO Expediters just hired will be a hindrance unless they are rapidly put through basic training on part time study, rigidly adhered to and well organized.

People already on post in orgs are seldom programmed and trained, at this writing, to the post they are on.

Execs often mistakenly do not cooperate in such part time training. Such courses do not consider a

non-attendee a blown student but should.

By following this P/L expansion can occur and staff members can hold their posts much more easily.

This is a very rewarding program. It must be followed.

L. RON HUBBARD
Founder

Remimeo   (Cancels and replaces HCO PL of Personnel   20 Jan 72
of the same title)

Programmer

Personnel Programming Series 1

PERSONNEL PROGRAMMING

A Programme can be defined as:

"A plan of study for an individual student over a given period."

"A Plan of procedure; a schedule or system under which action may be taken toward a desired goal. The keynote is a sequence of actions."

"To work out a sequence of operations to be performed by a person or computer."

The root words associated are Programme (French)—A public notice, and Prographein (Greek) To write before. (Webster's 7th Collegiate Dictionary.)

A Personnel Programmer works with individual staff members and draws up workable personnel programmes and sees that they are fully executed.

The purpose of a Personnel Programmer is: to help LRH to expertly programme each staff member to a point of real success on his own post, to operate well as a member of the group and attain higher and higher levels of skill, knowledge and ability, through full use of the technology of Scientology and Dianetics.

Qual Aide

for

L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO BULLETIN OF 23 OCTOBER 1971 Issue I

Remimeo
Personnel
Programmers

Personnel Programming Series 2

PERSONNEL PROGRAMMING RULES

There are certain rules which apply to Personnel Programming, which if violated, will result in unsuccessful and incomplete personnel programmes, and subsequent low morale and stats.

1. "All the rules of auditing apply in personnel programming" — LRH "A Talk on the Basic Qual" tape 5 Sept 1971.

2. The primary purpose of personnel programming is to get each staff member competently wearing their own post hat, and operating well and smoothly as a member of the group.

3. The Basic Personnel Programme provides: (as per the attached chart)

   A. One main entrance channel comprising Sea Org and staff basics, culminating in full post hatting.

   B. The Tech route.

   C.   The Policy route.

   D. The Seamanship route. (Sea Org Only)

4. The Personnel Programming Repair Programme is that which designates repair training actions on past posts in order to make the current po't occupiable, or short repair actions which are interjected into the current Post Advance Programme, to handle a situation on the person's post.

5. The Personnel Programming Advance Programme is that programme which lays out the steps necessary to get the person fully on post.

6. Do not do unnecessary repair actions.

7. Do not interject or allow study actions which violate the programme the person is on.

8. Let staff members have their wins on programme actions and see that each completion is separately declared.

9. Complete major programme cycles and do not switch routes in mid-programme.

10. Work to complete each major programme in turn, resulting in a fully trained and processed staff member and Sea Org Member.

11. Complete earlier cycles begun before starting a new cycle.

12. In the case of older staff members who have many incomplete actions or checksheets in all routes, prescribe the necessary repair completions and get the person into the route which will most benefit him on post.

13. Be prepared to redo some programmes if skipped gradients and missing data are discovered.

14. Be prepared to interject a post repair programme into any cycle, as an immediate action required to handle a PT situation.

15. Ensure all programmes incorporate full word clearing of all materials and tapes per FO 2960 Course Requirements (SO only).

16. Use full study tech and every tool we have to get your result:

    A. Word Clearing

    B. Demos

    C. Star-rate checkouts

    D. Clay demos

    E. Drills

    F. Cramming

    G. The Org Library.

17. Do not issue stereotype programmes. Each must be done individually, as per any preclear programme.

18. Push each person to a win, then another win, and another win, and so on.

19. The workability of a programme is "Is it being done?" If a staff member bogs, the programme must be re-examined for skipped gradients and/or missing data or incorrectly included data.

20. Draw up the length of programmes and the time limit according to the capacity of the staff member. Newer staff or staff needing repairs should be short programmed to a win, then can have slightly larger programmes.

21. Do not get "stuck on a win" with one programme and give that programme to all others. Programmes are individual.

22. See that staff go to the Registrar to sign up for Courses and checksheets after being programmed. 60% of staff can get lost if this is not done.

23. Schedule needed Specialist Sea Training cycles at a "rest point" in a post hatting programme cycle. (SO Only.)

24. A programme rest point is: A completion to F/N VGIs.

25. Push staff cases to get completed to VA and get them onto the Solo Course. This is not a long course and can also be scheduled in at a "rest point", depending on how the person is doing on post.

26. Tell staff members to come and see you when they reach Points 24 and 25 above so that you can adjust their programme accordingly.

27. Get Crew Supervisors to supply weekly lists of any not attending crew study regularly. Call these in and find out why and get them back on course.

28. Programme in Dianetics and Scientology books into programmes liberally. These contain basic operating data vital to all staff.

29. Upsets on past posts still causing PT distress require auditing and the C/S must be advised.

30. Rehabilitation of the person and cleaning up past post misunderstoods on past posts which were failed or lost may play a vital part in getting an unmoving staff member on the road to success again. This, of course, is a Personnel Repair action.

31. If the Personnel Programmer is not familiar with a post area and what is required to get the person on post, he *must* go into the data collection step and could get added data from the person's senior.

32. A Personnel Programmer must know the Org Board or Org Boards in the areas in which he is operating.

33. There are three main areas which lead to unnecessary staff losses in programming:

    A. Trying to do a programme with missing or wrong data.

    B. Mis-programming.

    C. Mis-Course Supervision.

34. All the rules of study apply to Personnel Programming.

35. Do not commence the metered programming action with the TA above 3.50 or below 2.0. End off and advise the C/S to handle. Meantime the person can study their *next* needed action.

The only limitations to personnel programming are the actual courses available in a given org. Sea Org Members have the most benefit in this because all courses are available to them at all times.

If an org recruits in excess and programming is done well, getting a person to their nearest AOSH for higher level training and processing will be routine and no problem.

STOs must wear their hats as part of the STO network, keeping track of area org staffs doing local training, pushing them through, and seeing that they get back to their orgs fast.

Personnel programming plays a very important role in the actual prosperity and viability of an org and its staff.

HCO puts an org there, but Dept 13 makes it *RUN-gets* it *operating.*

                           Judy Ziff

                           Qual Aide

                           for

                           L. RON HUBBARD

                           Founder

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO BULLETIN OF 23 OCTOBER 1971 Issue II

Remimeo Personnel
Programmers

Personnel Programming Series 3

PERSONNEL PROGRAMMING TECHNOLOGY

"All the rules of auditing apply in personnel programming" — LRH "A Talk on the Basic Qual" tape 5 Sept 1971.

As in all preclear programming (the C/S must have and use data about that preclear), so the Personnel Programmer must have full data on a Staff Member to be able to do intelligent and successful personnel programming.

Successful programming = the programmes *being done,* staff members winning, wearing their hats better and more fully, their stats are up and into a higher range. The org is into a higher operating level.

The steps of Personnel Programming are:

A. Data collection. Collect all past and present post and study data. B.   Data evaluation.

Evaluate the data received. C.   Draw up a proposed programme.

D. Interview the staff member on the meter, with the proposed programme and all data to hand and check out the programme for validity and making any needed adjustments, to F/N VGIs.

Therefore, the operating procedure of Personnel Programming is:

1. Get each person to fill out the full Tally sheet.

2. Do the Personnel Programming White Form on each staff member.

3. Study the tally sheet and see what has been completed, what is incomplete, etc.

4. The immediate goal is to get each staff member fully wearing his hat, as a participating staff member and SO member.

5. Make a list of all incomplete Courses or checksheets, listing them in order of completeness to the least completed. This is the programme error summary.

6. Which of these incomplete courses or checksheets affect the staff member's current post? *Mark these with a star.*

7. Recheck what actual progress the staff member has made on his post hatting cycle. List out any and all *missing* steps. This is the Post Advance Programme—to bring the person up to where he should be on his post.

8. Check SO Basics and see if the SO member hat is done.

9. Check staff member basics and see if SS I and II are done.

10. *NOW,* with the purpose in mind to get that staff member *on post* and operating as a member of the group, draw up a proposed programme for the person.

11. Call in the person, and ON THE METER, go over and present the tentative programme to the person.

12. If there are any disagreements, first check for misunderstood words and clean these up Method 2, each to F/N.

13. Now, make any needed adjustments, putting in a time limit (shortening into a series of shorter programmes, or putting in a missed training action) to F/N VGIs.

14. Send the person to the Examiner and then to the Registrar to sign up for the first course or checksheet on the programme, then to Course Super and back to post.

15. Collect exam. If no F/N VGIs at Examiner, the staff member's personnel folder and programme will have' to be re-evaluated, the worksheets taken during the programme examined and the error found. Then the person is brought back and the programme corrected and to Examiner with F/N VGIs.

16. No staff member who did not F/N VGIs at Examiner may be neglected or left with a wrong programme. This must be handled.

17. Write up five copies of the programme and send to:

   A. The staff member

   B. The person's Div head

   C. F/MAA or MAA

   D. Pers Enhancement T/M

   E. Staff Course Supervisor.

1 8. Put a time limit on each programme.

19. Assign the staff member's *Division head* responsible for getting it done.

20. Put up a set of Personnel Enhancement T/M baskets for:

   A. One day (urgent repair or cramming cycle). B. One week. C. One month. D. Three months.

21. Place the T/M copy in the appropriate T/M basket.

22. File all papers and worksheets in the staff member's Personnel File in Dept 13.

23. Copy any needed data off the Personnel Programming White Form and body route the form to PC Admin for filing in the person's pc folder.

24. Get the person to complete the programme.

25. If the staff member goes well on the first two or three steps and bogs down, call the person in and recheck the programme for a missing gradient, misunderstoods, etc to F/N VGIs. Distribute any amendments to that person's programme as per 18 above.

26. When each programme is complete, recheck the tally sheet, see that it is fully updated, re-examine the Personnel Programming White Form.

27. Call the staff member in (tell him to bring his stats) and draw up his next programme. If the person isn't fully and totally flying on his post, more actions will be required. If the person is doing *very* well on his post, then programme him/her into the channel of training which will most benefit him/her on post and in accordance with future plans. To F/N VGIs.

<div align="right">Judy Ziff Qual Aide for</div>

LRH:JZ:nt.rd   L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 23 OCTOBER 1971 Remimeo

Issue III Pers Programmer

C/Ses   *Personnel Programming Series 4*

PERSONNEL PROGRAMMING WHITE FORM

The following is a White Form for Personnel Programming. It is done on a meter. The answers are written on this form with all E-Meter reactions.

This could be a valuable tool in getting needed data for compiling valid and workable personnel programmes and getting any and all past areas of post upsets cleaned up.

Copy off important details required for personnel programming and send this Personnel Programming White Form to the HGC for filing in the staff member's pc folder.

Tell the Staff Member that "This is a Personnel Programming White Form. This is not auditing."

NAME _____ POST _____ DATE _____

ORG _____

1. How long have you been in the Sea Org?   E-Meter Reaction
2. How long have you been a Scientologist?
   What was the first book you read?
   _____
   _____

   _____

   What other Scientology or Dianetics boo   ks have you read?
   _____
   _____
   _____
   _____

   What was the first tape you ever heard?
   _____

6. What past posts have you held?

Post	*Where*	*When*	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____ _____ _____ _____
_____ _____ _____ _____
_____ _____ _____ _____
_____ _____ _____ _____
_____ _____ _____ _____
_____ _____ _____ _____

7. What posts did you have wins on? _____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

8. What posts did you have difficulties with? _____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

9. What posts before Scientology did you have wins on? _ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

10. What posts before Scientology did you have difficulties with? _____

_____ _____

_____ _____

_____ _____

_____ _____

_____

_____

_____

11. What are your areas of interest in the Sea Org?

_____

_____

_____

_____

_____

12. What are your areas of interest in Scientology and Dianetics?

_____

_____

_____

_____

_____

13. Is there any specific post (or posts) you had a huge win on?

_____

_____

_____

14. Are you having any particular difficulties with your current post?

_____

_____

_____

_____

15. Is there any specific area of your post requiring more specialized training? What sort of training?

_____

_____

_____

_____

16. Do you know the Org Board for your Division or Org?

17.   Do you know how to route a communication to anyone in the org or ship?
_____

18.   Is there much dev-t in your area?_____ _____

19.   Do you know how to deal with dev-t? _____ _____

20.   Is there anyone who is distracting you from your post?
_____

21.   Is there any way you could do your post better?
_____

22.   Have you completed your Mini Hat?
_____

23.   Do you have any misunderstoods on your Mini Hat?
_____

24.   Have you completed your full hat checksheet?
_____

25.   Do you have any misunderstoods in your full hat checksheet?
_____

26.   What would be of assistance in helping you to wear your hat more fully?
_____

27.   Is there anything else you would like to say about your post or hat?
_____

        Thank you. That's it.

                                        Judy Ziff LRH:JZ:nt.rd

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO BULLETIN OF 23 OCTOBER 1971 Issue IV

Remimeo Pers Programmer

Personnel Programming Series 5

MASTER PERSONNEL PROGRAMMING TALLY SHEET

Purpose: To ensure that Personnel Programmers have full data to hand when doing personnel programming.

This is the master tally sheet and once filled in by all staff, it is filed carefully in the staff member's personnel file in Dept 13, and thereafter filed as staff complete courses and checksheets.

The tally sheet is attached.

Judy Ziff

Qual Aide

for

L. RON HUBBARD

Founder

MASTER PERSONNEL PROGRAMMING TALLY SHEET

To: _____   Date _____

From: Personnel Programmer

Dear Staff Member,

   Please fill in the attached sheet with ticks and dates, as indicated and send back to me soonest.

   I will be using the data on this master tally sheet along with other data to ensure that your post programming and future programming is properly done.

Love,

Personnel Programmer

SEA ORG BASICS

COMPLETE	we	INCOMPLETE			APPROX
		Just Started	Middle	Near End	

STAFF MEMBER BASICS

1. Staff Status I 2. Staff Status II

POST HATTING

1. Mini Hat Divisional

COMPLETE	we	INCOMPLETE			APPROX
		Just Started	Middle	Near End	

10. Personnel Series 11. C/S

POLICY

1. OEC Divisional Volume
Full OEC Snr OEC FEBC

TECH

1. Wd Clearing Mini Course
Checkout Mini Cse Student

FUTURE PLANS FOR TECH TRAINING

SEAMANSHIP (SO ONLY)

COMPLETE	we	INCOMPLETE			APPROX
		Just Started	Middle	Near End	

1. Sea Watch Picture Book
   OM of Gangway Anchor

MISS I ON A I RE

PROCESSING

Highest Grade Attained

3r

Staff Member Signature

Judy Ziff

Qual Aide

for

L. RON HUBBARD

Founder

LRH:JZ:nt.rd

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO BULLETIN OF 23 OCTOBER 1971 Issue V

Remimeo

Pers Programmer

EOs

Personnel Programming Series 6

PERSONNEL PROGRAMMER ETHICS INTERVENTION RIGHTS

Staff members get into Ethics trouble basically through improper or inadequate Dept 13 Personnel Enhancement activities.

The staff member is:

A. Not programmed.

B. Mis-programmed. (The current programme has neglected or mis-placed an urgently needed action.)

C. Will not complete training or hatting cycles or programmes.

When a staff member gets into Ethics trouble, the Personnel Programmer should check his records and see if the staff member is indeed not programmed or mis-programmed. If this is the case, he must appeal to the Ethics Officer for the action or condition to be suspended pending guaranteed completion of a Cramming and word clearing cycle.

This would not be done if a person was named as an Interested Party in a Board of Investigation or a Comm Ev for Crimes or High Crimes.

If a staff member won't complete programmes and hatting cycles, the Personnel Programmer should assist the Ethics Officer by relaying all known data in a Knowledge Report. Similarly, the Ethics Officer should relay information on failing staff to the Personnel Programmer for handling and so avert a real collapse of a personnel or Unit or Section or Dept or Division.

By doing the above, we will be working towards the rehabilitation of a person and *using* our technologies for the greatest good of the greatest number of dynamics.

Judy Ziff

Qual Aide

for

L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO BULLETIN OF 23 **OCTOBER** 1971 Issue **VI**

Remimeo Personnel
Programmer Execs

Personnel Programming Series 7

INDIVIDUAL STAFF STUDY ORDERS

In order to protect personnel programming lines and ensure that correct personnel programmes are not violated or ignored by others, the following rule is introduced:

ALL ORDERS CONCERNING INDIVIDUAL STAFF STUDY, CRAMMING OR TRAINING MUST BE SENT TO THE PERSONNEL PROGRAMMER FOR IMPLEMENTATION.

The Personnel Programmer will then inspect the staff member's existing programmes and handle as follows:

A. Compare the order against the existing programme.

B. Incorporate the order, as an urgent post repair cycle, into the existing programme.

C. If the programme is badly violated, send the order back to the originator with a suggested handling.

Copies of all Personnel Programmes will, in future, be sent to all Div Heads, so the possibility of programme violation is minimal, but in the interests of stable progress of staff, the above rule is laid down.

Any investigatory body must also check with the Personnel Programmer before ordering any training actions.

Judy Ziff

Qual Aide

for

L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO BULLETIN OF 13 JANUARY 1972

Remimeo Pers Programmer

Personnel Programming Series 8

TIPS ON PERSONNEL PROGRAMMING

The following should be of assistance in implementing Personnel Programming.

1. The Personnel Programmer must:

   A.   Be a Class III.

   B. Be able to do Two Way Comm well.

   C. Know the Org Board.

   D. Know the basic activities of posts.

   E. Good TRs.

2. The basic data on Personnel Programming is contained in the C/S Series and it is proven that the C/S Series *must* be word cleared and star-rated prior to studying and applying the Personnel Programming Series successfully.

3. In putting in the Personnel Programming technology newly into an org, it is more simply done if an entire Division is tackled at a time, i.e. HCO first.

   This can be relatively easily done as follows:

   A.   Interview the Division Head, with a list of all staff, their posts and stats to hand.

   B. Find out what each staff member is doing, how they are doing on post and the senior's estimation of what is required, plus any weak areas noted.

   C.   Compare this data to the data obtained in doing the steps of Personnel Programming, as outlined in No. 2 of this series, and complete the steps as outlined.

   D. The senior's data should be of assistance, but may not be. E. Go by raw statistics

   only—never by opinion.

4. Shorter programmes are more acceptable to staff and are more easily done.

5. When first putting in individual Programming of staff, there will be errors and some minor conflicts with other study orders issued, but these can be handled and ironed out fast by calling in the staff member and making any amendments to the programme.

6. Execs are starting to use Admin Cramming more—which is good, but make sure these orders go via Personnel Programmer and are co-ordinated in the programme. Keep order in Personnel Programming.

7. Be prepared to find staff who have never even read one Scientology or Dianetics book. These must be given a short "Make a Scientologist" programme of basic books, plus TRs, as needed.

8. The three elements you are dealing with are:

A. A Scientologist who knows the data and applies it in his life and livingness. B. A staff member who is part of the team. C. A hatted staff member.

The more each of these elements is IN, the more happy and successful the staff member.

9. Staff members who have not had Method 1 Word Clearing may bog—so make sure this is done prior to standard staff study and Method 2 word clearing actions.

10. See that the Personnel Programming White Form is routed to the staff member's preclear folder immediately on completion. Do not allow this to be filed in Dept 13 files.

11. The White Form may show that the staff member has read a few chapters from several books-this is an immediate signal for word clearing Method 2 on the first book. Failure to handle this will result in a bogged study programme.

12. Do not neglect Execs—they need a programme also.

13. Sometimes it will be found necessary to take a staff member off post for one or two days in order to get the needed word clearing and Cramming done on a staff member who is in difficulty on his post. This would be done in the case of a staff member who was actually enturbulated by his inability to handle post duties and causing dispersal in the area. A short cramming cycle, in this case, will work wonders. This action, of course, is done with the agreement of the person's senior and Div Head.

14. If a Programme gets badly bugged, it is up to the Cramming Officer to find out what is wrong and correct it.

Qual Aide

for

L. RON HUBBARD

Founder

HCO POLICY LETTER OF 13 JANUARY 1972

Personnel Programming Series 9

INTER-DEPENDENT HATTING AND PROGRAMMING FUNCTIONS

The ultimate responsibility for the full hatting of a staff member crosses the org board through:

A. The Hatting Officer in HCO B. Personnel Programmer in Qual C. Staff Training Officer in Qual D. Staff Course Supervisor in Tech E. Cramming Officer in Qual F. Word Clearing Auditors in Qual G. Ethics Officer in HCO H. The senior.

All the above terminals play their role, as needed, to get the staff member through.

The Hatting Officer issues the post hat checksheets and packs, does hat checks and usual post functions. He keeps a very close line in with the Personnel Programmer.

The Personnel Programmer draws up the programme and co-ordinates data, events, orders necessary to get the staff members fully on post and operating successfully. His primary skill is in the sequence of actions and the exact gradient of programmes to bring about a specific result.

The Staff Training Officer's primary interest in life is getting staff completed on courses, whether tech or admin. He provides liaison between Personnel Programmer, the Course Supervisor, and staff.

The Staff Course Supervisor in Tech runs a standard course and sees that staff are not lost and do complete their courses. It is known that staff training in some orgs is still done in Qual under the STO but the ideal would be a proper course with a Supervisor in the Tech Div.

The Cramming Officer is called upon when staff need special Cramming or debugging in a specific area.

It is expected that all org staff will be put through the Word Clearing Mini Course so that they can all do Method 2 and 3 in the classroom. Additionally, Word Clearers in Qual are used for special or extensive cycles, Method 1, Word Clearing Correction List actions and Post Purpose Clearing.

When staff members won't hat or won't do Cramming or checkouts ordered, despite a sincere effort to handle, it is an Ethics matter and the staff member must be sent to the Ethics Officer and then returned to complete the action.

The ultimate responsibility for a staff member's hattedness lies with their immediate senior and the Division Head. It is the interest, help and guidance of the senior, added to the efforts of the above terminals, which provides the actual turning point in hatting a staff member. The co-ordinated actions of hatting by other terminals are only partially successful unless fully backed up and pushed along by the Div Head himself.

So the first target of Personnel Programmers must be the Div Head himself. Raise his performance and he will pull his juniors up with him. The tone and production level of a Division is set by the Div Head.

There is one other person who is directly connected with success in hatting functions—and that is the Staff C/S. He sees that staff are scheduled for regular 12V2 hour Intensives and that they do progress case-wise up the Grade Chart. Additionally, the C/S can ensure that work upsets and difficulties, whether present or past are cleaned up in Progress Programs, as needed.

It will be seen that more than half of the actions necessary to get a staff member functioning successfully on post are in Dept 13 Dept of Personnel Enhancement. Their effectiveness monitors the Departmental, Divisional and Org Valuable Final Product of EFFECTIVE AND WELL TRAINED STAFF MEMBERS and the statistic of Gross Income divided by Number on Staff.

Qual Aide

for

L. RON HUBBARD

Founder

Remimeo

Personnel   (HCO PL 24 June 70 Programmers
same title revised) STO Hats Off

Personnel Programming Series 10

MANAGEMENT CYCLE

1. RECRUIT

Suitable qualifications.

2. HCO EXPEDITER

Works as Expediter. Completes SSI and II.

3. ON POST AS TRAINEE

Posted in org. Completes Method 1 and word clearing 2 and 3 on Mini Hat before going on post. WCs and star-rates the Divisional Summary, plus any Divisional Team Member Mini Checksheet whilst on post.

4. PURPOSES

All purposes of post cleared by two way comm.

5. AUDIT

General case advance. Programmed for regular Intensives by Staff C/S.

6. FULL POST TRAINING

Completes full Post hat and A to I for post, plus any other programmed   actions for post. Then star-rates full Divisional pack or book.

7. ON POST

Fully grooved in and functioning.

Qual Aide
for
L. RON HUBBARD
Founder

Remimeo

Personnel

Programmer

Dir Pers Enh

Hats Off C&A

Personnel Series 24 Personnel Programming Series 11

THE "OK TO BE A - - " SYSTEM

A gradient scale of hatting, programming, checkouts and correction is required to get a staff member fully hatted and functioning competently on post.

The "OK to Be a - — " System has been worked out. The system parallels the OK to Audit system for training auditors.

1. Mini Hat completion entitles the staff member to a *Temporary* OK to be a — — Certificate. (All new staff hired or recruited must complete the Mini Hat before going on post.)

2. The staff member is now serving an apprenticeship or Interneship on the post. He must continue with his full post hatting cycle part time during staff study periods.

3. The staff member's senior and Division Head handle the staff member on the One Flub = Checkout system. Any slightest error on post and the staff member is ordered to check out by STO on the Policy violated. Repeated or flagrant flubs signal a Cramming order to be issued.

4. The Temporary OK to do the — — Hat Cert expires if the full hat is not completed in part time staff study within the following time periods:

   A. Section Head — 2 weeks B. Dept Head — 4

   weeks C. Division Head — 6 weeks D. Senior Exec

   — 8 weeks.

5. STO keeps a board on which all staff are posted, with the above deadline dates posted for each staff member. It is his responsibility to push these through to completion and advise Dir Personnel Enhancement of any slows or non-compliances. Some posts in the org at Section Head level have very large hats and should be allowed Director time limit for full hatting, i.e. Ethics Officer, Body Registrar, PPO, PCO, etc.

6. If the staff member's Temporary OK to Do a post expires, STO must advise Dir Personnel Enhancement, who must see that the staff member redoes his Mini Hat before proceeding with his full post hat checkouts.

7. When the full post hat checksheet is completed, the staff member is awarded a *Provisional* Okay to Do the — — Hat Cert.

8. Daily correction actions and checkouts as needed continue to be ordered by the senior and Div Head.

9. The staff member continues his apprenticeship on post for a further eight weeks after the Provisional Cert is issued. At the end of this period, he writes up a full CSW and submits to C & A via his senior, Div Head and Dir Validity.

10. The senior attests that a full and proper apprenticeship has been served, that full correction actions have been taken and that the staff member is now competent on post.

11. Dir Validity inspects the CSW, the stats, the staff member's area and products before okaying the staff member for full post Cert.

12. If Dir Validity flunks the staff member, he must write all the reasons, listing policies violated or not applied and send to the staff member, with a copy for Dir Personnel Enhancement. Dir Personnel Enhancement must see that a new programme is drawn up to cover these points, plus any other weak area disclosed.

13. The staff member is awarded a full *Permanent* Post Certificate on completion of full hatting, apprenticeship and proven post competence, demonstrated by high statistics.

It takes daily actions and care and interest by a Div Head and senior, plus good programming, checkouts, word clearing, cramming and training to really put a staff member on post. This action has to continue and continue until the person is fully competent on post and does not require any executive intervention. Obviously at this point, the person is fully hatted on post, must have up stats and is eligible for his full post hat certificate.

The staff member can then have an In Training posted under him and be programmed for his promotion.

The A to B in Personnel Programming and training actions is from unhatted to fully hatted and on post functioning competently.

It is the responsibility of Dir Personnel Enhancement to see that Div Heads and seniors commence implementation of the "One Flub" correction system. He must call in Div Heads for checkouts on relevant materials if they are failing to train or correct their staff. Failure to handle seniors at this point will threaten the whole of the hatting and personnel programming activities of an org and unnecessarily depress the stats.

The OK to Be a — — system lays out a more efficient system of getting staff fully hatted. Nearly every post in Qual has a role to play in ensuring that it is put in and maintained.

HCO PL 28 Dec 67 "Qual Senior Datum" points out Qual's relationship to students and pcs "Qual is the students' and PCS' friend. A last refuge when other doors close." This definition is now extended to include staff; "Qual is the staffs best friend. The first refuge when a door closes."

<div align="right">

Qual Aide

for

L. RON HUBBARD

Founder

</div>

The Church of Scientology

CREED

We of the Church believe:

That all men of whatever race, color or creed were created with equal rights. That all men have inalienable

rights to their own religious practices and their performance. That all men have inalienable rights to their

own lives. That all men have inalienable rights to their sanity. That all men have inalienable rights to their

own defence.

That all men have inalienable rights to conceive, choose, assist and support their own organizations, churches and governments.

That all men have inalienable rights to think freely, to talk freely, to write freely their own opinions and to counter or utter or write upon the opinions of others.

That all men have inalienable rights to the creation of their own kind. That the souls of men

have the rights of men.

That the study of the mind and the healing of mentally caused ills should not be alienated from religion or condoned in non-religious fields.

And that no agency less than God has the power to suspend or set aside these rights, overtly or covertly.

Arid we of the Church believe:

That man is basically good. That he is seeking

to survive.

That his survival depends upon himself and upon his fellows, and his attainment of brotherhood with the Universe.

And we of the Church believe that the laws of God forbid Man:

To destroy his own kind

To destroy the sanity of another

To destroy or enslave another's soul

To destroy or reduce the survival of one's companions or one's group.

And we of the Church believe:

That the spirit can be saved and *That the spirit alone may save or heal*

the body.

THE FOUNDING CHURCH OF SCIENTOLOGY

1812 19th Street N.W., Washington 9, D.C.

FOUNDING CHURCH POLICY LETTER OF 20 MARCH 1957

MINISTERIAL ORDINATION

All Ministerial Ordinations of the Church must be in full force for the current year before Income Tax provisions can be claimed.

Ordination requires an HCA or HPA Certificate, or higher, a Ministerial certificate from the Founding Church, or Church of American Science, and membership in the Hubbard Association of Scientologists, International.

HASI dues are $15.00 per year to all members, staff, officers, or otherwise.

Ministerial Dues are $15.00, either in the Founding Church, or the Church of American Science.

No certificate may be issued unless Accounting gives a clearance.

A D.D. ordination may amply serve for ordination but must be renewed, just as a Ministerial certificate may be renewed and at the same cost.

Transfers to and renewals in the Founding Church refunds half the cost to staff. L, RON HUBBARD

THE FOUNDING CHURCH OF SCIENTOLOGY

1812 19th Street N.W., Washington, D.C.

FOUNDING CHURCH POLICY LETTER OF 15 AUGUST 1957 (Second revision
12 June 1958)

MINISTERIAL QUALIFICATIONS

A minister of the Founding Church must meet the following requirements:

1. Must have a Validated certificate in Scientology.

2. Must know the Church Creed verbatim.

3. Must be capable of giving the various ceremonies.

4. Must be able to pass an examination on the great religions.

5. Must have a knowledge of St John.

6. Must be of good moral character.

7. Must be able to conduct a Sunday service for the church.

8. Must have a moral and ethical code by which he can live and abide.

LRH:bt.rd   L. RON HUBBARD

[The 12 June '58 revision deleted the requirement that "All Ministerial Certificates must be Validated by January 1, 1958 to continue in force"; deleted under 4 "(Sample Text: The Religions by Which Men Live— published by Fawcett Publications, Fawcett Building, Fawcett Place, Greenwich, Conn.)"; and added 7 & 8. The 15 August 1957 issue was itself a revision of FC PL of 3 May 1957, adding 2 above, and changing St Luke to St John. The FC PL as published above was reissued on 22 September 1967 from Saint Hill as an HCO Policy Letter with identical text, adding routing as follows: Remimeo, All Staff, D of T Hat, Dir of Exams Hat, Dir of Certs and Awards Hat, Sec to Executive Director Hat.]

HCO POLICY LETTER OF 29 OCTOBER 1962

Urgent to D.C.,

 N.Y., & L.A. Information

 CenOCon   **RELIGION**

(Furnish a copy of this to all attorneys dealing with our
interests for us.)

It is of interest to all organizations that *all* Scientology incorporations are religious in nature.

Not only the Founding Church of Scientology or the Churches of Scientology in the United States, but also all HASI Inc. offices (which includes all British and Commonwealth offices as HASI Ltd. is not fully in force anywhere except New Zealand) are religious corporations.

In the HASI Inc. incorporation papers the corporation is clearly designated as a "religious fellowship".

The use of the E-Meter in Scientology, but not Dianetics, is describable as follows:

"All religions seek truth. "Freedom of the spirit is only to be found on the road to Truth.

"Sin is composed, according to Scientology, of Lies and hidden actions and is therefore Untruth.

"The Electrometer is used to disclose truth to the individual who is being processed and thus free him spiritually.

"Only in this way can Man's spiritual self be regained.

"A religious confessional fails only when not guided by a modern instrument such as the Electrometer.

"Religions in the 1960's use modern aids. The Electrometer is a valid religious instrument, used in Confessionals, and is in no way diagnostic and does not treat.

"Regardless of any earlier uses of psychogalvanometers in Dianetics or psychology or in early Scientology publications when research was in progress, the Electrometer in Scientology today has *no* other use than as directed above."

In view of the "interest" the Food and Drug Administration has in the E-Meter, the above data is vital and must be impressed upon investigating agents as it is only the truth of the matter. They thought that outside the U.S. Scientology was not religious, which is false. The impression must be strongly corrected in the FDA at once.

Dianetics used an older instrument to detect engrams. The book Electro-psychometric Auditing is entirely a Dianetic manual.

For information of the London and Commonwealth offices, they will soon be transferred to Church status when the Founding Church of Washington DC is given full tax exemption, and HASI Ltd. and HCO Ltd. shares will be converted to equally valuable Church certificates.

Scientology 1970 is being planned on a religious organization basis throughout the world.

This will not upset in any way the usual activities of any organization. It is entirely a matter for accountants and solicitors.

I have evidently failed in designating HASI Ltd. as a non-profit organization and cannot transfer HASI Inc. assets to any but a non-profit corporation. Therefore other arrangements must be made, but these in no way shatter any organization or change its personnel or actions in the slightest.

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 AUGUST AD 15

Issue **II**

Tech Division **CHAPLAIN**

Every org has a Chaplain.

The Chaplain's Office is located in the Technical Division, Division 4, and in the Department of Technical Services.

The purpose of the Chaplain is

"To help Ron minister to others, to succor those who have been wronged and to comfort those whose burdens have been too great."

It should be made well known to pcs and students that when they cannot elsewhere be heard, they always have recourse to the Chaplain.

The Chaplain, while without actual authority to order remedies, may call cases of obvious mishandling to the attention of the appropriate department or section.

His is also the complaints department.

The Chaplain holds services where required, regularly on Sunday, or marriages, christenings or funerals.

The Chaplain takes over Ron's hat in all these things.

As all orders, rules, regulations, policies and routes for this activity are designed to further its basic purpose, no order, rule, regulation, policy or route may be made or used to interfere with the purposes of this office.

The Chaplain is an Officer and heads a Section called The Chaplain Section.

CopS?^ 1965   L. RON HUBBARD

by L. Ron Hubbard

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 19 JANUARY 1966 Issue IV

CHAPLAIN, TRANSFER OF

The Office of the Chaplain being basically a Review function, rightly belongs, and so will move to, the Review Department of the Qualifications Division.

The Chaplain has the rank of Officer. A Chaplain's Section is formed in the

Department of Review.

LRH:ml.rd

Remimeo

Division 6 Division 1

CHAPLAIN'S COURT CIVIL HEARINGS

As many matters come before Ethics which are not properly Ethics but civil matters (i.e., between other persons), a Chaplain's Court Unit is formed in Division 6, Dept 18, as part of Section 5, The Chaplain's Section, which is formed herewith in Div 6 and abolished in Div 5.

The Chaplain is transferred to this Section and is its Section Officer.

A permanent presiding justiciary who must be a minister may be appointed called an Arbiter where activities warrant.

The Chaplain (or the permanent or part time assisting Arbiter) presides over all Court Hearings and renders judgment.

The organization of this activity is similar to any civil proceedings and may, when conditions warrant, have clerks and other personnel.

The court may charge reasonable fees and has these as its statistic. Only Civil Matters may

be heard or judged. All Ethics matters must be referred to Ethics.

JUSTICE

Reasonably priced and easily obtained justice are requisites to any civilization.

The purpose of the Chaplain's Court Unit is to resolve matters of dispute between individuals.

Staff personnel, pcs, students and Sciento legists may utilize this Court Unit to resolve their own disputes or legal affairs.

Staff members may not be sued by reason of performance of their org duties, as this belongs to Ethics where such complaint may be made.

Any suit filed must be against the person who actually personally knew and damaged the individual suing by an action directed personally against the plaintiff, except for suits to remove Ethics orders.

The org, a division, department or section may only be sued to obtain restoration of status, to revoke or alter Ethics orders or obtain service which was denied such as auditing time to right an omission. The org or any part of it may not be sued for financial damages or refund.

Preliminary hearings only can be given in divorce matters at this time as these must also have state action before any such findings can be considered legal in the eyes of the state. However, separation may be found, both parties consenting.

Collection of debt and remedy in defaulting on obligation may be sought from the court.

REBUTTAL DAMAGES

If a person who is sued has reason, he can, as defendant, require damages in his rebuttal and should the suit be fallacious and found against the plaintiff such may be awarded.

COSTS

Costs may be recovered as part of damages, meaning costs of court action.

EXTENT OF DAMAGES

Any damages assigned by the Court must be reasonable and in keeping with reality.

ETHICS RELATIONS

ethics may route civil matters to the Chaplain's Court Unit.

In return in matters of perjury or the collection of damages awarded by the Court, the Court Unit may refer the matter to Ethics.

REFUND SUITS

Suits for refund fees may not be filed as this is an Ethics matter.

LRH SUITS

Suits against LRH or the Guardian, board members, executive secretaries or secretaries are not accepted by the Court.

WRONGFUL ETHICS ACTIONS

HCO may be sued in the Court for erroneous issue of an Ethics Order and for no other action. Damages requested may not exceed $5 or an order apologizing or restoration of status.

BONUS ACTIONS

All bonus matters or disputes between or amongst Tech, Qual and Treasury or their personnel may be heard by the Court Unit.

STAFF MEMBER DISPUTES

Personal disputes between staff members even when org business is concerned may be heard by the Chaplain's Court.

FAILURE TO ABIDE

Failure to abide by a Court Finding may become an Ethics matter.

JURY

When requested and allowed by the Chaplain, a jury of three persons may be chosen and used. The persons chosen must be agreed upon by both litigants.

ATTORNEYS

Anyone may act as an attorney in the Court Unit. Professional attorneys

may appear before it. No attorney is required.

PROCEDURES

All procedures for the Chaplain's Court Unit are developed by and all magisterial appointments are made by the Chaplain in the form of Distribution Division Sec Eds. All fees are set in this manner. The Chaplain and the Court and such Sec Eds may be over-ruled only by the Guardian or an Assistant Guardian or, when ordered, standardized amongst orgs by the Org Exec Sec WW.

L. RON HUBBARD

HCO POLICY LETTER OF 15 NOVEMBER 1966

Gen Non Remimeo

ROUTING OF CHAPLAIN'S COURT ORDERS

The findings and orders of the Chaplain's Court are issued in the form of Distribution Division Executive Directives, and require before issue, the signature of the Chaplain or Arbiter who presided over the Court Hearing, who signs and attests that the finding or order is "OK and not against policy".

The original and all copies are then forwarded to the LRH Communicator who approves and seals them on the OK of the Chaplain or Arbiter who signed.

The LRH Communicator *may not alter or over-rule* the Chaplain, Court, or any such Executive Directives, but may refuse to issue the Executive Directive where it is contrary to policy or technology.

In case of such veto the date, name, and paragraph number of the HCO B, Policy Letter, or prior Sec ED or ED must be stated in the veto, and the proposed ED and veto and any other relevant information packaged together and sent to the Assistant Guardian (if one has been appointed) and thence to the Guardian WW.

The Assistant Guardian or Guardian may over-rule the Chaplain, Court, or such EDs, or may return the proposed ED to the LRH Communicator with instructions to issue.

Chaplain's Court orders or findings, when approved and sealed by the LRH Communicator, are returned to the Court for the court to distribute.

In addition to any distribution that the Court may find necessary the following is done.

> Two copies to the Founder. Two copies to the Guardian WW.

> One copy to the Assistant Guardian (if one has been appointed). One copy to the LRH Communicator Area. One copy to HCO Area Sec.

Distribution Division EDs establishing and developing procedures and making magisterial appointments are made by the Chaplain and are issued on the normal organizational ED issue lines.

Ken Delderfield, LRH Comm SH J.J. Delance, Qual Sec SH Gareth McCoy, Area Sec SH Ad Council SH

Joan McNocher, HCO Exec Sec SH Otto Roos, Org Exec Sec SH Ad Council WW

Leon Steinberg, HCO Exec Sec WW Pam Pearcy, Org Exec Sec WW Philip Quirino, LRH Comm WW Mary Sue Hubbard, The Guardian WW

for

L. RON HUBBARD

Founder

CHAPLAIN'S SECTION

Chaplain

Chaplain's Court Arbiter Chaplain's Court Clerk
Chaplain's Court Files Clerk Sunday Services Promotion
Clerk Chaplain's Sunday Services Assistant

LRH:jp.rd

Mary Sue Hubbard

The Guardian WW

for

L. RON HUBBARD

Founder

Remimeo

CHAPLAIN

The Chaplain's primary duties are keeping people on the Org Board and the public in Scientology.

The Chaplain's main area of operation in preventing people from falling off the Org Board, is Auditors.

He/she is concerned with the auditors' morale, and endeavors to see that their troubles and problems get seen to. The Chaplain also knows who is their next of kin and family.

The reason for this area being chosen as Chaplain's priority is that Auditors make *others* better, the *able* more able in using Scientology Tech and must not, above all be hindered by low morale, problems and troubles. An auditor's high morale equals a, better delivery of standard Tech to his PCS.

The Chaplain does not and must not advise auditors on Tech. His role is to hearten and defend them and get people to let them audit and *be* audited and make their own grades. That attended to he has his other hat and service duties.

LRH:ei.rd

L. RON HUBBARD

Founder

HCO POLICY LETTER OF 12 FEBRUARY 1969

CenOCon Public Exec Sees ECs
LRH Comms

RELIGION

Visual evidences that Scientology is a religion are mandatory on the PES.

Any staff who are trained at any level as auditors (but not in AOs) are to be clothed in the traditioned ministerial black suit, black vest white collar silver cross for ordinary org wear.

Creed of the Church is to be done big and plainly posted in public areas.

Stationery is to reflect the fact that orgs are churches.

All public literature must state that Sen is religious philosophy.

Since its first incorporation as HASI Arizona all orgs have been Religious fellowships by corporation statements.

All orgs are now Churches by their C of S of California affiliation. The minister's course is a requisite

for permanent certification. The legal decisions handed down on Sen by US high courts uphold it as a

religion. It has never been anything else. It seeks SPIRITUAL FREEDOM.

This may or may not be publicly acceptable. This is NOT the point. It is a requisite defense and it is true. Those are the points.

Reinforce this in all possible ways.

L. RON HUBBARD
Founder

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[See also HCO P/Ls 9 May 1971 Issue II, *Scientology Org Staff Uniforms,* and 2 September 1971 Issue II, *Religion—Scientology Ore Staff Apparel,* in the 1971 Year Book.]

SCIENTOLOGY IS A RELIGION

"Scientology is a religion in the oldest sense of the word, a study of wisdom. Scientology is a study of man as a spirit, in his relationship to life and the physical universe.

It is non-denominational. By that is meant that Scientology is open to people of all religions and beliefs and in no way tries to persuade a person from his religion, but assists him to better understand that he is a spiritual being. ..."

Mary Sue Hubbard

From Supplement to "Communication"

September 1964

The following definitions are from Webster's New Twentieth Century Dictionary (2nd Edition—The World Publishing Company, Cleveland and New York—1959).

A. RELIGION (noun)

Derivation: from Latin religio (-onis) (religion), (piety), (conscientiousness), (scrupulousness), from religare (to bind back), re-, and ligare, (to bind), (to bind together).

(a) Any specific system of belief, worship, conduct, etc., often involving a code of ethics and a philosophy; as the Christian (religion), the Buddhist (religion), etc. (b) loosely, any system of beliefs, practices, ethical values, etc. resembling, suggestive of, or likened to such a system, as, humanism is his (religion).

B. RELIGIOUS (adjective)

Derivation: from Latin religiosus (religious). Of, concerned with, appropriate to, teaching, or relating to religion; as, a (religious) place; (religious) subjects.

Also

Careful; scrupulous; conscientiously exact; such as religion requires; as, a (religious) observance of vows or promises.

C. PHILOSOPHY (noun)

Derivation: from Latin philosophia; Greek philosophia, from Greek philosophos, from philos (loving), and Sophos (wise). Originally, love of wisdom and knowledge.

A study of the process governing thought and conduct; theory or investigation of the principles or laws that regulate the physical universe and underlie all knowledge and reality; included in the study are aesthetics, ethics, logic, metaphysics, etc. The general principles or laws of a field of knowledge, activity, etc; as the (philosophy) of economics.

(a) A particular system of principles for the conduct of life;

(b) A treatise covering such a system.

A study of human morals, character and behaviour. The mental balance believed to result from

this; calmness; composure.

Scientology is a religion by the very nature of its philosophy and system of Ethics, Technology, and Administration, all of which is designed and set up for life to free itself from entrapment, and restore total freedom to the spirit.

"But one of the oldest things that was ever given into the training of wise men that I know of was simply this—the basic faith in which the individual has been trained and the basic political allegiance of the individual must not be tampered with by the Order training him. And it was the Order itself which laid that down. That's an old, old one. They were training very wise men and that was the first thing that they made sure not to do. They did not tamper with these things. If the individual cared to alter these things himself nobody was even vaguely persuading him. It might be in the course of his study that he found certain things that men did laughable, or confusing, or he found certain things that men did remediable—but nobody was standing there trying to lead him into a higher religious or political *conviction*. And that is the case with Scientology."

Extract from Phoenix Lectures. by L. Ron Hubbard

(The celebrated lecture series given by L. Ron Hubbard to the Professional Course, Phoenix, Arizona, in July 1954.)

L. Ron Hubbard's treatise on Scientology as a religious philosophy and a religious practice is given in Hubbard Communications Bulletin (H.C.O.B) of 21 June, 1960 "Religious Philosophy and Religious Practice" (as revised 18 April, 1967).

It is highly important that all promotional literature and Church literature reflect the fact that Scientology is a religion.

For instance one promotional piece of recent time stated "Scientology is a philosophy and a science." There was no mention that Scientology was a religion.

If any statements are made in any literature which reflect that Scientology is other than a religious philosophy, an appropriate condition must be assigned to the party so making same.

Kevin Kember Policy Safeguard Chief WW

Jane Kember The Guardian WW

Mary Sue Hubbard
The Controller WW
for

L. RON HUBBARD

Founder

LRH:ei.rd

HUBBARD COMMUNICATIONS OFFICE Saint Hill
Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 4 APRIL 1969

Remimeo

SCIENTOLOGY MARRIAGE CEREMONIES

Marriage ceremonies may be performed in any Scientology chapel or organisation, or by any minister of the Church of Scientology or affiliated churches only when all legal requirements of the state in which the marriage takes place are complied with.

In most areas the Certificate of Marriage issued by the Church is fully legal, but in areas where a Civil Certificate of Marriage is also required, it is the responsibility of the Chaplain to ascertain the legal requirements of the area, this must be obtained BEFORE the Scientology ceremony is performed.

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Tony Dunleavy

CS-6 Public Aide

for

L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 24 APRIL 1969

Remimeo PES Chaplain's Hat

A SCIENTOLOGY CHURCH REGISTER

A Register for Marriage, Recognition and Naming, and Funeral services is to be kept in every Church of Scientology.

This Register should be in accordance with any local regulations regarding such. Having a Church Register is in keeping with our status and responsibility as a Church.

	Peter Moule	T/Chaplain WW
	Jim Keely	
		HCO
		Ad Council WW
	Rodger Wright	LRH Comm WW
Approved by	Jane Kember	The Guardian WW
		for
		L. RON HUBBARD

HCO POLICY LETTER OF 26 JANUARY 1970

Remimeo Public Divisions Dir
Success

SCIENTOLOGY PRAYER

Below is a prayer for Total Freedom to be delivered at the end of the ceremony of each Sunday Service. It was written by Peter Ginever in November, 1969.

A PRAYER FOR 'TOTAL FREEDOM'

May the author of the Universe enable all men to reach an understanding 01 iheir spiritual nature.

May awareness and understanding of life expand, so that all may come to know the author of the Universe.

And may others also reach this understanding which brings Total Freedom.

At this time, we think of those whose liberty is threatened; of those who have suffered imprisonment for their beliefs; of those who are enslaved or martyred, and for all those who are brutalized, trapped or attacked.

We pray that human rights will be preserved so that all people may believe and worship freely, so that freedom will once again be seen in our land.

Freedom from war, and poverty, and want; freedom to be; freedom to do and freedom to have.

Freedom to use and understand Man's potential—a potential that is God given and God-like.

And freedom to achieve that understanding and awareness that is Total Freedom. May God let it be so.

Lt. Cmdr. Diana Hubbard

CS-6

for

L. RON HUBBARD

Founder

HCO POLICY LETTER OF 16 APRIL 1970

Remimeo Chaplain's Hat PEO
Hat PES Hat

MORALE

Morale is defined as "a sense of common purpose or a degree of dedication to a common task regarded as characteristic of or dominant in a particular group or organization". Also defined as "A confident, resolute, willing, often self-sacrificing and courageous attitude of an individual to the function or tasks demanded or expected of him by a group of which he is a part that is based upon such factors as pride in achievement and aims of the group, faith in its leadership and ultimate success, a sense of fruitful personal participation in its work and a devotion and loyalty to other members of the group". Also "a state of well-being and buoyancy based upon such factors as physical or mental well-being, a sense of purpose and usefulness and confidence in the future."

Morale in a military sense applies to the whole group as in "Esprit de Corps" (spirit of the group).

However, a group's morale is after all the additive result of the morale of each individual member.

When one speaks of "bad morale" one can mean an individual's bad morale or that of a whole group.

By caring for the morale of each individual one can raise the morale of the whole group.

By working on group morale one can also change the morale of the individuals in the group.

Successes tend to increase morale. Failures tend to decrease morale. Morale is subject to

propaganda attacks entering false data into a group.

Sound morale is best built by Reality. The restricting of unsavory news can injure morale by throwing out the R factor.

Similarly false validation can injure group morale as the R factor is corrupted.

The "expertise" of military groups in "handling morale" is to a marked degree worthless wherever it violates R factors.

A severe or savage experience does not necessarily destroy group morale. I have observed that there was no group at all much less morale in combat units before they had a harsh experience in common. The highest morale groups in the world have been those whose common lot was harsh mutual experience. (US Marines, the Foreign Legion, etc.)

Morale is not a sweetness and light proposition. Hand holding and sympathy can destroy morale if it also lessens group solidarity or injures the belief in the group's leadership.

R is the vital factor in all morale problems.

Six months or even a year before an operational or functional catastrophe one could have detected out-morale in certain areas. Such out-morale areas, continuing, have preceded a general upset or severe loss for the whole group.

If small zones of out-morale are noticed and repaired when they occur, the group can be saved future upsets of magnitude.

The repair of individual morale is accomplishable in the field of Scientology tech and Ethics.

The handling of group morale is done in the area of accomplishing objectives along the agreed upon group purpose line and in the sphere of group social relations.

If any organization has a chaplain with a full grasp of the subject of morale, its definitions and technology and if he works factually and successfully, group catastrophes would be averted.

Lack of this function can be very destructive to a group. Successful accomplishment of it can be the source of group success.

Skill in Scientology Tech, group organizational functions and Public Relations are the requisites of a good chaplain.

<div align="center">

L. RON HUBBARD

Founder

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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

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Remimeo	**HCO POLICY LETTER OF 27 OCTOBER** 1970
A/G Hat	'Issue V PES Hat Sec of Public
I^rTfTuS'ic	^A^ fiOO^ "^raE^ BACKGROUND TO THE
Events Hat	RELIGION OF SCIENTOLOGY AND CEREMONIES
Dir of Training	**QF THE CHURCH OF SCIENTOLOGY**
Chaplain Hat	**OF CALIFORNIA WORLD WIDE"**

There has been a gradual standardization of Sunday Church services and other ceremonies over the last few years.

There is an increasing interest in the religious philosophy of Scientology amongst Scientologists and indeed non-Scientologists.

Currently there is an increasing number of individuals entering missions, franchises, Churches and organizations, who before Scientology had no religious practice or persuasion.

It is therefore an entirely predictable evolutionary step to produce a standard ministerial and lay reference book for study and corporate prayer.

From January 1st 1971 it is to be added to the Minister's Course Checksheet. It is to be used in all

Sunday services in all Churches of Scientology.

The A/G, the PES and Chaplain in every org are to have a copy as part of the post materials.

David Gaiman for
Jane Kember The
Guardian WW for
Mary Sue Hubbard
Controller

for L. RON
HUBBARD

Remimeo   Issue I Qual Sec Hat Dept15 Hat Dir
Success Hat HCO Area Sec Hat Minister's Checksheet Ethics Officer
Hat

ORDINATION CEREMONY

(Reference HCO PL 12 June 1958)

A Church Member seeking Ordination as a Minister of the Church of Scientology is firstly duly examined as to Ethics, secondly as to the Codes and Creed, and thirdly as to the ability to counsel and deliver the religious services of the Church in the normal course of his or her theological studies in an Academy of Scientology.

These examinations having been completed and necessary certification by the Department of Examinations, Certificates and Awards having been issued as covered by requirements per Ministerial Examination Checksheets, the final investiture proceeds as follows:

1.   PRESENTATION: The candidates for ordination are called in the presence of the congregation and before duly ordained Ministers of the Church, to read and attest to the Auditor's Code and Code of a Scientologist. The candidates then deliver a short sermon on the subject of Scientology. After this, the officiating Minister reads:

"In the name of the Church Council, and before these witnesses, this member (these members), name(s), having been examined most thoroughly as to fitness, aptitude and vocation to serve the Ministry of the Church of Scientology are here declared accepted."

2.   INVOCATION: "By this invocation of the symbol of our Church, we recognize and acknowledge that he (she) (they) is/are ordained and henceforth be, Ministers of the Church with all rights, sacerdotal privileges, and responsibilities due to and from a Minister." (The Minister is here presented with a Church of Scientology cross.) "Before these witnesses, you are now charged with the responsibility of furthering the spiritual work of the Church in all its aspects, to hear confessions, to preach, and otherwise minister to the spiritual travail of your fellow man and to hold inviolate the confidence that your fellow beings impart."

3.   ACCEPTANCE: "By the acceptance of these credentials, you are further charged at all times to uphold the religious and ethical tenets, precepts, and principles which form the cornerstones of our Faith."

"I ask the congregation now to acknowledge and recognize the Minister(s) here presented and ordained." (Dismiss.)

This policy in no way changes requirements for qualifications as a Minister.

Robert H. Thomas Deputy
Guardian US for Jane
Kember The Guardian World
Wide for Mary Sue Hubbard
The Controller for L. RON
HUBBARD Founder

HCO POLICY LETTER OF 4 JUNE 1971 Issue II

Remimeo

PRAYER DAY ORDINATION CEREMONY

(Reference HCO PL 12 April 1971, Issue I)

The following Ordination Ceremony, as successfully used in Prayer Day in Los Angeles, may be utilized in such similar cases when Ordination is integrated into a larger service. The requirements referred to are outlined in HCO PL 12 April 1971 "Ordination Ceremony".

ORDINATION

This ceremony is conducted by a Scientology Minister in complete ministerial dress.

"Will the candidates for Ordination please come forward?"

(They come forward and stand facing the minister. They wear clerical dress without the Scientology cross.)

"(The full name of each candidate is inserted here). . . you come before us at your own behest, in order to make known to these assembled witnesses your desire to serve the Ministry of the Church of Scientology."

"Do each of you affirm that you have fulfilled all requirements set forth by the Church for Ordination, and do you further affirm that you have been duly examined and certified as having completed such requirements?"

(They answer each in sequence, "I do.")

"Do you also attest that you will abide by the Auditor's Code and the Code of a Scientologist?"

(They answer together "I do.") "Please turn and face the

congregation." (They do so.)

"(The name of each inserted here). . ., having been examined most thoroughly as to fitness, aptitude and conviction to serve the Ministry of the Church of Scientology, and having thus manifested their vocation, are, in the name of the Church Council and before these witnesses, accepted."

(They turn and face the minister.)

"By the invocation of the symbol of our Church, we here acknowledge that Reverend (names inserted here, each with Reverend in front of it). . . are ordained and henceforth be, Ministers of the Church of Scientology, with all rights, sacerdotal privileges, and responsibilities of the Ministry."

(The ordaining minister places a cross around each ordainee's neck, and presents him with his cert if desired.)

(After the crosses are received the ordainees turn and face the congregation.)

"Before these witnesses, you are now charged with the responsibility of furthering the spiritual work of the Church in all its aspects: to hear confessions, to preach, and otherwise minister to the spiritual travail of your fellow man, and to hold inviolate the confidence that your fellow beings impart."

"By the acceptance of these credentials you are further charged at all times to uphold the religious and ethical tenets, precepts and principles of our faith."

"Do you, the congregation, recognize, agree and acknowledge these Ministers are Ordained? If so say 'we do'."

(Congregation: "We do.")

"Thank you. Having been agreed, it is so."

(The ordainees stand briefly and then singly return to their seats.)

Note that this Ordination Ceremony is especially useful in Ordaining several ministers in the same ceremony.

Craig Beeney

DG Tech US

for

Robert H. Thomas

DGUS

for

Jane Kember

The Guardian WW

for

Mary Sue Hubbard

Controller

for

L. RON HUBBARD

Founder

Remimeo C/S Hats
Qual Sec Hats
Medical Spec   *Health Series No. 1*
Chksht HDC
Chksht C/S Chksht
MO Hats

MEDICINE AND DIANETICS

Medicine ideally applied using the technology contained in such Series as Programming and The Data Series does work and does cure many.

There are a few things which occur however to give a doctor a loss in his own technology and a disbelief in a specific technique or treatment he knows by all scientific basis and early tests should have worked.

Most of these are covered in the Dianetics Course and it is assumed the student of this course is familiar with the technology of medicine and has graduated from Dianetics prior to reading this.

The main basis of loss of confidence in a medical technique falls into two categories:

A. The patient was in fact already physically cured of the diagnosed disease but still has the symptoms.

B. The person never did have the disease by test but has the physical symptoms, sometimes classical, of
the disease.

An example of A. in looking through actual case files shows a patient who at one time had type HI hepatitis. This was in 1960. It was tested then and all tests positive. Treatment was given and all tests negative and by actual physical body tests was cured.

In 1970 the patient suddenly develops all of the symptoms of the disease, including the pain and somatics. All outward physical signs are evident in a preliminary exam. However, Clinical tests done in a hospital under controlled conditions were negative.

A physician working without lab facilities using only office equipment he can afford would be quite justified in trying to treat this patient medically as the patient was in pain and suffering just as severely with the same superficial symptoms as in 1960. However, tests showed in 1970 medicine had cured her earlier.

The person had not been processed Dianetically in 1960. The physical body then' was still subject to re-experiencing the somatics and pain and attempting to fight a disease it no longer had.

Various cases showed acute rises in temperature; in the case of a TB patient cured in 1955, fluid collected in his lungs; skin coloration, pulse, respiration, blood pressure and even blood in the urine have occurred in tested cases where an early disease no longer, in fact, exists.

The body due to a key-in simply believes it's there.

Reactions to some vaccines and inoculations demonstrate the physical aspect of this—the bank aspect is another story.

In example B. the same follows. Case history shows the disease itself was not a physical fact this lifetime but body reactions quite physical with all signs of the illness except the actual micro-biotic in the body occurs.

So where after tests it is shown that in actual fact the disease exists, it should be treated medically.

Then once a physical cure occurs and along with the medical treatment it must be treated Dianetically for the patient to remain physically well.

This course shows how medicine and Dianetics and Scientology are correlated to produce a permanent non-reoccurring cure, it shows when to use medicine and when to process and how they work together.

Mary C. Robinson, Medical Specialist

Flag Medical Officer

for

W/0 Susan Pomeroy

D/4th Mate

for

Ens. Robin Lindsell

Flag 4th Mate

for

L. RON HUBBARD

Founder

Remimeo Med Spec   HCO POLICY LETTER OF 3 OCTOBER 1970

Chksht MOHat C/S   Issue III

Hat Qual Sec Hat

HDC Chksht C/S
Health Series No. 2 THE ROLE OF THE

MEDICAL OFFICER

Scientology Organizations now have a post in their Qualifications Divisions which has as its main purpose:

INCREASING THE NUMBER OF STAFF DECLARED IN GOOD HEALTH.

KEEPING THE ENVIRONMENT, HEALTH AND HYGIENE STANDARDS HIGH.

It is sometimes necessary to programme individuals for medical test series and examinations by medical specialist in order to determine beyond doubt which category an unwell person comes under:

1. Has a known physical illness in present time which is medically curable.

2. Has a known physical illness for which there is currently no medical cure.

3. Has symptoms of physical illness but test results show no current disease, malfunctions or deficiency, of a physical nature. Yet the person is not well.

Whenever it is found that medical treatment will result in a physical cure, or relief of a symptom or symptoms the individuals are then programmed and directed through a medical series to a result.

As per Dianetic and Scientology technology such persons are given assists and auditing as directed by the Case Supervisor.

Reports on the medical progress of programmed individuals are sent regularly to the C/S by the Medical Officer who is in turn in liaison with the Medical Specialist giving the treatment.

Where medical treatment is found to not be producing results without processing, it will be found to work with it. So charts for the person have the processing times entered on them as well.

Where there is no known medical cure as in No. 2, or no known medical illness as in No. 3, it is entirely up to processing to produce a cure—a Well and Happy Human Being even though some medical relief for the symptoms may be used.

DRUGS - PAIN KILLERS AND ANAESTHESIAS

There are some cases when drugs must be used in the very early stages of treatment to enable healing. For the most part these are drugs to control spasms such as in an ovary infection given along with the curative medication until such time as the response to healing occurs and the spasms cease. It has been found where a good touch assist is given such drugs are discontinued and only the curative medication continued. In any event they are never given any longer than absolutely necessary, as each dose extends the time before auditing can begin. Anaesthesias for tooth extractions, if local, wear off in twenty-four hours while a general anaesthesia prevents auditing for seven days so is discouraged. Surgical general anaesthesia for minor surgery is discouraged in the cases of injury if a local anaesthetic will do. In all events any time a general anaesthetic is used it must be run out in processing as soon as possible so the Medical Officer keeps the C/S advised of the exact time and date drugs have been administered. The Medical Officer in the Sea Org may discontinue a drug at any point regardless of medical prescriptions as he is in a position to observe assist and processing results the medical doctor may not be aware are occurring.

No drug is ever given in the Sea Org without the C/S permission and this applies to Scientology staff as well. Those undergoing intensive processing also are subject to this policy.

medical specialist and is the one responsible for the medical progress of those on his lines.

In clinics and hospitals where the practice of Scientology and Dianetics is correlated with the practice of medicine the liaison is the Qual Medical Officer.

Those programmed for medical tests and treatments are started on one because:

1. The C/S has ordered it based on no or slow processing gains or as a general precautionary measure.

2. The Medical Officer orders it based on a continued observation of ill health in a staff member.

A Dianetically trained medical doctor may also refer a patient to an organization's Medical Officer so that liaison records are maintained and the C/S and medical doctor know what is occurring with the preclear.

It has been the experience of the Medical Officer on Flag who was conducting programmes from port to port that in some countries a GP who gives only a superficial exam such as the company yearly check-up or insurance check-up does not have a good record of locating what is wrong with the person. In some countries a person must be in an acute stage before he can be admitted to a hospital and be properly programmed and tested to find out what is wrong with him. Yet the hospital is the only place where adequate equipment and testing facilities exist to really properly diagnose a chronic illness.

In such cases it pays to programme a testing series (such as blood, urine, X-Rays, EKG, basic metabolism tests, barium X-Ray as applies) first, and then send the patient, tests in hand to the doctor for blood pressure and general check-up and consultation, rather than waste a trip to a GP to find out a person whom you know is ill has nothing wrong with him. Where tests involve admittance and observation, small hospitals or clinics may be found who will do it, where government run hospitals are restricted to the acutely ill. Having to 8C in order to get a result should not be necessary in the medically advanced countries where proper tests are part of the routine.

In using the technology of Dianetics and Scientology it sometimes occurs that the existence of a physically based illness shows up in processing. It is known that it is physical and that it must be diagnosed and cured or treatment is indicated.

Such a person may have not been aware of it earlier due to the fact it was suppressed mentally or the person had to be raised up to pain on the tone scale and to an awareness of his physical body. In such cases earlier medical exams never revealed it.

Some such cases are remarkable:

Due to running an early life incident a time a piece of lead was stabbed into the forehead of a preclear was run, it had been there for twenty years. It was then removed as a source of chronic headaches.

A preclear spots a slipped disc in session, a disease or an organ malfunctioning, etc. When taken for treatment tests or X-Rays reveal their presence. In such cases what is wrong is known so then one must guide the doctor to finding it.

In cases where the doctor is not familiar with the technology of Dianetics this must be done with a great deal of tact.

The reverse in relations between the technologies also occurs, and it's up to the Medical Officer to act when necessary in this instance.

A person of higher case level sometimes will not respond to the normal amount of anaesthetics or pn killers and some kinds just do not work anymore. As getting a leg set without a pn killer is not advised, be sure the anaesthetic used has taken effect and is effective first. Usually with general anaesthetics it takes more to produce a result, so local is advised.

Response to treatment has been so speeded up, treatment no longer necessary can be continued past that point. E.g.—Treated fractures heal faster, infections respond faster, and internal disease clears up much earlier in those cases being processed along with treatment. It is important the Medical Officer observes

progress and handles this as the doctor may not be familiar at all with Dianetics. A fifteen day treatment usually produces a result on the 7th or 8th for example.

A course of medicine that is a curative treatment always works when processing is used. There are no exceptions in the Flag programmed cases.

If it is a medically curable illness and the person was not cured the diagnosis was not correct. Retesting and examinations were done, the proper treatment given and then a cure resulted. Such cases are *Permanently Cured* and later on providing processing also occurred there will be no re-occurrence of the symptoms.

The research cases on Flag where conditions both medical and processing were controlled (even to the extent of never giving the patient his medicine bottle but doling out his pills and seeing he takes them as called for), became well.

There are thousands of cases which have become well when no medical cure has been possible, but this is already known and established Dianetic data.

What is new here is that medicine itself is made to work as per its own technology with 100% results case after case.

If patient "A" has disease "B" then treatment "C" for that disease, which *should* work, *will work* and it will work each time without exception.

So much of a doctor's experience with failures, when he has known his tech was in and yet the patient did not respond is a thing of the past.

The C/S who knows his tech and who has good data coming to him from the Medical Officer liaison can then know when to order a certain action done. As medical treatment and processing both affect the rate of response to the other, someone must be there in the middle observing by exact records and charts and tests the effects of both and that is the Medical Officer's job.

And in case after case you will discover that the correct diagnosis and correct treatment backed with processing will just simply "blow away" the illness as the preclear having been properly indicated and looking at the right thing in session suddenly gets well.

Sometimes just the correct diagnosis does it when the person is of a higher level of processing—i.e. "So that's what it is!" and that's all brother—it's gone!

On the other hand if the person has something wrong with his body and he knows it and it is mis-indicated (i.e. misdiagnosed or improperly treated or he is told nothing is wrong when there is), he can be held up in processing gains as there is a PTP, ARC Break and a misunderstood sitting there every session.

How does one know the indication is correct? GIs or even VGIs will occur on the proper indication no matter what it is or how serious, and remain in under proper treatment and auditing—i.e. GIs and VGIs after each session. It is known—It is being handled—It is getting better—It is cured, brings and keeps in GIs.

The only other hang-up observed by a Medical Officer is considerations about not contributing while recovering, and not looking forward to recovery due to a return to something not wanted when recovered.

These the Medical Officer must handle, if possible, as both slow recovery rates.

I've not yet seen anyone not get well when both medical tech and Dianetic tech are in, in any case handled.

CPO Mary Robinson
Medical Specialist Flag
Medical Officer for W/0
Susan Pomeroy Flag
D/4th Mate for Ens.
Robin Lindsell Flag 4th
Mate for L. RON
HUBBARD Founder

Remimeo C/S Hats   *Health Series No. 3*
Qual Sec Hats
Medical Spec
Chksht HDC
Chksht C/S Chksht

MEDICAL OFFICER'S CODE

The following Code is practised on the ships of the Sea Organization where prescribed medical treatment must be continued at sea. On the Flag Ship there is a fully operational clinic and a Medical Officer. It is presented here to provide a basis of operation for the Qualifications Medical Liaison Officer and may be of interest to the Dianetically trained Doctor.

1. I promise not to evaluate the physical symptoms of those on medical lines but instead to listen and then provide whatever information or direction is needed to result in a physical improvement.

2. I promise not to invalidate the reality of those on medical lines as to the state of their physical bodies but to keep them producing and contributing to whatever extent they are realistically able.

3. I promise to administer only standard or proven medical treatment where indicated and not to deviate or experiment with unproven treatments or medications nor will I allow anyone else to do so.

4. I promise to keep all dental and medical appointments once made and to see that those who need to see a specialist or dentist see one.

5. I promise to see that those who are not getting proper food or rest do so, so that they become eligible for auditing.

6. I promise to see that the data needed to give proper care to those on medical lines is passed on or conveyed to whomever is giving it in my absence.

7. I promise never to sympathize with those on medical lines but to be effective.

8. I promise to complete all medical treatments started which are producing improvement in physical conditions and not to change the medication or treatment that is producing results for another.

9. I promise to refer anyone who by their actions are attempting to prevent a cure or recovery to the MAA and to advise the Case Supervisor.

10. I promise never to abandon or neglect those under my care.

11. I reserve the right to refuse care to anyone who does not follow the directions given them to make them well or who repeatedly fails to keep appointments involving a medical series which must be given as scheduled to be effective.

12. I promise never to criticize or become angry with those on medical lines.

13. I promise never to provide a pain killer to anyone I feel would respond to an assist given by myself or another promptly.

14. I promise not to continue a treatment past the point it is no longer needed or no longer effective.

15. I promise to grant beingness to those on medical lines.

16. I promise to provide a safe, clean and comfortable environment for the unwell.

17. I promise to indicate to those on my lines which medications and treatments are curative ones and which are only intended to alleviate symptoms until they are Dianetically cured.

18. I promise not to enter comments, expressions or enturbulence into the environment of those on medical lines that would cause mystery, misunderstoods or fear of worsening.

19. I promise to encourage those on my lines who are responding well to be as causative and knowledgeable about their physical condition as is possible and never to present medicine as anything more than a technology that can be studied and learned by anyone of interest and ability.

20. I promise not to explain, justify or make excuses for any clinical mistake whether real or imagined but to correct it immediately.

21. I promise to estimate the current state of those on medical lines with reality and not to diverge due to other determined influence or false or alarming reports.

22. I promise to follow all standard C/S instructions exactly and to obtain C/S permission before permitting the administration of any narcotic or dmg rendering a pc ineligible for auditing.

23. I promise to see that all dentists and medical specialists used to treat a preclear are competent in their skill and to base my decision on results only.

24. I promise to maintain high health standards in the environment and to see those I am responsible for are protected from the influence of poor health or safety standards.

25. I promise to use my knowledge of Dianetics and Scientology in all that I do.

26. I promise to keep excellent records and data on those on my lines and to keep the C/S advised.

27. I promise to prevent extreme health conditions from occurring by seeing that preventative or early care is given on time.

28. I promise to ensure anyone medically cured or under treatment receives processing as this alone ensures the cure remains a permanent one and shortens the time required for treatment.

CPO Mary Robinson

Medical Specialist

Flag Medical Officer

for

W/0 Susan Pomeroy

Flag D/4th Mate

for

Ens. Robin Lindsell

Flag 4th Mate

for

L. RON HUBBARD

Founder

HCO POLICY LETTER OF 10 NOVEMBER 1965

Remimeo Students   *QUAL DIV*

THE CRAMMING SECTION

The Cramming Section is a section of the Department of Review (Div 5—Dept 14).

PURPOSE: HCO Pol Ltr 31 July 1965 "Purposes of the Qualifications Division" states:-

"The prime purpose of the Department of Review and all its sections and units is:

"TO HELP RON CORRECT ANY NON-OPTIMUM RESULT OF THE ORGANIZATION AND ALSO TO ADVISE WAYS AND MEANS BASED ON ACTUAL EXPERIENCE IN THE DEPARTMENT TO SAFEGUARD AGAINST ANY CONTINUED POOR RESULT FROM ANY TECHNICAL PERSONNEL OR THE FUNCTION OF THE ORGANIZATION."

More specifically, "The Cramming Section teaches students what they have missed" (HCO Pol Ltr 24 April 1965 Review).

WHO IS SENT TO CRAMMING? **HCO** Pol Ltr 24 April 1965 "Review" states:-

"Any student failing to get 5 or more passes (usual expected number is 10 passes per week on the Saint Hill Course) in two weeks, theory and practical check sheets inclusive, must be ordered by the DofTto the Review Cramming Section."

HCO Pol Ltr 14 Sept 65 "Classification Required before Moving to Next Level" states:

"If a student flunks his classification written exam or the examination of his auditing via his auditing reports, the student is to review his theory, then his practical, as well as submit further auditing evidence (auditor's reports) before re-examination. . .

"The student is expected to complete the theory checksheet for each level in two weeks. He is expected to complete the Practical checksheet for each level in two weeks. Any student failing to do this has a down statistic and is to be sent to Cramming. Any student who flunks an examination is sent to Cramming. Any student who fails to have the auditing requirement done by the time his practical checksheet is done (and thus must review the entire level) is sent to Cramming."

HCO Pol Ltr 14 October 1965 "Course Pattern" states:

"If the examination is not passed, the student remains in the Qualifications Division in the Cramming Section at a charge of £2 per day until he is able to pass an Exam on the Level."

REVIEW AND ETHICS: HCO Pol Ltr 29 April 1965 Issue II states:-

"A student who is disruptive of discipline and acts contrary to the Ethics Codes may not be ordered to Review by the D of P, D of T or Ethics personnel or other persons in an org.

"Tech and Qualifications personnel, particularly the Tech Sec and Qual Sec and D of Tech Services, the D of P and D of T, D of Exams and D of Review and D of Certs may order students or pcs to Review or to course or to HGC or anywhere in and around these two Divisions without any Ethics action being implied. It is just normal, done to get students and pcs on the road to higher levels."

HCO Pol Ltr 28 April 1965 Issue III states:

"No D of P or Course Supervisor or Academy Instructor may threaten a student who is disruptive of course discipline with Review auditing or training. Such students may only be ordered to Ethics."

TWIN CHECKING: When a student is sent to Cramming, his twin is temporarily borrowed from course to see that the student goes through his requirements in so far as theory and practical review are concerned.

The twin is then sent back to course to complete his level as he did not come to cramming for flunked examination or down statistics. If it appears, however, that the twin is directly responsible for the student having flunked and needs some review of his coaching ability and/or theory and practical, the twin may be kept in cramming for the completion of the level.

Whenever a student is sent to cramming directly from course (i.e. for down statistics, failure to produce auditing requirements by the time his practical is complete or specific point to be handled, he should be routed (via Qual Interview and Invoice) with a slip clearly specifying the reason for his being sent to Review.

SUMMARY: The Cramming Section teaches the students what they have missed. It trains them *only* to a

specific result.

The orders, rules, regulations, policies and routes relating to this department (Review) (and therefore the Cramming Section) were intended to assist and expedite the carrying out of its purpose. Therefore no order, rule, regulation, policy or route may be used to swerve it from its prime purpose of ensuring that the results of Scientology are excellent and consistent.

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 6 OCTOBER 1966

Remimeo Qual Hats Training
Hats Students

CRAMMING STUDENTS WHO FLUNK
CLASSIFICATION FOR A LEVEL

Atter reviewing the theory and practical of a level, a student who flunked his Classification for a level may request permission to do the Dissemination Drill, if he or she has not acquired a preclear.

When the student has done well on the Dissemination Drill, he or she may request permission to go and use the Dissemination Drill in the area with the purpose of obtaining a preclear to audit in order to classify at the flunked level.

The Cramming Officer will expect the student to report at 9.30 the next morning with a written report on where the dissemination took place and the results of the dissemination.

The purpose of Cramming is to get the students flowing through the Course fast, so the emphasis here is simply to get a preclear fast and classify fast, bearing in mind "The rapidity of particle flow alone determines power."

L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 13 MAY 1969

Remimeo Franchise

CRAMMING SECTION - SERVICE TO TRAINED AUDITORS

The Cramming Section 'teaches students what they have missed'. This includes Trained Auditors who wish to be brought up to date on current technical developments.

A Field or Franchise Auditor wishing to up-date his technical data may do so in the Cramming Section of any Org qualified to teach his level of Training.

The Director of Exams may determine that the Auditor is missing too much data, such as a whole course, to handle in Cramming and route the Auditor to the Tech Division for retraining. Cramming does not teach full Dianetic, Academy or SHSBC courses.

The line of keeping Tech in the area up to date and standard is indeed a Qual hat. It is also a source of steady Qual income.

"New" courses are of course taught in Tech.

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 28 AUGUST 1959

CenO

B.SCN INTERNESHIPS

Jack Parkhouse in a despatch to L. Ron Hubbard suggests that the B.Scn Interneship be re-started. Here is what Jack says:

"We would very much like to re-start B.Scn Interneships again—this system, apart from turning out better auditors helps a great deal in declaring larger units.

"We're aware of the shortcomings of the old method and would like to propose this one:-

1. Only good HPA students be accepted for an Interneship.

2. An Interne is not paid and makes no payment.

3. Whether he is a part-time or full time Interne he shall audit not less than 500 hours for the HGC plus attending all conferences and training periods.

4. If the Interne flubs cases we dispense with him no further liability to ourselves and no future benefits to the Interne.

5. At the completion of a satisfactory Interneship the student is ready and should be put on a regular B.Scn Course at a purely nominal charge—say 10 gns.

"It costs us little to have a couple of extra students on a course already set up-but those students will be able to *use* a B.Scn and we will have had a great deal of really economical labour from them."

<div align="right">Peter Hemery HCO Communicator WW</div>

PH:brb.rd

HCO POLICY LETTER OF 29 MAY 1962

CenOCon

INTERNE HAT WHAT IS EXPECTED OF

INTERNES

1. That they make such changes in themselves as may be necessary to deserve respect as Professional Scientologists.

2. That they become familiar with the administration of the Organization according to Ron's policies.

3. That they learn, by experience, how the various Departments function with particular reference to the inter-relationship of functions.

4. That they satisfy the following Posts that they have indeed made such progress: the 6 Department Heads, the Organization Secretary (or Assoc Sec), the HCO, the Interne Administrator, and finally, the HCO Board of Review.

5. That they thoroughly understand the Org Board and the OIC Board, and their place in the running of a Central Organization.

6. That they become acquainted with Department Heads and what their various responsibilities are.

7. That they conduct themselves in a quiet, courteous manner when being observed and *listened-to* in Reception by the Public and Preclears.

8. That while on Post they are to be dressed neatly and cleanly to meet Public

    acceptance level.

9. That under no circumstances are they to try to wear the Registrar's Hat, or any other hat than their own, or to interrupt conversations Registrar is having with a Prospect.

10. That the cleanliness of the various buildings is also their responsibility.

11. That learning the functions of Letter Registrar and Central Files is an integral part of their training as Professional Scientologists.

12. That they become familiar with HCO Policy Letter of Nov 15, 1960 "Modern Procurement Letters".

13. That to the best of their ability they live up to the Code of a Scientologist, and, when auditing, the Auditor's Code.

14. That they understand "Dev-T" and its consequences, and be familiar with the Bulletins concerning it, and apply them.

15. That they handle all problems with Scientology.

16. That they keep their withholds cleaned up.

17. That they keep their Technical ability up.

18. That IF IT ISN'T IN WRITING IT ISN'T SO.

19.   That they learn the three basket system, the Comm Center system, and the proper   routing of dispatches.

20.   That they learn proper phone procedure.

21. That they learn by observing and doing to communicate to the general public, the Postman, tradesmen, and salesmen as well as Students and Preclears, both in person and on the phone.

22. That they learn by asking questions, writing dispatches, and getting them answered that there are no "secrets" in the Central Org, with the exception of Preclear test and Prepcheck files.

23. THAT THEY DECIDE TO BE PROFESSIONAL SCIENTOLOGISTS.

<center>INTERNE CHECK OUT LIST</center>

1. Pattern of a Central Org, HCO Policy Letter of February 14, 1961.

2. How to Handle Work, HCO Bulletin of August 19, 1959.

3. How to do a Staff Job, HCO Policy Letter of April 11, 1961.

4. Scientology Org Comm System, HCO Admin Letter of October 17, 1961. Learn

   in essence.

5. Org Rudiments, HCO Policy Letter of December 11, 1961. Learn first sentence verbatim. Rudiments I through VII in essence.

6. Types of Letters Established, HCO Policy Letter of February 4, 1961. Learn the rules governing mimeoing, including the color scheme.

7. Help Me Put In The New Lines, HCO Policy Letter of January 10, 1961.

8. Org Sec Hat, Sec ED No. 324 of **LA,** February 19, 1960.

9. Outflow, Sec ED No. 276 of LA, July 7, 1959.

10. Quality and Admin in Central Orgs, HCO Policy Letter of May 29, 1961.

11. Classes of Auditors, HCO Policy Letter of November 29, 1961.

12. City Offices, HCO Policy Letter of May 11,1961.

<div align="center">Issued by: Ken Salmen

HCO Area Sec LA

for

 L. RON HUBBARD

Executive Director</div>

CenOCon

STAFF AND INTERNE AUDITORS

Interneship has been offered to graduating HPA and HCA students for a 3 months period of work in the Central Organization.

This has been a requirement for certification.

In actual practice, some orgs because of low units and other reasons do not hang on to professional staff Auditors but replace them with Internes.

It has always expressly been forbidden to use non certified staff auditors on HGC pcs. Unless an Auditor has his certificate in his possession he or she cannot be used to Audit HGC pcs.

We are now operating with the *fact* of clearing all cases if the Auditor is well trained. We are now moving toward clearing as an ordinary result of being audited in an HGC'. This fact can never take place if staff Auditor procurement looks only toward the Academy and Internes. Such a programme is technical suicide. Further HGC results have been falling off to the degree that routine procedures are not expressly followed and uncertified Auditors have been used in HGC.

There is something wrong with an org that cannot keep its staff auditors. Their own reality on results must be poor, their working conditions bad and their future uncertain if staff Auditors are continually lost by an organization.

An organization must follow this programme on staff Auditors:

1. See that they get adequate auditing toward clear along with other staff auditing;

2. Use only certified Auditors on HGC and staff pcs;

3. Work toward a staff Auditor having his own personal office with desk and proper furnishings;

4. Keep excess admin personnel to a minimum to keep units up;

5. Pay no interne fee or units and use no int ernes in the HGC;

6. Give staff Auditors good current training;

7. Prepare Auditors for posts on staff by using them only as supernumerary personnel in Admin or the Academy to help instructor's Admin or coaching individual students;

8. Take on an interne only if the person is willing to become a staff Auditor and then fit that person to be one before auditing is done by that person in the HGC;

9. Take Interneship only as free advanced training conditional to taking a position on staff, not as a quick method of getting staff auditors;

10. Get over the games condition with field Auditors and get them back on staff;

11. Settle the org down as to personnel turnover;

12. Get income up by getting technical up. Do not have even one poorly trained student or non-gain HGC pc walk out of the org.

The Interne programme except as above, is hereby cancelled in its other aspects.

No Interne may be paid units for being an Interne. No staff auditor may be employed unless actually certified.

A ninety day period of grace from the date of this policy letter is allowed to get the whole of this into effect and not go back on internship arrangements made before this date. Act now to have this programme

in before ninety days.

<div align="center">L. RON HUBBARD</div>

General Non-Remimeo SHSBC Students
Internes Class VII SH Tech & Qual
Personnel RAP, Registration & Hats
Personnel

INTERNE TRAINING PROGRAMME

This Policy clarifies the lines of the Interne Training Programme. The necessity for this Policy grew out of a recent Comm Ev on Internes and a Board of Investigation on the Interne Programme.

NOMINATION OF INTERNES

We need a large supply of Qualified Class VII Auditors throughout the world. To help build the number of Class VII Internes the following procedure is to be followed.

When a student arrives at Saint Hill to do the Saint Hill Special Briefing Course, he/she will be informed on Registering that on the basis of course statistics and leadership potential he/she may be nominated for the Class VII Interne Course. This is a privilege and the nomination is not binding either way, but depends on the person making excellent progress as a student.

After enough time has gone by to see how the student's progress has been, he or she may be nominated by the D of T and the D of P who form a nominating committee and the appropriate terminals are notified (i.e. student's local org, Ad Council WW, Treasury Div SH, Personnel Procurement Officer SH) so that steps can be taken early to complete arrangements for the student to interne immediately upon completion of the SHSBC, if the student continues to maintain an excellent record.

INTERNE TRAINING REQUIREMENTS

The following are the requirements for starting the Class VII Interne Course.

1. Complete Staff Status II checksheet and pass Staff Status II exam. If not completed before coming to Saint Hill, this can be done after nomination with the Staff Training Officer SH.

2. Class VI (provisional) with an excellent record on the Saint Hill Special Briefing Course, completing the course in less than 32 weeks of training time.

3. Signed a contract with an official Scientology Org for a minimum of $2^1/2$ years of service to that org to begin on completion of the Interne Course.

4. Proper financial arrangements completed for payment of Course fees. Following are the only

   requirements to complete the course:

1. Star-Rate checkouts on Level VII Confidential materials and theory checksheet as approved by Org Exec Sec WW, and Star-Rate checkouts on lower level processes and their immediate technology as required by HCO Policy Letter of March 8, 1966, "Urgent-High Crime".

2. Audit the Power Processes in the Saint Hill HGC until such time as the student has completed successfully three Power Process preclears to Grade VA, consecutively and without flaw, having audited each pc from the beginning of the Power Intensive directly through V and VA without a goof or REVIEW ACTION.

If Ethics action is needed in order to handle some outness with the pc this will not count against the student Interne's auditing requirement provided the Interne is the one recommending the Ethics action. Completing a case that someone else started is credited to training and experience and does not count for these Auditing requirements in the Saint Hill HGC. When the student has completed the three consecutive cases in the HGC, he will be routed to the Examiner in Qual who will give him/her a written Examination consisting of questions directly relating to the auditing of the Power Processes. The passing of this exam is 85% as per Policy and graduates the Interne from this Section of Training. There is *NO* other requirement for this section. The Exams must have the approval of the D.0. Qual WW.

3. The Interne is then required to audit in the Dept of Review. It will be required to complete in Review 80 Review cases, of which 6, at least, must be Power Process cases and each of the 80 cases must be flawlessly handled. Flawless means the pc has paid cash in full for the auditing. When this is done the Interne will be routed to the Qual Examiner to take a written Exam. The passing of this exam graduates the Interne from this Section of Training. There is no other requirement here.

    The exam must be approved by the **D.O.** Qual WW.

    This exam will be based on the fact that an Interne on reaching this stage is flawless on all lower grade auditing including Rehabilitation Technology, Assessing, S and D Technology and Sec Checking as a security action. For each Interne the Qual Sec is to observe in the flawless handling of the 80 cases the Ratio of Cash/Debit for Review Auditing.

4. During the period served in the HGC and/or Department of Review, the student must have completed a minimum of 20 Security Checks for HCO, done without error.

5. The next step is a period with the Case Supervisor learning that post. When the Interne has supervised 6 Power Process cases flawlessly, the Interne is routed to Qual Examiner, to take an exam on Case Supervision as approved by D.0. Qual WW. On passing this exam the Interne completes this section, there is NO other requirement. The passing of the Exam graduates the Interne from this Section of Training.

6. At this stage the Interne graduates from Part I of the Course, and then goes full time on the completion of the **Org** Exec Course, which has a separate checksheet.

    The Internship is divided into two parts:—

    1. Technology. Theory, Practical and Auditing which when completed graduates the Interne with Prov Class VII.

    2. Administration. The Org Exec Training Course to be done after Part I.

An Interne is permitted while fulfilling the Technology parts of the checksheet to do whatever he/she can do on the Org Exec Course Checksheet but may not go full time on this part of the checksheet until completing the Technology part. Upon completing both parts, the Interne receives a Class VII Certificate (provisional if not Clear).

INTERNE CONTRACT REGULATIONS

An Interne's contract with his org is a binding agreement between the two parties. The org provides advanced training to the Interne in return for the SERVICE of the Interne AFTER he or she is trained. A trained staff member is much more valuable than an untrained one and the org spends a huge amount of money to see that an Interne is trained properly.

The only way an org can justify spending this money is that after the Interne is trained and returns, the org will benefit because of the bettered service that can be provided with a new, highly trained staff member on post serving over a period of years.

In order to "buy out" his or her contract with the org, it would cost the Interne many, many thousands of dollars or pounds, in fact as much money and goodwill as the org would expect to receive because of the Class VII's service over a period of 2 1/2 years minimum.

After signing a contract with an org, if the Interne wants to change plans, he or she must first get a full release from the contracted org. It is fully the responsibility of the individual Interne to make arrangements that are wholly satisfactory with the contracted org.

The contracted org has full power in law and, more important, in Scientology Ethics to hold an Interne or any contracted staff member to fulfill his or her contract. The org may get any requirements it likes for release of contracts. It is primarily for the benefit of the org and *not* for the benefit of the individual that the Interne is being trained. After all, without the org, the individual would never receive the training in the first place.

No org may even consider a contracted staff member of another org for employment unless he or she has been fully released by the contracted org FIRST. Nor may any other org or org staff member enter into negotiations between a staff member and his or her contracted org. The only exception is the *promotion* of a contracted staff member to a Continental or WW Executive Division post, but in this case the contracted org receives the benefit of this staff member's service from higher up and the contracted org may receive some compensation for the loss of the staff member from its direct staff.

ORG CLAUSE-If another official Org than Saint Hill contracts with a Class VII ex-Interne Saint Hill Staff Member the org may reimburse Saint Hill its course fee and have the student at the end of one year of service as a full staff member at Saint Hill, the staff member consenting. Note that one year must be served at Saint Hill and two and a half years with the Org.

Orgs may of course make their own arrangements with their own staffs for Class VII training at the Org's expense. This may also be done at the staff member's own expense if contracted to an Org for 2 1/2 years after Class VII and Internship Graduation.

NOT OPEN TO PUBLIC-The Class VII Course, unlike the Class VI Course, is not open to enrollment to non-org personnel.

FURTHER REGULATIONS OF INTERNE TRAINING

It is not permitted to interfere with the training of any student while on the Internship. This means that an Interne, whether from Saint Hill or any other Org, may not be transferred to any other post in SH or any other Organization without the holding of a Special Board of Investigation to be applied for by the HCO Area Sec of Saint Hill, convened by the HCO Exec Sec SH and to consist of 3 members chosen from the staff of World Wide Div 7. The findings of this B of I will make recommendations to the HCO Exec Sec SH who will be responsible to and only to his/her normal Organizational Seniors for her decisions in the matter.

The Internship is set up to train students to audit the Power Processes and not to establish an HGC for Saint Hill. The HGC is entirely separate from the Internship but has the use of the Internes for specific periods of the day to run Power Processes and where necessary audit prior to Power Process auditing, as part of the Interne Training programme.

The Class VII Interne Course is the highest level of Scientology training available

at this time. A Hubbard Graduate Auditor is able to audit any and all processes and procedures used today and to crack any and all cases without fail. An Interne is a *student* and not a staff member until he or she has successfully completed the course. Then he or she is a most valuable staff member and therefore one of the most valuable beings in the Universe.

The Class VII Interne Course must concentrate on *Training* the Interne to this high level quickly and effectively. It is only after the Interne *graduates* from both parts of the course that he/she becomes fully useful to the org.

Because we must train a Class VII to audit Grade V, this is the only place where a real bottleneck could develop in the Route to Total Freedom. Therefore HCO must be extra alert to remedy any hold-ups and protect this course from undermining by SPs.

Now, a Class VII will also be trained as an outstanding Scientology Executive. With a full knowledge and ability in Admin as well as Tech, this is the being we are now producing to lead our orgs to clear the planet.

This one job done effectively may be the difference between success and failure in our goal, so let's do it well and do it quickly.

<div style="text-align: right">

Org Exec Sec WW — Fred Hare Exec

Council WW - Fred Hare Joan

</div>

Mary Sue Hubbard The Guardian WW for L. RON HUBBARD Founder

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 27 AUGUST 1968

(Issued from Flag Order 1265) Remimeo

SEA   ORGANIZATION   **SEA   ORG**

INTERNES

Any Class VI who wishes to do so may interne for the Sea Org. The requirements are the

same as for any other Sea Org applicant.

A Sea Org Interne undergoes a brief period of deck and Seamanship training prior to beginning Class VII.

From Class VII he may go on to Class VIII in the Sea Org and eventually become a Tech Missionaire.

The contract is for One Billion Years.

Technically trained Sea Org personnel are vitally needed and are granted special insignia, etc., once their Basic Seamanship is complete.

W/0 Nate Jessup for
L. RON HUBBARD
Founder

HCO POLICY LETTER OF 13 NOVEMBER 1969

Remimeo BPI

Auditors

INTERNESHIPS AND CASE SUPERVISORS

Due to the necessity for skilled case supervision in all orgs, franchises and groups, the following Interneships are established in Central Orgs, Saint Hill Orgs and Advanced Orgs.

CLASS VIII C/S INTERNESHIP

Requires an internship in an Advanced Org after completion of the Class VIII Course for a period of at least another six weeks. During this time they do a daily training period, learn and do high level auditing, study Case Supervision under an expert Class VIII Case Supervisor, do actual Case Supervision and on successful completion are granted their full Class VIII. No contract required. $500 to individuals, $250 to contracted staff members of other orgs.

(Prerequisite: HDG and Provisional Class VIII.)

CLASS VII C/S INTERNESHIP

Requires an Interneship in a Saint Hill org for a period of at least six weeks. Studies and does Power processing, studies and does Review Auditing, does the Org Exec Course. Studies and does the C/Sing of Power and Review Auditing. A Class VII who then studies Class VIII Interneships (or does a Class VII Interneship after a Class VIII Interneship) becomes a POWER CLASS VIII. No contract required. $500 to individuals, $250 for Class VI auditors contracted to orgs.

(Prerequisite: HDG and Provisional Class VI.)

CLASS V INTERNESHIP

Requires an Interneship at a Central Organization under a Class VIII auditor for a period of at least six weeks. Learns to audit Triple Scientology grades, to do lower level Review Auditing, Class 0, I, II, III and IV Case Supervision and the setting up of a case for triples with expert rudiment and Green Form handling. If also a Dianetic Case Supervisor he obtains his full Class V on completion. Learns Tech and Qual Tech Services and Admin. No contract required. $250 for individuals, $125 for org contracted staff members.

(Prerequisite: HDG and Class IV Auditor and Grade IV Release.) DIANETIC

INTERNESHIP

Requires an Interneship at any official Scientology org which teaches HDG. Interning for a period of at least 4 weeks. Studies and practices triple flow Dianetic Auditing. Studies and learns to Case Supervise Dianetic sessions. Learns the handling and direction of other auditors. Studies Staff Status II to become familiar with general Administration. $125 for individuals. $75 for staff contracted to an official Scientology org.

(Prerequisite: HDG.)

HDG

Requires taking the Hubbard Dianetic Graduate Course. Qualifies a person to teach the Hubbard Dianetic Counselor Course in orgs. Franchises or groups and obtain certificates for his students from an official org. Cost: According to existing prices.

(Prerequisite: HDC with an excellent record of auditing.)

NOTE: All these Interneships are taught in the Qualifications Division of the org except HDG.

LRH:ei.rd   L. RON HUBBARD

[Note: Per HCO PL 18 April 1970, Issue II, in the prerequisite for Class VII Interneship "HDC" had been

Remimeo   (Amends HCO PL 13 Nov 1969 by adding Class
BPI   0,1, II, III, IV and VI CS Internships and HCO
                            ~~PL 18 Apr 1970 Iss II which corrects HCO PL~~

INTERNSHIPS AND CASE SUPERVISORS

Due to the necessity for skilled Case Supervision in all orgs, franchises and groups, the following Internships are established in Advanced Orgs, Saint Hills and Class IV Orgs respectively.

CLASS VIII CS INTERNSHIP

Class VIII CS—Requires an Internship in an Advanced Org after completion of the Class VIII Course for a period of at least another six weeks.

During this time the Interns do the Class VIII CS Internship Checksheet. On completion of the checksheet the Interns do a daily training period, learn and do high level auditing, study Case Supervision under an expert Class VIII. Case Supervisors do actual Case Supervision and on successful completion are granted a Hubbard Scientist of Standard Tech Certificate. No Contract required. (Prerequisite: HDG and Class VIII.)

CLASS VII CS INTERNSHIP

Requires an Internship in a Saint Hill Org for a period of at least six weeks. Studies and does Power Processing and audits Dianetics, Progress and Advance Programs and Expanded Lower Grades.

Completes or does the Org Exec Course. Studies and does the CSing of Power, Dianetics, Progress and Advance Programs and Expanded Lower Grades.

No contract required. (Prerequisite: HDG and Provisional Class VI.)

CLASS VI CS INTERNSHIP

Requires an Internship in a Saint Hill Org for a period of at least four weeks. Studies Progress and Advance Programs. Audits all Class VI actions including Expanded Lower Grades in the HGC and as a Review Auditor. Studies and does the CSing of Progress and Advance Programs and Expanded Lower Grades.

This Internship consolidates SHSBC training through practical application under a Class VIII.

No contract required. (Prerequisite: Provisional Class VI.)

CLASS V CS INTERNSHIP

Requires an Internship in a Saint Hill Org for a period of at least two weeks. Studies and does CSing of Progress and Advance Programs and Class V actions under Class VIII supervision.

This Internship may be awarded if the Class V CS Checksheet is done well. No contract required.

(Prerequisite: Class V Expanded Release.)

CLASS 0,1, II, III or IV CS INTERNSHIPS

Requires an Internship at a Central Organization for a period of at least two

weeks for each level. Studies and does CSing of actions applicable to the Classification attained.

Learns Tech and Qual Services and Admin.

These internships may be awarded if the applicable Class 0, I, II, III or IV Checksheets are done well.

No contract required (Prerequisites:

Class 0	Grade 0	for	Class 0 CS Internship
Class I	Grade I	for	Class I CS Internship
Class II	Grade II	for	Class II CS Internship
Class III	Grade III	for	Class III CS Internship
Class IV	Grade IV	for	Class IV CS Internship)

HDC CS INTERNSHIP

Requires an Internship at any official Scientology Org which teaches HDG;

Interning for a period of at least four weeks. Studies and practises Dianetic Auditing. Studies and learns to Case Supervise Dianetic sessions. Learns the handling and direction of other auditors. Studies Staff Status II to become familiar with general Administration.

(Prerequisite: HDC with an excellent record of auditing.)

HDG

Requires taking the Hubbard Dianetic Graduate Course. Qualifies a person to teach the Hubbard Dianetic Counselor Course in orgs, franchises or groups and obtain certificates for his students from an official org. According to existing prices.

(Prerequisite: HDC with an excellent record of auditing.)

NOTE: *All these Internships are taught in the Correction Division of the org, except HDG.*

INTERNSHIP PRICES

	US, EUROPE, DK, AFRICA	*UK, ANZO*
CLASS VIII C/S INTERNSHIP	$500	£200
CLASS VII C/S INTERNSHIP	$500	£200
CLASS VI C/S INTERNSHIP	$250	£100
CLASS V C/S INTERNSHIP	$125	£50
CLASS 0 - IV INTERNSHIPS (per level)	$50	£20
CLASS 0 - IV C/S INTERNSHIPS (package rate	$200	£80
HDC C/S INTERNSHIP	$125	£50

DISCOUNTS All Internships offer 50% discount to contracted staff of official Scientology orgs.

D/CS-5 for L. RON HUBBARD

Founder

Remimeo

HUBBARD SCIENTIST OF STANDARD TECH

Cancellation of conflicting HCO Policy
Letters

A HUBBARD SCIENTIST OF STANDARD TECH is a graduate of the Class VIII Case Supervisor Internship.

The HSST checksheet is issued as a Confidential HCO Policy Letter which contains all the requirements for the Class VIII CS Internship.

The following conflicting HCO Policy Letters are cancelled:

HCO Policy Letter of 6 December, 1969 Issue III "The Case Supervisor Checksheet" which gave training requirements which are now revised as in HCO Policy Letter 22 July, 1970 "Confidential Class VIII Case Supervision Internship Checksheet (Hubbard Scientist of Standard Tech)".

HCO Policy Letter of 6 December, 1969 Issue IV "Confidential-The Science of Case Supervision Standard Tech" which has been revised and issued as HCO Policy Letter 22 July, 1970 "Confidential Class VIII Case Supervision Internship Checksheet (Hubbard Scientist of Standard Tech)".

HCO Policy Letter of 9 December, 1969 Issue III "Class VIII Retread" which gave training requirements, now improved by HCO Policy Letter 22 July, 1970 "Confidential Class VIII Case Supervision Internship Checksheet (Hubbard Scientist of Standard Tech)" which replaces it. Policy on Retreads is contained in HCO Policy Letter 22 July, 1970 Issue III "Tech Retreads and Retraining".

D/CS-5

for

L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 17 FEBRUARY 1971 Issue II

BPI

Remimeo Qual Hats Tech Hats
Registrar Hats Treasury Hats

CLASS VII

Following the development of Class IX and Class X technology aboard Flag, the sequence of techniques for the upper levels of training has been established.

As each class, from ARC Straightwire, through Dianetics, Class 0 and up through Class VII to Class X addresses a specific area of the Human Mind and of man's awareness, each Class must remain distinct and separate in the training and application of its techniques.

For this reason, the Class *VII Internship,* level of the precision Power Processes, may not be by-passed as a level of training.

Additionally, the Power Processes, now more dynamic by expansion, may not be taught as part of the Class VIII Course. Each of these levels has its own distinct techniques and so must be separately trained.

Following are the prerequisites for Class VII and above:

I. Class VII Internship: Taught at Saint Hills only in Division V, Dept 13. Prerequisites: Class VI,

HDG.

a. The Power Processes of Class VII may be sold and run on Public Preclears at Saint Hills *only* and by Class VII Interns or Class VII graduates (who may also have a higher classification).

b. The Power Processes of Class VII may be run on qualified contracted Org staff by contracted staff members who are full Class VII's *only* and not by Class VIII's who have not done the Class VII Internship at a Saint Hill.

c. The Class VII Internship may be taken by contracted org and Sea Org staff members.

d. The Class VII Internship may be taken by non contracted to staff Scientologists but only as follows:

1. As a prerequisite to the Class VIII Course.

2. As a prerequisite to the Class IX Course by those Class VIII's already graduated or those enrolled on the Class VIII Course prior to the date of this policy letter.

e. The Power Processes may not be run by any person regardless of Classification who is not a contracted org staff or Sea Org staff member except while doing the Class VII Internship or additional graduate auditing for Class VII Honors at a Saint Hill.

f. The Power Processes may not be run by any contracted org or Sea Org staff member regardless of classification who is not enrolled on or graduated from the Class VII Internship.

II. Class Vlll C'ourse: Taught at Advanced Organizations only in Division IV Prerequisites: Class VI, Class

VII, HDG.

III. Class IX Course: Taught at Advanced Organizations only in Division IV. Prerequisites: Class VII, Class

VIII, HDG.

IV. Class X Course: Will be taught at Advanced Organizations only in Division IV. Prerequisites: Class VII,

Class VIII, Class IX, HDG.

Note: All above courses are taught at Flag to contracted Sea Org members who qualify. The prerequisites as above apply.

<p align="center">COURSE PRICES</p>

Class VII Internship	£ 320	$ 775
Class VIII	£ 625	$1,500
Class IX	£ 625	$1,500
Class X	£ 625	$1,500
Class VIII, IX, X package	£1660	$3,825

(A saving of £27 5 or $675.)

Class VII Internship special price for Class VIII's already   graduated from or enrolled on the Class VIII Course prior to this date:

<p align="center">£ 165 $ 385</p>

(A saving of £15 5 or $390.00.)

DISCOUNTS The usual 5% discount for Advanced payments

applies. A 50% discount applies for contracted staff of Scientology Organizations.

Lt. Cmdr. Joan Robertson

Training and Services Aide

for

L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO BULLETIN OF 19 JULY 1971 Remimeo

C/S Series 52 INTERNES

The word INTERN or INTERNE means "An advanced graduate or a recent graduate in a professional field who is getting practical experience under the Supervision of an experienced worker".

An Internship then is serving a period as an Interne, or an activity offered by an org by which EXPERIENCE can be gained.

Interneships have been arranged this long while for every auditing class. The apprenticeship of

an auditor is done as an org Interne.

C/Ses very often have Internes on their lines and sometimes have trouble with getting them to audit.

The WHY of this is that the Interne seldom knows the definition of the word "Interne" (which is as above). They sometimes think they are still students. They do not know this fact:

A COURSE GRADUATE BECOMES AN AUDITOR BY AUDITING. That means LOTS of

auditing.

The failure of "auditors" is that they go from one level to the next HDC to IV to VIII without ever becoming an auditor for that Class.

Thus you can get a silly situation where a Class IX can't audit or C/S well. Thus you get tech going out.

An HDC graduate who doesn't then audit under an experienced Case Supervisor who knows and demands the standard actions rarely gets to *be* an HDC *AUDITOR*. It takes tons of hours to make a real Dianetic auditor who can toss off standard sessions and get his routine miracles.

So if an HDC doesn't INTERNE, but simply goes on to the Academy Courses or SHSBC he has skipped his apprenticeship as a Dianetic Auditor.

If he gets his Class VI and never Internes but goes on to VIII -—— well, we now have somebody who has long since lost touch with the reality of why he is studying.

Therefore you CAN'T take a Class VI graduate who was never a Dianetic *Auditor* and Interne him as a VI. He'll goof-goof-goof. So you have to Interne him as an HDC.

WHEN he can turn out flawless Dianetic sessions on all kinds of pcs you can Interne him as a IV etc.

In other words you have to catch up all neglected Apprenticeships.

I don't care if the guy is an VIII, if he wasn't ever a Dianetic *A uditor* and a Class VI *Auditor* and isn't Interning as an VIII then he is only a provisional.

Flubby auditors are the biggest time wasters a C/S has. If auditors on his lines aren't good, he'll take forever to get his C/S work done. And he won't get results.

The answer is, regardless of Class as a course graduate, a C/S MUST INTERNE HIS AUDITORS FOR EACH INTERNESHIP MISSED ON THE WAY UP.

The "ok to audit" system is used.

One takes any graduate and Internes him on the lowest Internship he has missed. He reviews his

material, gets his drills checked, gets his misunderstood words cleared

and gets an "ok to audit" for *that* level. If he goofs he is crammed. And sometimes wholly retreaded. The "ok to audit Dianetics" would be his first okay. This suspends if he has to retread.

When he then has turned out pcs, pcs, pcs, pcs, 5, 6, 8, 10 hours a day for weeks and weeks and is a total success as a Dianetic Auditor, he can go on up.

At first as a Dianetic Interne he is part time studying Dianetics. Then as he gets flawless and while he is getting experience and practice on Dianetics, he can gradually phase over into re-studying his next Interneship, usually IV or VI.

Then one day he is word cleared, checked out on his drills, and he qualifies for "ok to audit" for IV or VI.

Now it begins all over again. Flubs—Cramming, midnight oil, audit audit cramming audit audit new word clear new drill work audit audit audit audit 5, 6, 8, 10 hours a day.

Now he *is* a IV or VI auditor.

His next real step is a VI or VII Interne at an SH. If he has been a good IV Interne *Auditor* his VI Interneship after his SHSBC will be a VII Interneship. VII *is* an Interne activity.

When he's an *Auditor* that can do VI and Power, he is ready for VIII and IX.

If he is going to be a good VIII-1X auditor he will Interne in an AO or SH under an experienced C/S.

Now when he goes to his own org, you have a real honest to goodness C/S. And as a C/S he must know how you use Interneships to make auditors.

Wherever this function is neglected, you don't get auditors. You get doubtful students and out-tech.

On Flag C/Ses have to catch up every missed Interneship to make a high volume high quality auditor.

The world renowned Superiority of Flag Auditors is built just like 1 am telling

you here.

There is no reason just that same quality can't be built in any org.

One does it by the Interne method.

By using this method you get IN tech and high volume.

Any auditor in any org that is limping and fumbling simply has never been properly Interned.

The way to remedy it is to set up a good Cramming that uses only HCO Bs and has them available (and no verbal tradition), a Good Word Clearer and a Qual "okay to audit" Interne system. The Internes are a Section in Qual. They have a Course Supervisor. They study and audit cram audit cram study audit, audit audit audit.

And one day you have IN tech and high volume high Class auditing all over the place.

Otherwise you just have a bunch of students, in doubt, chewing on their misunderstood words and failed tech.

There IS a right way to go about it. It is by Interneship.

L. RON HUBBARD
Founder

HCO POLICY LETTER OF 24 AUGUST 1971

Remimeo Tech Div Qual Sec

INTERNE CHECKSHEETS OKAYS TO

AUDIT

(Refers to HCO P/L 6 August 1971 All Issues All Interne
Checksheets)

An OKAY TO AUDIT means two things. There are 2 "okays to audit".

One is OKAY TO AUDIT AS AN INTERNE. This means one has done the checksheet to the satisfaction of the *Interne Supervisor*. One can now audit for Interne qualification.

The other is OKAY TO AUDIT AS AN HGC AUDITOR. This means one has done the Interne checksheet, has audited flublessly to many program completions and is passed by *the HGC C/S*.

Any certificate requires that the Interne meet both these requirements. These TWO okays to

audit are required for any graduate certificate. There is a LOT of auditing between these two

"okays to audit".

Whether so expressed on the Checksheet or not the *Case Supervisor* for whom the auditor did his Interne Auditing MUST SIGN on the Supervisor Line above Examiner at the end of the checksheet, attesting that this Interne has achieved and maintained flubless auditing and has a permanent okay to audit in an HGC for that Class for which the Checksheet is done.

"Supervisor" on that line must read "Case Supervisor".

So there is an *Interne Supervisor* okay to audit for that class given on the checksheet. That says that he may audit now as an Interne.

And then there is the Case Supervisor okay to audit for that class of the checksheet for the HGC as an HGC auditor.

There are a lot of hours, and there can be a lot of Cramming, a lot of re-study between the first and second okays to audit.

The checksheet is not complete until the Case Supervisor can attest that this is a Flubless Auditor, truly skilled and able on whom the Case Supervisor is glad to depend.

Rome wasn't built in a day, no auditor ever became a flubless auditor in 3 sessions.

The requirements of the Case Supervisor in making the auditor make auditing work may not be set aside or cancelled by any other person. The Case Supervisor has the final word on whether a certificate is issued, after how long and when.

L. RON HUBBARD
Founder

Remimeo   Issue II

Dir income   (Amends HCO PL 20 July 1970, interne Supers
"Internships and Case Supervisors")

SELLING INTERNSHIPS

1. AUDITING INTERNSHIPS

Internships are sold to graduates of Technical courses who want to get awarded Full Classification for their level of training.

Internships are *paid courses.*

The Interne does not get paid by the org where he is interning.

There are no professional discounts on Internships.

Contracted staff members of orgs who are interning at an AO or Saint Hill get the usual 50% discount. They are not however paid any wages or bonuses by the AO or Saint Hill. Living and travel expenses of the student are paid by the org to which he is contracted.

Auditor Internship prices are: *In area orgs*	US - EU/AF	UK/ANZO
Dianetics Internship	$125	£40
Class IV Internship	$250	£100
At Saint Hills		
SHSBC Internship	$375.	£150.
(Includes all oks to audit from Dianetics up to and including Class VI)		
Class VII Internship	$775	£320
In Advanced Orgs		
Class VIII Internship	$375	£150
Class IX Internship	$375	£150

Note that these prices are separate from and in addition to the Course price, with the exception of the Class VII where the Internship *is* the course.

2. CASE S UPER VISOR'S INTERNSHIP

The purpose of the C/S Internship is to train a student to become a specialist C/S.

The C/S Internships are also paid courses and follow the same discount pattern arrangements as the Auditor Internships.

Prices are:		
Dianetics C/S Internship	$125.	£50.
Class IV C/S Internship	$250	£100
Class VI C/S Internship	$375	£150
Class VII C/S Internship	$375	£150
Class VIII and IX C/S Internship (HSST)	$500	£200

Registrars should be well aware of the benefits of these internships so that they can be sold in volume

and with reality. They are a most rewarding activity both for the org and the Interne.

Treasury Aide for L. RON HUBBARD Founder

Remimeo Qual Sees Interne
Supers Registrars C&A

INTERNESHIPS LINE-UP AUDITOR

INTERNESHIPS

All students graduating all technical courses are granted a Provisional Classification Certificate. Full Permanent Classification is awarded when the Graduate has completed a paid Internship in an Org for that level.

Internes train under the Interne Supervisor in Qual and do their daily auditing Intensives in the HGC. The D of P is their administrative senior while they are auditing in the HGC.

After a period of volume auditing and needed correction, resulting in consistent well done auditing hours in the HGC, the Case Supervisor writes to the Interne Super advising that the Interne is now fully proficient in that level and is eligible for full Classification.

The Auditor Interneships line-up is:

HSDC Interneship

Class 0 to IV Interneship

Class VI Interneship (includes Interneships for Dianetics and 0-IV)

Class VII Interneship

Class VIII Interneship

Class IX Interneship

Class X, XI and XII (when available).

An Auditor Internship is run like this:

A. Prerequisite: Classification Cert for the Course. B. Do OK to Audit

Checksheet and get OK to Audit.

C. Audit daily Intensives in the HGC, doing daily Cramming for any and

all non-standard actions, as directed by the C/S and the Cramming Officer.

D. Do daily TRs, training drills and study under the Interne Super.

E. Listen to Class XII tape recorded sessions of the same level then record own sessions and compare to the XII sessions.

F. Continue auditing in the HGC, improving auditing standard, increasing number of hours on that level, until Case Supervisor issues a C/S HGC OK to Audit and sends to Interne Super.

G. Interne Super puts student on Routing Form to route out of the Internship for permanent Classification.

H. Student is checked by PC Examiner for FN VGIs. (If no FN VGIs, student is returned to the Internship and Cramming is used to find out what was missed, then back to Internship to properly complete.)

I. Student Examiner gives a five question Dangerous Auditor type exam covering essential basics for the Classification and examines three folders audited by the Interne in the HGC for flubless auditing application at that level.

J. Certs and Awards issues full Classification Certificate for that level.

Do not confuse the standard public *paid* Internship training line-up with the staff HGC Auditor OK to Audit system. This will result in no paid Internships and consequent loss of legitimate income.

Any Interne who is found to be a Dangerous Auditor, totally incompetent or who puts false reports about sessions into a pc folder, should be ordered to retrain the Course and routed off the Internship and sent to the Registrar to sign up. They may return to complete the Internship when the retrain has been completed at no extra charge if done within six months.

Any Auditor sent to an AO or SH for an auditing Internship is paid his wages by his org and the org pays for the Intemeship at 50% discount, so long as the Interne has signed or renewed a *2V-2* year contract from the date of completion of the course. HASes must insist that this is done before sending an Auditor for an Internship.

As stated in HCO Bulletin 28 April 71 "Okays to Audit in HGCs" it is a commendable for Franchises and Field Auditors to get Okays to Audit in their nearest org, and the above programme must be extended and offered to all Franchise and Field Auditors.

Old HPA/HCAs should be encouraged to do Academy 0 to IV Retread at half price, then Interne full price to full Classification.

The benefits of Intemeship training:

1. Auditor has all auditing and C/Sing misapplications and misunderstoods cleaned up on that level, under daily supervision. (Internes C/S their own folders and then send to Org C/S who OK's or not.)

2. Auditor gets loads of auditing experience through the volume auditing produced on the Internship.

3. Full org Cramming service.

4. Access to the Org Library.

5. Word Clearing facilities and utilization to the full.

6. Daily case supervision and training directions in auditing and case supervising by the Org Case Supervisor.

7. Personal attention by Interne Supervisor plus daily training and drilling, in addition to any Cramming actions done, to improve auditing techniques and Auditor presence.

8. Electronic aids—can listen to flubless Cl XII tapes for the level, record their own sessions and compare to the XII sessions.

9. The attainment of competent ability to audit at the level trained and full Classification for that level.

LRH:JZ:nt.rd

Qual Aide for L.
RON HUBBARD
Founder

[Amended by HCO PL 1 August 1972R (revised 25 August 1972), *Qual Handling of Students and Intemes on the Fast Flow System,* in the 1972 Year Book.]

HCO POLICY LETTER OF 6 NOVEMBER 1971

Remimeo   Ig^g IV Interne Super C/Ses Registrars

CASE SUPERVISOR INTERNESHIPS

Case Supervisor Interneships are sold to those persons or orgs wanting specialist trained Case Supervisors.

The Case Supervisor Interneships line-up is:

Dianetics Case Supervisor Interneship Class 0 to IV Case
Supervisor Interneship Class VI Case Supervisor Interneship Class
VII Case Supervisor Interneship Class VIII and IX Case Supervisor
Interneship.

Do not under-rate the value of C/S specialist training in Dianetics and 0 to IV. Benefits of Case

Supervisor Interneships:

A. Learns the basic laws of the physical universe.

B. The full attainments of Dianetics and Scientology, objective and subjective.

C. How a C/S operates.

D. C/S admin actions and procedures.

E. Re-studies certain basic books in more detail for Knowledge to apply in C/Sing.

F. The C/S Series.

G. How to Programme Cases for the level. H. How to do expert folder

error summaries. I. How to repair a case for the level.

J. How to "trouble shoot" a case and find out what really needs to be

done for the level.

K. How to train up good auditors. L. The attainment of competent ability to C/S for

the level.

C/S Interneships checksheets may vary but all will cover the above as applicable to the level.

It is realized that there may be some missing checksheets for Interneships but the criteria in sales must be "Can the org deliver this service?" so the Registrar and sales people must find out which checksheets, packs and Interneships are available. As new checksheets arrive, the Interne Super must advise Dissem Sec of this new service.

Qual Aide for L.
RON HUBBARD
Founder

HCO POLICY LETTER OF 6 NOVEMBER 1971 Issue V

Remimeo

DofPs

Interne Supers

Cramming Offs

PCOs

Registrars

   C&A

HGC AUDITORS AND HGC AUDITORS IN TRAINING

Auditors on staff go through the OK to Audit system, using Interneship facilities, as needed, up to their highest level of training.

They may be trained on new Rundowns and procedures in Cramming of the Interneship and get an OK to Audit. (Includes word clearing, star-rate, clay demos of key principles and auditing actions drilled on a doll *before* OK to Audit.)

They also work for and get the second OK to Audit, as issued by the Div IV C/S, which gives full HGC Auditor status for that level or procedure.

HGC Auditors usually work and produce many more hours per level than other Auditors, and therefore, when awarded full HGC Auditor status are nominated the senior Auditors for that Class on the continent. They may have "HGC Status" written on their Certificate just underneath the Classification on their Certificate.

An HGC Auditor is designated In Training until he or she has gained the full HGC OK to Audit from the Div IV C/S. At that time, he or she becomes a full HGC Auditor.

HGC Auditors in full time study for their next level of training in the org or getting an OK to Audit are on half pay. When they get their first OK to Audit and return to the HGC, they return to full pay and receive a nominal bonus for 25 hours of auditing in the chair.

When the HGC Auditor gets his full HGC OK to Audit, he goes onto the FULL bonus system and gets bonuses, as issued, for Well Done Auditing Hours plus Completions. Thus the most experienced senior Auditors are the highest paid Auditors in the org.

Any HGC Auditor with no OKays to Audit gets no bonus until attained.

Qual Aide

for

L. RON HUBBARD

Founder

INTERNESHIPS ELECTRONIC ATTESTATION

FORM

In the interests of making flubless auditors, this attestation form must be filled out and must accompany ANY FINAL OK TO AUDIT FOR A CLASS.

_____   _____
Auditor's name   Date

_____   _____
Interneship Class   Org Name

I_____ hereby attest that I have

1. I attest I am fully familiar with and totally relaxed about metering including False TA and including knowing it is charged and handling it *as per the False TA HCOBs or C/S Series 53, without introducing arbitraries or flubs of any kind.*

2. Made magnetic recording tapes of my own auditing of pcs at this level.

3. That I have listened to and fully noted the rhythm, quality and presence of *LRH tapes for my Interne Class.*

4. That I have compared how I sound auditing my present level and how *LRH tapes* sound auditing this level, by listening to my session tapes and *his,* playing one after the other.

5. That 1 have done TRs long and hard to get my auditing to sound like *LRH* auditing for my class.

6. That I have made a new tape of my sessions after 5 above and newly compared it to *LRH* tapes and that I am satisfied that my own auditing sounds like *LRH* auditing. (If not, repeat 5 and 6 until attestation *can be made.)*

7. I attest I am so familiar and relaxed about my auditing presence that I can audit without strain or nerves.

_____.__

Add for SHs and AOs:

8. I attest I have witnessed closed circuit TV and have observed sessions accurately.

9. I attest I have appeared on closed circuit TV and have been passed on
    by the auditors assembled as to TRs and presence and metering.

    _____

    _____

Add for Flag in addition to 1 to 9 above:

10. I attest that my metering is flawless and that I know everything there
    is to know about meter handling and care and every meter
    manifestation there is.   _____

11. I attest that no one could tell the difference between my auditing
    presence and TRs and that of *LRH* for my Class.   _____

_____

All orgs:

12. I attest that my pcs are delighted with my auditing and their gains.

                                                                            _____

        I attest to the above in the full understanding that should I ever be faulted in auditing presence, TRs or
metering by a qualified Inspector after signing this checksheet, 1 will retrain fully from the beginning.

Tntp.rne. _____

Internc Supervisor. _____

Fasp Sliipp.rvisnr _____

                                                    L. RON HUBBARD Founder

Remimeo Tech & Qual
QualInternes Interne Supers
C/Ses

INTERNESHIP ERRORS FOUND

The following points when found to be out on an Interneship have resulted in auditors not being made and progressing on up to the next class.

When these points are in, then you make auditors, fact not theory, as it actually happened this way. Before these points went in, the C/S issued stacks of Cramming Orders; now it's 3 in a week.

(1) The Tech query line must be made known to exist and Internes are allowed to use it. The line is from the Interne Supervisor, Qual Sec, Continental Qual Aide to Flag, Qual Aide.

Interne confusions can be spotted by these terminals and often can refer to the precise HCOB that handles the query. However, the query line does exist and can be used.

(2) Checksheets must have recent issues added to the Master checksheet. Missing data on a checksheet is not Keeping Scientology Working.

(3) Use only LRH tapes to refer Internes to on TRs. LRH TR tapes are actual auditing sessions recorded live on tape.

(4) When an Interneship has over 15 Internes on it, it's time to have a 2nd Supervisor, so as to be able to supervise all practical and keep track of each Interne at all times.

An Interneship Course Administrator should also be posted to keep admin straight and tech packs made up, etc, just like a Course Administrator in an Academy.

(5) Internes must understand exactly what a program is to be trained on programming. Only in this way will Interne Auditors *NOT* accept pcs without a glance at the program or folder summary and just grind away hopefully. Auditors also need to know "Know Before You Go" (C/S Series 62), and "Auditors Rights" (C/S Series 1) which have the basic data, besides Programming C/S Series HCOBs.

Interne Supervisors must ensure an Interne Auditor studies his pc's folder before auditing, paying attention particularly to Auditors Rights and Know Before You Go. It's only a five minute to an hour job, not a day long job to do this as the points on the two above HCOBs are being checked against the current C/S, folder summary, program, etc.

Quote from LRH "It is the completed program that is the case change result not the session."

(6) As it says in the C/S Series No. 21, the C/S is responsible for the training of his auditors under him. Because the C/S has internes on his lines and because any group of auditors can be bettered, the training officer part of the C/S Hat is one which is always worn. So as a C/S works with an auditor he trains him.

One goof in a session is met with an order to Cramming on the materials flubbed.

After several cramming orders on the same action have been issued on an auditor, it becomes a retread at that level. The auditor has shown signs of not having a good grasp of what is being crammed over and over, hence it's time to retread.

RETREAD means picking up the materials that the auditor is weak on. It's a review course. But it does mean going through the pack and the materials of the particular level being retreaded. It's mostly a check of misunderstood words, Method 4 style Word Clearing, on the different sections of the materials of the course, emphasis being placed on what the auditor is weak on.

It can be bolstered to Method 4 on every HCOB as they go through the materials.

Now if after a retread the auditor still is sent to Cramming on what he just retreaded, he obviously is still weak on it, it becomes retrain on that level.

RETRAIN is where the whole course and whole checksheet are done, all the HCOBs, demos, drills, etc exactly as stated on the checksheet. A key cramming question is "What situation did you run into that you had to invent something to do something about it?" This immediately will establish the missingness of the auditor's data so it can be handled when found this way on a Cramming Order, retread or retrain cycle.

(7) When it gets to a retrain you know *the auditor was untrained in the first place,* as he never got a grasp of the materials. He read the material but can't apply it. This brings about the retrain as the original course taken by the auditor did not get him taught, as there is no association between the materials, auditor and pc with that auditor. The action of a session is "over here" away from the materials so he can't get near to it to apply the materials.

ALL FAILED INTERNES WERE TRACED TO NOT BEING TRAINED IN THE FIRST PLACE AS THE REAL WHY.

The first thing really, that a student has to find out about a subject is that he doesn't know it. This may take a 10th of a second followed by greedy study. And this may never occur until it reaches the point of retrain-then it dawns he doesn't know when faced with the Cramming Orders, the retread, more cramming, and now a retrain.

All the above points were and are actual factual points relating to the success of an Interneship. For any Interneship to be a success these points need to be checked often to ensure they are IN by C/Ses and Interne Supervisors.

Interne Supervisors, C/Ses and Internes are expected to get the job done; each one has his part to do on these points. Everyone expects it of you. You can do this sort of thing and clear the planet.

T/Qual Aide

for

L. RON HUBBARD

Founder

STAFF AUDITOR TRAINING SEQUENCE OF STUDY

For an auditor wishing to obtain maximum results in using SOP Goals for Clearing, and particularly for a staff auditor, the following check-out should be used by HGC training officers, should be an advanced course training stress list and should be used by HCO for checking HGCs:

Name ....

Organization Area ....

1. T'Rs 0 to 5

   0 _____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____

2. The Auditor's Code

3. The Code of a Scientoloeist

4. E-Meter Theory

5. E-Meter Practice

6. Rudiments

7. Definition of In Session

8. Examining Rudiments with an E-Meter

9. Model Session memorized for use

10 Rudiments Processes

11 Case Assessment Forms

12 Auditor's Report Forms

13 The Pre-Hav Scale

14 SOP Goals

15 Doins a Goals Assessment

16 Finding terminals for running the goal

17 Finding Terminal Level on Pre-Hav Scale

I8. Developing Commands

19 Filling out D of P Check Types 1_____

70 Meter action in running a terminal in SOP

71 Reassessing for a new level for the same   how long to run:

HCO Secs Org Sees Ds of P
Tech Depts

EXAMINATION FOR HGC AUDITORS

ALL HGC Auditors are to be examined on the HCO Bulletin of December 21, 1961—'Model Session Script Revised'.

This examination, which is to consist of a 100% check-out on the actual Bulletin AND a practical test which must demonstrate that the Auditor can really use the new Model Session, is to be *passed* by ALL HGC Auditors within one week of the receipt of this Policy Letter.

This Policy is laid down with the object of improving HGC Auditors' ability to keep Rudiments IN.

Directors of Processing are required to report to HCO Technical Secretary WW that this Policy has been complied with.

Issued by: HCO Technical Secretary WW on instructions from
Mary Sue Hubbard for L. RON HUBBARD

HCO POLICY LETTER OF 21 SEPTEMBER 1965

Remimeo

Qual Sec   Issue II Tech Sec

Examiners   **AUDITOR ESTIMATION TEST**

D of P   References:

D of T HCO B 13 Sept 65: Out Tech HGC Training Officers Dir Review
HCO B 21 Sept 65: Out Tech   Tape Lecture SH 10 July 63

Not Confidential   "Auditing Skills for **R 3R"** or Restricted Tape
Lecture SH 21 Sept 65   "Out Tech"

The following general test questions are used directly or to make up tests for HGC auditor proficiency or for students or internes seeking to qualify as HGC Auditors. It may be required of any HGC en masse at any time to rate the Tech proficiency of that Department. The test is verbal and accompanied by the auditor having to demonstrate with the examiner marking this form or one made from it.

Auditor's Name   Date of Test

Location of Org 1. E-Meter Review   Grade

(a) _____

(b) Handling Tone Arm _____

Overcompensation Undercompensation _____

(c) Instant Read _____

(d) Cle.flnii-ip Cleans _____

(e) Assessment _____

(f) Possibility of Missing Items on a List __

(g) Rock Slam _____

(h) Floating Needle _____

(i) Auditor Action on seeing ? floating needle ___

(j) Dirty needle _____

(k) Cause of a Dirty Needle _____

(1) Setting up a Meter _____

Data Duplication Review _____

(a) Test on any recent HCO R _____

(b) Synthetic data duplication test Repeating a sentence

Doing an action

(c) Demonstration of a fundamental auditing action

3. Pc   Session Review

    (a)   Bad Indicators

    (b)   Good Indicators

    (c)   Quality of needle of a recent pc

    (d)   Auditor's Code

4.   Auditing Cycle Review

    (a)   TR 0

    (b)   TR 1

    (c)   TR 7

        A. Premature Acknowledgement

        B. Delayed Acknowledgment

    M)   TR 3

    (e)   TR 4

    (0   Drawing the Comm Cycle

    (?)   Examples of a Comm Cycle

5.   Repetititive Command Review

    (a)   Test of duplication

    (b)   When is a Process flat?

    (c)   Examples of flat processes

6.   OBNOSIS

    Knowledge of Suppressive Person
    Review

    (a)   Definition of SP

    (b)   Examples of SP

    (c)   Action for an SP

    (d)   Consequences of an SP's acts

7.   Knowledge of Potential Trouble Sources

    (a)   Definition of PTS

    (b)   BehaviorofaPTS

    (c)   Example of PTS

    (d)   Consequences of PTS

    (e)   Proper Auditor action on PTS

    (f)   Error that can be made in handling PTS

8.   ARC Break Review   /

    (a)   Definition of an ARC Break

    (b)   Consequences of an ARC Break

    (c)   Meter Symptoms of approaching ARC Break

    (d)   Manifestations of an ARC Rreak

(e) Handling an ARC Break

(f) Demonstration of handline an ARC Break

9   Problem Review

    (a)   Definition of a PTP

    (b)   Example of a PTP

    (c)   Definition of a hidden standard

    (d)   Definition of an overrun

    (e)   Demonstration of an overrun

    (f)   Consequences of a PTP

    (g)   Assessment of PTPs

    (h)   Handling a PTP

        A Method

        B Method

        C Method

    (i)   Symptoms of overhandling a PTP

    (j)   How is a Release State Rehabilitated?

10   0/W Review

    (a)   Definition of an overt

    (b)   Definition of n withhold

    (c)   Symptoms of an overt

    (d)   Reaction of a pc with a withhold

    (e)   Cycle of a misunderstood word

    (f)   Handling withholds

    (g)   Example of a motivator

    (h)   Justifications

    (i)   Assessment of withholds

    (j)   Inadvertent withholds

    (k)   Withhold of nothing

    (l)   Consequences of missing withholds

    (m)   Withholdy pcs who ARC Break easily

    (n)   Action on pcs who don't give up w/hs

11   Continuous Overt Review

    (a)   What is "Case Gain"

    (b)   Who doesn't get case gain?

    (c)   Overruns and TA

    (d)   Detection of continuous overts

    (e)   Auditor Action when condition not relieved

    (f)   What process handles

(Mark each question 1.25 pts)

SEA ORG Remimeo Tech
Hats

AUDITORS AND TRAINING

No matter the level of training an auditor has obtained, whether it be Class VIII or 0, it may slip unless it gets maintained.

The slips are always GROSS, and the GROSS SUDDEN outness is often hidden behind a series of smaller seeming ones spread over a number of pcs.

An auditor was found to have slipped on the Auditor's Code by auditing a hungry pc, and careful examination of several other folders audited by this auditor in the same period showed similar other outnesses of a same GROSS nature. Obviously adherence to the Auditor's Code suddenly slipped, and with it went this auditor's TR's.

ONLY *CONSTANT* REFERENCE TO SOURCE WILL MAINTAIN 100% RESULTS!

Bit piece training is not sufficient. It is useless to correct the auditor on his ADMIN when it is found that he forgets to write "Ext" alongside the list when extending it. We find that the next list is also goofed, and the auditor should have been retrained on TR's 0 to 4.

For a small technical outness to occur, a BIG one has already preceded it. And basically there are NO small outnesses technically. They are *always* BIG.

The policy is hereby established and is to be strictly adhered to, that ALL auditors, Qual and HGC alike, whether Class 0 or Class VIII must train for a minimum of one hour daily. EVERY WORKING DAY. They shall do drills and HCOB study.

This is a CORRECTIVE ACTION, and as such comes under the Qual Sec.

The training programme embraces auditors, **D/P,** C/S, Tech Sec and Qual Sec. A wise Org Exec Sec if technically trained should not lag behind in this programme.

Lt. O.J. Roos

Flag C/S

for

L. RON HUBBARD

Founder LRH:OJR:sdp.ei.rd

Gen Non Remimeo TECHNICAL DIVISION 6 QUALIFICATIONS DIVISION DEPT
Sthil Students Sthil 20-DIV 7
Scn Staff

REVIEW

The Department of Review is in the Qualifications Division. It is Division 7, Department 20.

It has a Cramming Section which teaches students what they have missed.

It has a Case Cracking Section which audits cases (students **or HGC** pcs or other pcs in difficulty such as field auditor rejects) to a result.

Review also has a Staff Training Section. It also has a Staff

Co-auditing Section.

Any student failing his classification examinations must be ordered to the Review Cramming Section.

Any student failing to get 5 or more passes (usual expected number is 10 passes per week on the Saint Hill Course) in two weeks, theory and practical check sheets inclusive, must be ordered by the D of T to the Review Cramming Section.

Any student who becomes ARC Broken or whose case does not progress must be ordered to the Case Cracking Section by the D of T.

Any HGC pc who does not qualify for a grade certificate requested is ordered to the Case Cracking Section.

All student blows are ordered to the Case Cracking Section. All pc blows are

ordered to the Case Cracking Section.

Students coming under Ethics may be ordered to Case Cracking Section by a Court of Ethics but not by a D of T. This is done either for one crime or five misdemeanors reported. The student may have recourse.

In all other ordering of students or pcs to Review than Ethics matters, it is considered a normal training or auditing action since the org is there to train or process only average or better students or pcs and does not undertake to invest time, money and staff on unusual cases and the ordering of the student is by the D of T, the pc by the D of P or students or pcs by the Director of Examinations, or in Ethics matters only by a Court of Ethics but then to auditing only.

The entire purpose of the Department of Review is repair and correction of auditing and training difficulties. It is *quite* fatal to feed students or pcs rejected by an Examiner of the Department of Examinations, Qualifications Division, back into the Technical Division until the matter is remedied by Review. Academies and HGCs are assembly line actions and the introduction of the failed result back into it until the failure is remedied in Review produces chaos.

All Review Services are charged for. There is an invoice unit between

Examinations and Review.

An amount of money is deposited or an open invoice is signed by the student or pc (unspecified amount).

No Review action or service may be given free of charge or less than the fixed rates for the area. But cases can be handled on credit. All cases are handled. None is rejected except Potential Trouble Sources or a person it is unlawful to audit or train.

If a person sent to Review will not pay at all, resists even credit, he or she is shifted at once to the next department (Department of Certificates and Awards, Div 7 Dept 21) to their Hardship Section where some charity arrangement may be made for low level assists by volunteer students or freshly trained internes wanting someone to practise on, not a Review action.

The Saint Hill Department of Review Professional Rates are:

Auditing per hour   £3.12.0
Training per day   £2 / day

Public rates would be twice that as the Pro. Rate is half the public rate.

If the Review fee is not paid by course end the grade or level certificate or classification is not delivered to the student. However if the student has proven credit a note may be signed or the amount billed according to prevailing policy which may be set from time to time.

Power processes are only run in the Review Case Cracking Section and may not be taught in the Academy or employed in the HGC since they apply only to the unusual case and while they also work on average cases, the average case runs quite well if not better on routine processes. The Power Processes require specially coached and trained auditors.

Review is an extension of my own Case Cracker Hat and my own fast instruction Hat.

Auditors meant for Review should be sent to Saint Hill as Internes in the Review Department as it is quite unlike Academies and HGCs. Its personnel is expected to audit or instruct, security check or perform many non-standard actions and may have to do some of each in any working day.

Review audits and trains *only* to a specific *result*. The training or auditing ends the moment the required Result is achieved and stabilized. Therefore no-one is ever signed up for X hours or Y days. One is signed up only on an open signed invoice which is followed later by a Review Time Sheet and second invoice giving the exact amount owed calculated *after* the result.

Review auditing and training are not commonly available to the public except via the Academy and HGC. But outside persons who have to be examined for one or another reason may be shifted to Review if they fail.

Review is the most versatile department in the organization with the single exception of the Office of LRH.

<div align="right">L. RON HUBBARD</div>

[Corrected by HCO P/L 29 April 1965 Issue III, *Ethics-Review,* page 345.]

Gen Non-Remimeo   Issue III POWER PROCESSES

All Orgs Sthil Staff

Sthil Students

Only the HGC at Saint Hill and the Case Cracking Section of the Department of Review may use the 3 new Power Levels I recently developed until they have on staff Review Cl VI Personnel who have interned at Saint Hill in the Saint Hill Dept of Review.

The processes require the most skilled and exact application and have exact phenomena to be observed which becomes impossible to supervise outside the above departments.

Only Class VI auditors may audit these processes first only at Saint Hill and only under the supervision of Mary Sue Hubbard until they have learned them perfectly.

Training on such processes can be undertaken only by Provisional Class VI auditors after leaving the course, and only enrolled on staff as Internes in the Department of Review or the HGC.

Orgs not having personnel so trained by Interneship may not use these processes in their Review Departments.

The fact of having a Review personnel trained in Review at Saint Hill does not permit an org to train new Review personnel in the org. Anybody in an org's Review who will be using or supervising the use of Power Processes must have been interned at Saint Hill. Such training, however, gives no right to train others.

Holding this policy firmly guarantees the full success technically in all cases in any org in the world. Avoiding it in any way jeopardizes that success. These power processes are simple. **But so is T.N.T.**

The reason for this is that there is no adequate repair for errors made in running these processes if their existing remedies are also goofed.

The strongest, swiftest Ethics action must follow any slightest violation of the above for these processes alone guarantee sweeping success for Scientology on the roughest cases everywhere.

Any auditor who discovers that the pc he is auditing has been illegally audited previously on a power process or any higher level process for which the pc is not graded must report the matter at once to the nearest HCO Ethics Section by collect wire or 'phone call.

R6 NEW STUDENTS

Before enrolment in the R6 unit of the SHSBC all students who have not been run on the Power Processes and who have any slightest difficulty with R6 EW must be ordered at once to the Review Case Cracking Section for Power Processes.

Any student not showing adequate case gain on the course must be ordered to the Review Case Cracking Section.

The Power Processes must not appear on any check sheet.

TRUSTED AUDITORS

I reserve my right to give a process to a trusted Class VI auditor to run on one pc for testing.

REVIEW, ORDERS TO

No D of T or Course Supervisor or Academy Instructor may threaten a student who is disruptive of

course discipline with Review auditing or training.

Such students may only be ordered to Ethics.

Auditing may no longer be used as discipline by any Comm Ev or Scientology Executive.

Students who obtain too few passes may be ordered to Review. Students who are

ARC Broken may be ordered to Review.

REVIEW EXPENSES

Any student ordered to the Review Cramming Section or Case Cracking Section is ordered at his or her own expense at prevailing Review rates.

Students who cannot pay and whose credit is compromised may be ordered by Review to the Hardship Section where student auditors who have failed in classification may be needful of pcs to catch up on check sheets or get experience with processes. If no such students are available the hardship case or backward student must simply wait for one to show up if one does.

PACE OF ORG

The organization is geared to the average case and study rate and there is no reason why it should have to pay above its narrow costing allowance for the student who is too bad off or the preclear who cannot gain normally.

PRECLEARS

When any HGC preclear does not buy enough auditing to attain a case change, and if no result has been obtained, he or she may not be dismissed from the org but must be passed to Review at the preclear's own expense.

It is vital that an HGC pc buy enough auditing to obtain a proper result for his case if it is worse than average. Otherwise the matter passes from the preclear's hands and is taken over by Review.

No "failed cases" may be dismissed from the org.

ALL TO QUALIFICATIONS

No student or pc may leave an org by any other exit than through the Department of Examinations.

If students or pcs fail for any reason to be up to required standards they are shunted by Examinations to Review.

If the student or pc passes the Department of Examinations' appraisal, he or she is sent to the Department of Certifications for attestation of attainment and for logging out of the org.

Until so logged the student or pc has not technically left the org.

Departure without logging is "Departure unauthorized" and is treated as a "blow" and passes into the hands of Ethics at once.

ETHICS AND STUDENTS AND PCs

Students and pcs shunted about from the Academy or HGC to Examinations, Review and Certification or back again are not considered transferred or subjected to discipline in the Ethics meaning of these words and have therefore no recourse.

The entire object of an org is to produce a satisfactory auditor or higher state of case in the pc and anything that impedes this would be an arbitrary and unreasonable restraint upon an org and its Technical and Qualification Divisions and their personnel.

A student or pc should signify an understanding of this on enrolling in an org for training or scheduling processing. They are buying progress in life and may not act to prevent its occurrence.

If they enter an org they are understood to consider improvement desirable and therefore tacitly agree to be improved by the technology furnished.

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 29 APRIL 1965 Issue III [*Excerpt]*

Remimeo

ETHICS REVIEW

(Correction to HCO Pol Ltr 24 April 1965 and additional
Ethics data)

As per HCO Pol Ltr of 28 April 1965, and others of later date, orders to auditing or training may not be made as a sentence or used in an Ethics Court or by a Comm Ev or any other reason. Auditing and training are awards.

A student who is disruptive of discipline and acts contrary to the Ethics Codes may not be ordered to Review by the D of P, D of T or Ethics personnel or other persons in an org.

ORDERING STUDENTS & PCs

Tech and Qualifications personnel, particularly the Tech Sec and Qual Sec and D of Estimations, the D of P and D of T, D of Exams and D of Review and D of Certs may order students or pcs to Review or to course or to HGC or anywhere in and around these two Divisions without any Ethics action being implied. It is just normal, done to get students and pcs on the road to higher levels.

Ethics actions may only suspend training or deny auditing.

Therefore, a student ordered to Ethics for discipline who does not then give adequate promise and example of good behaviour and compliance must be thoroughly investigated even to his or her own area and in the meanwhile may not be trained or processed.

The student, however, may not be dismissed or expelled unless full Ethics actions and procedures have been undertaken.

All sentences carrying a denial of training or processing must carry a means of the right to be trained or processed being restored in a specified time or under specified conditions.

STUDENTS AND PCs & ETHICS

The routine action of Ethics is to request a reappraisal of behaviour and a signed promise of good behaviour for a specified time. If the student or pc refuses to so promise, then the next action of Ethics is an investigation of the student's course or pc's processing behaviour. When then confronted with the data, if the student still refuses to promise, Ethics undertakes a full investigation in the student's or pc's own area. If the student or pc still refuses to co-operate, the student goes before a Court of Ethics which may pass sentence.

RECOURSE

Only after sentence has been passed by a legal body such as a Court of Ethics or Committee of Evidence or after an illegal disciplinary action may a student or pc ask for a *recourse.*

Normally before asking for recourse a student or pc *petitions* the Office of L. Ron Hubbard if unwilling to accept the discipline but this must be done at once.

If the petition is unfavourably acted upon, the student or pc may ask for recourse.

Recourse must be requested of the Convening Authority that had local jurisdiction over the student or pc and may not be requested of higher authority. A request to higher authority than the Ethics activity that passed sentence is ^*petition,* not recourse.

HCO POLICY LETTER OF 4 JULY 1965

Remimeo All Tech
Hats All Qual Hats
Class VII Students

Tech Div
Qual Div

PC ROUTING
REVIEW CODE

The Code has four symbols

REV! REV
FL?
DECLARE?

When the Case Supervisor sends (by marking the summary report in the folder) a pc from the Tech Div to the Qual Div, the following code is used.

REV!

Means "This pc is in trouble! Please do a Review *hard."* Review does HCO Pol Ltr 26 June 1965 Form with extreme care and handles thoroughly all points uncovered. PC GOES STRAIGHT TO INVOICE AND REVIEW AUDITOR.

REV FL?

Means "Could you please find out if this process is flat for me? And anything else you care to do, of course." PC GOES STRAIGHT TO INVOICE AND REVIEW AUDITOR.

DECLARE?

Means "Pc has reached a grade or Release. Please look at pc and if okay, pass on to Certs and Awards." PC GOES STRAIGHT TO EXAMINER. IF PC LOOKS ALL RIGHT TO EXAMINER AND FOLDER IS OKAY EXAMINER SENDS PC TO CERTS AND AWARDS WITH A CHIT. Review auditor does not get on line at all. However if a casual glance tells the Examiner this pc is not all right or if folder shows a mess, the Examiner routes by a chit to invoice and Review. The pc, however, is not returned to the HGC, but can, of course, in the case of a grade, sign up for more.

ETH?

Means "This pc may be an Ethics case, roller coasters or no case gain." PC GOES STRAIGHT TO INVOICE AND REVIEW AUDITOR who does HCO Pol Ltr 26 June 65 and returns pc to Examiner who may—or may not—direct pc to Ethics depending on results of the Review.

AUDITOR'S PC

Note that an auditor may *take* his pc to Qual if the session won't start or run. The route is *not* auditor to D of P to Review, but the Auditor with the pc to Invoice to Review auditor. The pc's auditor leaves the pc at invoice in Qual and reports then at once to the D of P who must assign some work or send the auditor to Dept of Schedules to pick up a low priority pc or even, on peak loads, to the Director of Review to help out. The auditor must not remain unassigned, even if he is put to Files.

DEPT OF SCHEDS

HGC Admin (The Dept of Schedules, Tech Div) receives folders at the end of the session or the day's auditing and gets them to the Case Supervisor. When the Case Supervisor sends them back (before the next session), HGC Admin then sees what should happen in the folders and routes the pc promptly and as promptly handles any auditor re-assignment. PCS who are going to come back are promptly reviewed and sent back and the auditor is not changed on them and the auditor is temporarily assigned by HGC Admin to

bridge the gap. PCS who are not going to come back are struck off the assignment board and the auditor is instantly reassigned. If the next pc on the list cannot instantly be found by HGC Admin then the next pc on the list is grabbed.

The auditor, then, does *not* go to Qual with the pc. It is not the auditor who

discovers the pc is destined for Review. This is discovered by HGC Admin before sessions normally begin for the day.

The whole interest here is economy of auditing time. Save all of it you can in any

way you can.

THE ASSIGNMENT BOARD

A large cellulose or soft board at least 3 ft by 5 high exists in HGC Admin. Each Auditor's name is printed on a card and each pc's name is put on a card.

There is a column for each session period if there are more than one in the day. And one column for pcs who have been sent to Review. The auditors' names are in the column on the left on green cards and the pcs' are in the other columns on white cards.

HGC Admin assigns and routes by moving cards on the Assignment Board.

There are three possible sessions, morning, afternoon and evening. There is also the Review column. Thus one has 5 vertical columns on the Assignment Board.

WAITING LIST BOARD

Any pc waiting list is posted, with the pc's name on a white card, on another board in HGC Admin. It reads from left to right in horizontal lines and the white card is removed to the Assignment Board.

Students who are waiting for auditing are also put on the waiting list board but their names are on a different (paler) shade of green from that of auditors. These quite commonly are scheduled half days so that one auditor is auditing two of them a day. The student studies the other half of the day.

This can also be done (half day scheduling) with town pcs. Out of town pcs are always full day scheduled.

LRH:ml.rd

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 9 JULY 1965

Tech   Div
Qual Div

Review must NOT hold onto pcs. There is no 2nd HGC in Review. Review does the required actions and sends pc back to HGC Admin.

There's no reason to start running intensives in Review. That's for the HGC. Check them, find

what's wrong, send them back to HGC.

The Case Supervisor of course receives the folder from HGC Admin before the next session.

But Review does *not* ask the Case Supervisor for further directions. Review asks the Dir Review and the Dir Review asks the Qual Sec if needed.

But there should be no question on a case. Review actions are *very* pattern. They do a form. They put it in the folder and send the folder and pc back to HGC Admin. HGC Admin then sends the folder to the Case

Supervisor who writes the Case Supervisor's instructions in the folder for the HGC Auditor, who then goes on with the intensive. If the intensive is considered over, by reason of Release or Ethics action, HGC Admin tells the pc and does the remaining necessary actions.

L RHmb rd   L. RON HUBBARD

[Excerpted from HCO Policy Letter of 9 July 1965, *Qual Goofs*. A complete copy appears on page 142.]

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

Remimeo All   IMPORTANT POTENTIAL TROUBLE SOURCE

Staff Ethics Hat   ROUTING

The Ethics Officer, when receiving a person who has roller coastered (case improved then dropped), must route that person to Review. Review only must locate the correct Suppressive Person, repeat the correct SP, the right SP.

Review then states:

1. *Who* the SP is (or who they are if more than one);

2. That good indicators came in and stayed in visibly when the SP (or SPs) was found.

Review then sends the person to Ethics. Ethics must require the person as per policy to

handle or disconnect.

If the person will not handle or disconnect, the person is sent again to Review as the *right* SP has NOT been found.

Further UNTIL THE PERSON HAS PAID IN CASH FOR THE REVIEW SEARCH AND DISCOVERY Ethics may not declare the person no longer PTS. (The reason for this is that the person will not pay if the wrong suppressive is found.) HGC Auditors, similarly must send a PTS to *Review* not Ethics.

Supervisors must send any student PTS only to Review.

Review always sends to Ethics but ONLY when the right SP has been found and indicated.

REVIEW AUDITOR

The Review Auditor uses "Search and Discovery" as will be covered in an HCO B. If this is not to hand, simply find the *right* SP, indicate it to the person and watch the good indicators come in.

PTSs may not be handled in ANY other way.

The routing is not from Ethics to the Chaplain. Ethics does not route to the Chaplain.

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 6 JUNE 1962

CenOCon

ARC BREAK CLEAN-UP
PROGRAMME

The following programme for cleaning up ARC breaks, initiated by Fred Fairchild, Tech Director in Washington D.C., should be used also in other Orgs.

ARC Break Clean-Up Programme

PURPOSE:

To get the ARC breaks cleaned up with past students and preclears; to invite further activity in Scientology on their part; to get them paying on over-due bills.

ACTION:

Body Registrar contacts people who are not paying their bills and are out of communication with the Org, and arranges for these people to come in and get an ARC break check which would amount to a missed withhold check.

The person would be asked by the auditor some such question as "Do you have an ARC break with Scientology—the org, etc." or "Do you have any disagreement with Scientology—the org, etc." This would get a motivator, but it would put them in a hot area of *"overts".* The auditor once he has located the area of ARC break, then pulls the *"overts",* and who has missed them. (Failed to find out about them.)

An auditor could be used for this if he doesn't have a pc, or in case of a weekend, the auditor on a "free" week, can have a day of that week off to make up for auditing on the weekend.

This is an experiment in which we hope to get ARC broken people active in Scientology and paying on their bills.

We hope this to be successful enough to make it a whole programme for the USA with all orgs, and field auditors.

At first we will only use it on the local people here, and if successful, will expand from there.

It is planned that the ARC breaks can be cleaned up in from 2 to 5 hours.

L. RON HUBBARD

by Fred Fairchild Tech Director
Washington D.C.

NOT HCO POLICY LETTER CORRECT COLOUR FLASH BLUE ON WHITE

ARC BREAK CLEANUP PROGRAMME

I Excerpt from EXECUTIVE DIRECTIVE of 1 September 1967 ED 47 3 WW 842 SH
"WW Emergency Condition"]

A general condition of EMERGENCY BY TREND is assigned WW on a basis of leveling or dropping composite outer org graphs.

11. It also means local tech is out in outer orgs and the areas are full of ARC Breaks not caught. In such a case I always order orgs to pick up and smooth out AT ANY ORG EXPENSE every ARC broken pc they can find in their files or areas as A SPECIAL PROGRAMME. They put in an ARC Break Registrar who liaisons with accounts and with Review and with CF searching for ARC Broken pcs and students. A special genned in full time auditor is put in Review and AT NO CHARGE to pcs is kept busy on *ARC Breaks only* WITH IT BEING AN ETHICS OFFENSE TO USE HIM OR THE ARC BREAK REGISTRAR FOR ANY OTHER STUDENT PC OR DUTY. And you clean up the whole field from years and years back. This ARC Break auditor *cures* the ARC Breaks with Level III tech and sends the person to the usual registrar when done. THIS is his stable datum: IF YOUR PC IS NOT SMILING AND HAPPY AT THE END OF SESSION YOU ARE NOT AUDITING.

12. The ARC Break Registrar has a special dual stat—how many ARC Broken pcs have been found, in files, etc, how many contacted. The ARC Br Auditor has a special dual stat—how many ARC Breaks (not pcs) found, how many handled.

L. RON HUBBARD Founder

[Note: Full text of ED 473 WW 842 SH is in Volume 7, page 60.]

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 17 JUNE 1968 Issue II

(Corrects HCO PL 2 November 1967 Dissem Division and HCO PL 2
November 1967 Qualifications Division)

Remimeo

ARC BREAK REGISTRARS AND AUDITORS

ARC BREAK REGISTRARS AND AUDITORS ARE RELOCATED IN QUAL TO WORK AS A TEAM.

L. RON HUBBARD

Founder

LRH:js.rd

HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor,
East Grinstead, Sussex

HCO POLICY LETTER OF 20 JANUARY 1969 Issue II

Remimeo

Org Exec Sec Hat HCO Exec Sec Hat
HCO Area Sec Hat Qual Sec Hat Dir
Review Hat ARC Break Reg Hat ARC
Break Auditor Hat

ARC BREAK PROGRAM

An ARC broken field equals blocks to the expansion of Scientology and decreased income for Orgs.

Therefore a Special Program for finding, contacting, handling and getting ARC broken Scientologists back on the lines is vital.

The Program that handles this is the ARC Break Program, which picks up and handles AT ANY ORG EXPENSE *every ARC broken Scientologist* that can be found in the field AT NO CHARGE.

Under this Program a full time ARC Break Registrar and Auditor are assigned to the Department of Review in the Qualifications Division WITH IT BEING AN ETHICS OFFENSE TO USE THEM FOR ANY OTHER STUDENT OR PC DUTY.

The ARC Break Registrar must employ every possible source of information and spare no effort or expense to get ARC broken Scientologists located, contacted and into session.

The **ARC** Break Auditor then, using Standard Tech, handles whatever upset the person has, which is preventing him from continuing processing or training to the point where he signs up for his next service.

This Program is quite simple, but extremely vital to the expansion of Scientology and increased income.

So let's get all those who have reached but withdrawn because of some upset with us rapidly back on The Road to Total Freedom.

Qual Sec WW   Jim Kealy

HCO Area Sec   Peggy Clayboth

Ad Council WW   — Rodger Wright
                     (Chairman)

LRH Comm WW   Rodger Wright

The Guardian WW   Jane Kember

          for   iARD

          L. RON
          HUBB

[Cancelled by HCO P/L 9 August 1971, *ARC Break Program,* page 352.]

Remimeo

Exec Hats

Dissem Hats

Qual Hats

ARC Break Reg Hat

ARC Break Auditor Hat

ARC BREAK PROGRAM

(Cancels HCO PL 20 Jan 69 which had the ARC Break Registrar incorrectly posted under the Qual Div, & omitted blown students.)

An ARC Broken field equals blocks to the expansion of Scientology and decreased income for orgs.

Therefore a special Program for finding, contacting, handling and getting ARC Broken Scientologists and blown students back on lines is vital.

The Program that handles this is the ARC Break Program, which picks up and handles at ORG EXPENSE *every ARC Broken Scientologist and blown student* that can be found in the field. A Free Revitalization Session is given each person at NO CHARGE.

Under this Program a full time ARC Break Registrar for Div 2, Dept 6, and a full time ARC Break Auditor for the Qual Div are assigned. During the Program it is an Ethics Offense to use them for any other student or pc duty.

The ARC Break Reg must employ every possible source of information and spare no effort or expense to get ARC Broken Scientologists and blown students located, contacted and turned over to Qual for a session.

If a person does not or will not come to the org, the ARC Break Auditor then goes to the person's home and politely 8C's the person into receiving his Free Revitalization Session.

The ARC Break Auditor then, using Standard Tech, handles whatever upset the person has which is preventing him from continuing processing or training to the point where he signs up for his next service or returns to completing the course he was on. To really complete cleaning up blown students, they would need full Word Clearing in Qual at *own* expense *before* being routed back on Course.

This Program is simple, but extremely vital to the expansion of Scientology and increased income.

So let's get all those who have reached but withdrawn because of some upset with us rapidly back on the Routing and Gradation Chart and the Road to Total Freedom.

Dissem Aide for L.
RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE

37 Fitzroy Street, London W. 1

HCO POLICY LETTER OF 3 AUGUST 1960 (Re-issued from
Sthil)

CenOCon

SECURITY OF PERSONS LEAVING STAFFS

Before a person may leave staff and receive a final pay cheque, a security check must be made *and* any overts and withholds on the organization or personnel discovered must be audited at organization expense.

L. RON HUBBARD

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 13 DECEMBER 1960

CenOCon

SECURITY CHECKS

A security check may be made on any Academy student, Central Org staff member or any Hubbard Guidance Center preclear where there is a possibility of a threat to survival of a Scientology Organization.

A security check is not a punishment; it is actually "help" to the person being checked.

A security check may be requested by the Assoc Sec, Org Sec, HCO Exec Sec, HCO Area Sec, HCO Board of Review, HCO WW and Exec Dir.

Issued by: Peter Hemery HCO
Secretary WW

for MARY SUE
HUBBARD

Deputy Executive Director

CenOCon

NEW SECURITY RULES

All Security Checks, to be valid, must be done on an HCO WW form.

As all permanent staff members must pass a security check to become so, the following constitutes a pass:

No Lie Reactions

1.   Lie Reaction must be unmistakable on E-Meter during first ten test questions. If not present when subject responds "No" to all ten statements (half of them untrue) and yet there is no registry of the untruth on the meter to such things as "Are you sitting in a chair?" then the lack of lie reaction flunks the subject so far as a security check is concerned.

Needle Fails To Clear

2.   If falls, rock slams or theta bops do not clear out when the question is carefully repeated and all efforts by the examiner fail to clear them out, the subject is to be considered a security risk and the test is flunked.

Perversion

3.   When the subject demonstrates *current* peculiar interests which could be made the subject of blackmail by people antagonistic to Scientology, the person is a security risk and the test is flunked.

Felonies

4.   If the subject is shown to have committed crimes (felonies) for which he could be arrested in present time the subject should be flunked.

Unreadable Needle

5.   If the E-Meter needle is too sticky or too wild to be read throughout the interview, the subject should be flunked.

It should be noted that all but 3 (Perversions) and 4 (Felonies) above can be cleaned up by processing. 3 (Perversions) could also be cleaned up by processing and a change of activities. 4 (Felonies) could be cleaned up by processing and some social adjustment with the persons offended against or the law.

L. RON HUBBARD

CenOCon

SECURITY RULES

(Cancels HCO Policy Letter of January 28 1961 "New
Security Rules")

Since a Security Check failure can compromise or injure a person's position or economics, and because *we are not moralists,* it is better to be more positive on the subject of a Security Check failure, leaving no part of it up to judgement.

The question of what constitutes a Security Check failure has now troubled enough people to make it necessary to lay down the following policies.

A Security Check to be used for any organizational reason must be made on an **HCO** WW form.

There are only three ways a Security Checker may flunk any person.

1. The Security Check may be considered flunked if there is *no* needle response of any kind to any question with meter sensitivity even at extreme high.

2.   The Security Check may be considered flunked if any compromising or important question still persists in getting a consistent drop even after the Security Checker has done his best to get the person being checked to clear it by answering truthfully.

3. Refusal to be checked.

Lie reaction failure may no longer be considered a flunk. Important questions always have enough charge on them to cause a fall even on bad criminals and the fall will continue consistently or sporadically if the person is still withholding information.

The question of something falling because of past life crimes is ruled out if, when a question fails to clear, the Security Checker adds "In this lifetime?" to or in the question and works on that question continuing to use that added phrase. Falls by reason of past lives tend to drop out and clear if this is done.

The task of the Security Checker is to carefully question and *clear if possible* changes of meter needle behaviour caused by the question.

The Lie Reaction questions were originally used in Scientology only to study the needle pattern of the person being checked so that changes in it could then be judged in their true light. Some pcs, for instance, get a slight fall every time *any* question is asked. Some get a fall only when there is heavy charge. Both can be Security Checked by studying the common pattern of the needle demonstrated in asking the Lie Reaction questions. The purpose of the Lie Reaction questions is returned to the original intention.

A totally stuck needle can be freed by processing, or by getting off withholds. If a person is flunked by reason of 1. above, they require auditing before another check is taken, the auditing to be taken at the responsibility of the person being checked.

CHECK SHEETS

All Security Check Sheets of persons Security Checked should be forwarded to Saint Hill, complete with all markings and the reason why the question would not at first clear, if important, or the drop marked which would not clear and whether or not the person was passed or failed.

DofTFLUNKS

Nothing in this Policy Letter changes the responsibility of the Director of Training in preventing Scientology from being taught to persons who would use it in violation of the Code of a Scientologist.

L. RON HUBBARD

HCO POLICY LETTER OF 27 DECEMBER 1961

CenOCon

SEC CHECKS ON STAFF

Once a staff member has passed a Form 7A or 7B, no further use of this form should be made on that staff member.

It is the responsibility of the D of P thereafter that staff members continue to remain in good condition by reason of routine staff clearing processing.

If any staff member fails thereafter in security, the D of P should be placed on evening auditing on the Joburg, Form 6 and other policy checks to get all the D of P's withholds off so the D of P will not be diffident in keeping staff clearing going well and getting off withholds on staff members.

L. RON HUBBARD

HCO POLICY LETTER OF 27 DECEMBER 1961

HCO Area Sees Org Sees
DsofP

PROCESSING D OF P

Effective immediately, please arrange for your Director of Processing, and anyone subsequently appointed to this post, to be processed on the last two pages of the 'Joburg' (Form 3) Processing Check- starting with the question:- "Have you ever injured Dianetics or Scientology?", also the whole of the Form 6 Processing Check, AND the Executives' Security Check (HCO Information Letter of November 22, 1961).

It is imperative that these Checks be completed on your Director of Processing *very* soon, so please insist on the D of P taking sufficient auditing time to thoroughly flatten them -starting *NO W*.

Issued by HCO Technical

Secretary WW for L. RON HUBBARD

Gen Non-
Remimeo Qual
Hats Tech Hats
Level VI
Students &
Above

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 17 JANUARY 1962
Reissued on 7 June 1967

RESPONSIBILITY AGAIN

The common denominator of the Goals Problem Mass is "No Responsibility". This is the end product that continues any circuit or valence.

This is a deterioration of Pan Determinism over a game into "No responsibility" as follows:

No Pan-in Game or Pan No responsibility, liability	
Pan Determinism	—Full responsibility for both sides of game.
Other Determinism	—No responsibility for other side of game.
Self Determinism	—Full responsibility for self, no responsibility for other side of game.
Valence (Circuit)	—No responsibility for the game, for either side of the game or for a former self.

The Goals Problem Mass is made up of past selves or "valences", each one grouped and more or less in a group.

Therefore, the characteristic of the part (the valence) is the characteristic of the whole, the collection of valences known as the Goals Problem Mass.

The way a being is hung with persistent masses is the mechanism of getting him to believe certain things are undesirable. These, he cannot then have. He can only combat or ignore them. Either way, they are not as-ised. Thus they persist.

Only undesirable characteristics tend to persist. Therefore the least desirable valences or traits of valences persist.

The way not to have is to ignore or combat or withdraw from. These three, ignoring or combatting or withdrawing sum up to no having. They also sum up to no responsibility for such things.

Thus we can define responsibility as the concept of being able to care for, to reach or to be. To be responsible for something one does not actually have to care for it, or reach it or be it. One only needs to believe or know that he has the ability to care for it, reach it or be it. "Care for it" is a broader concept than but similar to start, change or stop it. It includes guard it, help it, like it, be interested in it, etc.

When one has done these things, and then had failures through overts and withholds, one cycles down through compulsive and obsessive care, reach and be and inverts to withdraw from, combat or ignore.

Along with ignore goes forgetting or occlusion. Thus a person has occlusion on past valences and past lives go out of sight. These return to memory only when one has regained the concept that they can be reached, or that one dares be them again or that one can care for them.

Herein is the cause and remedy of whole track occlusion.

There are many uses of these principles. Sec Checking gets off the overts and withholds and opens the gates.

All chronic somatics and behavior patterns are contained in valences and are not traceable to the current life time since one can reach present life, is caring for present life and is being present life, so present life is an area of responsibility.

All real difficulty stems from no responsibility. However, one can use these principles even on present life with considerable gain.

L. RON HUBBARD

Founder

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 22 JANUARY 1962

HCO Sees Assoc Sees Tech
Depts

URGENT SECURITY CHECKS

Effective immediately, all Security Security Checks, i.e. HCO WW Forms 5A, 7A and 7B etc, when being used specifically as Security Checks, *must* be done in Model Session form.

This is because it has been found that bad security risks have been passed on these forms due to wildly out rudiments nulling the needle. Conversely, good staff members have been flunked because questions read on ARC Breaks etc, rather than on the question being asked.

Issued by: Mike Rigby Senior
Instructor Saint Hill
Special Briefing
Course for L. RON
HUBBARD

HUBBARD COMMUNICATIONS OFFICE

Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 27 FEBRUARY 1962

CenOCon

CLEAN HANDS CLEARANCE CHECK

In order for an auditor who is regarded as a security risk to be considered to have Clean Hands, it is necessary for him to receive a Clean Hands Clearance Check from HCO.

The Clean Hands Clearance Check consists of that auditor having the following rudiments put in very thoroughly by an HGC Class II Staff Auditor using prep-clearing techniques.

1. *Auditor.* Are you willing to talk to me about your difficulties?

2. Withholds - Last two pages of Joburg Form 3 or all of Form 3A (to be released soon); and all of an HCO WW Sec Form 6A. Plus asking "Has a withhold been missed on you?" frequently as all such persons specialise in getting them missed.

This will be checked out on completion by the HCO Area Secretary for any questions on Form 3 or 3A and Form 6A which may be still alive and for any missed or partial withholds.

If there are questions which are alive or if there are any missed or partial withholds the person must go back to the HGC to have them cleaned up before he is considered to have Clean Hands. If no questions are alive and there are no missed or partial withholds, then the person will be awarded a Clean Hands Seal on his certificate and will be considered to be in good standing with HCO.

L. RON HUBBARD

HCO POLICY LETTER OF 30 OCTOBER 1962

As the Organization rapidly expands so will it be a growing temptation for anti-survival elements to gain entry and infiltrate, and attempts to plant will be made.

To foil these, all staff members must be alert to attempts of this nature and it is their duty to inform the Technical Director, or above, of any doubts they may have and to see that the necessary action is taken.

The Technical Director, working in liaison with HCO, now becomes in charge of Security in an Organization and the results of which are to be notified to the Assoc/Org Secretary and HCO and, after confirmation, thence to me.

Forms 7A and 7B for Staff, and Form 5A for HPA/HCA Students, are herewith supplemented by the Rock Slam Security Check and this is to be carried out exactly in accordance with HCO Bulletin of September 12, AD 12. To increase reality in some cases, it may be necessary to substitute "Consider committing bad things to. . ." rather than "Consider committing overts against. . ." In very rare cases it may be necessary to increase the number of buttons but this is to be the exception rather than the rule. In the vast majority of cases, just use the four questions only, as per this bulletin.

This Security Check must be done with full auditor presence, be done in Model Session and the beginning rudiments especially must be properly in.

Those partaking in Staff Clearing Programmes can be given this Check during one of their sessions by their usual auditor. In the event of any doubt, the Technical Director may also make arrangements for a further check to be done.

Those not partaking in any Staff Clearing Programme must be checked by a skilled and reliable auditor under the direct supervision of the Technical Director.

This Programme will simultaneously also handle picking up Missed Withholds of old-time Scientologists returning to the Orgs of whom we can expect a great number, the Security Check being given in proper Model Session and the Missed Withholds being pulled in the beginning rudiments.

When a Rock Slam is reported as a result of this Security Check, a further check should be done to the satisfaction of HCO to confirm the fact.

Action to be taken to handle a Rock Slammer:-

1. If *a Staff Member,* suspend from any executive post and any post which involves important action on the communication lines of Scientology. Such a person may however still be used, at the discretion of Assoc/Org Sec and HCO, in a subordinate position under reliable supervision. He is to remain in this position until his goal has been found, when the situation will again be reviewed.

2. *A student on the HPA/HCA Course,* (or any other Professional Course) who is found to be a Rock Slammer should be suspended from the Course and ordered to the HGC for Auditing.

3. *HGC Preclears* should be checked early on in their Intensives to ascertain whether this condition exists.

4. *In a Clearing Co-Audit,* Rock Stammers should be segregated so that they are auditing each other, as far as possible, so that they do not hold back other members of the Co-Audit who are not Rock Slammers.

Remember, that this Programme should not be regarded as just a passing phase. It is to be instituted immediately and kept in force in all Orgs throughout the world for our secure and speedy expansion.

Insidious methods are used to infiltrate, and especially at times when expansion is fast and it is thought that our security arrangements are lax or apparently being relaxed owing to pressure of work.

So, BE ALERT TO THIS AND DON'T MISS ANYONE OUT "BY MISTAKE".

BPI

Auditor

SECURITY CHECKS ABOLISHED

The practice of security checking from security check lists like the "Joburg" has been abolished.

There are several reasons for this:

1. We have no interest in the secrets and crimes of people and no use for them.

2. Security checking is often done without regard to the point where the person feels better and so became overrun.

3. Security checking is often done in disregard of the state of a person's case.

4. Low level cases do not react on actual crimes and so the "security" furnished is often a false security.

5. There is public criticism of security checking as a practice.

6. The existence of lists of crimes in folders often makes it necessary to destroy the folders which may contain other technical data which is constructive and valuable.

7. If a person *is* a criminal or has overt acts which affect his case, and speaks of them to an auditor of his own volition, the auditor is bound by the Auditor's Code not to publish, use or reveal them.

Nothing in this policy letter alters standard grade processing or rudiments.

L. RON HUBBARD
Founder

HCO POLICY LETTER OF 30 JULY 1970 Remimeo HCO
Sees I & R Hat Ethics Hat Tech C/S Qual Personnel

THE TECH AND ETHICS OF CONFESSIONALS

(Compiled from a briefing to 3rd Mate and 4th Mate Flag given
by L. RON HUBBARD)

HCO is primarily interested in JUSTICE.

The method of Justice practised in the 17th and 18th Centuries was to catch the offenders and hang them, thus keeping the countryside "quiet".

Although useful as a method of quietening things down, however, it doesn't do people any good to be hung! You will find the remedy expressed in this rule:

WHEN YOU GIVE A CONFESSIONAL TO A PERSON WITHOUT FINDING THE EARLIER BASIC, YOU HANG THEM.

If you can't chase back a Confessional to an F/N you are going to get continuous Ethics trouble from that person from then on until it is remedied.

When you give a guy a Confessional and it doesn't produce anything and the needle is clean you should indicate that the Confessional was unnecessary. You will probably get an F/N.

HCO's interest in someone is normally in what is going on, what is he up to NOW. So one tends to omit to ask how come this guy has been committing overts for the past two-and-a-half years—the *same ones—and* it is *still* going on? Back in that earlier zone is one hell of an overt, continuous overts against Scientology or LRH. So what is it? You should trace it back and you could find a dilly!

It's the EARLIEST item available on that chain that will get the F/N. And remember that overts of *Omission* are always preceded by overts of Commission. So you should ask yourself "How come all these overts of omission?" There's an earlier overt of commission, you can be sure.

This gives us another rule:

IF YOU CANNOT F/N A CONFESSIONAL, YOU HAVEN'T GOT IT.

Now it could be the buttons are out (invalidate, protest, action unnecessary). Did you know you can beef up a TA (send it up high) by doing an unnecessary action? It acts somewhat like forcing a wrong item on a pc. It puts him on a protest, a rejection and effort to stop the action. That is where a lot of the unpopularity of Confessionals stems from.

Of the rudiments ARC Break, problem, withhold, the Confessional specializes in overts and withholds. So the full panorama of Confessional buttons is Ruds plus False, Suppress, Invalidate, Evaluate, Protest, Unnecessary. These buttons are of more interest to Qual but are perfectly valid in an HCO Confessional. So if the TA goes up during a Confessional you would check ruds or buttons.

IF YOU DON'T GET AN F/N ON A CONFESSIONAL YOU SHOULD HAVE A LINE TO QUAL THAT CLEANS IT UP WITHIN 24 HOURS.

Every time the Ethics Officer can't fly a Confessional it has got to be a 24 hour urgent review. The Confessional repair list consists of the ruds and buttons.

HCO's Technical action should be "Why the hell doesn't this thing fly?" There is earlier stuff on that chain, or there is *other* stuff not yet found. That it flies (F/Ns) means he hasn't done *that.*

It can of course be an ARC Break needle-people ARC Break with the physical universe, with fellow men, feel wronged in some way and have to take it out on somebody, and so commit the overt. But the somebody they attack is not the source of the upset. They mis-identify the source. If their think was straight they would be able to see what the score was and have no charge on it.

An overt therefore is preceded by an ARC Break, and you will find an ARC Break is the result of a problem.

So each time you don't take a Confessional to F/N you run up against this. This gives another way for them to get unpopular. But if it didn't F/N, you also know it *was* necessary to give the person a Confessional!

If you give a person a Confessional and you see a trail of catastrophes in that person's wake afterwards you *know* it didn't fly. Similarly a person who makes huge overts out of every little action, which is in essence self-invalidation, has behind that somewhere a huge overt—big enough to set the police of several galaxies after them!

If it doesnt F/N you haven't got it!

The F/N has never been integrated into Confessional technology up 'til now. There hasn't been anything issued that says run a Confessional to F/N and tells you what to do if it doesn't or won't F/N.

THE E-METER AND THE CRIMINAE

The joker in all this is that the E-Meter reads on *Reality.* So you can have a guy who reads on none of your questions, but you find out the next day he had done exactly what you asked him. Yet it didn't read! A real criminal just doesn't read on having killed his grandmother in cold blood five minutes before the Confessional. Even if he admits it it doesn't read! But a real criminal *won't* clear and *won't* F/N. Occasionally they will RS.

You have to handle it on a gradient of reality. "Why wasn't that an overt?" is one way you could try. He would at first be very surprised at the very thought of it being an overt. But you could get a stream of justifications off. Another way is to magnify the overt. You can use that on a "no-overt" case.

The tech of it belongs more in the field of auditing. However HCO should make an attempt to fly it. It doesn't matter how good or bad. If there is any question on the F/N or if you can't take it to F/N send it over to Qual to find the reason why.

Anytime a Confessional is done, some notification of the fact *must* go into the pc folder otherwise the C/S can make an error in C/Sing because of the omitted data. In fact, unless there is criminal data in the Confessional the whole thing should be slid into the folder.

HCO AND CASE GAIN

(See HCO P/L 20 July '70, Cases & Morale of Staff)

1 he percentile of people who have case gain will be proportional to the level of morale in your org. So it is of interest to HCO to ask the C/S how many no-case-gain cases he has (Pile 4) trace them down and isolate them. The names of those not doing well (Piles 2 and 3) should also be known and the numbers so you can make sure the greater percentage is getting good case gain.

HCO can get trouble stemming from lack of staff case progress. For instance you find an Exec giving excuses for not doing his job. It can be due to a no-case-gain under him enturbulating seniors and associates. They in turn, not recognizing him as the source of the enturbulation, buy the stops and the "can't be dones" and find some other excuse as to why not to do their job. Recognize that when someone dumps his hat on you he has *overts,* man!

An executive instead of reporting that people don't want to work in his division should be asking "How come they don't want to work in the division?"

Things will get better to the degree that such cases producing stops and "cant's" have a line for them to be handled on.

HCO should turn over to the C/S a list of those who have received Confessionals. The files of the Confessional are turned over and on those that did not F/N, using the repair list, Qual gets it cleaned up or otherwise.

Begin a campaign to get all these cases winning.

If there is any query as to which of the four categories of case folders (per HCO P/L 20 July '70) a person belongs on, it goes on the one lower. For instance a category (Pile 2) queried as to status immediately becomes Pile 3.

Pile 4 cases go to HCO and are given Confessionals. If he gets an F/N, okay. If he doesn't, then it is purely a Div I disciplinary action—Non Enturbulation order or

whatever.

Put up a notice where it can be seen to the effect that "Anyone who feels bad after a Confessional or who feels they have been falsely given a Confessional should turn in their names to the Qual Examiner".

The Ethics Officer can "hot-up" his Confessional by putting in some test buttons—everts, withholds, missed withholds. You could even do a pre-assessment for the Confessional. It's all in what you are looking for.

STATISTICS

HCO has its neck out to the degree that it does not have Stats. Make sure there is someone in Dept 3 who can handle stats, collect them, graph them and post them up. A person with bad or low stats on post will always trace back to having committed an overt of some kind or another.

AMNESTIES

In order to take advantage of an amnesty, the person accepting it should make a written statement of the Crimes on which he is accepting the amnesty.

STATUS **OF REPAIR ACTION**

A Confessional repair action is not classed as an auditing session in that the data revealed in it is actionable and is turned over to HCO. So before turning over to Qual a Confessional that didn't F/N, tell the person "You have told me all you wish to. You recognize that any further discoveries in this line will be actionable."

Written into published form by 4th Mate Flag for

L. RON HUBBARD Founder

HCO POLICY LETTER OF 15 NOVEMBER 1970

Remimeo HCO Hats Tech
Hats

CONFESSIONALS

HCOs may not do Confessionals or "Sec Checks".

HCO may only do Meter Checks. This consists of putting the pc on a meter and noting down the TA, state of needle and attitude of pc.

Where these reads are non optimum (no F/N VGI state of meter) the pc may be sent to Qual for further check.

Too many cases, too many case programmes, have been fouled up by non C/Sed Sec Checking or Confessionals in the past for the practice to continue.

Real criminals may have bad meters but crimes are often so unreal to them that they do not read (meters needle read only on things within the reality or borderline reality of a person). This permits unskilled Sec Checking or Confessional actions to pass right by the culprit.

HCO should learn full investigatory procedure and should only do metering to establish the pc's meter state, asking no questions.

HCO Investigatory Procedure P/Ls that MUST be known to HCO are:

HCO P/L May '65 - ETHICS OFFICER HAT

HCO P/L 19 Sept '70 - Data Series No. 16, INVESTIGATORY PROCEDURE

HCO P/L 19 Sept '70 Issue II - Data Series No. 17, NARROWING THE TARGET

TECH & QUAL

Asked to do "Confessionals" or "Sec Checks" Tech and Qual may do them only as part of a C/S programme and only as a gradient in the general action of improving the reality of the case.

An R/S still means crimes. All the other data is true and should be known but POLYGRAPHS, LIE DETECTORS, METERS ONLY REGISTER AT THE REALITY LEVEL OF THE BEING, and the reality level of a criminal is too bad for reads to occur in a majority of cases. Thus the guilty are falsely freed and the innocent are subjected to annoyance and upset.

Overts, crimes, etc may come off first as a critical thought under which lies a harmful (overt) act. On such gradients one builds up reality and so releases overts.

No meter or Sec Check or Confessional is sufficiently valuable to use in detection of crime. The state of the meter itself is of value since it tells one whom to investigate.

Thus neither Tech nor Qual should assist investigations but should work on the case against proper C/Ses to get off the overts and withholds for the case benefit.

Overts disclosed in sessions may not be used for justice purposes. Therefore only crimes discovered by routine investigation are actionable.

It could be that a crime discovered by investigation is also gotten off in session. That it was also gotten off in session does not protect the person from discipline. That it was gotten off in session is irrelevant and sessions are not part of justice procedures.

SICKNESS The broad general clues about suspects are:

The person with the worst meter (TA and needle state) is the most suspect.

The person whose job product is itself an overt act is the most likely to commit other crimes.

The person who is most crazy is the most likely to be the guilty one.

The person who is chronically ill is a suspect.

These are true because the cause of insanity and sickness is overts.

The person who acts most "PTS" is the one who has most harmed his fellows.

The person with the worst stats is the most likely suspect.

Beyond these technical observations one cannot go in the field of justice.

HCOs should learn Investigatory procedures when looking for criminals. Confessionals and Sec Checks will fail them and they also mess up cases. Investigatory procedures are quite good enough.

L. RON HUBBARD

Founder

CHRONOLOGICAL INDEX OF CONTENTS