

BOARD POLICY LETTER

Remimeo
OEC Courses
Orgs
SHs

8 OCTOBER 1976R
REVISED 16 DECEMBER 1976

CANCELS
BPL 8 OCTOBER 1976, SAME TITLE

MANAGEMENT SERIES CHECKSHEET

(Management Section of the OEC)

NAME: _____ ORG: _____
POST: _____ SECT: _____ DEPT: _____ DIV: _____
DATE STARTED: _____ DATE COMPLETED: _____

THE COURSE: This checksheet covers the Management Section of the Organization Executive Course. The textbook for this Course is OEC Volume Management Series in its entirety, which is available from all Scientology Organization Bookstores, or the Scientology Publications Organization, Jernbanegade 6, 1608 Copenhagen V, Denmark or Scientology Publications Organization US, 2723 West Temple Street, Los Angeles, California, 90026.

PREREQUISITES: Student Hat.

PURPOSE: To train the student to know and understand the subject of production and exchange, to be able to get production and expand an org, whilst organizing to hold and increase the expansion.

CONDITIONS: All Scientology Organizations are authorized to run the OEC for org staff and public.

HOW TO STUDY THIS COURSE: Twin checkouts are not required. The student studies the Course Materials according to BPL 18 Oct 76R SUCCESSFUL TRAINING LINEUP, ensuring that items are studied to achieve 100% understanding and ability to apply. The student studies all the materials, does all the drills on the checksheet. All written drills, charts and essays must be handed in to the Supervisor when done.

CERTIFICATE: The graduate of this course is to be awarded the certificate of Management Section of the OEC Course (Provisional).

The number following each checksheet item is the page number in Management Series OEC Volume.

All cancelled policy contained in OEC Volume Management Series have been deleted from the checksheet. These cancelled issues are listed in Correction Section A at the back of the Checksheets with their OEC Vol page number.

All Series contained in OEC Volume Management Series have been updated on this Checksheet.

WORD LISTS

Define each word in the group of words before studying the theory sections, using a dictionary when a word cannot be easily defined, and putting each word into sentences until the concept is duplicated.

SECTION 0

KEEPING SCIENTOLOGY WORKING

- | | | | | | |
|-----|------------------|-----------------------------|-------|-------|-------|
| *1. | HCO PL 7 Feb 65 | KEEPING SCIENTOLOGY WORKING | _____ | _____ | _____ |
| *2. | HCO PL 17 Jun 70 | TECHNICAL DEGRADES | _____ | _____ | _____ |
| 3. | | | _____ | _____ | _____ |
| 4. | | | _____ | _____ | _____ |
| 5. | | | _____ | _____ | _____ |

SECTION 1 - DATA SERIES

- | | | | |
|----|-------------------|----------------|-------------|
| A. | IMPORTANCE _____ | ILLOGIC _____ | LOGIC _____ |
| | FALSEHOOD _____ | OBSERVE _____ | OMIT _____ |
| | REASONING _____ | SURVIVAL _____ | THINK _____ |
| | SITUATION _____ | SEQUENCE _____ | TIME _____ |
| | INFORMATION _____ | THOUGHT _____ | TRUE _____ |
| | INDICATOR _____ | DATA _____ | VALID _____ |
| | ANALYZE _____ | LAW _____ | |

Look up "VALUE OF DATA" in Science of Survival Glossary, page 300.

- | | | | | | |
|-----|---|--|-------|-------|-------|
| 0. | The Logics 1-24 (demo each)
(Ref: Book of Axioms and Logics - on sale at all Scientology Bookstores) | | _____ | _____ | _____ |
| 1. | HCO PL 11 Apr 70 | THIRD DYNAMIC TECH | 1 | _____ | _____ |
| 1a. | DEMO: | Third Dynamic Tech increases survival of the Group | | _____ | _____ |
| 2. | HCO PL 26 Apr 70R
Rev 15 Mar 75 | DATA SERIES 1R | | _____ | _____ |
| 2a. | CLAY DEMO: | THE ANATOMY OF THOUGHT
Sanity is the ability to recognize differences, similarities and identities. | 3 | _____ | _____ |
| 2b. | DEMO: | Basic Law, Incidental Fact and Opinion. | | _____ | _____ |
| *3. | HCO PL 11 May 70 | DATA SERIES 2 | | _____ | _____ |
| | | LOGIC | 8 | _____ | _____ |

- 3a. DEMO: How you arrive at a correct conclusion and show why that conclusion is right _____
- 3b. DEMO: How you arrive at a wrong conclusion and show why that conclusion is wrong _____
- 3c. CLAY DEMO: (a) Omit a fact _____
(b) Change sequence of events _____
(c) Drop out time _____
(d) Add a falsehood _____
(e) Alter importance _____
- 3d. DRILL: Write up 5 examples of your own to illustrate similarities, 5 examples of differences, 5 examples of identities _____
- 3e. ESSAY: Write an essay on how the Logics apply in the field of admin, with an example of how at least 5 different Logics can be applied in the area of admin _____
- 4. HCO PL 12 May 70 DATA SERIES 3
BREAKTHROUGHS 11 _____
- 4a. CLAY DEMO: How you can test and establish truth and value of the data being used in Logic _____
- 4b. DRILL: Write up 5 examples of data of comparable magnitude _____
- *5. HCO PL 15 May 70 DATA SERIES 4
DATA AND SITUATION ANALYZING 13 _____
- 5a. DEMO: Definition of an Outpoint _____
- 5b. DEMO: Definition of a Pluspoint _____
- 5c. CLAY DEMO: Data analysis _____
Situation analysis _____
- *6. HCO PL 15 May 70 DATA SERIES 5
INFORMATION COLLECTION 15 _____
- 6a. DEMO: The correct sequence to do when an "indicator" is spotted (Steps 1-7) _____
- 6b. DRILL: Write out 5 examples of a "Bad Indicator" _____
- 6c. DRILL: Do the steps 1-7 on an example situation, being careful to keep each of the steps consistent and within the area of the cycle. Then write up the incorrect sequence, steps A and B, and compare what might have been done with what should have been done. _____

B.	COLLECTION _____	FACTUAL _____	SOURCE _____
	FAMILIARITY _____	REPORT _____	SYSTEM _____
	OBSERVATION _____	ERROR _____	MULTIPLE _____
	FIXED IDEA _____	ACCURATE _____	AWARE _____
	INVESTIGATE _____	CYCLE _____	EXISTING _____
	ESTIMATION _____	IDEAL _____	OUTPOINT _____
	PERCEPTION _____	SCENE _____	DUB-IN _____
	STATISTICS _____	RELIABLE _____	PLUSPOINT _____

7.	HCO PL 17 May 70	DATA SERIES 6 DATA SYSTEMS	19	_____	_____	_____
7a.	DRILL:	(a) Give 5 examples of a report from a reliable source		_____	_____	_____
		(b) Give 5 examples of multiple report		_____	_____	_____
		(c) Give 5 examples of reports with outpoints and name the outpoints		_____	_____	_____
		(d) Write up the benefits of a system which uses Data and Situation Analysis rather than Reliable Source and Multiple Reports for analysis		_____	_____	_____
*8.	HCO PL 18 May 70	DATA SERIES 7 FAMILIARITY	21	_____	_____	_____
8a.	ESSAY:	Why it is important to establish an Ideal Scene		_____	_____	_____
8b.	DRILL:	Locate the Ideal Scene for 3 areas of an org from the exact and applicable policy		_____	_____	_____
9.	HCO PL 19 May 70	DATA SERIES 8 SANITY	23	_____	_____	_____
9a.	DEMO:	How one can gradually lift any situation up to sanity and survival		_____	_____	_____
9b.	DRILL:	Write up 5 examples of a fixed idea and the consequences of the fixed idea		_____	_____	_____
9c.	ESSAY:	Why the purpose of the activity must be part of the Ideal Scene established for that area		_____	_____	_____
10.	LRH ED 102 INT 20 May 70	THE IDEAL ORG	27	_____	_____	_____
10a.	DEMO:	The points of an Ideal Org		_____	_____	_____
11.	HCO PL 23 May 70	DATA SERIES 9 ERRORS	28	_____	_____	_____
11a.	DEMO:	The difference between an error and an outpoint		_____	_____	_____
11b.	DRILL:	(a) Write out 5 examples of errors		_____	_____	_____
		(b) Write out 5 examples of outpoints		_____	_____	_____

- (c) Write up 5 examples of what a person with fixed ideas might consider to be an out-point
- (d) Write up 5 examples of outpoints which compare to the ideal for that particular scene, stating what that ideal is

C.	DISASSOCIATION _____	APPLICABLE _____	SCALE _____
	IDENTIFICATION _____	DEPARTURE _____	MAJOR _____
	AVAILABILITY _____	RESOURCES _____	STATE _____
	CIRCUMSTANCES _____	GRADIENT _____	WHY _____
	IRRATIONALITY _____	STATICIZE _____	

12.	HCO PL 23 Jun 70	DATA SERIES 10 THE MISSING SCENE	30	_____ _____ _____
12a.	CLAY DEMO:	Incorrectly included datum		
12b.	ESSAY:	How including a datum in a body of data that does not classify in similar connections or similar locations is an outpoint		_____ _____ _____
12c.	DRILL:	(a) Write up 3 examples of how data would classify into similar connections or locations or time periods		_____ _____ _____
		(b) Write up 3 examples of how data could be misgrouped or incorrectly included		_____ _____ _____
*13.	HCO PL 30 Jun 70	DATA SERIES 11 THE SITUATION	34	_____ _____ _____
13a.	DEMO:	A situation		
13b.	DEMO:	The steps to take in finding a situation		_____ _____ _____
13c.	DRILL:	Write up a full example of the 1-7 steps necessary to find a situation. Re-read Data Series No. 4 "DATA AND SITUATION ANALYZING" again and align with Data Series 11 steps		_____ _____ _____
13d.	DRILL:	Do the 1-7 steps and locate a real situation. Write up the exact sequence as done. Coach checks the write-up and ensures steps done properly and in sequence		_____ _____ _____
*14.	HCO PL 5 Jul 70	DATA SERIES 12 HOW TO FIND AND ESTABLISH AN IDEAL SCENE	37	_____ _____ _____
15.	HCO PL 6 Jul 70	DATA SERIES 13 IRRATIONALITY	43	_____ _____ _____
15a.	DEMO:	The procedure for finding & establishing an Ideal Scene		_____ _____ _____

- 16b. DRILL: Write up 5 examples of locating the change and reverting, resulting in a return to the Ideal Scene
- 16c. ESSAY: Why viability has to do with Ideal Scenes and stats
- 16d. DRILL: Work out 5 Ideal Scenes by first finding the expressed on-policy purpose for the area. Then work out a production stat which is consistent with the Ideal Scene and the Purpose

D.	FALSE	_____	ALTERED	_____	VIABILITY	_____
	STATUS	_____	INVESTIGATORY	_____	WRONG	_____
	MANAGING	_____	NARROWING	_____	INCORRECT	_____
	TERMINAL	_____	VIEW	_____	FORM	_____
	OBJECTIVE	_____	OPINION	_____	BASIS	_____
	TARGET	_____	FUNDAMENTAL	_____	JUSTICE	_____
	ATTEMPT	_____	RELATIVE	_____	PROCEDURE	_____
	ACTIONS	_____	STABLE	_____	GOAL	_____

- 17. HCO PL 7 Jul 70 DATA SERIES 14 WORKING AND MANAGING 51 _____
- 17a. DRILL: Go through the stats for one Div in the org and work out who, by stats, has probably got a situation in their area. Check into the stat & verify against purpose and ideal scene. Then look into the person's work area (without disturbing production), observing for actual PT production, state of the area, quality of the products, volume of products per unit of time. Count up the out-points collected. Verify that they are correct outpoints for the area by comparing to the ideal scene. Write up your findings plus a prediction of what is going to happen in the area if not handled.
- 17b. DEMO: What the biggest outpoint would be. _____
- 18. HCO PL 8 Aug 70 DATA SERIES 15 WRONG TARGET 53 _____
- 18a. CLAY DEMO: Wrong target. _____
- 18b. PRACTICAL: Write up 5 examples of the outpoint "wrong target". _____
- 19. HCO PL 19 Sep 70 DATA SERIES 16 INVESTIGATORY PROCEDURE 54 _____

- 19a. DRILL: Write up 3 examples of an investigator investigating something he does not understand by pulling the string until he gets to the end of it. _____
- 19b. DRILL: Coach gives the student a written statement of a situation and tells student to do an investigation. Student asks coach his initial question and coach gives several answers, including one which is not understandable. Student must pull the right string and ask more questions until he gets to the end of his investigation. Coach flunks for picking up the wrong string, Q&A, getting off the track of the investigation, into other things. Student passes when he can do a rapid, correct investigation. _____
20. HCO PL 19 Sep 70 DATA SERIES 17
NARROWING THE TARGET 57 _____
- 20a. ESSAY: Write an essay on the way to observe so as to find out what to observe. _____
- 20b. DRILL: (a) Look over the GDSs of an org. Narrow the target to the GDS which is worst, and continue to narrow target, by stats alone, until student has located the section or unit which is the exact area for correction. If student takes unduly long to do this, have him do more until he can do it rapidly and easily. _____
(b) Look over the GDSs of an org and locate the most upstat GDS. Narrow the target by upstats to the area which is most creating or bringing about the upstat situation. _____
21. HCO PL 19 Sep 70 DATA SERIES 18
SUMMARY OF OUTPOINTS 59 _____
- 21a. DRILL: (a) Coach drills student giving examples of outpoints and has student identify each one correctly. Do not skimp on this drill. _____
(b) Go through any mag or news paper and locate 20 outpoints. _____

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|----|---------------------|----------------|-----------------|
| E. | CONTRADICTION _____ | OUTNESS _____ | FACTS _____ |
| | INTERROGATION _____ | IMPROVED _____ | CAUSED _____ |
| | IDENTIFIED _____ | ORDERS _____ | CONTROL _____ |
| | EXPLANATION _____ | CONTRARY _____ | INABILITY _____ |
| | SELF- _____ | HELP _____ | EFFECTS _____ |
| | CONCEIVED _____ | TROUBLE _____ | REASONS _____ |
| | CONFUSION _____ | | |

- *22. HCO PL 13 Oct 70 DATA SERIES 19
 THE REAL WHY 62 _____
- 22a. CLAY DEMO: The Real Why. _____
- 22b. DRILL: Write how you would know you had a right why, a wrong why, and a mere explanation, after an evaluation. _____
- 22c. DRILL: Work out and write up what would happen if a person decided on the why before he located the real situation or did the investigation to find the Why for the situation. _____
- 22d. DRILL: Drill with coach, coach giving the stats and the situation and student doing his investigation to find outpoints, down the trail of outpoints to find the Why. Student must do 3 well done investigations to find the Why to pass. Student is flunked for any earlier Data Series violations and must clean up any misunderstandings and restudy the materials. _____
23. HCO PL 26 Nov 70 DATA SERIES 20
 MORE OUTPOINTS 64 _____
- 23a. CLAY DEMO: Wrong Source. _____
- 23b. CLAY DEMO: Contrary Facts. _____
- 23c. DRILL: Write up 5 examples each of Wrong Source, and Contrary Facts. _____
24. HCO PL 15 Mar 71 DATA SERIES 21
 DATA SERIES AUDITING 65 _____
- *25. HCO PL 31 Jan 72 DATA SERIES 22
 THE WHY IS GOD 66 _____
- 25a. DRILL: Write up 5 examples of the Why is God. _____

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|----|---------------------|----------------|----------------|
| F. | INTELLIGENCE _____ | CATEGORY _____ | PROGRAM _____ |
| | COORDINATED _____ | DEBUG _____ | PROJECT _____ |
| | INTENTIONS _____ | EXECUTE _____ | SURVEY _____ |
| | ESTABLISHMENT _____ | BE _____ | DO _____ |
| | OPPOSITION _____ | HAVE _____ | EXCHANGE _____ |
| | NO-SITUATION _____ | OBSTRUCT _____ | PRODUCTS _____ |
| | SUPPLEMENTARY _____ | ORDER _____ | LOCAL _____ |
| | DIVISIONS _____ | PLANS _____ | SOURCES _____ |
| | RESOURCES _____ | POLICY _____ | STAGES _____ |

*26.	HCO PL 17 Feb 72	DATA SERIES 23 PROPER FORMAT AND CORRECT SEQUENCE	68	_____	_____	_____
26a.	DEMO:	Observe, evaluate, program, supervise and review.		_____	_____	_____
26b.	DRILL:	Do a chart showing an actual example of the correct format and correct action of an evaluation.		_____	_____	_____
*27.	HCO PL 29 Feb 72	DATA SERIES 24 HANDLING, POLICY, PLANS, PROGRAMS, PROJECTS AND ORDERS DEFINED	75	_____	_____	_____
27a.	DEMO:	How to do a debug.		_____	_____	_____
27b.	DRILL:	Write up 3 sets of examples each of policy, plan, program, project, order, which are consistent.		_____	_____	_____
27c.	DRILL:	Write up an explanation of the specific use of a Debug Eval.		_____	_____	_____
28.	HCO PL 19 Mar 72	DATA SERIES 25 LEARNING TO USE DATA ANALYSIS	79	_____	_____	_____
28a.	DEMO:	The 8 steps of Standard Action.		_____	_____	_____
28b.	DRILL:	A. Coach gets student to give 3 examples of 11 main barriers to evaluation.		_____	_____	_____
		B. Select an area you are not familiar with and try to write up the Ideal Scene. Now look up some data on the area, clear any MUs, work out the products and then the Ideal Scene, and stat.		_____	_____	_____
		C. Go around the org and find 3 people who are producing a product. Work out the Ideal Scene and inspect the existing scene then determine if you have a situation to handle.		_____	_____	_____
		D. Do steps 1-8, using proper eval format, on any section or unit in the org.		_____	_____	_____
		E. Find the Why for a sudden improvement by locating a high product period (by stats and other signs of production) and comparing it as an Ideal Scene to the existing scene before it (and just after it if there was a slump) and looking into that for a Why that will lead to prosperity or improvement.		_____	_____	_____
29.	HCO PL 12 Jun 70	DATA SERIES 26 LENGTH OF TIME TO EVALUATE	83	_____	_____	_____

30.	HCO PL 25 May 73	DATA SERIES 27 SUPPLEMENTARY EVALUATIONS	85	_____	_____	_____
30a.	DEMO:	A Supplementary Eval and when one would be required.		_____	_____	_____
31.	HCO PL 19 Sep 73R (Rev 22 Jul 75)	DATA SERIES 28R CHECKING EVALS	88	_____	_____	_____
31a.	DEMO:	How you would get a conditional guess for the sit.		_____	_____	_____
31b.	DRILL:	Look up the definition of Ethics in Exec Series 12 and give examples of Ethics Whys to your coach until coach is satisfied you have it.		_____	_____	_____
31c.	<u>DRILL</u> :	Find a Situation by full use of procedure in Data Series 28R.		_____	_____	_____
G.	CONFLICTING _____ INTERRELATED _____ COINCIDENCE _____	CATEGORY _____ POINTER _____ SOPHIST _____	SUPPLANT _____ CONFLICTS _____ CRITICISM _____			
*32.	HCO PL 30 Sep 73	DATA SERIES 29 OUTPOINTS, MORE	89	_____	_____	_____
32a.	CLAY DEMO:	(a) Added Time (b) Added Inapplicable Data		_____	_____	_____
32b.	DRILL:	Write 5 examples each of the above outpoints.		_____	_____	_____
*33.	HCO PL 30 Sep 73	DATA SERIES 30 SITUATION FINDING	91	_____	_____	_____
33a.	DRILL:	Go to an area where you find outpoints and find the situation.		_____	_____	_____
34.	HCO PL 25 Nov 73	DATA SERIES 31 FINAL TARGETS	93	_____	_____	_____
34a.	DRILL:	Write up a full list of all the ways a program could be stopped, or not done.		_____	_____	_____
34b.	DRILL:	Draw up a chart showing the responsibility of the Evaluator in the actual execution of programs.		_____	_____	_____
35.	HCO PL 14 Dec 73	DATA SERIES 32 TARGET TROUBLES	96	_____	_____	_____
35a.	DEMO:	How you would debug a stalled target.		_____	_____	_____
*36.	HCO PL 3 Jul 74R (Rev 17 Sep 74)	DATA SERIES 33 EVALUATION, CRITICISM OF	99	_____	_____	_____
36a.	DEMO:	The 6 duties of a person who is responsible for passing evaluations.		_____	_____	_____

H.	SIGNIFICANCES _____	FIXATED _____	REVIEW _____
	CLASSIFICATION _____	VERIFY _____	IDEA _____
	PROPAGANDA _____	BRIGHT _____	WHO _____
	INCOMPLETE _____	TRAIL _____	WHERE _____
	ENVISION _____	DELUSION _____	SHALLOW _____
37.	HCO PL 18 Jul 74	DATA SERIES 34	
		SITUATION CORRECTION	101 _____
37a.	DEMO:	How a generalized situation will cause your evaluation to fail.	_____
38.	HCO PL 19 Jul 74	DATA SERIES 35	
		EVAL CORRECTION	103 _____
39.	HCO PL 11 Aug 74	DATA SERIES 36	
		ENVISIONING THE IDEAL SCENE	104 _____
39a.	DEMO:	A Situation is the most major departure from the Ideal Scene.	_____
*40.	HCO PL 12 Aug 74	DATA SERIES 37	
		WHYS OPEN THE DOOR	106 _____
40a.	DEMO:	What should be done if the Why that is found does not open the door to handling.	_____
*41.	HCO PL 3 Oct 74	DATA SERIES 38	
		PLUSPOINT LIST	108 _____
41a.	CLAY DEMO:	(a) Related facts known	_____
		(b) Events in correct sequence	_____
		(c) Time noted	_____
		(d) Data proven factual	_____
		(e) Correct relative importance	_____
		(f) Expected time period	_____
		(g) Adequate data	_____
		(h) Applicable data	_____
		(i) Correct source	_____
		(j) Correct target	_____
		(k) Data in same classification	_____
		(l) Identities are identical	_____
		(m) Similarities are similar	_____
		(n) Differences are different	_____
41b.	DRILL:	Write 5 examples each of the above pluspoints.	_____
*42.	HCO PL 28 Oct 74	DATA SERIES 39	
		WHO-WHERE FINDING	_____
42a.	DEMO:	Demo how it is that "an eval" that only has a Who or a Where as its Why is incomplete.	_____
43.	HCO PL 12 Mar 75	DATA SERIES 40	
		THE IDEAL ORG	111 _____
43a.	ESSAY:	How you could get your Org to be an Ideal Org.	_____
44.	DRILL:	Work out the exact procedure of doing an Eval.	_____
45.	DRILL:	Write up an eval on a Div or Dept with down stats following exact procedure.	_____
46.	DRILL:	Write up an eval on a Div or Dept with upstats following exact procedure.	_____
47.			_____
48.			_____

SECTION II - THE PR SERIES

A.	LIABILITY _____	BUTTON _____	TECHNOLOGY _____
	PERVERSION _____	CAUSATION _____	CAPITALIST _____
	ALTRUISTIC _____	PERSUASION _____	MECHANIC _____
	INGREDIENT _____	RUMOR _____	RAW _____
	PSYCHIATRIC _____	RECOIL _____	ENCODED _____
	PRESENTATION _____	LEADER _____	PRESS BOOK _____
	AUDIENCE _____	CAUSE _____	VITAL _____
	CONFRONT _____	CAMPAIGN _____	PUBLISH _____
	COMM CYCLE _____	PROPORTIONAL _____	HOMEWORK _____
	ORGANIZE _____	MANNERS _____	IMPINGE _____
	DUTY _____	PRIMARY _____	EFFECTIVE _____
	TABULATION _____		

1.	HCO PL 13 Aug 70	PR SERIES 1			
	(Iss I)	LIABILITIES OF PR	113	_____	_____
1a.	CLAY DEMO:	The 3 PR Liabilities		_____	_____
1b.	DEMO:	The 3 points of what has been done with PR in our hands		_____	_____
*2.	HCO PL 13 Aug 70	PR SERIES 2			
	(Iss II)	THE MISSING INGREDIENT	116	_____	_____
2a.	CLAY DEMO:	How the ARC Triangle works.		_____	_____
2b.	DEMO:	Correct defensive PR.		_____	_____
3.	HCO PL 13 Aug 70	PR SERIES 3			
	(Iss III)	WRONG PUBLICS	119	_____	_____
3a.	CLAY DEMO:	Definition of the word "Public".		_____	_____
3b.	DRILL:	Write examples of 5 Wrong Publics, 5 Right Publics		_____	_____
4.	HCO PL 9 Oct 70	PR SERIES 4			
		THE PR PERSONALITY	122	_____	_____
4a.	CLAY DEMO:	What a PR personnel has to be spot on in.		_____	_____
5.	HCO PL 11 Apr 72	PR SERIES 4 ADDITION	122	_____	_____
6.	HCO PL 18 Nov 70	PR SERIES 5			
	(Iss II)	PR DEFINITION	124	_____	_____
6a.	METER:	Get the definition meter cleared per the PL.		_____	_____
6b.	CLAY DEMO:	Every word of the Definition per the PL.		_____	_____
7.	HCO PL 11 May 71	PR SERIES 6			
		OPINION LEADERS	125	_____	_____
7a.	CLAY DEMO:	How one properly uses an opinion leader.		_____	_____
7b.	DEMO:	What occurs when one neglects using an opinion leader in a group one is trying to reach.		_____	_____
8.	HCO PL 11 May 71	PR SERIES 7			
		BLACK PR	131	_____	_____
8a.	CLAY DEMO.	PR is overt.		_____	_____
8b.	CLAY DEMO:	Intelligence is covert.		_____	_____
*9.	HCO PL 28 May 71	PR SERIES 8			
		TOO LITTLE TOO LATE	135	_____	_____
9a.	CLAY DEMO:	The success of any event is directly proportional to the timely preparation.		_____	_____
10.	HCO PL 30 May 71	PR SERIES 9			
		MANNERS	137	_____	_____

- 10a. CLAY DEMO: The 3 points of Good Manners.
- *11. HCO PL 2 Jun 71 PR SERIES 10
BREAKTHROUGH PR AND PRODUCTION - TONE SCALE SURVEYS 140
- 11a. CLAY DEMO: The 4 laws of PR.
12. TAPE: 7101C18SO PR BECOMES A SUBJECT FEBC No. 2
- 13a. DRILL: Write a Tone Scale Survey for 3 different publics.
- 13b. DRILL: Take 1 of the above surveys and do the survey on 20 people. Note down the answer and the Tone Level of the reaction to each question.
- *14. HCO PL 15 Jun 72 PR SERIES 11
PR AREA CONTROL - THREE GRADES OF PR 142
- 14a. CLAY DEMO: All three grades of PR.
15. FO 3094 16 Dec 71 PRO AREA CONTROL 142
- 15a. CLAY DEMO: PRO Area Control (regulate, start change and stop from cause point) is the Basic Action of Div 6 in an org.
16. HCO PL 5 Oct 71 PR SERIES 12
PROPAGANDA BY REDEFINITION OF WORDS 143
- 16a. CLAY DEMO: Words are redefined to mean something else to the advantage of the Propagandist.
- 16b. DEMO: A bad example of it and a good example of it.
- *17. HCO PL 5 Dec 71 PR SERIES 13
HOW TO DO A PR SURVEY (Reissued as BPL) 145
- 17a. CLAY DEMO: The sequence of how to do a survey.
- 17b. DEMO: The actions of tabulating a survey.
- 17c. DEMO: All the don't of surveying.
- 17d. DRILL: Tabulate the survey you did for Drill 13b.
- *18. HCO PL 7 Jan 72 PR SERIES 14
CREATING SURVEY QUESTIONS (Reissued as BPL) 148
- 18a. DEMO: Every Maxim that is in caps.
- *19. HCO PL 25 Jan 72 PR SERIES 15
POPULATION SURVEYS (Reissued as BPL) 162
- 19a. CLAY DEMO: The 2 crimes in the game of Public Response.
- 19b. DRILL: Look over the survey results you came up with on Drill 17d, and list every button found and match up with the service that handles.

Formulate a separate
promo-PR message on each
button with matching service.

20.	HCO PL 13 Jul 72	PR SERIES 16 SURVEY BUTTONS AND PROMO (Reissued as BPL)	166	_____	_____	_____
20a.	DEMO:	How a promo piece is to be done.		_____	_____	_____
21.	HCO PL 7 Aug 72	PR SERIES 17R PR AND CAUSATION (Revised)	168	_____	_____	_____
21a.	CLAY DEMO:	Axiom 28.		_____	_____	_____
21b.	DEMO:	Every sentence that is in italics.		_____	_____	_____
22.	HCO PL 21 Nov 72	PR SERIES 18 HOW TO HANDLE BLACK PROPAGANDA	172	_____	_____	_____
22a.	CLAY DEMO:	Where there is no data available people will invent it.		_____	_____	_____
22b.	DEMO:	The 7 points one does in handling a Black PR Campaign against one.		_____	_____	_____
22c.	DRILL:	Write 3 examples each on: (a) Fill the vacuum (b) Disprove false data (c) Disprove every rumor (d) Handle the level (e) Carefully study out the scene (f) Impede or destroy (g) Continue to fill the vacuum		_____	_____	_____
23.	HCO PL 12 Jan 73	PR SERIES 19 THE SAFE POINT (Reissued as BPL)	180	_____	_____	_____
23a.	CLAY DEMO:	What a Safe Point is.		_____	_____	_____
24.	HCO PL 26 Feb 74	PR SERIES 20 THE UNTRAINED PR	182	_____	_____	_____
24a.	CLAY DEMO:	The 2 things at least the untrained PR will do.		_____	_____	_____
25.	HCO PL 27 Feb 74	PR SERIES 21 WASTED PLANNING	183	_____	_____	_____
25a.	CLAY DEMO:	A = A = A		_____	_____	_____
25b.	DEMO:	How this would apply to PR		_____	_____	_____
26.	HCO PL 18 Mar 74	PR SERIES 23 THE PRESS BOOK	184	_____	_____	_____
26a.	CLAY DEMO:	What a press book would consist of.		_____	_____	_____
27.	HCO PL 27 Oct 74	PR SERIES 25 SAFE GROUND	186	_____	_____	_____
27a.	CLAY DEMO:	The 2 rules of PRs safe ground.		_____	_____	_____
27b.	DRILL:	Write down 5 examples each: (a) how truth is told in the art of PR (b) how the lie is disproved in the art of PR		_____	_____	_____

28.	HCO PL 30 Mar 75	PR SERIES 26 PR AND INFORMATION	188	_____	_____	_____
28a.	ESSAY:	Collection of information on any subject is a first step must in any PR action.		_____	_____	_____
29.	HCO PL 9 Jun 75	PR SERIES 27 THE ENEMY LINE		_____	_____	_____
29a.	CLAY DEMO:	The two maxims.		_____	_____	_____
30.	BPL 12 Jul 76	PR SERIES 28 A REFINED DEFINITION OF PR (Corrected & reissued 20 Aug 76)		_____	_____	_____
30a.	CLAY DEMO:	The refined definition of PR.		_____	_____	_____
31.	DRILL:	Write up a full PR campaign to get study tech into a school.		_____	_____	_____
32.	DRILL:	Write up a short plan, in detail, how you'd get a VIP Party done so it was a success.		_____	_____	_____
33.				_____	_____	_____
34.				_____	_____	_____
35.				_____	_____	_____

SECTION III - THE PERSONNEL SERIES

MUSICAL CHAIR	_____	TECHNOLOGY	_____	COPE	_____
DISENFRANCHISE	_____	CHECKSHEETS	_____	BOARD	_____
STABLE TERMINAL	_____	PROMOTION	_____	POST	_____
ANNIHILATION	_____	APPLICANT	_____	MORALE	_____
CAMOUFLAGED	_____	MAELSTROM	_____	UPSTAT	_____
UTILIZATION	_____	INCUMBENT	_____	KNOW-HOW	_____
MOONLIGHTING	_____	ORG BOARD	_____	HAT	_____
APPRENTICESHIP	_____	PURPOSES	_____	ORGANIZE	_____
VALUABLE FINAL PRODUCT	_____	DELIVERY	_____	LINES	_____
INEFFECTUAL	_____	INSURGENCY	_____	HIRING	_____
RELAY POINT	_____	DIRECTORS	_____	FINANCE	_____
PROGRAMMES	_____	CHECKLIST	_____	COVERT	_____
ABERRATION	_____	WITHHOLD	_____	PRICING	_____
		DOWNSTAT	_____		

*1.	HCO PL 29 Aug 70	PERSONNEL SERIES 1 PERSONNEL TRANSEERS CAN DESTROY AN ORG	189	_____	_____	_____
1a.	DRILL:	Draw an example of musical chairs.		_____	_____	_____
1b.	ESSAY:	Write why one doesn't put a person trained in Tech and not Admin on an Admin post.		_____	_____	_____
1c.	CLAY DEMO:	Why an unmanned division will empty.		_____	_____	_____
2.	HCO PL 29 Aug 70	PERSONNEL SERIES 2 PERSONNEL PROGRAMMING	192	_____	_____	_____
2a.	DEMO:	The right way to get in HCO personnel prediction per steps 1-8, PERS SERIES 2.		_____	_____	_____

- 2b. DRILL: Write up an example of how HCO and Qual work together on hiring, enhancement and programming on a new staff member to make the person a utilized staff member.
- *3. HCO PL 29 Aug 70 PERSONNEL SERIES 3 RECRUIT IN EXCESS 195
- 3a. DEMO: Why one has to be so careful when selecting for tech training, according to each point of the A-I steps of PERS SERIES 3.
- 3b. ESSAY: The income of the org depends wholly on its GDSs... how the GDSs are affected by under-manning, under-training and under-production and how it is handled.
4. HCO PL 30 Aug 70 PERSONNEL SERIES 4 RECRUITING ACTIONS 198
- 4a. DEMO: Demo the personnel pools of an org and how they are developed to get new staff. Include examples of the promotional actions into each of these pools.
- 4b. DEMO: How to do an Ethics E-Meter check.
- 4c. DRILL: Drill with your twin the Chart of Human Evaluation until it is known well.
- *5. HCO PL 10 Sep 70 PERSONNEL SERIES 5 TRANSFERITIS 202
- 5a. CLAY DEMO: A camouflaged hole.
- 5b. DEMO: How you would handle a staff member who was
(a) never trained in the first place
(b) never grooved in on post purpose
(c) has unreality and unfamiliarity with the Ideal Scene in its practical aspects, resulting in omitted data or a missing scene.
- 5c. DEMO: How the Management Cycle is an answer to "transfer".
- 5d. ESSAY: Explain why a staff member would continue to be unaware of his lack of knowledge, blame it on another or have considerations about status and thus putting any flub onto a withhold basis, resulting in continuously deteriorating performance each time it occurs. How to handle.
6. HCO PL 12 Sep 7C PERSONNEL SERIES 6 TRAINING 204

6a.	ESSAY:	A fully trained on policy Executive will raise the stats of an Org.			
7.	HCO PL 13 Sep 70	PERSONNEL SERIES 7 HATS - VITAL DATA	205	_____	_____
7a.	DEMO:	A successful Executive is one who understands (a) organization (b) His own hat. has a checksheet and pack for it and knows these (c) he is at extreme risk if he does not enforce hat checksheet and pack checkouts on his juniors.		_____	_____
7b.	ESSAY:	Why an Exec is expected to take full responsibility for the hattedness of his staff, regardless of HCO Dept 1 actions.		_____	_____
8.	HCO PL 22 Sep 70	PERSONNEL SERIES 8 ETHICS AND PERSONNEL	207	_____	_____
8a.	DEMO:	The sequence of actions which culminate in the necessity for heavy ethics action to handle an area.		_____	_____
9.	HCO PL 22 Sep 70	PERSONNEL SERIES 9 HATS	211	_____	_____
9a.	DRILL:	Make up a complete A-I hat for a staff member in the org who doesn't have one.		_____	_____
9b.	CLAY DEMO:	What happens if one remains in cope too long and the real steps to handle.		_____	_____
9c.	DEMO:	The gradient scale of hatting.		_____	_____
10.	HCO PL 6 Oct 70	PERSONNEL SERIES 10 MOONLIGHTING	216	_____	_____
11.	HCO PL 9 Oct 70	PERSONNEL SERIES 11 THE PR PERSONALITY	217	_____	_____
12.	HCO PL 11 Apr 72	ADDITION - THE PR PERSONALITY	218	_____	_____
13.	HCO PL 20 Apr 70	PERSONNEL SERIES 12 ORGANIZATION MISUNDERSTOODS (Corrected and reissued 29 Aug 74)	219	_____	_____
13a.	DRILL:	Clear a staff member on the key words of organization as listed in PERS SERIES 12.		_____	_____
*14.	HCO PL 6 Dec 70	PERSONNEL SERIES 13 THIRD DYNAMIC ABERRATION	223	_____	_____
14a.	DEMO:	The varieties of counter-policy.		_____	_____
14b.	DRILL:	Based on what you know of your org, write up what needs to be done to clear the org of any counter policy per the steps 1-7 of PERS SERIES 13.		_____	_____

*15.	HCO PL 14	Dec 70	PERSONNEL SERIES 14 GROUP SANITY	227	_____	_____	_____
15a.	DRILL:		Do a utilization survey on 10 staff and locate those who: (a) don't know what they are doing or (b) don't know but think they do. No more than 2 minutes per staff member allowed.				
15b.	DEMO:		How the psychosis of hiring, training, apprenticeship and utilization affect the operation of an org.		_____	_____	_____
16.	HCO PL 30	Dec 70	PERSONNEL SERIES 15 ENVIRONMENTAL CONTROL	238	_____	_____	_____
16a.	DEMO:		What competent means.		_____	_____	_____
17.	HCO PL 27	Dec 70	PERSONNEL SERIES 16 HATS PROGRAM PITFALLS	240	_____	_____	_____
17a.	DRILL:		Give one example of each of the main pitfalls of hat programs		_____	_____	_____
18.	HCO PL 19	Jan 71	PERSONNEL SERIES 17 DUPLICATING FUNCTIONS	241	_____	_____	_____
18a.	DRILL:		Write up three examples of duplicating functions in an org.		_____	_____	_____
19.	HCO PL 10	Feb 71	PERSONNEL SERIES 18 ADDS TO PERSONNEL SERIES 8, ETHICS AND PERSONNEL, 15 Sep 70.	242	_____	_____	_____
19a.	DEMO:		What must be done when personnel are being demanded.		_____	_____	_____
20.	HCO PL 16	Mar 71	PERSONNEL SERIES 19 LINES AND HATS	243	_____	_____	_____
20a.	DRILL:		Work out 3 examples each of problems involved with personnel, hats and lines, which may be related but not identical.		_____	_____	_____
20b.	DRILL:		Go around the org and find an unhandled situation re personnel, hats and lines, which may be related but not identical.		_____	_____	_____
21.	HCO PL 19	Mar 71	PERSONNEL SERIES 20 PERSONNEL PREDICTION	245	_____	_____	_____
21a.	DRILL:		Do a personnel prediction on the org per steps 1 to 5 of PERS SERIES 20 by studying the stats, production and personnel files.		_____	_____	_____
21b.	DRILL:		On existing resources, work out a realistic plan for how many additional personnel are needed and where and how to implement in order to double the stats, bearing in mind current un-utilized personnel must be handled or		_____	_____	_____

replaced with stronger
personnel.

- 22. HCO PL 29 Jul 71 PERSONNEL SERIES 21
WHY HATTING? 247
- 22a. CLAY DEMO: The power of a thetan stems
from his ability to hold a
position in space.
- 22b. DRILL: Go around the org and find
six staff who are holding
their positions in space on
the job and how you knew
they were doing this.
- 23. HCO PL 11 Aug 71 PERSONNEL SERIES 22
DON'T UNMOCK A
WORKING INSTALLATION 249
- 23a. DRILL: Go around the org and find
six working installations.
Write up what you found.
Write a commendation on the
Execs concerned for putting
a working installation there.
- 24. HCO PL 23 Dec 71 PERSONNEL SERIES 23
1:1 TECH ADMIN RATIO
ON NEW RECRUITS
(Reissued as BPL) 250
- 24a. DEMO: PCO assignment of new
recruits.
- 25. HCO PL 12 May 72 PERSONNEL SERIES 25
PTS PERSONNEL AND
FINANCE 254
- 25a. ESSAY: Write up how you would detect
a PTS or chronically ill or
NCG on a post and how the
person is handled.
- 26. HCO PL 3 Apr 73 PERSONNEL SERIES 26
HATTING
(Reissued as BPL) 256
- 26a. DEMO: You hat to get a product.
- 27. HCO PL 24 Jun 73 PERSONNEL SERIES 27R
Taken from LRH OODs
item of 18 Nov 71 258
- 27a. DEMO: What a complement is.
- 27b. DRILL: Taking the current org boards,
make up a chart of a full
complement.
- *28. HCO PL 14 Nov 76 PERSONNEL SERIES 28
MANNING UP AN ORG
- 28a. CLAY DEMO: The sequence of manning up an
org.
- 29. DRILL: Write up a full summary of
HCO, Dept Pubs, Executive and
Qual actions necessary to
make a fully hatted staff.
- 30.
- 31.
- 32.
- 33.

SECTION IV - THE ORGANIZING SERIES

FUNCTION _____	FSM _____	CHINESE SCHOOL _____
DESPOTISM _____	COUNTER-EFFORT _____	ROLLING STOCK _____
CHAOTIC _____	MILLENNIA _____	CONSIGNEE _____
EXCHANGEABLE _____	EST-0 _____	GENERATOR _____
JUNTA _____	LONGEVITY _____	CONTROL _____
CONFRONT _____	ASSOCIATED _____	STOP _____
ETIQUETTE _____	CUT RATE _____	HSST _____

- *1. HCO PL 13 Sep 70 **ORG SERIES 1**
- BASIC ORGANIZATION** 259
- 1a. CLAY DEMO: Organization is a dynamic activity, not an identity or a being. _____
- 1b. DRILL: Write 10 examples of classes of action or thing. _____
- 1c. CLAY DEMO: An organization without an org board will break down by overload and cross flows and currents. These in conflict become confusion. _____
- 1d. CHART: Any activity has a sequence of actions and has to have stable points which do not flow in order to handle things which do flow. _____
- 1e. DRILL: Work out a simple org board for 3 different types of businesses, firstly putting in only terminals, then converting these to a flow pattern by
- (a) surveying the types of particles
 - (b) working out the changes desired for each to make a product
 - (c) posting the terminals who will do the changing along a sequence of actions.
2. HCO PL 14 Sep 70 **ORG SERIES 2**
- COPE AND ORGANIZE** 263
- 2a. WORDS: Clear every word of the rule "Organizational genius is composed of arranging sequences of action and designating channels for types of particles." _____
- 2b. DRILL: Write up 5 examples of the above rule. _____
3. HCO PL 24 Sep 70 **ORG SERIES 3**
- HOW TO ORGANIZE AN ORG** 265
- 3a. DRILL: Write up an example of correctly applying steps 1-12 of ORG SERIES 3 on a newly formed org with 10 persons in it, to build it up to a 35-40 man org in 3 months. _____

3b.	CLAY DEMO:	The actions necessary to take an org from cope to fully organized.			
4.	HCO PL 22 Sep 70	ORG SERIES 4 HATS	267	_____	_____
4a.	DEMO:	How to get out of cope.		_____	_____
5.	HCO PL 26 Sep 70	ORG SERIES 5 ORG BOARD CUTATIVES	272	_____	_____
5a.	DRILL:	Write up 3 examples of any major function, action or post left off an org board which will wrap itself around the I/C like a hidden menace.		_____	_____
5b.	DRILL:	Look up the original 1954 London Org Board in Vol 7 and make a full list of all posts and functions not on their current Mini Org Boards.		_____	_____
6.	HCO PL 27 Sep 70	ORG SERIES 6 CUTATIVE PRICES	275	_____	_____
6a.	DRILL:	Write up 5 examples each of how points 1-10 price cuts forbidden can be violated in an org.		_____	_____
7.	HCO PL 1 Oct 70	ORG SERIES 7 HATS AND COUNTER-EFFORT	276	_____	_____
7a.	DRILL:	Make up a simple hat for a non-org post in life which contains the rights and duties, write-up, checksheet and pack.		_____	_____
7b.	CLAY DEMO:	Singlehanding.		_____	_____
7c.	CHART:	Counter-effort caused by unhattedness.		_____	_____
8.	HCO PL 8 Oct 70	ORG SERIES 8 ORGANIZING AND PRODUCT	280	_____	_____
8a.	CHART:	Disorganization gives a poor product. Organization will produce a good product.		_____	_____
8b.	DRILL:	Write up 5 examples of posts doing an irreducible minimum, writing up against each what they really should be doing and producing.		_____	_____
8c.	CHART:	How to organize a person who has six hats so each of the functions are known and done.		_____	_____
9.	HCO PL 28 Oct 70	ORG SERIES 9 ORGANIZING AND HATS	282	_____	_____
9a.	DRILL:	Take 3 Depts on the Org Board and work out the section products which add up to the Dept products or VFPs.		_____	_____
9b.	CHART:	An org staff which does not know the org board and its functions.		_____	_____

- 9c. DRILL: Work out the Div 4 Org Board for a small business per the steps 1-8 per ORG SERIES 9.
- *10. HCO PL 29 Oct 70 ORG SERIES 10
THE ANALYSIS OF ORGANIZATION BY PRODUCT 287
- 10a. DRILL: Make up a separate card for each product 1 to 4, plus quantity, quality, viability. Coach then drills student on Prods 1 to 4, giving examples and having student name the right product by producing the correct card. Coach must ensure that examples given are the fully completed Prod 1 to 4. Coach sorts out student's confusions by referring to the PL & locating & clearing the MUs involved, then having PL restudied. Coach fully covers Prods 1-4 in an org from the viewpoint of org execs.
- 10b. DRILL: Coach then gets student to make up own examples of the 4 basic Prods, proceeding to indicate the quantity, quality and viability factors, until student is fully conversant with the subject.
- 10c. DRILL: Student makes up a checklist of the 12 factors influencing the 4 major prods and does an analysis of the org using this checklist. Fully write up the findings with copy to Flag Data Files.
11. HCO PL 1 Nov 70 ORG SERIES 11
ORGANIZATION AND MORALE 291
- 11a. DRILL: Do an inspection in at least 2 Divs and work out whether the Divs are in good or bad morale. Inspect the Div organization to confirm that good morale goes with good organization and vice versa.
12. HCO PL 2 Nov 70 ORG SERIES 12
THE THEORY OF SCN ORGANIZATIONS 294
- 12a. CLAY DEMO: A "live" organization and a machine organization.
- 12b. CHART: An organization is a number of terminals and communication lines united with a common purpose.
13. HCO PL 13 Nov 70 ORG SERIES 13
PLANNING BY PRODUCT 298

- 13a. DRILL: Figure out the Be, Do, Have by working backwards from product for any three posts. _____
14. HCO PL 14 Nov 70 ORG SERIES 14 THE PRODUCT AS AN OVERT ACT 300 _____
- 14a. DRILL: Inspect 6 org staff producing their products and write up what their products are and whether they are good or flubby products. _____
15. HCO PL 20 Nov 70 ORG SERIES 15 ORGANIZATION MISUNDERSTOODS 301 _____
- 15a. WORDS: Clear each of the Organization Words with Method 5 word clearing (HCOB 21 Jun 72, Word Clearing Series 38) _____
16. HCO PL 25 Nov 70 ORG SERIES 16 POLICY AND ORDERS 305 _____
- 16a. CLAY DEMO: What policy means in the specialized field of Management and organization _____
- 16b. CLAY DEMO: The definition of an "order". _____
- 16c. DEMO: What clearing post purpose is. _____
17. HCO PL 1 Dec 70 ORG SERIES 17 REALITY OF PRODUCTS 309 _____
- 17a. ESSAY: Why a knowledge of the VFPs of an activity is necessary before one can do (a) FP, (b) arrange, buy or sell property, (c) allocate spaces assigned for different functions, (d) assign personnel. _____
- 17b. DRILL: Do the three-part survey on a small business in the district and thusly work out the VFP or VFPs concerned. _____
18. HCO PL 6 Dec 70 ORG SERIES 18 THIRD DYNAMIC DE-ABERRATION 314 _____
- 18a. DRILL: Write up the Admin Scale for your-self as a Mgmt student. Work the scale up and down until it agrees and is consistent. _____
- 18b. DEMO: Why the skill with which the Admin Scale is worked out and aligned and gotten into action is called Management. / _____
19. HCO PL 14 Dec 70 ORG SERIES 19 GROUP SANITY 318 _____
- 19a. ESSAY: Why the 11 points of the Sanity Scale are the points of success or failure in an Org. _____

19b. DRILL:	Work out an Admin Scale for an Org Executive and then align the Admin Scale with the 9 points of the Sanity Scale.			
19c. DRILL:	Do an inspection of nearby org and work out which points of the Sanity Scale are in or out, with full reasons why. This drill must be done on the basis of look, don't listen.			
20. HCO PL 30 Dec 70	ORG SERIES 20 ENVIRONMENTAL CONTROL	329		
20a. DRILL:	Purely on the basis of an inspection of the environment draw up a list of 10 staff who have control over their environment.			
21. HCO PL 19 Jan 71	ORG SERIES 21 DUPLICATING FUNCTIONS	331		
21a. DEMO:	What can happen in an org with duplicative functions and how you handle.			
22. HCO PL 25 Jan 71	ORG SERIES 22 SQUIRREL ADMIN	332		
22a. DRILL:	Write up 5 exact examples of standard admin in an org.			
23. HCO PL 16 Feb 71	ORG SERIES 23 LINES AND TERMINALS	335		
24. HCO PL 6 Mar 71	ORG SERIES 24 LINE DESIGN - HGC LINES AN EXAMPLE	337		
25. DRILL:	A. Clear all the words on the lines and terminals scale. B. Work out how each of the parts of the scale could be identified by an exec in an org. C. Coach then drills student by giving examples of persons on the scale until student can correctly name and identify the examples against the scale. D. Coach must get student to actually do lines and terminals drilling, using the C/S Series 25 line, using the coach and any other students available. E. Coach redrills student on the scale to ensure that student can identify a person's awareness on the scale.			
26. HCO PL 16 Mar 71	ORG SERIES 25 LINES AND HATS	338		
26a. CLAY DEMO:	The interrelated problems of lines, personnel & hats, showing an example of an unsolvable problem which is resolved by locating the real problem and handling that.			

26b. DEMO:	Demo The Factors for the coach.			
27. HCO PL 25 Mar 71	ORG SERIES 26 VALUABLE FINAL PRODUCTS	340	_____	_____
27a. CLAY DEMO:	Valuable Final Product.		_____	_____
28. HCO PL 7 Jul 71	ORG SERIES 27 HCO ESTABLISHMENT FUNCTIONS	342	_____	_____
28a. CLAY DEMO:	The internal and external lines of HCO, showing the terminals who control the particules on the lines.		_____	_____
29. HCO PL 29 Jul 71	ORG SERIES 28 WHY HATTING	344	_____	_____
29a. ESSAY:	Explain how the power of a thetan stems from his ability to hold a position in space and how a whole staff can be brought to this level of operation to get a whole org into Power.		_____	_____
30. HCO PL 11 Aug 71	ORG SERIES 29 INFINITE EXPANSION	346	_____	_____
30a. DEMO:	The points for infinite expansion.		_____	_____
31. HCO PL 14 Jul 72	ORG SERIES 30 ESTO FAILURES	347	_____	_____
31a. DEMO:	What an Esto does on return to his org.		_____	_____
*32. HCO PL 23 Jul 72	ORG SERIES 31 THE VITAL NECESSITY OF HATTING	350	_____	_____
32a. CLAY DEMO:	Hatting = Control.		_____	_____
32b. CHART:	The route followed by new staff on the fast flow hiring system until the person becomes eligible for FT training.		_____	_____
32c. ESSAY:	The benefits and advantages of the fast flow system of hiring.		_____	_____
*33. HCO PL 28 Jul 72	ORG SERIES 32 ESTABLISHING - HOLDING THE FORM OF AN ORG	353	_____	_____
33a. CHART:	What org form really is.		_____	_____
34. HCO PL 13 Jul 74	ORG SERIES 33 PRODUCTION BUGS	356	_____	_____
34a. DRILL:	Write 5 examples of experimenting on a standard production line. What would have been the right thing to do if experimenting or changing the standard production line.		_____	_____
35. HCO PL 13 Jul 74	ORG SERIES 34 WORKING INSTALLATIONS	357	_____	_____
35a. DRILL:	Write 5 examples of unmocking a working installation and how each should have been handled.		_____	_____

2c.	DRILL:	Make up a full list of real org necessities required to get products out.		_____	_____	_____
3.	HCO PL 17 Feb 71	FINANCE SERIES 3 BASIC FBO DUTIES (Reissued as BPL)	362	_____	_____	_____
3a.	DEMO:	The basic FBO duties.		_____	_____	_____
4.	HCO PL 17 Feb 71	FINANCE SERIES 3-1 HANDLING OF BOUNCED CHECKS AND REFUNDS (Reissued as BPL)	364	_____	_____	_____
4a.	DEMO:	Handling of bounced checks, refunds.		_____	_____	_____
5.	HCO PL 1 Mar 71	FINANCE SERIES 4 INCOME SOURCES (Reissued as BPL)	366	_____	_____	_____
5a.	DRILL:	Inspect copies of recent income source summaries and div income breakdowns and work out (a) areas and services which are buying and selling and (b) areas and services which are not buying and selling. Write up a list of actions which should be done on these publics.		_____	_____	_____
6.	HCO PL 26 Apr 71	FINANCE SERIES 5 FP ACTIVATION (Reissued as BPL)	368	_____	_____	_____
7.	HCO PL 10 Mar 71	FINANCE SERIES 6 FBO HAT (Reissued as BPL)	369	_____	_____	_____
7a.	DEMO:	The FBO products and purposes.		_____	_____	_____
*8.	HCO PL 19 Mar 71	FINANCE SERIES 7 BEAN THEORY ... FINANCE AS A COMMODITY (Reissued as BPL)	374	_____	_____	_____
8a.	CHART:	Bean theory in operation.		_____	_____	_____
9.	HCO PL 8 Jun 71	FINANCE SERIES 8 FBO ACCOUNTS (Reissued as BPL)	377	_____	_____	_____
10.	HCO PL 23 Sep 71	FINANCE SERIES 9 FINANCE BANKING OFFICER PURPOSES	378	_____	_____	_____
10a.	CLAY DEMO:	The purposes of the FBO.		_____	_____	_____
10b.	DEMO:	How an FBO achieves his 3 purposes in an org.		_____	_____	_____
11.	HCO PL 22 Oct 71	FINANCE SERIES 10 PURCHASING AND CHECK SIGNING LINES MODIFIED (Reissued as BPL)	379	_____	_____	_____
12.	HCO PL 9 Mar 72	FINANCE SERIES 11 INCOME FLOWS AND POOLS PRINCIPLES OF MONEY MANAGEMENT	381	_____	_____	_____
12a.	CHART:	The income flows and pools.		_____	_____	_____
12b.	CLAY DEMO:	The A-L governing Policy of Finance.		_____	_____	_____

12c.	ESSAY:	An ED's responsibility on Finance. (See point 11 above and HCO PL 10 April 63, WHAT AN EXEC WANTS ON HIS LINES)			
13.	HCO PL 12 May 72	FINANCE SERIES 12 PTS PERSONNEL AND FINANCE	385	_____	_____
13a.	ESSAY:	Why PTSs are not OK on finance, registration, top exec, HAS or Ethics lines.		_____	_____
14.	HCO PL 3 Jun 72	FINANCE SERIES 13 PROMOTION ALLOCATIONS (Reissued as BPL)	387	_____	_____
14a.	DRILL:	Do an example of the promo schedule for one month which is a correct PT expenditure.		_____	_____
15.	BPL 3 Nov 72RA (Rev 26 Apr 75)	FINANCE SERIES 14RA PAYMENT OF FLAG BILLS INCURRED LOCALLY	402	_____	_____
15a.	DEMO:	The only 4 types of Flag Bills which are paid locally by FBOs.		_____	_____
16.	HCO PL 8 Mar 73	FINANCE SERIES 16 PROMOTION (Reissued as BPL)	405	_____	_____
16a.	DEMO:	The policy regards Promotion		_____	_____
17.	BPL 10 Nov 73R	FINANCE SERIES 16R FBO NETWORK ORGANIZATION LOCATION (Rev & Reiss as BPL 25 Apr 75)	405	_____	_____
18.	ESSAY:	Why the FBO Network exists.		_____	_____
19.				_____	_____
20.				_____	_____
21.				_____	_____
22.				_____	_____
23.				_____	_____

SECTION VI - EXECUTIVE SERIES

RESPONSIBILITY _____	QUAGMIRE _____	CHRONIC _____
TARGETTING _____	BY-PASS _____	PLUNDER _____
EXECUTIVE _____	QEO _____	KNOWLEDGE _____
MAGISTRATE _____	QUOTAS _____	TEO _____
SUPREMACY _____		

*1.	HCO PL 29 Oct 71	EXECUTIVE SERIES 1 THE EXECUTIVE	407	_____	_____
1a.	WORDS:	Method 9 on HCO PL 29 Oct 71 THE EXECUTIVE.		_____	_____
1b.	DRILL:	Coach does the Learning Drill per HCOB 26 Jul 63 on student on HCO PL 29 Oct 71 THE EXECUTIVE.		_____	_____

2.	HCO PL 29 Oct 71	EXECUTIVE SERIES 2 LEADERSHIP		_____	_____	_____
2a.	CLAY DEMO:	The most ideal character of an Executive.		_____	_____	_____
*3.	HCO PL 27 Nov 71	EXECUTIVE SERIES 3 MONEY	410	_____	_____	_____
3a.	CLAY DEMO:	Money		_____	_____	_____
*4.	HCO PL 3 Dec 71	EXECUTIVE SERIES 4 EXCHANGE	412	_____	_____	_____
4a.	CLAY DEMO:	Exchange		_____	_____	_____
4b.	ESSAY:	How an Exec can know exchange is occurring.		_____	_____	_____
*5.	HCO PL 26 Jan 72	EXECUTIVE SERIES 5 NOT DONES, HALF DONES AND BACKLOGS	414	_____	_____	_____
5a.	DEMO:	An area with routine traffic and a backlog.		_____	_____	_____
5b.	DRILL:	Write up three examples of how a backlog can develop and what must be done to handle.		_____	_____	_____
6.	HCO PL 6 Feb 72	EXECUTIVE SERIES 6 EXECUTIVE INTENTION (Reissued as BPL)	416	_____	_____	_____
6a.	DRILL:	Write up what happens in an org with an Exec who disagrees with Policy, Flag or a FOLO.		_____	_____	_____
6b.	DRILL:	Write up 3 examples of illegal or contrary orders and how to handle.		_____	_____	_____
*7.	HCO PL 8 Feb 72	EXECUTIVE SERIES 7 TARGETTING OF DIVISIONAL STATISTICS AND QUOTAS	418	_____	_____	_____
7a.	DRILL:	Give 5 examples of a production quota		_____	_____	_____
7b.	DRILL:	Give 5 examples of targetting necessary to achieve and increase production quotas.		_____	_____	_____
8.	HCO PL 18 Feb 72	EXECUTIVE SERIES 8 THE TOP TRIANGLE	420	_____	_____	_____
8a.	DRILL:	Give 3 examples of actually increasing KRC on a staff member and how it is done.		_____	_____	_____
9.	HCO PL 27 Feb 72	EXECUTIVE SERIES 9 ROUTING	422	_____	_____	_____
9a.	DEMO:	Demonstrate how an Exec must handle routing and what happens if he doesn't.		_____	_____	_____
10.	HCO PL 29 Feb 72	EXECUTIVE SERIES 10 CORRECT COMM	424	_____	_____	_____
10a.	DRILL:	Student gives one example each of the 19 points of the basic elements of correct comm.		_____	_____	_____
10b.	DRILL:	Coach writes up examples of correct and incorrect comm and has student handle rapidly and correctly. If any slows, find out why and handle.		_____	_____	_____

11.	HCO PL	1 Apr 72	EXECUTIVE SERIES 11 MAKING AN EXECUTIVE	427	_____	_____	_____
11a.	DRILL:		Draw up an example of wrong flow lines, then an example of right fast flow comm lines.		_____	_____	_____
11b.	DRILL:		Write up 5 examples of inter- departmental and inter-div comm.		_____	_____	_____
11c.	DRILL:		Draw up a chart showing the command lines in one color and fast flow comm lines in another color.		_____	_____	_____
*12.	HCO PL	3 May 72	EXECUTIVE SERIES 12 ETHICS AND EXECUTIVES	431	_____	_____	_____
12a.	DRILL:		Write up 5 examples each of the 7 out-ethics offenses		_____	_____	_____
12b.	DRILL:		Write up 5 examples each (additional) of the 7 out- ethics offenses.		_____	_____	_____
12c.	DRILL:		Steps 1 thru 5 of Ethics and Executives PL.		_____	_____	_____
13.	HCO PL	12 May 72	EXECUTIVE SERIES 13 PTS PERSONNEL AND FINANCE	435	_____	_____	_____
13a.	ESSAY.		Write up Why a PTS Exec could do (a) to (e) in an org.		_____	_____	_____
14.	HCO PL	14 Jul 72	EXECUTIVE SERIES 14 ESTO FAILURES	437	_____	_____	_____
14a.	DEMO:		How an Esto can aid an ED/ Prod Officer in an org.		_____	_____	_____
15.	HCO PL	23 Jul 72	EXECUTIVE SERIES 15 THE VITAL NECESSITY OF HATTING	440	_____	_____	_____
15a.	ESSAY:		On a first job for an Exec being to get things for his people to do.		_____	_____	_____
16.	HCO PL	28 Jul 72	EXECUTIVE SERIES 16 ESTABLISHING HOLDING THE FORM OF THE ORG	443	_____	_____	_____
16a.	DEMO:		How the Form of the Org is held.		_____	_____	_____
17.	HCO PL	9 May 74	PROD-ORG ESTO AND OLDER SYSTEMS RECONCILED	446	_____	_____	_____
18.	HCO PL	7 Dec 74	PROD-ORG, ESTO AND OTHER SYSTEMS RECONCILED REINSTATED	450	_____	_____	_____
19.	CLAY DEMO:		How the Prod-Org Esto Systems are reconciled.		_____	_____	_____
*20.	HCO PL	20 Sep 76	EXECUTIVE SERIES 17 THE STAT PUSH		_____	_____	_____
20a.	CLAY DEMO:		What production is.		_____	_____	_____
20b.	ESSAY:		On what a stat is and how it should be used.		_____	_____	_____
*21.	HCO PL	14 Nov 76	EXECUTIVE SERIES 18 MANNING UP AN ORG		_____	_____	_____
21a.	ESSAY:		On how single handing from the top comes from long-standing failures to man or man in sequence and how to handle so that the org takes over.		_____	_____	_____

22. HCO PL 16 Nov 76 EXECUTIVE SERIES 19
 PRODUCTION QUOTAS
- 22a. DRILL: Chart the entire cycle of how you would get a Division in an org to work on products and get the GDS up. (Pick any Division)
23. _____
24. _____
25. _____
26. _____
27. _____

SECTION VII

ESTABLISHMENT OFFICER SYSTEM

ESTABLISHMENT _____	FORM _____	PREVALENT _____
MONOPOLIZING _____	HARMONY _____	GURGLING _____
COGNITION _____	EXPERTISE _____	HATTING _____
CONSULTANT _____	CCH'S _____	OPERATION _____
HAVINGNESS _____	BLUE CHIP _____	SCS _____
CONFESSIONAL _____	WORK _____	

1. HCO PL 7 Mar 72 ESTO SERIES 1R
 (Rev 13 Apr 72) THE ESTABLISHMENT OFFICER 451 _____
- 1a. DRILL: The Esto Org Board. _____
2. HCO PL 9 Mar 72 ESTO SERIES 2
 HATTING THE ESTO 459 _____
3. HCO PL 9 Mar 72 ESTO SERIES 3
 DEV-T AND UNHATTEDNESS 460 _____
- 3a. DRILL: Do the Instant Hat Drill on Coach and others until it can be done smoothly and well. _____
- 3b. CLAY DEMO: The 3 points to handle a non-productive chaos in an org or division. _____
4. HCO PL 10 Mar 72 ESTO SERIES 4
 EXEC ESTO HATTING DUTIES 464 _____
- 4a. CLAY DEMO: The answer to your off policy solution is "NO!" Find the Why. _____
5. HCO PL 13 Mar 72 ESTO SERIES 5
 PRODUCTION AND ESTABLISHMENT ORDERS AND PRODUCTS 468 _____
- 5a. DRILL: Write up 3 examples of persons requiring orders to do their own post. _____
- 5b. DRILL: Do the 1-14 steps on a staff member to F/N VGIs at Exams. _____
- *6. HCO PL 14 Mar 72 ESTO SERIES 6
 SEQUENCE OF HATTING 472 _____

6a.	DEMO:	How to speed up an org.			
7.	HCO PL 14 Mar 72	ESTO SERIES 7 FOLLOW POLICY AND LINES	474		
7a.	DRILL:	Draw the lines which are under the control of HCO Dept 2 and those under the Esto for the Div.			
7b.	DRILL:	Give 3 examples of dis- establishing a working installation.			
7c.	ESSAY:	Write up how an Exec would know which staff are operational and which are inoperational, with exact examples.			
8.	HCO PL 16 Mar 72	ESTO SERIES 8 LOOK DON'T LISTEN	477		
8a.	DRILL:	Do an inspection of the org purely on the basis of "Look don't listen", writing up a full report of what found. Observe the scene, action, stats, products, lines, mest, pattern used, quality of products.			
8b.	DRILL:	Write up 5 examples of Esto handling situation in an org, and how the Esto handles these.			
9.	HCO PL 16 Mar 72	ESTO SERIES 9 STUCK IN	481		
9a.	DRILL:	Do the following dummy drills with a coach: (a) instant hatting (b) getting production (c) doing a HAT PL checkout on the person (d) getting more production (e) doing another PL checkout (f) Getting more production			
9b.	ESSAY:	Why an Esto handles staff on short cycles.			
9c.	DRILL:	Give 3 examples of a Dev-T staff member handled with instruct, cram, retread, dismiss.			
10.	HCO PL 18 Mar 72	ESTO SERIES 10 FILES	482		
10a.	CLAY DEMO:	Set up a big clay demo of how to set up and maintain divisional files.			
11.	HCO PL 23 Mar 72	ESTO SERIES 11 FULL PRODUCT CLEARING LONG FORM	484		
12.	HCO PL 1 Apr 72	ESTO SERIES 12 MAKING AN EXECUTIVE	490		
12a.	DEMO:	The real scene of an executive.			
13.	HCO PL 3 Apr 72	ESTO SERIES 13 DOING WORK	494		

13a. DRILL:	Write up 5 examples of a staff member not doing what he should be doing.		_____	_____	_____
13b. CLAY DEMO:	Happiness is Power and Power is being able to do what one is doing when one is doing it.		_____	_____	_____
13c. DRILL:	Write up 3 different staff situations and what handling drills should be done on them.		_____	_____	_____
14. HCO PL	4 Apr 72	ESTO SERIES 14			
		ETHICS	498	_____	_____
14a. ESSAY:	The consequences of permitting a staff member to receive without contributing.			_____	_____
15. HCO PL	6 Apr 72	ESTO SERIES 15			
		PRODUCT CORRECTION	502	_____	_____
15a. DRILL:	Do the hats and org board drill on a staff member and complete the steps, writing up fully what was found. (This is a student drill and it is not permitted to send the result to the staff member)			_____	_____
15b. ESSAY:	What to do when stats are down or lines tangled.			_____	_____
*16. HCO PL	24 Apr 72	ESTO SERIES 16			
		HATTING THE PRODUCT OFFICER OF THE DIVISION	507	_____	_____
16a. DRILL:	Coach drills student on Esto Series 16 situations one by one until he can handle well.			_____	_____
16b. DRILL:	Coach drills student on Esto Series 16 Sits 1, 2 and 8 on staff situations.			_____	_____
16c. ESSAY:	Why and how for the general why of inactivity or non-production being a low condition on one or more dynamics, causing inability to confront.			_____	_____
17. HCO PL	13 May 72	ESTO SERIES 17			
		CHINESE SCHOOL	511	_____	_____
17a. DRILL:	Student does a Chinese School on other students till he can do it well.			_____	_____
18. HCO PL	12 Jun 72	ESTO SERIES 18			
		LENGTH OF TIME TO EVALUATE	513	_____	_____
19. HCO PL	13 Jun 72	ESTO SERIES 19			
		PROGRAM DRILL	515	_____	_____
19a. DRILL:	Do a dummy project 1.			_____	_____
19b. DRILL:	Do a dummy project 2.			_____	_____
20. HCO PL	26 Jun 72	ESTO SERIES 20			
		SUPERVISOR TECH	517	_____	_____

- 20a. DRILL: Obnosis drill. Coach takes student around the org and stops at various points and asks the student what he sees. If student misses obvious things or omissions, coach looks for and finds MUs in the area, then gets the student to look and see again. This is done all around the org till student can report what is there or should be there but isn't.
21. HCO PL 28 Jun 72 ESTO SERIES 21 FILES ACCURACY 519
- 21a. DRILL: Coach gets student to rattle off the alphabet forwards and backwards and then to give each letter ahead of or behind each letter. Handle any trouble with location of MUs.
- 21b. DRILL: Coach drills student on a map of the world, locating cities, states, countries and continents, plus a map of the area covered by org activities.
- 21c. DRILL: Student now drills a staff member who controls files (during study time) on Drill 21b above.
22. HCO PL 14 Jun 72 ESTO SERIES 22 ESTO FAILURES 520
- 22a. DRILL: Using a 35-man org posted per the Mini Org Board complement, work out future posting priorities by paralleling with production to man up the org against production.
23. HCO PL 23 Jul 72 ESTO SERIES 23 THE VITAL NECESSITY OF HATTING 523
- 23a. CLAY DEMO: Hatting = Control.
24. HCO PL 25 Jul 72 ESTO SERIES 24 THE FORM OF THE ORG 526
- 24a. CLAY DEMO: A terminal.
- 24b. CLAY DEMO: Org Form.
- 24c. DRILL: Draw up a diagram of how to utilize space properly in order to get in the form of the org.
- 24d. DRILL: Draw up a flow plan of the main public body lines in an org as would be used for drilling public line posts. Now compare this to the org board and the existing location of terminals in the org. Write up a full report on your findings.

25.	HCO PL 27 Jul 72	ESTO SERIES 25 FORM OF THE ORG AND SCHEDULES	529	_____	_____	_____
25a.	DRILL:	Write up examples of a schedule for 3 different types of activities.		_____	_____	_____
26.	HCO PL 28 Jul 72	ESTO SERIES 26 ESTABLISHING.... HOLDING THE FORM OF THE ORG	531	_____	_____	_____
27.	HCO PL 21 Aug 72	ESTO SERIES 27 EFFECTIVE HATTING	534	_____	_____	_____
28.	BPL 4 Oct 72	ESTO SERIES 28R HANDLING PTS AND OUT ETHICS PERSONNEL (Cancelled)	536	_____	_____	_____
29.	HCO PL 24 Jun 73	ESTO SERIES 29R Taken from LRH OODs Item of 18 Nov 71.	538	_____	_____	_____
30.	HCO PL 22 Nov 73	ESTO SERIES 30	539	_____	_____	_____
*31.	HCO PL 7 Aug 76	ESTO SERIES 31 PRODUCT/ORG OFFICER SYSTEM, NAME YOUR PRODUCT		_____	_____	_____
31a.	CLAY DEMO:	Name your product.		_____	_____	_____
*32.	HCO PL 7 Aug 76	ESTO SERIES 32 PRODUCT/ORG OFFICER SYSTEM, WANT YOUR PRODUCT		_____	_____	_____
32a.	CLAY DEMO:	Want your product.		_____	_____	_____
*33.	HCO PL 7 Aug 76	ESTO SERIES 33 PRODUCT/ORG OFFICER SYSTEM, TO GET YOU HAVE TO KNOW HOW TO ORGANIZE		_____	_____	_____
33a.	CLAY DEMO:	How to get the product.		_____	_____	_____
33b.	ESSAY:	On... to get you have to know how to organize.		_____	_____	_____
34.	DRILL:	With a coach, name, want and get your product having the coach mock up different situations and the student handling as a product officer until the student does it efficiently and feels good about it.		_____	_____	_____
35.				_____	_____	_____
36.				_____	_____	_____
37.				_____	_____	_____
38.				_____	_____	_____
39.				_____	_____	_____

SECTION VIII - CORRECTION

Under Section A are listed all policy contained in OEC Volume Management Series which have been cancelled. Cancelled issues which have been replaced by another PL have the replacement noted. (Your Course Admin will have an "Additions" pack).

Under Section B are listed all policy in OEC Volume Management Series which have been reissued and revised as BPLs. (The revised BPLs should be contained in the "Additions" pack). Only those issued not already published as BPLs are listed here.

Under Section C are listed all HCO PLs which have been revised. (These also are in the "Additions" pack).

A. CANCELLATIONS:

- | | | | | | |
|----|------------------------------|---|-------|-------|-------|
| 1. | HCO PL 14 Jan 72
(Iss IV) | PERSONNEL SERIES 24
THE "OK TO BE A...."
SYSTEM - Cancelled | _____ | _____ | _____ |
| 2. | | | _____ | _____ | _____ |
| 3. | | | _____ | _____ | _____ |
| 4. | | | _____ | _____ | _____ |
| 5. | | | _____ | _____ | _____ |
| 6. | | | _____ | _____ | _____ |

B. REISSUED AS BPLS:

- | | | | | | |
|----|------------------|---|-------|-------|-------|
| 1. | HCO PL 5 Dec 71 | PR SERIES 13
HOW TO DO A PR SURVEY
Reissued as BPL 5 Sep
75, same title. | _____ | _____ | _____ |
| 2. | HCO PL 7 Jan 72 | PR SERIES 14
CREATING SURVEY
QUESTIONS, Revised
& reissued as BPL 9 Sep
75, same title | _____ | _____ | _____ |
| 3. | HCO PL 25 Jan 72 | PR SERIES 15
POPULATION SURVEYS,
Revised & reissued as
BPL 3 Jul 74, same title | _____ | _____ | _____ |
| 4. | HCO PL 13 Jul 72 | PR SERIES 16
SURVEY BUTTONS AND PROMO,
Revised & reissued as
BPL 9 Sep 75, same title | _____ | _____ | _____ |
| 5. | HCO PL 12 Jan 73 | PR SERIES 19
THE SAFE POINT, Reissued
as BPL 29 Jun 75, same
title. | _____ | _____ | _____ |
| 6. | HCO PL 10 Feb 71 | PERSONNEL SERIES 18
Adds to Personnel Series
8, HCO PL 16 Sep 70
ETHICS AND PERSONNEL,
Reissued as BPL, same
title | _____ | _____ | _____ |
| 7. | HCO PL 23 Dec 71 | PERSONNEL SERIES 23
1:1 TECH ADMIN RATIO ON
NEW RECRUITS, Revised and
reissued as BPL 8 Sep 75,
same title | _____ | _____ | _____ |

- | | | | |
|-----|------------------|---|-------|
| 8. | HCO PL 3 Apr 73 | PERSONNEL SERIES 26
HATTING, revised &
reissued as BPL 20 Jul
75, same title. | _____ |
| 9. | HCO PL 17 Feb 71 | FINANCE SERIES 3
BASIC FBO DUTIES,
reissued as BPL, same
title | _____ |
| 10. | HCO PL 17 Feb 71 | FINANCE SERIES 3-1
HANDLING OF BOUNCED
CHECKS AND REFUNDS
(Modified 5 Jul 72)
Revised & reissued as
BPL 15 Aug 75, same
title | _____ |
| 11. | HCO PL 1 Mar 71 | FINANCE SERIES 4
INCOME SOURCES, revised
& reissued as BPL
18 Jul 75, same title | _____ |
| 12. | HCO PL 26 Apr 71 | FINANCE SERIES 5
FP ACTIVATION
Revised & reissued as
BPL 21 Jul 75, same
title | _____ |
| 13. | HCO PL 10 Mar 71 | FINANCE SERIES 6
FBO HAT
Reissued as BPL, same
title | _____ |
| 14. | HCO PL 19 Mar 71 | FINANCE SERIES 7
BEAN THEORY - FINANCE AS
A COMMODITY,
Reissued as BPL, same
title | _____ |
| 15. | HCO PL 8 Jun 71 | FINANCE SERIES 8
FBO ACCOUNTS,
Revised & reissued as
BPL 25 Aug 75, title
change to FINANCE OFFICE
ACCOUNTS | _____ |
| 16. | HCO PL 22 Oct 71 | FINANCE SERIES 10
PURCHASING AND CHECK
SIGNING LINES MODIFIED
Revised & reissued as
BPL 26 Apr 75, same
title | _____ |
| 17. | HCO PL 3 Jun 72 | FINANCE SERIES 13
PROMOTION ALLOCATIONS
Reissued as BPL, same
title | _____ |
| 18. | HCO PL 8 Mar 73 | FINANCE SERIES 15
PROMOTION
Revised & reissued as
BPL 25 Apr 75, same
title | _____ |
| 19. | HCO PL 6 Feb 72 | EXECUTIVE SERIES 6
EXECUTIVE INTENTION,
Revised & reissued as
BPL 20 Jul 75, same
title | _____ |

- 20. BPL 4 Oct 72 ESTO SERIES 28R
Cancelled 22 Jan 77 by
BPL 4 Oct 72R ESTO
SERIES 28RA, same
title
- 21. _____
- 22. _____
- 23. _____
- 24. _____
- 25. _____

C. REVISIONS OF HCO PLS:

- 1. HCO PL 19 Sep 73 DATA SERIES 28
Revised 22 Jun 75
(cancels earlier version)
- 2. HCO PL 3 Jul 74 DATA SERIES 33
EVALUATION, CRITICISM OF
Revised 17 Sep 74, same
title
- 3. HCO PL 13 Jul 72 PR SERIES 1
PR AND CAUSATION
Revised 7 Aug 72, same
title
- 4. HCO PL 20 Apr 70 PERSONNEL SERIES 12
ORGANIZATION MISUNDER-
STOODS, Corrected and
reissued 29 Aug 74,
same title
- 5. HCO PL 7 Mar 72 ESTO SERIES 1
THE ESTABLISHMENT OFFICER
Revised 13 Apr 72, same
title
- 6. HCO PL 24 Jun 73 ESTO SERIES 29
PERSONNEL SERIES 27
Revised 23 Oct 75
(The revision is the
signature)
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____

SECTION IX - ATTEST

A. I attest that I have fully completed the above checksheet,
have no misunderstands on the course materials, and can
consistently and successfully apply the course materials.

STUDENT: _____ DATE: _____

B. I attest that the above named student has fully completed the checksheet, knows and can apply the materials of the course and has no misunderstands.

SUPERVISOR: _____ DATE: _____

C. The above named student has attested to (a) properly enrolled on course, (b) has signed a no-charge invoice for 2½ or 5 year contracted staff or paid in full for non-contracted staff or public, (c) has studied and understands all the materials on the checksheet, (d) has done the drills called for on the checksheet, (e) can produce the result required in the materials of the course.

If this checksheet completes the full study and completion of all OEC checksheets, the student has been awarded his certificate of Management Section of the OEC Course, Provisional, which will be validated as a full certificate with a Gold Seal when all Internships for all OEC Checksheets have been successfully completed and attested to.

CERTS & AWARDS: _____ DATE: _____

D. CONDITIONAL: If the student has not completed M1 Word Clearing, an examination is fully passed in Qual on the materials of the checksheet.

DIR VALIDITY: _____ DATE: _____

Record of this checksheet completion is to be entered into Student's Personnel Enhancement Folder.

Revised by
W/O Louise Kelly
Flag Mission 1710 I/C
for
Training & Services Aide
Authorized by AVU
Approved by LRH Pers Comm
for the

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